



PENINSULA
COLLEGE

College Catalog

2022-2023

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Academic Info

About Peninsula College

Our Mission, Core Themes, and Guiding Principles

Peninsula College educates diverse populations of learners through community-engaged programs and services that advance student equity and success.

Statement of Mission

Peninsula College Board of Trustees, August 2019

Core Themes

Advancing Student Success

Support students in achieving their educational goals

Achieving Academic Excellence

Provide engaging, high quality academic and professional-technical programs

Fostering Equity and Inclusion

Eliminate systemic disparities in educational outcomes

Strengthening Communities

Strengthens the economic and cultural vitality of its service region and beyond

Guiding Principles

The college community is guided by the following principles:

The teaching/learning process is at the center of the mission of Peninsula College.

Members of the campus community will treat each other with mutual respect and dignity.

Members of the campus community will be open and honest in their communications.

Members of the campus community will promote a positive work environment and avoid adversarial relationships.

Each member of the campus community will act ethically and with integrity.

The campus will engage in collaborative decision-making processes.

Peninsula College Board of Trustees

Mike Glenn, Chair

Dwayne Johnson, Vice Chair

Claire Roney, Member

Michael Maxwell, Member

Joe Floyd, Member

pencol.edu/aboutpc/board

About Peninsula College

At Peninsula College, our unique environment encourages you to explore new possibilities. We're innovative and student-centered with excellent faculty and small classes. Our learning facilities feature striking architecture and classrooms with advanced instructional technology and equipment. We offer international learning experiences and are actively involved in our local community. What's more, we provide many extra-curricular opportunities: championship athletic teams, student clubs and activities, and an array of cultural and fine arts events throughout the year.

Areas of Study

When you have a clear college plan, you're more likely to achieve your academic goals and save yourself time and money in the process. With this in mind, we've adopted a Guided Pathways approach to help you complete programs faster.

By grouping courses together in a clear path, you're able to make the most efficient use of your time, whether you're working toward a career immediately after graduation, or transferring to a university to continue your education. Advisors will work closely with you to identify your path, keep you on it, and help you graduate sooner.

With a particular focus on low-income, first-generation students and students of color, Washington's state-wide Guided Pathways efforts aim to help more of our students earn credentials to prepare them to enter careers in higher-paying, high-demand fields.

Under Guided Pathways you'll choose a program from within seven Areas of Study: Arts & Communications, Business & Management, Healthcare, Information Technology, Math & Science, Skilled Trades, and Social Sciences & Education.

Opportunities in the Arts and Sciences

If you're pursuing a transfer degree you'll find many exciting opportunities to explore and develop passions for a full range of academic and artistic pursuits. Each year student talents are celebrated through a week-long Student Arts Week, which showcases craftsmanship in a variety of areas, from acting to music to art and more. Included in the events are concerts by the PC Instrumental Jazz and Vocal Ensembles, poetry and prose readings, a special student art show, a Junk Art Welding show, and an end-of-term concert by the music department.

Peninsula College Honors students work independently with faculty mentors on capstone projects that the students present each spring to the campus and community at the spring Honors Symposium. In addition, Honors students sponsor events and activities through Lyceum, the Honors Club.

Our journalism students work on a prize-winning student newspaper, *The Buccaneer*. They also regularly attend conferences to learn more about the art of journalism.

Students and community members can contribute original writing, photographs, music, and works of art to Peninsula College's award-winning literary arts magazine, *Tidepools*. Cash prizes are awarded to first, second, and third-place winners. All of the contributors are honored with a reception in the spring and give several readings in our local communities.

Numerous research and travel opportunities are available to our science students, who study and work in Keegan Hall, our Science and Technology Building. Research opportunities abound on the Peninsula. Outstanding outdoor resources, such as Olympic National Park and state and national forests, encourage scientific inquiry and lead to exciting projects. But this is only the start; many more opportunities exist and are waiting to be explored.

Under Guided Pathways, students interested in pursuing an Arts and Sciences transfer degree can choose an Area of Study in Arts & Communications, Social Science & Education, or Math & Science.

Honors Program

If you're looking for a one-of-a-kind experience designed for highly motivated students who seek to be engaged in an intensive learning process, our Honors Program is for you. You'll make connections among ideas while developing critical thinking skills as you pursue an Associate of Arts or Associate of Science degree. You'll apply your mastery of knowledge to the design and completion of a comprehensive capstone project. You may work with a faculty mentor on a project the faculty member is conducting, or develop a project that is uniquely your own.

Locations

Port Angeles

Peninsula College's main campus is located in the city of Port Angeles on 75 acres in the foothills of the Olympic Mountains. Twenty-five buildings provide facilities for students who attend PC from all over the United States and the world.

PC Forks

Our West End location is located in the heart of the Olympic Peninsula in central Forks, Washington. The site offers academic, professional, and technical, Basic Education for Adults (Transitional Studies) and ELA (English Language Acquisition) courses, as well as a full range of student support services. A learning center is staffed to provide academic or technical support to students enrolled in online or face-to-face classes.

PC Port Townsend

Peninsula College at Port Townsend is located in the beautiful park setting of historic Fort Worden. Our award-winning small campus and caring staff can help students work toward their academic goals.

Onsite classes, as well as online and Zoom courses, make it possible for East Jefferson County residents to fulfill the requirements for a Peninsula College two-year degree, one-year certificate, or short-term certificate.

Our History

Peninsula College celebrated its 60th Anniversary during the 2021-2022 academic year. The college was founded in 1961 because a group of local citizens wanted to be able to continue their educations without having to travel great distances to college centers in Bremerton or across Puget Sound. The first classes were held in a small building on the Port Angeles High School campus, but the number of students who enrolled in the college quickly became more than the available facilities could accommodate, and plans were soon underway to build a permanent campus elsewhere in the city.

Construction of the new campus began in 1964, and a year later the first classes were held on the present PC site with additional classes being offered all across our district. Today, the main campus spreads out over 75 acres of land in the foothills of the Olympic Mountains, overlooking the city of Port Angeles and its busy, international harbor.

Our facilities include a Student Services Center; Maier Performance Hall; Allied Health and Early Childhood Education Building; Arts and Humanities Building; a new Science and Technology Building and Ṡaṡkʷustəṡáwtxʷ House of Learning Peninsula College Longhouse; Library/Media Center; computer labs; a lecture hall; and a student union building, known as the Pirate Union Building or PUB. The PUB houses a theater, art gallery, Pirate Cove Cafe, Bookaneer bookstore, lounge area, Internet café, performance areas, and student government offices.

Maier Hall is the largest building on campus, with 62,950 square feet. The intimate 130-seat performance hall is the centerpiece of the facility. Outfitted with the latest in sound and lighting equipment, it has been physically shaped to provide superb acoustics and ideal conditions for music, lectures, or poetry readings. Completely equipped art and ceramic studios and spacious music practice and rehearsal rooms allow students to fully explore all of the arts and discover their talents. Rounding out the facility are classrooms, a Transitional Studies Center, faculty offices, and a learning lab area that includes computer, math, English, and foreign language labs.

The 56,000 square-foot Keegan Hall Science and Technology Building contains a lecture hall, 13 labs, five classrooms, faculty offices, and two conference rooms in two separate wings—a Science Wing and a Technology Wing.

Situated between Maier Hall and Keegan Hall is a signature art and water sculpture that invites students and visitors alike to sit for a moment or an hour in a calm, relaxing atmosphere that echoes the natural environment of the Olympic Peninsula. Seven of the most prominent mountain peaks in the Olympic Mountain range have been recreated in aluminum and mounted on basalt columns that are situated in water pools. The effect is an oasis of calm and reflection in the middle of a busy campus.

Standing in a grove of cedar trees, Ṗaṭkʷustəṇáwt xʷ House of Learning, Peninsula College Longhouse was the first longhouse in the nation built on a community college campus. The vision of a Longhouse as a center for cultural expression and educational achievement for all students and community members has collaboratively been woven together by Peninsula College and the six local tribes: Hoh River Chalat', Quileute, Makah, Port Gamble S'Klallam, Jamestown S'Klallam, and Lower Elwha Klallam.

In 2007, leaders from the six local tribes and the College opened Ṗaṭkʷustəṇáwt xʷ House of Learning, Peninsula College Longhouse with a cedar bark ribbon-cutting ceremony. This ceremony was the culmination of more than two years of planning and construction and honored important tribal and community relationships.

In fall 2010, tribal leaders, elders, and youth from all six tribal nations and community members joined Peninsula College to witness and celebrate the historic raising of a 20-foot Welcome Pole at the entrance to the Longhouse. The Welcome Pole was carved on campus by Jamestown S'Klallam master carver, Jeff Monson, from a pole graciously donated by the Lower Elwha Tribe. The college celebrated the tenth anniversary of the Ṗaṭkʷustəṇáwt xʷ House of Learning, Peninsula College Longhouse in 2017 and 2018 with an artist retrospective and a celebration honoring the tribes and those instrumental in its construction.

The 26,680 square-foot library is a centrally located campus resource with a smart classroom, individual and group study areas, conference rooms, print and electronic collections, and research workstations. Students are able to engage in reading, studying, and collaborative learning.

In August, 2015 Peninsula College celebrated the grand reopening of our Forks location in a new, state-of-the-art-facility.

In 2016, the college opened a newly renovated building on the Fort Worden campus in Port Townsend. In 2017, the new Allied Health and Early Childhood Development Building opened on the Port Angeles campus.

The Allied Health and Early Childhood Education Building is the College's newest building and houses the instructional programs of Nursing, Medical Assisting, Medical Office Assisting, Nursing Assistant, and Early Childhood Education. The building features state-of-the-art smart classrooms and clinical lab spaces designed to provide a learning environment that mirrors the earning environment. The building's Community Demand Lab is a flexible space that can accommodate rotational instructional programs to meet immediate and future community demand.

The Childcare Center is also housed in the building as part of the Early Childhood Education program and includes four classrooms, a full kitchen and an outdoor playground. The Center is designed to serve up to 28 infants and toddlers and 40 preschoolers.

Pirate Athletics and Student Life

The Peninsula College Athletic Program, winners of 11 Northwest Athletic Conference (NWAC) championships and 20 league championships over the last 11 years, features men's and women's soccer, men's and women's basketball and esports. We take great pride in offering a university-quality athletic experience at the community college level. With the tremendous support of our community and the Peninsula College Foundation, we offer the maximum amount of scholarships allowed by the Northwest Athletic Conference.

The NWAC is made up of community colleges from Washington, Oregon, Idaho, and British Columbia. Peninsula plays in the North Division. Our mission is to create a transformative experience for student-athletes that is

focused on building character, promoting high academic achievement and community service, winning championships, and moving our athletes on to the next level. Our vision is to provide a program for student athletes that is committed to excellence in every arena.

Off the field, Peninsula College athletes participate in community service projects and play a significant role in the development of young players through the Peninsula Soccer Academy and Peninsula Basketball Camps, as well as engagement in elementary, middle school and high school mentorship programs and school clinics.

With the 2019-2020 addition of the fastest-growing sport in college athletics, esports, Peninsula College now has a fifth athletic program that will strive to provide the same student athlete experience as soccer and basketball. Our esports teams participate mostly in the National Junior College Athletic Association Esports conference.

Student Life

At Peninsula College there is no “typical” student. Our vibrant, diverse student body comes from all over the United States and 16 different countries. And, like you, they come for a variety of educational purposes. Some are recent high school graduates who want to pursue a transfer degree, some are returning to school to earn their Bachelor in Applied Science at Peninsula College, some are Running Start students. Still others are returning for career retraining, to brush up on their job skills, to get their GED®, to take ESL (English as a Second Language) courses or to learn how to work with computers. But no matter why they are here, they all want the same thing—a quality education at a price they can afford.

Once our students arrive at Peninsula College, they quickly discover that college is more than just books. It's also a time to explore, to experiment with new interests, and even to discover hidden talents, such as writing or drama. In fact, once our students venture into unfamiliar areas, they often discover a passion for learning.

Commitment to Diversity

As a public institution committed to lifelong learning, we recognize the changing communities we serve. Our goal is to seek, involve, and value diverse peoples—their contributions, perspectives, and potentials—and to nurture those threads of common experience and desire that unify differences. To this end, we are committed to cultural and personal diversity and to valuing individual differences. Through positive effort and attention, we work to integrate diversity throughout the college.

Peninsula 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.

Coordination of compliance is the responsibility of the following:

Krista Francis, Director of Human Resources
1502 E. Lauridsen Boulevard
Port Angeles, WA 98362
(360) 452-9277

Peninsula College tiene un compromiso con el concepto y la práctica de la igualdad de oportunidades en educación y empleo y no discrimina por motivos de raza, color, nacionalidad, edad, presencia de alguna discapacidad, sexo, orientación sexual, estado civil, credo, religión, o condición de veterano de guerra.

La coordinación de cumplimiento ha sido designada a la persona que se menciona a continuación:

Krista Francis, Director de Recursos Humanos
1502 E. Lauridsen Boulevard
Port Angeles, WA 98362
(360) 452-9277

To receive the following information in an alternative format, contact Services for Students with Disabilities (SSD) Office at: ssd@pencol.edu, or (360) 417-6323; toll free in Washington at 1 (877) 452-9277, Ext. 6323; or TDD (360) 417-6339.

Accreditation

Peninsula College is accredited by the Northwest Commission on Colleges and Universities (NWCCU). Accreditation to award the associate and baccalaureate degree was last affirmed in 2018.

The post-secondary accreditation process involves a comprehensive self-study and an on-site evaluation by a team appointed by the NWCCU. The evaluation team is comprised of practitioners at peer institutions outside the state of Washington. The evaluation team produces a written report and summary of commendations and recommendations.

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 of 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 PC's accredited status should be directed to PC's administrative staff or by contacting:

Northwest Commission on Colleges and Universities
8060 165th Avenue N.E., Suite 100
Redmond, WA 98052
(425) 558-4224
nwccu.org

Educational Opportunities

An emphasis on quality instruction is the common denominator for our course offerings. Classes are small with a student-to-teacher ratio that is approximately 1:16.

Instructors are selected for their teaching abilities as well as their expertise in subject specialties.

Peninsula College students have an impressive record of success in continued college studies and in careers. Annual studies show that most students who have completed Peninsula College's professional and technical education programs are now working in their chosen career fields.

Degree Programs

We offer degrees in Arts and Sciences Transfer, Professional and Technical Education, and a Bachelor of Applied Science in Applied Management.

Arts & Sciences Transfer Education

Peninsula College awards five associate degrees designed for transfer to baccalaureate institutions awarding Bachelor of Arts or Bachelor of Science degrees. These include:

- Associate in Arts, Direct Transfer Agreement (AA-DTA)
- Associate in Business, Direct Transfer Agreement/Major Related Program (DTA/MRP)
- Associate in Computer Science, Direct Transfer Agreement/Major Related Program (DTA/MRP)

- Associate in Nursing, Direct Transfer Agreement/Major Related Program (DTA/MRP)
- Associate in Science, Transfer Track 1 (AS)

In addition students may receive an Honors degree in the Associate in Arts, Direct Transfer Agreement (AA-DTA) or Associate in Science, Transfer Track 1 (AS).

An individual holding an associate transfer degree who is admitted to a Washington state public baccalaureate institution is considered to have completed the lower division or general education requirements for that institution.

Professional & Technical Education

The Associate in Applied Science (AAS), the Associate in Applied Science–Transfer (AAS-T), and Associate in Nursing, Direct Transfer Agreement/Major Related Program (DTA/MRP) degrees are awarded to students completing an instructional program designed to prepare them for entry into a specific occupation. Professional and technical education programs in which associate degrees and certificates are offered are listed below. See specific programs for degree options.

- Addiction Studies
- Administrative Office Systems
- Business Administration
- Computer Applications Technology
- Construction Technology
- Criminal Justice
- Cybersecurity & Computer Forensics
- Early Childhood Education
- Emergency Medical Technician
- Entrepreneurship
- Family Life Education
- Homeland Security / Emergency Management
- Hospitality and Ecotourism
- Information Technology - Systems Administration
- Medical Assisting
- Medical Office Assisting
- Multimedia Communications
- Nursing
- Nursing Assistant
- Paralegal
- Phlebotomy
- Sustainable Agriculture
- Welding

Bachelor of Applied Science

Our Bachelor of Applied Science in Applied Management (BAS) program enables applicants with Associate in Applied Science (AAS), Associate in Applied Science–Transfer (AAS-T), Associate in Arts, Direct Transfer Agreement (AA-DTA), and Associate in Science, Transfer Track 1 (AS) degrees to combine lower-division technical or transfer coursework with upper-division credits in applied management, resulting in a practical, application oriented, four-year degree. The BAS program prepares its graduates for management positions and career advancement in a wide range of fields found on the Olympic Peninsula and elsewhere, and can be completed 100% online.

Our BAS degree also prepares you to continue your education in master's programs, such as the University of Washington, Washington State, and other university Master of Business Administration (MBA) programs.

Certificates

One-year-or-less certificate programs are offered in Addiction Studies, Administrative Office Systems, Business Administration, Commercial Driver's License, Computer Applications Technology, Construction Technology, Criminal Justice, Early Childhood Education, Entrepreneurship, Hospitality & Event Planning, Medical Assisting, Medical Office Assisting, Multimedia Communications, Nursing Assisting, Phlebotomy, Sustainable Agriculture, and Welding.

eLearning

eLearning at Peninsula College provides expanded learning opportunities through the use of online instruction and web conferencing. These methods allow you to customize a flexible schedule that will meet your individual needs and open educational opportunities to those who are unable to attend all classes in person. The eLearning department supports all Peninsula College classes with online technology as well as other emerging technologies as they become available. These emerging technologies support learning for everyone and not just those separated by distance.

For additional information and current course offerings visit pencol.edu.

Basic Education for Adults (Transitional Studies)

Adults with or without a high school diploma may enroll in a variety of classes designed to increase their skill levels in basic education, including reading, writing, and mathematics. Students may work individually or in small groups to acquire the skills needed to reach their educational and occupational goals.

We offer "brush-up" classes for those with a high school diploma who want to review skills prior to transitioning to college-level classes.

Adults 18 and over may complete coursework and competency-based activities to complete a high school diploma from Peninsula College.

Individuals 16 years of age or older who have not completed high school may attend basic skills classes to prepare for the General Educational Development (GED®) test. Instruction focuses on the subject areas covered on this high school equivalency exam.

Students between the ages of 16-18 must have a signed release from a Washington State high school before they take the official GED® test.

Classes in English as a Second Language are offered to individuals who want to improve their career and college readiness. Instruction is designed to help them acquire academic skills in understanding, speaking, reading, and writing English.

We also offer Integrated Basic Education and Skills Training (I-BEST), which allows students to begin a workforce education career pathway program while improving their basic English, reading, writing, and/or math skills. Peninsula College offers a variety of I-BEST programs including Construction Technology, Early Childhood Education, Medical Assisting, Medical Office Assisting, Welding, and others.

For information on the above Transitional Studies programs and class locations, call (360) 417-6380.

Complete Your High School Education

We offer Adult High School Diplomas where students can earn college credit while completing a Peninsula College High School Diploma. This program is for adults 19 years of age or older who did not complete high school. They'll earn a valid diploma which meets State of Washington requirements.

An individual 21 years or older who completes an associate degree may ask for a state high school diploma from the college upon written request. Individuals under this category are not eligible for funding provided for K-12 students. These students are not required to complete the State Board of Education's graduation requirements.

A student enrolled through Running Start who completes an associate degree may be awarded a state high school diploma from the college upon written request from the student. These students are not required to complete the State Board of Education's graduation requirements.

We also offer the High School+ (HS+) program which is designed for adult learners, 18 years of age and older, who are interested in acquiring their high school diploma. HS+ classes prepare students for college and career pathways while fulfilling the high school diploma requirements of Washington State.

Credits earned in HS+ courses count toward a high school diploma may be used as dual high school/college credits.

Students have the potential to use life experience to earn high school credit and credit is awarded based on competency rather than seat time. Opportunities through this program are also available for students aged 16 years and older. For more information, contact the Transitional Studies Department at (360) 417-6380.

High School Programs (Dual Credit)

Running Start

Created by the Washington State Legislature, Running Start is a program providing academically qualified students with the opportunity to simultaneously earn high school and college credits.

To qualify for Running Start, you must be a high school junior or senior, under the age of 21, and qualify at college-level in English and/or Math on the placement test or through an approved alternative placement.

If you qualify you may choose to take a combination of high school and college courses or enroll exclusively in college courses. All college-level courses (numbered 100 or above) successfully completed may be applied toward degrees at Peninsula College. Therefore, it is possible for high school students who begin Running Start as juniors to graduate from high school with two years of college already completed.

College credits earned through Running Start are usually transferable to colleges and universities in and out of the State of Washington. Information on the transferability of credits is available from an educational planner in the Student Development Center as well as from the respective college or university to which you wish to transfer.

Running Start students will be responsible for the cost of books, supplies, transportation, and fees. Tuition is covered up to 15 credits per quarter as long as the combined course load between the college and high school stays 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 college tuition on the additional credits. Please note, waivers may be available for students who qualify for the free or reduced lunch program through their school district.

For more information regarding Running Start, contact RunningStart@pencol.edu or (360) 417-6341, toll free in Washington at 1 (877) 452-9277, ext. 6341.

Career and Technical Education (CTE) Dual Credit Program

Our CTE Dual Credit Program is a dual credit opportunity for high school students to gain Peninsula College credit for specially designed courses taken at their high school. To find out if your school participates in the program, contact the Student Services Office at (360) 417-6340.

Upward Bound

Upward Bound is a federally-funded educational program designed to develop the knowledge and skills necessary for you to earn a two or four-year college or technical degree. High school students from low-income and first-generation families may be eligible for services. The goal of Upward Bound is to increase the rate at which participants complete high school and graduate from college.

Upward Bound services include the following:

- Academic instruction and tutoring in reading, writing, math, study skills, and other subjects necessary for success in education beyond high school
- Running Start early preparation
- Access to professional college and transfer advising
- FREE six-week summer program that includes:
 - 4-5 weeks of academic courses with the potential to earn college and/or high school credit
 - Tours of colleges
- Career development experiences
- One-to-one assistance in college and scholarship applications
- Academic, financial, and personal counseling
- Exposure to academic programs and cultural events
- Leadership development
- Early career assessments, planning, and exploration
- Information on postsecondary educational opportunities
- Assistance in completing financial aid, college, and scholarship applications
- Assistance in preparing for college entrance exams (PSAT, SAT, ACT, Accuplacer)

Peninsula College's Upward Bound program is 100% funded through a U.S. Department of Education five-year grant. For information, contact: Upward Bound Office at (360) 417-6376 or toll free at 1 (877) 452-9277, ext. 7971.

Admission to the College

Requirements to Attend

Peninsula College has an open-door admissions policy for almost all of our programs of study. For most students, the admissions process is not competitive. It is simply a matter of collecting your information and confirming your intent to enroll.

For most programs, we are able to admit anyone who:

- Can benefit from the courses of the College; and
- Would not, by presence or conduct, create a disruptive atmosphere counter to the purposes of the College; and
- Is 18 years of age or older, or who:
 - is a high school graduate, or equivalent, or
 - qualifies under provisions of a student enrollment options program, such as Running Start, a successor program, or other local enrollment options programs.

(Additional admissions criteria may apply to persons under the age of 18.)

All incoming degree- and certificate-seeking students are evaluated for English and math placement before registering in courses except for:

- students who completed college-level work at a regionally accredited college or university, including English and math with a GPA of at least 2.0, or
- students who have an approved placement reciprocity agreement through another Washington State Community or Technical College, or
- students who are pursuing short-term certificates that do not require mathematics or English prerequisites.

Placement in English and math courses may be completed in a variety of ways. You may hear these placement methods called "multiple measures", which refers to a range of means by which students can be placed in math or English courses. You can find a list of the multiple measures options at the Assessment and Placement Center or on the College website.

The College reserves the right to deny entrance to specific programs if students do not meet any specific program requirements.

Admission to Peninsula College does not guarantee someone can enroll in all courses or be admitted to all professional and technical education programs. Any specific admission requirements for programs of student can be found in this catalog.

Non-Degree Enrollments

Peninsula College welcomes non-degree-seeking students; any person wishing to enroll at Peninsula College must submit an application. Applications may be submitted as described in this catalog.

Peninsula College may enroll a student who:

- Is competent to profit from the curricular offering of the College.
- Would not, by presence or conduct, create a disruptive atmosphere within the College inconsistent with the purposes of the institution.
- Is 18 years of age or older, or who:
 - is aged 16 years or older and meets the provisions of Title II of the Workforce Innovation and Opportunity Act. Individuals admitted in these classes will be allowed to continue as long as they demonstrate, through academic progress, an ability to benefit; or
 - is enrolled in a Peninsula College-sponsored youth program; or
 - is enrolled in a basic education or noncredit class with approval from the appropriate dean; or
 - has completed the College's underage enrollment process with appropriate administrator approvals.

We may accept students who are under age 18 who are approved on exception by the admissions area. Those who do not have a high school diploma or equivalent will be enrolled only as non-degree and non-certificate-seeking students. Enrolling as an underage student does not constitute full admission to the College or any program of study and does not assure registration in future quarters. Also, it is not the College's intent to replace or duplicate the functions of the local public schools.

The authority to make underage enrollment exceptions resides with the Vice President for Student Services or designee(s). Students must supply all required documentation for approval to be considered. Contact the Student Services Office at (360) 417-6340 for more information.

Admission and Registration Procedures

Admission Procedures

Procedures for admission are published on our website at pencol.edu. Pirate Central, our student services hub for many of your services, can be reached at (360) 417-6340 for questions.

Official transcripts from each college you have attended must be mailed or sent electronically through verifiable means to Pirate Central for consideration of transfer credit. It is your responsibility to contact other schools and request that transcripts and testing scores be forwarded in a timely manner. All transcripts become the property of the college.

Prior to the quarter applied for, Pirate Central will notify each new applicant who has completed the admissions process about times for placement testing, orientation, and advising. Only after those steps are completed may you register for classes. For more information, email Pirate Central at SServices@pencol.edu or call (360) 417-6340.

Registration Procedures

Check the College website at pencol.edu for the searchable quarterly schedule of courses and details on the process to register in classes each quarter.

The College gives registration priority to veterans and continuing degree- and certificate-seeking students with the most credits. This allows those most in need of specific courses for graduation to have the best opportunity to add required classes. You may register in the time period assigned to you or any time thereafter up to the last date of registration for a given quarter.

Note that you are not guaranteed enrollment in any specific course or program, so the earlier you register for your classes, the better your odds of adding the courses you need.

Continuing degree- or certificate-seeking students can view their registration appointment times for the next quarter through the online student portal. Before registration starts, there is a period for mandatory advising each quarter. Mandatory advising is designed to help students achieve their training and education goals as quickly and efficiently as possible.

Note that you must be officially enrolled by the second day of the quarter to attend your classes.

Under the Washington Administration Code (WAC 131-12-010) and the policies of the State Board for Community and Technical Colleges, the College reserves 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 Peninsula College.

Financial Resources

Financial Aid—Grants, Work-Study, Scholarships, and Loans

Peninsula College participates in a variety of federal and state grants, work-study, and loan programs. These programs are designed to assist you in paying for your educational expenses. For more information, visit pencol.edu/financial.

There are four main ways to apply for financial assistance:

- Free Application for Federal Student Aid (FAFSA)
- Washington Application for State Financial Aid (WASFA) (for Washington residents who cannot file the FAFSA)
- Scholarships through the College and other institutions
- Emergency grant funds for qualifying students

All degree- and certificate-seeking students should file either the FAFSA, or if not eligible to file the FAFSA, the WASFA. Even if you believe you are not eligible for need-based funds, having filed the FAFSA (or WASFA) may make you eligible for certain emergency funds. Also, if you apply for aid then your financial situation and eligibility can be quickly re-evaluated if you experience significant changes in income.

Eligibility for the following aid programs will be evaluated when you complete the financial aid application process:

1. Federal Pell Grant
2. Federal SEOG (Supplemental Educational Opportunity Grant)
3. Washington College Grant (formerly Washington State Need Grant)
4. Opportunity Grant
5. WA College Bound Scholarship
6. WA Passport to Careers for Foster and Homeless Youth Program
7. Peninsula College Grant
8. Need-Based Tuition-Waiver
9. Work-Study
10. Federal Subsidized Direct Loan
11. Federal Unsubsidized Direct Loan
12. PLUS (Parent Loan for Undergraduate Students)

The College seeks to provide students with as much grant money as possible, since grants do not have to be repaid. In contrast, no student is ever required to take out loans, which must be repaid. For more information on financial aid funding, contact financialaid@pencol.edu.

- Ethical commitment: Peninsula 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 assistance. This ethical commitment shall not apply to the recruitment of foreign students residing in foreign countries who are not eligible to receive Federal student assistance.

Federal and State Financial Aid Eligibility Requirements

To be eligible for financial aid, you must meet the following requirements:

1. Have a high school diploma or GED® certificate, be enrolled in an eligible pathway program, or meet Ability-To-Benefit guidelines
2. Be admitted to the College
3. Plan to complete a college degree or certificate at the College and enroll in required classes for that degree or certificate (note that not all certificates are eligible for financial aid funding)
4. Be enrolled in at least six credits to be eligible for Direct Loan Program, Peninsula College Grant, Tuition Waiver, or Work-Study funds
5. Demonstrate financial need for most types of financial aid, but not all
6. Make satisfactory academic progress and meet minimum Pace of Progression requirements
7. Not be in default on a student loan received at any college attended (affects only federal financial aid)
8. Not owe a repayment of grant funds at any college attended (affects only federal financial aid)
9. For federal aid, be a U.S. citizen, a permanent resident of the United States, or other eligible person (persons who do not meet these criteria but who are Washington residents should file the WASFA for state aid rather than the FAFSA)
10. Submit your FAFSA or WASFA and turn in any required documents in a timely fashion by the College's published dates or as requested by the Financial Aid Office

For a comprehensive list of FAFSA eligibility requirements, go to studentaid.gov/understand-aid/eligibility.

If you are a Washington resident who is not eligible to file the FAFSA, you may be able to file the WASFA to be considered for Washington state financial aid. Go to wsac.wa.gov/wasfa for more information.

Scholarships

Information about scholarship opportunities is posted in the Financial Aid Office and at pencol.edu. There are many other websites with scholarship information, though some of those sites are less precise than others. One of the free sites recommended by financial aid administrators in Washington is theWashBoard.org.

Opportunity Grant

The Opportunity Grant can provide funding for tuition and fees, books, and supplies for qualified adults for up to 45 credits in selected programs. For more information and the application process, visit pencol.edu/additional-financial-resources/opportunity-grant.

Worker Retraining

If you have experienced a major change in your employment circumstances in the last 48 months, including becoming a displaced homemaker, undergoing military separation, or becoming unemployed, you may qualify for Worker Retraining funding. Worker Retraining applications are available on the College's website, pencol.edu/worker-retraining or can be obtained by calling (360) 417-6263.

Basic Food Employment and Training (BFET)

The BFET Program can provide support and assistance with tuition, books, and other support services for eligible students in professional-technical programs who are receiving Basic Food through the Department of Social and Health Services (DSHS). For more information, contact the DSHS Programs Coordinator at (360) 417-6505 or call toll free (877) 452-9277, ext. 6505.

WorkFirst

The WorkFirst program supports students who are current recipients of the Temporary Assistance for Needy Families (TANF) program through the State Department of Social and Health Services (DSHS) and who are taking classes to improve their work skills and increase their wage-earning capacity. For information and eligibility requirements, contact the DSHS Programs Coordinator at (360) 417-6351 or call toll-free (877) 452-9277, ext. 6351.

Tuition and Fees

Current tuition and fee information is published on the College website at pencol.edu and is available at the Student Services Office, (360) 417-6340, on the Port Angeles campus, and at the College's Forks and Port Townsend campuses.

International Student Applications

Contact the Peninsula College International Student Programs Office for more information:

(360) 417-6491
international@pencol.edu

Peninsula College
1502 E. Lauridsen Blvd. #J46a
Port Angeles, WA 98362 U.S.A.

All international students must submit the following:

- A completed International Student Application Form and Payment Authorization Form
- Translated official copies of all applicable scholastic records (transcripts from high schools, previous colleges, or language schools)
- Proof of finances (notarized Affidavit of Support, or an official bank letter, government or sponsor's statement confirming the availability of sufficient funds for at least one year of study and living costs at Peninsula College)
- A nonrefundable application fee paid in U.S. dollars

For complete application/fee requirements visit pencol.edu/programs/international-student-programs.

Proof of English-language proficiency demonstrated in one of the following ways:

- 500 or higher in TOEFL
- IELTS 5.5 (no band lower than 5.0)
- 92 or higher on the Peninsula College ESL Compass Placement Test
- Two years of U.S. high school study, with a minimum GPA of 2.0
- Successful completion of the Advanced Level of the IELTS Program at Peninsula College or any accredited ESL program in the United States
- Transferring from the academic program of an accredited U.S. college or university with a minimum GPA of 2.0

Note: If your TOEFL scores are lower than 500, you will be accepted conditionally, and you will be required to take IELTS classes. If your TOEFL scores are between 450 and 499, you may be allowed to take a college class, such as Music, Physical Education, or Math, that do not require heavy reading or writing assignments along with your IELTS courses.

English Requirements for Intensive English Language Studies (IELS) Program

There is no English proficiency requirement.

Note: Students who apply without TOEFL scores will be automatically accepted into the IESL program.

Students transferring from another institution within the United States will need to submit the following documents in addition to the regular admission requirements:

A copy of I-94 and visa

A copy of passport (pages containing photo and demographic information)

Copies of all previous I-20s International Student Transfer Form (signed by current foreign student advisor)

Academic Policies & Procedures

Enrollment Requirements

You must be officially enrolled by the first day of the course except for open enrollment programs such as Adult Basic Education.

Credits & Credit Load

The academic year is divided into three quarters of approximately eleven weeks each. There is also a summer quarter of approximately seven weeks. Peninsula College uses the following schedule to determine credit load status for students:

- 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 on completing their pathway within two years should enroll in 15 credits per quarter. Please consult with your program advisor to determine the best way to meet your specific academic and career goals.

Registration Changes

Peninsula College requires all students to register for classes by the second day of each quarter. Changes to your courses (adding or dropping) should therefore be made before the start of the quarter. Course changes can be made on the College website at pencol.edu through ctcLink or by filling out the student add/drop form. The forms are available [online](#) or through the Student Services Office.

Withdrawal from Courses

You may withdraw from courses by the end of the eighth week of the fall, winter, or spring quarter, or by the last instructional day of a summer term. For regularly scheduled classes that run a full quarter, if a class is dropped during the first two weeks, no grade will appear on your transcript.

If you drop a course after the first two weeks of a quarter, but by the end of the eighth week, a grade of W, which does not affect your grade point average, will be entered on your transcript. Individuals who drop classes after the first two weeks must contact Pirate Central at SServices@pencol.edu or calling (360) 417-6340 to officially withdraw and receive a W grade.

If you need to withdraw from a class after the eighth-week deadline of a quarter due to circumstances beyond your control, you may request an administrative withdrawal using the online form on the pencol.edu website.

Informing the instructor that you are dropping the class does not create an official withdrawal.

If you receive any form of financial assistance for attending college, talk to the office or agency that is handling the funding before you drop any classes. Doing so will help you avoid situations where you might have to repay funds you received, since dropping classes might change your eligibility.

Refund of Tuition and Course Fees

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

- Who withdraws from a credit course prior to the sixth instructional day of the quarter for which registration and course fees were applied
- Who withdraws prior to the first seminar or class session of self-support courses.
- Is enrolled in any class canceled by the College.

Fifty percent of tuition only (not fees) will be refunded to a student who withdraws from the College on or after the sixth day of instruction, but within twenty calendar days including the first scheduled day of the quarter.

Note: The refund policy may differ for condensed quarters, Summer quarters, and early or late starting classes. Contact the [Student Services Office](mailto:SServices@pencol.edu) at SServices@pencol.edu or (360) 417-6340 for more information.

Nonattendance

Student attendance and participation is crucial to academic success.

At the beginning of a quarter, to accommodate students waiting for space to register for a course, instructors may initiate a withdrawal for nonattendance. A student who fails to attend at least 50% of a face-to-face class or fails to log in for at least 50% of online class activity during the first week of the quarter may be administratively withdrawn from the course by the instructor notifying the Student Services Office. However, students should not count on instructors dropping them for non-attendance: students who are not attending are responsible for dropping themselves.

Students who plan to remain enrolled but have attendance difficulties during the first week of the quarter should contact their instructors immediately to avoid being dropped for non-attendance.

At the end of a quarter, an instructor may, at the instructor's option, assign a V grade to a student who stopped attending or failed to attend class. When a V grade is issued, no grade points are calculated, the grade is not computed in the student's GPA, and no credits are earned. Again, students must not assume the instructor will assign a V grade. Students are responsible for dropping themselves.

Academic Progress and Grading

The purpose of the Academic Progress and Grading Policy is to identify and alert students with low academic achievement and to help them improve their academic performance.

- You must earn a grade point average (GPA) of 2.0 or above to be in good academic standing. Otherwise, the college will place you progressively on alert, probation, or suspension.
- **Alert:** A student whose cumulative GPA falls below 2.0 will be placed on academic alert.
- **Probation:** A student on academic alert who fails to earn a cumulative GPA of at least 2.0 at the end of the subsequent quarter of enrollment will be placed on academic probation. If you are in this situation you must meet regularly with a success navigator until your cumulative GPA is 2.0 or better. If during this time your quarterly GPA continues to be below 2.0, you will be subject to academic suspension.
- **Level I suspension:** A student on academic probation who fails to earn a quarterly grade point average of at least 2.0 in the next quarter of enrollment will be placed on academic suspension. Students may appeal for immediate reinstatement.
- **Level II suspension:** If the student fails to meet the terms of reinstatement from Level I suspension, then the student is suspended from enrollment at the college for 12 months and may not appeal.

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

Audit

Auditors are expected to attend and participate in classes regularly, but examinations are not required and are at the instructor's discretion. Auditors are required to meet course prerequisites or otherwise have instructor permission. You will not receive a grade or earn credit for an audited class.

Regular, Non-Senior Auditors

Non-senior auditors pay the same tuition as if they were taking the class for credit.

Senior Auditors

After the fifth day of instruction an individual who is a Washington State resident, and is at least 60 years of age by the first day of instruction of the quarter, may enroll as an auditor in certain courses on a space-available basis. Students enrolling under this waiver shall register for no more than two courses per quarter. For approved senior audits, no tuition will be charged, although some fees may be assessed. Written approval of the instructor is required. (See RCW 28B.15.540 and WAC 131-28-080).

Senior auditors may sit in from the start of the class with the instructor's permission, since they have to wait to add the class pending confirmation of available space. Senior auditors should contact [Pirate Central](#) before the first class meeting at SServices@pencol.edu or call (360) 417-6340 to learn more about the process.

Grading

The following grades were implemented winter quarter 2012 and revised fall quarter 2018. The college uses both numerical and certain letter grades.

Numerical

Instructors may report decimal grades from 1.0 to 4.0 in 0.1 increments. The following is a recommended decimal grade/letter grade conversion chart:

A.....	3.9 to 4.0	B.....	2.9 to 3.1	C.....	1.9 to 2.1	D.....	1.0 to 1.1
A-.....	3.5 to 3.8	B-.....	2.5 to 2.8	C-.....	1.8 to 1.5	F.....	0.0
B+.....	3.2 to 3.4	C+.....	2.2 to 2.4	D+.....	1.2 to 1.4		

A grade point average (GPA) is determined by dividing the total number of grade points earned by the total number of credit hours that were attempted for a decimal grade. At the end of each quarter, a students can confidentially access their grades and credits earned online and can order transcripts through National Student Clearinghouse.

Letter

The following symbols may be used to designate a grade for coursework, but are not assigned grade points and do not affect the GPA:

- P - Passing
- S - Satisfactory
- W - Withdrawal
- I - Incomplete
- N - Audit
- U - Unsatisfactory
- V - Discontinued attendance
- R - Repeated course
- Z - Continuous Enrollment
- * - No grade reported/invalid grade

See detailed descriptions of grading symbols on the College website at pencol.edu.

Incomplete Grades

The grade of I, designating incomplete, must be initiated by the student. The I grade is at the instructor's discretion and requires the agreement of the instructor that you have completed a sufficient amount and quality of work to complete the course without significant further instruction, and that you cannot complete course requirements during the quarter due to circumstances beyond your control.

The instructor must fill out an electronic contract form that contains the specific requirements to be completed, the time allowed for completion, and the grade to be assigned if the contract is not completed. Copies of the contract are retained by the instructor and the student. The contract goes to Pirate Central at the time grades are recorded at the end of a term.

If the requirements are completed in the allowed time for completion (which is a maximum of one year), the instructor will assign the student the grade earned in the class. If the work requirements are not completed in the allowed time for completion, the grade to be assigned if the contract is not completed will be put on your transcript by Pirate Central.

An individual receiving veteran's benefits or federal or state financial aid who fails to make up an I grade within a designated time may risk partial loss or termination of benefits or funding. All students who are receiving funding of any sort should consult with their funding source before taking an I grade, since doing so may affect funding eligibility.

Nonattendance

Student attendance and participation is crucial to academic success.

At the beginning of a quarter, to accommodate students waiting for space to register for a course, instructors may initiate a withdrawal for nonattendance. A student who fails to attend at least 50% of a face-to-face class or fails to log in for at least 50% of online class activity during the first week of the quarter may be administratively withdrawn from the course by the instructor notifying the Student Services Office. However, students should not count on instructors dropping them for non-attendance: students who are not attending are responsible for dropping themselves.

Students who plan to remain enrolled but have attendance difficulties during the first week of the quarter should contact their instructors immediately to avoid being dropped for non-attendance.

At the end of a quarter, an instructor may, at the instructor's option, assign a V grade to a student who stopped attending or failed to attend class. When a V grade is issued, no grade points are calculated, the grade is not computed in the student's GPA, and no credits are earned. Again, students must not assume the instructor will assign a V grade. Students are responsible for dropping themselves.

Passing and 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 Pass (P), Satisfactory (S), or Unsatisfactory (U) grade for specific course work, you should request this from your instructor at the beginning of the quarter. Remember that U grades do not earn credit.

The P grade is defined as 2.0 quality work or better, while an S grade is defined as 1.0 quality work, or equivalent to the decimal range of 1.0 - 1.9.

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

Plagiarism/Cheating

Plagiarism and/or cheating are not tolerated by Peninsula College. 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, Honor Roll, and President's Medalists

Eligibility for quarterly honors:

- Enroll in and complete at least 12 credits in a quarter in courses numbered 100 or above for which decimal grade points are assigned
- Receive no Incomplete grades
- President's List: quarterly grade point average (GPA) no less than 3.9
- Honor Roll: quarterly GPA of 3.6 - 3.89

President's Medal for Scholarly Excellence at graduation:

- Complete a degree with at least 45 college-level credits at Peninsula College
- College-level cumulative GPA of 3.85 or higher

Repeated Courses, Grade Forgiveness Petition

Repeats

A course may be repeated two times for a total of three enrollments. The lower grade(s) will remain on the transcript. However, only the highest grade earned in the repeated course will be used in computing grade point averages. Credit is granted only once for a repeated course.

Pirate Central will detect repeated courses and code your transcript accordingly. A letter "R" will appear after a course that has been repeated. If you repeated a course but it was not coded as a repeat on your transcript, contact Pirate Central at SServices@pencol.edu or call (360) 417-6340.

Grade Forgiveness

A returning student who has not been enrolled for a period of two or more years at Peninsula College may petition to have previously earned Peninsula College grades of less than 1.4 disregarded in computing grade point averages. However, if such a request is approved, all grades will still remain on the transcript, and academic credit will be removed. The form and process for this request may be obtained through Pirate Central by calling (360) 417-6340 or email SServices@pencol.edu or obtain the form on the College website at pencol.edu.

If you plan to transfer to a baccalaureate university or to another two-year college, the destination school may or may not honor Peninsula College's grade forgiveness. Check with the destination school for its policy.

Academic Credit Transfer from and to Peninsula College

Transferring from Peninsula College

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

Students should meet with a transfer advisor as early as possible to begin transfer planning. Visit pencol.edu/transfer to begin that process.

Individuals who plan to transfer from Peninsula College 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 the current catalog from the institution to which you plan to transfer and study that school's entrance requirements, as well as reviewing suggested freshman- and sophomore-level courses in your major field of interest.

Institutions differ in the treatment of credits earned at Peninsula College with pass (P) or satisfactory (S) grades for courses in a major program of study. For example, they may compute a P grade as a C or D (a 2.0 or 1.0) and the College's S as a D (1.0) grade. In the same way, a receiving institution may consider an I (Incomplete) grade to be an F (0.0). Consult with the school you are transferring to.

Your advising appointment will help you understand the transfer credit process. For new students, advising appointments are made through Pirate Central by calling (360) 417-6340 or email SServices@pencol.edu. Continuing students should self-schedule their appointments online through [Navigate](#).

If you make last-minute changes in your major area of study or in your choice of baccalaureate institutions, that may create challenges for a timely transfer of credits. Therefore, such changes should be discussed with your advisor as early as possible.

Peninsula College courses numbered below 100 are not transferable to other institutions. Courses with titles containing the word “technical” or “technology” may not be transferable to all baccalaureate institutions. You should work with your advisor before planning to transfer courses that are specialized components of professional and technical education programs that are listed by the ICRC as “restricted subject area” courses. Associate in Applied Science–Transfer degrees transfer to some colleges. Work with your advisor to identify transferring options.

You may earn more than 90 credits at Peninsula College, but the total number of credits accepted for transfer will be determined by the institution that you are transferring to.

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 sbctc.edu/colleges-staff/programs-services/transfer/washington-45.aspx. The list of courses in "Washington 45" does not replace the Direct Transfer Agreement, Associate of Science Tracks I and II, or any Major Related Program agreement, nor will it guarantee admission to a four-year, baccalaureate institution.

Transferring Previous Credits to Peninsula College

Peninsula College routinely accepts credits for college-level courses completed at regionally accredited institutions of higher education. Authority for acceptance of credits is delegated to the [Credentials Evaluator](#).

The decision to grant transfer credit is based upon several factors. Such as accreditation of the source institution and nature of the transfer course. For transfer purposes, the College recognizes as fully accredited only those institutions that have received accreditation by one of the following associations:

- Accrediting Commission for Community and Junior Colleges (ACCJC) Western Association of Schools and Colleges
- Higher Learning Commission (HLC)
- Middle States Commission on Higher Education (MSCHE)
- New England Commission of Higher Education (NECHE)
- Northwest Commission on Colleges and Universities (NWCCU)
- Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
- WASC Senior College and University Commission (WSCUC)

Regardless of an institution's accreditation, Peninsula College does not grant credit for religion or theology courses that are sectarian in nature.

To have credits transferred, send your previous colleges' official transcripts to Peninsula College either by mail, electronic means or by email directly from the other college to transcript@pencol.edu. The transfer credit evaluator will then review and complete an official evaluation that will determine what credit may be granted toward graduation requirements.

In accordance with the Washington Community and Technical College (CTC) Inter-College Reciprocity Policy, Peninsula College offers reciprocity to students transferring within the CTC system who are pursuing the Direct Transfer Agreement (DTA) degree or the Associate in Science-Transfer (AS-T) degree.

Military and Prior Learning Credits

Academic Credit for Prior Learning

Peninsula College accepts equivalency credit awarded 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 knowledge or abilities equivalent to those learned by taking a course.

Methods of assessment include but are not limited to:

Credit by Testing (AP, CAPE, CI, CLEP, DSST, IB, DSST, etc. See the College website at pencol.edu for a full listing)
Credit by Extra-institutional learning (Military and Industry Training)
Credit by Challenge Exam
Credit by Prior Experiential Learning (Portfolio)
No more than 25% of required credits for a degree or certificate may be satisfied by credits granted for prior learning. Credit for approved equivalency is posted to your transcript with a pass (P) grade which does not affect the GPA.

For more information regarding Academic Credit for Prior Learning visit pencol.edu or contact the **Student Service Office** at SServices@pencol.edu or call (360) 417-6340.

Military Credits

When military courses are directly related to your program of study at Peninsula College, it is possible for credit to be awarded toward a specific degree or certificate. However, some such courses might not be applicable to a program's graduation requirements, and in that case no credit would be awarded. Official documentation of military courses and requests for evaluation of credit are submitted to Pirate Central via email at SServices@pencol.edu or by calling (360) 417-6340.

Advanced Placement Credit

Peninsula College awards advanced standing to entering students based upon levels of performance on the advanced placement (AP) examinations administered by the College Entrance Examination Board. AP scores are related to specific course equivalencies in a crosswalk approved by the Washington State Board for Community and Technical Colleges. An official transcript of the AP scores must be received from the College Board to receive credit. For more information regarding advanced placement credit contact the Student Services Office at SServices@pencol.edu or call (360) 417-6340.

Graduation and Commencement Requirements

Requirements for Graduation from Peninsula College

Degrees and Certificates

- GPA requirements:
 - 2.0 or above cumulative GPA
 - The cumulative GPA will be calculated from college-level courses (numbered 100 or above)
- Credit requirements:
 - 90 or more credits meeting requirements for a specific degree
 - Credits required for a certificate are typically about half that of a degree, but vary depending on the program of study
- Residency requirements (credits that must be taken at Peninsula College)
 - 30 credits or one third of the required credits for the degree or certificate, whichever is less
 - A specific program may require a capstone sequence, requiring more credits to be earned in residence
 - Credits earned through articulation agreements and advanced placements do not satisfy residency requirements
- You must apply for your degree or certificate before you register for your last quarter of study: go to pencol.edu

High School Completion

The minimum requirement for a high school diploma is that the final course must be completed at Peninsula College.

Commencement

Commencement is an annual ceremony to honor graduates and projected graduates with family, friends, faculty, and others present. Commencement does not confirm successful degree or certificate completion. Rather it recognizes completion and projected completion in an upcoming term.

The event is typically held each June. Individuals who will be within 10 credits of completing graduation requirements by the end of a Spring Quarter may take part in commencement exercises for that Spring, or they may elect to attend the next year's commencement.

Graduation Requirements Checklist

Current graduation checklists for degrees or certificates are available on the College website at pencol.edu or from the Student Services Office at sservices@pencol.edu or call (360) 417-6340.

The checklist lists the course requirements necessary to complete your degree or certificate. The graduation list you need to follow is set at the time of entry into your program of study. Checklists can change annually.

If you need to leave the College for two or more quarters, you may be required to graduate under the newest checklist of requirements when you enroll again. Also, in some cases you may have an option to graduate under a newer checklist even if you have been enrolled continuously. At the point of graduation, you must meet all the requirements in a single checklist: you cannot "mix and match" requirements from different checklists. Consult with your advisor for more information.

Transcripts

Your transcript is the official record of grades and credits earned in courses during the quarters you have been enrolled. You send official transcripts to give your record to other schools, employers, and so forth. An official transcript is signed by a certified school official, either with the College seal placed over the signature, or by use of an acceptable electronic means of confirming a transcript is the official record from the College.

Your transcript is not released without a request from you, or in rare cases, upon receipt of a legal order. A fee is charged for official transcripts.

Official transcripts are ordered through the College's online self-services at National Student Clearinghouse, which can be accessed via the College website, pencol.edu. Contact the Student Services Office at SServices@pencol.edu or call (360) 417-6340 for more information.

Unofficial transcripts are also available on the College website at pencol.edu. Students should check their transcripts after each quarter's grades are posted to ensure accuracy. Report any discrepancies to the Student Services Office.

Student Services

Advising Services

Student Services Advisors are available to provide academic advising to all new, international, athlete, and Running Start students. They are also available to advise continuing students when their faculty advisor is not available.

Peninsula College connects students to advisors based on their Area of Study. Advisors help with creating class schedules to meet the career and academic goals of the student, the creation of a degree plan, referrals to on and off-campus resources, and assist with transfer planning. Continuing students may self-schedule using [Navigate](#).

Appointments to meet with Student Services Advisors are made by contacting the Student Services Office at sservices@pencol.edu or (360) 417-6340; toll-free in Washington (877) 452-9277, ext. 6340; video phone (360) 406-4759.

Counseling Services

Mental Health Counselors provide short-term personal counseling and assist with referrals to college services, community agencies, and other professionals. You may request an appointment by contacting the Student Services Office at sservices@pencol.edu or (360) 417-6340; toll free in Washington (877) 452-9277, ext. 6340; video phone at (360) 406-4759.

Multicultural and Inclusion Student Services

Multicultural Services provides support to diverse student populations attending Peninsula College. Our staff offers academic advising, transfer planning, referrals to on and off-campus resources, and assistance with financial aid forms. Contact diversity@pencol.edu or (360) 417-6345 or toll-free in Washington (877) 452-9277, ext. 6345 for information.

International Student Programs

International Student and Faculty Services at Peninsula College provides services to international students attending the college. Our multilingual staff is always ready to provide information and help on academic concerns, immigration procedures, transcript evaluation, housing, student life, and transferring. The ISFS office also provides assistance to U.S. students who wish to study abroad. Contact ISFS at (360) 417-6491 or international@pencol.edu for information or assistance.

Services for Students with Disabilities (SSD)

Peninsula College is committed to providing reasonable accommodations to qualified students with disabilities. We uphold and value the law regarding Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act Amendments Act of 2008 (ADAAA), prohibiting discrimination on the basis of disability in education.

A variety of accommodations are available to students that qualify for SSD services.

Visit pencol.edu/services/services-students-disabilities-ssd for information on how to qualify for accommodations, or email SSD at ssd@pencol.edu or (360) 417-6323; toll free in Washington (877) 452-9277, ext.6323; or video phone (360) 406-4759.

Career Services

Peninsula College offers courses, workshops, assessments, and advising to assist students who are interested in exploring a career pathway, major, or degree. In addition, our website connects you with more information on career or major exploration, as well as tools and resources for job seekers and students. If you would like to meet with an advisor to discuss career exploration call (360) 417-6340 to make an appointment.

Assessment, Placement, and Testing Services

Placement scores and other measures are used to ensure accurate placement in courses.

We offer a variety of certification exams, test proctoring, and mathematics and English placement options.

Previous educational experience, ACT/SAT scores, some high school transcripts, Smarter Balance test scores, Advanced Placement (AP) exams, and college transcripts from a regionally accredited institution are some alternative placement options.

Placement testing may be waived if you have satisfactorily completed one or more quarters of college-level work that includes English and mathematics classes completed with a grade of 2.0 or above.

Testing Services include:

- ACCUPLACER
- Accommodated testing

- Online, remote testing for certain tests
- Automotive Service Excellence (ASE) exam
- GED® exam and other Pearson VUE certification exams
- National Center for Competency Testing (NCCT)
- CASTLE exams
- Correspondence test proctoring
- TEAS exam (for students applying to the Nursing Program)

For information on tests, placement options, and applicable fees visit pencol.edu/admissions/testing-center, call (360) 417-6346 or toll-free (877) 452-9277, ext. 6346, or email testing@pencol.edu.

Veterans Services

Peninsula College recognizes and appreciates all who have served in the United States Armed Forces. If you are a veteran, or a survivor or dependent of a veteran working toward a degree or certificate, you may be eligible for veterans' educational benefits. To determine eligibility and apply for benefits, visit benefits.va.gov/gibill.

Veterans Services provides guidance to veterans, their dependents, active military, and reservists regarding education benefits. Prospective and continuing student veterans and other eligible individuals can get information on the college website at pencol.edu or meet with the veteran advisor who can assist with the new student process, educational planning questions, and provide referrals to campus, local, regional, and state resources. The Peninsula College Veterans Center is located in the J building. The Center houses the veteran advisor and space for studying, programs, and connecting with other veterans.

Check with Veterans Services to obtain information about a possible tuition waiver. Veterans, as well as children and spouses of totally disabled, POW/MIA, or deceased eligible veterans or National Guard members, may apply.

If you have questions, contact Veterans Services at veterans@pencol.edu or (360) 417-6224, or call toll-free (877) 452-9277, ext. 6224, or contact us by video phone at (360) 406-4759.

Services Members Opportunity Colleges

Peninsula College is an institutional member of Service Members Opportunity Colleges (SOC), a group of more than 1,900 colleges and universities providing voluntary postsecondary education to members of the military throughout the world. As an SOC member, we recognize the unique nature of the military lifestyle and have committed to assessing the transfer of relevant course credits and crediting learning from appropriate military training and experiences. This commitment includes a partnership with Army Recruiting Command Program ConAP that links new soldiers to college at the time of enlistment.

SOC has been developed jointly by educational representatives of each of the Armed Services, the Office of the Secretary of Defense, and a consortium of 15 leading national higher education associations. It is sponsored by the American Association of State Colleges and Universities and the American Association of Community Colleges.

Student Life

For information about student life, visit pencol.edu/student-life. You'll learn about available services, where to find them, and how to become involved in campus life. Information about College policies and procedures, including policies relating to discipline and due process, is also included.

We serve a population diverse in age, geographical origin, and cultural background. In recognition of this diversity, an effort is made to offer and assist with a broad range of activities outside the classroom to encourage the greatest possible personal development. Some activities are provided through the efforts of student government; others are encouraged by interest groups.

Student Government

The Associated Students are governed by the Associated Student Council (ASC), which is comprised of 11 officers. This group plans activities for all students and allocates funds for campus student activities and organizations. For more information about student government and the ASC Constitution visit pencol.edu.

Clubs and Organizations

Students are encouraged to participate in student clubs and organizations. Information about joining clubs, or forming new clubs, is available at pencol.edu/student-life/student-government-asc. You can participate in a number of clubs and organizations on campus and in the community. Assistance in joining or forming clubs is available by calling the Associate Dean for Athletics and Student Life at (360) 417-6533.

Honor Society

Peninsula College has a chapter of Phi Theta Kappa, the international honor society for students of two-year colleges. The local chapter, Beta Delta Nu, inducts new members and sponsors a student club. To become a member, individuals must have earned at least 15 credits with a cumulative GPA of 3.7. For more information, contact ptk@pencol.edu.

Recreation Programs

The College has designed a wide range of activities to meet the diverse physical interests of the campus population. Included are intramural sports, group recreation activities, special events, and open recreation. Intramural activities are provided for individual and team competitions. Activities include basketball, bowling, soccer, and volleyball.

Open recreation is scheduled during mid-day in the gymnasium and throughout the day for personal fitness in the College's Fitness Center.

College Publications

Journalism students gain experience and credit while providing the college with the award-winning newspaper, *The Buccaneer*. Students contribute to stories and photos published online at passthebuc.com.

Individuals may also gain publication experience by producing the college literary magazine, *Tidepools*, which is published annually. Anyone may submit materials to *Tidepools* in the fall of each year.

Intercollegiate Athletics

Peninsula College offers men's and women's varsity basketball, men's and women's varsity soccer, and coed varsity esports. The Peninsula College Pirates play in the Northwest Athletic Conference (NWAC) for basketball and soccer and in the National Junior College Athletics Association (NJCAA) in esports. Prospective players are encouraged to contact the respective coach. See the directory at gopcpirates.com.

Cultural Events

Public Service Presentations

College staff members organize a wide variety of programs that are open to and the general public. They include:

Stodium Generale—Lectures, forums, performances, and discussions are presented Thursdays in the Little Theater. Topics represent a variety of interests in the humanities, social sciences, natural sciences, and global issues and are designed to contribute to a liberal arts education.

Foothills Writers Series—Readings by poets and writers of local, regional, and national note. Each quarter an "Open Mic" program gives students and other area writers an opportunity to share their poetry and prose.

Writer-in-Residence—Past writers include David Guterson, James Welch, Tim McNulty, Tess Gallagher, Robert Pyle, Debra Magpie Earling, Rick Bass, Mary Clearman Blew, Dan O'Brien, Jacqui Banaszynski, Anna Castillo, Nancy Rawles, Carol Cassella, Lucia Perello, Jane Mead, and Cristina Garcia.

Cultural Enrichment Drama/Music

Dramatic and musical productions performed in the College's Little Theater and Maier Performance Hall are a natural part of college courses. Additional opportunities for participation are available to students through Community Players, Port Angeles Symphony, Community Chorus, Olympic Theatre Arts, and numerous instrumental and vocal ensembles in the community.

ʔaʔkʷustəŋáwtxʷ House of Learning, Peninsula College Longhouse

Built in 2007, ʔaʔkʷustəŋáwtxʷ House of Learning, Peninsula College Longhouse was the first longhouse in the nation built on a community college campus. It was created in collaboration with the six area tribal nations: Hoh River Chalát', Quileute, Makah, Port Gamble S'Klallam, Jamestown S'Klallam, and Lower Elwha Klallam. The Longhouse builds bridges of understanding and knowledge among tribes, students, educators, and visitors by establishing a special place on campus to gather for cultural ceremonies, community events, classes, workshops, study groups, and individual study. The Longhouse serves as a cultural and educational resource for understanding, honoring, and sharing our cultural heritages.

The Longhouse Art Gallery features exhibits by Native artists and provides a space for artists to share their work and culture with Peninsula College students, faculty, staff, community members, and visitors. Tribal artwork is featured throughout the Peninsula College campus. For more information, contact longhouse@pencol.edu or (360) 417-7992.

Student Union Building

The Pirate Union Building (PUB) is an important campus gathering place and the destination point for student interaction, involvement, entertainment, and social and cultural activities. It is also the venue for student leadership opportunities in the College and community. In the PUB you will be able to connect with other students in a relaxed, informal setting and access a variety of student services, including student government offices, dining and lounge areas, the Bookaneer Campus Store, Campus Safety, and an internet cafe. The facility also houses a small performance stage, a theater seating 250 people, and an Art Gallery. The PUB dining area is serviced by the Pirate Cove Cafe, which offers an extensive variety of healthy food options, as well as an espresso bar. The office of the Associated Student Council (ASC) is located adjacent to the main dining and lounge areas of the PUB, making it convenient to visit and easy for one to become involved in campus life. The ASC sponsors a wide variety of activities for enjoyment and enrichment in the PUB throughout the year, including cultural events, comedy shows, student talent shows, dances, and barbecues. Contact the ASC at asc@pencol.edu or 360-417-6432.

Bookstore

The Bookaneer Campus Store is an essential component of campus life, providing materials and services designed to help students achieve academic success while promoting college activities to both students and our community. It offers course materials, including new and used textbooks, E-books, and textbook rentals. Computer software at academic prices, student supplies, Peninsula College pirate gear, and a large assortment of food and beverage items are also available.

The Bookaneer is conveniently located in the Pirate Union Building (PUB). Regular store hours are Monday through Friday with extended evening hours at the beginning of each quarter. Visit the Bookaneer online bookaneer.pencol.edu for hours and to browse and/or order merchandise, or call (360) 417-6440.

Child Care

The Early Childhood Development Center offers a quality preschool and child care program for children, ages six months to five years, of parents or guardians who are students, staff, or faculty at Peninsula College. This program is also open to children in the community if space is available.

The Early Childhood Development Center is located in Building K on the Peninsula College campus.

For information regarding hours of operation, eligibility, curriculum, fees, or other aspects of the program please visit our website at pencol.edu/ECDC.

Library

The John D. Glann Library connects members of the College and our communities to a variety of high-quality learning resources. The Library advances the College mission with research instruction, collections, learning spaces, and services that support courses and programs offered. Librarians and staff help all users find and use materials suited to their learning needs.

The online catalog shows our print holdings and connects to some of our electronic resources. The Library catalog is web based and can be accessed from off campus.

Our website provides access to subject-specific research and citation guides, streaming academic video content, full-text databases, and other specialized resources.

Collections include thousands of print and electronic titles, including books, e-books, magazines, journals, and newspapers. If we do not provide access to what you need, interlibrary loan services allow students, faculty, and staff to borrow from other libraries.

One-on-one research assistance is provided by a faculty librarian to help students develop research techniques while providing immediate assistance with specific assignments.

The Library is open Monday through Friday during the academic year, except for holidays and quarter breaks. For current hours visit pencol.edu/library.

You are encouraged to use our many resources for research, class-related projects, or independent learning. Faculty and staff are available to assist you.

Learning Assistance

Tutoring

Tutoring and learning assistance is open to students at all levels and abilities working on projects for any class, including online courses, in any discipline. The Math Lab and Computer Lab are located on the first floor of Maier Hall (Building E). The Writing Lab and Tutoring Services, located in the Library, include these free services: writing response, research, and writing, and tutoring/e-tutoring.

Tutoring is available to students free of charge. The following types of tutoring are available:

- One-on-one peer tutoring
- Writing response/evaluation
- E-Tutoring (online tutoring assistance)
- Math assistance and computer help also are available in the math and computer labs.

Writing Lab

At the Writing Lab students can make individual appointments for writing help or use the lab's computers to work on essays and research. The Writing Lab is open weekdays to all students engaged in writing projects in any discipline. Writing instructors staff the lab and respond to student writing. Students sign up for 30 or 60-minute response sessions. During these sessions, responders will discuss the paper's strengths and weaknesses, focusing first on larger issues such as clarifying ideas, developing and supporting those ideas, structuring them for readability and coherence, and using correct grammar and punctuation. The lab can also help students understand an assignment's expectations and generate ideas before they begin their writing.

The computers in the Writing Lab are also open to students who would like a place to work independently on research and writing assignments. The computers have Microsoft Office and internet access, and a number of writing handbooks are available. Students also have access to a printer, and the Library's study rooms and research help is just outside the door.

Math Lab

The Math Lab is a drop-in tutoring center for math students. STEM (Science, Technology, Engineering and Math) program office hours are also sometimes held in the Math Lab.

Computer Lab

The Computer Lab is available for students working on computer-based classes or for general use in any course.

Degree Requirements

General Education Competencies (Institutional Core Competencies)

Since 1990, general education competencies define the basic academic skills all graduating students should possess upon completion of their studies. Arts and Sciences students achieve these skills as they move through their required and distribution courses. Professional and Technical students achieve them in the required courses. Students learn the core knowledge of each program and discipline as they take courses in these areas.

I. Communications Competencies

- Comprehend, identify, and distinguish among the following when reading: main ideas, opinions, facts, inferences, ambiguities, assertions, conclusions, and supporting materials
- Communicate in writing for a variety of purposes and audiences
- Speak effectively
- Listen actively and respond to different audiences

II. Quantitative Reasoning Competencies

- Manipulate numbers (large and small), use common measurement systems, and solve simple linear algebraic problems
- Apply basic computational skills to practical applications
- Recognize functional relationships between and among measurable phenomena
- Apply systematic approaches and logic to solving quantitative problems
- Translate mathematical symbols into words and words into mathematical symbols

III. Information Competencies

- Recognize and formulate an information need
- Find, access, and retrieve information
- Select and reject information within the context of a specific information need
- Evaluate the credibility of information and information sources
- Synthesize and apply information to meet an identified need
- Use basic computer applications

IV. Critical Thinking Competencies

- Identify and troubleshoot problems
- Collect and apply data to solve problems
- Formulate, test, and evaluate potential solutions
- Recognize how individual perspectives and values influence critical thinking

V. Personal & Interpersonal Competencies

- Recognize the importance of accepting ownership for one's own learning
- Work cooperatively and collaboratively with others
- Function under conditions of ambiguity, uncertainty, and conflict

- Recognize that humans influence, are influenced by, and are dependent upon larger environmental systems: physical, biological, and social

Degrees, Programs, Certificates List

Arts & Sciences Degrees

- Associate in Arts, Direct Transfer Agreement (AA-DTA)
- Associate in Business, Direct Transfer Agreement/Major Related Program (DTA/MRP)
- Associate in Computer Science, Direct Transfer Agreement/Major Related Program (DTA/MRP)
- Associate in Nursing, Direct Transfer Agreement/Major Related Program (DTA/MRP)
- Associate in Science, Transfer Track 1 (AS)

Bachelor's Degree

- Bachelor of Applied Science in Applied Management

Professional & Technical Programs

(Associate in Applied Science (AAS), Associate in Applied Science-Transfer (AAS-T), certificates)

- Addiction Studies
- Administrative Office Systems
- Business Administration
- Commercial Driver's License
- Computer Applications Technology
- Construction Technology (formerly Green Building)
- Criminal Justice
- Cybersecurity & Computer Forensics
- Early Childhood Education
- Emergency Medical Technician
- Entrepreneurship
- Family Life Education
- Homeland Security/Emergency Management
- Hospitality and Ecotourism
- Information Technology
- Medical Assisting
- Medical Office Assisting
- Multimedia Communications
- Nursing Assistant
- Paralegal
- Phlebotomy
- Sustainable Agriculture
- Welding

Short Term Certificates of Completion

For more detailed information on Certificates and on Short Term Certificates specific to Professional Technical programs, visit pencol.edu/proftech.

Associate Degrees

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

To meet requirements for these degrees at Peninsula College you must complete a minimum of 90 credits, with a specified number of credits distributed among communications, distribution, and quantitative skills courses.

The distribution requirement is based upon the premise that a significant portion of undergraduate education should be characterized by a broad survey of human knowledge.

Distribution requirements consist of a minimum of 45 credits, with 15 credits earned in each of the broad areas of humanities, social sciences, and natural sciences. Communications and quantitative skills requirements are met with the completion of English Composition 101 and 102 and a mathematics course numbered 107 or above or **PHIL& 120**.

A specific course may not be credited toward more than one distribution area.

Associate in Applied Science Degree (AAS)

Associate in Applied Science (AAS) degrees and certificates are awarded for completion of one of 26 professional and technical programs offered at Peninsula College. The programs are designed to prepare students for entry into specific occupations.

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

The AAS-T degree combines the competencies earned in a professional & technical program with college-level general education courses. The Associate in Applied Science – Transfer (AAS-T) degree is designed for transfer to specific four-year colleges and universities for students pursuing specific professional & technical programs. The AAS-T degree is not designed for general transfer.

Students who wish to transfer to four-year colleges, universities, or technical institutions in professional or technical programs should obtain the institution's catalog and review its requirements for junior-year standing in the program to which they would like to transfer. Faculty advisors will work with you to develop an educational plan to meet requirements for transfer to the institution of your choice.

Degree Requirements

- Completion of the courses required for each professional and technical program
- Communications, computation, and human relations courses as required by each program
- A minimum of 90 credits
- A cumulative grade point average of 2.0 or above

Certificate Requirements

See individual program listings for specifics.

Administrators, Faculty & Emeriti

President's Administrative Cabinet

Suzanne Ames (2022)

President

B.A., University of Washington; M.B.A., City University; Ph.D., Fielding Graduate University

Krista Francis (2022)

Interim Vice President, Student Services

B.B.A., Pacific Lutheran University; M.Ed., Concordia University

Carie Edmiston (2019)

Vice President, Finance and Administration

B.S., Washington State University

Steven Thomas (2020)**Vice President, Instruction**

B.A., B.S.Ed., Bowling Green State University; M. Ed., Ohio University; Ph. D., University of Southern California

June Whitaker (2019)**Chief Strategy Officer**

B.A., California State University San Marcos; M.B.A., Western Governor's University

Faculty

Randal D. Anderson (2001), Mathematics

B.S., University of Texas; M.S., Northern Arizona University

Stacie L. Bell (1996), Chemical Dependency

B.A., Central Washington University

Steve Belz (2016), Ceramics**

B.S., Evergreen State College; M.A., Kansas State University

Jessica Berry (2021), Nursing**

B.S.N., Western Governors

Stojanka Berry (2022), Faculty Curriculum Coordinator**

B.A., Texas A&M University

Barbara Blackie (2007), Biology**

B.A., Miami University; M.Ed., Lesley University; M.S., Oregon State University

Kathy Brown (2015), Nursing

B.S.N., Lakeview College of Nursing; M.S.N., Kaplan University

Michael Cassella-Blackburn (2004), History

B.A., University of Oregon; M.A., University of Kansas; Ph.D., Syracuse University

Robert DeCou (2021), Business

B.A., Pacific University Oregon; M.Ed., M.L.S., M.B.A., Grand Canyon University

Eric Dieterle (2020), Counseling**

B.A., Washington State University; M.A., Washington State University; M.A., Iowa State University

Eoin Doherty (2018), Welding**

Journeyman

Kelly Flanagan (2018), Welding**

A.A.S., Peninsula College

Sean S. Gomez (2008), English as Second Language

B.A., University of California, Los Angeles; M.S., Shenandoah University

J. Brian Hauge (2004), Terrestrial Field Biology

B.S., M.S., South Dakota State University; Ph.D., Auburn University

Dawnette Johnson (2015), Nursing

B.S.N., Holy Names College; M.S.N., George Mason University

Joseph Johnson (2015), Nursing

B.S.N., M.S.N., University of Washington

David P. Jones (2008), Music

B.M., University of Washington; M.M., New England Conservatory; D.M., Indiana University

T. Nicholas Jones (2020), Chemistry

B.S., Pacific Lutheran University; Ph.D., Montana State University

Tom K. Kim (2008), Mathematics

B.A., M.A., California State University, Fullerton; Ph.D., University of California, Davis

Anna King (2019), Early Childhood Education

B.A., Arizona State University; M.Ed., Grand Canyon University

Tanya Knight (2015), Information Technology

B.A.S., Peninsula College; M.A., Concordia University; Ph.D., Northcentral University

Ritu S. Lauer (2008), International Studies

B.A., University of Delhi; M.A., Ph.D., University of Denver

Helen Lovejoy (2011), English

B.A., Scribes College; M.A., Ph.D., University of California, Riverside

Janet Lucas (2010), English

B.A., M.A., Eastern Washington University; Ph.D., Indiana University of Pennsylvania

Sandi MacIntosh (2019), Counseling**

B.A., Seattle University; M.A.T., City University; M.A., Saybrook University

Paul S. Mattson (2013), Psychology

B.A., University of Kansas; M.S., Ph.D., Washington State University

Michael Paul Miller (2008), Art

B.F.A., University of Wisconsin, Oshkosh; M.F.A., University of Wisconsin, Madison

Michael Mills (2014), English/Art

A.A., College of the Redwoods; B.A., M.A., University of Arkansas

Andrea L. Motyka (2004), Mathematics

B.S., State University College of NY; M.Ed., Ph.D., State University of New York

Rachel Pairsh (2013), Medical Assisting

A.A.S., Peninsula College

Rae Rawley (2016), Bachelor of Applied Science

A.A.S., Arizona Western College; B.A., Western International University; M.A., Arizona State University; Ph.D., Gonzaga University

Kate Reavey (2017), English

B.A., Trinity College; M.A., University of California, Davis; Ph.D., Union Institute and University

Zachary K. Rutledge (2016), Mathematics

B.A., Vanderbilt University; M.A., Indiana University; Ph.D., Indiana University

Marina Shipova (2014), Multimedia Communications

M.F.A., Vladimir State University for the Humanities

Margaret Siemion (2018), Nursing

B.S., University of Washington; M.S., Western Governor's University

Jill M. Snyder (1998), Business/Accounting

B.A., Pacific Lutheran University; M.Ed., State of Washington; Ed.D., Walden University

Sherry B. Sparrowk (1997), Administrative Office Systems

B.S., Walla Walla College; M.A., Pacific Lutheran University

Lara E. Starcevich (2008), Speech/Theater

B.A., Vassar College; M.A., Wimbledon School of Art; Ph.D., University of Colorado

Daniel Stengel (1994), Political Science

B.A., Humboldt State University; M.A., Ph.D., Michigan State University

Matthew Teorey (2005), English

B.A., Northwestern University; M.A., Central Washington University; Ph.D., University of New Mexico

Cheyenne Tuller (2018), English

B.A., University of Tulsa; M.A., Washington State University

Eric Waterkotte (2012), I. T. Cybersecurity

B.S., B.A., Northern Arizona University; M.S., University of Washington

Tim Williams (2012), Librarian

B.A., University of North Carolina; M.A., Wake Forest University; M.L.I.S., University of North Carolina

Jeffery Zirul (2018), Physics

B.S., M.S., University of Washington

Sam Zwenger (2019), Biology

B.S., M.S., Fort Hays State University; Ph.D., University of Northern Colorado

**** Indicates a full time non-tenured faculty member**

Emeriti

Retired Peninsula College faculty and administrators who have worked for the college for at least 10 years are eligible for recommendation for inclusion on the college Emeriti list.

Thelma Barnes, Nursing (1963-1975)

Karl Baumwell, Criminal Justice (1984-1997)

Brian Betts, Instruction (2003-2021)

Ruth A. Bopp, Secretarial Science (1969-1985)

Evelyn Boyd, Purchasing Agent (1985-2017)

Richard Brauning, Mathematics (1968-2000)

Deanna Buchman, Program Specialist 2, Corrections (1998-2021)

Richard Cable (2013-2017)

Allan A. Carr, Vice President (1980-2001)

Bonnie Cauffman, HR Director/HR (1979-2016)

Philip L. Churchley, Chemistry (1961-1996)

Yvette Cline, Professor (1988-2019)

Stan Compton, Computer Science (1989-2003)

William Cozzolino, Corrections Training (1997-2011)

Dennis Crabb, Music (1988-2011)

Kathleen O. Craven, Nursing (1993-2015)

Grace Crawford, English/Literature (1988-2006)

Rick Croot, Facilities (1991-2021)

J. Michael Daniel, Math (1995-2014)

Marca Davies, Nursing (1998-2013)
Alice Derry, English/German (1980-2009)
Paula Doherty, VP of Institutional Effectiveness (1972-2015)
Dorothy Drain, History (1996-2003)
David Ellefson (1992-2017)
Jack Estes, English (1967-1991)
David Estrem (1992-2008)
Joan Ethier, Vice President (1993-2003)
John Evans, Mathematics (1964-2000)
Melanie Falcioni (2006-2017)
Deborah Frazier, VP Finance and Administration (2007-2018)
Janice A. Gardner (1991-2017)
William D. Garrison, Computer Technology (1983-2002)
Carmen Germain, English (1987-2011)
Jenny T. Gouge, Medical Assisting (1996-2013)

Thomas Grimes, Professor/Instruction (1993-2019)
Thomas Hanley, Adult Basic Education (1995-2013)
Karen Hart, Professor/Instruction (1981-2016)
Richard Hendry, Counseling (1970-1998)
Maggie Hinshaw (2005-2019)
Thomas Hostetler, Speech (1968-1997)
Bev Hott, Basic Skills (1986-2014)
Beth Hover, Program Assistant/Instruction (2006-2018)
Ken Jacobsen, Computer Technology (1978-2009)
Diane Johnson, Family Life Education (1978-1997)
Helen Julio (1988-2019)
Thomas Keegan, President (2001-2012)
Robert Lawrence-Markarian, Workforce Director (1993-2013)
Gary Ledbetter, Corrections Education (1987-2013)
Dayle Lee (2011-2017)
Jon J. Livingston, Physical Education (1969-1994)
Matthew J. Lyons, Director Higher Ed, Jefferson County (1999-2013)
Jerry Machenheimer, Information Tech. Specialist 4/IT (1996-2016)
N. Ross Maloney, Economics, Business Administration (1962-1989)
Roberta T. Mantooth, Journalism (1975-2000)
Pamela Maurides, Faculty (1998-2017)
Jeff Mauger, Anthropology/Sociology (1994-2014)
Vici McLaughlin, Information Technology (1996-2015)
Paul D. McCarrell, Associate Dean, Vocational Education and Counseling (1981-1993)
Cheryl McCurdy, Nursing (1991-2015)
Mickie McNeil, HR Consultant 2/HR (2000-2016)
George (Bill) E. Merrill, Art (1970-2014)
Carolyn Muir, Administration (1995-2007)
Kathy Murphy-Carey, Counseling (1975-2013)
Ted Noel, Corrections Training (1999-2015)
Linda Nutter, Information Technology (1985-2008)
Mary O'Neil-Garrett, Vice President of Instruction (2001-2015)
J. Phipps, Professor/Correctional Faculty (1999-2016)
Nina Pitts (1997-2019)
Soren Poulsen (2005-2019)
Jon Purnell, Surveying/Geomatics (1997-2007)
Bonnie Rathod, Nursing (1998-2015)
Dolores Reher, Nursing (1975-1989)
Dennis Sanford (1988-2018)
Ginger Sanford, Fiscal Tech 3/Business Services (1990-2018)

Deb Scannell, Forks Campus Director (2001-2021)

Glenda Schaad
Thomasine L. Schwent, Nursing (1974-2001)

Wendy Shea, Program Specialist 2, Testing Center (1976-2013)
H. Joy Sheedy, Director, Educare Center (1982-2001)
Bob Sheldon, Facilities (1999-2018)
Winnie Sheldon, Facilities (1988-2017)
Evelyn M. Short, Dean of Basic Skills (1988-2014)
Judith Skogen (1999-2014)
Dona Smasal, Administrative Assistant (1982-2012)
Steve Snyder, Professor/Instruction (1977-2016)
Margaret Holm Spillane, English (1962-1986)
William Spring, Psychology (1991-2012)
Frank H. Thayer, Dean of Administrative Services (1965-1992)
Grimes Thomas (1993-2019)
Frederick S. Thompson, English/Humanities (1979-2010)
Dan Underwood, Professor, (1992- 2019)
Phyllis L. Van Holland, Director of Communications (1991-2015)
Nancy Vannausdle, Program Coordinator, Basic Education for Adults (2002-2017)
James Walton, Vice President (1980-2001)
W. Laurence Welch, Education, Reading (1968-1990)
Thomas Wells, Diesel Technology (1971-1999)
Bob Willicut, Counseling (1972-2001)

Ancher Yesiki, Facilities (1980-2021)
Cheryl B. Young, DOC Curriculum Designer (1988-2014)
Philip Young, Corrections Training (1987-2013)

Things You Should Know

Catalog Information

This catalog is designed to provide information for anyone planning to attend Peninsula College. Although the college staff has attempted to make it as comprehensive and accurate as possible, the catalog may contain errors, and program changes may occur during the one year the current catalog is used.

Peninsula College reserves the right to cancel courses. While each individual may work with a Peninsula College advisor, you retain personal responsibility for meeting requirements in this catalog and for being aware of any changes in provisions and requirements.

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

Nondiscrimination and Anti-Harassment Policy

Board Procedure Number: 501

Date Adopted: June 13, 2005

Dates Revised: June 12, 2007; December 9, 2008; June 14, 2011; January 10, 2012; June 11, 2013; June 11, 2015; August 11, 2020

A. Introduction

Peninsula College recognizes its responsibility for investigation, resolution, implementation of corrective measures, and monitoring the educational environment and workplace to stop, remediate, and prevent discrimination on the basis of race, color, national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably

discharged veteran or military status, or use of a trained guide dog or service animal, as required by Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 504 and 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and ADA Amendment Act, the Age Discrimination Act of 1975, the Violence Against Women Reauthorization Act and Washington State's Law Against Discrimination, Chapter 49.60 RCW and their implementing regulations. To this end, Peninsula College has enacted policies prohibiting discrimination against and harassment of members of these protected classes. Any individual found to be in violation of these policies will be subject to disciplinary action up to and including dismissal from the College or from employment.

B. Definitions

1. Complainant: employee(s), applicant(s), student(s), or visitors(s) of Peninsula College who alleges that she or he has been subjected to discrimination or harassment due to their membership in a protected class.

2. Complaint: a description of facts that allege violation of the College's policy against discrimination or harassment.

3. Consent: knowing, voluntary and clear permission by word or action, to engage in mutually agreed upon sexual activity. Each party has the responsibility to make certain that the other has consented before engaging in the activity. For consent to be valid, there must be at the time of the act of sexual intercourse or sexual contact actual words or conduct indicating freely given agreement to have sexual intercourse or sexual contact. A person cannot consent if he or she is unable to understand what is happening or is disoriented, helpless, asleep or unconscious for any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has engaged in nonconsensual conduct. Intoxication is not a defense against allegations that an individual has engaged in nonconsensual sexual conduct.

4. Discrimination: unfavorable treatment of a person based on that person's membership or perceived membership in a protected class. Harassment is a form of discrimination.

5. Harassment: a form of discrimination consisting of physical or verbal conduct that denigrates or shows hostility toward an individual because of their membership in a protected class or their perceived membership in a protected class. Harassment occurs when the conduct is sufficiently severe and/or pervasive and so objectively offensive that it has the effect of altering the terms or conditions of employment or substantially limiting the ability of a student to participate in or benefit from the College's educational and/or social programs. Petty slights, annoyances, offensive utterances, and isolated incidents (unless extremely serious) typically do not qualify as harassment. Examples of conduct that could rise to the level of discriminatory harassment include but are not limited to the following:

Epithets, "jokes," ridicule, mockery or other offensive or derogatory conduct focused upon an individual's membership in a protected class.

Verbal or physical threats of violence or physical contact directed towards an individual based upon their membership in a protected class.

Making, posting, emailing, texting, or otherwise circulating demeaning or offensive pictures, cartoons, graffiti, notes or other materials that relate to race, ethnic origin, gender or any other protected class.

6. Protected Class: persons who are protected under state or federal civil rights laws, including laws that prohibit discrimination on the basis of race, color, national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran or military status, or use of a trained guide dog or service animal.

7. Resolution: the means by which the complaint is finally addressed. This may be accomplished through informal or formal processes, including counseling, mediation, or the formal imposition of discipline sanction.

8. Respondent: person or persons who are members of the campus community who allegedly discriminated against or harassed another person or persons.

9. Sexual Harassment: a form of discrimination consisting of unwelcome, gender-based verbal, written, electronic and/or physical conduct. Sexual harassment does not have to be of a sexual nature, however, and can include offensive remarks about a person's gender. There are two types of sexual harassment.

a. Hostile Environment Sexual Harassment occurs when the conduct is sufficiently severe and/or pervasive and so objectively offensive that it has the effect of altering the terms or conditions of employment or substantially limiting the ability of a student to participate in or benefit from the College's educational and/or social programs [and/or student housing].

b. Quid Pro Quo Sexual Harassment occurs when an individual in a position of real or perceived authority, conditions the receipt of a benefit upon granting of sexual favors.

Examples of conduct that may qualify as sexual harassment include:

- Persistent comments or questions of a sexual nature.
- A supervisor who gives an employee a raise in exchange for submitting to sexual advances.
- An instructor who promises a student a better grade in exchange for sexual favors.
- Sexually explicit statements, questions, jokes, or anecdotes.
- Unwelcome touching, patting, hugging, kissing, or brushing against an individual's body.
- Remarks of a sexual nature about an individual's clothing, body, or speculations about previous sexual experiences.
- Persistent, unwanted attempts to change a professional relationship to an amorous relationship.
- Direct or indirect propositions for sexual activity.
- Unwelcome letters, emails, texts, telephone calls, or other communications referring to or depicting sexual activities.

10. Sexual Violence: is a type of sexual discrimination and harassment that includes:

a. Nonconsensual sexual intercourse. Any actual or attempted sexual intercourse (anal, oral, or vaginal), however slight, with any object or body part, by a person upon another person, that is without consent and/or by force. Sexual intercourse includes anal or vaginal penetration by a penis, tongue, finger, or object, or oral copulation by mouth to genital contact or genital to mouth contact.

b. Nonconsensual sexual contact. Any actual or attempted sexual touching, however slight, with any body part or object, by a person upon another person that is without Consent and/or by force. Sexual touching includes any bodily contact with the breasts, groin, mouth, or other bodily orifice of another individual, or any other bodily contact in a sexual manner.

c. Incest. Sexual intercourse or sexual contact with a person known to be related to them, either legitimately or illegitimately, as an ancestor, descendant, brother, or sister of either wholly or half related. Descendant includes stepchildren, and adopted children under the age of eighteen (18).

d. Statutory Rape. Consensual intercourse between a person who is eighteen (18) years of age or older, and a person who is under the age of sixteen (16).

e. Domestic violence. Physical violence, bodily injury, assault, the infliction of fear of imminent physical harm, sexual assault, or stalking committed by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of State of Washington, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the State of Washington, RCW 26.50.010.

f. Dating violence, Physical violence, bodily injury, assault, the infliction of fear of imminent physical harm, sexual assault, or stalking committed by a person (i) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (ii) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) The length of the relationship; (ii) The type of relationship; and (iii) The frequency of interaction between the persons involved in the relationship

g. Stalking. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (i) fear for their safety or the safety of others; or (ii) suffer substantial emotional distress.

C. Designee

The following College official is designated to handle inquiries regarding this policy:

Director of Human Resources, Title IX/EEO Coordinator Contact: titleixcrd@pencol.edu

Address: 1502 E. Lauridsen Blvd., Port Angeles, WA 98362

Phone: (360) 417-6212

Discrimination and Harassment Complaint Procedure

HOW TO FILE A COMPLAINT

Any employee, applicant, student or visitor of the College may file a complaint with the Title IX Coordinator. If the complaint is against that Coordinator, the complainant should report the matter to the president's office for referral to an alternate designee. Complaints may be submitted in writing or verbally. The College encourages the timely reporting of any incidents of discrimination or harassment. For complainants who wish to submit a written complaint, a formal complaint form is available online at pencol-advocate.symplicity.com/public_report. Hard copies of the complaint form are available at the Human Resources Office. Any person submitting a discrimination complaint shall be provided with a written copy of the College's anti-discrimination policies and procedures.

CONFIDENTIALITY AND RIGHT TO PRIVACY

Peninsula College will seek to protect the privacy of the complainant to the full extent possible, consistent with the legal obligation to investigate, take appropriate remedial and/or disciplinary action, and comply with federal and state law, as well as Peninsula College policies and procedures. Although Peninsula College will attempt to honor complainants' requests for confidentiality, it cannot guarantee complete confidentiality. Determinations regarding how to handle requests for confidentiality will be made by the Title IX / EEO Coordinator.

Confidentiality Requests and Sexual Violence Complaints: The Title IX / EEO Coordinator will inform and obtain consent from the complainant before commencing an investigation into a sexual violence complaint. If a sexual violence complainant asks that their name not be revealed to the respondent or that the College not investigate the allegation, the Title IX / EEO Coordinator will inform the complainant that maintaining confidentiality may limit the college's ability to fully respond to the allegations and that retaliation by the respondent and/or others is prohibited. If the complainant still insists that their name not be disclosed or that the College not investigate, the Title IX / EEO Coordinator will determine whether the College can honor the request and at the same time maintain a safe and non-discriminatory environment for all members of the college community, including the complainant. Factors to be weighed during this determination may include, but are not limited to:

- the seriousness of the alleged sexual violence;
- the age of the complainant;
- whether the sexual violence was perpetrated with a weapon;
- whether the respondent has a history of committing acts of sexual violence or violence or has been the subject of other sexual violence complaints
- whether the respondent threatened to commit additional acts of sexual violence against the complainant or others; and
- whether relevant evidence can be obtained through other means (e.g., security cameras, other witnesses, physical evidence).

If the College is unable to honor a complainant's request for confidentiality, the Title IX / EEO Coordinator will notify the complainant of the decision and ensure that complainant's identity is disclosed only to the extent reasonably necessary to effectively conduct and complete the investigation.

If the College decides not to conduct an investigation or take disciplinary action because of a request for confidentiality, the Title IX / EEO Coordinator will evaluate whether other measures are available to limit the effects of the harassment and prevent its recurrence and implement such measures if reasonably feasible.

INVESTIGATION PROCEDURE

Upon receiving a discrimination complaint, the College shall commence an impartial investigation. The Title IX / EEO Coordinator shall be responsible for overseeing all investigations. Investigations may be conducted by the Title IX / EEO Coordinator or their designee. If the investigation is assigned to someone other than the Title IX / EEO Coordinator, the Title IX / EEO Coordinator shall inform the complainant and respondent(s) of the appointment of an investigator.

Interim Measures: The Title IX / EEO Coordinator may impose interim measures to protect the complainant and/or respondent pending the conclusion of the investigation. Interim measures may include, but are not limited to, imposition of no contact orders, rescheduling classes, temporary work reassignments, referrals for counseling or medical assistance, and imposition of a summary suspension in compliance with the College's student conduct code or an administrative leave of absence in compliance with the College's employment policies and collective bargaining agreements.

Informal Dispute Resolution: Informal dispute resolution processes, like mediation, may be used to resolve complaints, when appropriate. Informal dispute resolution shall not be used to resolve sexual discrimination complaints without written permission from both the complainant and the respondent. If the parties elect to mediate a dispute, either party shall be free to discontinue mediation at any time. In no event shall mediation be used to resolve complaints involving allegations of sexual violence.

Investigation: Complaints shall be thoroughly and impartially investigated. The investigation shall include, but is not limited to, interviewing the complainant and the respondent, relevant witnesses, and reviewing relevant documents. The investigation shall be concluded within a reasonable time, normally ninety days unless there is good cause shown. If it appears completion of the investigation will take longer than ninety days, the Title IX / EEO Coordinator will notify the parties, describe the reasons for the delay, and provide an estimated time for completing the investigation.

At the conclusion of the investigation, the investigator shall set forth their findings in writing. If the investigator is someone other than the Title IX / EEO Coordinator, the investigator shall send a copy of the findings to the Title IX / EEO Coordinator.

The Title IX / EEO Coordinator will provide each party and the appropriate student services administrator or appointing authority with written notice of the investigative findings, subject to the following limitations. The complainant shall be informed in writing of the findings only to the extent that such findings directly related to the complainant's allegations. The complainant may be notified generally that the matter has been referred for disciplinary action. The respondent shall be informed in writing of the findings and of actions taken or recommended to resolve the complaint and shall be notified of referrals for disciplinary action. Both the complainant and the respondent are entitled to review the investigative findings subject to any FERPA confidentiality requirements.

Final Decision/Reconsideration: Either the complainant or the respondent may seek reconsideration of the investigation findings. Requests for reconsideration shall be submitted in writing to the Title IX / EEO Coordinator within seven calendar days of receiving the investigation report. Requests must specify which portion of the findings should be reconsidered and the basis for reconsideration. If no request for reconsideration is received within seven calendar days, the findings become final. If a request for reconsideration is received, the Title IX / EEO Coordinator shall respond within 14 calendar days. The Title IX / EEO Coordinator shall either deny the request or, if the Title IX / EEO Coordinator determines that the request for reconsideration has merit, issue amended findings. Any amended findings are final and no further reconsideration is available.

PUBLICATION OF ANTI-DISCRIMINATION POLICIES AND PROCEDURES

The policies and procedures regarding complaints of discrimination and harassment shall be published and distributed as determined by the president or president's designee. Any person who believes he or she has been subjected to discrimination in violation of College policy will be provided a copy of these policies and procedures.

LIMITS TO AUTHORITY

Nothing in this procedure shall prevent the College President or designee from taking immediate disciplinary action in accordance with Peninsula College policies and procedures, and federal, state, and municipal rules and regulations.

NON-RETALIATION, INTIMIDATION AND COERCION

Retaliation by, for or against any participant (including complainant, respondent, witness, Title IX / EEO Coordinator, or investigator) is expressly prohibited. Retaliatory action of any kind taken against individuals as a result of seeking redress under the applicable procedures or serving as a witness in a subsequent investigation or any resulting disciplinary proceedings is prohibited and is conduct subject to discipline. Any person who thinks he/she has been the victim of retaliation should contact the Title IX / EEO Coordinator immediately.

CRIMINAL COMPLAINTS

Discriminatory or harassing conduct may also be, or occur in conjunction with, criminal conduct. Criminal complaints may be filed with the following law enforcement authorities:

City of Port Angeles Police Department
321 East 5th Street
Port Angeles, WA 98362
Phone: 360-452-4545
wa-portangeles.civicplus.com/288/Police-Department

City of Forks Police Department
500 East Division Street
Forks, WA 98331
Phone: 360-374-2223
forkswashington.org/police-corrections

City of Port Townsend Police Department
1925 Blain Suite 100
Port Townsend, WA 98368
Phone: 360-385-2322
cityofpt.us/police

City of Sequim Police Department
152 W. Cedar Street
Sequim, WA 98382
Phone: (360) 683-7227
sequimwa.gov/111/Police

Clallam County Sheriff Department
223 East 4th Street
Port Angeles, WA 98362
Phone: 360-417-2459
clallam.net/sheriff

Jefferson County Sheriff Department
79 Elkins Road
Port Hadlock, WA 98339
Phone: 360-385-3831
co.jefferson.wa.us/172/Sheriff

The College will proceed with an investigation of harassment and discrimination complaints regardless of whether the underlying conduct is subject to civil or criminal prosecution.

OTHER DISCRIMINATION COMPLAINT OPTIONS

Discrimination complaints may also be filed with the following federal and state agencies:

- Washington State Human Rights Commission, hum.wa.gov
- US Dept of Education Office for Civil Rights, ed.gov/about/offices/list/ocr
- Equal Employment Opportunity Commission, eeoc.gov

Drug and Alcohol Abuse Prevention

Peninsula College is concerned about the safety and welfare of students, employees, and members of the community while they utilize college facilities and grounds. In the interest of providing and maintaining an environment free from crime, illicit drug use, and the abuse of alcohol and in compliance with the Drug-Free Schools and Communities Act Amendment of 1989 we have adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs or abuse of alcohol by students and employees.

Confidentiality of Student Records

Peninsula College complies with the Family Educational Rights and Privacy Act of 1974 (FERPA) regarding confidentiality of student records and release of personally identifiable information.

In order to respect the privacy rights of individuals, only limited information about students can be released to individuals off campus without the express written permission of the student. Federal laws concerning the privacy rights of students and college policy provide the basis for these procedures. See the College website at pencol.edu for detailed information.

Limitation of Liability

The College's total liability for claims arising from a contractual relationship with the student in any way related to classes or programs shall be limited to the tuition and expenses paid by the student to the College for those classes or programs. In no event shall the College be liable for any special, indirect, incidental, or consequential damages, including but not limited to, loss of earnings or profits.

Contact Information

Departments

Arts & Sciences

Cheryl Crane
(360) 417-6381
c crane@pencol.edu

Athletics/Student Programs

Rick Ross
Phone: (360) 417-6533
rross@pencol.edu

Bookaneer Campus Store

(360) 417-6440
bookaneer@pencol.edu

Business Services

(360) 417-6232
businessoffice@pencol.edu

Campus Safety

Marty Martinez
(360) 417-6559
mmartinez@pencol.edu
In an emergency dial 911

Center for Equity, Teaching and Learning

Bruce Hattendorf
(360) 417-6238
bhattendorf@pencol.edu

Child Care

Christina Heistand
(360) 417-6530
cheistand@pencol.edu

Community Education

(360) 417-2657
communityed@pencol.edu

eLearning

Sarah Mickel
(360) 417-6272
smickel@pencol.edu

Financial Aid

Phone: (360) 417-6390
Fax: (360) 417-6395
financialaid@pencol.edu

Foundation

Getta Workman
(360) 417-6592
gworkman@pencol.edu

International Programs

Sophia Iliakas-Doherty
USA Country Code: 1
(360) 417-6491
sdoherty@pencol.edu

IT Department

Emma Janssen
(360) 417-6503
ejanssen@pencol.edu

Library/Media Center

(360) 417-6280
(360) 417-6295
pclibrary@pencol.edu

Longhouse

Sadie Crowe
(360) 417-7992
scrowe@pencol.edu

Maintenance Facilities/Information Center

(360) 452-9277, Ext. 0
room.info@pencol.edu

Marketing and Communications

Margaret Griset
(360) 417-6303
mgriset@pencol.edu

Outreach/Admissions

Phone: (360) 417-6340

Toll-free: (877) 452-9277

studentservices@pencol.edu

Placement/Testing

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Course Descriptions

Accounting

ACCT& 201 : Principles of Accounting I

Credits 5

Quarter Offered Fall

Emphasis on nature of accounting as a system of information for decision making. Specific topics include basic financial statements, the accounting cycle, forms of business organization, financial assets, inventories, and depreciation. This class may include students from multiple sections. (Elective)

Prerequisites

MATH 90/91 or AMATH 121 or concurrent enrollment

Course Outcomes

1. Prepare and interpret financial statements for decision making in accordance with generally accepted accounting principles.
2. Describe internal controls and their function in accounting.
3. Analyze and record business transactions, adjusting entries, and closing entries throughout the accounting cycle.
4. Compute and analyze the valuation and presentation of financial assets in the financial statements.
5. Describe how the accounting equation helps to understand, analyze, and communicate the effects of business transactions and events in the financial statements.
6. Explain and apply basic valuation theories of inventory.

ACCT& 202 : Principles of Accounting II

Credits 5

Quarter Offered Winter

Study of accounting is continued through specific topics, including liabilities, stockholder's equity, statement of cash flows, financial statement analysis, and global and management accounting. This class may include students from multiple sections. (Elective)

Prerequisites

2.0 or higher in ACCT& 201

Course Outcomes

1. Define the opportunities and challenges associated with operating in a diverse and global business environment.
2. Demonstrate how to report and analyze plant assets, liabilities, and owners' equity transactions.
3. Prepare, analyze, and evaluate a classified income statement.
4. Prepare, analyze, and evaluate the changes in the corporate retained earnings.
5. Prepare, analyze, and evaluate a statement of cash flows.
6. Analyze comparative financial statements using problem solving and critical thinking skills using appropriate technical accounting knowledge.
7. Explain and apply the three principles guiding the design of management accounting systems.

ACCT& 203 : Principles of Accounting III

Credits 5

Quarter Offered Spring

Managerial concepts are explored through accounting systems, management reports, and special analysis for decision making; cost volume-profit analysis; incremental analysis; responsibilities accounting; operational and capital budgeting; and standard cost systems. This class may include students from multiple sections. (Elective)

Prerequisites

2.0 or higher in ACCT& 202

Course Outcomes

1. Compare and contrast managerial accounting from financial accounting.
2. Determine product costs using job order and process costing systems.
3. Analyze, compute, and evaluate problems related to cost-volume-profit and incremental analysis.
4. Prepare budget data and determine their use in planning and control.
5. Evaluate business challenges and opportunities using managerial accounting concepts.

ACCT 215 : Quickbooks**Credits** 5**Quarter Offered** Winter

Learn the fundamentals of Quickbooks Pro, a popular general ledger software package for small and medium sized businesses. Coverage of vendors and customers transactions, inventory activities, bank transactions, financial reports, end of period procedures, payroll and other key accounting procedures. This class may include students from multiple sections.

Course Outcomes

1. Record transactions for service and inventory businesses—from simple to complex—that simulate real-world occurrences.
2. Prepare, analyze, customize, and create a variety of reports.
3. Close an accounting period.
4. Create a new company file.
5. Customize QuickBooks to fit the needs of an individual company.
6. Prepare a payroll in Quickbooks.

Addiction Studies

HSSA& 101 : Introduction to Addictive Drugs**Credits** 5**Quarter Offered** Fall

Definitions of alcohol and other drug use and abuse; alcoholism and other addictions; history and types of chemical dependency; impact on individual, family, and society. This class may include students from multiple sections. (Elective)

Course Outcomes

1. Define addiction as a disease in a whole-person (holistic) perspective.
2. Discuss between various kinds of addiction.
3. Identify basic facts regarding the impact of addiction on the individual, family and society.
4. Report symptoms of addiction and identify those affected.
5. Explain family dynamics/co-dependency concepts in regard to addiction.
6. List various support systems for recovery.

HSSA 105 : Phys/Pharm of Alcohol and Drugs**Credits** 5**Quarter Offered** Fall

Physical effects of alcohol and other drugs on the body. Designed to meet primary certification requirements for chemical dependency counseling. This class may include students from multiple sections.

Course Outcomes

1. Report the actions of drugs on the body.
2. Report drug classifications.
3. Report the use of drugs throughout history.
4. Define and explain co-occurring disorders.
5. Describe MAT for opiate addictions.
6. Report naloxone as an antidote for opiate overdose.

HSSA 115 : Counseling I**Credits 4****Quarter Offered** Winter

Familiarization with skills commonly used for individual and family counseling. Includes attending, paraphrasing, reflecting feelings, summarizing, probing, self-disclosure, interpreting, and confrontation. [HSSA& 101](#) and [HSSA 105](#) or permission of instructor is recommended. This class may include students from multiple sections.

Course Outcomes

1. Identify eight basic counseling skills.
2. Define the ten therapeutic counselor characteristics.
3. Define therapeutic criteria of counseling environment.
4. Identify traits of self-actualized counselor.
5. Summarize the grief process.
6. Demonstrate knowledge of counseling skills through utilization.

HSSA 116 : Intervention in Chemical Dependency**Credits 2****Quarter Offered** Fall

Introduction of objective team approach to confronting denial and presenting reality to chemically dependent, emphasizing skills commonly used for Johnson model intervention. Offered for continuing professional education. Required for ongoing counselor certification. This class may include students from multiple sections.

Course Outcomes

1. Define intervention of the chemically dependent.
2. Develop insight into intervention team approach.
3. Report necessary intervention skills.
4. Outline steps of intervention process.
5. Identify intervention techniques learned.

HSSA 135 : Family Treatment/CD I**Credits 3****Quarter Offered** Spring

Exploration of dynamics of chemically dependent family during addiction and recovery. Includes therapy models useful in supporting individuals through recovery process and for restoring relationships within family. This class may include students from multiple sections.

Course Outcomes

1. Define family as a system with emphasis on recovery process.
2. Distinguish healthy/unhealthy family dynamics.
3. Identify stages of family recovery.
4. Explain abuse/abandonment in regard to the family system.
5. List traits of adult children of alcoholics.
6. Compare and contrast various treatment modalities for the chemically dependent family.

HSSA 136 : Relapse Prevention**Credits 3****Quarter Offered** Spring

Familiarization with symptoms, warning signs, and high-risk factors involved in relapse process, with emphasis on recovery, family-of-origin issues, relationships, self-care, and interdependence. This class may include students from multiple sections.

Course Outcomes

1. Define relapse as a part of and process in regard to recovery.
2. Identify the symptoms, warning signs, and high-risk factors involved in the relapse process.
3. Evaluate stress and relapse.
4. Review medication assisted treatments for alcohol and opiate use disorders.

HSSA 140 : Group Counseling**Credits** 5**Quarter Offered** Spring

Theory and therapy models common to rehabilitation of chemically dependent through group process. [HSSA& 101](#), [HSSA 105](#) and [HSSA 115](#) is recommended. This class may include students from multiple sections.

Course Outcomes

1. Define stages of group process.
2. Define group therapy.
3. Apply awareness of Motivational Interviewing as a treatment modality.
4. List therapy models for counseling the addicted population.
5. Demonstrate dynamics of group facilitation.
6. Compose personalized reflection of subject matter on group therapy model of choice.

HSSA 145 : Teaching Skills for Counselors**Credits** 3**Quarter Offered** Spring

Facts about alcohol and other drug use and abuse and skills to impart these facts in a counseling environment. Includes physical effects and behavioral attitudes, family systems, health and safety, drinking and driving, treatment resources, and responsible decision making. Offered for continuing professional education; highly recommended as an elective. [HSSA& 101](#) and [HSSA 105](#) is recommended. This class may include students from multiple sections.

Course Outcomes

1. Discuss insight into ADIS philosophy.
2. Identify facts about alcohol and other drug use.
3. Identify seven steps of effective decision-making.
4. Develop curriculum planning and instructional skills.
5. Demonstrate understanding of lesson plan development, classroom instruction and management.
6. Demonstrate teaching methods used in ADIS environment.

HSSA 150 : Case Management**Credits** 3**Quarter Offered** Winter

Chemical dependency case management and record keeping. Provides working knowledge of a system for up-to-date, accurate, and usable case files and records. This class may include students from multiple sections.

Course Outcomes

1. Define case management in treating the chemically dependent.
2. Identify components of chemical dependency record keeping.
3. Recognize components with a chemical dependency biopsychosocial assessment.
4. Outline a basic individual service treatment plan.
5. Summarize appropriate case file management for chemical dependency treatment.
6. Assimilate awareness of Washington Administrative Code (WAC) and DOH Counselor requirements.

HSSA 155 : Youth CD Counseling and Assessment**Credits** 3

Learn identifying signs and symptoms of teenage substance abuse, appropriate intervention, family dynamics, defense mechanisms and emotional honesty, treatment facilities, aftercare, and family's progress toward health. This class may include students from multiple sections.

Course Outcomes

1. Interpret most updated strategies of DBHR in working with Chemically Dependent Youth.
2. Explain a variety of techniques and evidenced based programs for prevention.
3. Students will identify Risk Factors and Protective Factors in community, school and individual.
4. Identify student role in social norms.
5. Discuss Science Based Education, Prevention and Intervention.
6. Explore Evidence Based Programs as opposed to Promising Programs.
7. Distinguish practices that work best in counseling youth and their families.
8. Identify obstacles in counseling youth.
9. Create flexible solutions to these obstacles and put them into practice.
10. Develop an opportunity to evaluate ethical values in Chemical Dependency Counseling.

HSSA 160 : Chemical Dependency and the Law

Credits 3

Quarter Offered Winter

Understand State of Washington court procedures and laws pertaining to alcohol and drug related offenses, domestic violence, incapacitated persons and involuntary commitment, and deferred prosecution. This class may include students from multiple sections.

Course Outcomes

1. Expose students to a variety of laws (RCW and WAC) through written materials, research and guest speakers.
2. Students will explain in written and oral form how the Social Justice System works for their clients in the State of Washington.
3. Students will understand how the Chemical Dependency Field relates to the community as a whole.
4. Students will identify a minimum of five employment opportunities in the Chemical Dependency Field.
5. Expose students to their role in the establishment of community values, state values and national values relating to Chemical Dependency Studies and Work.
6. Develop a familiarity with the differences in State, Local Ordinances and Federal Laws.
7. Develop Opportunities to re-evaluate community, person and ethical values in the Chemical Dependency Field.
8. Develop an understanding of how laws evolve and can be changed.

HSSA 165 : Chemical Dependency Counseling & Ethics

Credits 3

Quarter Offered Fall

Principles and rules of conduct of ethical standards essential for CD profession, including nondiscrimination, responsibility, competence, legal and moral standards, client welfare, confidentiality, client relationships, and interprofessional conduct. This class may include students from multiple sections.

Prerequisites

Permission of instructor.

Course Outcomes

1. Define ethics in the counseling profession.
2. Identify code of ethics & rules of conduct for the CD profession.
3. Apply understanding of counselor professional ethics.
4. List counselor ethical principles.
5. Develop awareness of burnout symptoms in a counseling environment.
6. Apply ethical criteria in an experiential setting.

HSSA 172 : Cultural Diversity

Credits 3

Quarter Offered Winter

Knowledge and strategies needed to become more culturally sensitive. Focuses on integration of cultural competence in an AOD curriculum and development of effective prevention messages and treatment modalities within a cultural context while identifying ethnically challenging issues. This class may include students from multiple sections.

Prerequisites

HSSA& 101 or permission of instructor

Course Outcomes

1. Define cultural diversity in a therapeutic environment.
2. Identify cultural differences in a treatment setting.
3. Report basic facts regarding cultural competency.
4. Develop awareness of ethnically-challenging issues in a helping environment.
5. Distinguish between various cultural needs within a treatment milieu.
6. Summarize prevention modalities in a cultural context.

HSSA 190 : DBHR HIV/AIDS; Brief Risk, Airborne Pathogens**Credits 1****Quarter Offered** Fall

Education about HIV/AIDS, focusing on prevention, transmission of virus, health, community, and self-awareness. This class may include students from multiple sections.

Prerequisites

Permission of instructor.

Course Outcomes

1. Identify AIDS and Hepatitis C as diseases.
2. Interpret prevention and treatment of these public health issues.
3. Demonstrate confidentiality regarding speaker.
4. Show awareness of legal and ethical issues identified with these diseases.

HSSA 200 : Internship**Credits 5**

Five credits awarded to students presenting documentation of 250 hours of supervised counseling training with agency approved by Division of Alcohol and Substance Abuse. Students must complete 2,500 total hours of supervised counseling training to obtain professional qualifications to practice as chemical dependency counselors. This class may include students from multiple sections.

Course Outcomes

1. Choose agency for CDPT documentaion of hours.
2. Demonstrate professional competency by completion of documented hours.
3. Utilize counseling skills in a therapeutic environment.
4. Assess areas of learning in helper role.
5. Compose group activity for observation.

HSSA 201 : Pathological Gambling & Other Addictions**Credits 3****Quarter Offered** Winter

A comprehensive overview of assessment and treatment of the pathological gambler. Gambling specialist awareness addressed; also a focus on other addictions and compulsive behaviors. This class may include students from multiple sections.

Course Outcomes

1. Identify similarities to and differences from substance use addictions.
2. Report profiles of the different gambler types.
3. Report impact of problem gambling on individual, families and society.
4. Recognize co-existing conditions and addictions requiring treatment or referral.
5. List current methods of treatment.
6. Explain relapse factors for problem gamblers.
7. Identify methods of assessment of problem gambling.

HSSA 215 : Counseling II**Credits 3****Quarter Offered** Winter

Emphasis on learning to deal with issues specific to the counselor's personal challenges. Offered for continuing professional education. Recommended for ongoing counselor certification. This class may include students from multiple sections.

Prerequisites**HSSA 115****Course Outcomes**

1. Identify categories of self- defeating behavior.
2. Gain personal insight into counselor role.
3. Assess counselor professional readiness.
4. Develop awareness of stress management techniques.
5. Apply holistic awareness in counselor role.
6. Summarize effective self-care plan.

HSSA 232 : Mental Health Issues-CDP**Credits** 3**Quarter Offered** Fall

Familiarizes chemical dependency counselors with language and basic concepts of mental health disorders as they present in the dually diagnosed patient. Provides opportunity to assess and plan interventions for such patients involving introduction to motivational interviewing. This class may include students from multiple sections.

Prerequisites**HSSA& 101** and **HSSA 150****Course Outcomes**

1. Orientation and skill building for counseling clients who have co-occurring mental health and substance use disorders. The information offered will support counselors in providing assessment, treatment, and referral services. It will prepare students to collaborate with mental health professionals. This course is offered for continuing professional education and is suggested for initial counselor certification. This course provides an overview of the field of addiction counseling and the impact of addiction on child, adolescent, and adult populations. The course will summarize key points drawn from the following areas: the American experience with addiction and recovery, theoretical explanations for understanding addiction and mental health, basic neuroscience, and assessment and treatment issues specific to counseling individuals with co-occurring disorders. Additional areas include prevention, intervention, and treatment strategies and relevant issues pertaining to social justice and diversity.

HSSA 250 : Case Management for Professionals**Credits** 3**Quarter Offered** Spring

Exploration/emphasis on the application of the ASAM criteria in chemical dependency case management and record keeping. This class may include students from multiple sections.

Prerequisites**HSSA 150** and permission of instructor.**Course Outcomes**

1. Manage the treatment of an entire patient case, including the following: Assessment and Diagnosis; Admission to treatment; Treatment Planning Process; Plan Implementation; and Progress Evaluation and Discharge.
2. Complete a patient chart reflecting entire process for personal referrals.
3. Define the functions and responsibilities of a Case Manager in the treatment setting.
4. Implement the Case Management role, including advocacy and referral functions as a component in client care and record keeping.
5. Identify resources in their respective community through the development of a functional directory to include sources and contact information.

HSSA 280 : Peer Counseling

Credits 5

Quarter Offered Winter

Students will learn concepts of recovery, resilience, and practice of Certified Peer Counseling. Develop interpersonal skills that emphasize healthy attachment, defusing transference, self-advocacy, client assessment planning, goal setting for self and peers, and the impact of values and culture on life transitions. This course is designed to meet the State and Federal standards for a Peer Recovery Specialist. This class may include students from multiple sections.

Course Outcomes

1. Recall concepts of recovery, resilience and practice of Certified Peer Counselor.
2. Demonstrate interpersonal skills for connecting with a client.
3. Develop a community resource and referral manual for potential clients.
4. Develop an awareness of self-advocacy and wellness for a peer counselor career path and demonstrate by developing a burnout prevention plan.
5. List the steps for a client data and assessment plan.
6. Demonstrate intervention skills.
7. Identify components of non-judgmental and non-adversarial interactions.
8. Demonstrate skills in goal setting in a written format provided in the training manual.
9. Demonstrate strategies for goal setting based on standards from the Department of Behavioral Health and Recovery.
10. Describe the implications of the effect of values and culture on life transitions.

HSSA 290 : Medical Aspects of Addiction

Credits 5

Quarter Offered Spring

This class teaches students about medical complications of substance abuse including alcohol, tobacco, cocaine, amphetamines, opiates, cannabis and benzodiazepines. Class emphasizes addiction, overdose and withdrawal and how chemicals affect the body. This class may include students from multiple sections.

Course Outcomes

1. Define the controlled substance Act and criteria for placing drugs into it
2. Discuss the pros and cons of MAT
3. Define Medically Assisted Treatment (MAT) for opiate dependency and naloxone for opiate overdose
4. Define major co morbidities of drug abuse and addiction
5. Differentiate between clients who need medical referrals with clients not in need of medical referral
6. Define addiction as a disease
7. List and discuss the most common medical complications and sequelae of chemical (substance abuse)
8. Discuss whether Marijuana should be a legal drug
9. List diseases resulting from sharing needles

Administrative Office Systems

AOS 101 : Digital Literacy

Credits 5

Quarter Offered Fall, Summer

Course content focuses on what skills are needed to be successful digital citizens in college and beyond. Students use information and communication technologies to find, evaluate, create and communicate information. Interactive training and skill-based assessments are completed in a virtual environment; projects are based on real-world business situations. Touch keyboarding skills is recommended. This class may include students from multiple sections.

Course Outcomes

1. Use cognitive and technical skills to find and evaluate digital technologies.
2. Explain the effect of digitization on intellectual property, freedom of speech, privacy, and ethics.
3. Describe the processes used to connect and communicate online.
4. Describe computing components, capabilities, storage, and operating systems.
5. Describe the transmission process of wired and wireless communication.
6. Analyze the personal and global effect of current and emerging technologies.

AOS 105 : Word Processing Applications I

Credits 5

Quarter Offered Fall, Summer

Develop beginning through intermediate word processing skills in Microsoft Word and associated technologies. Create, edit, format documents and tables; use themes and building blocks, illustrate documents with graphics, merge data sources and documents. Interactive training and skill-based assessments are completed in a virtual environment; projects are based on real-world business situations. Integration with cloud computing. Touch keyboarding skills is recommended. This class may include students from multiple sections.

Course Outcomes

1. Apply critical thinking skills to complete real-world business projects.
2. Combine technical skills to complete independent core concept reviews.
3. Create, edit, and format documents of varying complexity.
4. Create and format tables.
5. Illustrate documents with graphics.
6. Customize themes, building blocks, and style sets.
7. Create a data source and merge it with Word documents.
8. Interact and share information in the Cloud.

AOS 106 : Spreadsheet Applications I

Credits 5

Quarter Offered Winter

Develop beginning through intermediate spreadsheet skills in Microsoft Excel and associated technologies. Create, edit, and format spreadsheets; analyze data using formulas, manage workbook data, create and analyze table data. Interactive training and skill-based assessments are completed in a virtual environment; projects are based on real-world business situations. Integration with cloud computing. Touch keyboarding skills is recommended. This class may include students from multiple sections.

Course Outcomes

1. Apply critical thinking skills to complete real-world projects.
2. Combine technical skills to complete independent core concept reviews.
3. Demonstrate an understanding of the functionality and program design of Spreadsheets.
4. Format a worksheet.
5. Create charts based on accurate data.
6. Analyze data using formulas.
7. Manage workbook data.
8. Create tables and analyze table data.
9. Interact and share information in the Cloud.

AOS 107 : Database Applications I

Credits 5

Quarter Offered Spring

Develop beginning through intermediate relational database management skills in Microsoft Access and associated technologies. Create tables, relationships, forms, and reports. Interactive training and skill-based assessments are completed in a virtual environment; projects are based on real-world business situations. Integration with cloud computing. Touch keyboarding skills is recommended. This class may include students from multiple sections.

Course Outcomes

1. Apply critical thinking skills to complete real-world projects.
2. Combine technical skills to complete independent core concept reviews.
3. Demonstrate an understanding of relational databases.
4. Create and modify tables.
5. Create relationships between tables.
6. Build queries, forms, and reports.
7. Analyze and filter data.
8. Use graphical tools and elements.

AOS 110 : Medical Terminology I**Credits 5****Quarter Offered** Fall

Systems approach to the study of selected roots, prefixes, and suffixes; principles of word building; study of diagnostic, operative, and symptomatic terms of body systems. Emphasis on accurate spelling and pronunciation of all medical terms. Strong component of the course is related to common medical abbreviations, selected eponyms, clinical laboratory procedures, and radiology procedures with associated terminology for each body system. This class may include students from multiple sections.

Course Outcomes

1. Identify and apply the rules of building medical terms.
2. Spell and pronounce medical terms correctly.
3. Explore and distinguish medical terminology as it relates to the different body systems.
4. Explore common terms associated with pathological conditions and procedures by body system.
5. List common medical abbreviations associated with different body systems.

AOS 111 : Medical Terminology II**Credits 3****Quarter Offered** Winter

Continued medical terminology on body systems emphasizing clinical applications. Investigation of diagnostic and therapeutic procedures, advanced abbreviations and symbology, and systemic diseases and treatment modalities. Ability to read, understand, and interpret various types of medical reports and physician-generated documentation will be stressed and required. This class may include students from multiple sections.

Course Outcomes

1. Continue exploration of medical terminology as it relates to the different body systems.
2. Apply prior knowledge of medical terminology to read, comprehend, and interpret different practical applications of medical terminology.
3. Spell and pronounce medical terms correctly.
4. Explore common medical terms associated with pathological conditions and procedures affecting different body systems.
5. List and distinguish common abbreviations associated with different body systems.

AOS 112 : Powerpoint Comprehensive**Credits 5****Quarter Offered** Spring

Create mixed media presentations using Microsoft PowerPoint and associated technologies. Create and share interactive presentations online with voice, video, inking and screen recording. Interactive training and skill-based assessments are completed in a virtual environment; projects are based on real-world business situations. Integration with cloud computing. Touch keyboarding skills is recommended. This class may include students from multiple sections.

Course Outcomes

1. Apply critical thinking skills to complete real-world projects.
2. Combine technical skills to complete independent core concept reviews.
3. Create, modify, and customize a presentation.
4. Enhance a presentation with graphical elements, media and animation.
5. Create and format information graphics.
6. Collaborate on delivery of a presentation.
7. Customize templates and masters.

AOS 135 : Writing Essentials

Credits 5

Quarter Offered Winter

Develop writing skills with a step-by-step approach to identify and use parts of speech, punctuation, capitalization, and numbers correctly; write effective sentences and paragraphs. Results of digital self-diagnostic exercises create individualized study plans and learning paths. Touch keyboarding skills is recommended. This class may include students from multiple sections.

Course Outcomes

1. Identify parts of speech and how they function in sentences.
2. Write complete sentences avoiding fragments, comma splices, and run-ons.
3. Use nouns, pronouns, verbs, adjectives, adverbs, conjunctions, prepositions, and interjections correctly in oral and written communication.
4. Demonstrate realistic applications of current usage and style in today's workplace.
5. Demonstrate improved vocabulary, spelling, and editing skills.
6. Recognize and create professional business messages that demonstrate correct formats and ideas expressed in clear, concise, and correct English.

AOS 170 : Business Communications

Credits 5

Quarter Offered Spring

Apply writing skills to a variety of technical and business applications. Exercises and activities introduce the latest business communication practices. Digital coverage of social media and communication; self-recorded videos demonstrate student verbal communication skills. Touch keyboarding skills is recommended. This class may include students from multiple sections.

Course Outcomes

1. Develop or improve the ability to use clear, concise, and grammatically correct language.
2. Use appropriate formats in business writing.
3. Plan, organize, and revise business messages.
4. Write short workplace messages such as email, memos, messaging, blogs, and social networking.
5. Format and create a writing plan for common business letters (positive, persuasive, direct claims, complaints, and adjustments).
6. Demonstrate an understanding of report writing styles, formatting, purpose, and strategies.
7. Develop job search strategies and write employment documents.
8. Identify the types of job interviews, questioning strategies, and follow-up.

AOS 205 : Word Processing Applications II

Credits 5

Quarter Offered Fall

Develop advanced word processing skills in Microsoft Word and associated technologies. Create multipage and research papers; apply automated functions; collaborate and share documents, build electronic forms, apply advanced graphical tools. Interactive training and skill-based assessments are completed in a virtual environment; projects are based on real-world business situations. Integration with cloud computing. This class may include students from multiple sections.

Prerequisites

AOS 105 or CAT 130

Course Outcomes

1. Apply critical thinking skills to complete real-world projects.
2. Combine technical skills to complete independent core concept reviews.
3. Format multi-page research reports.
4. Create and modify styles, templates, and themes.
5. Integrate Word with other software programs.
6. Create and format advanced graphics.
7. Build and complete interactive forms.
8. Customize Word functions and display.
9. Interact and share information in the Cloud.

AOS 206 : Spreadsheet Applications II

Credits 5

Quarter Offered Winter

Develop advanced spreadsheet skills in Microsoft Excel and associated technologies. Use advanced functions and formulas; enhance charts, use “what-if ” analysis, analyze data with PivotTables, exchange data with other programs, share files and incorporate web content, and program with XML. Interactive training and skill-based assessments are completed in a virtual environment; projects are based on real-world business situations. Integration with cloud computing. This class may include students from multiple sections.

Prerequisites

AOS 106 or CAT 140 and MATH 90/91 or AMATH 121 or concurrent enrollment.

Course Outcomes

1. Apply critical thinking skills to complete real-world business projects.
2. Combine technical skills to complete independent core concept reviews.
3. Create workbooks with advanced formatting and mathematical functions.
4. Analyze data with PivotTables.
5. Export data into other file formats.
6. Customize Excel and advanced worksheet management.
7. Write VBA code to automate repetitious tasks.
8. Interact and share information in the Cloud.

AOS 212 : Advanced Applications of Office 365

Credits 5

Quarter Offered Spring

Advanced applications of word processing, spreadsheets, presentations, and databases. Project-based application of advanced skills in an integrated, comprehensive business practice set of problems. Apply concepts and skills to create solutions to problems using Word, PowerPoint, Excel and Access. Interactive training and skill-based assessments are completed in a virtual environment; projects are based on real-world business situations. Integration with cloud computing. AOS 205 and AOS 206 is recommended. This class may include students from multiple sections.

Prerequisites

AOS 105, AOS 106, and AOS 107

Course Outcomes

1. Apply critical thinking skills to complete comprehensive business projects.
2. Combine technical skills to complete independent core concept reviews.
3. Apply prior learning to advanced applications of Office 365.
4. Create and integrate documents, presentations, workbooks, and databases.
5. Interact and share information in the Cloud.

AOS 214 : Office Procedures and Technology

Credits 5

Quarter Offered Winter

(Formerly AOS 210) Use current technologies to complete administrative tasks in a professional office environment. Plan and write effective business correspondence. Plan and present oral office communications. Create and process reports; apply records management procedures; plan onsite and online business meetings; make business travel arrangement. Research career options, market trends, job duties and earnings. Write targeted and focused employment documents. [AOS 205](#) and [AOS 206](#) is recommended. This class may include students from multiple sections.

Prerequisites

[AOS 105](#), [AOS 106](#), and [AOS 107](#)

Course Outcomes

1. Complete administrative activities in a realistic office environment.
2. Plan and write effective business correspondence.
3. Plan and present oral office communications.
4. Create and process financial reports.
5. Manage physical and electronic records.
6. Plan electronic and on-site business meetings.
7. Make business travel arrangements.
8. Research career options, market trends, job duties, and earnings.
9. Write targeted and focused employment documents.

AOS 260 : Internship

Credits 1-5

Internship in a workplace setting of the student's choice, based on needs and interests. Thirty-three hours per credit. This class may include students from multiple sections.

Prerequisites

Instructor permission.

Course Outcomes

Participate in a structured work experience related to the program of study and/or career goal.

AOS 285 : Healthcare Documentation I

Credits 5

Quarter Offered Fall, Spring

Beginning healthcare documentation course designed to develop skills in transcribing and/ or editing of authentic healthcare documents, incorporating basic-level skills in English language, technology, medical knowledge, proofreading, editing, and research. Taught in online format; ability to download and play digitized reports required. This class may include students from multiple sections.

Prerequisites

[AOS 110](#) and [AOS 111](#) (or [MED 102](#))

Course Outcomes

1. Transcribe medical reports using correct forms and grammar.
2. Define the medical terms and abbreviations presented.
3. Define the prefixes, combining forms, and suffixes presented.
4. Identify and define the knowledge, skills, abilities, and responsibilities required of a medical transcriptionist.
5. Use current medical reference material accurately and effectively.
6. Use critical thinking skills to edit and proofread medical reports without changing the meaning or the originator's style.
7. Apply HIPAA policies and procedures.

AOS 286 : Healthcare Documentation II

Credits 5

Quarter Offered Fall, Spring

A second healthcare documentation course designed to refine dictation and/or editing skills in proofreading, medical terminology, and speech recognition while progressively increasing accuracy and productivity standards. Taught in an online format; ability to download and play digitized reports required. This class may include students from multiple sections.

Prerequisites

AOS 285

Course Outcomes

1. Apply prior knowledge of medical terminology, English grammar, punctuation, and spelling rules to transcription and speech recognition editing.
2. Transcribe and/or edit medical documents and specialty reports accurately.
3. Format reports according to Association for Healthcare Documentation Integrity (AHDl) guidelines.
4. Identify, evaluate, and revise inconsistencies and inaccuracies in dictation without changing the medical meaning.
5. Identify and appropriately mark items that require the attention of an external resource.
6. Research and verify patient information for accuracy.
7. Use reference materials and critical thinking skills for accurate completion of reports.
8. Apply relevant legal and HIPAA policies and procedures.

AOS 299 : Integrated Study-Honors

Credits 2

In this capstone honors course, students will complete a project relevant to their career pathway and program. The project will integrate at least two Business and IT programs (Business Administration, Administrative Office Systems, Computer Applications Technology, Multimedia Communications, Cybersecurity & Computer Forensics, or Information Technology) to provide breadth and relevance to the project. This class may include students from multiple sections.

Prerequisites

Completion of 60 credits in the BUS/ IT program of study with a GPA of 3.5 or higher; and completion of the English course required in the BUS/IT program of study.

Course Outcomes

1. Complete a project relevant to learning pathway and program.
2. Integrate Business and IT programs to provide breadth and relevance to the project.

American Sign Language

ASL& 121 : American Sign Language I

Credits 5

Quarter Offered Occasionally

An introductory course focusing on expressive and receptive language skills, covering the beginning fundamental principles of American Sign Language (ASL). Introduces basic information and Deaf history, the Deaf community, and Deaf culture. This class may include students from multiple sections. (Elective)

Course Outcomes

1. Demonstrate the basic expressive and receptive functions in ASL.
2. Demonstrate the knowledge of essential basic vocabulary to the specific situations.
3. Demonstrate the expressive basic skills of narrating such as telling or summarizing short stories, utilizing ASL grammatical features.
4. Demonstrate proper use of particular language functions (responding to questions or statements appropriately, commanding, requesting, agreeing, etc.) and responds appropriately when conversation partner uses these functions.
5. Identify the behaviors appropriate to Deaf culture through social and language functions.

ASL& 122 : American Sign Language II

Credits 5

Quarter Offered Occasionally

Continued study of ASL focused on expanding vocabulary and grammar with an emphasis on conversation and story telling. Further expansion of knowledge of the Deaf culture is also included. This class may include students from multiple sections. (Elective)

Prerequisites

Completion of [ASL& 121](#) with a 2.0 or better, or permission of instructor

Course Outcomes

1. Demonstrate the knowledge of essential intermediate vocabulary to the specific situations.
2. Demonstrate the expressive intermediate skills of dialogues, short narratives and stories utilizing ASL grammatical features.
3. Demonstrate proper use of particular language functions (responding to questions or statements appropriately, commanding, requesting, agreeing, etc.) and responds appropriately when conversation partner uses these functions.
4. Identify the behaviors appropriate to Deaf culture through social and language functions.

ASL& 123 : American Sign Language III

Credits 5

Quarter Offered Occasionally

Expanded study of ASL with emphasis on conversation skills and story telling; continued expansion of knowledge of Deaf culture and Deaf community. This class may include students from multiple sections. (Humanities, Elective)

Prerequisites

Completion of [ASL& 122](#) with a 2.0 or better, or permission of instructor

Course Outcomes

1. Demonstrate the knowledge of essential intermediate to advanced vocabulary to specific situations.
2. Demonstrate the expressive and receptive intermediate to advanced skills of dialogues and short narratives/stories, utilizing ASL grammatical features.
3. Demonstrate proper use of particular language functions (responding to questions or statements appropriately, commanding, requesting, agreeing, etc.) and responds appropriately when conversation partner uses these functions.
4. Identify the behaviors appropriate to Deaf culture through social and language functions.

Anthropology

ANTH& 100 : Survey of Anthropology

Credits 5

Quarter Offered Fall (even year)

Introduction for nonmajors to study of humans as biological and cultural beings. Includes surveys of archaeology and physical, cultural, and linguistic anthropology to examine human biological and cultural evolution, culture, and cultural systems. This class may include students from multiple sections. (Social Sciences, Elective)

Prerequisites

Eligibility for or completion of [ENGL& 101](#)

Course Outcomes

1. What is anthropology? Lectures and readings will survey the four fields of anthropology: physical anthropology, ethnology, archaeology, and linguistic anthropology.
2. What do anthropologists do? Anthropologists will be discussed as social scientists--their methods, areas of interest or study, and how they gather data;
3. What is the theoretical basis of anthropology as a social science? An understanding of the concept of culture will be developed, including its nature, dynamics, and how it can be used to understand humankind, wherever and whenever it has been encountered;
4. What kind of information do anthropologists use and produce? A body of factual information about selected cultures around the world and throughout human history will be developed in the class.

ANTH& 204 : Introduction to Archaeology**Credits** 5**Quarter Offered** Spring

This course introduces students to the key concepts and methods utilized by archaeologists in the excavation, analysis, and interpretation of a variety of material evidence left by ancient societies and cultures. Students will engage in a series of practical exercises (labs) to gain hands-on experience with a variety of artifacts and techniques commonly utilized within the discipline. (Elective)

Prerequisites**ENGL& 101** or concurrent enrollment**Course Outcomes**

1. Characterize and explain the main goals, principles, theories, and scientific methods utilized in archaeology.
2. Describe the importance of archaeology in the understanding of ancient and modern societies.
3. Demonstrate an understanding of the ethical and legal issues surrounding archaeological excavations.
4. Describe and evaluate the strengths, weaknesses, and practical limitations of the various excavation techniques (invasive and non-invasive) commonly utilized within the field of archaeology.
5. Illustrate understanding of the intersection of history and anthropology as each relates to the study of archaeology.
6. Explain the importance of laws governing the protection, collection, and preservation of historic and cultural artifacts.

ANTH& 205 : Biological Anthropology**Credits** 5

A survey of humankind from a biological perspective. Includes human evolution and variation, hominid phylogeny and taxonomic theory, and the interaction between human biology, behavior, and culture. This class may include students from multiple sections. (Natural Sciences, Elective)

Prerequisites**ENGL& 101** or permission of instructor**Course Outcomes**

1. Human osteology
2. Scientific methods for studying human evolution including methods for data recovery, dating techniques, and basic analytical techniques
3. The place of humankind in the animal world including taxonomic theory and primate taxonomy
4. The biological development of humans over time including evolutionary forces, fossil markers, and the interactions with cultural evolution
5. Biological adaptations and variation in human populations

ANTH& 206 : Cultural Anthropology

Credits 5

Quarter Offered Spring (even year)

Introduction to study of recent cultures and societies. Focus on development of anthropological thought, language, culture, and broad patterns of cultural behavior. Includes cross-cultural perspectives on belief systems, economic behavior, family, kinship, and sociopolitical structures. This class may include students from multiple sections. (Social Sciences, Elective)

Prerequisites

Eligibility for or completion of **ENGL& 101**

Course Outcomes

1. An orientation in cultural anthropology as an academic discipline;
2. basic information on culture, cultures, and cultural behavior from an anthropological perspective; and
3. a sense of culture, how culture shapes and patterns your every act, thought, and interaction.
4. What is cultural anthropology? Lectures and readings will place cultural anthropology within anthropology as a discipline. In addition, an understanding of the culture as a concept will be developed, exploring its nature, dynamics, and how it unifies humankind as well as creates its diversity.
5. What do cultural anthropologists do? Cultural anthropology will be discussed as social science; the discussion will include their methods, areas of interest and study, and how they gather and analyze their data.
6. What is the theoretical basis of cultural anthropology as a social science? A history of cultural anthropology and ethnological thought will be presented with an emphasis of the major perspectives and thinkers in the field.
7. What kinds of information do cultural anthropologists use and produce? A body of factual information about selected cultures around the world will be developed in the class.

ANTH& 210 : Indians of North America

Credits 5

Provides a general view of the variations in the lifeways of the Native Americans up to current times. Major Native American culture areas are visited and discussed in a broad comparative context. We examine current indigenous and scientific thoughts about the origins, development and variation of North American Native culture areas. We also examine current issues and legal contexts, with a particular focus on cultural resource management (CRM) and the laws applied throughout North American and their continuing applications in attempts to protect cultural resources. This class may include students from multiple sections. (Elective)

Course Outcomes

1. Describe general cultural and environmental characteristics of the Native American culture areas of North America,
2. Describe how social scientist have described the languages, human biology and archaeological heritage of the people in each of the Native American culture areas,
3. Recognize the indigenous and scientific views of ancient development of Native American societies in each of the culture areas
4. Explain the historical cross-cultural contact period that set the stage for treaties and efforts by the U.S., Canada and Mexico to acculturate Native Americans into their culture,
5. Describe social and political impact of European contact in North America,
6. Discuss the shifts in U.S. government policy toward Native Americans: "civilizing" missions, removal policy, Dawes Act, Reorganization Act, termination and relocation policy, self-determination policy, and current trends,
7. Articulate the impact of recent CRM laws: Archaeological Resource Protection Act (ARPA), American Indian Religious Freedoms Act (AIRFA), Native American Graves and Repatriation Act (NAGPRA), establishment of Tribal Historic Preservation Officers (THPO) and others,
8. Analyze perspectives on the history of anthropological research in Native North America,
9. Analyze contemporary issues in Native North America, including development of future fishing, sea mammal hunting, land mammal hunting, gathering, logging and gaming.

ANTH& 234 : Religion & Culture**Credits** 5**Quarter Offered** Winter (even year)

A global introduction to the religions of the world from a broad comparative perspective. Students examine the development and aspects of various religions (indigenous, Islam, Judaism, Buddhism, Hinduism, Christianity, and others). The relationship between religion and the social and cultural context are explored, especially in relation to nationalism, politics and globalization. This class may include students from multiple sections. (Elective)

Course Outcomes

1. Evaluate religion using academic methods, such as those used in anthropology, comparative religion, and/or religious studies.
2. Describe and compare the doctrines, institutional structures, and ethical systems of a sample of the major world religions (e.g., primal religions, Hinduism, Buddhism, Judaism, Christianity, Islam, Chinese Religions, and/or others) while emphasizing the development of world religions and their subdivisions.
3. Analyze the various media (e.g., texts, music, ritual, symbolism and myth, architecture, etc.) through which religious knowledge and belief are expressed.
4. Explore the interplay between religious belief systems and religious practice.
5. Evaluate relationships between religion and the social/cultural context, especially in relation to nationalism, politics, and globalization.
6. Students will demonstrate through oral and written communications between their peers and professor, tolerance, appreciation, and open-mindedness towards religious traditions that are not their own.
7. Students will be able to contrast (1) orthopraxy with orthodoxy, (2) substance ontology with a process ontology, and (3) theistic with non-theistic conceptions of ultimate reality and then illustrate each with a few relevant examples.

ANTH 220 : Pacific Northwest Coast Peoples- Past & Present**Credits** 5

Examines current indigenous and scientific thoughts about the origins, development and variation of Pacific Northwest cultures. We consider at least 12,000 years of cultural history in the Northwest Coast region, leading to one of the culturally most complex maritime societies to have existed into the contemporary times. Pacific Northwest Coast Peoples, rich in culture, tradition and with an extensive knowledge of the environment they occupy, are recorded with mile-long villages containing as many as 1,000 inhabitants, monumental construction in homes, canoes and art, and highly complex societies, consisting of nobles, commoners and slaves. We will discuss how these cultures shape modern life throughout this region today. This class may include students from multiple sections. (Elective)

Course Outcomes

1. Characterize the general and culturally significant environmental features of the Northwest Coast of North America,
2. Understand how social scientist have described the languages, human biology and archaeological heritage of the people in this region,
3. Analyze the historical cross-cultural contact period that set the stage for treaties and efforts by the U.S. and Canada to acculturate Northwest Indians into their culture,
4. Describe the history of anthropological research in this area,
5. Characterize the anthropological/archaeological research in the major cultural regions of the Northwest Coast
6. Identify the underpinnings of current political configurations of tribes/bands in the Northwest,
7. Recognize contemporary issues in the region, including development of future fishing, sea mammal hunting, land mammal hunting, gathering, logging and gaming,
8. Discuss from a Euro-American perspective of John Jewitt's, what cultural life was like from 1803-1805 while he was held as a slave of Chief Maquinna of the Nuu-chah-nulth on the West Coast of Vancouver Island.

Art

ART& 100 : Art Appreciation

Credits 5

Quarter Offered Fall, Winter, Summer

Study of two and three dimensional art concepts. Lectures and selected art projects. This class may include students from multiple sections. (Humanities, Elective)

Course Outcomes

1. Identify and apply the elements of art used in two-dimensional and three-dimensional artwork and critiques.
2. Identify and apply the principles of art used in two-dimensional and three-dimensional artwork and critiques.
3. Identify and apply the components used to achieve aesthetics in two and three-dimensional artworks.
4. Demonstrate technical ability and competence through projects involving the use of two-dimensional and three-dimensional art mediums.
5. Demonstrate an ability to objectively critique artwork by assessing, analyzing, and understanding other artwork as well as your own.
6. Demonstrate the ability to respond to constructive feedback from the instructor and other students in a professional manner.
7. Develop some cultural awareness of visual arts practice and history.

ART 101 : Two Dimensional Design Concepts

Credits 5

Quarter Offered Occasionally

Applies principles of art, combining theories of creative thinking and modern design. Problems in organization of compositional elements and two dimensional space concepts. This class may include students from multiple sections. (Humanities, Elective)

Course Outcomes

1. Identify and apply the elements of art used in two-dimensional artwork and critiques.
2. Identify and apply the principles of art used in two-dimensional artwork and critiques.
3. Identify and apply the components used to achieve aesthetics in two-dimensional artworks.
4. Demonstrate technical ability and competence through projects involving the use of two-dimensional art mediums.
5. Demonstrate an ability to objectively critique artwork by assessing, analyzing, and understanding other artwork as well as your own.
6. Demonstrate the ability to respond to constructive feedback from the instructor and other students in a professional manner.
7. Develop some cultural awareness of visual arts practice and history.

ART 102 : Interaction of Color in Design

Credits 5

Quarter Offered Occasionally

Color theory based on traditional and contemporary color theories. Study of painting, materials, and techniques. This class may include students from multiple sections. (Humanities, Elective)

Course Outcomes

1. To promote visual thinking and a respect for the visual arts.
2. To achieve an understanding of the visual theories of art through a study of art elements and design principles.
3. To promote an understanding of various visual art mediums and the artist's contribution to society.
4. To increase awareness of the relationship of creative mankind.

ART 103 : Three Dimensional Form in Design

Credits 5

Quarter Offered Occasionally

This course is an introduction to the elements and principles of three dimensional design. We will work with diverse materials to create sculptural forms that develop each student's personal expression and critical thinking skills. This class may include students from multiple sections. (Humanities, Elective)

Course Outcomes

1. Identify and apply the elements of art used in three-dimensional artwork and critiques.
2. Identify and apply the principles of art used in three-dimensional artwork and critiques.
3. Identify and apply the components used to achieve aesthetics in three-dimensional artworks.
4. Demonstrate technical ability and competence through projects involving the use of three-dimensional art mediums.
5. Demonstrate an ability to objectively critique artwork by assessing, analyzing, and understanding other artwork as well as your own.
6. Demonstrate the ability to respond to constructive feedback from the instructor and other students in a professional manner.
7. Develop some cultural awareness of visual arts practice and history.

ART 104 : Drawing: Methods/Material

Credits 5

Quarter Offered Fall, Spring

Intensive study of line, value, perspective, and form, using various drawing mediums that offer a new way of seeing through investigation of visual language of drawing. This class may include students from multiple sections. (Humanities, Elective)

Course Outcomes

1. Identify and apply the elements of art used in drawings and critiques.
2. Identify and apply the principles of art used in drawings and critiques.
3. Identify and apply the components used to achieve aesthetics in drawings.
4. Demonstrate technical ability and competence through projects involving the use of various drawing mediums.
5. Demonstrate an ability to objectively critique artwork by assessing, analyzing, and understanding other artwork as well as your own.
6. Demonstrate the ability to respond to constructive feedback from the instructor and other students in a professional manner.
7. Develop some cultural awareness of drawing practice and history.

ART 105 : Color & Form in Drawing

Credits 5

Quarter Offered Winter

Intensive study of color and drawn forms offers new approach for seeing. Time divided between traditional and contemporary drawing techniques. This class may include students from multiple sections. (Humanities, Elective)

Course Outcomes

1. Identify and apply the elements of art used in drawings and critiques with and emphasis on color and value.
2. Identify and apply the principles of art used in drawings and critiques.
3. Identify and apply the components used to achieve aesthetics in drawings.
4. Demonstrate technical ability and competence through projects involving the use of various drawing mediums.
5. Demonstrate an ability to objectively critique artwork by assessing, analyzing, and understanding other artwork as well as your own.
6. Demonstrate the ability to respond to constructive feedback from the instructor and other students in a professional manner.
7. Develop some cultural awareness of drawing practice and history.

ART 106 : Exploration in Drawing

Credits 5

Quarter Offered Occasionally

Experimental drawing, experience of drawing and seeing and possibilities of extending traditional concepts about drawing. This class may include students from multiple sections. (Humanities, Elective)

Prerequisites

ART 104 or permission of instructor

Course Outcomes

1. Identify and apply the elements of art used in drawings and critiques.
2. Identify and apply the principles of art used in drawings and critiques.
3. Identify and apply the components used to achieve aesthetics in drawings.
4. Demonstrate technical ability and competence through projects involving the use of various drawing mediums.
5. Demonstrate an ability to objectively critique artwork by assessing, analyzing, and understanding other artwork as well as your own.
6. Demonstrate the ability to respond to constructive feedback from the instructor and other students in a professional manner.
7. Develop some cultural awareness of drawing practice and history.
8. Produce drawings with a focus on aesthetic variation, experimentation, and original work.

ART 110 : Introduction to Painting

Credits 5

Quarter Offered Fall, Winter, Spring

Painting from past through present. Exploration of beginning painting techniques, concepts, composition problems. This class may include students from multiple sections. (Humanities, Elective)

Course Outcomes

1. Identify and apply the elements of art used in Paintings and critiques.
2. Identify and apply the principles of art used in Paintings and critiques.
3. Identify and apply the components used to achieve aesthetics in Paintings.
4. Demonstrate technical ability and competence through projects involving the use of painting mediums.
5. Demonstrate an ability to objectively critique artwork by assessing, analyzing, and understanding other artwork as well as your own.
6. Demonstrate the ability to respond to constructive feedback from the instructor and other students in a professional manner.
7. Develop some cultural awareness of painting practice and history.

ART 112 : Life Drawing

Credits 5

Quarter Offered Spring

The course is an introduction to creating drawings based on in-class observations of a range of posed models. The class also provides an overview of the drawing process as a form of visual thinking in relation to rendering the human figure through a variety of techniques and art-making materials ranging from charcoal and graphite to color pastels and acrylic paint. This class may include students from multiple sections. (Humanities, Elective)

Course Outcomes

1. Identify and apply the elements of art used in figure drawings and critiques.
2. Identify and apply the principles of art used in figure drawings and critiques.
3. Identify and apply the components used to achieve aesthetics in figure drawings.
4. Demonstrate technical ability and competence through projects involving the use of various drawing mediums.
5. Demonstrate an ability to objectively critique artwork by assessing, analyzing, and understanding other artwork as well as your own.
6. Demonstrate the ability to respond to constructive feedback from the instructor and other students in a professional manner.
7. Develop some cultural awareness of figure drawing practice and history.

ART 126 : History of Art I**Credits 5****Quarter Offered** Fall

The art of ancient civilizations, beginning with Paleolithic cave painting and megalithic monuments. Indian, Chinese, Japanese, Mesopotamian, Egyptian, Minoan, Greek, Etruscan, Roman, Early Christian, and Byzantine artistic traditions are studied in light of their cultural origins. Illustrated lectures. This class may include students from multiple sections. (Humanities, Elective)

Course Outcomes

1. Gain an understanding of some of the historical traditions in the visual arts.
2. Describe, analyze, interpret, understand, and discuss selected works from the history of visual art.
3. Identify a visual artwork from the course content and understand its place in history as well as its relationship to art and other aspects of culture.
4. Define art terminology from the course content and correctly apply it correctly in context of historical works of visual art.
5. Identify the geographical location an artwork came from and the artist responsible for its creation when possible.
6. Experience a visual art location outside of the classroom and reflect upon the experience.

ART 127 : History of Art II**Credits 5****Quarter Offered** Winter

The art of western civilization from the early middle ages through the French revolution is considered. Periods explored include the Islamic, Carolingian, Celtic, Romanesque, Gothic, Renaissance, Mannerist, Baroque, and Rococo. Illustrated lectures. This class may include students from multiple sections. (Humanities, Elective)

Course Outcomes

1. Gain an understanding of some of the historical traditions in the visual arts.
2. Describe, analyze, interpret, understand, and discuss selected works from the history of visual art.
3. Identify a visual artwork from the course content and understand its place in history as well as its relationship to art and other aspects of culture.
4. Define art terminology from the course content and correctly apply it correctly in context of historical works of visual art.
5. Identify the geographical location an artwork came from and the artist responsible for its creation when possible.
6. Experience a visual art location outside of the classroom and reflect upon the experience.

ART 128 : History of Art III**Credits 5****Quarter Offered** Spring

The art of the modern age is explored. Developments studied include Neoclassicism, Romanticism, Realism, Impressionism, the Fauves, Art Nouveau, Cubism, Surrealism, Regionalism, Abstraction, Pop Art, and Post Modernism. Illustrated lectures. This class may include students from multiple sections. (Humanities, Elective)

Course Outcomes

1. Gain an understanding of some of the historical traditions in the visual arts.
2. Describe, analyze, interpret, understand, and discuss selected works from the history of visual art.
3. Identify a visual artwork from the course content and understand its place in history as well as its relationship to art and other aspects of culture.
4. Define art terminology from the course content and correctly apply it correctly in context of historical works of visual art.
5. Identify the geographical location an artwork came from and the artist responsible for its creation when possible.
6. Experience a visual art location outside of the classroom and reflect upon the experience.

ART 205 : Intermediate Painting

Credits 5

Quarter Offered Fall, Winter, Spring

Painting from past through present. Exploration of intermediate painting techniques, concepts, composition problems. This class may include students from multiple sections. (Elective)

Prerequisites

ART 110 or permission of instructor

Course Outcomes

1. Identify and apply the elements of art used in paintings and critiques.
2. Identify and apply the principles of art used in paintings and critiques.
3. Identify and apply the components used to achieve aesthetics in paintings at an intermediate level.
4. Demonstrate technical ability and competence through projects involving the use of painting mediums at an intermediate level.
5. Demonstrate an ability to objectively critique artwork by assessing, analyzing, and understanding other artwork as well as your own at an intermediate level.
6. Demonstrate the ability to respond to constructive feedback from the instructor and other students in a professional manner.
7. Develop some cultural awareness of painting practice and history.
8. Produce paintings with a focus on aesthetic variation, experimentation, and original work.

ART 206 : Advanced Painting

Credits 5

Quarter Offered Fall, Winter, Spring

Continues technical, formal and critical aspects of painting, with an emphasis on more personal point of view in aesthetic presentation. Encourages more freedom and responsibility in work. This class may include students from multiple sections. (Elective)

Prerequisites

ART 205 or permission of instructor

Course Outcomes

1. Identify and apply the elements of art used in paintings and critiques.
2. Identify and apply the principles of art used in paintings and critiques.
3. Identify and apply the components used to achieve aesthetics in paintings at an advanced level.
4. Demonstrate technical ability and competence through projects involving the use of painting mediums at an advanced level.
5. Demonstrate an ability to objectively critique artwork by assessing, analyzing, and understanding other artwork as well as your own at an advanced level.
6. Demonstrate the ability to respond to constructive feedback from the instructor and other students in a professional manner.
7. Produce a unified body of work with an artist statement that supports it.
8. Identify cultural, historical, and contemporary relevance to the body of artwork produced and present this information and work to the class.

ART 224 : Introduction to Ceramics: Hand Building**Credits** 5**Quarter Offered** Fall, Winter, Spring

This course is an introduction to ceramics based materials and creative process, with emphasis on personal expression through diverse practices. Students create a series of projects utilizing a variety of traditional and innovative hand building techniques and processes to create three dimensional sculptural forms. This class may include students from multiple sections. (Humanities, Elective)

Course Outcomes

1. Identify and apply the elements of art used in ceramic artwork and critiques.
2. Identify and apply the principles of art used in ceramic artwork and critiques.
3. Identify and apply the components used to achieve aesthetics in ceramic artworks.
4. Demonstrate technical ability and competence through projects involving the use of the ceramic mediums.
5. Demonstrate an ability to objectively critique artwork by assessing, analyzing, and understanding other artwork as well as your own.
6. Demonstrate the ability to respond to constructive feedback from the instructor and other students in a professional manner.
7. Develop some cultural awareness of ceramic visual arts practice and history.
8. Demonstrate appropriate health and safety practices in the ceramics studio.

ART 225 : Introduction to Ceramics: Wheel Throwing**Credits** 5**Quarter Offered** Fall, Winter, Spring

This course is an introduction to ceramics materials and creative processes, using the potter's wheel. Students create a series of projects utilizing a variety of traditional and innovative throwing techniques and firing processes to create functional forms. This class may include students from multiple sections. (Humanities, Elective)

Course Outcomes

1. Identify and apply the elements of art used in ceramic artwork and critiques.
2. Identify and apply the principles of art used in ceramic artwork and critiques.
3. Identify and apply the components used to achieve aesthetics in ceramic artworks.
4. Demonstrate technical ability and competence through projects involving the use of the ceramic mediums.
5. Demonstrate an ability to objectively critique artwork by assessing, analyzing, and understanding other artwork as well as your own.
6. Demonstrate the ability to respond to constructive feedback from the instructor and other students in a professional manner.
7. Develop some cultural awareness of ceramic visual arts practice and history.
8. Demonstrate appropriate health and safety practices in the ceramics studio.

ART 226 : Intermediate Ceramics: Hand Building

Credits 5

Quarter Offered Fall, Winter, Spring

This course helps students advance their ceramic based techniques and concepts through studio work, art theory, processes, and personal expression. The focus of the course is determined by student interests and will include a diverse offering of sculptural and functional theories and approaches to making. This class may include students from multiple sections. (Elective)

Prerequisites

ART 224 or permission of the instructor

Course Outcomes

1. Identify and apply the elements of art used in ceramic artwork and critiques.
2. Identify and apply the principles of art used in ceramic artwork and critiques.
3. Identify and apply the components used to achieve aesthetics in ceramic artworks.
4. Demonstrate an increased technical ability and competence through projects involving the use of the ceramic mediums.
5. Demonstrate an increased ability to objectively critique artwork by assessing, analyzing, and understanding other artwork as well as your own.
6. Demonstrate the ability to respond to constructive feedback from the instructor and other students in a professional manner.
7. Develop an increased cultural awareness of ceramic visual arts practice and history.
8. Demonstrate appropriate health and safety practices in the ceramics studio.

ART 227 : Intermediate Ceramics: Wheel Throwing

Credits 5

Quarter Offered Fall, Winter, Spring

This course helps students advance their ceramic-based techniques and concepts through studio work, art theory, processes, and personal expression. Though the majority of the artwork in this course will be made utilizing the potter's wheel, the focus of course is determined by the functional theories and approaches to making. This class may include students from multiple sections. (Elective)

Prerequisites

ART 225 or permission of the instructor

Course Outcomes

1. Identify and apply the elements of art used in ceramic artwork and critiques.
2. Identify and apply the principles of art used in ceramic artwork and critiques.
3. Identify and apply the components used to achieve aesthetics in ceramic artworks.
4. Demonstrate an increased technical ability and competence through projects involving the use of the ceramic mediums.
5. Demonstrate an increased ability to objectively critique artwork by assessing, analyzing, and understanding other artwork as well as your own.
6. Demonstrate the ability to respond to constructive feedback from the instructor and other students in a professional manner.
7. Develop an increased cultural awareness of ceramic visual arts practice and history.
8. Demonstrate appropriate health and safety practices in the ceramics studio.

ART 260 : Special Topics in Studio Art I (Ceramics)

Credits 1-5

The focus of the course is determined by student interests and will include a diverse offering of special topics in the advanced study of ceramics. This course helps students advance techniques and concepts through studio work, art theory, processes and personal expression. Permission of the instructor is required. This class may include students from multiple sections. (Elective)

Course Outcomes

1. Identify and apply the elements of art used in artwork and critiques.
2. Identify and apply the principles of art used in artwork and critiques.
3. Identify and apply the components used to achieve aesthetics in artworks.
4. Demonstrate an increased technical ability and competence through projects involving the use of the medium/s being studied.
5. Demonstrate an increased ability to objectively critique artwork by assessing, analyzing, and understanding other artwork as well as your own.
6. Demonstrate the ability to respond to constructive feedback from the instructor and other students in a professional manner.
7. Develop an increased cultural awareness of visual arts practice and history.
8. Demonstrate appropriate health and safety practices in the studio.

ART 261 : Special Topics in Studio II (Ceramics)

Credits 1-5

The focus of the course is determined by student interests and will include a diverse offering of special topics in the advanced study of ceramics. This course helps students advance techniques and concepts through studio work, art theory, processes and personal expression. Permission of the instructor is required. This class may include students from multiple sections. (Elective)

Course Outcomes

1. Identify and apply the elements of art used in artwork and critiques.
2. Identify and apply the principles of art used in artwork and critiques.
3. Identify and apply the components used to achieve aesthetics in artworks.
4. Demonstrate an increased technical ability and competence through projects involving the use of the medium/s being studied.
5. Demonstrate an increased ability to objectively critique artwork by assessing, analyzing, and understanding other artwork as well as your own.
6. Demonstrate the ability to respond to constructive feedback from the instructor and other students in a professional manner.
7. Develop an increased cultural awareness of visual arts practice and history.
8. Demonstrate appropriate health and safety practices in the studio.

ART 262 : Special Topics in Studio III (Ceramics)

Credits 1-5

The focus of the course is determined by student interests and will include a diverse offering of special topics in the advanced study of ceramics. This course helps students advance techniques and concepts through studio work, art theory, processes and personal expression. Permission of the instructor is required. This class may include students from multiple sections. (Elective)

Course Outcomes

1. Identify and apply the elements of art used in artwork and critiques.
2. Identify and apply the principles of art used in artwork and critiques.
3. Identify and apply the components used to achieve aesthetics in artworks.
4. Demonstrate an increased technical ability and competence through projects involving the use of the medium/s being studied.
5. Demonstrate an increased ability to objectively critique artwork by assessing, analyzing, and understanding other artwork as well as your own.
6. Demonstrate the ability to respond to constructive feedback from the instructor and other students in a professional manner.
7. Develop an increased cultural awareness of visual arts practice and history.
8. Demonstrate appropriate health and safety practices in the studio.

ART 263 : Special Topics in Studio Art**Credits** 1-5

The focus of the course is determined by student interests and will include a diverse offering of special topics in a specific artistic medium. This course helps students advance techniques and concepts through studio work, art theory, processes, and personal expression. Permission of the instructor is required. This class may include students from multiple sections. (Elective)

Course Outcomes

Learning outcomes vary according to topic.

Astronomy

ASTR& 100 : Survey of Astronomy**Credits** 5**Quarter Offered** Winter, Spring, Summer

Introduction to the universe, with emphasis on conceptual, as contrasted with mathematical, comprehension. Modern theories and observations; ideas concerning nature and evolution of galaxies; quasars, stars, black holes, planets, and solar system. This class may include students from multiple sections. (Natural Sciences, Elective)

Course Outcomes

1. Describe and explain why we have seasons, tides, see phases of the Moon, and how our geocentric model of the universe came to be.
2. Describe and explain Newton's laws (motion and gravity), and how we can understand the universe using light.
3. Describe and explain the formation of the solar system and planets, the characteristics of the terrestrial and Jovian planets, and the methods of discovery and classification of extra-solar planets.
4. Describe and explain the birth, life, and death processes of stars, and their remains.
5. Describe and explain the birth and evolution of galaxies, and the birth of the universe, including dark matter and the effects of dark energy we see today.
6. Identify the constellations visible from the northern hemisphere and relate some of the mythology of them.

Bachelor of Applied Science in Applied Management

BAS 301 : Managerial Accounting**Credits** 5**Quarter Offered** Fall, Spring

This course is intended for students in the Bachelor of Applied Science (BAS) in Applied Management program where understanding the basic principles of financial and managerial accounting is essential in the successful execution of management responsibilities. The course defines financial statement interrelationships, financial analysis, product cost, budgetary control systems, and information reporting for the planning, coordinating, and monitoring of the performance of a business. This class may include students from multiple sections.

Course Outcomes

1. Describe and apply managerial accounting concepts.
2. Discuss the purpose of internal control systems in business and develop internal control policies and procedures.
3. Read, interpret, and analyze the annual report of a publicly held company, including the primary financial statements (income statement, balance sheet, and the statement of cash flows) and related notes.
4. Develop an operational budget and finance budget, describe how to interpret the differences from budgeted amounts when evaluating actual performance and explain how the differences would be investigated.
5. Analyze, evaluate, and synthesize accounting information to support business decisions.

BAS 315 : Management, Leadership, and Organizations

Credits 5

Quarter Offered Fall

(Formerly BAS 310) People no longer work for a single organization for the duration of their career. With access to social media and the increased transparency into the quality of management and leadership in organizations, people can be more selective in the organizations they choose to work for. Additionally, society is placing an increasing value on work/life balance, diversity, and organizational justice. Entrepreneurs are experimenting with a variety of organizational structures that differ from the dominant pyramid structure with a single focus on shareholder value. In this course, students will learn management, leadership, and problem-solving techniques and be exposed to a variety of organizational cultures and structures. Learning about the variety of management and leadership styles and organizations allows students to determine what type of manager or leader they want to be or work for and what type of organization they want to work in. This class may include students from multiple sections.

Course Outcomes

1. Apply critical thinking techniques to identify problems, understand the situation, define the end state, identify alternatives, decide on a solution, create a plan to implement the solution, and reflect to learn.
2. Assess a situation, identify potential improvements in individual and group effectiveness, and determine if management or leadership skills are needed and what type of influence and motivation should be utilized to move the organization toward achieving the strategic goals.
3. Practice effective communication to learn how to influence colleagues to improve the organization's structure, culture, and/or processes.
4. Differentiate a variety of organizations' cultures and structures and assess their impacts on customer and employee satisfaction.
5. Identify individual strengths and weaknesses in emotional intelligence as well as management, and leadership skills.

BAS 325 : Legal Environments in Business

Credits 5

Quarter Offered Winter

An introduction to the traditional and emerging legal principles and theory involved in business management. Focus on how to manage employees and other relationships without stepping on legal landmines. Emphasis placed on preventative law as well as strategies to resolve workplace conflict without protracted litigation. This class may include students from multiple sections.

Course Outcomes

1. Overview of Legal Principles: Students will learn legal terms and principles so that they have an understanding of how laws and regulations influence and often dictate the business management of various companies. Students will be able to apply the legal principles to avoid or mitigate lawsuits.
2. Community Relations: Students will examine and have an understanding of how business interacts with the community through waste, chemicals, and other environment factors. Students will be able to apply sound business and legal principles to avoid lawsuits from environmental pollution.
3. Consumer Relations: Students will understand and learn legal principles that apply to consumer relations such as manufacturing, marketing, product liability, quality control, misrepresentations, and ethics. Students will be able to implement a vast array of legal and alternative dispute resolution techniques and knowledge to avoid or mitigate lawsuits.
4. Business-to-Business Relations: Students will understand the contractual relationships including the potential risk and liability when one company breaches its contract. Students will be able to understand and apply legal principles regarding damages, remedies, indemnification, and hold harmless agreements when negotiating workable business and consumer contracts.
5. Employment Relations: Students will learn and understand the principles of EEOC, state, safety and other laws and regulations that affect the workplace. Students will be able to incorporate solid legal principles to reduce workplace claims. Students will have the tools, tips and techniques to turn reactionary attitudes into proactive mindsets by helping workers collaborate to resolve conflict internally instead of filing lawsuits.

BAS 330 : Management Information Systems

Credits 5

Quarter Offered Winter

The discipline of Management Information Systems (MIS) bridges the gap between computer science disciplines and business disciplines such as marketing, strategic management, and finance among others. The term Management Information Systems encompasses a multitude of definitions depending on the source. The definition applied in this course is that MIS consists of technologies and processes that are used to collect and analyze data, convert it into information, on which a decision can be made, and then disseminate the information to the appropriate people in an organization. This course will focus on such topics as information technology (IT) infrastructure, Enterprise Applications, databases as decision support systems, and others. This class may include students from multiple sections.

Course Outcomes

1. Understand how and where data is stored and how to access it including fundamental data concepts, database structures, types of databases, data warehouses, and database management.
2. Analyze and synthesize the three types of searches for data, based on Simon's four phases of decision making, including unstructured, structured adhoc, and structured continuous.
3. Assess the importance of computerized decision support systems.
4. Understand and apply information types to assess the data and convert it into information.
5. Assess the impact of information on the organization and communicate information via easily understood formats including reports and dashboards.

BAS 340 : Applied Financial Management

Credits 5

Quarter Offered Spring

An introduction to the application of financial management principles. Includes the analysis of financial statements for planning and control, cash and capital budgeting, risk and return, capital structure, and financing the short- and long-term requirements of the firm. Students will apply basic tools and techniques used to value a firm and evaluate and fund prospective investment opportunities. This class may include students from multiple sections.

Prerequisites

BAS 301 or permission of instructor.

Course Outcomes

1. Define and apply the basic finance concepts, principles, terminology, and techniques.
2. Apply present value concepts to value a business and evaluate potential capital investments.
3. Describe working capital management policies.
4. Apply tools of financial analysis and planning.
5. Demonstrate competency in excel to create a budget of financial and cash forecasting.

BAS 358 : Marketing for Managers

Credits 5

Quarter Offered Winter

The preeminent business visionary, Peter Drucker, described marketing as one of the two most important elements of an organization's success. This is true for both nonprofit and for-profit organizations. Although social media is a new and highly valuable marketing tool, social media needs to augment, as opposed to replace, marketers' foundational tools of TV, radio, and print media. Additionally, with the bombardment of marketing messages combined with the elimination of commercials, it's more difficult than ever for marketers to construct engaging messages and get them to the right audience. In this course, students will learn about and assess the benefits and disadvantages of traditional marketing tools as well as social media. Students will also compose stories that will generate both long-term brand loyalty and short-term sales. This class may include students from multiple sections.

Course Outcomes

1. Discuss various concepts, theories, and principles of social media management.
2. Understand and apply Metcalf's Law.
3. Understand and apply current social media trends.
4. Research social media users, and design a social media for a site appropriate to users' needs.
5. Plan a social media marketing campaign.
6. Identify and access the effects of mobile social media.
7. Identify and apply change management techniques to the implementation of social media elements within an organization.

BAS 380 : Project Management

Credits 5

Quarter Offered Fall

In management, projects are major undertakings that have a limited duration (i.e., finite completion point) and, as such, require a unique approach for administration. Course covers the theory and practice of project management in the context of technical and human resource constraints. Students learn to apply the knowledge, skills, tools, and techniques for project activities necessary to meet project requirements through the use of software and the approaches prescribed by the PMBOK. This class may include students from multiple sections.

Course Outcomes

1. Practice leadership and management techniques to incorporate a diversity of views and opinions to quickly move a team from the forming stage into the performing stage, creatively resolve issues, and achieve organizational objectives.
2. Practice interpersonal communication techniques to share ideas, exchanging information; and effectively influence a variety of stakeholders.
3. Utilize a variety of tools to communicate team and individual deliverables, receive and provide project updates, and resolve problems to ensure the project remains on track.
4. Construct project plan consisting of a charter, project scope, identified stakeholders, communication plan, work breakdown structure and Gantt chart, human resource needs, budget, as well as risk assessment.

BAS 390 : Human Resources Management

Credits 5

Quarter Offered Fall

This course explores human resource management as a way to achieve high levels of organizational performance. In this class, we will evaluate the strategic importance, ethical issues, and organizational impact related to the following areas of human resources: talent acquisition and talent management; organizational development; the legal environment of business; global HR; training and development; diversity; and total rewards (compensation and benefits). This class may include students from multiple sections.

Course Outcomes

1. Understand the world of Human Resources.
2. Apply Human Resource principles to an organization.
3. Apply Human Resource policies to help an organization's strategy.

BAS 435 : Operations Management

Credits 5

Quarter Offered Spring

Unique aspects of managing and growing small- to medium-sized businesses, including strategic and operational planning, ethical issues, organizational controls and tools, marketing management and techniques, financial analysis and accounting, risk management, human resource management, and international opportunities. This class may include students from multiple sections.

Prerequisites

BAS 301, BAS 315 and MATH& 146 or permission of instructor.

Course Outcomes

1. Identify, analyze, and resolve cost related problems for producing goods and rendering services to increase an organization's market competitiveness.
2. Demonstrate interpersonal communication skills using negotiating techniques to build allian relationships and drive down costs.
3. Evaluate a variety of processes for delivering a service or constructing a product including outsourcing and the integration of such technology as automation and robotics to drive down costs.
4. Apply the LEAN methodology to identify activities that add value for the customer and assess the potential for reducing waste from processes without sacrificing productivity.

BAS 461-465 : BAS Internship

Credits 1-5

BAS students will experience the links between management theory and practice through the application, in a work setting, of the knowledge and skills gained in the classroom. They will demonstrate skills and knowledge in the focus area of their internship; effective management; time commitments and responsibilities of managers; the host organization's structure, policies and practices; and interpersonal skills. This class may include students from multiple sections.

Course Outcomes

1. Apply skills that relate to management in the workplace.
2. Identify individual strengths and weaknesses related to management skills and behaviors.
3. Acquire new management-level skills and behaviors.
4. Demonstrate effective communication and interpersonal behaviors in the workplace.
5. Demonstrate initiative and time management in a workplace setting.

BAS 485 : Ethics for Managers

Credits 5

Quarter Offered Winter

Managers will face many important and far-reaching decision making, ethical, and leadership situations in their professional lives. This course provides a systematic way to approach decisions, ethics, and leadership. It analyzes complex decision, ethical, and leadership problems by breaking them into manageable pieces and by providing important insights that will lead to clarity of thought and commitment to action. This class may include students from multiple sections.

Course Outcomes

1. Recognize and resolve potential and real ethical issues within an organization that may result in a tarnished brand and/or legal liabilities.
2. Practice effective communication to influence colleagues to prevent and/or resolve ethical issues.
3. Assess individual, personal ethical values using one or more of the theories of ethics to determine how to resolve ethical issues.
4. Identify the multiple ethical interests at stake in real-world situations and articulate what makes a particular course of action ethically defensible and why.

BAS 490 : Strategic Management & Policy**Credits** 5**Quarter Offered** Spring

Course explores strategic issues facing organizations, including top management decision making and social responsibility; environmental and industry analysis; establishing organizational mission and objectives; corporate, business and functional level strategy formulation; global and multi- domestic Strategies; strategic implementation and control; and integrating operations, finance, marketing and human resource strategies. Computer modeling to solve strategic problems is used throughout the class. This class may include students from multiple sections.

Prerequisites

BAS 358, BAS 340, and BAS 435

Course Outcomes

1. Construct an organization with internal core capabilities including the enterprise's culture, structure, compensation, the quality and pricing of products and services, ethical standards, operational efficiencies, and relationships with stakeholders to create a competitive advantage.
2. Formulate a marketing plan to generate brand awareness and increase revenue.
3. Design a financial plan to maintain the organization's fiscal well-being.
4. Develop external strategies such as cost leadership, product differentiation, vertical integration, and strategic alliances to increase long-term competitiveness.

Basic Education for Adults

BASED 1-18 : English As a Second Language Levels 1-6**Credits** 0

Courses designed to improve reading, writing, and speaking the English language in order to become college and/or career ready.

Course Outcomes

1. construct meaning from oral presentations and literary and informational text through level-appropriate listening, reading, and viewing.
2. Participate in level-appropriate oral and written exchanges of information, ideas, and analyses, in various social and academic contexts, responding to peer, audience, or reader comments and questions.
3. Speak and write about level-appropriate complex literary and informational texts and topics.
4. Construct level-appropriate oral and written claims and support them with reasoning and evidence.
5. Conduct research and evaluate and communicate findings to answer questions or solve problems.
6. Analyze and critique the arguments of others orally and in writing.
7. Adapt language choices to purpose, task, and audience when speaking and writing.
8. Determine the meaning of words and phrases in oral presentations and literary and informational text.
9. Create clear and coherent level-appropriate speech and text.

BASED 1-59 : Adult Basic Education Levels 1-6

Credits 0

Courses designed to improve basic reading, writing and math skills that meet requirements for a Washington State high school diploma. Preparation for GED® testing is also available.

Course Outcomes

HSE Contemporary World Problems (BASED 40)

1. Determine the central ideas or information of a primary or secondary source; provide an accurate summary that makes clear the relationships among the key details and ideas.
2. Read and comprehend history/social studies texts at a College & Career Ready level of complexity.
3. Integrate and evaluate content presented in diverse media and formats, including visually and quantitatively, as well as in words in order to address a question or solve a problem.
4. Conduct short as well as more sustained research projects based on focused questions (including self-generated question) or to solve a problem, demonstrating understanding of the subject under investigation.
5. Integrate and evaluate information presented in diverse media and formats, including visually, quantitatively, and orally.
6. Read closely to determine what the text says explicitly and to make logical inferences from it: cite specific textual evidence (when writing or speaking) to support analysis of primary and secondary sources, connecting insights gained from specific details to an understanding of the text as a whole.
7. Write arguments to support claims in an analysis of substantive topics or texts, using valid reasoning and relevant and sufficient evidence.
8. 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.

HSE Fine Arts (BASED 41)

1. Integrate and evaluate content presented in diverse media and formats, including visually and quantitatively, as well as in words.
2. Integrate and evaluate content presented in diverse media and formats, including visually and quantitatively, as well as in words.
3. Prepare for and participate effectively in a range of conversations and collaborations with diverse partners, building on others' ideas and expressing their own clearly and persuasively.
4. Integrate and evaluate information presented in diverse media and formats, including visually, quantitatively, and orally.
5. Make strategic use of digital media and visual displays of data to express information and enhance understanding of presentations.

HSE English (BASED 42)

1. Read closely to determine what the text says explicitly and to make logical inferences from it; cite specific textual evidence.
2. Determine central ideas or themes of a text and analyze their development; summarize the key supporting details and ideas.
3. Interpret words and phrases as they are used in a text, including determining technical, connotative, and figurative meanings.
4. Produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience.
5. Develop and strengthen writing as needed by planning, revising, editing, rewriting, or trying a new approach.
6. Gather relevant information from multiple print and digital sources, assess the credibility and accuracy of each source, and integrate the information while avoiding plagiarism.

HSE Occupational Education (BASED 44)

1. Integrate and evaluate content presented in diverse media and formats, including visually and quantitatively, as well as in words.

2. Use technology, including the Internet, to produce and publish writing and to interact and collaborate with others.
3. Gather relevant information from multiple print and digital sources, assess the credibility and accuracy of each source, and integrate the information while avoiding plagiarism.
4. Integrate and evaluate information presented in diverse media and formats, including visually, quantitatively, and orally.
5. Adapt speech to a variety of contexts and communicative tasks, demonstrating command of formal English when indicated or appropriate.

HSE Science Lab (BASED 45)

1. Follow precisely a complex multistep procedure when carrying out experiments, taking measurements, or performing technical tasks, analyze the specific results based on explanations in the text.
2. Synthesize information from a range of sources (e.g. texts, experiments, simulations) into a coherent understanding of a process, phenomenon, or concept, resolving conflicting information when possible.
3. Evaluate the hypothesis, data, analysis, and conclusions in a science or technical text, or experiment, verifying the data when possible and corroborating or challenging conclusions with other sources of information.

HSE US History and US Civics and Government (BASED 46, 56)

1. Determine the central ideas or information of a primary or secondary source; provide an accurate summary that makes clear the relationships among the key details and ideas.
2. Read and comprehend history/social studies texts at a College & Career Ready level of complexity.
3. Integrate and evaluate content presented in diverse media and formats, including visually and quantitatively, as well as in words in order to address a question or solve a problem.
4. Conduct short as well as more sustained research projects based on focused questions (including self-generated question) or to solve a problem, demonstrating understanding of the subject under investigation.
5. Integrate and evaluate information presented in diverse media and formats, including visually, quantitatively, and orally.
6. Read closely to determine what the text says explicitly and to make logical inferences from it: cite specific textual evidence (when writing or speaking) to support analysis of primary and secondary sources, connecting insights gained from specific details to an understanding of the text as a whole.
7. Write arguments to support claims in an analysis of substantive topics or texts, using valid reasoning and relevant and sufficient evidence.
8. 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.

HSE Washington State History (BASED 47)

1. Determine the central ideas or information of a primary or secondary source; provide an accurate summary that makes clear the relationships among the key details and ideas.
2. Read and comprehend history/social studies texts at a College & Career Ready level of complexity.
3. Integrate and evaluate content presented in diverse media and formats, including visually and quantitatively, as well as in words in order to address a question or solve a problem.
4. Conduct short as well as more sustained research projects based on focused questions (including self-generated question) or to solve a problem, demonstrating understanding of the subject under investigation.
5. Integrate and evaluate information presented in diverse media and formats, including visually, quantitatively, and orally.
6. Read closely to determine what the text says explicitly and to make logical inferences from it: cite specific textual evidence (when writing or speaking) to support analysis of primary and secondary sources, connecting insights gained from specific details to an understanding of the text as a whole.

7. Write arguments to support claims in an analysis of substantive topics or texts, using valid reasoning and relevant and sufficient evidence.
8. 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.

HSE Health (BASED 49)

1. Integrate and evaluate content presented in diverse media and formats, including visually and quantitatively, as well as in words.
2. Use technology, including the Internet, to produce and publish writing and to interact and collaborate with others.
3. Gather relevant information from multiple print and digital sources, assess the credibility and accuracy of each source, and integrate the information while avoiding plagiarism.
4. Integrate and evaluate information presented in diverse media and formats, including visually, quantitatively, and orally.
5. Adapt speech to a variety of contexts and communicative tasks, demonstrating command of formal English when indicated or appropriate.

HSE Physical Education (BASED 58)

1. Integrate and evaluate content presented in diverse media and formats, including visually and quantitatively, as well as in words.
2. Use technology, including the Internet, to produce and publish writing and to interact and collaborate with others.
3. Gather relevant information from multiple print and digital sources, assess the credibility and accuracy of each source, and integrate the information while avoiding plagiarism.
4. Integrate and evaluate information presented in diverse media and formats, including visually, quantitatively, and orally.
5. Adapt speech to a variety of contexts and communicative tasks, demonstrating command of formal English when indicated or appropriate.

HSE Science (BASED 59)

1. Determine central ideas or themes of a text and analyze their development; summarize the key supporting details and ideas.
2. Read and comprehend science & technical text at a College & Career Ready level of complexity.
3. Integrate and evaluate content presented in diverse media and formats, including visually and quantitatively, as well as in words.
4. Conduct short as well as more sustained research projects based on focused questions (including self-generated question) or to solve a problem, demonstrating understanding of the subject under investigation.
5. Integrate and evaluate information presented in diverse media and formats, including visually, quantitatively, and orally.
6. Read closely to determine what the text says explicitly and to make logical inferences from it: cite specific textual evidence when writing or speaking to support conclusions drawn from the text.
7. Write arguments to support claims in an analysis of substantive topics or texts, using valid reasoning and relevant and sufficient evidence.
8. 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.

Math 1-4 (51-54)

While each course focuses on specific math concepts which build from basic to more complex operations, teaching and learning strategies will integrate the following 8 standards for mathematical practice.

1. Make sense of problems and persevere in solving them (CCRS: MP.1)

2. Reason abstractly and quantitatively (CCRS: MP.2)
3. Construct viable arguments and critique the reasoning of others (CCRS: MP.3)
4. Model with mathematics (CCRS: MP.4)
5. Use appropriate tools strategically (CCRS: MP.5)
6. Attend to precision (CCRS: MP.6)
7. Look for and make use of structure (CCRS: MP.7)
8. Look for and express regularity in repeated reasoning (CCRS: MP.8)

Biology

*Learning outcomes for these courses are the Standards for Mathematical Practice in the College and Career

BIO 101 & 102 Survey of Biology with Lab

Credits 5

Quarter Offered Fall, Winter, Summer

Introduction to the structural and functional characteristics of life. Surveys the evolutionary, ecological, cellular, and genetic biology of living organisms. This class may include students from multiple sections. (Natural Sciences with Lab, Elective)

Prerequisites

Eligibility for both **ENGL& 101** and **MATH 90/91**

Course Outcomes

1. Identify and use fundamental biochemical principles to explain life processes and structure.
2. Explain common life processes of metabolism, photosynthesis, and homeostasis.
3. Use fundamental genetic principles to explain inheritance, biodiversity and evolution.
4. Describe general features of organisms across taxonomic ranks including domain, kingdom, phylum and common classes.
5. Apply fundamental ecological principles to explain biological diversity, ecosystem processes, and human effects on ecosystem processes.
6. Practice common fundamental methods of scientific inquiry such as observation; hypothesis creation; simple study design; development and implementation of study protocols; data collection and analysis; drawing conclusions; and communicating scientific findings.

BIOL& 160 : General Biology with Lab, Cell Biology Emphasis**Credits** 5**Quarter Offered** Fall, Winter, Spring, Summer

Includes process of science, overview of central ideas of biology (unity, diversity, interdependence, evolution), basic chemistry concepts, biomolecules, cell structure, cell physiology (including enzyme function, energetics, synthesis of DNA, RNA and protein), cell reproduction, introduction to genetics. This class may include students from multiple sections. (Natural Sciences with Lab, Elective)

Prerequisites

Eligibility for both **ENGL& 101** and **MATH 90/91**

Course Outcomes

1. Read, correctly interpret, and critically evaluate biological information in books, journals, online resources, and the popular media.
2. Explain and give examples of the basic themes and concepts of the chemistry of life including basic cell chemistry, properties of water and pH, basic organic chemistry, and properties of organic macromolecules (carbohydrates, lipids, proteins, and nucleic acids).
3. Explain and give examples of the basic themes and concepts of cell biology including cell structure and function, membrane structure and function, metabolism and enzyme function, respiration and fermentation, photosynthesis, cell communication, and mitosis.
4. Explain and give examples of the basic themes and concepts of genetics including meiosis and sexual life cycles, Mendelian genetics, chromosomes and non-Mendelian genetics, function of DNA (synthesis, transcription, and translation), regulation of gene expression, DNA tools and biotechnology, and genomes and their evolution.
5. Explain and give examples of the evolution and diversity of viruses, bacteria, and protists.
6. Apply quantitative analysis to solve problems in hypothetical and real situations.
7. Demonstrate ability to process information and experiences in the form of laboratory write-ups and project presentations to convey findings of library research and/or scientific inquiry using appropriate language, format, and graphical methods.
8. As a group (3-6 students) design and conduct a scientific exploration, interpret results, and explain findings in a logical and appropriate manner using critical thinking and problem solving skills.
9. Describe connections of the covered concepts of biology to their local environments, possible future careers, and daily lives.

BIOL& 221 : Ecology and Evolution with Lab**Credits** 5**Quarter Offered** Fall

First course in the three-quarter sequence of introductory biology for science students. An introduction to evolutionary and ecological processes involved in the generation of our planet's biodiversity, including a review of patterns and processes that influence the origin, evolution, distribution, and abundance of living things. This class may include students from multiple sections. (Natural Sciences with Lab, Elective)

Prerequisites

Placement into college-level English (**ENGL& 101**) and prerequisite or concurrent **MATH 98/99** or higher

Course Outcomes

1. Read, correctly interpret, and critically evaluate biological information in books, journals, online resources, and the popular media.
2. Explain and give examples of the basic themes and concepts of ecology, including abiotic and biotic factors, the ecology of individuals, interactions, populations, communities, ecosystems, landscapes, global ecology, succession, and conservation biology.
3. Explain and give examples of the basic themes and concepts of evolution, including natural selection, sexual selection, genetic drift, gene flow, mutation, microevolution, Hardy-Weinberg equilibrium, and macroevolution.
4. Explain and give examples of the evolution and diversity of animals.
5. Correctly and safely use scientific equipment to make observations and collect data.
6. Apply quantitative analysis to solve problems in hypothetical and real situations.
7. Demonstrate ability to process information and experiences in the form of laboratory write-ups and project presentations to convey findings of library research and/or scientific inquiry using appropriate language, format, and graphical methods.
8. As a group (3-6 students) design and conduct a scientific exploration, interpret results, and explain findings in a logical and appropriate manner using critical thinking and problem solving skills.
9. Describe connections of the covered concepts of biology to their local environments and daily lives.

BIOL& 222 : Molecular & Cellular Biology with Lab**Credits** 5**Quarter Offered** Winter

Second course in the three-quarter sequence of introductory biology for science students. Introduction to structure and function of biomolecules, cells, and membranes; photosynthesis and respiration; molecular origin of life; phylogenetic and metabolic diversity of prokaryotes; and molecular genetics and genomics. This class may include students from multiple sections. (Natural Sciences with Lab, Elective)

Prerequisites

BIOL& 221 (minimum 2.0), and CHEM& 121 or CHEM& 161

Course Outcomes

1. Read, correctly interpret, and critically evaluate biological information in books, journals, online resources, and the popular media.
2. Explain and give examples of the basic themes and concepts of the chemistry of life including basic cell chemistry, properties of water and pH, basic organic chemistry, and properties of organic macromolecules (carbohydrates, lipids, proteins, and nucleic acids).
3. Explain and give examples of the basic themes and concepts of cell biology including cell structure and function, membrane structure and function, metabolism and enzyme function, respiration and fermentation, photosynthesis, cell communication, and mitosis.
4. Explain and give examples of the basic themes and concepts of genetics including meiosis and sexual life cycles, Mendelian genetics, chromosomes and non-Mendelian genetics, function of DNA (synthesis, transcription, and translation), regulation of gene expression, DNA tools and biotechnology, and genomes and their evolution.
5. Explain and give examples of the evolution and diversity of viruses, bacteria, and protists.
6. Apply quantitative analysis to solve problems in hypothetical and real situations.
7. Demonstrate ability to process information and experiences in the form of laboratory write-ups and project presentations to convey findings of library research and/or scientific inquiry using appropriate language, format, and graphical methods.
8. As a group (3-6 students) design and conduct a scientific exploration, interpret results, and explain findings in a logical and appropriate manner using critical thinking and problem solving skills.
9. Describe connections of the covered concepts of biology to their local environments and daily lives.

BIOL& 223 : Organismal Biology with Lab

Credits 5

Quarter Offered Spring

Third course in the three-quarter sequence of introductory biology for science students. Introduction to the study of the structure and function of plants and animals and how they cope with varying environmental conditions. This class may include students from multiple sections. (Natural Sciences with Lab, Elective)

Prerequisites

BIOL& 222 (minimum 2.0)

Course Outcomes

1. Read, correctly interpret, and critically evaluate biological information in books, journals, online resources, and the popular media.
2. Explain and give examples of the basic themes and concepts of plant form and function including structure, growth and development, resource acquisition and transport, soil and nutrition, reproduction and related technology, and responses to internal and external signals.
3. Explain and give examples of the basic themes and concepts of the basic principles of animal form and function including comparative anatomy and physiology related to nutrition, circulation and gas exchange, immunity, osmoregulation and excretion, endocrine function, and reproduction and development.
4. Explain and give examples of the basic themes and concepts of comparative anatomy and physiology of animal nervous systems, sensory and motor mechanisms, and the fundamentals of animal behavior.
5. Explain and give examples of the evolution and diversity of plants and fungi.
6. Apply quantitative analysis to solve problems in hypothetical and real situations.
7. Demonstrate ability to process information and experiences in the form of laboratory write-ups and project presentations to convey findings of library research and/or scientific inquiry using appropriate language, format, and graphical methods.
8. As a group (3-6 students) design and conduct a scientific exploration, interpret results, and explain findings in a logical and appropriate manner using critical thinking and problem solving skills.
9. Describe connections of the covered concepts of biology to their local environments possible future careers, and daily lives.

BIOL& 241 : Human Anatomy & Physiology I with Lab

Credits 5

Quarter Offered Fall, Winter

Structure and function of the human body. Homeostasis; tissues; integumentary, skeletal, nervous, and muscular systems. This class may include students from multiple sections. (Natural Sciences with Lab, Elective)

Prerequisites

Eligibility for both ENGL& 101 and MATH 90/91; 2.0 or higher in BIOL& 160 or BIOL& 222

Course Outcomes

1. Explain and give examples of the basic themes and concepts of the cells, including basic cell chemistry, properties of water and pH, basic organic chemistry, and properties of organic macromolecules, cell structure and function, membrane structure and function, metabolism and enzyme function, respiration and fermentation, photosynthesis, cell communication, and mitosis.
2. Use and define descriptive anatomical and directional terminology such as anatomical position, directional terms, sections, body cavities and regions, and body membranes.
3. Explain and give examples of the four types of tissues found in the human body, their functions, and which organs they make up.
4. List the general functions of, describe the gross and microscopic anatomy of, and explain the physiological functions of the following systems of the human body: integumentary, skeletal, nervous, muscular, and special senses.
5. Explain and give examples of select pathologies of each system and drugs used to treat them.
6. Demonstrate ability to process information and experiences in the form of laboratory presentations to convey findings of internet and/or text research using appropriate language.
7. Describe connections of the covered concepts of biology to their local environments, possible future careers, and daily lives.

BIOL& 242 : Human Anatomy & Physiology II with Lab

Credits 5

Quarter Offered Winter, Spring

Cardiovascular system; lymphatic system; immunology; respiratory system; digestive system; metabolism; urinary system; endocrine system; reproductive system; and genetics. This class may include students from multiple sections. (Elective)

Prerequisites

Eligibility for both **ENGL& 101** and **MATH 90/91**; 2.0 or higher in **BIOL& 241**

Course Outcomes

1. Explain and give examples of the basic themes and concepts of the cells, including basic cell chemistry, properties of water and pH, basic organic chemistry, and properties of organic macromolecules, cell structure and function, membrane structure and function, metabolism and enzyme function, respiration and fermentation, photosynthesis, cell communication, and mitosis.
2. Use and define descriptive anatomical and directional terminology such as anatomical position, directional terms, sections, body cavities and regions, and body membranes.
3. List the general functions of, describe the gross and microscopic anatomy of, and explain the physiological functions of the following systems of the human body: cardiovascular (including blood), lymphatic, immune, respiratory, digestive, urinary, endocrine, and reproductive.
4. Explain and give examples of the principles of metabolism, fluid, electrolyte, and acid-base balance, pregnancy and development, and genetics.
5. Explain and give examples of select pathologies of each system and drugs used to treat them.
6. Demonstrate ability to process information and experiences in the form of laboratory presentations to convey findings of internet and/or text research using appropriate language.
7. Describe connections of the covered concepts of biology to their local environments, possible future careers, and daily lives.

BIOL& 260 : Microbiology with Lab

Credits 5

Quarter Offered Spring

Introduction to bacteria, viruses, and other microorganisms. Includes microbial structure, metabolism, genetics, ecology, technological applications, microbial diseases of humans, immunology, public health, and medical control strategies. This class may include students from multiple sections. (Natural Sciences with Lab, Elective)

Prerequisites

Eligibility for both **ENGL& 101** and **MATH 90/91**; 2.0 or higher in **BIOL& 160** or **BIOL& 222**

Course Outcomes

1. Discuss the structural features of bacteria, viruses, and prions, and how those features are related to mechanisms of infection.
2. Discuss how strategies such as disinfection and pasteurization are used to control microbial growth.
3. Discuss how mutations coupled with rapid growth support the emergence of multidrug-resistant pathogens.
4. Explain how recombinant DNA technology can be used to produce large quantities of human proteins in bacteria for further study.
5. Discuss the importance of arthropod vectors (mosquitoes, e.g.) in transmission of malaria and other diseases.
6. Explain the fundamental differences between the innate and adaptive immune systems and the advantages/disadvantages of each.
7. Discuss the general mechanisms by which pathogens cause damage to the host, and be able to explain the difference between exotoxins and endotoxins.
8. Explain how immunoassays are used to detect the presence of particular pathogens, and why it is useful to know the identity of the infectious microbe.
9. Discuss the principles of transmission of disease including the importance of portals of exit, portals of entry, and reservoirs of infection.
10. Demonstrate the ability to use the CDC website, including the Morbidity and Mortality Weekly Report (MMWR), to learn about infectious diseases.

BIOL 150 : Introduction to Marine Biology with Lab**Credits** 5**Quarter Offered** Spring

Hands-on approach utilizing facilities at local marine laboratory, field trips, and group projects to learn biological concepts relevant to marine biology. Emphasis on local organisms and ecology. This class may include students from multiple sections. (Natural Sciences with Lab, Elective)

Prerequisites

Eligibility for both **ENGL& 101** and **MATH 90/91**

Course Outcomes

1. Apply fundamental ecological principles to explain biodiversity, ecosystem processes, and human effects on ecosystems processes in the marine environment
2. Explain common life processes of metabolism, photosynthesis, and homeostasis as applied to the marine environment.
3. Differentiate among various taxonomic groups of marine autotrophs, invertebrates and vertebrates based on physical characteristics.
4. Interpret observations of form of various marine organisms across taxonomic ranks in light of their function (physiological and ecological) and evolutionary history.
5. Identify common fundamental methods of scientific inquiry (e.g. observation; hypothesis creation; simple study design; development and implementation of study protocols; data collection and analysis; drawing conclusions; and communicating scientific findings) within existing marine biology research examples.
6. Apply fundamental scientific inquiry to a novel question in marine biology that produces a complete study including presentation of results (written and oral presentation).
7. Demonstrate how physical properties of the ocean (geology, physical oceanography) affect marine organisms and how they help define marine ecosystems.
8. Critically evaluate current information surrounding a regional marine environmental issue in order to present an informed point of view on that topic, along with possible realistic solutions.

BIOL 161 : General Biology I with Lab**Credits** 5

First course in the two-quarter sequence of introductory biology for forestry students. Topics include cell structure and function, cellular energy metabolism, photosynthesis, genetics, and various facets of zoology, including anatomy and physiology, physiological ecology, and development. Current research will be used to illustrate the scientific and social importance of these topics. This class may include students from multiple sections. (Natural Sciences with Lab, Elective)

Prerequisites

Eligibility for both **ENGL& 101** and **MATH 90/91**

Course Outcomes

1. Conduct a scientific exploration in a logical and appropriate manner.
2. Correctly read and interpret biological information in books, journals and the media.
3. Understand the basic themes and concepts of the cellular basis of life.
4. Understand the basic themes, concepts, and applications of molecular biology.
5. Understand the basic themes and concepts of organismal biology, with the main focus on animals.
6. Understand the following five central themes relating to organismal biology:
7. How are organisms built?
8. How do organisms obtain and use nutrients and energy?
9. How do organisms transport fluids internally?
10. How do organisms sense and respond to the environment (internal and external)?
11. How do organisms develop and reproduce?
12. Understand and become familiar with how animals have adapted to the challenges they face in nutrition, respiration, water balance, excretion, monitoring internal and external environments, movement and reproduction.
13. Process information and experiences in the form of lab write-ups and projects, and demonstrate an ability to synthesize concepts, facts and ideas into coherent, independent work.
14. Discuss and express ideas and information, applying what they have assimilated from readings, laboratory experiences and field work.
15. Build a foundation for further study and educated decision-making in biology.
16. Connect the overall concepts of biology to their local environments and daily lives.

BIOL 162 : General Biology II with Lab

Credits 5

Second course in the two-quarter sequence of introductory biology for forestry students. Topics include plant growth and survival, photosynthesis, and plant/ environmental interactions, evolution and diversity of living plants and animals, fundamentals of ecology, and conservation biology. Current research will be used to illustrate the scientific and social importance of these topics. This class may include students from multiple sections. (Natural Sciences with Lab, Elective)

Prerequisites

Eligibility for both **ENGL& 101** and **MATH 90/91**

Course Outcomes

1. Conduct a scientific exploration in a logical and appropriate manner.
2. Correctly read and interpret biological information in books, journals and the media.
3. Understand the basic themes and concepts of organismal biology, with the main focus on plants.
4. Understand the following five central themes relating to plant organismal biology:
5. How are organisms built?
6. How do organisms obtain and use nutrients and energy?
7. How do organisms transport fluids internally?
8. How do organisms sense and respond to the environment (internal and external)?
9. How do organisms develop and reproduce?
10. Understand and become familiar with how plants have adapted to the challenges they face in nutrition, respiration, water balance, excretion, monitoring internal and external environments, movement and reproduction.
11. Understand the basic themes and concepts of ecology, including the scope of ecology, abiotic and biotic factors, ecology of individuals, interactions, population ecology, community ecology, ecosystems, landscape ecology, global ecology, succession, and conservation biology.
12. Understand the basic themes and concepts of genetics, including Mendelian and non-Mendelian genetics, Hardy-Weinberg equilibrium, and the New Synthesis.
13. Understand the basic themes and concepts of evolution, including natural selection, sexual selection, genetic drift, gene flow, mutation, microevolution, and macroevolution.
14. Process information and experiences in the form of lab write-ups and projects, and demonstrate an ability to synthesize concepts, facts and ideas into coherent, independent work.
15. Discuss and express ideas and information, applying what they have assimilated from readings, laboratory experiences and field work.
16. Build a foundation for further study and educated decision-making in biology.
17. Connect the overall concepts of biology to their local environments and daily lives.

BIOL 250 : Introduction to SCOPE Capstone Project

Credits 2

Quarter Offered Fall

SCOPE capstone projects are opportunities for you to actively partake in an authentic undergraduate research experience that explores some aspect of the science and culture of the Olympic Peninsula. This course begins by examining a variety of undergraduate research experiences (or REUs) in regional natural and cultural resources as a way of exploring topics for student capstones. By the end of this course, students will have selected a project topic and developed a capstone proposal with a realistic scope and timeline. Capstone projects continue for 3 quarters and allow in-depth exploration. Recommended that this course be taken concurrently with BIOL 299: Field Methods in Ecology. This class may include students from multiple sections. (Elective)

Prerequisites

ENGL& 101 and eligibility for **MATH 99** required

Course Outcomes

1. Describe how knowledge of regional natural sciences is conveyed through several scientific and cultural/ regional perspectives.
2. Develop a research question of interest and outline a method for answering that question. Field research and internships are emphasized, however literature, arts and other humanities methods are also encouraged.
3. Create a capstone timeline that spans several academic quarters and culminates with a presentation of findings in a public setting.

BIOL 283 : Native Plant Propagation: Fall**Credits** 2-3**Quarter Offered** Fall

Learn how to propagate native plants for local restoration projects. Through hands on training, students will propagate native plants from seed and live cuttings. Plants produced for this class will be used for various revegetation projects on the Olympic Peninsula. **BOT 101** recommended but not required. This class may include students from multiple sections. (Elective)

Prerequisites

Eligibility for both **ENGL& 101** and **MATH 90/91**

Course Outcomes

1. Understand the complexities of running a native plant nursery.
2. Describe basic seed ecology including seed dispersal mechanisms, seed dormancies and types of fruiting bodies common in the Pacific Northwest. Apply that knowledge to a novel assignment.
3. Demonstrate an ability to identify native species for seed collection.
4. Demonstrate specific seed and fruit preparation techniques correctly and apply them to specific plant types.
5. Assess the quality of various references and will synthesize information from various sources into cohesive written products. Students will be able to distinguish credible and current resources from less reliable ones.

BIOL 284 : Native Plant Propagation: Winter**Credits** 2-3**Quarter Offered** Winter

Learn how to propagate native plants for local restoration projects. Through hands on training, students will propagate native plants from seed and live cuttings. Plants produced for this class will be used for various revegetation projects on the Olympic Peninsula. **BOT 101** and **BIOL 283** recommended but not required. This class may include students from multiple sections. (Formerly BIOL 291E, Elective)

Prerequisites

Eligibility for both **ENGL& 101** and **MATH 90/91**

Course Outcomes

1. Understand the complexities of running a native plant nursery.
2. Demonstrate an ability to propagate native trees and shrubs from hardwood cuttings.
3. Analyze germination rates and determine the most effective seed stratification method for a variety of native plant species.
4. Develop plant propagation plans for a restoration project.

BIOL 285 : Native Plant Propagation: Spring**Credits** 2-3**Quarter Offered** Spring

Learn how to propagate native plants for local restoration projects. Through hands on training, students will propagate native plants from seed and live cuttings. Plants produced for this class will be used for various revegetation projects on the Olympic Peninsula. **BOT 101** recommended but not required. This class may include students from multiple sections. (Formerly BIOL 291C, Elective)

Prerequisites

Eligibility for both **ENGL& 101** and **MATH 90/91**

Course Outcomes

1. Understand the complexities of running a native plant nursery.
2. Demonstrate an ability to care for young seedlings of native species in a working native plant nursery.
3. Demonstrate proper fertilization and watering techniques for native seedlings.
4. Formulate potting soils for a variety of native species relative to their ecological needs.
5. Develop a planting plan for a restoration project.

BIOL 286 : Elwha Restoration Research**Credits** 3**Quarter Offered** Spring

Elwha Ecosystem Restoration, the second largest restoration project ever undertaken by the National Park Service, presents unique opportunities to learn about forest development and restoration assessment techniques in the Pacific Northwest. Olympic National Park implemented an unprecedented revegetation program in conjunction with dam removal, planting over 300,000 trees and shrubs to accelerate forest development in the former reservoirs. Understanding how planting efforts influence forest succession is critical to future dam removal and other salmon restoration projects. Learn how to conduct scientific surveys of restoration sites, identify native and non-native trees and shrubs in the winter, organize and manage data and identify factors driving forest development. **BOT 101** and **BIOL 285** recommended but not required. This class may include students from multiple sections. (Formerly BIOL 291D, Elective)

Prerequisites

Eligible to enroll in 100 level MATH with **MATH 90/91** or **MATH 98/99** as a prerequisite

Course Outcomes

1. Identify important native and non-native tree and shrub species in the winter.
2. Understand how native forests develop and how restoration can influence forest succession.
3. Demonstrate how to navigate in a field setting with compass and field GPS units.
4. Compare the strengths of different scientific survey methods to assess young forest stands and restoration sites.
5. Organize and evaluate scientific survey data and assess the strengths and limitations of the data they collect.
6. Demonstrate how the process of science is used to answer scientific questions.
7. Clearly communicate the results of a scientific study in written form.

BIOL 290-294 : Undergraduate Research in Biology**Credits** 1-5**Quarter Offered** Occasionally

Students serve as active members on research teams working to advance knowledge in biological science. Dependent upon the project, students will participate in hypothesis formation, experimental design, data collection, analysis, and determination of conclusions. This class may include students from multiple sections. (Elective)

Prerequisites

Prerequisites determined by instructor

BIOL 299 : Field Methods in Ecology

Credits 2

Quarter Offered Fall

This course will introduce students to common field methods used in ecological studies through field data collection in local areas. Students will learn how to measure and evaluate field studies data including vegetation/ restoration studies, wildlife monitoring (invertebrates, birds, other), and water quality of aquatic systems (freshwater and marine). The course will cover the field research process, from question development to results. **BIOL& 100** or **BOT 101** recommended but not required. This class may include students from multiple sections. (Elective)

Prerequisites

ENGL& 101 or concurrent enrollment; eligibility for **MATH 99**

Course Outcomes

1. Describe and critique the strengths and weaknesses of some basic scientific survey methodologies including:
 - Vegetation: cover class surveys, line-intercepts, frequency surveys, stem counts, measuring DBH and tree heights.
 - Wildlife: mark/recapture, plot studies, some invertebrate trapping, bird identification.
 - Aquatic systems: intertidal monitoring techniques, stream benthic invertebrates and water quality sampling.
2. Demonstrate a basic ability to use GPS field units to find a point on a map.
3. Identify/ suggest potential appropriate survey methods to novel scientific field research questions.
4. Enter data accurately into a spreadsheet, check for accuracy, and generate a table or graph from the data using common digital software programs.

Botany

BOT 100 : Plants of the Pacific Northwest

Credits 3

Introduction to flowering plants, conifers, ferns, and mosses of the Pacific Northwest, with emphasis on identification, life history, ecological relationships, and distribution. Two Saturday field trips required. This class may include students from multiple sections. (Elective)

Prerequisites

Eligibility for both **ENGL& 101** and **MATH 90/91**

Course Outcomes

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

BOT 101 : Introduction to Botany with Lab**Credits** 5**Quarter Offered** Spring

Introduction to general plant biology. Anatomy, physiology, and diversity of common protists, fungi, and plants, with emphasis on plants of the Pacific Northwest. This class may include students from multiple sections. (Natural Sciences with Lab, Elective)

Prerequisites

Eligibility for both **ENGL& 101** and **MATH 90/91**

Course Outcomes

1. Distinguish among the various major groups of plants and identify why they are categorized as so.
2. Diagram or describe key plant processes such as photosynthesis, respiration, transpiration.
3. Identify some common native plants by common and sometimes scientific names.
4. Explain some of the key relationships between plants and people including ecosystem services, agriculture, wood production, ethnobotany.
5. Interpret data collected from botanical inquiry.
6. Analyze and communicate (verbally and orally) the results of a scientific study.
7. Discuss some of the ecological dilemmas related to the plant kingdom and evaluate potential solutions.
8. Safely and correctly use lab equipment such as microscopes.
9. Demonstrate the ability to collect field data and use field equipment and tools correctly (such as dichotomous keys, GPS, compass).
10. Accurately record, in detail, lab specimens in order to illustrate key characteristics of plant structures and compare and contrast characteristics.
11. Use library resources to support a research objective in an independent project.
12. Approach unknown questions with a critical eye. Able to apply acquired knowledge to novel questions or challenges.

Business Administration

BUS& 101 : Introduction to Business**Credits** 5**Quarter Offered** Fall, Winter, Spring, Summer

Introduction to business systems, processes, and the general business environment. Students explore marketing, management, finance, accounting, business law, information technology, human resources, entrepreneurship, and emerging business topics. This class may include students from multiple sections. (Elective)

Course Outcomes

1. Explain the functions of production, marketing, management, human resources, accounting, finance, and technology in business.
2. Identify ethical and societal challenges in business scenarios.
3. Describe the nature of the general (macro) and specific (micro) economic forces shaping the global environment of business and decision-making.
4. Summarize the process of starting a new venture.
5. Describe the features of a successful business plan.

BUS& 201 : Business Law**Credits** 5**Quarter Offered** Winter

Introduction to the fundamentals of business law and the principles of the American legal system including criminal, tort, and business law, contracts, sales, Uniform Commercial Code, and employment. Familiarity with Washington's RCWs (Revised Codes of Washington) and WACs (Washington Administrative Codes) emphasized through researching regional business law cases. This class may include students from multiple sections.

(Elective)

Course Outcomes

1. Exhibit critical thinking and knowledge in the legal environment.
2. Describe the basic structure and principles of the American legal environment.
3. Critique ethical issues in business, including their legal implications.
4. Analyze rights, obligations and legal principles involved with business decisions.
5. Apply business and legal principles when analyzing opening or managing a business scenarios.
6. Identify options and apply sound business and legal principles to avoid or mitigate lawsuits.

BUS 110 : Small Business Planning

Credits 5

Designed for those who are thinking about starting their own business or who wish to expand an existing small business. Focus is on the basics of how to run a business. Students will create a business plan for a business of their choice that includes sections on business form, production, management, marketing, and financials. This class may include students from multiple sections.

Course Outcomes

1. Understand the nature of small business and the role it plays in the makeup of business in the United States and throughout the global economy.
2. Understand the nature of entrepreneurial opportunities.
3. Understand the rewards and drawbacks of entrepreneurship.
4. Define the characteristics of an entrepreneur.
5. Differentiate among the four routes to entrepreneurship: the family business; the franchise; the startup; and, the purchase of an existing business.
6. Understand the concept of competitive advantage.
7. Select strategies to gain competitive advantage.
8. Understand the role of a business plan in a business.
9. Prepare a business plan, including its research and writing.
10. Develop a marketing plan for a business.
11. Understand the theories and concepts of management and be able to employ them in a small business.
12. Select a management team.
13. Understand the four basic forms of business and be able to choose one for a new business.
14. Understand how to prepare income tax reports for all forms of business.
15. Select locations for, and plan the facilities of, various types of small businesses, including home-based businesses.
16. Understand and be able to create accounting statements for various types of small businesses.
17. Research and create financial forecasts for a small business.
18. Locate and access public and private sources of funding for a small business, including both debt and equity capital.
19. Understand the process of consumer decision-making.
20. Understand and apply the tenets and processes of customer satisfaction.
21. Understand social and ethical issues affecting small business and be able to choose socially responsible courses of action for a small business related to those issues.
22. Identify public and private sources of small business management assistance and how to access and use those sources when needed.
23. Know how to recruit, hire, train, compensate and motivate employees.
24. Understand and apply state and federal human resource laws and regulations.
25. Understand and be able to apply the tenets and processes of Total Quality Management.
26. Understand diverse small business computer systems and be able to choose appropriate hardware and software.
27. Understand and be able to choose appropriate insurance coverage for small business needs.
28. Know how to value a business.
29. Understand the importance and methods of harvesting (exit strategies) and be able to choose an appropriate strategy.
30. Understand the personal problems of life after the harvest.

BUS 205 : Principles of Management**Credits** 5**Quarter Offered** Winter

An introduction to management concepts, including topics of planning, organizing, leading, managing, and motivating available human resources and business assets to optimally and ethically accomplish performance goals. This class may include students from multiple sections.

Course Outcomes

1. Explain and apply the four primary functions of management and how they apply in the operations of a modern enterprise.
2. Analyze the ways managers make decisions with regards to planning and controlling business operations.
3. Differentiate and evaluate common organizational structures and their affect on company culture.
4. Summarize the key motivational factors influencing individual or team performance and how a manager applies these in a leadership role.
5. Evaluate the importance of diversity in small, local businesses vs. large global businesses.
6. Appraise the importance of entrepreneurship in the modern business environment.

BUS 210 : Business Plan Intensive**Credits** 5**Quarter Offered** Winter

This course introduces the fundamental considerations of starting and growing a business. Topics include entrepreneur readiness, operational planning, market planning, and cash flow forecasting. This class may include students from multiple sections.

Course Outcomes

1. Describe the responsibilities and requirements of owning and operating one's own business.
2. Describe the core functions of a business.
3. Create a comprehensive marketing plan.
4. Develop pro-forma financial statements projected for one year.
5. Analyze financial statements to develop a business strategy.
6. Create a comprehensive business plan.

BUS 220 : International Business**Credits** 5**Quarter Offered** Fall

This course examines the basics of international business through social, economic, political, and cultural systems perspectives. Topics include foundation concepts, the international business environment, ethics in international business, theories of international trade, emerging markets, and international business strategy. Planning and organizing international operations are integrated with the study of analyzing international business opportunities. This class may include students from multiple sections.

Course Outcomes

1. Identify and apply strategic solutions to emerging issues in global business and the processes of globalization.
2. Describe the key concepts influencing international business.
3. Recognize and analyze the multi-cultural and political issues affecting globalization.
4. Identify and analyze the basic characteristics of a culture and its impact on business.
5. Develop the basic skills for conducting research for evaluating business opportunities existing in international settings.
6. Formulate international market penetration strategies.

BUS 247 : Payroll and Business Taxes**Credits** 5**Quarter Offered** Fall

A study of current payroll and Washington State excise tax laws, record keeping requirements, preparing payrolls, payroll reporting, and accounting procedures. Addresses such issues as excise tax and business taxes, employee vs independent contractor, Fair Labor Standards Act, and statutory federal and state reporting requirements. Uses computer-simulation software. This class may include students from multiple sections.

Course Outcomes

1. Identify and summarize federal and state employment laws.
2. Describe and demonstrate required payroll record keeping procedures.
3. Calculate gross payroll, payroll deductions, and net payroll.
4. Compute the federal and state payroll taxes and prepare payroll tax reports.
5. Journalize the entries to record the payroll and payroll taxes.
6. Describe the Washington State Business & Occupation Tax rules and required reporting.

BUS 250 : Operations Management**Credits** 5**Quarter Offered** Spring, Summer

Designed to present operations management tools that can be used to develop a competitive advantage in commercial environments. Topics will be studied using an operations management framework: Introduction to operations management thinking, strategic and operational planning, ethical issues, organizational controls and tools, risk management, and the role of technology in operations management. This class may include students from multiple sections.

Course Outcomes

1. Identify and apply the various elements that comprise the field of operations management (OM).
2. Critique new and evolving concepts within OM.
3. Select and use OM tools and concepts that can be applied to a wide variety of situations, including non-OM related areas.
4. Analyze the relationship between OM and other management functions within an organization.
5. Develop a strategy to use OM tools in solving common manufacturing and service industries operations.

BUS 270 : Management Information Systems**Credits** 5**Quarter Offered** Spring

Introduces the fundamental concepts about management information systems and the integral role they play in a successful business. Course objectives embrace the notion that management of a modern organization requires knowledge of information systems to gain a competitive advantage, defining what they are, how they affect the organization and its employees, their strategic importance, and the role of emerging technologies in business processes. Students will develop and demonstrate proficiency in the use of key business application technologies. This class may include students from multiple sections.

Course Outcomes

1. Describe how the components of an information system in a digital world are used in managing a competitive business.
2. Explain how enterprise applications, collaboration and communication systems, and intranets improve organizational performance.
3. Describe what ethical, social, and political issues are raised by information systems.
4. Define IT infrastructure and its components. Identify current trends in hardware and software.
5. Describe the principal tools and technologies for accessing information from databases to improve business performance and decision making.
6. Define the components of an organizational framework for security and control.
7. Demonstrate competency in Microsoft Word, Excel, and PowerPoint or in a comparable open source office suite software application.

BUS 280 : Managerial Finance**Credits** 5**Quarter Offered** Spring

Focuses on maximizing economic value or wealth for business owners: a study of how to allocate scarce resources over time under conditions of uncertainty. Students will consider such financial decisions as when to introduce a new product, when to invest in new assets, when to replace existing assets, when to borrow from banks, when to issue stocks or bonds, and how much cash to maintain. Concepts of cash flow analysis and financial planning, time value of money, net present value of cash flows, valuation of stocks and bonds, capital budgeting, and ratio analysis will be explored. This class may include students from multiple sections.

Prerequisites

Completion of [ACCT& 202](#) and [ENGL& 101](#).

Course Outcomes

1. Describe the concept of finance, financial assets, and financial markets.
2. Explain and apply the mechanics of time value of money.
3. Describe and apply risk and return concepts.
4. Calculate the value of various financial assets.
5. Determine whether a new project should be accepted or rejected using capital finance tools.
6. Define and measure the expected rate of return of an individual investment.
7. Describe and apply working capital management tools.

BUS 282 : Principles of Marketing**Credits** 5**Quarter Offered** Fall

Examines the role of marketing in general business activities. Students will learn the marketing process that develops products and services, methods and techniques of market research, target markets, market segmentation, product planning, distribution, pricing, and promotion. This class may include students from multiple sections.

Course Outcomes

1. Explain the purpose of marketing and evaluate the ethical, economic, and social factors involved in the modern marketing environment.
2. Describe the concepts behind the strategic functions of marketing.
3. Analyze concepts behind the strategic functions of marketing.
4. Evaluate concepts behind the strategic functions of marketing.

BUS 283 : Human Resources Management**Credits** 5**Quarter Offered** Winter, Summer

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. This class may include students from multiple sections.

Course Outcomes

1. Develop skills and knowledge in planning strategic Human Resources (HR) policies.
2. Describe the equal opportunity and legal environment and apply solutions to HR scenarios.
3. Explain how to manage effective staffing and employee separations and formulate HR strategies.
4. Design practices for managing the training process.
5. Describe an effective compensation and benefits strategy.
6. Explain how to encourage effective communications.
7. Identify employer's responsibilities in discipline and safety.

BUS 290 : Internship in Business**Credits** 1-5

Provides opportunities to assume the role of employees in a business and gain practical experience prior to paid employment. This class may include students from multiple sections.

Prerequisites

Permission of instructor.

Course Outcomes

1. Participate in a structured work experience related to the program of study and/or career goal.

BUS 299 : Integrated Study-Honors

Credits 2

In this capstone honors course, students will complete a project relevant to their career pathway and program. The project will integrate at least two Business and IT programs (Business Administration, Administrative Office Systems, Computer Applications Technology, Multimedia Communications, Cybersecurity & Computer Forensics, or Information Technology) to provide breadth and relevance to the project. This class may include students from multiple sections.

Prerequisites

Completion of 60 credits in the BUS/ IT program of study with a GPA of 3.5 or higher; and completion of the English course required in the BUS/IT program of study.

Course Outcomes

1. Complete a project relevant to learning pathway and program.
2. Integrate Business and IT programs to provide breadth and relevance to the project.

Chemistry

CHEM& 110 : Chemical Concepts with Lab

Credits 5

Quarter Offered Winter, Spring

Introduction to chemistry covering selected principles and their effect on ourselves and our environment. Intended for non-science majors wishing to improve their science literacy and develop a long-term interest in science. Includes online lab. This class may include students from multiple sections. (Natural Sciences with Lab, Elective)

Prerequisites

MATH 90/91 or higher; eligibility for ENGL& 101

Course Outcomes

1. Communication - Distinguish between opinions, interpretations, and solid evidence.
2. Quantitative Reasoning - Apply quantitative methods to characterize the behavior of chemical systems.
3. Information - Identify and use appropriate reference materials to research a topic related to chemistry.
4. Critical Thinking - Analyze data to explain chemical trends.
5. Personal & Interpersonal - Synthesize course information and apply it to practical, everyday issues such as climate change, acid rain, air and water pollution, and limited resources on Planet Earth.

CHEM& 121 : Introduction to Chemistry with Lab

Credits 5

Quarter Offered Fall, Winter, Spring

For individuals with little or no chemistry background. Atomic nature of matter, chemical bonding, periodic table, chemical reactions, phases of matter, solutions, equilibrium, reaction rates, and nuclear reactions. Includes laboratory. This class may include students from multiple sections. (Natural Sciences with Lab, Elective)

Prerequisites

Completion of MATH 90/91 or higher; eligibility for ENGL& 101

Course Outcomes

1. Communication - Distinguish between opinions, interpretations, and solid evidence with regard to chemical systems.
2. Quantitative Reasoning - Apply quantitative methods to characterize physical and chemical changes (phases, kinetics, reactions, and equilibrium).
3. Information - Utilize the scientific method to explore chemical systems.
4. Critical Thinking - Describe chemical systems in terms of structural composition and changes.
5. Personal & Interpersonal - Define chemistry as a scientific study of matter and its impact on society and everyday life.

CHEM& 131 : Intro to Organic/Biochemistry with Lab

Credits 6

Quarter Offered Spring

Presents organic chemistry and biochemistry, with emphasis on functional groups, synthesis, and biochemical applications. This class may include students from multiple sections. (Natural Sciences with Lab, Elective)

Prerequisites

Eligibility for ENGL& 101; MATH 98/99 or higher; 2.0 or higher in high school chemistry or CHEM& 121; or permission of instructor

Course Outcomes

1. Communication - Distinguish between opinions, interpretations, and solid evidence with regard to chemical and biochemical systems.
2. Information - Utilize the scientific method to explore chemical and biochemical systems.
3. Critical Thinking - Explain organic reactions and biochemical pathways using functional groups.
4. Personal & Interpersonal - Define chemistry as a scientific study of matter and its impact on society and everyday life.

CHEM& 161 : General Chemistry with Lab I

Credits 5

Quarter Offered Fall

For science and engineering majors. This course focuses on the fundamentals of chemical structures: atomic nature of matter, atomic structure, periodic trends, quantum concepts, molecular structure, and chemical reactions. Three hours of lecture and four hours of laboratory. This class may include students from multiple sections. (Natural Sciences with Lab, Elective)

Prerequisites

Eligibility for ENGL& 101; MATH 98/99 or higher; or permission of instructor

Course Outcomes

1. Communication - Distinguish between opinions, interpretations, and solid evidence with regard to chemical systems.
2. Quantitative Reasoning - Apply quantitative methods to characterize chemical structures (electronic transitions and reaction stoichiometry).
3. Information - Utilize the scientific method to explore chemical systems.
4. Critical Thinking - Describe chemical structures in terms of composition and geometry.
5. Personal & Interpersonal - Define chemistry as a scientific study of matter and its impact on society and everyday life.

CHEM& 162 : General Chemistry with Lab II

Credits 5

Quarter Offered Winter

This course focuses on physical and chemical interactions: intermolecular forces, properties of mixtures, gas laws, and thermodynamics. This course builds on the content developed in CHEM& 161. Three hours of lecture and four hours of laboratory. This class may include students from multiple sections. (Elective)

Prerequisites

2.0 or higher in CHEM& 161 or permission of instructor

Course Outcomes

1. Communication - Distinguish between opinions, interpretations, and solid evidence with regard to chemical systems.
2. Quantitative Reasoning - Apply quantitative methods to characterize physical and chemical changes (gas laws and thermodynamics).
3. Information - Utilize the scientific method to explore chemical systems.
4. Critical Thinking - Describe chemical systems in terms of structure and energy.
5. Personal & Interpersonal - Define chemistry as a scientific study of matter and its impact on society and everyday life.

CHEM& 163 : General Chemistry with Lab III

Credits 5

Quarter Offered Spring

This course focuses on the quantitation of dynamic chemical systems: equilibrium, acid-based reactions, electrochemistry, kinetics, and nuclear reactions. This course builds on the content developed in [CHEM& 162](#). This class may include students from multiple sections. (Elective)

Prerequisites

2.0 or higher in [CHEM& 162](#) or permission of instructor

Course Outcomes

1. Communication - Distinguish between opinions, interpretations, and solid evidence with regard to chemical systems.
2. Quantitative Reasoning - Apply quantitative methods to characterize dynamic chemical systems (equilibrium, electrochemistry, and kinetics).
3. Information - Utilize the scientific method to explore chemical systems.
4. Critical Thinking - Describe chemical systems in terms of composition and changes.
5. Personal & Interpersonal - Define chemistry as a scientific study of matter and its impact on society and everyday life.

CHEM& 241 : Organic Chemistry I

Credits 4

First course for students planning to take three quarters of organic chemistry. Structure, nomenclature, reactions, and synthesis of the main types of organic compounds. No organic laboratory accompanies this course. This class may include students from multiple sections. (Elective)

Prerequisites

2.0 or higher in [CHEM& 163](#)

Course Outcomes

1. Understand structure and bonding in organic compounds including concepts of molecular hybridization theory, charge distribution, resonance, and stereochemistry.
2. Be able to name/recognize the functional groups associated with organic compounds; apply the rules of organic nomenclature.
3. Use knowledge of acid/base theory, electronic effects and steric effects to predict/explain reactivity of organic compounds.
4. Use knowledge of intermolecular forces to predict/explain physical properties of organic compounds.
5. Apply knowledge of acid/base theory, electronic effect and steric effects to propose reasonable mechanisms for reactions.
6. Apply knowledge of reaction mechanisms for nucleophilic substitution, elimination, and addition reactions to predict/explain the outcome of a reaction.

CHEM& 242 : Organic Chemistry II

Credits 4

Second course for individuals planning to take three quarters of organic chemistry. Further discussion of physical properties and transformations of organic molecules, especially aromatic and carbonyl compounds. This class may include students from multiple sections. (Elective)

Prerequisites

2.0 or higher in [CHEM& 241](#) or permission of instructor

Course Outcomes

1. Interpret patterns of reactivity for reactions of alkenes, alkynes, alkyl halides, alcohols, ethers, epoxides, radicals, and aromatic compounds, and provide electron-pushing mechanisms and multistep products where applicable.
2. Apply IUPAC nomenclature rules and predict trends in physical properties for simple organic molecules based on their functional groups.
3. Provide reagents or predict products for reactions of carbon nucleophiles.
4. Predict the relative energies of radicals and product distributions which arise from radical reactions, including an understanding of side reactions which occur.
5. Design syntheses of organic molecules of moderate complexity using multiple synthetic steps to produce the highest yield using the fewest steps and/or protecting groups.
6. Deduce molecular structures based on various spectroscopic techniques such as NMR, MS, and/or IR.
7. Apply knowledge of reaction mechanisms to predict/explain the outcome of a reaction.

CHEM& 243 : Organic Chemistry III

Credits 3

Third course for individuals planning to take three quarters of organic chemistry. Polyfunctional compounds, lipids, carbohydrates, amino acids, proteins, and nucleic acids. This class may include students from multiple sections. (Elective)

Prerequisites

2.0 or higher in [CHEM& 242](#) or permission of instructor

Course Outcomes

1. Interpret patterns of reactivity for reactions of alcohols, carbonyl, and aromatic compounds, and provide electron-pushing mechanisms and multistep products where applicable.
2. Apply IUPAC nomenclature rules and predict trends in physical properties for simple organic molecules based on their functional groups.
3. Provide reagents or predict products for reactions of carbon nucleophiles, such as Grignard and Gilman reagents.
4. Apply resonance and/or molecular orbital theory in determining the stability of conjugated systems and predicting the product of conjugate addition reactions (1, 2 - and 1,4- conjugate additions, cycloadditions, etc.)
5. Provide reagents or predict products for reactions at the alpha carbon.
6. Classify and identify basic biomolecules such as carbohydrates, amino acids, lipids, and nucleic acids.
7. Apply basic organic reactions in a biological context, as in the reactions of carbohydrates, amino acids, lipids, and nucleic acids.
8. Design syntheses of organic molecules of moderate complexity using multiple synthetic steps to produce the highest yield using the fewest steps and/or protecting groups.
9. Apply knowledge of reaction mechanisms to predict/explain the outcome of a reaction.

CHEM& 252 : Organic Chem Lab II

Credits 3

Introduction to organic laboratory techniques and preparation of representative organic compounds. This class may include students from multiple sections. (Elective)

Prerequisites

2.0 or higher in [CHEM& 241](#) and concurrent registration in [CHEM& 242](#) or permission of instructor

Course Outcomes

1. Know and follow procedures for safe laboratory practice.
2. Keep a detailed laboratory notebook as a record of experimental procedure and outcomes.
3. Use knowledge of functional groups, electronic, and steric effects to predict/explain physical properties and reactivity of organic compounds.
4. Apply basic purification and separation techniques such as crystallization, extraction, distillation, and chromatography.

CHEM& 253 : Organic Chem Lab III

Credits 3

Preparation of representative organic compounds and qualitative organic analysis. This class may include students from multiple sections. (Elective)

Prerequisites

2.0 or higher in [CHEM& 242](#), concurrent registration in [CHEM& 243](#), or permission of instructor

Course Outcomes

1. Know and follow procedures for safe laboratory practice.
2. Keep a detailed laboratory notebook as a record of experimental procedure and outcomes.
3. Use knowledge of functional groups, electronic, and steric effects to predict/explain physical properties and reactivity of organic compounds.
4. Effectively use laboratory techniques to synthesize, isolate, and purify samples, and assess the purity and yield of final products.

College Success

COLL 101 : College Success

Credits 2-5

Quarter Offered Fall, Winter, Spring, Summer

In this course, you will get your college career off to a strong start by exploring how to turn your interests and talents into an exciting plan for your future career and academic success. Together we will look at the latest research on how learning works and on the habits and strategies of successful people. You will apply this knowledge toward developing your own personalized plan for success in college and in life. If you aren't sure of the direction you want to take this course will help you explore and choose a path. Get ready for challenging readings, great discussions, and time to reflect on what you really want out of your college career. This class may include students from multiple sections. (Elective)

Course Outcomes

1. Explore your career and academic interests and develop a plan for success that is tailored to your individual field of study and interests.
2. Develop knowledge of how you learn, and apply learning and motivation strategies based on current research on what really works.
3. Develop and demonstrate critical thinking skills.
4. Develop and demonstrate good research strategies.
5. Participate effectively in the online course site and develop basic skills in electronic file management and essential software programs like word processing, spreadsheets, and presentation software.
6. Develop awareness and skills to communicate effectively in diverse settings and with people from diverse backgrounds.
7. Identify and use strategies for personal success.
8. Read and demonstrate understanding of a syllabus.
9. Use email proficiently and with proper etiquette for classroom/professional communications.
10. Access faculty during office hours to ask questions and/or engage with course or area of study information.
11. Demonstrate understanding of college processes by identifying, accessing and using them.

COLL 101 : College Success

Credits 5

Quarter Offered Fall, Winter, Spring, Summer

In this course, you will get your college career off to a strong start by exploring how to turn your interests and talents into an exciting plan for your future career and academic success. Together we will look at the latest research on how learning works and on the habits and strategies of successful people. You will apply this knowledge toward developing your own personalized plan for success in college and in life. If you aren't sure of the direction you want to take this course will help you explore and choose a path. Get ready for challenging readings, great discussions, and time to reflect on what you really want out of your college career. This class may include students from multiple sections. (Elective)

Course Outcomes

1. Explore your career and academic interests and develop a plan for success that is tailored to your individual field of study and interests.
2. Develop knowledge of how you learn, and apply learning and motivation strategies based on current research on what really works.
3. Develop and demonstrate critical thinking skills.
4. Develop and demonstrate good research strategies.
5. Participate effectively in the online course site and develop basic skills in electronic file management and essential software programs like word processing, spreadsheets, and presentation software.
6. Develop awareness and skills to communicate effectively in diverse settings and with people from diverse backgrounds.
7. Identify and use strategies for personal success.
8. Read and demonstrate understanding of a syllabus.
9. Use email proficiently and with proper etiquette for classroom/professional communications.
10. Access faculty during office hours to ask questions and/or engage with course or area of study information.
11. Demonstrate understanding of college processes by identifying, accessing and using them.

Commercial Driver's License

CDL 100 : Commercial Driver's License A

Credits 10

This intensive 160 hour course will assist students with preparation for the written portion of the Commercial Driver's License at the Department of Licensing and prepare students for the driving test with a third-party Washington state tester. This class may include students from multiple sections.

Course Outcomes

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

1. Safely operate a commercial vehicle.
2. Inspect a commercial vehicle.
3. Take the Washington State Commercial Driving Class A test.

Communication Study

CMST& 102 : Intro to Mass Media

Credits 5

Quarter Offered Fall, Winter, Spring, Summer

Examines vital issues for people who use mass media or are affected by it. Emphasis on freedom of expression, censorship, fair trial, privacy, ethics, law, media economics, technology, effectiveness in communicating to audiences and relationships to social, cultural, and political values in the United States and throughout the world. This class may include students from multiple sections. (Humanities, Elective)

Course Outcomes

1. Define basic principles of media ethics and media law.
2. Recognize mainstream social, cultural, and political values and structures related to mass media.
3. Recognize the roles of mass media to serve as information provider, entertainer, persuader, and transmitter of cultural values.
4. Recognize the basics of media economics and the role of technology across the dynamics of international landscapes.
5. Recognize and analyze how the individual must take responsibility for self learning and engagement in a democratic society that is dependent on mass media.

CMST& 210 : Interpersonal Communication

Credits 5

Quarter Offered Winter, Spring

Interpersonal communication theory and practice is explored in this class in regards to both dyad and group settings. Communications process is explored through analysis of several areas, including: perception, listening, self disclosure, speech apprehension, ethics, nonverbal communication, conflict, power, and dysfunctional communication relationships. This class may include students from multiple sections. (Humanities, Elective)

Prerequisites

ENGL& 101 or permission of instructor

Course Outcomes

1. Demonstrate confidence in interpersonal encounters.
2. Identify patterns in interpersonal communication processes.
3. Identify patterns in nonverbal communication.
4. Demonstrate listening skills, empathy, and the capacity to self-disclose.
5. Identify and manage ethical dilemmas.
6. Reflect on interpersonal communication concepts.
7. Research and present on an area of interpersonal communication.
8. Attend and actively participate in classroom activities and discussions.

CMST& 220 : Public Speaking**Credits** 5**Quarter Offered** Fall, Winter, Spring

Explores classic and modern elements of persuasion and applies that understanding to assemble, deliver, and evaluate extemporaneous speeches. Eligibility for or concurrent enrollment in **ENGL& 101** is recommended.

This class may include students from multiple sections. (Humanities, Elective)

Course Outcomes

1. Rehearse, outline, and present a variety of extemporaneous speeches.
2. Analyze the rhetoric structure of argumentation.
3. Respond critically to oral presentations by other students.
4. Define rhetorical appeals and objectives.
5. Develop a working outline of main idea including a thesis statement, introduction, and conclusion.
6. Employ effective semantic selection.
7. Demonstrate an understanding of verbal and non-verbal messages.
8. Identify the four major goals of persuasion in speeches.
9. Develop effective persuasive strategies that are appropriate to neutral and unfavorable audiences.
10. Analyze a published modern speech using criteria of classic and modern elements of persuasion.

CMST 100 : Introduction to Multimedia Journalism**Credits** 5

In this course, students will be introduced to the various forms of professional communications. Students will create multimedia stories for web, radio/streaming/podcasting, online publications, and public relations. This class may include students from multiple sections. (Elective)

Course Outcomes

1. Write a clear and accurate media post and/or article.
2. Develop stories in a variety of media formats and publish them in that format, including blogs, web, and other publications.
3. Apply the ethics of journalism to professional communications, including blogs, web posts, and other publications.

CMST 103 : Careers in Communications**Credits** 3**Quarter Offered** Fall, Winter

Class explores the variety of careers available in professional communications across multiple fields of business, sales, public relations, and advertising. Class includes traditional internal and external communications and explores emerging roles in the field of mass communications. This class may include students from multiple sections. (Elective)

Course Outcomes

1. Identify a range of careers available in professional, legacy, and emerging communication modalities.
2. Demonstrate rudimentary ability to use common, current modalities of professional communications.

CMST 121 : Photojournalism I**Credits** 5**Quarter Offered** Spring

Introduction to Photojournalism I Foundation class in use of cameras, lenses, light, composition, timing, and field techniques. Emphasis on news and feature photography with principles applicable to all visual communications, including video. Produce black and white photos for assignments, mass communications, including the students news service The Buccaneer. Provide own DSLR camera equipment or mobile device and USB drive for photo storage and field work. This class may include students from multiple sections. (Elective)

Course Outcomes

1. Identify and explain the controls of a 35 mm digital single lens reflex camera and flash and or other mobile device.
2. Identify a variety of light conditions and interpret their impacts on a given subject.
3. Identify aesthetic compositional devices that give a photo impact and interest.
4. Recognize the newsworthy qualities of an action, event or trend.
5. Develop a strategy for documenting a subject visually.
6. Plan, execute and assemble a photo story, or essay, including 4-7 points with accompanying text and captions.
7. Identify legal restrictions that inhibit photographic documentation.
8. Compose a caption that will interpret and explain an image's content and context, understanding that it may be the deciding factor in a reader's decision to start a story.
9. Gather relevant information to a photo subject in order to write an effective caption.
10. Demonstrate a working knowledge of photographic terms related to the camera, lens, design, and aesthetic composition.

CMST 122-123 : Advanced Photojournalism II, III**Credits** 3**Quarter Offered** Fall, Spring

Intermediate/advanced class applying professional standards of journalistic photography to practical field experience and digital imagery. Produce color photos for assignments, mass communications, including the students news service The Buccaneer. Provide own DSLR camera equipment or mobile device and USB drive for photo storage and field work. This class may include students from multiple sections. (Elective)

Course Outcomes

1. Identify, categorize and defend a selection of newsworthy topics to photograph for the campus newspaper.
2. Analyze with a photo editor the best approach and photo treatment of an assignment.
3. Work independently to complete a photo assignment in the field.
4. Collaborate with other photographers to solve technical and aesthetic obstacles.
5. Lead a discussion on the merits and weaknesses of an image in a group, peer critique.
6. Demonstrate knowledge of color contrasts in visual journalism.

CMST 197 : Internship I**Credits** 1-5**Quarter Offered** Occasionally

Opportunities to gain experience and insights in communications careers through internships supervised by media professionals. This class may include students from multiple sections. (Elective)

Prerequisites

Instructor's permission and [CMST& 102](#) and [CMST 121](#)

Course Outcomes

1. Gain insight into role of student press & professional press.
2. Analyze the performance of the media in reporting on the performance of community culture, sports, administrative leadership and student leadership.
3. Recognize the qualitative differences in news reports versus narrative feature stories and hybrids of the two. Recognize and separate opinion versus fact in all contexts of placement in broadcast and print.
4. Gain a better comprehension of beat coverage.

CMST 201 : Social Media & Society

Credits 5

Quarter Offered Winter, Spring

Social media weaves a comforting security net for some and a withering web for others. An in-depth look at storytelling practices and civic engagement using emerging web tools. The tools of mobile technology in social media will be explored as they effect civic engagement, cultures, and communities around the world. Explore the phenomena of Twitter, Reddit, and the rise of information empires in the ascent of Facebook, our chosen family and fate. This class may include students from multiple sections. (Humanities, Elective)

Course Outcomes

1. Demonstrate and accept responsibility for persinal learning in a digital environment.
2. Recognize emerging web tools and social media networks.
3. Recognize legal and ethical aspects of Web publications for informative, entertaining, and persuasive content.
4. Identify case studies of social media in the role of informing, entertaining, and persuasions across historic systems of politics, commerce, and global communications.
5. Recognize the source of communications and its role in creating factual versus opinion-based content.

CMST 208 : Reporting in the Digital Revolution

Credits 5

Learn in incremental stages to gather information through direct observation, interviewing, document searches, web searches, and database mining with software, such as Access and Excel, and to build a report. Use the tools of reporting to increase the accuracy and depth of news stories with an emphasis on public affairs. Learn the philosophy and anatomy of a narrative story, drawn from short story fiction and creative news stories. These tools will be applied in the pursuit of reporting basic news and to exploring trends, creating profiles, and dissecting organizations in more advanced stories. This class may include students from multiple sections. (Humanities, Elective)

Prerequisites

Completion of **ENGL& 101**

Course Outcomes

1. Apply critical thinking skills.
2. Articulate ideas in speech and writing.
3. Gather information using a variety of traditional and electronic resources.
4. Accept responsibility for one's learning.
5. Work cooperatively and collaboratively with others.
6. Recognize the differences between fact and opinion.
7. Edit others work in a professional and collaborative style.
8. Design news pages.
9. Begin to understand and facilitate publication production.
10. Begin to understand the multiple means and manners of leadership.
11. Display professional development for lifelong learning.

CMST 209 : Editing Stories & Images

Credits 5

The editing class will engage students in the discipline of editing text and images for publication. News copy desk operations will be introduced, including headline writing, dummyming, page design, pagination, creating news graphics, photo cropping, photo editing, and photo packaging. This class may include students from multiple sections. (Humanities, Elective)

Prerequisites

ENGL& 101 and either CMST 207 or CMST 208 or permission of instructor

Course Outcomes

1. Apply critical thinking skills.
2. Articulate ideas in speech and writing via news reports and narrative stories.
3. Edit information that is gathered using a variety of traditional and electronic resources, including software that paginates text and visuals together on a page.
4. Identify and target audience interest values.
5. Learn a variety of interviewing techniques. Work cooperatively and collaboratively with staff.
6. Recognize the differences between fact and opinion. Learn to edit this content appropriately in the context of expository fashion for news reports and narrative stories.
7. Edit personal work and that of others in a professional and collaborative style.
8. Begin to understand and facilitate publication production.
9. Begin to understand the multiple means and manners of leadership.
10. Display proficiency in principles of design for text and visuals.

CMST 235 : Multimedia Journalism Production

Credits 5

Students will use journalistic techniques to publish the college Buccaneer including the digital publication. The Buccaneer will include news and feature stories, editorials and reviews. Publication of the Buccaneer will provide opportunities for students to use the publication as a public forum to inform, entertain, and persuade, using its online platform. Skills gained can be easily applied to a variety of careers. This class may include students from multiple sections. (Elective)

Prerequisites

Completion of CMST 100 or permission of instructor

Course Outcomes

1. Integrate critical thinking, reading, and writing to locate, research, and produce multimedia publications.
2. Critically analyze and recognize legitimate and reliable sources of knowledge.
3. Adapt writing and visuals to audience, context, and purpose based on geography, political and other cultural elements.
4. Describe and evaluate publications for content and design.
5. Write in a range of professional modes using professional ethics.
6. Demonstrate ability to meet the deadlines and demands of a regular professional production schedule.

CMST 286-288 : Introduction to Newspaper Production I, II, III

Credits 3

Theory and application of principles for supervising a publication, from planning to preparation for printer. Emphasis on effective collaboration, management, news judgment, ethical decision making, editing, design, and use of computers to produce student newspaper. More advanced students fill staff management roles on the newspaper. This class may include students from multiple sections.

Prerequisites

Permission of instructor.

Course Outcomes

1. Demonstrate professional development for lifelong learning related to course competencies.
2. Demonstrate essential skills for collaboration in management, editing, design and production of a publication.
3. Management needed to supervise materials others produce.
4. Editing stories and images for publications.
5. Identify design that enhances a publication's effectiveness for readers.
6. Demonstrate ability to produce professional quality images and stories for printed and web-based publications.

CMST 291-293 : Advanced Newspaper Production IV, V, VI

Credits 3

Theory and application of principles for supervising a publication, from planning to preparation for printer. Emphasis on effective collaboration, management, news judgment, ethical decision making, editing, design, and use of computers to produce student newspaper. More advanced students fill staff management roles on the newspaper. This class may include students from multiple sections.

Prerequisites

Permission of instructor.

Course Outcomes

1. Professional development for lifelong learning related to course competencies.
2. Collaboration essential for management, editing, design and production of a publication.
3. Management needed to supervise materials others produce.
4. Editing materials for publications.
5. Design that enhances a publication's effectiveness.
6. Production, using computer-assisted technology to make materials ready for printing.

CMST 294 : Digital News 2.0 Practices and Principles

Credits 1

An in-depth look at storytelling practices and the emerging innovation Web tools offer news outlets in the Digital Revolution. More than a dozen workshops will be held in areas of newswriting, editing, photography, layout, design, media law, web publication, and multimedia production. These workshops will be led by professional journalists and multimedia experts from around the country. This class may include students from multiple sections. (Elective)

Course Outcomes

1. Gain insight into role of collegiate and professional journalists.
2. Compare the roles of student media in print and online through the eyes of university newspaper staff, their advisers, and their online platforms.
3. Analyze the performance of the media in reporting on student culture, politics, sports, administrative leadership and student leadership.
4. Recognize the qualitative differences and challenges in media production.

Computer Applications Technology

CAT 100 : Introduction to Microcomputer Applications

Credits 4

Quarter Offered Fall

Introduction to mouse techniques, Windows operating system, file management, word processing, electronic spreadsheets, and databases. Hands-on class using business-oriented exercises and projects. Credit for both [CAT 100](#) and any of the [CAT 116](#), [CAT 117](#), [CAT 118](#), or [CAT 119](#) series will not be used for graduation requirements or financial aid. Keyboarding and file management skills are recommended. This class may include students from multiple sections.

Course Outcomes

1. Navigate and manage files on a Windows computer.
2. Create and edit a Word document.
3. Create, edit, and add formulas to an Excel spreadsheet.
4. Create, edit, and query forms with database software.

CAT 111 : Introduction to Microsoft Windows**Credits** 5**Quarter Offered** Fall

Manipulate windows: multitask: customize: manage disks, drives, files, folders: help and support: multimedia: graphics: conferencing: instant messaging: blogging: scanning: sharing: and maintenance. Keyboarding skills are recommended. This class may include students from multiple sections.

Course Outcomes

1. Use Windows to launch and use desktop applications.
2. Develop and use file management strategies.
3. Personalize computer settings.
4. Use Internet to communicate and navigate World Wide Web.
5. Develop strategies to secure your computer.
6. Apply computer graphics and media program documents.
7. Manage networking and power settings.
8. Create backups and install peripherals.

CAT 114 : Introduction to Microsoft Powerpoint**Credits** 2**Quarter Offered** Spring, Winter, Summer

Basics of Microsoft PowerPoint, including creating and delivering a presentation, design templates, text layout styles, master slides, using clip art, drawing objects, animation to enhance presentations, working with delivery options, toolbar options, and editing tools. Keyboarding and file management skills are recommended. This class may include students from multiple sections.

Course Outcomes

1. Creating and managing presentations, formatting textual content, designing slides, using a slide master, formatting illustrations and tables, formatting pictures and other media, and applying animations and transitions to PowerPoint presentations.

CAT 116 : Windows Computing Overview**Credits** 1**Quarter Offered** Fall, Winter, Spring

Introduces the basic elements and functions of computer hardware and operating systems, including information on managing files, updating your PC, online personal safety and security, and an introduction to common office application features. This class may include students from multiple sections.

Course Outcomes

1. Recognize standard computer hardware, peripheral devices, ports, and connectors.
2. Open, login, and navigate Windows 10 features including the Start Menu, File Explorer, and Desktop.
3. Demonstrate an understanding of basic operating systems, and Windows concepts and terms.
4. Use and customize Start Menu, Taskbar, and Desktop.
5. Open, switch between, and close apps/applications.
6. Identify and use dialog boxes.
7. Create a screenshot and paste it into a document.
8. Create a simple text document and save it to a specific location.
9. Develop file management strategies.
10. Use File Explorer to view, navigate, organize, name/rename, delete, and filter folders and files.
11. Identify file locations and file paths.
12. Compress and extract files.
13. Describe how to identify and connect to a wireless network.
14. Identify potential online security risks and Windows Security measure.

CAT 117 : Word Basics**Credits 1****Quarter Offered** Fall, Winter, Spring

A short introduction to Microsoft Word (word processing) basics. Keyboarding skills are recommended. This class may include students from multiple sections.

Course Outcomes

1. Create new and edit existing documents in Word.
2. Save an existing document as a revised document under a new name.
3. Use Word Ribbon tools, tabs, groups, dialog box launchers, backstage view, and contextual tabs to edit and format a document.
4. Recognize and apply font formats, paragraph formats, page formats, and file formats.
5. Insert and modify a picture in a document.
6. Create and manage document comments.
7. Insert and edit document controls for headers/footers, citations, and bibliographies.
8. Prepare a document for sharing and printing.

CAT 118 : Excel Basics**Credits 1****Quarter Offered** Fall, Winter, Spring

A short introduction to Microsoft Excel (spreadsheet) basics. Keyboarding skills are recommended. This class may include students from multiple sections.

Course Outcomes

1. Create new and edit existing spreadsheet workbooks in Excel.
2. Save an existing workbook as a revised workbook under a new name.
3. Use Excel Ribbon tools, tabs, groups, dialog box launchers, backstage view, and contextual tabs to edit, manage, and format cells.
4. Identify, enter, and edit text, values, formulas, and functions.
5. Select, move, insert, and delete cells.
6. Demonstrate an understanding of cell range references.
7. Apply and modify cell formats, including dates, currency, percentages, alignments, merge, borders & shading, and conditional formats.
8. Create calculations in a cell by using cell references, static values, simple functions, order of operations, and proper syntax.
9. Use Relative and Absolute references for copied formulas.
10. Use Formula View to error-check and edit formulas.
11. Organize and modify worksheets within a workbook.
12. Prepare a workbook for sharing and printing.

CAT 119 : Access Basics**Credits 1****Quarter Offered** Fall, Winter, Spring

A short introduction to Microsoft Access (database) basics. Keyboarding skills are recommended. This class may include students from multiple sections.

Course Outcomes

1. Describe basic database concepts and terms.
2. Create a blank database.
3. Create and modify database Tables by adjusting layout, renaming fields, adding and deleting fields, and defining field properties.
4. Add records to a Table using direct entry, copy/paste, and importing.
5. Create and modify simple Queries, Forms, and Reports.
6. Import database tables from another database.
7. Create a relationship between Tables.
8. Prepare a Report for printing.
9. Describe how to compact & repair, back up, and restore a database.

CAT 130 : Introduction to Microsoft Word**Credits** 5**Quarter Offered** Winter, Spring

Introduction to word processing covering basic concepts and terminology. Hands-on application including working with text, working with paragraphs, working with documents, managing files, and formatting. Keyboarding and file management skills are recommended. This class may include students from multiple sections.

Course Outcomes

1. Create documents and use the clipboard.
2. Modify fonts.
3. Format paragraphs.
4. Format pages.
5. Edit documents.
6. Insert illustrations and other elements.
7. Create and format tables.
8. Use themes, styles, and templates.
9. Manage references.
10. Manage headers, footers, and sections.
11. Use office collaboration features.
12. Use macros.

CAT 140 : Introduction to Microsoft Excel**Credits** 5**Quarter Offered** Fall, Winter, Spring, Summer

Introduction to spreadsheets. Create, format, edit, and print worksheets; formula and function capabilities; analyze, link, and summarize data; create charts and tables; images and diagrams; work with multiple worksheets; use templates and galleries. Keyboarding and file management skills are recommended. This class may include students from multiple sections.

Course Outcomes

1. Create and manage workbooks.
2. Organize and enter data.
3. Change properties and print worksheets.
4. Format cells.
5. Enter simple formulas.
6. Use advanced functions.
7. Display data in charts.
8. Organize data in tables.
9. Summarize complex data.
10. Introduced to pivot tables/charts.
11. Develop Excel workbook implementing skills learned.

CAT 212 : Help Desk and Support Specialist**Credits** 5**Quarter Offered** Fall

This course introduces the student to a broad range of topics about what an entry-level user support specialist is expected to know, including knowledge, skills and abilities they need to find employment in the support industry. It is recommended that students have familiarity with Microsoft Office Suite and good keyboarding skills. This class may include students from multiple sections.

Course Outcomes

1. Customer service skills for user support agents.
2. Writing for end users.
3. Skills for troubleshooting technology problems.
4. Identifying common support problems.
5. Help Desk operation.
6. User support management.
7. Product evaluation strategies and support standards.
8. Students will also create a user support utility tool kit and will participate in first hand experience in simulated Help Desk drill.

CAT 242 : Intermediate Microsoft Excel**Credits** 5**Quarter Offered** Spring

This course will cover advanced Microsoft Excel concepts and practices that will be beneficial in math, science and business settings. This class may include students from multiple sections.

Prerequisites

2.0 or higher in [CAT 140](#) or instructor permission.

Course Outcomes

1. Students will work with Excel Tables, PivotTables, and Pivot Charts.
2. Students will learn to manage multiple worksheets and workbooks.
3. Students will develop an Excel Application including working with Macros, Recording a Macro, Running a Macro and protecting against Macro Viruses.
4. Students will work with advanced functions.
5. Students will explore financial tools and functions.
6. Students will perform What-If Analyses.
7. Students will connect to External data.
8. Students will collaborate on a Shared Workbook.

CAT 270 : CAT Internship**Credits** 1-5

Internship in a workplace setting of the student's choice, based on needs and interests. This class may include students from multiple sections.

Prerequisites

[CAT 111](#), [CAT 114](#), [CAT 130](#), [CAT 140](#) or instructor permission.

Course Outcomes

1. Acquire real world skills in a workplace setting based on the criteria identified in a learning contract agreed upon by the student, instructor and the internship supervisor.
2. Apply computer application technology skills in a workplace setting based on the criteria identified in a learning contract agreed upon by the student, instructor and the internship supervisor.
3. Identify strengths and weaknesses related to workplace skills and behaviors based on the criteria identified in a learning contract agreed upon by the student, instructor and internship supervisor.

Computer Gaming

CSE 101 : Computer Basics/PC Hardware and Internet Tech

Credits 5

Learn about computer systems and the physical components that make them work. We will explore how software interacts with hardware as well as alternate computing hardware such as mobile and tablet devices. We will also cover performance characteristics of hardware components and how to mitigate bottlenecks in software. The internet is the backbone of connected services. Learn to make web applications and utilize the cloud infrastructure to build robust and scalable websites.

Course Outcomes

1. Students will be able to identify common computer components.
2. Assemble computer components into a working machine.
3. State differences between common storage types and list pros and cons of each.
4. Explain what CPU cache is used for and how it affects performance.
5. Explain the difference between a 32 bit and 64 bit CPU and how they differ.
6. Identify the motherboard along with North and South bridge components and explain what purpose they serve.
7. State the purpose of the BIOS and how it opened the door for general operating systems.
8. Explain the functions of a video card and how it affects performance during graphically intensive operations.
9. Explain the purpose of a network card or modem and how it affects the speed of your internet connection.
10. Describe the Gigahertz barrier and why CPU speeds have dropped dramatically in the last several years.
11. Write simple software applications and explain how hardware runs that software.
12. Identify different forms of Virtualization and in which cases we might use them.
13. Use HTML 5 and CSS3 to create web pages.
14. Utilize server side processing to connect HTML applications to databases and communicate with web services.
15. Create web services and expose them for use by other applications.
16. Implement authentication services to enable secure user profiles.
17. Setup authorization mechanisms to enable fine grained control of individual resources.
18. Connect authentication to external login services to support single sign on.
19. Explain how SSL works and how certificates create a secure trusted connection to web sites.
20. Work with common database systems to provide storage for web applications.
21. Explain the difference between Input/Output in standard applications and in web applications.
22. Create mobile aware web applications and display appropriate alternate layouts.
23. Use Javascript to add ajax features to web applications.
24. Work with graphic design software to create images suitable for use in web pages.

CSE 102 : Foundations of Game Development

Credits 5

Games are complex systems that use software code to simulate your fantasy world. Learn about how to manage object state and use object oriented design to organize your game system into manageable parts.

Course Outcomes

1. Create your own flow charts to describe software logic.
2. Identify various data types available.
3. Demonstrate ability to use binary math.
4. Demonstrate the use of object oriented software development.
5. Explain how inheritance and encapsulation can be used to write better code.
6. Explain the difference between assembly language and high level languages.
7. Describe machine code and byte code and how they differ.
8. Compile C# code into program code that can be run by the computer.
9. Demonstrate mastery of using If statements to make choices in software.
10. Demonstrate ability to create loops to do repetitive work.
11. Explain how CPU Registers and cache are used and how memory is accessed by the CPU during program execution.
12. Describe the difference between writing code that talks directly to the hardware and code that uses the HAL layer in the operating system.
13. Demonstrate familiarity with basic data structures.

CSE 103 : Game Design Fundamentals/Storyboard Development

Credits 5

Since good games don't just happen, it is important to create a comprehensive script defining your game world and what the player should experience. Learn to create detailed Game Design Documents (GDD) and storyboards.

Course Outcomes

1. Explain the purpose of a Game Design Document.
2. Define common game development tools.
3. Design the game object hierarchy.
4. Determine appropriate genre of the game.
5. Define project scope.
6. Create a game flow summary.
7. Define game play mechanics.
8. Create story boards to define screen and game flow and define layout.
9. Write an effective game story and break it into chapters of levels of play.
10. Define required game art.

CSE 110 : Game Design I / Draw Animation

Credits 5

Creating art assets for video games can be a demanding process. It is impossible to build good concept art for games without basic drawing skills. Improve your artistic abilities and learn how to apply those abilities in the digital world using tools such as Photoshop and Blender.

Prerequisites

CSE 101 and CSE 102

Course Outcomes

1. Identify common techniques used for drawing.
2. Define common terms including perspective, shading, and negative space.
3. Use a scanner to digitize drawings.
4. Utilize hand drawn images in 2D animations.
5. Identify common tools used to create art for 2 Dimensional graphics.
6. Describe the process of animation.
7. Use drawing tools and software to edit and color scanned pictures.
8. Utilize common media formats for storing picture data for games.
9. Work with graphic design tools to convert drawings to sprites and textures for game worlds.
10. Identify fundamental differences between pixel and vector graphics.
11. Make art work for a simple working 2D game.

CSE 111 : Game Development I / 2D Game Programming

Credits 5

Write software to simulate 2 Dimensional environments and build virtual worlds. Learn techniques to track and interact with game objects in real-time with programming languages and game engines.

Prerequisites

CSE 103 and concurrent enrollment in **CSE 140**

Course Outcomes

1. Identify common tools used to create media for 2 Dimensional graphics.
2. Describe the process of animation.
3. Create working 2 Dimensional applications with game elements for player control and artificial intelligence.
4. Utilize common media formats for storing picture and game data.
5. Work with graphic design tools to create sprites and textures for game worlds.
6. Build state machines that can track progress and status of objects.
7. Utilize pre-built game engines to deliver graphic, audio, and network capabilities to game software.
8. Identify fundamental differences between pixel and vector graphics.
9. Demonstrate understanding of math required for 2 Dimensional movement and positioning and translate and optimize equations to programming code.
10. Create effective and intuitive UI elements to enable complex actions with a minimal learning curve.
11. Deploy finished software to other computer systems.

CSE 120 : Game Design II / 3D Modeling

Credits 5

Learn to take your sketches and turn them into 3D objects. This class teaches you to use your concept art to create a mesh, paint the mesh with textures, and adjust 3D lighting and material effects in Blender and GIMP.

Course Outcomes

1. Identify fundamental differences between 2D and 3D design.
2. Learn to use 3D modeling software to create objects for 3D worlds.
3. Use proper composition techniques in 3D scenes.
4. Demonstrate ability to use mesh sculpting tools.
5. Utilize reference material to create models.
6. Work with bitmaps and shading techniques to create materials.
7. Learn about 3D rendering techniques and the pros/cons of each.
8. Understand 3D acceleration and how video cards reduce processing load on the CPU.
9. Import 3D models into virtual worlds.
10. Use pixel shaders and lighting techniques to add realism.
11. Create particle systems to simulate hair.
12. Import models into Unity3D.

CSE 121 : Game Development II / 3D Game Programming

Credits 5

Moving to the third dimension is quite a jump from 2D game development. Learn about the math involved and how to create 3d models for use in 3D worlds.

Prerequisites

CSE 111 and concurrent enrollment in **CSE 141**

Course Outcomes

1. Learn to use 3D modeling software to create objects for 3D worlds.
2. Work with bitmaps and shading techniques to create materials.
3. Learn about 3D rendering techniques and the pros/cons of each.
4. Understand 3D acceleration and how video cards reduce processing load on the CPU.
5. Write C# code that uses Direct3D or OpenGL to render 3D worlds.
6. Import 3D models into virtual worlds.
7. Learn 3D animation techniques such as inverse kinematics and pre-positioned frames.
8. Use pixel shaders and lighting techniques to add realism.
9. Gain familiarity with mathematical equations required to render 3D objects on a 2D screen.
10. Synchronize game data across the network to facilitate multiplayer virtual worlds.

CSE 130 : Game Design III / 3D Animation Techniques

Credits 5

Modern 3D games employ many techniques such as motion capture, inverse kinematics and key frame animation to achieve realistic movement for game characters. Learn to set up 3D characters with bones so that they can respond normally to outside events or play back in scripted moves.

Prerequisites

CSE 110 and CSE 120

Course Outcomes

1. Identify animation techniques available for 3D motion.
2. Utilize scripting tools to fine tune and modify animation sequences.
3. Demonstrate ability to rig an existing humanoid and non-humanoid mesh.
4. Configure idle and walk animations for a model.
5. Demonstrate ability to paint meshes using textures and materials.
6. Rig facial animation to display common emotions.
7. Utilize Unity3D to create character interaction between mesh and objects.
8. Create key frame animation sequences.
9. Rig armature structures to meshes.
10. Utilize proper lighting and materials.
11. Import into custom made meshes into Unity3D.
12. Create character interaction with world objects using collision in Unity3D.

CSE 131 : Game Development III / Mobile Game Development

Credits 5

Mobile devices are the fastest segment of computer use. Learn how to make mobile games and about the new app stores where customers can find and purchase your software.

Course Outcomes

1. Create mobile applications for various devices.
2. Identify common mobile devices available.
3. Create working apps for mobile emulated devices and Raspberry PI systems.
4. Create art assets in mobile friendly formats.
5. Manage project time and resources to deliver milestones on time.
6. Use mobile development tools to write code in Java, C#, Objective C, or Python.
7. Create HTML5 mobile applications.
8. Deploy mobile apps to devices.

CSE 140 : Team Project I / Building a Side Scrolling Game

Credits 5

Learn to create your own 2D video game. Work with a small team to create the game design document and use team members to create program code and art assets to assemble your game and present it for others to play.

Course Outcomes

1. Create a Game Design Document (GDD) for your game.
2. Work with a small team to complete your assignments.
3. Create art assets according to technical specs provided for the game.
4. Write programming code as needed to enable game play in the virtual environment.
5. Manage project time and resources to deliver milestones on time.
6. Use pro-social interaction with team members to work through technical and personal issues.
7. Successfully deploy game software and website for others to play.
8. Use effective play testing techniques and bug tracking software to ensure software quality.

CSE 141 : Team Project II / First Person 3D Game Development

Credits 5

Learn to create your own 3D video game. Work with a small team to create the game design document and use team members to create program code and art assets to assemble your game and present it for others to play.

Prerequisites

Concurrent enrollment in [CSE 120](#) or [CSE 121](#)

Course Outcomes

1. Create a Game Design Document (GDD) for your game.
2. Work with a small team to complete your assignments.
3. Create a 3D virtual world that the player can interact with.
4. Create and display 3D Models.
5. Create art assets according to technical specs provided for the game.
6. Write programming code as needed to enable game play in the virtual environment.
7. Manage project time and resources to deliver milestones on time.
8. Use pro-social interaction with team members to work through technical and personal issues.
9. Successfully deploy game software and website for others to play.
10. Use effective play testing techniques and bug tracking software to ensure software quality.

Computer Science

CS& 141 : Computer Science I with Java

Credits 5

Quarter Offered Winter

This course introduces the "algorithmic thinking" and the design and implementation processes necessary for you to solve complex, real-world problems with computers. We introduce the Java programming language to learn to write programs; understand the features of programming languages; decompose problems; develop algorithms; and use important software practices. We include software architecture (structure), classes (ways of modeling things), handling data, some computer ethics, standards, and maintaining program correctness. This course and its successor, [CS 142](#) will help you become more competent and comfortable on the paths to both computer science and professional software development. [CS 100](#) is strongly recommended for students with no programming experience. This class may include students from multiple sections. (Elective)

Prerequisites

P (2.0 or higher) in [MATH 98/99](#) or above or concurrent enrollment

Course Outcomes

1. Implement basic numerical algorithms.
2. Implement common search algorithms, including linear searches.
3. Apply the concepts of modeling and abstraction with respect to problem solving.
4. Design a simple class hierarchy using superclasses, and subclasses.
5. Design an algorithm in a programming language to solve a simple problem.
6. Create code in a programming language that includes primitive data types, references, variables, expressions, assignments, I/O, control structures, and functions.
7. Apply a variety of strategies to test and debug programs.
8. Use an integrated development environment (IDE) to create, execute, test, and debug secure programs.
9. Use standard libraries for a given programming language.
10. Differentiate among intellectual property, fair-use, copyright, patent, trademark, and plagiarism.
11. Develop technical artifacts.
12. Develop and use Unit Tests to guide development and verify software methods.
13. Write programs involving multiple classes and files, user I/O and internal storage.

CS 100 : Introduction to Computer Science

Credits 5

Quarter Offered Fall, Winter, Spring, Summer

An introduction to fundamentals of computer science. Topics covered include algorithmic design; problem-solving techniques for computer programming; fundamentals of digital logic and computer organization; the role of the operating system; introductory programming methodology, including variables, assignment statements, control statements and subroutines (methods); programming paradigms; the compilation process; theoretical limits of computation; database structures; and social and ethical issues. This class may include students from multiple sections. (Natural Sciences, Elective)

Course Outcomes

1. Describe the early human history of computation and the development of tools to aid in computation including computer science pioneers.
2. Articulate the social and ethical implications of technology, and issues related to privacy and digital security.
3. Describe the main parts of a modern computer and how a computer operates.
4. Describe what an algorithm is and develop algorithms to solve problems.
5. Demonstrate algorithmic thinking, programming, and debugging.
6. Demonstrate working knowledge of how data is represented in the computer including common data types.
7. Develop functions in code to make code modular.
8. Develop and test functions which accept arguments and return values.
9. Write code for a basic sorting algorithm, test the code and prove it works.
10. Articulate the difference between a class and an object.
11. Write code that instantiates an object and uses the object's methods.
12. Write code to work with user input.

CS 142 : Computer Science II with Java

Credits 5

Quarter Offered Spring

This course continues [CS& 141](#), delving more deeply into computer science principles and professional software development principles and practices. We cover and use object-oriented and functional programming paradigms, basic top-down context-derived software processes and architectures, abstract data types, generics, data structures, recursion, complexity analysis of algorithms and O-notation, computer ethics, handling and querying data, unit tests, developing to standards, modeling physical processes, graphical user interfaces. We use a modern, intelligent professional development environment to implement concepts concretely. This course will help you become more competent and comfortable on the paths to both computer science and professional software development. This class may include students from multiple sections.

(Elective)

Prerequisites

[CS& 141](#) and currently enrolled in [MATH& 141](#) OR 2.0 or higher in [MATH& 141](#) with instructor permission

Course Outcomes

1. Estimate time and space complexities for a given algorithm using Big-Onotation.
2. Contrast standard complexity classes.
3. Implement common search algorithms, including linear and binary searches.
4. Compare various data structures for a given problem, such as array, list,set, map, stack, queue, hash table, tree, and graph.
5. Create and execute different traversal methods for trees and graphs.
6. Calculate probabilities of events and expectations of random variables for elementary problems.
7. Implement in code OOP constructs, including encapsulation, abstraction,inheritance, and polymorphism.
8. Contrast functional and object-oriented programming paradigms.
9. Use a professional-level integrated development environment (IDE) to create, execute, test, and debug secure programs.
10. Apply consistent documentation and program style standards.
11. Implement in code different types of testing, including security, unit testing, system testing, integration testing, and interface usability.
12. Compare professional codes of conduct from the ACM, IEEE Computer Society, and other organizations.
13. Understand and apply appropriate software architecture and software development strategies in creating solutions to a range of problems.
14. Apply directions, requirements, and specifications in solving problems.
15. Search and manipulate data using functional stream techniques.
16. Evaluate computer ethics issues.

Computer-Based Training

CBT 104 : Introduction to Keyboarding

Credits 1

Quarter Offered Fall, Winter, Spring

This self-paced course is designed for the student with no previous typing experience. Through the use of keyboarding software the student learns the basic techniques of keying alphabet and number keys in modern computer keyboards. Emphasis is on good technique and the development of speed and accuracy. Students must purchase the keyboarding software to work at home, or can use Peninsula College's computer labs to complete all work. A maximum of 2 credits of [CBT 104](#) and/or [CBT 105](#) or combination thereof will count towards a degree or certificate. This class may include students from multiple sections.

Course Outcomes

1. Key the alphabet, number, symbol, space bar, and enter keys by touch.
2. Demonstrate correct finger placement, technique, and keystrokes.
3. Demonstrate proficiency with straight-copy keyboarding speed and accuracy.
4. Type a minimum of 28 wpm on a 2-minute timed writing with 5 or fewer errors.

CBT 105 : Keyboarding Speed/Accuracy**Credits 1**

This self-paced class is a continuation of **CBT 104** and is designed to build keyboarding speed and accuracy. The software program has special diagnosis capabilities for speed and accuracy development, with the starting goal of 28 words-per-minute for three minutes with four errors or less. The program also helps those with higher-level typing skills. (**CBT 104** must be completed before starting **CBT 105**.) A maximum of 2 credits of **CBT 104** and/or **CBT 105** or combination thereof will count towards a degree or certificate. This class may include students from multiple sections.

Course Outcomes

1. Key alphabetic and number keys by touch
2. Use and exhibit correct technique and keystroke
3. Creating straight copy with improved speed and accuracy skills.

Construction Technology

GRBD 101 : Introduction to Woodworking**Credits 3****Quarter Offered Fall**

Introduction to woodworking tools, materials, hand and power tools used in residential and commercial jobsites. Overview of the woodworking industry, safety and building materials. This class may include students from multiple sections.

Course Outcomes

1. Students will be able to recognize and demonstrate proper and safe usage of modern hand and portable power tools and stationary tools.
2. Students will have working knowledge of common fasteners and building materials to construct simple projects.
3. Students will be able to construct their own shop drawings and be able to build simple projects from magazine plans, shop drawings and similar designs.
4. Students will gain and demonstrate the confidence necessary to undertake simple projects on their own.

GRBD 102 : Woodworking II**Credits 5****Quarter Offered Winter**

Students will explore the art of creating finished pieces and establishing a career in the woodworking industry. This class covers advanced woodworking, cabinet making, and Labor and Industry guidelines for shop floor plans and walkways. Students will construct using jogs and templates. This class may include students from multiple sections.

Course Outcomes

1. Students will be able to recognize and demonstrate proper and safe usage of modern hand and portable power tools and stationary tools.
2. Students will demonstrate the knowledge of OSHA and WA St. Dept L & I guidelines and requirements by designing a shop floor print, complete with walkways, minimum tool requirements, workflow and storage.
3. Students will explain the meaning of significant figures and tolerances as they relate to woodworking.
4. Students will demonstrate their ability to build precision cabinets by making drawing and building cabinet box, face, doors and drawers to within 1/32" tolerances.
5. Students will demonstrate their ability to make matching pieces by constructing and using jigs and templates.

GRBD 103 : Finish Carpentry

Credits 5

Quarter Offered Spring

Students will learn finish carpentry techniques, craftsmanship finishing touches on construction project. Learn about traditional, colonial and modern construction styles including interior and exterior trim. This class may include students from multiple sections.

Course Outcomes

1. Using traditional, colonial, and modern molding styles; students will be able to trim out the interior and exterior profiles of a windows and doors.
2. Using a compound miter saw and a coping saw; students will demonstrate two ways to make corner joints for interior molding.
3. Students will be able to describe, draw, and build a wainscoting wall finish complete with chair rail.
4. Students will install multiple base cabinets and uppers, install countertop, and trim out.
5. Students will design and build a coat closet organized, complete with adjustable shelves.

GRBD 104 : Carpentry and Rigging

Credits 5

Quarter Offered Winter

Students will gain practical experience in design, carpentry, and rigging for stage and theater performances. This class may include students from multiple sections.

Course Outcomes

1. Describe theater and stage safety regulations and practices.
2. Use theater carpentry and rigging terminology.
3. Demonstrate familiarity with hand tools for stage and scene carpentry.
4. Work as a team to build a scene for a theater performance or event.
5. Explore scenery design, props, and scenic painting for a theater production.
6. Design, operate, and maintain stage-rigging equipment.
7. Inspect, maintain and manage theater scenes and stage-rigging systems.
8. Demonstrate backstage logistics and planning for theater productions.

GRBD 105 : Blueprint Reading

Credits 3

Quarter Offered Fall, Winter

Introduction on how to read and use blueprints to construct residential and commercial structures. Course emphasis will be on learning to read blueprints and how to apply different types of foundations, framing, and interior and exterior finishes. Learn how building codes apply to various stages of construction. This is one of the required courses for the Carpentry one-year certificate. This class may include students from multiple sections.

Course Outcomes

1. Understand the purpose of blueprint drawings as a communication tool.
2. Identify the composition and layout of a set of drawings.
3. Interpret symbols, abbreviations, dimensions, line types and weights.
4. Understand scale as a relationship between the measurement used on a drawing and the measurement of the object it represents.
5. Develop proficiency using an architect's and engineer's scale.
6. Evaluate the completeness of a set of drawings.
7. Interpret specifications and schedules.
8. Differentiate between the various presentation drawings.
9. Understand the role of building codes in the construction process.
10. Apply the building code to various aspects of the drawings.

GRBD 106 : Foundations and Framing

Credits 5

Quarter Offered Fall

This class introduces students to the beginning carpentry phases of conventional stick frame residential and light commercial construction. Learn International Building Codes as they apply to foundations and framing. This class may include students from multiple sections.

Course Outcomes

1. Students will be able to demonstrate a basic understanding of blueprint reading and the IBC (International Building Code).
2. Students will be able to explain the construction of typical stem wall and monolithic foundation systems as well as explain the advantages and disadvantages of each.
3. Students will be able to properly demonstrate the layout of walls on a subfloor and be able to use the proper equipment and techniques to check for square, level, and plumb.
4. Students will be able to work together, as a crew would on a jobsite, to frame floors, wall, and ceilings.
5. Students will be able to demonstrate the ability to frame the rough openings for windows and doors in exterior and interior walls.

GRBD 107 : Siding, Decks and Stairs

Credits 5

Quarter Offered Winter, Spring

This class will focus on three of the most functional and visible elements of any residential construction or light commercial project: siding, decks, and stairs. Code compliance will be a major focus of deck and stair system construction. This class may include students from multiple sections.

Course Outcomes

1. Apply both shear and non-shear compliant siding as well as the flashing and trim components.
2. Explain deck code compliance, as it applies to fasteners, spans, and design.
3. Design and build code compliant small deck project complete with stairs.
4. Demonstrate proper stair system design, layout, and placement.
5. Develop and submit a deck addition permit application, as required by local building department.

GRBD 108 : Roof Systems and Roofing

Credits 5

Quarter Offered Winter, Spring

This class will focus on the proper and safe construction of both rafter and truss roof systems. Students will learn about various roofing material, practice flashing and installing multiple roofing products. This class may include students from multiple sections.

Course Outcomes

1. Using OSHA approved fall protection equipment, students will demonstrate the proper way to harness and operate on a roof.
2. Following OSHA guidelines, students will successfully and properly setup scaffolding, ladders, ladder jacks, planks and roof jacks.
3. Students will have working knowledge of diagnosing the indicators of the most common roof leakage hazards and demonstrate the proper way to flash them.
4. Students will construct and roof both a truss and a rafter roof system.
5. Students will calculate and cut the seat cut and top cut of an exposed truss so that it is both structurally and visually sound.

GRBD 114 : Residential Remodel and Retrofit**Credits** 5**Quarter Offered** Summer

This class introduces students to the skills and techniques necessary to repair, maintain, and remodel conventional stick frame residential and light commercial construction. This class may include students from multiple sections.

Course Outcomes

1. Demonstrate and perform the task of preparing and applying for a remodel construction permit.
2. Explain the construction balloon frame and conventional stick frame houses and how it has changed over one hundred years.
3. Demonstrate and/or explain the proper identification, treatment, and disposal of asbestos and lead based paint.
4. Collaborate, as a crew would on a jobsite, to perform repairs and improvements on existing residential and light commercial structures.
5. Demonstrate the ability to frame the rough openings for replacement windows and doors in exterior and interior walls.

GRBD 153 : Residential Homebuilding**Credits** 5

Hands on residential construction at an actual home building site. Students will learn safety, OSHA competent person, how to operate power tools, building codes, construction standards, blueprint reading, and how to build walls, floors and various components of a home. This class may include students from multiple sections.

Course Outcomes

1. Identify and demonstrate safe and competent person work practices.
2. Demonstrate safe and appropriate workplace (job site) behavior.
3. Identify hand and power tools and be able to demonstrate proper safety and use.
4. Identify and explain the elements of common residential construction.
5. Perform measurements and mathematical calculations critical to carpentry.
6. Identify building codes and residential construction standards.
7. Build key components of a home.
8. Demonstrate the ability to accurately read blueprints.
9. Identify weatherization standards for home building.

GRBD 160 : Small Farm and Backyard Carpentry**Credits** 3**Quarter Offered** Spring

Students will learn the necessary skills required to research, design, and build backyard farm and garden structures that promote efficiency of urban sustainable living. This class may include students from multiple sections.

Course Outcomes

1. Define terminology and concepts related to hands on carpentry techniques for small farm and backyard structures.
2. Locate, identify, and comply with local Laws, Codes, Covenants, and Restrictions.
3. Develop the skills and confidence to safely use common hand and power tools.
4. Students will learn to read and build from prints and shop drawings and will learn the skills necessary to construct shop drawings.
5. Identify and select the proper materials and fasteners for your project.
6. Research, design, and build small outdoor structures.

GRBD 165 : Introduction to Alternative Energy

Credits 5

Students will learn about sustainable alternative energy and examine, in detail, solar, wind, and mini-hydro electricity. Perform an energy audit and analyze current energy usage. Explore components, efficiency, and requirements of each type of system and design a grid tied or an off grid sustainable alternative energy system for a single family residence. This class may include students from multiple sections.

Course Outcomes

1. Define terminology and concepts related to Sustainable Alternative Energy.
2. Perform an energy audit to determine household energy requirements.
3. Compare and contrast Solar, Wind, and Mini-Hydro Sustainable Alternative Energy options.
4. Develop and design a Sustainable Alternative Energy System plan that adequately meets the energy requirements of a single family residence, as determined by an energy audit.
5. Compare cost, efficiency, and reliability of Solar, Wind, Mini-Hydro, and Grid Power for a given location.

GRBD 206 : Construction Technology, Concepts and Design

Credits 5

Quarter Offered Fall

Learn Construction Technology techniques and processes and how they apply modern stick framed residential and light commercial building. Design and orient a house plan. Practice advanced framing, insulation, air infiltration and material selection. Learn the United States Construction Technology Council LEED process. Explore eligibility requirements from Energy Star and Clallam Built Green. This class may include students from multiple sections.

Course Outcomes

1. Students will be able to demonstrate a knowledge of the Green Building movement and what it means. They will be able to explain what Building Certification is, what certifications there are national and locally, and what may be certified.
2. Students will study and gain an advanced knowledge of building science (principles of energy, heat and air flow, moisture flow, dew point and condensation, and relative humidity).
3. Students will demonstrate their understanding of structure orientation, window and landscape shading, waste management, and design by designing a residential structure for a particular plot.
4. Students will be able to demonstrate their knowledge of Green Building concepts, such as advanced framing, thermal bridging, and air infiltration by taking a standard set of blueprints and Greening them up by applying Green Building Techniques.
5. Students will study the key components to Green Material selection and will be able to argue for and against the selection of Building Materials, based on whether or not they are Green Building Materials.

GRBD 210 : Job Site Management

Credits 3

Quarter Offered Fall

This class will introduce the students to construction jobsite management. Learn OSHA and Washington State Department of Labor and Industries requirements for job site safety. Control of resources and materials on the jobsite as well as the proper order and flow of jobs on the worksite. Negotiate with labor and subcontractors. This class will teach students leadership skills to work as a foreman or contractor on a construction site. This class may include students from multiple sections.

Course Outcomes

1. Explain the OSHA and WA State L & I requirements, as they apply to residential and light commercial construction.
2. Serve as project manager and demonstrate the knowledge of the correct order of work as well as proper and efficient and proper storage and distribution of materials on the job site.
3. Define, document, and keep record of what is important on the job site.
4. Document the proper order and scheduling of deliveries, construction, and subcontractor schedules.
5. Explain the impact that change orders and mistakes have on both the time line and the bottom line for the contractor.

GRBD 212 : Engineered Building Materials & Methods

Credits 5

Quarter Offered Spring

This class focuses on the role and use of engineered wood, steel, and fast growing plants in the construction world. Starting with Glulams, finger-jointed studs, and manufactured trusses. Learn about cutting edge engineered building materials like mass timbers, cross laminated timbers, and thermally modified wood and their impact on the Construction Technology Movement. This class may include students from multiple sections.

Course Outcomes

1. Learn what engineered wood building material are commonly used today as well as the pros and cons of each of these.
2. How the use of engineered building materials impacts the cost and time of residential and light commercial construction.
3. Gain a working knowledge of the many new materials hitting the market and how the implementation of these building materials can impact the Green Certifications of the project as well as the design and structural loads of the structure.
4. What changes are on the horizon and what are the costs associated with using a new building material or process (tooling up, learning curve, additional permits, inspections, or engineering)?

GRBD 215 : Carpentry Estimation

Credits 3

Quarter Offered Winter

This class will cover practices for successful cost estimation of residential and light commercial construction. Students will conduct material 'take offs' then put their skill to use, estimating materials such as lumber, roofing, windows, doors, permits applications, professional fees for architects and engineers, waste, time, and overhead. This class may include students from multiple sections.

Course Outcomes

1. Estimate the costs associated with the construction of residential and light commercial construction.
2. Calculate board feet, square and cubic feet and yards and convert from inches to feet to yards as well as figuring the cost associated with quantities verse single items.
3. Using blueprints or drawings, students will accurately estimate the quantity of materials, including waste, to complete the project at hand.
4. Identify hidden components that fall into the general category of overhead (gas, hours at night, wear and tear on equipment, license, bond, and insurance, etc.) and how to bid on those items.
5. Describe the importance of accuracy and the costs associated with over and underbidding.

GRBD 220 : Alternative Building Methods

Credits 5

Quarter Offered Winter

Class focuses on building engineered wood products into traditional stick framing as well as construction using Structurally Insulated Panels (SIPS), Insulated Concrete Forms (ICF), and other nontraditional, yet existing and allowable building methods for today's construction industry. This class may include students from multiple sections.

Course Outcomes

1. Explain and demonstrate how SIPS panels are assembled and installed on the job site.
2. Select one engineered building material and describe how it could be used as an architectural or structural element, or both, in a conventionally stick framed house. Include shop drawings.
3. List and explain the engineering code changes that have come into place in the past 10 years concerning pole building construction and describe what must be done meet these code changes.
4. Construct a geodesic dome and detail the elements that make this building structure so cost efficient and sturdy.
5. Design, draw, and estimate the cost of building a 400 sf exempt structure that minimizes the square footage cost.

GRBD 225 : Construction Management

Credits 3

Quarter Offered Spring

Learn leadership and ethics for construction management and the business of being a contractor. Explore legal requirements and risk analysis for a construction project. Analyze cost and project budgets. This class may include students from multiple sections.

Course Outcomes

1. Create a successful business plan that includes a vision statement, for the construction industry.
2. List and describe all the legal requirements for become a contractor.
3. Develop the ability to identify and analyze the risks associated with a construction project.
4. Understand the basics of cost flows and project budgets.
5. Understand the ethics of construction management.

GRBD 260 : Construction Technology Internship

Credits 1-5

Quarter Offered Fall, Winter, Spring

This class will provide opportunities for Construction Technology students to participate in internships with local businesses. Instruction permission is required. This class may include students from multiple sections.

Prerequisites

Completion of [GRBD 106](#), [GRBD 107](#), and [GRBD 108](#).

Course Outcomes

1. Apply skills that relate to the internship workplace.
2. Identify individual strengths and weaknesses related to workplace skills and behaviors.
3. Acquire new workplace skills and behaviors.
4. Demonstrate effective communication and interpersonal behaviors in the workplace.
5. Demonstrate initiative and time management in a workplace setting.

Construction Trades

CTAP 120 : Construction Trades Math

Credits 3

This course will provide students with a solid foundation in mathematical principles needed for a variety of vocational trades. Trades included, but not limited to Laborers, Iron workers, Carpenters, Cement Masons, Electricians, Finish Trades and Pipe Trades. Students will practice the application of the principles in the shop through a variety of apprenticeship preparation activities and tasks.

Course Outcomes

1. Add and subtract construction fractions.
2. Calculate and use percentages.
3. Convert between fractions and decimals.
4. Use and explain various measuring techniques.
5. Calculate volume from linear dimensions.
6. Explain and apply the concepts of lineal footage, square footage and board footage.
7. Explain and apply the concepts of rise, run and diagonal.
8. Calculate material and cost.
9. Measure accurately as prescribed by trade union guidelines.
10. Apply the concepts of construction math, measuring and calculation of materials and cost by passing a comprehensive test that meets the trade union benchmark.
11. Use measuring devices correctly so that accurate measurements are obtained.

CTAP 130 : Worksite Behavior, Readiness and Safety

Credits 5

This course will provide instruction in worksite behaviors and expectations: preparing for the workday, communication skills, teamwork skills, pro-active attitude, attendance expectations, integrity, resume writing, mock job interview, appropriate work attire, and what employers are really looking for when hiring. To include, but not limited to, behaviors and actions that could disqualify, lead to disciplinary action, or even terminate an individual from a job. Also, to be included is health and safety needed for the trades. Topics include physical fitness, healthy eating habits, worksite assessment, identifying workplace hazards, hazard prevention and DOC safety training. Proper use and fit of personal protective equipment will be discussed.

Course Outcomes

1. Explain how to meet the physical requirement needed to enter construction industry and /or apprenticeships.
2. Develop sufficient endurance and stamina to enter an apprenticeship program.
3. Apply proper techniques for safe handling, and movement of building materials and equipment.
4. Apply elements of hazard prevention.
5. Use personal protective equipment.
6. Complete OSHA 10 Training for Jobsite Hazard Recognition for the Trades.
7. Model appropriate worksite behaviors and expectations.
8. Prepare for the workday.
9. Document jobsite activities to employer verbally and in writing by the use of industry standard work records.
10. Apply team work techniques to a construction project.
11. Demonstrate punctuality and jobsite readiness.
12. Write resume for a job in the construction industry.
13. Demonstrate interview techniques.
14. Complete Diversity, Equity and Inclusion Training.

CTAP 140 : Basic Tools, Basic Construction, Basic Blueprints

Credits 5

This course focuses on identification, maintenance and safe usage of tools and equipment used in the trades. Students will have an understanding of job safety importance and requirements. Tool and job safety will be taught and practiced throughout the entire program. This course will also provide exposure to construction basics via skill building activities and trades related to agility courses. The course will include footings and foundations (slab and grade, post and beam, footings and stem wall). This course also covers framing to include floor framing, wall framing, and roof framing. Students will receive roofing and siding exposure as well as experience with interior and exterior finishes. Students will interpret the signs and symbols on construction blueprints. Students will demonstrate their skill by drawing their own basic construction blueprint.

Course Outcomes

1. Differentiate tools and equipment used in various construction trades including laborer's, carpentry, masonry, ironworking.
2. Demonstrate use of tools safely to industry standards site specific.
3. Prepare tool belt for the workday.
4. Identify and interpret the signs and symbols on construction blueprints.
5. Draw a basic construction blueprint incorporating appropriate signs and symbols.
6. Successfully complete agility stations and /or courses site specific.
7. Model appropriate worksite behaviors and expectations.

CTAP 150 : Introduction to the Trades

Credits 5

This course will provide exposure to a variety of different trades and applications to the job site. These include: Laborers, Iron Workers, Cement Mason, Carpenters, Plumbers, Pipe Fitters, and Electricians. Included in the class will be guest speakers from different trades who will inform students of what it takes to be successful in their respective trade. Students will be provided with physical requirements needed, application requirements, wages, benefits, job opportunities and any other information pertinent to that specific trade.

Course Outcomes

1. Apply techniques for working safely in a shop and/or jobsite.
2. Explain how to meet the physical requirement needed to enter construction industry and /or apprenticeships.
3. Describe a minimum of 4 apprenticeship programs available in Washington state.
4. Describe application requirements, wages, benefits, and job opportunities available in a variety of trade unions.
5. Identify and use common tools properly and handle materials safely for Ironworking; Construction Craft Laborers; Carpentry; Cement Masons and Plasterers per facilities resources (See qualifications for this Outcome in Course Topics section).

CTAP 160 : Capstone Project

Credits 2

In this capstone course, students will experience the link between theory and practicum through completing a relevant project. This project will integrate the skills and abilities acquired during the program and demonstrate competencies learned.

Course Outcomes

1. Construct a building project utilizing safety standards and proper equipment from blueprint drawing to completion.
2. Compose a portfolio of materials needed to enter construction apprenticeship program or employment.

Criminal Justice

CJ& 101 : Introduction to Criminal Justice

Credits 5

Quarter Offered Fall

Traces historical development of courts, corrections, and law enforcement to understand structure and process of the criminal justice system. Examine roles, responsibilities, and perspectives of its participants. This class may include students from multiple sections. (Elective)

Course Outcomes

1. Define what historical events influenced the development of our current criminal justice system.
2. Identify and discuss the strength and weaknesses of the U.S. criminal justice system.
3. Define the elements of a crime and distinguish between civil and criminal law.
4. Identify and discuss the role of the police, courts and correctional components of the criminal justice system.
5. Discuss the role of the prosecutor in the criminal justice process, the areas of conflict and cooperation between the prosecutor and the police.
6. Discuss the pretrial procedures following arrest and describe the process including the problems and purposes associated with each step.
7. Describe the organization, function and jurisdiction of Federal and State Courts, and discuss the role of the judge in a criminal trial.

CJ& 105 : Introduction to Corrections**Credits** 5**Quarter Offered** Spring

Examines institutional and community correction applications, focusing on correctional facility operations, probation, parole, and intermediate sanctions within the American criminal justice system. This class may include students from multiple sections. (Elective)

Course Outcomes

1. Provide the student with a clear understanding of the correctional system, as it exists today and the role of corrections as a critical element of the criminal justice system.
2. Assist the student in understanding the entire correctional system: jails and minimum, medium, maximum and super maximum prison facilities, halfway houses and other types of correctional facilities and programs.
3. Provide the student with an understanding of the goals of punishment versus rehabilitation, incarceration versus non-incarceration sentencing structures, and diversionary programs currently in use in many state correctional systems.
4. Provide the student with the cornerstone knowledge that will maximize criminal justice learning in future courses of study in this specific field.
5. Provide the student with the knowledge that will allow them to understand the theories currently in use regarding corrections and how these theories and practices have changed and will continue to change over time.

CJ& 106 : Juvenile Justice**Credits** 5**Quarter Offered** Spring

Overview of the juvenile justice system covering due process requirements of each phase of the process. Also examines theories behind delinquency causation and discusses treatment modalities and programs. This class may include students from multiple sections. (Elective)

Course Outcomes

1. Understand the nature and purposes of the juvenile justice system.
2. Understand the reasons for the development of juvenile court.
3. Understand how the juvenile court functions.
4. Understand the philosophical basis for the juvenile court.
5. Understand the limitations of the juvenile court and the reasons for those limitations.
6. Understand the correctional process of the juvenile justice system and its integration into the adult correctional system.
7. Understand the current issues in the field of juvenile justice and trends for the future.

CJ& 110 : Criminal Law**Credits** 5**Quarter Offered** Fall

Substantive criminal law applied to crime prevention and control activities in criminal justice. Examines definitions, classifications, grades, prohibitions, and punishments ascribed to criminal law through statutes and case law. This class may include students from multiple sections. (Elective)

Course Outcomes

1. Explain what makes an act or omission a crime.
2. Explain Mens Rea.
3. Define the difference between General Intent and Specific Intent.
4. Explain the Violence Against Women Act.
5. Discuss the difference between Church and State.
6. Explain what a Grand Jury is and its functions today.
7. Explain the history of the Eighth Amendment to the U.S. Constitution.

CJ 115 : Constitutional Issues in Criminal Justice**Credits** 5**Quarter Offered** Winter

Comprehensive study and analysis of constitutional law applying to administration of justice (criminal law procedure), specifically constitutional guidelines guaranteeing due process of law, equal protection, and fundamental fairness in application of the law. This class may include students from multiple sections.

Course Outcomes

1. To appreciate the long constitutional history of responding to crime with justice;
2. To understand the developments in society such as technological innovations shape and reshape criminal justice legislation;
3. To understand the roles and functions of police, courts and corrections in a constantly challenging society;
4. To understand and appreciate a multicultural society;
5. To understand and explain the constitutional issues facing today's criminal justice system;
6. Identify the constitutional roles and functions of police, courts, and corrections as they apply to the criminal justice system.

CJ 121 : Criminal Evidence**Credits** 5**Quarter Offered** Winter

Rules of criminal evidence regulating the burden of proof, admissibility, relevancy, materiality, weight, and sufficiency of evidence in criminal legal proceedings. This class may include students from multiple sections.

Course Outcomes

1. Understand and explain the history of evidence law and the legal process.
2. Be able to discuss the sources of the individual rights including the US Constitution and Bill of Rights.
3. Be able to discuss the implications of the Bill of Rights regarding evidence.
4. Be familiar with the concept of judicial review.
5. Be knowledgeable about the history of the rules of evidence.
6. Identify the federal sources of rules of evidence.
7. Be able to discuss the role of the Constitution, Supreme Court, and the Federal Courts in evidence law.
8. Be familiar with the Uniform Rules of Evidence and the Federal Rules of Evidence.
9. Understand the role of state constitutions, rules of evidence, and case law as they relate to evidence.
10. Understand the content and quality of good evidence.
11. Be able to distinguish between the concepts of relevancy, materiality, and inadmissibility in evidence.

CJ 136 : Law Enforcement Report Writing**Credits** 5**Quarter Offered** Winter

Report writing for law enforcement provides students with a comprehensive guideline that documents all the aspects of the criminal justice system, from the arrival at an incident to the presentation of the written report in court. This class may include students from multiple sections.

Course Outcomes

1. Demonstrate proficiency in basic English grammar and police terminology.
2. Exhibit proficiency taking notes at a crime scene.
3. Demonstrate the process of writing a detailed, narrative case report for an investigation in a chronological format.
4. Explain the duties of the first responding officer arriving at a crime scene.
5. Accurately complete various forms utilized by officers in their day to day duties.
6. Demonstrate an understanding of basic requirements needed in probable cause affidavits, search warrants and arrest warrants.
7. Explain what an Affidavit of Expertise is and how it builds a foundation for court room testimony.

CJ 211 : Criminal Investigation**Credits** 5**Quarter Offered** Spring

Criminal investigation case management, interview/ interrogation techniques and methods for reconstructing past events. Provides basic skills for conducting criminal investigations. This class may include students from multiple sections.

Course Outcomes

1. Define the major historical benchmarks of criminal investigation.
2. Define and apply the basic concepts of criminal investigation.
3. Define and apply how current technology impacts police investigations.
4. Understand the interrelationships that the criminal investigator has with other professionals in the system.
5. Understand crime specific investigative techniques.
6. Understand arrest and search responsibilities of investigators.
7. Conduct successful victim, witness and suspect interviews.
8. Understand court process, testimony and evidence presentation.
9. Comprehend the importance of future directions in police criminal investigation techniques.

CJ 236 : Introduction to Patrol Procedures**Credits** 5**Quarter Offered** Fall

Provides an overview of the types and purposes of police patrol, including vehicle patrol and routing patrol procedures, mediation, and management of crisis situations. Emphasis is placed on citizen protection, crime prevention, and identification and apprehension of suspects. This class may include students from multiple sections.

Course Outcomes

1. Explain the role of the field officer in the overall scheme of law enforcement.
2. Describe how a police or sheriff's department is organized and managed in the 21st Century.
3. Recount a brief history of police patrol in the United States.
4. Discuss the basic objectives of police patrol.
5. List and explain the basic patrol activities.
6. Explain the decision-making process in deployment of resources.
7. Discuss the importance of ethical conduct and integrity of the law enforcement professional.

CJ 241 : Ethics in Criminal Justice**Credits** 5**Quarter Offered** Spring

Philosophical foundations of moral and ethical theory, doctrines, and controversies for understanding the necessity for practicing good moral and ethical judgment when performing criminal justice duties. This class may include students from multiple sections.

Course Outcomes

1. Define the term ethics and explain its application in the criminal justice system.
2. Examine the philosophical foundations of ethical theory and list the major theories and theorists.
3. Define the term ethics and describe the nature and sources of ethics.
4. Trace the historical origins of ethics and describe its development.
5. Explain how constitutional provisions serve as a source of ethics.
6. Explain the role of law as a source of ethics.
7. Describe the purpose of a professional code of ethics in criminal justice and explain why it is important to attach ethics to the issue of professionalism.

CJ 242 : Introduction to Police Management**Credits** 5

Introduces selected issues and practices associated with midlevel police management. Emphasizes the changing police environment and the shift that has been occurring in police organizational structures. This class may include students from multiple sections.

Course Outcomes

1. Define the major historical benchmarks of police management.
2. Define and apply the major theoretical management principles to current police operations including leadership, supervision, and communications.
3. Define and apply how current technology impacts police operations.
4. Present and analyze current managerial issues related to human resources, planning and labor relations.
5. Present future directions in police management.
6. Conduct proactive planning.

CJ 250 : Supervision for Law Enforcement**Credits** 5**Quarter Offered** Winter

Introduction to selected issues and practices associated with police supervision. This course focuses on strength based leadership, ethics, communications, empowerment, self-control, and teamwork. Students will learn how to apply basic leadership theory and practice of police supervision to improve performance and accountability. This class may include students from multiple sections.

Course Outcomes

1. Identify issues related to supervising law enforcement personnel.
2. Explore leadership theory and practices.
3. Discuss the art of persuasion and the language of reassurance.
4. Discuss ethics, empowerment, and self-control.
5. Apply effective communication strategies to motivate individuals and teams.
6. Analyze strength based leadership strategies in law enforcement.

Cybersecurity & Computer Forensics

CSIA 110 : Introduction to Cybersecurity and Cybercrime**Credits** 5**Quarter Offered** Fall

Provides an introduction to the field of Cyber Security through the analysis of technology and concepts in the field of cyber security and cybercrime. This course provides a complete introduction to the protection of business information and systems that support business process. The objective is to identify common threats and attacks, analyze the role of security techniques and architectures, explain the role of cryptography, and analyze issues related to managing security. This class may include students from multiple sections.

Course Outcomes

1. Develop an understanding of security in relation to technology and information systems.
2. Demonstrate an understanding of basic computer and networking technologies in relation to IT security.
3. Identify career pathways in the fields of digital forensics and cyber security.
4. Explore case studies in the fields of cyber security and cyber crime.
5. Develop basic understanding of the role of information security in the IT field.
6. Identify core principles of cybercrime and cybersecurity.

CSIA 185 : Cybersecurity I: Risks, Control and Encryption**Credits** 5**Quarter Offered** Winter

This course explores the basic security landscape through the topics of risks, threats, control and encryption. Learn how to assess and prioritize risks with computer system, implement authentication controls and the functions of encryption/cryptography. Course may prepare students to complete Security + certification. Course maps to CTCITC117 Security +. This class may include students from multiple sections.

Course Outcomes

1. Demonstrate an understanding of the process for comparing and prioritizing security risks.
2. Demonstrate an understanding of mechanisms used to control access to computer systems.
3. Illustrate techniques for controlling computer files.
4. Identify features of major file systems used in operating systems and removable storage.
5. Articulate techniques for accurately associating individuals with user identities inside computer systems.
6. Demonstrate the fundamentals of encryption and cryptanalysis.

CSIA 190 : Cybersecurity II: Securing the Modern Enterprise**Credits** 5**Quarter Offered** Spring

From securing networked computers to securing the web this course provides an in-depth look at the challenges and opportunities with securing the modern enterprise. This class may include students from multiple sections.

Course Outcomes

1. Demonstrate the core functions of computer networking.
2. Identify and demonstrate understanding of networks connect to other networks.
3. Articulate the risks and threats unique to large enterprises.
4. Demonstrate an understanding of how encryption on networks functions.
5. Articulate the security issues with email and other internet services used in the enterprise.
6. Demonstrate understanding of government level information security policy.
7. List security classifications and clearance levels within various government agencies.

CSIA 195 : Cybersecurity III: Ethical Hacking**Credits** 5**Quarter Offered** Fall

This course serves as an introduction into the skills, steps and concepts related to the field of penetration testing and ethical hacking. The modern penetration tester or “pen tester” relies on a specific set of skills to help secure IT infrastructure by testing defenses. This course places a heavy emphasis on the ethical issues and practices required by all professional penetration testers. This class may include students from multiple sections.

Course Outcomes

1. Articulate the ethical issues of information technology.
2. Demonstrate the principles of unethical and ethical penetration testing.
3. Demonstrate working knowledge of reconnaissance practices and tools including scanning and sniffing tools.
4. List vulnerabilities within TCP/IP.
5. Demonstrate understanding of password cracking, spoofing and session hijacking techniques.
6. Identify techniques for penetrating network devices.
7. Demonstrate understanding of operating system vulnerabilities including Windows and Linux Operating Systems.
8. Demonstrate the proper incident handling techniques and practices.

CSIA 280 : Computer Forensics I: Intro to Computer Forensic

Credits 5

Quarter Offered Winter

Explore the role and skillset required of the computer forensics professional investigator including an introduction to the computer investigation process, data acquisition process, crime scenes and forensics tools. This class will include students from multiple sections. This class may include students from multiple sections.

Course Outcomes

1. Define computer forensics and describe how to prepare for computer investigations.
2. Demonstrate the importance of maintaining professional conduct.
3. Explain how to prepare a computer investigation and explain requirements for data recovery workstations and software.
4. Describe certification requirements for computer forensics lab.
5. Explain the criteria for selecting a basic forensic workstation.
6. List digital evidence storage formats and explain how to use acquisition tools.
7. Articulate rules for controlling digital evidence.
8. Explain guidelines for seizing digital evidence at a crime scene.
9. Describe computer forensics software tools and methods for validating and testing computer forensics tools.

CSIA 290 : Cybersecurity Capstone

Credits 5

Quarter Offered Winter

Provides cybersecurity students with the opportunity to develop a complex, quarter long project working in the field of information security. Students will work with their instructor to determine career readiness and develop a project focused on honing specific individual skills based on areas of need. Students will have the opportunity to collaborate with others and learn from real world needs, often working with industry on projects. This class may include students from multiple sections.

Course Outcomes

1. Develop and present a resume to potential employers.
2. Demonstrate job searching skills techniques for researching potential jobs.
3. Design, deploy and document a project tied to real world needs and skills.
4. Develop a plan for continuing professional development, certifications, and skill building.
5. Present project work in written and oral forms.
6. Demonstrate the ability to collaborate with others on a quarter long project.
7. Demonstrate interviewing skills for technical job interviews.

CSIA 295 : Cybersecurity Internship

Credits 1-5

Internship in a workplace setting of the student's choice, based on needs and interests. Fifty-five hours per credit. This class may include students from multiple sections.

Prerequisites

Instructor permission.

Course Outcomes

1. Develop an internship learning contract with supervisor to describe duties, responsibilities and hours.
2. Apply skills and concepts learning throughout the student's studies in the field of information security/ cybersecurity to real world projects in a real workplace.
3. Develop a list of strengths, weaknesses and opportunities for continued professional development based on the duties, responsibilities and feedback from the internship learning contract supervisor.

CSIA 299 : Integrated Study-Honors**Credits** 2

In this capstone honors course, students will complete a project relevant to their career pathway and program. The project will integrate at least two Business and IT programs (Business Administration, Administrative Office Systems, Computer Applications Technology, Multimedia Communications, Cybersecurity & Computer Forensics, or Information Technology) to provide breadth and relevance to the project. This class may include students from multiple sections.

Prerequisites

Completion of 60 credits in the BUS/ IT program of study with a GPA of 3.5 or higher; and completion of the English course required in the BUS/IT program of study.

Course Outcomes

1. Complete a project relevant to learning pathway and program.

Directed Studies

DS 290 : Directed Research**Credits** 1-5**Quarter Offered** Occasionally

Directed Research is an in-depth learning opportunity offered to students where their abilities and interests indicate they would benefit from a highly focused task under the direction of an individual faculty member. The student is responsible for finding a sponsoring faculty member. This class may include students from multiple sections. (Elective)

Prerequisites

All arrangements must be made with the instructor prior to enrollment

Course Outcomes

1. Learning outcomes vary according to project

DS 295 : Special Topics**Credits** 1-5**Quarter Offered** Occasionally

Special Topics courses are offered from time to time for groups of students where an opportunity for specialized study exists. Examples might include lectures by a visiting expert, study of a timely topical development, a local conference, an on-going faculty research project, or other exceptional educational experience. This class may include students from multiple sections. (Elective)

Course Outcomes

Learning outcomes vary according to project

Drama

DRMA& 101 : Intro to Theatre

Credits 5

Quarter Offered Fall

Introduction to history, art, and craft of theater. Plays are read and discussed. Play production is studied from the viewpoints of the playwright, actor, director, and theater technicians. Attendance at current community theater production is desirable. **ENGL& 101** highly recommended. This class may include students from multiple sections. (Humanities, Elective)

Course Outcomes

1. Apply Aristotle's six traditional parts of drama: plot, character, theme, music, diction, and spectacle in relation to excerpts from several significant plays, ranging from classical to contemporary theatre.
2. List and explain traits that theatre shares with other kinds of performance.
3. Describe the basic process of script development and key elements of plot structure.
4. Apply basic performance skills, with a focus on "honesty" in character development and action.
5. Explain how design and technical theatre areas enhance and support a live performance.
6. List and explain traits of theatre itself including configurations and stage shapes.
7. Practice costume and set design.
8. Perform a monologue and a duet.
9. Write a critique of a play performed locally.
10. Write and perform a two person scene.

DRMA 107 : Theatre Production and Design

Credits 5

Quarter Offered Occasionally

This course provides instruction and experience in technical theater through lecture, readings, and practical experience. Students will work together as a production team to assist in the design and production of the play being performed within the quarter. This class may include students from multiple sections. (Elective)

Course Outcomes

1. Create meaningful and functional design for theatrical performances.
2. Operate the basic systems in a theatre.
3. Respond critically to various theatrical performance designs.
4. Work collaboratively as a member of a technical stage crew and participate effectively in production meetings.

DRMA 124 : Acting I

Credits 5

Quarter Offered Winter

Acting I is an introduction to craft: the balance of external technique and internal elements in order to create a flexible but consistent process that can be used to create believable characters in a variety of settings. The class is a combination of theory and practice. Students are exposed to major post-Stanislavskian acting theories that are applied in scene and partner work. This class may include students from multiple sections. (Humanities-Performance, Elective)

Course Outcomes

1. Demonstrate the following aspects of the craft of acting: relaxation/breathing techniques, visualization, given circumstances, objectives, scene analysis, and improvisation.
2. Analyze scenes from plays.
3. Demonstrate creativity and critical reflection throughout the process of acting.
4. Apply a working vocabulary of theatre terms.
5. Memorize lines in a timely manner.
6. Demonstrate relaxation and energizing methods from warm-ups to rehearsal.
7. Demonstrate and apply outer and inner concentration techniques in rehearsal.
8. Apply imaginative techniques to a variety of acting scripts and rehearsal situations.
9. Apply sensory perception as an acting tool.
10. Create and apply the concept of "intention" to the planning and rehearsal of scenes.

DRMA 125 : Acting II**Credits** 5**Quarter Offered** Occasionally

Acting II is a continuation of the craft-based study of acting. Students will continue to engage with theory and practice, implementing the ideas of Sanford Meisner to apply one particular theoretical approach in the Stanislavskian tradition of realistic theatre. Students will dissect two plays over the course of the quarter, performing scenes from both in front of an audience. This class may include students from multiple sections. (Humanities-Performance, Elective)

Course Outcomes

1. Analyze the psychology and emotional depth of a character.
2. Apply an advanced working vocabulary of theatre terms.
3. Demonstrate a critical approach to scene analysis through the written and spoken word.
4. Knowledge of history and application of acting techniques (e.g. Stanislavsky, Meisner, etc.)
5. Perform in contrasting acting styles and genres (e.g. film, classic, modern, comedic, dramatic, etc.)

DRMA 175 : Introduction to Playwriting**Credits** 5**Quarter Offered** Spring

Students will develop a critical vocabulary to talk about scripts as artifacts. Students will develop original one-act plays and compete for possible production spots in the spring Festival of Student-Directed One-Act Plays. This class may include students from multiple sections. (Elective)

Course Outcomes

1. Identify dramatic action that will contribute to an effective writing structure.
2. Analyze dramatic structure using Aristotle's elements (i.e. plot, character, theme, diction, music, spectacle).
3. Develop, edit, refine, and complete several playwriting assignments, including a 5-10 minute play for the Find Your Voice Play Festival and/or Studium Generale.
4. Employ constructive feedback techniques for peers in class.
5. Demonstrate critical vocabulary for identifying strengths and areas of concern in peer work.

DRMA 211 : Theater Practicum I**Credits** 1-5**Quarter Offered** Occasionally

Development of theater production basics, with practical application of this knowledge in the development of a staged play on campus. Classic theater is often emphasized. After the general overview, class members will select areas of concentration, such as acting, stagecraft, lighting, makeup, costuming, publicity, and house or stage management. Participants commit to evening rehearsal and production hours. This class may include students from multiple sections. (Elective)

Course Outcomes

1. Demonstrate the ability to work on various practical aspects of theatre production production (e.g. lighting, set construction, makeup, costume design, stage management)
2. Develop professional courtesy when working with all members on the production team
3. Develop shop skills and safety practices when working on a production
4. Use time-management skills to schedule and complete required hours

DRMA 212 : Theater Practicum II

Credits 1-5

Quarter Offered Occasionally

Development of theater production basics, with practical application of this knowledge in the development of a staged play on campus. Classic theater is often emphasized. After the general overview, class members will select areas of concentration, such as acting, stagecraft, lighting, makeup, costuming, publicity, and house or stage management. Participants commit to evening rehearsal and production hours. This class may include students from multiple sections. (Elective)

Course Outcomes

1. Be self-motivated in seeking hours and a variety of tasks to complete
2. Demonstrate advanced knowledge of various aspects of theatre production (e.g. lighting, set construction, makeup, costume design, stage management)
3. Continue to employ professional courtesy when interacting with all members of the production team
4. Maintain shop skills and safety practices when working on a production
5. Use time-management skills to schedule and complete required hours

DRMA 230 : Directing I

Credits 5

Quarter Offered Winter

Students will develop a critical vocabulary and be introduced to a variety of contemporary perspectives about play direction. Students will work practically to develop their own ideas and style by directing three short, two-person scenes with outside actors. Students will compete for spots in the spring Festival of Student-Directed One-Act Plays. This class may include students from multiple sections. (Elective)

Course Outcomes

1. Demonstrate a critical vocabulary to talk about direction.
2. Analyze a text for performative possibility.
3. Facilitate an interpretation of a text as a collaborative and performative artifact.
4. Explain contemporary theories of direction.
5. Explain acting from a directorial perspective.
6. Communicate objectives to student actors.
7. Articulate a personal theory of directorial leadership pertaining to issues of movement, motivation, trust, and creative freedom as it relates to actors and other collaborators.
8. Prepare an application to direct a one-act play in the Festival of Student-Directed, One-Act Plays on the PC main stage, Spring quarter.

Early Childhood Education

ECED& 105 : Introduction to Early Childhood Education

Credits 5

Quarter Offered Fall

Explore the foundations of early childhood education. Examine theories defining the field, issues and trends, best practices, and program models. Observe children, professionals in action. This class may include students from multiple sections. STARS approved.

Course Outcomes

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

ECED& 107 : Health, Nutrition, and Safety**Credits 5****Quarter Offered** Fall

Introduces basic concepts of equitable health, safety, and nutrition standards for the growing child in group care and education programs. Requirements as outlined in Chare Care Block Grant funding (CCDF) and state licensing standards for child care providers will be covered including the knowledge and skills to ensure appropriate health, nutritional, and safety practices. In addition, the course will emphasize the skills necessary to recognize signs of child maltreatment, the educator's role as a mandated reporter and the process of identifying and referring families to available community resources. This class may include students from multiple sections. STARS approved.

Course Outcomes

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

ECED& 120 : Practicum**Credits 2****Quarter Offered** Fall

This course will provide students an opportunity to focus on, develop and apply best practice for engaging in nurturing, supportive relationships with children, families, and professional peers in an early learning setting. Students will apply and additional focus of children's health and safety while promoting growth and development to relationship building with children and families. This class may include students from multiple sections. STARS approved.

Course Outcomes

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

ECED& 132 : Infants and Toddlers**Credits 3****Quarter Offered** Spring

Examine the unique developmental needs of infants and toddlers. Study the role of the caregiver, relationships, developmentally appropriate practices, nurturing environments for infants and toddlers, and culturally relevant care. This class may include students from multiple sections. STARS approved.

Course Outcomes

1. 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.
2. Design a plan to support reciprocal, culturally sensitive partnerships with families.
3. Select positive guidance techniques that are appropriate and effective with infants and toddlers.
4. Critique infant and toddler early learning environments, articulating environmental influences on the learning processes of infants and toddlers during authentic play activities.
5. Describe a plan for developmentally appropriate, culturally relevant curriculum that supports language, physical, cognitive, creative, social, and emotional development.

ECED& 134 : Family Childcare Management

Credits 3

Quarter Offered Winter

Learn how to manage a family childcare program. Topics include: licensing requirements, record-keeping, relationship building, communication strategies, guiding behavior, and promoting growth and development. This class may include students from multiple sections.

Course Outcomes

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

ECED& 139 : Administration of ECE Programs

Credits 3

Quarter Offered Spring

This course will help students develop administrative skills required to develop, open, operate, manage, and assess early childhood education and care programs. Students will explore techniques and resources available to Washington State licensing and NAEYC standard compliance. This class may include students from multiple sections.

Course Outcomes

1. Articulate early learning program philosophies, mission statements, and corresponding daily practice.
2. Create program policies and practices in compliance with state child care licensing codes, food program guidelines, and accreditation standards.
3. Plan for appropriate staffing, meals, equipment and materials and programing for specific age groups and settings.
4. Use a variety of strategies to maintain regular communication with families and provide opportunities for parent engagement and education.
5. Plan a balanced budget.
6. Identify methods for recruiting, hiring, evaluating, supervising, and supporting the professional development of program personnel.
7. Use tools to evaluate program effectiveness and identify areas of improvements.
8. Articulate effective application of the NAEYC Code of Ethics.

ECED& 160 : Curriculum Development

Credits 5

Quarter Offered Winter

Investigate learning theory, program planning, and methods for curriculum development promoting language, fine/gross motor, social-emotional, cognitive and creative skills and growth in young children birth through age 8 utilizing developmentally appropriate practice. This class may include students from multiple sections. STARS approved.

Course Outcomes

1. Explain major early childhood curriculum theories and current trends in curriculum design for early learning environments.
2. Apply principles of developmentally, individually and culturally appropriate practice when designing, implementing and evaluating curriculum.
3. Evaluate integrated learning experiences supportive of children's development and learning incorporating national, state and local standards.
4. Design curriculum that supports children's language/communication, cognitive, social/emotional, fine/gross motor and creative development.
5. Design curriculum that is inclusive and represents the diversity of children and families.
6. Plan developmentally appropriate activities and schedules, which promote all children's growth and learning.
7. 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**Credits** 3**Quarter Offered** Winter, Spring

This class focuses on the adult's role in designing, evaluating, and improving indoor and outdoor environments that ensure quality learning, nurturing experiences, and optimize the development of young children. This class may include students from multiple sections. STARS approved.

Course Outcomes

1. Design healthy, respectful, supportive, and challenging learning environments for children.
2. Identify strategies to achieve compliance with Washington Administrative Code and other state or federal regulations.
3. Create environments that promote growth in all developmental domains and academic disciplines.
4. Establish environments, routines, and schedules that promote children's age- appropriate, self-regulated behaviors.
5. Establish environments that promote the cultural diversity of children, families, and their communities.

ECED& 180 : Language and Literacy Development**Credits** 3**Quarter Offered** Spring

Teaching strategies for language acquisition and literacy skill development are examined at each developmental stage (birth-age 8) through the four interrelated areas of speaking, listening, writing, and reading. This class may include students from multiple sections. STARS approved.

Course Outcomes

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

ECED& 190 : Observation and Assessment**Credits** 3**Quarter Offered** Winter

Collect and record observation and assessment data in order to plan for and support the child, the family, the group, and the community. Practice reflection techniques, summarizing conclusions, and communicating findings. This class may include students from multiple sections. STARS approved.

Course Outcomes

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

ECED 147 : Practicum II**Credits** 5**Quarter Offered** Spring

Participation with children and staff in an approved early childhood center. Practice applying guidance procedures, implementing curriculum, and working cooperatively with staff. Lab assignments, six hours per week; seminar, one hour per week. This class may include students from multiple sections.

Prerequisites

2.0 or higher in [ECED& 120](#) and [ECED& 190](#). STARS approved.

Course Outcomes

1. Create and maintain a safe and healthy environment for young children.
2. Meet each child's individual needs and plan for group needs.
3. Prepare and evaluate the learning environment for young children.
4. Develop and implement curriculum plans for young children.
5. Support the child and family.
6. Contribute to a professional team environment.
7. Develop personally and professionally.

ECED 161 : Math for Young Children**Credits** 2**Quarter Offered** Fall

Provides an overview of appropriate math concepts for preschool age children and techniques to facilitate young children's math learning. Course also provides techniques adults may use to eliminate math anxiety and improve their basic math skills. This class may include students from multiple sections. STARS approved.

Course Outcomes

1. Develop skills that eliminate adult math anxiety.
2. Acquire knowledge about math concepts, which are appropriate for young children.
3. Develop age appropriate and developmentally appropriate math activities and experiences for young children.
4. Facilitate a math activity with a small group of young children.
5. Design an environment for young children, which promotes math.

ECED 201 : Internship**Credits** 1-3

Individually designed field experience and seminar to work with children and/or adults (parents, staff, community) in schools, childcare, or human service agencies. This class may include students from multiple sections. STARS approved.

Prerequisites

15 credits of ECED.

Course Outcomes

1. Develop personal goals for the quarter.
2. Develop objectives to meet personal goals.
3. Develop activities to accomplish objectives.

ECED 260 : Practicum III**Credits** 5**Quarter Offered** Fall

Advanced practicum experience based on skill standards in a developmentally appropriate setting with qualified master teacher. Individualized opportunities for students to practice advanced teaching competencies and professional interactions with site staff and parents. This class may include students from multiple sections. STARS approved.

Prerequisites

Completion of **ECED& 120** and **ECED& 190**, **ECED 147**, and at least 30 credits in ECE courses. Grade of 2.0 or higher in **ECED& 120**, **ECED& 190**, and **ECED 147**.

Course Outcomes

1. Create and maintain a safe and healthy environment.
2. Meet each child's individual needs and plan for group needs.
3. Prepare and evaluate the learning environment.
4. Develop and implement curriculum.
5. Support the child and family.
6. Create and maintain a professional team environment.
7. Develop personally and professionally.

Economics

ECON& 201 : Microeconomics**Credits** 5**Quarter Offered** Fall, Winter

Promotes use of critical thinking to explore an individual's relationship to the supply and demand of goods and services. Tools of economic analysis are used to investigate management of environmental systems. This class may include students from multiple sections. (Social Sciences, Elective)

Prerequisites

AMATH 121 OR **MATH 90/91** and **ENGL& 101**

Course Outcomes

1. Students will use graphs and equations to construct and apply the models of consumption possibilities to explain opportunity costs;
2. Students will use graphs and equations to explain the theory of utility as the foundation for the theory of demand, and explain how and why each demand coordinate represents a constrained maximum;
3. Students will use the theory of demand to identify and estimate own-price, cross-price, and income elasticity of demand, along with projected changes in expenditures;
4. Students will use graphs and equations to explain the theory of production and the theory of cost as the foundation of the theory of supply;
5. Students will use the duality theorem to explain the relationship between production and cost theory as the foundation for the theory of supply;
6. Students will use the theory of demand and supply to explain how idealized perfect competition can maximize economic welfare.
7. Students will apply theories of market structure to explain departures from the maximization of economic welfare under perfect competition.
8. Students will use other economic paradigms (e.g., Ecological Economics, Feminist, Institutionalist and Marxist) to explain economic outcomes;
9. Students will use critical thinking – the use of empirically grounded reason – to test claims about the impact of public policy on economic outcomes.

ECON& 202 : Macroeconomics**Credits** 5**Quarter Offered** Fall, Spring

Presents economic theories used as tools for critical thinking to show how the U.S. economy operates. Emphasis on causes and consequences of unemployment and inflation and how they affect the well-being of Americans. The use of government spending, taxation, and the monetary system to promote full employment and stable prices will be examined. Explores role of energy and natural resources in shaping our economic future. This class may include students from multiple sections. (Social Sciences, Elective)

Prerequisites

AMATH 121 or MATH 90/91 and ENGL&101

Course Outcomes

1. Students will access and use primary data from the BEA and BLS to describe the business cycle using macroeconomic performance indicators.
2. Students will apply alternative theories (Classical, Marxist, Institutionalist, Keynesian and Monetarist) to explain the business cycle.
3. Students will use algebraic and graphical analysis to design and assess the impacts of fiscal and monetary policy.
4. Students will access primary data of macroeconomic performance from the BEA, BLS and Census to create spreadsheets and construct trendlines to evaluate the impacts of fiscal and monetary policy.
5. Students will describe the historical events shaping the evolution of economic society and theories describing macroeconomic outcomes.
6. Students will use critical thinking – the use of empirically grounded reason to understand phenomena of interest – to evaluate claims about the impact of fiscal and monetary policy on macroeconomic performance.

ECON 101 : Introduction to Economics**Credits** 5**Quarter Offered** Winter, Spring

Introduction to fundamental economic concepts through contemporary social issues. Examine how societies deal with limited resources and social, cultural, and political responses to changing economic conditions. Recommended for those seeking a greater understanding of economics and contemporary issues. This class may include students from multiple sections. (Social Sciences, Elective)

Prerequisites

MATH 90/91 or AMATH 121 or concurrent enrollment; and eligibility for ENGL& 101

Course Outcomes

1. Students will use economic history to explain the evolution of economic institutions and their ideological legitimization of the distribution of welfare.
2. Students will use graphical models – consumption possibilities, production possibilities, demand and supply, aggregate demand and supply – to explain economic outcomes.
3. Students will explain, using economic models, how fiscal and monetary policy affect the business cycle.
4. Students will access primary data for macroeconomic performance from the BEA, BLS and Census to test propositions about economic outcomes as shaped by public policy.

ECON 220 : Introduction to Environmental Economics

Credits 5

This course is intended to serve as an introduction to the concepts, theories, and methods used in the economic analysis of environmental and natural resource sustainability. The course covers topics of pollution, use of renewable and non-renewable resources and international Environmental policy discussions. The course aims to provide students with an ability to think about pressing environmental and resource issues and possible solutions in economic terms. This class may include students from multiple sections. (Elective)

Course Outcomes

1. Describe the relationship between economics and the environment.
2. Perform cost-benefit analysis for valuing environmental policy.
3. Explain economic growth and sustainable development.
4. Analyze strategic interactions between the environment and scarcity.
5. Examine the economics of non-renewable natural resources.
6. Analyze the economics of renewable resources.
7. Explain the challenge of coordinating international environmental policy.
8. Discuss the economics of household waste and recycling.

Education

EDUC& 115 : Child Development

Credits 5

Quarter Offered Winter, Summer

Build a functional understanding of the foundation of child development from conception through early adolescence in all domains of development as seen through various developmental theories. The impact of culture, race, gender identity, socioeconomic status, family status, and exceptionalities on overall development will be examined as well as current research regarding brain development. Methods of observing and documenting developmental growth will be examined. This class may include students from multiple sections. STARS approved. (Formerly EDUC& 114, Elective)

Course Outcomes

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

EDUC& 130 : Guiding Behavior

Credits 3

Quarter Offered Winter

Examine the principles and theories promoting social competence in young children and creating safe learning environments. Develop skills promoting effective interactions, providing positive individual guidance, and enhancing group experiences. This class may include students from multiple sections. STARS approved.

Course Outcomes

1. Identify developmentally appropriate individual and group behaviors of children.
2. Compare at least three approaches to guiding behavior.
3. Recognize positive, respectful, culturally responsive approaches to guidance.
4. Plan environment supportive of children's development with focus on attachment, self-help, relationships, and executive function.
5. Articulate strategies to promote social/emotional competence and positive sense of self.

EDUC& 136 : School Age Care**Credits** 3**Quarter Offered** Winter

The basics of quality child care programs for children age 5-12, including developmental profiles of the school-age child, planning, budgeting, program set-up, curriculum, and resources. This class may include students from multiple sections.

Course Outcomes

1. Evaluate, written philosophies of school age child care that address high quality care.
2. Identify at least five professional organizations or resources for school age care providers.
3. Develop an appropriate plan for a before and After school age care environment, (that is bias free, respects cultural and individual diversity, is developmentally appropriate, and supports positive self-esteem, social interaction, active involvement, initiative, responsibility, creativity, in addition, a growing sense of autonomy.)
4. Use Washington State Career Development Core Competencies or Skills Standards for school age care providers for self-assessments and professional development planning for educational/training needs.
5. Analyze a school age program and identify a plan for Improvement that is based on best practices, and accepted standards.

EDUC& 150 : Child, Family, and Community**Credits** 3**Quarter Offered** Spring

Integrate the family and community contexts in which a child develops. 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. This class may include students from multiple sections.

Course Outcomes

1. Evaluate and describe the cultural influences, social issues, changes and transitions that affect children, families, schools and communities.
2. Examine the concept of family, school, peers, media and community as socialization agents.
3. Analyze strategies that empower families to establish and maintain collaborative relationships to support the growth and development of children.
4. Identify how one's own family history and life experiences may impact relationships with children and families.
5. 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 : Exceptional Child**Credits** 3**Quarter Offered** Fall

An introductory course in understanding educational programs, and state and federal laws regarding the education of children with special needs. An overview of current issues, trends, and resources affecting services and programs for children with special needs. This class may include students from multiple sections. STARS approved. (Elective)

Prerequisites

EDUC& 115 or permission of instructor/advisor

Course Outcomes

1. Explain the history and current legislation regarding education of young children with disabilities.
2. Describe major categories and characteristics of developmental delays.
3. Demonstrate a working knowledge of educational models for children with special needs.
4. Demonstrate an understanding of how a child with special needs impacts a family.
5. Outline the process of Child Find, assessment, placement, and program planning.

EDUC 206 : Issues of Child Abuse and Neglect

Credits 2

Insights into child abuse and neglect within a family system. Identify types of abuse and signs and symptoms of victims. Mandated reporting requirements consistent with WAC 180-78-165 for educators, caregivers, and youth workers. This class may include students from multiple sections. STARS approved.

Course Outcomes

1. Define the legal definition of abuse and neglect and explain the state statutes regarding responsibilities in reporting.
2. Recognize signs of abuse and neglect and describe ways to work effectively with children who have experienced maltreatment.
3. Identify characteristics of a potential abuser and list behaviors which might be indicators of maltreatment.
4. Describe the mandated reporter's role in reporting suspected abuse and neglect.
5. Describe the steps in reporting suspected maltreatment.
6. Explain and discuss factors that could lead to child abuse and neglect and how to prevent it.
7. Research local community resources that support people who have experienced maltreatment.

EDUC 240 : Advancing Equity in Education

Credits 3

Quarter Offered Spring

Explore fundamental principles of fairness and justice, and work to eliminate structural inequalities that limit equitable learning opportunities. Examine teaching practices that use inclusive teaching approaches, demonstrate respect for diversity and value all children's strengths. This class may include students from multiple sections.

Course Outcomes

1. Explain how one's own biases (implicit and explicit) may contribute to interactions and messages being sent to children and families.
2. Describe the developmental, cultural, and linguistic appropriateness of the learning environment and teaching practices.
3. Explain the importance of developing culturally responsive partnerships with families.
4. Embed fair and equitable approaches in all aspects of early childhood program delivery, including standards, assessments, curriculum, and personnel practices.

English

ENGL& 101 : English Composition I

Credits 5

Quarter Offered Fall, Winter, Spring, Summer

Active reading, effective writing, and critical thinking, using subjective and objective approaches. Introduction to research techniques. This class may include students from multiple sections. (Communication Skills)

Prerequisites

Score of 92 or more on Accuplacer placement test, or passing [ENGL 90/91/92](#).

Course Outcomes

1. Demonstrate an ability to follow the writing process of prewriting, drafting, revising, and editing.
2. Compose thesis-centered, well-organized essays that use correct grammar and mechanics with purpose, style, and voice.
3. Discuss an author's main point and supporting details in professional essays, assigned readings, and classmates' essays.
4. Recognize and avoid plagiarism, using proper citation format.
5. Apply self-assessment to evaluate knowledge and skills in reading, writing, and research.
6. Demonstrate good listening skills, and discuss different viewpoints.

ENGL& 102 : Composition II

Credits 5

Quarter Offered Fall, Winter, Spring, Summer

Reading and writing using analytical and critical approaches. One or more research papers. Builds on concepts introduced in ENGL& 101. This class may include students from multiple sections. (Communication Skills)

Prerequisites

2.0 or better in ENGL& 101.

Course Outcomes

1. Demonstrate an ability to follow the writing process of prewriting, drafting, revising, editing.
2. Compose thesis-centered, well-organized essays that use correct grammar and mechanics with purpose, style, and voice.
3. Demonstrate an ability to research academic sources and apply quotes and information from reliable sources to writing assignments.
4. Demonstrate an ability to recognize plagiarism and apply proper citation format for secondary sources.
5. Discuss an author's main point and supporting details in professional essays, assigned readings, and classmates' essays.
6. Evaluate stylistic choices, rhetorical strategies, logical explanations, and supporting evidence in professional essays, assigned readings, and classmates' essays.
7. Apply self-assessment to evaluate knowledge and skills in reading, writing, and research.
8. Demonstrate good listening skills and tolerate different viewpoints.

ENGL& 111 : Introduction to Literature

Credits 5

Quarter Offered Fall (even year)

Study of the major genres of multicultural literature, including fiction, poetry, and drama. Focus on understanding key concepts to increase appreciation and knowledge. This class may include students from multiple sections. (Humanities, Elective)

Course Outcomes

1. Writing Competency: Plan, draft, revise, and complete written compositions which express complex ideas and pose challenging questions, exhibiting clarity, coherence, completeness, correctness, and creativity.
2. Reading Competency: Read a variety of texts, applying skills of comprehension, imagination, and analysis.
3. Critical Thinking: Identify and troubleshoot problems; collect and apply data, recognize that values and perspectives influence thinking.
4. Information Competency: Locate, retrieve, analyze, synthesize, evaluate, and integrate information.
5. Personal Competency: Accept responsibility for one's own learning.
6. Interpersonal Competency: Listen actively, work cooperatively and productively with others, and make useful contributions in large and small group discussions.

ENGL& 112 : Introduction to Fiction

Credits 5

Quarter Offered Spring (even year)

Discover successful ways of exploring fiction. Study of form and structure, as well as major novelists and short-story writers, past and modern. This class may include students from multiple sections. (Humanities, Elective)

Course Outcomes

1. Analyze one's own values, identity, and connections to community.
2. Analyze literary texts from thematic, cultural, and stylistic perspectives.
3. Explain observations and interpretation of literary texts.
4. Evaluate reactions to literary texts.
5. Interpret information from literary texts, incorporate that information into essays, and document sources correctly.
6. Demonstrate collaborative learning.

ENGL& 113 : Introduction to Poetry

Credits 5

Quarter Offered Spring (odd year)

Approach poetry successfully. Study of poetic form and structure, as well as major poets and poems, past and present, American and worldwide. This class may include students from multiple sections. (Humanities, Elective)

Course Outcomes

1. Analyze one's sense of self and purpose in life;
2. Analyze one's own values and how family and community influence them;
3. Compare and contrast one's identity with people from other cultures.
4. Read actively and analytically about other individuals' and other cultures' values, practices, behaviors, norms, and expectations;
5. Compare to one's own values, practices, etc.;
6. Engage with the complexity of the literature by thinking creatively and logically about what the author is communicating and how it relates to one's own beliefs and experiences.
7. Discuss personal and cultural differences with classmates;
8. Acknowledge and tolerate different viewpoints;
9. Evaluate and challenge assumptions and conclusions—both one's own and others.
10. Explore, discover, and express ideas about literature and the human condition;
11. Write essays controlled by a thesis and supported with specific examples from the texts;
12. Write in complete, varied sentences and unified, coherent, and developed paragraphs;
13. Avoid and correct errors in grammar, punctuation, mechanics, and usage. Question, explore, and share ideas, values, and beliefs;
14. Reduce anxiety and timidity in expressing opinions in a group setting;
15. Acknowledge the needs and expectations of others. Find and retrieve information from literary texts, incorporating that information into essays and class discussion;
16. Document sources according to MLA in-text citation format.

ENGL& 114 : Introduction to Drama

Credits 5

Helps to understand and experience a diversity of dramatic literature, from the Greeks through the Renaissance to modern and contemporary playwrights. This class may include students from multiple sections. (Humanities, Elective)

Course Outcomes

1. Analyze one's own values, identity, and connections to community.
2. Analyze literary texts from thematic, cultural, and stylistic perspectives.
3. Explain observations and interpretation of how plays are performed.
4. Evaluate audience reactions to plays.
5. Interpret information from literary texts, incorporate that information into essays, and document sources correctly.
6. Demonstrate collaborative learning.

ENGL& 220 : Introduction to Shakespeare

Credits 5

General introduction to the works of Shakespeare, emphasizing the plays: tragedies, comedies, histories, and romances. Approaches Shakespeare both as poetry and as drama, concerning itself with language and with staging. This class may include students from multiple sections. (Humanities, Elective)

Prerequisites

ENGL& 101 or permission of instructor

Course Outcomes

1. Describe theatre and stagecraft in Shakespeare's day.
2. Describe political, social, and cultural milieu in which Shakespeare wrote his plays.
3. React verbally and in writing to a given play, noting themes and motifs.
4. Explain verbally and in writing the complexities of Shakespeare's English, noting his own stylistic moves as well as the poetic content of the dialogue, e.g., connotation, images, figures of speech, irony, symbolism, rhyme, and rhythm.
5. Write a paper which defends a given literary thesis with reasons and textual examples.

ENGL& 226 : British Literature I**Credits** 5**Quarter Offered** Winter (even year)

Survey of British literature from diverse periods. Selections will vary by quarter but will include classic and influential texts. This class may include students from multiple sections. (Humanities, Elective)

Prerequisites**ENGL& 101** or permission from instructor**Course Outcomes**

1. Read literature with insight.
2. Formulate verbal responses to literature.
3. Acquire knowledge about major British authors and their works.
4. Acquire a sense of how English developed as a language.
5. Hone research skills.
6. Increased pleasure from reading literature.
7. Increased appreciation for all the arts.
8. Increased knowledge of self and world.
9. Increased wisdom.
10. Increased sensitivity to diversity and other people.

ENGL& 227 : British Literature II**Credits** 5**Quarter Offered** Occasionally

Theme-based study of selected masterpieces of British literature in context. This class may include students from multiple sections. (Humanities, Elective)

Prerequisites**ENGL& 101** or permission of instructor**Course Outcomes**

1. Read literature with insight.
2. Formulate verbal responses to literature.
3. Acquire knowledge about major British authors and their works.
4. Acquire a sense of how English developed as a language.
5. Hone research skills.
6. Increased pleasure from reading literature.
7. Increased appreciation for all the arts.
8. Increased knowledge of self and world.
9. Increased wisdom.
10. Increased sensitivity to diversity and other people.

ENGL& 235 : Technical Writing**Credits** 5**Quarter Offered** Winter

Develop professional skills in research, design, and communication of technical information. Emphasis on audience analysis, clear and effective writing style, and use of visual elements. Composition of documents in a variety of professional formats such as memos, proposals, progress reports, completion reports, lab reports, and instruction manuals. This class may include students from multiple sections. (Formerly ENGL 150, Elective)

Prerequisites**ENGL& 101** or permission of instructor**Course Outcomes**

1. Use accepted professional formats and conventions to write documents.
2. Produce a research project appropriate to the student's major and/or career interests.
3. Design a research strategy to solve a specific problem.
4. Propose a clearly reasoned, convincingly supported solution to a specific problem.
5. Conduct primary and secondary research, assessing effectiveness and validity of information sources.
6. Paraphrase, summarize, and quote information from sources, using correct citations.
7. Design visually effective documents and presentations.
8. Revise and edit documents with peer exchange to improve clarity, economy, and rhetorical effectiveness.

ENGL& 236 : Creative Writing I

Credits 5

Quarter Offered Fall, Winter

Beginning writing in fiction and poetry, other modes by request. Workshop approach, with discussion of work by class members and instructor. Reading of contemporary fiction, poetry, and theory. This class may include students from multiple sections. (Humanities, Elective)

Prerequisites

ENGL& 101 or permission of instructor

Course Outcomes

1. Demonstrate an understanding of the elements of fiction/poetry/drama.
2. Generate and revise a portfolio of 15-30 pages of poetry, fiction, creative non-fiction, drama, and/or other genres.
3. Analyze creative writing by professional writers and identify the elements of fiction and poetry therein.
4. Demonstrate an ability to objectively analyze and critique peer writing.
5. Utilize appropriate vocabulary/terminology in regard to analysis of professional and student writing.
6. Demonstrate an ability to revise works in response to workshop feedback and personal choice.
7. Demonstrate some awareness of cultural and historical context as they apply to interpreting works of poetry/fiction/drama.

ENGL& 237 : Creative Writing II

Credits 5

Quarter Offered Fall, Winter

Advanced creative writing using workshop approach. Genres offered vary by quarter and instructor. This class may include students from multiple sections. (Elective)

Prerequisites

ENGL& 236 or permission of instructor

Course Outcomes

1. Compose beginning works in poetry, fiction, creative non-fiction, drama, and/or other genres.
2. Demonstrate an ability to participate in workshops by giving and received substantive feedback.
3. Demonstrate an ability to revise works in response to workshop feedback and personal choice.
4. Construct a portfolio of 15-30 pages of polished work.
5. Analyze creative work by professional writers.
6. Demonstrate good listening skills and tolerate different viewpoints.

ENGL& 244 : American Literature I

Credits 5

Quarter Offered Spring (even year), Summer

Survey of classic works as well as new voices from the beginning of American literature to the present. This class may include students from multiple sections. (Humanities, Elective)

Prerequisites

ENGL& 101 or permission of instructor

Course Outcomes

1. Read actively and analytically about individuals' and cultures' values, practices, behaviors, and expectations.
2. Engage with the complexity of literature by thinking creatively and logically about what an author is communicating and how it relates to one's own beliefs and experiences.
3. Analyze one's own values and how family, community, place, and nation influence them; consider one's identity in relation to people from varying backgrounds, cultures, and communities.
4. Acknowledge different viewpoints and evaluate and challenge assumptions and conclusions-both one's own and others.
5. Write pieces controlled by a central argument that are well-edited and supported with specific examples from the texts.
6. Reduce fears and timidity in expressing opinions in a group setting, acknowledge the needs and expectations of others, and reflect on the impact one's participation has on a group setting and discussion.

ENGL& 245 : American Literature II

Credits 5

Quarter Offered Spring (odd year)

Theme-based study of selected masterpieces of American literature in context. This class may include students from multiple sections. (Humanities, Elective)

Prerequisites

ENGL& 101 or permission of instructor

Course Outcomes

1. Read works of American literature that connect through a specific theme.
2. Analyze and discuss works of American literature in relation to major historical events.
3. Explain the cultural and political contexts for works of American literature.
4. Demonstrate effectively, in writing, knowledge and understanding of assigned readings and the theme that connects them.
5. Demonstrate ability to effectively conduct research related to course readings and themes.
6. Demonstrate appropriate vocabulary/terminology in regards to literary analysis.

ENGL& 254 : World Literature I

Credits 5

Quarter Offered Fall (odd year)

Survey of world literature from diverse cultures and periods, including historical contexts. Selections will vary by quarter but will include translations from African, Eastern, Latin, and Western literatures. This class may include students from multiple sections. (Humanities, Elective)

Prerequisites

ENGL& 101 or instructor permission

Course Outcomes

1. Analyze and discuss works of world literature in relation to major historical events.
2. Discuss a variety of literary genres: fiction, poetry, and plays, as well as academic writing: articles and books about literature.
3. Explain the cultural and political contexts of given works of world literature.
4. Demonstrate effectively, in writing, knowledge of assigned readings.
5. Demonstrate ability to effectively research readings and themes for the purpose of writing about literature.
6. Demonstrate appropriate vocabulary/terminology in regards to literary analysis.

ENGL& 255 : World Literature II

Credits 5

Quarter Offered Fall (even year)

Theme-based study of selected masterpieces of African, Asian, European, and American literature in context. This class may include students from multiple sections. (Humanities, Elective)

Prerequisites

ENGL& 101 or permission of instructor

Course Outcomes

1. Read works of world literature that connect through a specific theme.
2. Analyze and discuss works of world literature in relation to major historical events.
3. Explain the cultural and political contexts for works of world literature.
4. Demonstrate effectively, in writing, knowledge and understanding of assigned readings and the theme that connects them.
5. Demonstrate ability to effectively conduct research related to course readings and themes.
6. Demonstrate appropriate vocabulary/terminology in regards to literary analysis.

ENGL 90/91/92 : Fundamentals of English**Credits** 5**Quarter Offered** Fall, Winter, Spring, Summer

Review of sentence structure, grammar, usage, and punctuation. Introduction to essay writing. Placement based on Accuplacer score. This class may include students from multiple sections.

Course Outcomes

1. Prewrite, draft, and revise paragraphs and short essays controlled by topic sentences or thesis statements and supported by evidence.
2. Reduce errors in grammar and mechanics and use a variety of sentence structures.
3. Identify main ideas, supporting evidence, patterns of exposition, and transitions in assigned readings and classmates' essays.
4. Develop and apply vocabulary building skills.
5. Recognize and avoid plagiarism and demonstrate an awareness of academic documentation including MLA and APA.
6. Evaluate and use resources that are authoritative, accurate, unbiased, and current.
7. Accept personal academic responsibility including class attendance, class participation, and prompt and thorough completion of assignments.
8. Use tools of self-assessment to evaluate knowledge and skills in course outcomes.
9. Demonstrate good listening skills, acknowledge different viewpoints, and respect the need to examine cultural diversity.
10. Practice expressing opinions in a group setting.

ENGL 180 : Tidepools: Exploring Literature and the Arts I

Credits 5

Quarter Offered Fall

Students will learn the elements of art and apply them to critiques of art works submitted to Tidepools art and literature magazine. Students will also learn the elements of fiction and poetry, and use them to critique creative writing submissions. Students will gain editing skills and practice communication skills while selecting, editing, and preparing art and creative writing for publication. Students will learn ethical, historical, and philosophical aspects of editing while serving as editors and will create and release a print magazine along with promotional materials, and will author and edit press releases, posters, and advertisements. This class may include students from multiple sections. (Humanities, Elective)

Course Outcomes

The Elements of Art: 1) Identify and apply the elements and principles of art in two-dimensional and three-dimensional artwork. two-dimensional and three-dimensional artwork.

The Elements of Art: 2) Participate in critiques, explore aesthetics, and apply elements of art to material under consideration.

The Elements of Literature: 1) Identify and apply the elements of Fiction and Poetry.

The Elements of Literature: 2) Participate in critiques, explore literary conventions, and apply elements of fiction and poetry to editorial decision making.

Constructive Feedback: Demonstrate the ability to respond to constructive feedback from the instructor and other students in a professional manner.

Interpersonal Skills: 1) Design and edit an art and literature magazine as a member of a team.

Interpersonal Skills: 2) Make presentations and participate in group decision making.

Interpersonal Skills: 3) Apply written and verbal communication skills to a variety of tasks.

Community Outreach: Build new and maintain existing relationships between the campus community and the community at large.

Editing: 1) Generate, revise, and edit group authored documents: advertisements, press releases, letters, etc.

Editing: 2) Compare roles involved in editing: selection of material, line editing, editorial decision making, creative decision making, consideration of space, cost, circulation, etc.

Hands-on Learning: Gain experience that can be used on your resume to further your experience toward gainful employment or future creative opportunities.

ENGL 181 : Tidepools: Exploring Literature and the Arts II

Credits 5

Quarter Offered Winter

Students will learn the elements of art and apply them to critiques of art works submitted to Tidepools art and literature magazine. Students will also learn the elements of fiction and poetry, and use them to critique creative writing submissions. Students will gain editing skills and practice communication skills while selecting, editing, and preparing art and creative writing for publication. Students will learn ethical, historical, and philosophical aspects of editing while serving as editors and will create and release a print magazine along with promotional materials, and will author and edit press releases, posters, and advertisements. This class may include students from multiple sections. (Humanities, Elective)

Course Outcomes

The Elements of Art: 1) Identify and apply the elements and principles of art in two-dimensional and three-dimensional artwork. two-dimensional and three-dimensional artwork.

The Elements of Art: 2) Participate in critiques, explore aesthetics, and apply elements of art to material under consideration.

The Elements of Literature: 1) Identify and apply the elements of Fiction and Poetry.

The Elements of Literature: 2) Participate in critiques, explore literary conventions, and apply elements of fiction and poetry to editorial decision making.

Constructive Feedback: Demonstrate the ability to respond to constructive feedback from the instructor and other students in a professional manner.

Interpersonal Skills: 1) Design and edit an art and literature magazine as a member of a team.

Interpersonal Skills: 2) Make presentations and participate in group decision making.

Interpersonal Skills: 3) Apply written and verbal communication skills to a variety of tasks.

Community Outreach: Build new and maintain existing relationships between the campus community and the community at large.

Editing: 1) Generate, revise, and edit group authored documents: advertisements, press releases, letters, etc.

Editing: 2) Compare roles involved in editing: selection of material, line editing, editorial decision making, creative decision making, consideration of space, cost, circulation, etc.

Hands-on Learning: Gain experience that can be used on your resume to further your experience toward gainful employment or future creative opportunities.

ENGL 182 : Tidepools: Exploring Literature and the Arts III

Credits 5

Quarter Offered Spring

Students will learn the elements of art and apply them to critiques of art works submitted to Tidepools art and literature magazine. Students will also learn the elements of fiction and poetry, and use them to critique creative writing submissions. Students will gain editing skills and practice communication skills while selecting, editing, and preparing art and creative writing for publication. Students will learn ethical, historical, and philosophical aspects of editing while serving as editors and will create and release a print magazine along with promotional materials, and will author and edit press releases, posters, and advertisements. This class may include students from multiple sections. (Humanities, Elective)

Course Outcomes

The Elements of Art: 1) Identify and apply the elements and principles of art in two-dimensional and three-dimensional artwork. two-dimensional and three-dimensional artwork.

The Elements of Art: 2) Participate in critiques, explore aesthetics, and apply elements of art to material under consideration.

The Elements of Literature: 1) Identify and apply the elements of Fiction and Poetry.

The Elements of Literature: 2) Participate in critiques, explore literary conventions, and apply elements of fiction and poetry to editorial decision making.

Constructive Feedback: Demonstrate the ability to respond to constructive feedback from the instructor and other students in a professional manner.

Interpersonal Skills: 1) Design and edit an art and literature magazine as a member of a team.

Interpersonal Skills: 2) Make presentations and participate in group decision making.

Interpersonal Skills: 3) Apply written and verbal communication skills to a variety of tasks.

Community Outreach: Build new and maintain existing relationships between the campus community and the community at large.

Editing: 1) Generate, revise, and edit group authored documents: advertisements, press releases, letters, etc.

Editing: 2) Compare roles involved in editing: selection of material, line editing, editorial decision making, creative decision making, consideration of space, cost, circulation, etc.

Hands-on Learning: Gain experience that can be used on your resume to further your experience toward gainful employment or future creative opportunities.

ENGL 240 : Children's Literature

Credits 5

Quarter Offered Spring (odd year)

An examination of the variety and diversity of literature that forms a part of the imaginative experience of children and adolescents, as well as a part of a larger literary heritage, viewed in the light of their social, psychological, political, and moral implications. Exploration of book format, major genres, and works by notable authors and illustrators. This class may include students from multiple sections. (Humanities, Elective)

Prerequisites

ENGL& 101 or permission of instructor

Course Outcomes

1. List criteria for excellence in children's books in general and by specific types.
2. Evaluate children's books based on criteria of experts in field.
3. Identify some of the best authors and illustrators of children's books.
4. Discuss and evaluate multiple genres of children's books.
5. Analyze the value of a lifelong enjoyment of children's books.
6. Discuss how presenting books to children may impact their learning, creativity, and social skills.

ENGL 250 : Intercultural Literature

Credits 5

Quarter Offered Winter (odd year)

An examination of literary works from a variety of cultural perspectives. Contemporary texts and local guest speakers from different cultures increase students' awareness and understanding of the values, beliefs, stories, interests, and experiences of those cultures. Students define their own cultural identity and participate in service learning. This class may include students from multiple sections. (Humanities, Elective)

Prerequisites

ENGL& 101

Course Outcomes

1. Analyze issues from a variety of different cultural perspectives and compare content of readings to our own time and lives.
2. Evaluate assumptions and support opinions with evidence, details, and examples.
3. Analyze literary texts from thematic, cultural, and stylistic perspectives.
4. Interpret information from literary texts, incorporate that information into essays, and document sources correctly.
5. Demonstrate collaborative learning.

ENGL 290 : Special Topics in Literature

Credits 1-5

Quarter Offered Occasionally

Directed research is an in-depth learning opportunity offered to students where their abilities and interests indicate they would benefit from a highly focused task under the direction of an individual faculty member. The student is responsible for finding a sponsoring faculty member. This class may include students from multiple sections. (Elective)

Prerequisites

All arrangements must be made with the instructor prior to enrollment

Course Outcomes

1. Write and revise poetry, fiction and/or creative nonfiction, using suggestions given by teacher and peers.
2. Research and find possible markets for publication of material; submit material in a professional manner and on a regular basis. Maximize opportunities to publish.
3. Develop and execute a reading plan in appropriate genres.
4. Build a writing group which gives support to individuals.

ENGL 325 : Professional and Organization Communications

Credits 5

Quarter Offered Fall

Business writing course required for students seeking the four-year Bachelor of Applied Science, Applied Management (BAS) Degree. Production of business documents, including reports, proposals, letters, memos, essays, emails, and performance evaluations. Group projects and oral presentations. Review of business writing style, paragraphing, grammar, and document formatting. This class may include students from multiple sections.

Course Outcomes

1. Analyze rhetorical choices made by authors of actual business documents.
2. Compose a variety of business documents meant for different audiences.
3. Compose business documents that use clear, concise, unified, coherent, well-developed, grammatical prose.
4. Apply ethics to the composition of business documents.
5. Demonstrate an ability to do research on business management topics and apply that research to documents with proper source citation.
6. Apply consistent formatting and creative visual design elements to business documents.
7. Demonstrate an ability to collaborate with peers.

Entrepreneurship

ENT 205 : Entrepreneurship

Credits 5

This course introduces future entrepreneurs to key opportunities in the energy and innovation market place. Students will learn effective techniques to assess market opportunities, align with a market segment and develop a business model canvas that results in competitive advantage for a startup business venture. The business entrepreneurship instruction also includes an overview of energy revenue streams, concepts of supply and demand, pricing and marketing, federal regulatory and localized rate case impacts and the changing role of customers in the energy economy. This class may include students from multiple sections.

Course Outcomes

1. Assess the upside and downside of business opportunities for an innovation Enterprise or Venture.
2. Conduct an economic analysis of an Innovation Enterprise or venture to determine alignment with associated Economy revenue streams, funding sources, and impacts of the changing roles of customers.
3. Develop and present a business model canvas that provides a platform for competitive advantage and return on investment (ROI) to a start-up energy enterprise or business venture.

Environmental Science

ENVS& 100 : Survey of Environmental Science

Credits 5

Quarter Offered Fall, Winter, Spring

Scientific approach to understanding nature and scope of contemporary problems in our environment. This class may include students from multiple sections. (Natural Sciences, Elective)

Prerequisites

Eligibility for both [ENGL& 101](#) and [MATH 90/91](#)

Course Outcomes

1. Use basic principles from biological, physical, and social sciences to explain the nature, causes, and consequences of environmental problems.
2. Use critical thinking and quantitative reasoning to analyze environmental problems.
3. Support a perspective on environmental problems using science, evidence and reason.

ENVS& 101 : Introduction to Environmental Science with Lab

Credits 5

Quarter Offered Occasionally

An interdisciplinary science course for both non-science majors and science students. Topics include the practice of environmental science, ecological principles, demographics, forest and wildlife resources, energy, planning, climate change, and pollution. Underlying scientific principles and practices, including the exploration and presentation of scientific uncertainty, are identified and related to societal issues. This class may include students from multiple sections. (Natural Sciences with Lab, Elective)

Prerequisites

[MATH 98/99](#) and placement into [ENGL& 101](#)

Course Outcomes

1. Describe the process of science as it is practiced by professional scientists;
2. Describe the key tenets of the science of ecology;
3. Describe current major environmental issues;
4. Define the scientific concept of risk and its role in environmental issues;•apply scientific approaches, methods, and lab skills to explore environmental issues in greater depth;
5. Apply knowledge of ecology, risk, and the practice of science to critically evaluate environmental issues, particularly in the interplay between science and politics; and
6. Use scientific problem solving skills in novel ways, and share subsequent information through written and oral communication.

ENVS 160 : Principles of Environmental Sustainability

Credits 5

Explores past and present contributions from major events and leaders to the sustainability movement. It combines the basic ways natural systems work with an understanding of economics, social equity, and ecology, followed by a critical analysis of the societal value and environmental impact of trends in sustainability. This class may include students from multiple sections. (Natural Sciences, Elective)

Prerequisites

Eligibility for **ENGL& 101** and **MATH 90/91**

Course Outcomes

1. Explain the history of sustainability as a concept, practice, and movement including past and present contributions from major events and leaders.
2. Analyze the principles of ecology with a particular focus on how local, national and global environmental issues affect, and are affected by, people in diverse regions around the world.
3. Examine the environmental challenges around water, food, biodiversity, ecosystems, population, urbanization, energy, climate change, and consumption.
4. Recognize the relationships among poverty, inequality and security within environmental justice.
5. Evaluate diverse conceptual and practical approaches to sustainability and identify multiple tools and strategies to promote sustainability initiatives.
6. Engage in activities that help students reflect on and connect to one's own history and story through memories, emotions, and personal experiences grounded in nature and place.
7. Examine one's own attitudes, values, and choices while articulating a hope-based personal vision to positively impact one's community through action and change.

ENVS 260 : Topics in Environmental Science

Credits 1-5

Quarter Offered Occasionally

Provides opportunity to explore a wide variety of specialized topics in environmental science. Courses offered by topic. Participants may take more than one topic for credit, provided additional credits are taken in different topics. This class may include students from multiple sections. (Elective)

Prerequisites

Eligibility for both **ENGL& 101** and **MATH 90/91**

Course Outcomes

1. Identify structures associated with stand succession - discussions, field summaries, final examination.
2. Analyze forests using structure, composition and function - discussions, field summaries, final examination.
3. Measure forest attributes (structures and composition) correlating to stage of forest succession - discussions, field summaries, final examination.
4. Identify and explain social, economic and ecological aspects of forest policy - discussions, field summaries, final examination.

ENVS 290 : Research Topics in Environmental Science

Credits 1-5

Quarter Offered Occasionally

Students serve as active members on research teams working to advance knowledge in environmental science. Depending upon the project, students will participate in hypothesis formation, experimental design, data collection, analysis, and determination of conclusions. This class may include students from multiple sections. (Elective)

Prerequisites

Prerequisites determined by instructor

Course Outcomes

1. Use the scientific method to advance the state of knowledge, delineate avenues and apply that method to derive conclusions, and develop assessment methods for evaluation.

Family Life Education

FLE 151-153 : Parenting Skills

Credits 1

For parents who have a child enrolled in an early childhood cooperative laboratory program. Develops and/ or enhances positive parenting skills. Parent seminars, observation, and participation in children's program. Fall, Winter, Spring sequence.

Course Outcomes

A: Parenting Skills

Parents who attend classes will improve their parenting skills and increase their knowledge in the following areas:

1. How children grow and develop.
2. Making healthy and age appropriate choices for their children.
3. Handling day-to-day challenges of raising children.
4. Helping children learn.
5. Coping with stress in their own lives, self-care and stress management.
6. Positive interaction with co-parents and parents of other children.
7. Awareness of community information, programs and resources that are available.
8. Satisfaction in their parenting experiences.
9. Using positive discipline appropriately with children.

B and C: Kaleidoscope Play and Learn

Parents and caregivers learn about:

1. Activities they can do at home to support children's learning.
2. Turning everyday activities- such as grocery shopping, cooking, and bath time- into early learning opportunities.
3. Child development from birth to five.
4. Skills children are expected to have by Kindergarten.
5. Community programs and services available to help them raise healthy children.
6. Building connections and friendships and how these lead to feeling support in the parental role.

FLE 155-157 : Parent Co-Op Leadership

Credits 1

Participate in planning activities and events that support and enhance programs for children, parents, and staff. Includes problem solving, collaborative processes, business management, group organization, and communication. Fall, Winter, Spring sequence.

Course Outcomes

FLE 155:

1. Recognize communication patterns that promote or hinder group climate and productivity.
2. Observe and recognize skills of decision making and problem solving.
3. Demonstrate effective participation in group organization and leadership
 - Recognize and demonstrate the responsibilities, including ethical responsibilities, of the individual leadership roles.

FLE 156:

1. Demonstrate skills to build community and commitment within the group.
 - Recognize and demonstrate skills to separate issues from personalities in group conflicts.
2. Demonstrate skills of decision making and problem solving.
3. Recognize how different values impact personal relationships.
4. Listen actively and respond appropriately to different audiences.
5. Present one's personal point of view clearly and respectfully.

FLE 157:

1. Recognize how gender and ethnic/cultural values impact communication and personal relationships.
2. Demonstrate the ability to work cooperatively and collaboratively with others.
3. Demonstrate effective participation in group organization and leadership.
 - Perform the responsibilities of the executive board position.
 - Market the program, hire personnel, and carry out responsible financial decisions to enable the group to remain fiscally sound.
4. Advocate for and support appropriate environments for the physical, social/emotional, and cognitive development of children.
5. Recognize and advocate for parent involvement in the best interest of children.
6. Access and advocate for community resources and programs that serve the needs of children.
7. Evaluate and support the cooperative program and parents' participation to continue providing a quality program.

FLE 161-163 : Family Programs

Credits 1

Parents and children from birth to age eight meet in a child development laboratory. Developmentally appropriate activities are planned for children and combined with parent participation and parent education discussions. Fall, Winter, Spring sequence.

Course Outcomes

FLE 161:

1. Recognize safe, healthy, and quality environments and practices that minimize the risks and meet the needs of the developing child.
2. Observe typical age levels and sequences of growth and behavior in developing children.
3. Recognize the importance of the parent's role as their child's teacher.
4. Understand developmentally appropriate early childhood education principles.
5. Plan, prepare, and present a nutritious snack for the children.
6. Observe positive age appropriate guidance techniques used by parents and teachers in the classroom.
7. Recognize communication patterns that promote or hinder group climate and productivity.
8. Work cooperatively with others to solve problems and complete tasks.

FLE 162:

1. Observe children's individual differences such as temperament, differing abilities, and ethnicity in the laboratory setting.
2. Discuss and identify developmentally appropriate environments for children that encourage learning through active exploration and self-discovery.
3. Use positive age appropriate guidance techniques when assisting the teacher and parents in the classroom.
4. Recognize and eliminate bias, and promote diversity and inclusion in the children's environment.
5. Recognize one's role in personal relationships.
6. Demonstrate active listening and appropriate responses to different audiences.

FLE 163:

1. Plan and present age appropriate activities to meet the developmental needs of young children.
2. Recognize and respect the difference in family lifestyles, cultural viewpoints and values.
3. Identify and discuss contemporary issues that impact the family such as divorce, substance abuse, as well as physical, emotional or sexual abuse issues.
4. Identify community resources, activities and services that provide education, support, protection and services for families.
5. Access, use, and evaluate the credibility of information about child development and guidance.
6. Present one's point of view clearly and respectfully.
7. Recognize how gender and ethnic/cultural values impact personal relationships.
8. Evaluate and support the co-op program and parents' participation to continue providing a quality program.

FLE 171-173 : Toddler-Parent Co-Op

Credits 2

For parents with one to three year old children concurrently enrolled in a toddler child study laboratory. Combines parent observation and participation assignments in children's program. Parent seminars focus on child development, parenting, and family relationship issues. Fall, Winter, Spring sequence.

Course Outcomes

FLE 171:

1. Recognize safe, healthy, and quality environments and practices that minimize the risks and meet the needs of the developing child.
2. Observe typical age levels and sequences of growth and behavior in developing children.
3. Recognize the importance of the parent's role as their child's teacher.
4. Understand developmentally appropriate early childhood education principles.
5. Plan, prepare, and present a nutritious snack for the children.
6. Observe positive age appropriate guidance techniques used by parents and teachers in the classroom.
7. Recognize communication patterns that promote or hinder group climate and productivity.
8. Work cooperatively with others to solve problems and complete tasks.

FLE 172:

1. Observe children's individual differences such as temperament, differing abilities, and ethnicity in the laboratory setting.
2. Discuss and identify developmentally appropriate environments for children that encourage learning through active exploration and self-discovery.
3. Use positive age appropriate guidance techniques when assisting the teacher and parents in the classroom.
4. Recognize and eliminate bias, and promote diversity and inclusion in the children's environment.
5. Recognize one's role in personal relationships.
6. Demonstrate active listening and appropriate responses to different audiences.

FLE 173:

1. Plan and present age appropriate activities to meet the developmental needs of young children.
2. Recognize and respect the difference in family lifestyles, cultural viewpoints and values.
3. Identify and discuss contemporary issues that impact the family such as divorce, substance abuse, as well as physical, emotional or sexual abuse issues.
4. Identify community resources, activities and services that provide education, support, protection and services for families.
5. Access, use, and evaluate the credibility of information about child development and guidance.
6. Present one's point of view clearly and respectfully.
7. Recognize how gender and ethnic/cultural values impact personal relationships.
8. Evaluate and support the co-op program and parents' participation to continue providing a quality program.

FLE 175-177 : Toddler-Parent Lab/Leadership

Credits 2

For parents with one to three year old children concurrently enrolled in a toddler child study laboratory. Combines parent observation and participation assignments in children's program. Parent seminars focus on child development, parenting, and family relationship issues. Includes group organization and leadership training. Fall, Winter, Spring sequence.

Course Outcomes

FLE 175:

1. Recognize safe, healthy, and quality environments and practices that minimize the risks and meet the needs of the developing child.
2. Observe typical age levels and sequences of growth and behavior in developing children.
3. Recognize the importance of the parent's role as their child's teacher.
4. Understand developmentally appropriate early childhood education principles.
5. Plan, prepare, and present a nutritious snack for the children.
6. Observe positive age appropriate guidance techniques used by parents and teachers in the classroom.
7. Recognize communication patterns that promote or hinder group climate and productivity.
8. Work cooperatively with others to solve problems and complete tasks.

FLE 176:

1. Observe children's individual differences such as temperament, differing abilities, and ethnicity in the laboratory setting.
2. Discuss and identify developmentally appropriate environments for children that encourage learning through active exploration and self-discovery.
3. Use positive age appropriate guidance techniques when assisting the teacher and parents in the classroom.
4. Recognize and eliminate bias, and promote diversity and inclusion in the children's environment.
5. Recognize one's role in personal relationships.
6. Demonstrate active listening and appropriate responses to different audiences.

FLE 177:

1. Plan and present age appropriate activities to meet the developmental needs of young children.
2. Recognize and respect the difference in family lifestyles, cultural viewpoints and values.
3. Identify and discuss contemporary issues that impact the family such as divorce, substance abuse, as well as physical, emotional or sexual abuse issues.
4. Identify community resources, activities and services that provide education, support, protection and services for families.
5. Access, use, and evaluate the credibility of information about child development and guidance.
6. Present one's point of view clearly and respectfully.
7. Recognize how gender and ethnic/cultural values impact personal relationships.
8. Evaluate and support the co-op program and parents' participation to continue providing a quality program.

FLE 181-183 : Pre-School Parent Co-Op

Credits 2

Parent students participate as teaching assistants in preschool laboratory with children ages three to six years. Focus on early childhood curriculum, child development and behavior, classroom dynamics, and positive guidance. Fall, Winter, Spring sequence.

Course Outcomes

FLE 181:

1. Recognize safe, healthy, and quality environments and practices that minimize the risks and meet the needs of the developing child.
2. Observe typical age levels and sequences of growth and behavior in developing children.
3. Recognize the importance of the parent's role as their child's teacher.
4. Understand developmentally appropriate early childhood education principles.
5. Plan, prepare, and present a nutritious snack for the children.
6. Observe positive age appropriate guidance techniques used by parents and teachers in the classroom.
7. Recognize communication patterns that promote or hinder group climate and productivity.
8. Work cooperatively with others to solve problems and complete tasks.

FLE 182:

1. Observe children's individual differences such as temperament, differing abilities, and ethnicity in the laboratory setting.
2. Discuss and identify developmentally appropriate environments for children that encourage learning through active exploration and self-discovery.
3. Use positive age appropriate guidance techniques when assisting the teacher and parents in the classroom.
4. Recognize and eliminate bias, and promote diversity and inclusion in the children's environment.
5. Recognize one's role in personal relationships.
6. Demonstrate active listening and appropriate responses to different audiences.

FLE 183:

1. Plan and present age appropriate activities to meet the developmental needs of young children.
2. Recognize and respect the difference in family lifestyles, cultural viewpoints and values.
3. Identify and discuss contemporary issues that impact the family such as divorce, substance abuse, as well as physical, emotional or sexual abuse issues.
4. Identify community resources, activities and services that provide education, support, protection and services for families.
5. Access, use, and evaluate the credibility of information about child development and guidance.
6. Present one's point of view clearly and respectfully.
7. Recognize how gender and ethnic/cultural values impact personal relationships.
8. Evaluate and support the co-op program and parents' participation to continue providing a quality program.

Film

FILM 100 : Art of Film

Credits 5

Quarter Offered Fall

Study of film as visual text, including key terms, primary practitioners, and major developments. Examination of film as transmitter of themes and values. This class may include students from multiple sections. (Humanities, Elective)

Prerequisites

Eligibility for or completion of [ENGL& 101](#)

Course Outcomes

1. Define and use specific vocabulary relating to filmmaking and the motion picture industry.
2. Analyze motion pictures using established criteria.
3. Describe some major developments, personalities, and movements in the history of filmmaking.
4. Discuss films as texts that reflect our larger social and cultural value systems.
5. Compare and contrast films according to their genres, styles, and narrative strategies.
6. Write about specific films in depth using the language and techniques of Film Studies as a discipline.

FILM 101 : Great Directors in Film

Credits 5

Quarter Offered Winter (odd year)

Introduction to authorship in the cinema. Examination of the work of a major director or directors. Exploration of the director's life, film style, and themes. This class may include students from multiple sections. (Humanities, Elective)

Prerequisites

Eligibility for or completion of [ENGL& 101](#)

Course Outcomes

1. View, identify, and discuss major works of the director.
2. Identify and discuss major historical, cultural, economic, and/or political forces that helped shape the films explored in class.
3. Identify and discuss major aspects of the director's film style.
4. Identify and correctly use appropriate film terminology.
5. Explain and critically discuss the influence of personal (biographical), historical, cultural, economic, and/or political forces on the films viewed in class.
6. Explain and critically discuss (and/or write about) films as artworks and as commercial products.
7. Explain and apply relevant critical theories about film.
8. Compare/contrast films that are explored as part of the class's theme, according to critical criteria covered by the readings and lectures.
9. Research appropriate secondary material about the director and his or her films through library and online sources.
10. Assimilate research from secondary source material into an analysis that explores in depth a work or body of work covered in class.

FILM 102 : Film Genre**Credits** 5**Quarter Offered** Winter (even year)

Introduction to study of film genre through looking at either one or several film genres, including literary, mythic, historic, and theoretical aspects. This class may include students from multiple sections. (Humanities, Elective)

Prerequisites

Eligibility for or completion of [ENGL& 101](#)

Course Outcomes

1. Identify, view, and discuss major works and individuals relating to the genre explored by the class.
2. Identify and discuss major historical, cultural, economic, and/or political forces that helped shape the films explored in class.
3. Identify major aspects of film style as they relate to the class's genre.
4. Identify and correctly use appropriate film terminology.
5. Explain and critically discuss the influence of historical, cultural, economic, and/or political forces on the films viewed in class.
6. Explain and critically discuss (and/or write about) genre films as artworks and as commercial products.
7. Explain and apply relevant critical theories about film genres.
8. Compare/contrast films that are explored as part of the class's theme, according to critical criteria covered by the readings and lectures.
9. Research appropriate secondary material about film genre through library and online sources.
10. Assimilate research from secondary source material into an analysis that explores in depth a work or body of work covered in class.

FILM 110 : Literature and Film**Credits** 5**Quarter Offered** Spring (even year)

Exploration of connected works of literature and film. The films and texts may be direct adaptations of each other or may be connected thematically. The course will focus on a specific overall theme, genre, historical period, and/or author. This class may include students from multiple sections. (Humanities, Elective)

Prerequisites

Eligibility for or completion of [ENGL& 101](#)

Course Outcomes

1. Read, discuss, and write about related films and works of literature within their historical, cultural, and intellectual contexts.
2. Read, discuss, and write about the thematic similarities and dissimilarities of related films and works of literature.
3. Read, discuss, and write about artistic differences between works of literature and films.
4. Read, discuss, and write about the relationship of selected secondary readings to films and literature.
5. Analyze films and literature according to their formal and thematic elements through writing and discussion.
6. Demonstrate mastery of key terms and concepts related to the course material through answering test questions, participating in discussions, and writing informal and formal responses and essays.
7. Explore a topic related to the course material in more depth through a final project.

FILM 120 : Introduction to Screenwriting**Credits** 5**Quarter Offered** Spring (odd year)

Beginning script writing for film and television. Combination small lecture/workshop approach focusing on techniques, formats, and structure of scripts; plot and character development. This class may include students from multiple sections. (Humanities, Elective)

Course Outcomes

1. Write beginning scenes for film and television.
2. Produce a series of short scenes and/or commercials. Complete one polished longer script, either for a short film or a television show.
3. Discuss and apply concepts of structure and character development outlined in text and lectures.
4. Discuss and analyze scripts by professional writers.
5. Model own scripts after scripts by professional writers and after structures discussed in lectures and text.
6. Develop new script ideas based on models from class.
7. Analyze representative scenes from filmed versions of scripts and apply visual and narrative concepts from these scenes to producing original scripts.
8. Interact successfully with others in a workshop setting, giving and taking constructive criticism.
9. Recognize the limitations and possibilities of film as a written and visual medium and the differences between writing for film and other forms of creative writing. Apply this knowledge to own script writing.
10. Produce scripts that apply visual motifs, as well as narrative structures and well-crafted dialogue.
11. Analyze commercials, television shows, and films according to their underlying narrative structures and persuasive (propaganda) techniques.

First Aid

FA 100 : Industrial First Aid**Credits** 1**Quarter Offered** Fall, Winter, Spring, Summer

Prepares individuals to perform basic first aid procedures in cases of emergencies. Learn how to prevent accidents in the home and on the job. Adult CPR. Provides two-year certification. This class may include students from multiple sections.

Course Outcomes

1. Understand the basic principles of First Aid.
2. Demonstrate proficiency in CPR.
3. Become certified in basic first aid care.
4. Lay rescuer or Non-healthcare certification.

FA 105 : Basic Industrial First Aid**Credits 1**

Prepares students to perform basic first aid procedures in cases of emergencies. Learn how to prevent accidents in the home and on the job. Adult and infant CPR. Provides three-year certification. This class may include students from multiple sections.

Course Outcomes

1. Understand the roles and responsibilities of the First Aid provider.
2. Realize the importance of scene safety and body substance isolation.
3. Understand the Good Samaritan Law, consent, and confidentiality.
4. Perform an emergency move and place an ill person in the recovery position.
5. Open and maintain an airway.
6. Provide rescue breathing.
7. Manage an obstructed airway.
8. Identify and perform scene safety.
9. Perform primary (initial) and secondary (detailed) survey of an injured and or ill patient.
10. Perform adult one and two rescuer CPR.
11. Recognize the warning signs and symptoms of medical emergencies.
12. Recognize and care for a patient with a decreased level of consciousness.
13. Control external bleeding, recognize signs and symptoms of internal bleeding recognize and care for shock.
14. Recognize and stabilize suspected spinal injury.
15. Recognize and provide manual stabilization of suspected skeletal injuries.
16. Learn how to operate an Automatic External Defibrillator.
17. AHA BLS Healthcare provider certification.

FA 120 : Emergency Medical Tech**Credits 9****Quarter Offered** Fall, Spring

This course will focus on EMT roles and responsibilities, airway management, patient assessment, medical and trauma emergencies, anatomy and physiology, documentation, lifting and moving, and communications. Course includes practical labs and a total of 10 hours of clinical experience in the Emergency Department to provide direct hands-on experience. Special application is required before registration. This class may include students from multiple sections.

Prerequisites

Current Health Care Provider CPR certification.

Course Outcomes

1. Recognize the nature and seriousness of the patient's condition or extent of injuries to assess requirements for emergency medical care;
2. Administer appropriate emergency medical care based on assessment findings of the patient's condition;
3. Lift, move, position and otherwise handle the patient to minimize discomfort and prevent further injury;
4. Perform safely and effectively the expectations of the job description.

FA 180 : First Aid for Healthcare Providers

Credits 1

Quarter Offered Fall, Winter, Spring, Summer

This course provides two year American Heart Association (AHA) Health care Provider certification in basic first aid and CPR. Students will be instructed in adult and pediatric CPR, foreign body airway obstruction, automatic external defibrillation and the basic skills necessary to provide first aid assistance in emergency situations. Class is based on nationally recognized standards from AHA and National Safety Council. Students will perform chest compressions and rescue maneuvers and should be prepared for extended stretches of time spent on the floor practicing CPR and first aid procedures. This class may include students from multiple sections.

Course Outcomes

1. Understand the roles and responsibilities of the First Aid provider.
2. Realize the importance of scene safety and body substance isolation.
3. Understand the Good Samaritan Law, consent, and confidentiality.
4. Perform an emergency move and place an ill person in the recovery position.
5. Open and maintain an airway.
6. Provide rescue breathing.
7. Manage an obstructed airway.
8. Identify and perform scene safety.
9. Perform primary (initial) and secondary (detailed) survey of an injured and or ill patient.
10. Perform adult one and two rescuer CPR.
11. Recognize the warning signs and symptoms of medical emergencies.
12. Recognize and care for a patient with a decreased level of consciousness.
13. Control external bleeding, recognize signs and symptoms of internal bleeding recognize and care for shock.
14. Recognize and care for shock.
15. Recognize and stabilize suspected spinal injury.
16. Recognize and provide manual stabilization of suspected skeletal injuries.
17. Learn how to operate an Automatic External Defibrillator.
18. AHA BLS Healthcare provider certification.

Food Service Management

CUL 100 : Food Safety and Sanitation

Credits 3

Examine and practice the principles of FATTOM (Food, acidity, time, temperature, oxygen and moisture). Students will learn about different facilities and equipment, understand food processing, distribution environments and formal sanitation and food safety programs.

Course Outcomes

1. Students will be able to identify proper temperature for storage, preparation and service of products.
2. Students will be able to store food in its proper order, dated and labeled correctly as per state and industry standards.
3. Comprehension of how sanitation, regular cleaning and proper handling can prevent illness.
4. Comprehension of H.A.C.C.P and its importance always keeping in mind the principles of F.A.T.T.O.M. and F.I.F.O. (First In First Out).
5. Students will learn how to clean as they go, keep a professional workstation neat and organized and work as a team to ensure that the kitchen stays safe and sanitary.

CUL 160 : Pastry Orientation

Credits 2

This course prepares students for entry into the pastry courses. During this course the student will learn the trade terminology, an overview of the hospitality industry with special emphasis on pastry production, job opportunities, professional organizations, and selection and use of the tools of the trade. Orientation about the program and facility, metric and US measurement conversions and calculations will be covered. Demonstration of mixing skills will be observed.

Course Outcomes

1. Students will learn how to use and differentiate various types of essential ingredients used in a professional bakeshop as well as appropriately selecting and using proper tools and equipment for any given recipe, project or task.
2. Comprehension of industry work-ethic expectations (how to work in a professional bakeshop/kitchen, i.e: the brigade system). Introduction to a culture of Gastronomy; the practice or art of choosing, cooking, and eating good food. Knowledge of the professional baking industry's history as well as current gastronomic and industry trends.
3. Ability to use standard industry terms and verbiage. Use of proper communication standards in a professional environment.
4. Exhibit proper recipe quantity conversions. Demonstrate ability to convert from Standard to Metric measurements. Comprehension and use of Metric system of measurements.
5. Ability to use different types of scales accurately. Demonstrate production and organization of "mis en place" in a professional manner.

CUL 166 : Bread I

Credits 5

The student will be introduced to the basic mixing methods of yeast doughs, the preparation of enrobed doughs, and shaping of a variety of rolls, basic and specialty breads, breakfast and savory items. During this course, the student will gain an understanding of ingredients and their uses, correct scaling, baking and finishing methods, and practice safety & sanitation procedures.

Prerequisites

CUL 100 and CUL 160

Course Outcomes

1. Ability to use different scales accurately and efficiently in order to produce accurate mis en place.
2. Ability to convert recipe quantities and units in order to produce accurate mis en place in a professional environment.
3. Ability to work in concert with other employees adhering to industry work ethic standards. Ability to work clean, neat and in assembly line form while implementing professional kitchen verbiage and communication.
4. Ability to produce quality Ferments and Pre-ferments, rich and lean doughs, artisan and other breads in a professional manner.
5. Students will use critical thinking to evaluate and determine how different mixing methods and ingredients will affect your final product.

CUL 167 : Cookies I

Credits 5

The student will be introduced to basic mixing methods for making cookies. The student will prepare assorted cookie doughs using the one stage creaming and sponge methods and prepare basic types of cookies and their assorted finishes. During this course, the student will gain an understanding of ingredients and their uses, correct scaling, baking and finishing methods. Selection, care and handling of equipment will be emphasized.

Prerequisites

CUL 100 and CUL 160

Course Outcomes

1. Ability to appropriately select and execute the correct mixing method for the specific recipe.
2. Ability to prepare cookie dough, bake, cool, store and package finished product in a professional manner.
3. Ability to scale recipe accurately and select proper tool to portion accurately. Ability to produce a uniform and consistent product repeatedly.
4. Student will work faster, cleaner and smarter using assembly line techniques while developing a sense of urgency and overall speed in the workshop.
5. Students will use critical thinking to evaluate and determine how different mixing methods and ingredients will affect the final product.

CUL 168 : Cakes I

Credits 5

The student will be introduced to the following mixing methods: two stages, flour batter, sponge, high ration, chiffon, angel food and modified sponge methods. The student will prepare assorted breakfast items, fill, mask, pour and finish basic cakes and roulades. During this course, the student will gain an understanding of ingredients and their uses, correct scaling and baking methods.

Prerequisites

CUL 100 and CUL 160

Course Outcomes

1. Ability to appropriately select and execute the correct mixing method for the specific recipe.
2. Ability to prepare dough, bake, cool, store and package finished product in a professional manner.
3. Student will learn how to choose, use and store proper hardware for cake baking.
4. Students will use critical thinking to evaluate and determine how different mixing methods and ingredients will affect the final product.

CUL 169 : Pies

Credits 5

The student will be introduced to a variety of pie dough, pie fillings, decorative finishes of single and double crusted pies, baked and unbaked pies, custards, curds, strudels and simple desserts.

Prerequisites

CUL 100 and CUL 160

Course Outcomes

1. Ability to select proper ingredients and use in correct ratio with proper mixing method to craft a professional pie dough and crust.
2. Learn how to make different fruit fillings, custards and curds and how to appropriately fill, garnish and display different types of pies and pie forms.
3. Ability to make biscuits, scones, frybread, pate brise or any other dough using the biscuit method in a professional manner.
4. Students will use critical thinking to evaluate and determine how different mixing methods and ingredients will affect the final product.

CUL 175 : French Pastry I

Credits 5

This course is designated to give the student a practical exposure to the fundamentals of assorted enrobed, non-yeasted doughs, basic creams, fillings and cooked doughs.

Prerequisites

CUL 100 and CUL 160

Course Outcomes

1. Complete comprehension of the science of enrobed doughs facilitating execution at a professional level of various items such as croissants and danishes.
2. Ability to create enrobed doughs by hand, from scratch and manipulate in various ways for varied presentations.
3. Ability to make various basic fillings and creams and ability to use proper ratio of dough to filling for a well-balanced final product.
4. Students will practice creating consistent and uniform products ensuring the customer's content plus controlling cost for profit gains. This will also build speed and professionalism.
5. Students will use critical thinking to evaluate and determine how different mixing methods and ingredients will affect the final product.

CUL 176 : Dessert I

Credits 5

This course is designated to give the student the ability to design and produce basic individual plated desserts. Skills in planning, organization, portion control and plate presentation are developed.

Prerequisites

CUL 100 and CUL 160

Course Outcomes

1. Use all previously learned skills to produce all components of a restaurant quality dessert, organize and plate them in a professional manner.
2. Use of already learned skills with newly acquired ones to create basic candies, brittles, caramels, truffels and bom boms.
3. As a student advanced in the program, the student will demonstrate leadership qualities assisting and leading newer students in their tasks while focusing and finishing their own assignments.
4. Responsibility – Be motivated to set high personal goals for achievement.
5. Students will use critical thinking to evaluate and determine how different mixing methods and ingredients will affect the final product.

CUL 178 : Decorating I

Credits 5

This course will introduce the student to the practicality and techniques of basic cake mixing, filling assembling, masking, icing and decorating cakes. Basic tool handling and piping skills will be taught. Assorted cheesecake fillings, as well as curds and tarts will also be introduced.

Prerequisites

CUL 100 and CUL 160

Course Outcomes

1. Ability to use previously learned skills to now work with new sugar techniques creating professional quality buttercreams and frostings.
2. Ability to cut, fill, frost and decorate square and round cakes with buttercream, frosting and other medians.
3. Ability to display basic chocolate working skills including ganache, truffle making and chocolate decorative work. Comprehension of the science of chocolate, its properties and how it behaves and reacts with other ingredients.
4. As a student advanced in the program, the student will demonstrate leadership qualities assisting and leading newer students in their tasks while focusing and finishing their own assignments.
5. Students will use critical thinking to evaluate and determine how different mixing methods and ingredients will affect the final product.

French

FRCH& 121 : French I

Credits 5

Quarter Offered Occasionally

Audio/oral approach, emphasizing speaking the language and incorporating short stories, comprehensive reviews, and language drills. This class may include students from multiple sections. (Elective)

Course Outcomes

1. Demonstrate an awareness of cultural elements and understand their role in communication at the basic level.
2. Apply new French vocabulary through a variety of written and oral assignments at the basic level.
3. Demonstrate novice level proficiency in listening, reading, speaking and writing in French and the ability to function effectively in French in a variety of real-life situations.
4. Apply appropriate grammatical structures.
5. Demonstrate an understanding of cultural elements and their role that influences the language and the culture of the French - speaking countries.

FRCH& 122 : French II

Credits 5

Quarter Offered Occasionally

Audio/oral approach, emphasizing speaking the language and incorporating short stories, comprehensive reviews, and language drills. This class may include students from multiple sections. (Elective)

Course Outcomes

1. Demonstrate an awareness of cultural elements and understand their role in communication at the basic level.
2. Apply new French vocabulary through a variety of written and oral assignments at the basic level.
3. Demonstrate novice level proficiency in listening, reading, speaking and writing in French and the ability to function effectively in French in a variety of real-life situations.
4. Apply appropriate grammatical structures.
5. Demonstrate an understanding of cultural elements and their role that influences the language and the culture of the French - speaking countries.

FRCH& 123 : French III

Credits 5

Quarter Offered Occasionally

Audio/oral approach, emphasizing speaking the language and incorporating short stories, comprehensive reviews and language drills. This class may include students from multiple sections. (Humanities, Elective)

Course Outcomes

1. Demonstrate an awareness of cultural elements and understand their role in communication at the basic level.
2. Apply new French vocabulary through a variety of written and oral assignments at the basic level.
3. Demonstrate novice level proficiency in listening, reading, speaking and writing in French and the ability to function effectively in French in a variety of real-life situations.
4. Awareness of the importance of foreign languages to professions and careers.
5. Demonstrate an understanding of cultural elements and their role that influences the language and the culture of the French - speaking countries.

FRCH 104 : Beginning French Conversation I

Credits 1

Quarter Offered Occasionally

A mixture of grammar, culture, pronunciation, listening and speaking at a beginner level. For beginning and ongoing students of the French language. This class may include students from multiple sections. (Elective)

Course Outcomes

1. Write and speak French for a variety of purposes and audiences at a beginner level.
2. Listen actively and respond in French at a beginner level.
3. Discuss diverse societies and cultures.

FRCH 105 : Beginning French Conversation II

Credits 1

Quarter Offered Occasionally

A mixture of grammar, culture, pronunciation, listening and speaking at a beginner level. For beginning and ongoing students of the French language. A continuation from [FRCH 104](#). [FRCH 104](#), equivalent or instructor permission is recommended. This class may include students from multiple sections. (Elective)

Course Outcomes

1. Write and speak French for a variety of purposes and audiences at a beginner level.
2. Listen actively and respond in French at a beginner level.
3. Discuss diverse societies and cultures.

FRCH 106 : Beginning French Conversation III

Credits 1

Quarter Offered Occasionally

A mixture of grammar, culture, pronunciation, listening and speaking at a beginner level. For beginning and ongoing students of the French language. A continuation from [FRCH 105](#). [FRCH 105](#), equivalent or instructor permission is recommended. (Elective)

Course Outcomes

1. Write and speak French for a variety of purposes and audiences at a beginner level.
2. Listen actively and respond in French at a beginner level.
3. Discuss diverse societies and cultures.

FRCH 107 : Intermediate French Conversation I

Credits 1

Quarter Offered Occasionally

A mixture of grammar, culture, pronunciation, listening and speaking at an intermediate level. For intermediate and ongoing students of the French language. A continuation from [FRCH 106](#). [FRCH 106](#), equivalent or instructor permission is recommended. This class may include students from multiple sections. (Elective)

Course Outcomes

1. Write and speak in French for a variety of purposes and audiences at an intermediate level.
2. Listen actively and respond in French at an intermediate level.
3. Discuss diverse societies and cultures.

FRCH 108 : Intermediate French Conversation II

Credits 1

Quarter Offered Occasionally

A mixture of grammar, culture, pronunciation, listening and speaking at an intermediate level. For intermediate and ongoing students of the French language. A continuation from [FRCH 107](#). [FRCH 107](#), equivalent or instructor permission is recommended. This class may include students from multiple sections. (Elective)

Course Outcomes

1. Write and speak in French for a variety of purposes and audiences at an intermediate level.
2. Listen actively and respond in French at an intermediate level.
3. Discuss diverse societies and cultures.

FRCH 109 : Intermediate French Conversation III

Credits 1

Quarter Offered Occasionally

A mixture of grammar, culture, pronunciation, listening and speaking at an intermediate level. For intermediate and ongoing students of the French language. A continuation from [FRCH 108](#). [FRCH 108](#), equivalent or instructor permission is recommended. This class may include students from multiple sections. (Elective)

Course Outcomes

1. Write and speak in French for a variety of purposes and audiences at an intermediate level.
2. Listen actively and respond in French at an intermediate level.
3. Discuss diverse societies and cultures.

FRCH 110 : Advanced French Conversation I

Credits 1

Quarter Offered Fall

Continue your knowledge of the French language at an advanced level. Class is conducted completely in French. A continuation from [FRCH 109](#). [FRCH 109](#), equivalent or instructor permission is recommended. This class may include students from multiple sections. (Elective)

Course Outcomes

1. Write and speak in French for a variety of purposes and audiences at an advanced level.
2. Listen actively and respond in French at an advanced level.
3. Discuss diverse societies and cultures.

FRCH 111 : Advanced French Conversation II

Credits 1

Quarter Offered Winter

Continue your knowledge of the French language at an advanced level. Class is conducted completely in French. A continuation from [FRCH 110](#). [FRCH 110](#), equivalent or instructor permission is recommended. This class may include students from multiple sections. (Elective)

Course Outcomes

1. Write and speak in French for a variety of purposes and audiences at an advanced level.
2. Listen actively and respond in French at an advanced level.
3. Discuss diverse societies and cultures.

FRCH 112 : Advanced French Conversation III

Credits 1

Quarter Offered Spring

Continue your knowledge of the French language at an advanced level. Class is conducted completely in French. A continuation from [FRCH 111](#). [FRCH 111](#), equivalent or instructor permission is recommended. This class may include students from multiple sections. (Elective)

Course Outcomes

1. Write and speak in French for a variety of purposes and audiences at an advanced level.
2. Listen actively and respond in French at an advanced level.
3. Discuss diverse societies and cultures.

General Studies

GS 100 : College Learning Skills

Credits 2

Introduces study techniques and principles, including learning styles, time management, resources, concept mapping, note taking, listening, memory, concentration, goal setting, and test preparation. This class may include students from multiple sections.

Course Outcomes

1. Appraise learning and teaching styles and adapt study habits to these styles.
2. Prepare and use a time management program.
3. Locate and use college resources including catalog, financial aid, student services and library.
4. Explain principles of memory and concentration and apply them to study habits.
5. Eliminate test-taking anxiety and devise strategies for successful test-taking.
6. Incorporate effective reading and study techniques such as SQ4R.
7. Evaluate and apply listening techniques.
8. Use systematic note taking procedures.
9. Demonstrate mind-mapping and outlining techniques.
10. Distinguish between campus computer offerings and choose services.
11. Classify types of stress and use techniques for stress management.
12. Categorize instructor differences and incorporate strategies to cope with those differences.
13. Write realistic short and long term goals.

GS 103 : Freshman Seminar

Credits 3

Academic course to improve success of first-year students. Stresses importance of academic learning while creating sense of belonging. Taught by faculty from a variety of disciplines. Examines factors known to improve likelihood of success among first-year students. Individuals participate in either group or individual service learning projects. This class may include students from multiple sections. (Elective)

Course Outcomes

1. Work cooperatively and productively with others.
2. Recognize the need to examine cultural and ideological diversity as well as the need to foster tolerance as a member of the college and community.
3. Explore, discover, and express ideas-about themselves and the world-in a variety of forms both chosen and assigned.
4. Develop and adapt a set of study, coping, and survival skills for college.
5. Accept responsibility for their own learning distinguishing between "victim" and "creator" languages.
6. Develop decision making strategies.
7. Reduce anxiety and timidity in expressing ideas and opinions orally in a group setting.
8. Use a calendar to plan and structure time for academic and personal goals.
9. Identify and explain the relationship among short-term learning goals and long-term career plans.
10. Identify information about Peninsula College's history, mission statement, organization, rules and regulations, people, services, and resources.
11. Identify and use the helping resources of Peninsula College, including (but not limited to) Counseling Services, Student Activities, Communications Lab, Math Lab, Career Services, Library Media Center, etc.
12. Identify and communicate the history and structure of American higher education.
13. Identify various points of interest on campus.
14. Attend and evaluate at least two on- or off-campus cultural events.
15. Plan, organize, and carry out a group or individual community service project.
16. Join or participate in at least one out-of-class activity.
17. Conduct and write a report about a personal interview with a faculty or staff member.
18. Write letters for appropriate situations such as inquiry, thank-you, professional, etc.

GS 110 : Cross-Cultural Communication

Credits 2

This course is designed to facilitate cross-cultural communication between domestic and international students. Students with different language and cultural backgrounds will meet in small groups or pairs on a weekly basis to discuss topics of interest and to enhance intercultural, interpersonal, intrapersonal understanding. In doing so, students will act as conversation and cultural mentors to each other. This class may include students from multiple sections. (Elective)

Prerequisites

For international students: [IELS 81](#), [IELS 82](#) or [IELS 83](#) or permission of instructor

Course Outcomes

1. Learn about other cultures by meeting on a regular basis with partners with different cultural and linguistic background from their own.
2. Learn first-hand how to better communicate with people with different styles of verbal and non-verbal communication.
3. Gain a more objective understanding of one's own cultural background and how it shapes individual values and beliefs.
4. Actively reflect on how this experience informs cognitive, interpersonal, and intrapersonal development.

GS 111 : Information Access and Application

Credits 3

Hands-on experience with wide range of information resources. Acquire skills necessary to access, evaluate, organize, and use information effectively. This class may include students from multiple sections.

Course Outcomes

1. Narrow the purpose of the research by focusing on a specific question to be answered (i.e. formulate the central question).
2. Use question and analysis techniques, identifying key words and phrases.
3. Distinguish between controlled vocabulary and free text vocabulary.
4. Conduct field-specific key word searches.
5. Conduct free-text keyword searches.
6. Use Boolean operators to broaden, narrow and exclude searches.
7. Use online retrieval tools for retrospective information (e.g. INLEX, DYNIX).
8. Use reference sources when appropriate.
9. Use printed indexes to access periodical sources.
10. Use electronic databases to access current resources.
11. Define the type of information appropriate to the search question (i.e. primary or secondary).
12. Develop a search strategy.
13. Track bibliographic information for all resources utilized in the course of the search.
14. Utilize A Writer's Reference by Diane Hacker for producing bibliographic citations.
15. Evaluate information sources on the basis of established criteria (e.g. relevance, currency, etc.).
16. Select information that directly pertains to the central question.
17. Compare and generalize information from all selected sources.
18. Determine the most effective method of presentation.
19. Plan the Final project using a selected organizational style.
20. Draw conclusions based upon search information.
21. Evaluate the project and the search process.

GS 121-126 : Studium Generale

Credits 1-2

Quarter Offered Fall, Winter, Spring

Series of programs from the Humanities, Social Sciences, Natural Sciences, Vocations, and Global Issues. This class may include students from multiple sections. (Elective)

Course Outcomes

1. Students will reflect their learning through written responses.
2. Written responses will demonstrate critical thinking across disciplines.
3. Written responses will demonstrate analysis of the content and the presentation style/approach of lectures and performances.
4. Written responses will demonstrate accurate use of grammar, punctuation, and other elements of Standard Written English.
5. Written responses will show evidence of comprehension of the learning, including content and presentation/performance techniques.

GS 185-187 : Student Leadership**Credits** 2**Quarter Offered** Fall, Winter, Spring

Development of leadership skills and experiences through lecture, lab and group activities. Examines personal leadership styles, ethics, conflict resolution, communication and related topics. This class may include students from multiple sections.

Prerequisites

Instructor permission.

Course Outcomes

1. Identify and develop leadership principles, including leadership styles, effective communication, parliamentary procedure, conflict resolution, problem solving, delegation, decision making and team work.
2. Examine ethical practices as they relate to leadership.
3. Develop interpersonal communication skills.
4. Plan, implement and evaluate events and activities.
5. Explore the purpose and process of selecting and setting goals.
6. Explore and encourage critical thinking.
7. Identify historical leaders and evaluate those leaders.
8. Explore theories of leadership.
9. Manage a budget.

Geography

GEOG 120 : Introduction to Physical Geography**Credits** 5**Quarter Offered** Fall, Winter, Spring, Summer

Geodesy and mapping; introduction to atmospheric science, weather, climate, the oceans, hydrology, and the earth's heat budget. This class may include students from multiple sections. (Natural Sciences, Elective)

Prerequisites

Eligibility for both **ENGL& 101** and **MATH 90/91**

Course Outcomes

1. Describe and explain how solar energy and energy in the atmosphere effect the seasons, the atmosphere, and global temperatures.
2. Describe and explain how atmospheric and oceanic circulations determine atmospheric moisture distributions and weather.
3. Describe and explain the geology of our planet, and its effect on tectonics, earthquakes, and volcanism.
4. Describe and explain the underlying physical processes for why the Earth looks the way it does, including erosion by wind, water, and mass movement.
5. Describe and locate the major physical features of the Earth.

Geology

GEOL& 100 : Survey of Earth Science

Credits 5

Quarter Offered Winter (even year)

A survey of Earth science including topics on rock and mineral characteristics, natural hazards, surface and groundwater environments, marine and continental environments, resources, land-forms, and global climate change. This class may include students from multiple sections. (Natural Sciences, Elective)

Prerequisites

Eligibility for both **ENGL& 101** and **MATH 90/91**

Course Outcomes

1. Describe and explain the scientific method and the basic terminology, principles, concepts, and theories of Earth science.
2. Distinguish between the three major rock types and identify common rocks and minerals.
3. Explain the theory of plate tectonics and outline the geological evidence supporting this theory.
4. Describe the physical and geological processes that shape the Earth's surface and identify common land forms created by these processes.
5. Describe and explain the interactions between humanity, geology, and other Earth systems, with a focus on geological and physical hazards, including the consequences of global climate change.

GEOL& 101 : Introduction to Physical Geology with Lab

Credits 5

Quarter Offered Spring (odd year)

Introduction to geology and survey of the processes that shape the surface of the earth, including water, wind, ice, and gravity. Topics covered include: plate tectonics, volcanism, earthquakes, the geologic time scale, and concepts of mineralogy and petrology. Lab included. Field trips may be required. This class may include students from multiple sections. (Natural Sciences with Lab, Elective)

Prerequisites

Eligibility for both **ENGL& 101** and **MATH 90/91**

Course Outcomes

1. Describe and explain the scientific method and the basic terminology, principles, concepts, and theories of physical geology.
2. Using laboratory procedures and field methods, distinguish between the three major rock types and identify common rocks and minerals.
3. Identify and explain common land forms and the geological processes that led to their formation, including those found on the other planets and moons of our solar system.
4. Explain the theory of plate tectonics and identify the three types of plate boundaries and the geological features that characterize each.
5. Identify and explain the major eras of the geological time scale, including the major geological events and evolutionary developments that characterize these periods of geological time.

GEOL& 103 : Historical Geology and the History of Life on Earth with Lab

Credits 5

Introduction to historical geology and paleontology. Studies the formation and development through time of the solid Earth, atmosphere, and biosphere. Covers past movements and locations of the continents and interpretation of past environments as recorded in rock and fossil records as well as the history of life and how living organisms evolved over geologic time from the first single-celled organisms through the first invertebrates, vertebrates and plants, to the dinosaurs, and on to the rise of the mammals and early hominids. Includes the chance to examine fossils of early life, various invertebrates, fish, other prehistoric animals, and ancient plants. Lab included. Field trips may be required. This class may include students from multiple sections. (Natural Sciences with Lab, Elective)

Prerequisites

Eligibility for both [ENGL& 101](#) and [MATH 90/91](#)

Course Outcomes

1. Describe and explain the scientific method and the basic terminology, principles, concepts, and theories of geology, chemistry, and paleontology as they apply to the study of life on Earth and historical geology.
2. Outline and explain the biological, chemical and physical evolution of our planet.
3. Explain the process of fossilization and successfully identify common fossils.
4. Develop a scientific understanding of the methods used to find and reconstruct fossils of ancient life and their environments and of basic related scientific theories such as evolution.
5. Identify and distinguish between the three major rock types (i.e., igneous, sedimentary and metamorphic) and explain their geologic distribution, origins, and significance for interpreting past environments.
6. Explain and discuss the theory of plate tectonics and the past movements and locations of the continents and how these movements effected both the evolution and extinction of past life.
7. Identify and explain the major eons, eras and periods of the geological time scale, including the major geological events and evolutionary developments that characterize each period of time.

GEOL 124 : Earth Systems Science

Credits 5

Quarter Offered Occasionally

Explores processes that form and shape the earth. These processes comprise a series of integrated systems that interact to produce the earth's continents, oceans, atmosphere, and life. Lab included. Field trips may be required. This class may include students from multiple sections. (Natural Sciences, Elective)

Prerequisites

Eligibility for both [ENGL& 101](#) and [MATH 90/91](#)

Course Outcomes

1. Using laboratory procedures and field methods, distinguish between the three major rock types and identify common rocks and minerals.
2. Explain the theory of plate tectonics and identify the three types of plate boundaries and the geological features that characterize each.
3. Describe the physical and geological processes that shape the Earth's surface and identify common land forms created by these processes.
4. Describe and explain the interactions between humanity, geology, and other Earth systems, with a focus on geological and physical hazards, including the consequences of global climate change.
5. Describe how geologists determine the relative and absolute age of rocks and fossils.

Green Building

GRBD 150 : Sustainable Agriculture

Credits 5

Course focuses on the principles of sustainable agriculture for animal, crop, and garden production. Students will learn to make a farm, homestead, or garden a reality or to make current agricultural endeavors more sustainable, efficient, and profitable. Students will learn sustainable theory and be able to apply this to the nuts and bolts of market gardens, food forests, livestock management, and small farm operations.

Course Outcomes

1. Define terminology and concepts related to sustainable farming practices.
2. Describe the ecological, economical, and social implications of agricultural practices.
3. Identify theories and forms of sustainable agriculture.
4. Articulate the principles and strategies of sustainable agriculture.
5. Utilize a systems approach to analyze agriculture in your own back yard/community.
6. Apply best practices for basic soil, crop, watershed, and livestock.
7. Identify resources for solving problems facing farmers, ranchers, gardeners, and consumers in order to reduce waste and energy consumption in agriculture.
8. Describe strategies to increase profit and efficiency for sustainable producers.
9. Design productive and ecologically sound land use plans.
10. Expand consumer awareness and support of ethical alternatives.

GRBD 151 : Introduction to Food Systems

Credits 5

This course examines food production and consumption by analyzing the resource cycles and movement of food from seed to table. Students will discuss the economic and political decisions that frame our food sheds such as industrial agriculture, food justice, policy, health, school food systems, Community Supported Agriculture, and small scale farming. Students will also explore the opportunities and challenges in building community food projects that create lasting systems change.

Course Outcomes

1. Define local and regional foodsheds.
2. Summarize the historical development of conventional industrial agriculture and its impacts on human society, land-use practices and resource management.
3. Analyze differing viewpoints in the public discourse on US food politics.
4. Identify basic principles of local and community-based alternatives to industrial food systems.
5. Examine your own food attitudes and choices and articulate a value-based personal vision for food consumption and/or production.

Health Education

H ED 90 : HIV/AIDS Licensure 4 Hours

Credits 0

Selections from etiology and epidemiology of HIV; transmission and infection control; legal and ethical issues; psychosocial issues. This class may include students from multiple sections. Confirm requirement for licensing (H ED 90 4 hour or H ED 95 7 hour) at doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update

Course Outcomes

1. Outline the local, national, and global etiology and epidemiology of HIV/AIDS.
2. List 3 modes of transmission of HIV infection.
3. Compare and contrast infection control precautions: universal and standard precautions.
4. Apply the legal and ethical issues related to HIV/AIDs:
 - a. Reporting infection to public health
 - b. Confidentiality
 - c. Discrimination
 - d. Public endangerment
5. Illustrate the psychosocial issues of HIV/AIDS infection on:
 - a. Patient and family
 - b. Friends
 - c. Caregivers
 - d. Social Consciousness
6. Optional-recommended for pharmacy assistants:
 - a. Differentiate between screening and confirmatory tests.
 - b. List lab tests for monitoring safe and effective treatment.
 - c. Compare and contrast different treatment regimens.
7. Occupational exposure (PEP)
8. Nonoccupational exposure (nPEP)
9. Antiretroviral treatment (ART)
10. Primary Prevention (PrEP)

H ED 95 : HIV/AIDS Licensure 7 Hours

Credits 0

Selections from etiology and epidemiology of HIV; transmission and infection control; testing and counseling; clinical manifestations and treatment; legal and ethical issues; psychosocial issues. This class may include students from multiple sections. Confirm requirement for licensing (H ED 90 4 hour or H ED 95 7 hour) at doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update

Course Outcomes

1. Outline the local, national, and global etiology and epidemiology of HIV/AIDS.
2. List 3 modes of transmission of HIV infection.
3. Compare and contrast infection control precautions, including universal and standard precautions.
4. Differentiate laboratory tests for the diagnosis and monitoring of HIV infection:
 - a. Screening tests
 - b. Confirmatory tests
 - c. Viral load
5. Compare and contrast different treatment regimens.
 - a. Occupational exposure (PEP)
 - b. Nonoccupational exposure (nPEP)
 - c. Antiretroviral treatment (ART)
 - d. Primary Prevention (PrEP)
6. Apply the legal and ethical issues related to HIV/AIDS:
 - a. Reporting infection to public health
 - b. Confidentiality
 - c. Discrimination
 - d. Public endangerment
7. Illustrate the psychosocial issues of HIV/AIDS infection on:
 - a. Patient and family
 - b. Friends
 - c. Caregivers
 - d. Social Consciousness

H ED 180 : Health and Wellness

Credits 5

Quarter Offered Fall, Winter, Spring, Summer

An introduction to personal health. Understanding drug and alcohol use, sexuality and reproductive issues, diseases, nutrition, diet and weight management, stress management, safety, and environmental concerns. Students will analyze their own attitudes, behaviors, and decisions that affect individual health and develop strategies for healthful living. This class may include students from multiple sections. (Elective)

Course Outcomes

1. Explain the difference between health and wellness.
2. Describe sources of stress and how to effectively manage those stressors.
3. Define psychological health and disorders.
4. Understand sexuality issues, including but not limited to anatomy and physiology, intimate relationships, communication, contraception, pregnancy, childbirth, parenting, and abortion.
5. Explain why people use, abuse, and become addicted to tobacco, alcohol, and other drugs.
6. State the importance of nutritional guidelines and a healthy diet, and make informed decisions about food choices.
7. Describe the benefits of exercise and design an exercise program for yourself.
8. Discuss body image and have an understanding of eating disorders.
9. Explain the differences between communicable and noncommunicable diseases.
10. List and describe the differences between the variety of health care professionals.
11. Discuss how intentional and unintentional injuries can be prevented.
12. Discuss the importance of environmental health and the impacts of climate change.
13. Explain how health can be affected as people age.

H ED 215 : Human Sexuality

Credits 5

Quarter Offered Winter, Spring

An introduction to contemporary aspects of human sexuality, including development of sexuality over the lifespan, beginning with prenatal gender differentiation and proceeding through adulthood and aging. We will also cover related topics, such as interpersonal aspects of sexual relationships, sexual orientation, pregnancy, parenting choices, and STDs, including HIV/AIDS. This class may include students from multiple sections.

Colisted with **SOC 215**. (Formerly H ED 210, Elective)

Course Outcomes

1. Discuss sexuality research and education.
2. Explain how sexuality influences history, culture, art, media, and the law.
3. Define and label female and male reproductive anatomy.
4. Explain human sexual response.
5. Discuss gender and gender roles in society.
6. Explain how sexuality encompasses an individual's life.
7. Describe the process of how an individual develops their sexual individuality, attitudes, and values.
8. Effectively communicate about sexuality and relationships.
9. Discuss reproduction, pregnancy, and the birth process.
10. Discuss the impact of parenthood.
11. List various birth control methods.
12. Discuss the impact of unintended pregnancy.
13. Discuss the diversity of human sexual behavior.
14. Discuss sexual coercion, rape, and abuse.
15. Describe how to prevent sexually transmitted diseases.
16. List sexually transmitted diseases and describe their symptoms.
17. Discuss sexual dysfunctions and their treatments.

History

HIST& 126 : World Civilizations I

Credits 5

Quarter Offered Fall

Historical comparative study of the world's major civilizations (African, Asian, Middle East, European, and American) from prehistory to ca.1200 CE. There will be an emphasis on material existence and understanding value systems. We will delve into how these are expressed in different political, social, economic, cultural, and religious systems as well as in literature and art. This class may include students from multiple sections. (Social Sciences, Elective)

Course Outcomes

1. Demonstrate a "historical mindedness"-- understanding the historical context of ideas, events, and issues.
2. Demonstrate a sense of regionalism that incorporates geography, economics, politics, and culture.
3. Demonstrate the contributions and world view of diverse populations of the region.
4. Distinguish major themes from a regional perspective and from a national perspective.
5. Demonstrate mastery of significant events, people, and ideas that shaped the region from the beginnings of human settlement.
6. Analyze and synthesize critical primary and secondary source materials.
7. Organize thoughts and communicate them clearly and concisely in written form and in oral discussions.

HIST& 127 : World Civilizations II

Credits 5

Quarter Offered Winter

Comparative study of the world's major civilizations (African, Asian, Middle East, European, and American) from roughly 1200 CE to 1815. There will be an emphasis on material existence and understanding value systems. We will delve into how these are expressed in different political, social, economic, cultural and religious systems as well as in literature and art. This class may include students from multiple sections. (Social Sciences, Elective)

Course Outcomes

1. Demonstrate a "historical mindedness"-- understanding the historical context of ideas, events, and issues.
2. Demonstrate a sense of regionalism that incorporates geography, economics, politics, and culture.
3. Demonstrate the contributions and world view of diverse populations of the region.
4. Distinguish major themes from a regional perspective and from a national perspective.
5. Demonstrate mastery of significant events, people, and ideas that shaped the region from the beginnings of human settlement.
6. Analyze and synthesize critical primary and secondary source materials.
7. Organize thoughts and communicate them clearly and concisely in written form and in oral discussions.

HIST& 128 : World Civilizations III

Credits 5

Quarter Offered Spring

Comparative historical study of the world's major civilizations (African, Asian, Middle East, European, and American) from the beginning of industrialization to today's global world. There will be an emphasis on material existence and understanding value systems. We will delve into how these are expressed in different political, social, economic, cultural, and religious systems as well as in literature and art. This class may include students from multiple sections. (Social Sciences, Elective)

Course Outcomes

1. Demonstrate a "historical mindedness"-- understanding the historical context of ideas, events, and issues.
2. Demonstrate a sense of regionalism that incorporates geography, economics, politics, and culture.
3. Demonstrate the contributions and world view of diverse populations of the region.
4. Distinguish major themes from a regional perspective and from a national perspective.
5. Demonstrate mastery of significant events, people, and ideas that shaped the region from the beginnings of human settlement.
6. Analyze and synthesize critical primary and secondary source materials.
7. Organize thoughts and communicate them clearly and concisely in written form and in oral discussions.

HIST& 146 : U.S. History I

Credits 5

Quarter Offered Fall, Winter, Summer

United States development from European settlements clinging tenuously on the Atlantic coast, or wayward outposts in the Southeast and Southwest, to a large, relatively unified nation between two oceans. We will examine the people of North America, Europe and Africa before colonialism and then address the social, cultural, economic and geographical determinants for colonization. We will explore how colonists began to see themselves separate from the mother country and how this resulted in revolution and a new nation. This class may include students from multiple sections. (Social Sciences, Elective)

Prerequisites

Eligibility for or completion of [ENGL& 101](#)

Course Outcomes

1. Demonstrate a "historical mindedness"- understanding the historical context of ideas, events, and issues.
2. Identify and recognize events that are uniquely American.
3. Place American history within the larger context of World and Regional history.
4. Critically and aesthetically evaluate the development of a uniquely American culture.
5. The student will develop written communication skills, and the ability to express opinions via discussions and short papers.
6. The student will develop specific critical thinking skills: to consider multiple perspectives and values, to synthesize and integrate information and ideas, to separate opinion from factual information, and to recognize the patterns in which historical information is organized.
7. Last, the student as a more informed citizen will be better prepared to act in accordance with his or her own beliefs.

HIST& 147 : U.S. History II

Credits 5

Quarter Offered Winter, Spring

United States evolvement after the early years of nation building. The course will begin at the end of the Jacksonian Reform era, and end with the period of overseas expansion as the United States become a Great Power nation. This course will examine a number of crisis or issues of change, including civil war, western expansion, industrialization, immigration and urbanization. The student will learn how the people of the United States responded to crisis periods through reform movements such as Populism, unionization, Progressivism and imperialism. This class may include students from multiple sections. (Social Sciences, Elective)

Prerequisites

Eligibility for or completion of **ENGL& 101**.

Course Outcomes

1. Demonstrate a “historical mindedness”-- understanding the historical context of ideas, events, and issues.
2. Demonstrate a sense of regionalism that incorporates geography, economics, politics, and culture.
3. Identify the contributions and world view of diverse populations of the region.
4. Distinguish major themes from a regional perspective and from a national perspective.
5. Demonstrate mastery of significant events, people, and ideas that shaped the region from the beginnings of human settlement.
6. Analyze and synthesize critical primary and secondary source materials.
7. Organize thoughts and communicate them clearly and concisely in written form and in oral discussions.

HIST& 148 : U.S. History III

Credits 5

Quarter Offered Fall, Spring, Summer

The third part of the History of the United States examines the 20th century starting with World War I. In this period attention directed toward the development of the United States as a modern nation-state. We will cover the process industrialization, urbanization, and immigration that shaped the contours of the country right into the 21st century. Other topics of interest in the larger processes will be the Great Depression, Imperialism, World War I and II, the Cold War, environmentalism, nuclear war and terrorism. The course will end as the United States enters the post-Cold War era. This class may include students from multiple sections. (Social Sciences, Elective)

Prerequisites

Eligibility for or completion of **ENGL& 101**

Course Outcomes

1. Demonstrate a “historical mindedness”-- understanding the historical context of ideas, events, and issues.
2. Develop a sense of regionalism that incorporates geography, economics, politics, and culture.
3. Appreciate the contributions and world view of diverse populations of the region.
4. Distinguish major themes from a regional perspective and from a national perspective.
5. Demonstrate mastery of significant events, people, and ideas that shaped the region from the beginnings of human settlement.
6. Analyze and synthesize critical primary and secondary source materials.
7. Organize thoughts and communicate them clearly and concisely in written form and in oral discussions.

HIST& 214 : Pacific Northwest History

Credits 5

Quarter Offered Winter

With emphasis on the states of Washington, Oregon, and Idaho, Pacific Northwest (PNW) history proceeds through five main periods: indigenous peoples before European arrival, European arrival and exploration, European colonialism, industrial and urban development and immigration, and regional autonomy for the PNW, and considers various marginalized groups in society, including Native Americans, African Americans, and Asian Americans. Within these different historical periods, the course also examines social difference (e.g., ethnicity, race, and gender), economic and political organization, and cultural values. **ENGL& 101** is strongly recommended. This class may include students from multiple sections. (Elective)

Course Outcomes

1. Demonstrate a “historical mindedness”-- understanding the historical context of ideas, events, and issues.
2. Develop a sense of regionalism that incorporates geography, economics, politics, and culture.
3. Demonstrate the contributions and world view of diverse populations of the region.
4. Distinguish major themes from a regional perspective and from a national perspective.
5. Demonstrate mastery of significant events, people, and ideas that shaped the region from the beginnings of human settlement.
6. Analyze and synthesize critical primary and secondary source materials.
7. Organize thoughts and communicate them clearly and concisely in written form and in oral discussions.

HIST 215 : History of American Indian Education

Credits 5

Quarter Offered Spring

Students in this course will self-reflect on their own learning in relationship to indigenous pedagogies and explore if indigenous informed educational philosophies can represent a practice of healing. This course will examine The Assimilation Era, 1870s to 1970s, when governmental educational institutions were employed to disrupt and disappear the complex educational systems practiced by native people since time immemorial. The common practices of pre-colonial indigenous pedagogies will be illuminated and engaged to critically explore the colonizing pedagogy forced on students in government-sanctioned schools. Indigenous pedagogies have proven so resilient that they help to illustrate how indigenous people have continually renewed and revived their cultures through education despite the ongoing oppression of colonization. (Social Sciences, Elective)

Course Outcomes

1. Create a working definition of indigenous pedagogy, and employ that definition to reflect on different eras of American Indian education from pre-colonial times, through to contemporary efforts at healing and renewal.
2. Demonstrate understanding of terminology key to Integrated Indigenous Studies that includes but is not limited to, the following—indigenous, pedagogy, culture, cultural genocide, historical trauma, sovereignty, self-determination, Colonization/Decolonization, and Treaties.
3. Participate in the co-creation of the classroom community.
4. Recognize the importance of varied forms of “text” that include traditional text, written sources such as poetry, narratives, fiction, memoir, government documents, archival photographs, material historical sources, video, music, dance, and ceremony.
5. Apply local relationships of place to the broader context of historical research.
6. Use the tools of indigenous and historical research to demonstrate methods of attribution and citation in a way that properly respects the people being researched.
7. Apply self-assessment to evaluate their own learning.

Homeland Security / Emergency Management

HSEM 102 : Introduction to Emergency Management

Credits 5

Quarter Offered Fall, Summer

Provides groundwork on which emergency services can build a strong foundation for disaster and emergency management for homeland security in the 21st century. Addresses issues, policies, questions, best practices, and lessons learned through recent years; requirements of NFPA® 1600, Standard on Emergency Management and exposure to new and developing theories, practices, and technology in emergency management. This class may include students from multiple sections.

Course Outcomes

1. Identify and define essential elements of an effective emergency management program.
2. Identify and define the many roles, responsibilities and functions of the professional emergency manager in addressing holistic community needs.
3. Describe the actions taken in hazard identification and components of an emergency plan and principles that guide the planning process.
4. Examine and analyze the actions taken when planning for incident prevention and hazard mitigation in the context of population, infrastructure and equity.
5. Describe basic components of mutual aid systems.
6. Analyze compliance requirements for emergency communications and warnings.

HSEM 105 : Concepts, Policy and Doctrine in Tribal Emergency Management

Credits 5

Quarter Offered Fall

This course provides the groundwork on which Tribal Emergency Management can build a strong foundation of preparedness, response, recovery and mitigation for their communities. This class may include students from multiple sections.

Course Outcomes

1. Identify the essential elements of an effective Tribal Emergency Management program.
2. Identify the various roles and responsibilities of Emergency Management Professionals.
3. Describe the laws and policies that effectuate Tribal Emergency Management.
4. Describe Hazard Mitigation requirements and techniques.
5. Describe the Disaster Declaration Process as applicable to federally recognized Native American Tribes.

HSEM 110 : Basic Incident Command System/ National Management System

Credits 2

Quarter Offered Fall, Summer

This course introduces the Incident Command System (ICS) and provides the foundation for higher-level ICS training. This course describes the history, features, and principles and organization structure of the Incident Command System. It also explains the relationship between ICS and the National Incident Management System (NIMS). Course will meet ICS 100/200/700/800 requirements. This class may include students from multiple sections.

Course Outcomes

1. Analyze the National Incident Management System (NIMS) and its application to coordinating and integrating a response to domestic incidents.
2. Identify five major management functions.
3. Explain the roles and responsibilities of the Incident Commander and Command Staff.
4. Determine when it is appropriate to institute a Unified or Area Command.
5. Describe the Public Information Systems required by NIMS.
6. Evaluate ways in which NIMS can affect how jurisdictions prepare for incidents and events.
7. Describe how NIMS affects the way resources are managed.
8. Describe the advantages of common communication and information management standards.
9. Explain how NIMS will influence technology and technological systems required for emergency response.

HSEM 111 : Tribal Incident Management Systems

Credits 2

Quarter Offered Fall

This course introduces the incident management structures commonly utilized in Indian Country. It explains the relationship between various incident management structures and the National Incident Management System (NIMS) and affords students an opportunity to share with other Tribal Emergency Management professionals structures they have experienced or would like to explore. This class may include students from multiple sections.

Course Outcomes

1. Analyze the National Incident Management System and its application to coordinated response.
2. Identify commonly utilized Incident Management Structures in Indian Country.
3. Describe the various roles and responsibilities of an Incident Commander and Command Staff.
4. Determine the timing and procedures required for instituting Unified Command or Unified Area Command.
5. Describe challenges associated with Incident Management Structures between tribal and non-tribal boundaries.
6. Identify Communications, Logistics and Technology requirements that can enhance Incident Management in Indian Country.

HSEM 120 : All Hazards Emergency Planning

Credits 3

Quarter Offered Fall

This course is designed to introduce students to developing an effective emergency planning system. This course offers training in the fundamentals of the emergency planning process, including the rationale behind planning. Emphasis will be placed on hazard/ risk analysis and planning team development. Other topics, such as Continuity of Operations (COOP), Emergency Support Functions, National Response Plan, Washington State Comprehensive Emergency Management Plan and contingency planning for areas such as Special Needs (Vulnerable Populations) or Animal Sheltering are included. This class may include students from multiple sections.

Course Outcomes

1. Define how emergency planning fits within the field of emergency management.
2. Explore the components of an emergency plan, principles that guide the planning process and resources/ national standards that can be used in the planning process.
3. Explain the impacts of disasters on people's mental and physical health.
4. Determine how to staff and organize, motivate and prepare a team to respond well in emergencies.
5. Identify the basis for estimating hazard exposure.
6. Identify and define the principle components of consequence analysis.
7. Outline the elements of a basic Emergency Operation Plan (EOP).
8. Develop an Emergency Operation Plan.
9. Prepare warning message content for special needs populations.
10. Explore ways to design and create a hazard mitigation program.
11. Identify methods of effective risk communication.
12. Explore the history of federal emergency planning mandates and how they are developed.

HSEM 121 : Planning for Tribal Emergency Management

Credits 3

Quarter Offered Winter

This course is designed to introduce current or future Tribal Emergency Management professionals to plans and the planning process. Emphasis will be placed on hazard and risk analysis and planning team development.

Other topics will include emergency management planning with non-tribal partners and communities, as well as a focus on planning for vulnerable populations including but not limited to tribal elders. This class may include students from multiple sections.

Course Outcomes

1. Define how plans and planning fit with the emergency management profession.
2. Describe the components of an emergency management plan and principles that guide the planning process.
3. Outline the elements of a Basic Emergency Operations Plan (EOP).
4. Develop a sample EOP for a tribal government.
5. Prepare warning messages for vulnerable populations within a tribe (Ex. Tribal Elders).
6. Identify federal planning mandates that should be examined and considered for tribal emergency management.

HSEM 130 : Technology in Emergency Management

Credits 3

Quarter Offered Winter, Summer

This class provides a detailed overview of the technology used and applied in the field of emergency management. Students will learn how to utilize technology in emergency planning, response, recovery and mitigation efforts and they will identify key elements that must be in place for technology to enhance the emergency management process. Course overviews include using technology and data for hazard identification, analysis, and modeling. Types of warning systems such as reverse notification systems; direct and remote sensing systems, and geospatial technology. This class may include students from multiple sections.

Prerequisites

HSEM 102

Course Outcomes

1. Compare the range of technologies available and examine appropriateness for emergency management use.
2. Utilize technology and access data.
3. Identify legal, ethical, and social elements in the employment of a technology.
4. Demonstrate a working level knowledge of developments in technology.
5. Research the potential impact of new technologies on emergency management.

HSEM 157 : Public Information

Credits 2

Quarter Offered Spring

This course will prepare students to support emergency management public information operations, including integration with a Joint Information System, use of a Joint Information Center, coordination with on-scene public information officers, use of alert and warning systems, emergency and routine information distribution (including media and social media), and ensuring appropriate messaging for the whole community. This class may include students from multiple sections.

Course Outcomes

1. List and describe characteristics and responsibilities that make an effective public information officer.
2. Describe guidelines for department policies, which guide public information functions.
3. Describe purpose, elements, and roles in a joint information system/joint information system.
4. Describe various types of alert and warning systems.
5. Identify access and functional needs that must be addressed in public messaging.
6. Create messages that are appropriate for specific audiences and platforms.

HSEM 160 : Emergency Response Awareness to Terrorism

Credits 5

Quarter Offered Spring

Provides current and relevant information about terrorism, terrorist behavior, homeland security policies and dilemmas, and how to deal effectively with threats and the consequences of attacks. Student will gain insight into the key players involved in emergency management, local and state issues, particularly as they need to interact and work with FEMA and other federal agencies. Course components include identifying terrorism, causes of terrorism, preventing terrorist attacks, responding to terrorism attacks and avoidance in communication and leadership collapse. This class may include students from multiple sections.

Course Outcomes

1. Compare and contrast the history of terrorism in the United States and abroad.
2. Examine terrorism and the risks associated with terrorist incidents.
3. Explain the basic terms and concepts associated with terrorism incidents.
4. Compare and contrast different missions of homeland security.
5. Recognize the characteristics of terrorism.
6. Evaluate the most frequently mentioned causes of terrorism.
7. Analyze terrorist behavior.
8. Examine the evolution of terrorism in the United States and other countries.
9. Compare and contrast the positive and negative features of modern news coverage of terrorism.
10. Explore and discuss federal, state, local and private procedures in preparedness measures, response, relief, and recovery.
11. Analyze measures for preventing terrorist attacks.
12. Assess the threat of terrorism and ways to increase physical security.
13. Critique prior problems in homeland security and the need for accountability.

HSEM 180 : Public Administration

Credits 3

Quarter Offered Winter, Summer

This course provides an overview in the structure and issues of public service. Course participants will examine the context of public administration: the political system, the role of federalism, bureaucratic politics and power, and the various theories of administration that guide public managers today. Course components include public administration, personnel, budgeting, decision-making, organizational behavior, leadership, and policy implementation. Lessons will be drawn from the most current applications of public administration today, such as COVID Pandemic efforts and Homeland Security. This class may include students from multiple sections.

Course Outcomes

1. Explore the context, nature and structure of public administration in America.
2. Describe and discuss the political, legal and social environment of public administration.
3. Examine and discuss the nature of the decision-making process in public administration.
4. Explain, apply, and discuss the budget process and planning.
5. Examine and discuss the impact and influence of government regulation and administrative law over public affairs.

HSEM 190 : Tribal Emergency Management

Credits 1-5

Quarter Offered Fall, Summer

This special topics train-the-trainer program is designed to prepare students to deliver community preparedness awareness information classes on emergencies and disasters. This class may include students from multiple sections.

Prerequisites

HSEM 102 and must have completed 12 HSEM credits or HSEM Program Coordinator approval

Course Outcomes

1. Research and communicate the issues related to the chosen course topic.
2. Apply information to solve a given problem using the course topic.
3. Compare and contrast the chosen topic with existing knowledge and experience in homeland security or emergency management.
4. Evaluate the impact of the chosen topic as it relates to emergency management.

HSEM 190 : Tribal Emergency Management

Credits 3

Quarter Offered Fall

This special topics train-the-trainer program is designed to prepare students to deliver community preparedness awareness information classes on emergencies and disasters. This class may include students from multiple sections.

Prerequisites

HSEM 102 and must have completed 12 HSEM credits or HSEM Program Coordinator approval

Course Outcomes

1. Research and communicate the issues related to the chosen course topic.
2. Apply information to solve a given problem using the course topic.
3. Compare and contrast the chosen topic with existing knowledge and experience in homeland security or emergency management.
4. Evaluate the impact of the chosen topic as it relates to emergency management.

HSEM 200 : Emergency Operations Center

Credits 2

Quarter Offered Fall, Summer

This course provides the student with skills and knowledge to manage an Emergency Operations Center (EOC), acquire and control resources, and interface with on scene responders within Incident Management Systems. Topics include EOC design, preparing, staffing and operating, jurisdictional setting, and the critical link between Incident Management Systems and emergency management operations. This class may include students from multiple sections.

Prerequisites

HSEM 102

Course Outcomes

1. Introduction to Emergency Operations Center (EOC).
2. Functions of the Emergency Operations Center.
3. Jurisdictional Setting of the Emergency Operations Center.
4. Staffing and Operating the Emergency Operations Center.
5. Designing an Emergency Operations Center.
6. Incident Management Systems.
7. Public Information Officer (PIO) Operations/Information Management.

HSEM 205 : Cultural Heritage Preservation and Traditional Knowledge

Credits 3

Quarter Offered Spring

This course will explore the importance of protecting, preserving, and restoring both tangible and intangible cultural heritage in the face of disasters and emergencies, and will describe how emergency management professionals can inform their disaster planning utilizing traditional knowledge. This class may include students from multiple sections.

Course Outcomes

1. Define cultural heritage and native lifeways.
2. Research the role of cultural heritage protection in community recovery.
3. Differentiate between tangible and intangible cultural heritage collections.
4. Evaluate methods to prepare for, mitigate against, respond to, and recover from disaster using traditional knowledge.
5. Research local and non-local sources for additional information relevant to cultural heritage disaster planning.

HSEM 210 : Exercise Design and Evaluation

Credits 3

Quarter Offered Winter

This course provides participants with the knowledge and skills to develop, conduct, evaluate and report effective exercises that test a community's operations plan and operational response capability. Throughout the course, participants will learn about topics including exercise program management, design and development, evaluation, and improvement planning. It also builds a foundation for subsequent exercise courses, which provide the specifics of the Homeland Security Exercise and Evaluation Program (HSEEP) and the National Standard Exercise Curriculum (NSEC). This class may include students from multiple sections.

Prerequisites

HSEM 102 or HSEM 105

Course Outcomes

1. Describe the exercise design process.
2. Identify hazards that affect a community or organization.
3. Develop a purpose statement for an exercise.
4. Develop objectives for an exercise.
5. Design a discussion based exercise.
6. Develop exercise evaluation support material.

HSEM 215 : Tribal Emergency Management Grants and Grant Management

Credits 4

Quarter Offered Winter

This course will explore the importance and role of grants in Tribal Emergency Management. Students will research various emergency management grants (federal, tribal, state, and local) and their potential impacts on communities predominately populated by indigenous peoples. This class may include students from multiple sections.

Course Outcomes

1. Research how grants contribute to effective Tribal Emergency Management.
2. Identify emergency management grants available to indigenous peoples and their non-tribal emergency management partners.
3. Describe the grant application process and requirements for a successful grant application.
4. Describe a successful grant management process.
5. Identify and evaluate the effectiveness of a grant-funded project.
6. Articulate the need for sustainable grant funding for Tribal Emergency Management.

HSEM 220 : Developing and Managing Volunteer Resources

Credits 2

Quarter Offered Winter, Summer

This course will focus on methods and procedures for involving volunteers in emergency management programs, with the goal of maximizing the effectiveness of volunteer resources by implementing a people-oriented system that addresses defining volunteer roles, designing a plan of action, recruiting volunteers, training individuals who volunteer, and motivation and maintenance of a successful program. The role of spontaneous and/or unaffiliated volunteers in the disaster response process will also be addressed. This class may include students from multiple sections.

Prerequisites

HSEM 102 or HSEM 105

Course Outcomes

1. Correlate the skills and knowledge required of volunteers in emergency management programs.
2. Determine how volunteers can be used more beneficially to meet an agency's needs.
3. Analyze the steps in developing a volunteer program.
4. Develop a volunteer policy and job description.
5. Outline strategies for recruiting, retaining, assigning, training, supervising, and evaluating volunteers.
6. Analyze the role of volunteers and voluntary agencies in providing emergency assistance.
7. Describe methods that will ensure cultural humility and equity in managing volunteers in a diverse community.

HSEM 230 : Disaster Response and Recovery**Credits** 2**Quarter Offered** Winter, Summer

The purpose of this course is to enable students to understand and think critically about disaster recovery operations in the profession of emergency management. Students will utilize problem-based learning by analyzing actual disaster events and applying the theories, principals, and practice of disaster recovery. In addition, students will learn about the issues faced by the whole community and how to address access and functional needs in disaster recovery. This class may include students from multiple sections.

Prerequisites**HSEM 102** or **HSEM 105** and **HSEM 120** or **HSEM 121**.**Course Outcomes**

1. Examine what occurs during a disaster and the impact it has on people, property and the environment.
2. Differentiate between the responsibilities of the local government after a disaster versus those of the state and federal government.
3. Analyze human responses to disasters.
4. Examine the process through which public and individual assistance may be obtained.
5. Describe special issues during recovery.
6. Apply principles and practices of disaster recovery in case studies.

HSEM 240 : Workbased Learning Experience**Credits** 4**Quarter Offered** Spring, Summer

Provides students "real world experiences" in homeland security and emergency management. Students learn to work within time constraints and are exposed to appropriate workplace behaviors. Students will have opportunities to refine the core skills they have learned from the courses or curriculum. This class may include students from multiple sections.

Prerequisites**HSEM 249****Course Outcomes**

1. Obtain homeland security emergency management work experience through volunteering, job shadowing, interning, and/or agreeing to be evaluated by a current supervisor.
2. Set workplace learning objectives, develop a plan for accomplishing those objectives, document the learning process, and assess their success in reaching objectives.
3. Write a career path plan communicating where they want to be in their careers five years in the future and the steps they will take to make it happen.

HSEM 249 : HSEM Professional Development**Credits** 2**Quarter Offered** Fall, Spring

This course prepares the HSEM student for the work based learning experience. Students will learn how to search for jobs and internships, prepare resumes and job applications, prepare for job and internship interviews, and create an appropriate professional portfolio. This class may include students from multiple sections.

Prerequisites

45 HSEM credits

Course Outcomes

1. Develop a Professional Portfolio exhibiting professional development efforts, progress, and achievements.
2. Develop model resumes, applications, cover letters, and references for appropriate level work positions.
3. Demonstrate the ability to identify job openings appropriate to the student's knowledge, skills, and abilities.
4. Prepare answers to routine HSEM related interview questions.
5. Demonstrate understanding of the work based learning experience by identifying potential work based learning sites.

HSEM 250 : Homeland Security Law and Policy

Credits 4

Quarter Offered Fall

This course is designed to give the student an overview of various statutes, regulations, constitutional law, and common law associated with Homeland Security Emergency Management. This course examines federal, state, and local government powers, FEMA, Department of Homeland Security, civil rights, National Security Strategies, Homeland Security Act of 2002, the Patriot Act, the National Incident Management System, and the National Response Framework. Students will be introduced to the legalities and ethics relevant to organizing for counterterrorism, investigating terrorism and other national security threats, and crisis and consequence management. This class may include students from multiple sections.

Prerequisites

HSEM 102 or HSEM 105

Course Outcomes

1. Compare and contrast an effective policy with a poor policy.
2. Discuss ethical, legal, and social issues in Homeland Security.
3. Examine local, state, and federal dynamics involved with the introduction and implementation of new laws and regulations.
4. Explain laws and legal issues related to a disaster risk problem.
5. Describe important statutes and policies enacted post 9-11 and their impact on emergency management.

HSEM 260 : Introduction to Healthcare Emergency Management

Credits 5

Quarter Offered Spring

Provides the groundwork on which students can build a strong foundation for healthcare related disaster and emergency management. Addresses issues, policies, questions, best practices, and lessons learned through recent years; standards on healthcare emergency management and business continuity, and exposure to new and developing theories, practices, and technology in healthcare emergency management. This class may include students from multiple sections.

Prerequisites

HSEM 102 or HSEM 105 and HSEM 110 or HSEM 111

Course Outcomes

1. Identify and define essential elements of an effective healthcare emergency management program.
2. Identify and define the role of CMS and other bodies of law for healthcare emergency management.
3. Describe the role of accreditation in healthcare emergency management.
4. Examine best practices for hazard identification and emergency planning for healthcare.
5. Describe basic components of a Comprehensive Emergency Management Plan (CEMP) for a hospital.
6. Examine the role of business continuity in healthcare and the relationship of business continuity to emergency management.

Honors

HONOR 160 : Introduction to Honors Projects

Credits 2

Quarter Offered Spring

Students are introduced to faculty directed projects from a variety of academic fields. Student will use one of these projects, or identify a self-directed project, to complete the project component of the honors program. Acceptance into the Honors Program is required. This class may include students from multiple sections.

Course Outcomes

1. Students will be able to describe how knowledge is created and conveyed in humanities, mathematics, natural sciences and social sciences.
2. Students will use integrative knowledge to explain the meaning and importance of project work in humanities, mathematics, natural sciences and social sciences.
3. Students will identify a project topic and present a project abstract.

HONOR 220 : Second Year Interdisciplinary Projects Seminar I

Credits 1

Quarter Offered Fall

In these two hour bi-weekly seminars students will make brief presentations on the nature objective and probing the nature of their individual projects and provide status updates. Students will contribute to the process of project development by evaluating the methods used to achieve a project's objective and probing the nature and outcomes of the project using an integrative knowledge approach to critical inquiry. Acceptance into the Honors Program is required. This class may include students from multiple sections.

Course Outcomes

1. Students will present the objectives of their project and the method(s) used to achieve those objectives.
2. Students will use an integrative knowledge approach to engage in critical inquiry. The goal is to provide feedback useful for project development.

HONOR 221 : Second Year Interdisciplinary Project Seminar II

Credits 1

Quarter Offered Winter

In these two hour bi-weekly seminars students will make brief presentations on the nature of their individual projects and provide status updates. Students will contribute to the process of project development by evaluating the methods used to achieve a project's objective and probing the nature and outcomes of the project using an integrative knowledge approach to critical inquiry. Acceptance into the Honors Program is required. This class may include students from multiple sections.

Course Outcomes

1. Students will present the objectives of their project and the method(s) used to achieve those objectives.
2. Students will use an integrative knowledge approach to engage in critical inquiry. The goal is to provide feedback useful for project development.

HONOR 250 : Honors Capstone Projects

Credits 2

Quarter Offered Spring

Students complete all aspects of their individual project, including background research activities, submission of a final product and its public dissemination; a critical examination of the project using integrative knowledge; and lastly, a self-reflective video on the project's value to their undergraduate experience. Students must receive a passing grade on their project to successfully complete the course. Acceptance into the Honors Program is required. This class may include students from multiple sections.

Course Outcomes

1. Students will use integrative knowledge to assess project work of others in humanities, natural sciences and social sciences.
2. Students demonstrate ability to design, complete, and present an honors project.
3. Students will use integrative knowledge to assess their own project and to reflect upon the project's value to their undergraduate experience.

HONOR 290-292 : Honors Project

Credits 1-2

Quarter Offered Fall, Winter

This course is for students completing the projects requirement of the Honors Program degree. Faculty permission for students in the Honors Program. This class may include students from multiple sections.

Course Outcomes

1. Students will achieve their individual capstone project goals.

Horticulture

HORT 102 : Horticulture Plant Science

Credits 4

This course focuses on the biological understanding of the plant world. In order to be successful working in the horticulture industry, it is critical to understand the scientific processes at work in the life of plants. This class will provide students with a solid understanding of plant physiology, structure, function of parts, and life processes.

Course Outcomes

1. Define and describe plant growth processes from seed to maturity.
2. Identify and describe plant structure and organization.
3. Identify and describe plant adaptations to meet basic needs and protection.
4. Identify and describe how plants control growth and development, and how plants get water, nutrients and light.
5. Identify and describe reproductive parts and processes of plants and describe genetic strategies.

HORT 104 : Horticulture Tools and Safety

Credits 1

This course will focus on identification, maintenance, and safe use of tools and equipment used in the horticultural industry.

Course Outcomes

1. Demonstrate knowledge of and consistent usage of basic safety equipment and proper clothing for the work environment (eye/ear protection, protective clothing, etc).
2. Identify hand tools and power tools routinely used in the horticultural industry, demonstrate the ability to properly choose the right tool for the right situation, and safely use and properly maintain that tool.
3. Demonstrate knowledge of proper lifting techniques, posture while working with tools, safety working with fuels and nutrients, fire response, and potential medical issues such as sunstroke/dehydration, etc.
4. Demonstrate this knowledge through written and oral tests, as well as demonstrate safe behavior throughout the quarter.

HORT 109 : Soils and Plant Nutrition

Credits 5

This course will focus on the understanding of classical soil science and the soil food web in order to give students the ability to effectively promote a healthy soil for various horticultural purposes. Emphasis will be placed on pH, physical properties of soil, soil chemistry, various soil organisms, and organic fertilizing methods to promote soil health.

Course Outcomes

1. Demonstrate a working knowledge of soil nutrients, the physical properties of soil and classical soil science.
2. Demonstrate a working knowledge of the soil food web and its importance.
3. Show the ability to create and properly apply compost, mulch, and compost tea.
4. Analyze soil for pH, nutrients, organisms, organic matter, and soil structure.
5. Develop strategies for solving problems related to soil nutrient deficiencies.
6. Demonstrate the ability to work with others to develop long term plans and troubleshooting strategies for soil food web maintenance.

HORT 110 : Pest Management Principles

Credits 3

This course will introduce students to most of the garden pests that are likely to be a problem here in the Pacific Northwest. There will be a heavy focus on the principles of Integrated Pest Management as a process of monitoring, controlling and eradicating garden pests with the least harmful impact on the surrounding environment as possible.

Course Outcomes

1. Demonstrate knowledge of Integrated Pest Management Practices and Principles in the field and through testing.
2. Demonstrate the ability to choose appropriate response to particular pests.
3. Demonstrate knowledge of pesticide application as a last step in IPM and show understanding of the toxicity of different available products.
4. Demonstrate the ability to recognize, name and identify habits and characteristics of both harmful and beneficial insects and other animals.
5. Develop a written plan to deal with a specific pest (e.g. the rabbit that is eating our marigolds) and implement that plan at the garden site.

HORT 117 : Pruning and Training

Credits 3

This course will introduce students to the tools, techniques, and timing of pruning and training of trees, shrubs, and climbing vines. Emphasis will be placed on the development of hands on skills and the ability to analyze the condition of plants and to develop strategies for pruning needs.

Course Outcomes

1. Demonstrate knowledge of pruning tools and safe, proper usage.
2. Demonstrate knowledge of traits of common trees, shrubs and climbing vines.
3. Demonstrate the ability to correctly prune and train trees, vines, and shrubs for aesthetic purposes and to promote flowering and fruiting.
4. Demonstrate the ability to develop and implement a strategy to meet pruning needs of specific plants.

HORT 118 : Plant Diseases

Credits 3

This course will serve as an introduction to diseases caused by bacteria, fungi, virus, nematodes, environmental conditions, and cultural conditions. Attention will be dedicated to recognition of symptoms, disease cycles, damage, and methods of control.

Course Outcomes

1. Identify main types of plant diseases, symptoms, and methods of control.
2. Recognize diseases that tend to attack specific commonly cultivated plants.
3. Demonstrate the ability to trouble shoot and diagnose disease problems based on symptoms.
4. Demonstrate knowledge of disease prevention and control methods for the major disease types.

HORT 160 : Plant Identification: Fall

Credits 5

This course will introduce students to many native, ornamental, and other common landscape plants for Washington State. Students will learn common and scientific names, be able to recognize by sight, and learn the important characteristics of fall seasonal plants, taken from the WSNLA Plant List to prepare students for the CPH exam.

Course Outcomes

1. Identify commonly used native and ornamental landscaping plants by common and scientific names.
2. Define key characteristics of these plants i. e., leaf arrangement, flower type, venation, seed pods, defining characteristics.
3. Recognize appropriate aesthetic placement and physical requirements of these plants such as shade to tolerance and water requirements

HORT 161 : Plant Identification: Winter**Credits 5**

This course will introduce students to many native, ornamental, and other common landscape plants for Washington State. Students will learn common and scientific names, be able to recognize by sight, and learn the important characteristics of winter seasonal plants, taken from the WSNLA Plant List to prepare students for the CPH exam.

Course Outcomes

1. Identify commonly used native and ornamental landscaping plants by common and scientific names.
2. Define key characteristics of these plants i. e., leaf arrangement, flower type, venation, seed pods, defining characteristics.
3. Recognize appropriate aesthetic placement and physical requirements of these plants such as shade to tolerance and water requirements

HORT 162 : Plant Identification: Spring**Credits 5**

This course will introduce students to many native, ornamental, and other common landscape plants for Washington State. Students will learn common and scientific names, be able to recognize by sight, and learn the important characteristics of spring seasonal plants, taken from the WSNLA Plant List to prepare students for the CPH exam.

Course Outcomes

1. Identify commonly used native and ornamental landscaping plants by common and scientific names.
2. Define key characteristics of these plants i. e., leaf arrangement, flower type, venation, seed pods, defining characteristics.
3. Recognize appropriate aesthetic placement and physical requirements of these plants such as shade to tolerance and water requirements

HORT 163 : Plant Identification: Summer**Credits 5**

This course will introduce students to many native, ornamental, and other common landscape plants for Washington State. Students will learn common and scientific names, be able to recognize by sight, and learn the important characteristics of summer seasonal plants, taken from the WSNLA Plant List to prepare students for the CPH exam.

Course Outcomes

1. Identify commonly used native and ornamental landscaping plants by common and scientific names.
2. Define key characteristics of these plants i. e., leaf arrangement, flower type, venation, seed pods, defining characteristics.
3. Recognize appropriate aesthetic placement and physical requirements of these plants such as shade to tolerance and water requirements

HORT 192 : Horticulture Careers**Credits 1**

This course will familiarize students with career opportunities in the horticultural industry. Students will have the opportunity to explore their own interests, assess their own strengths and goals, and research careers that are of particular interest.

Course Outcomes

1. Identify career options in the horticultural industry and understand the educational requirements, skill sets, knowledge, and experience necessary to be successful in those positions.
2. Demonstrate understanding of trends in employment in the horticultural field.
3. Identify education opportunities and trade licenses available in the state of Washington.
4. Write a short paper and give an oral presentation on a specific job of interest in the field.

HORT 229 : Plant Propagation**Credits** 3

This course is an introduction to the practices and techniques of plant propagation. Students will learn how plants can be used for reproduction via seed propagation, cuttings, grafting, and tissue culture. Students will have the opportunity to propagate a variety of plants with different methods.

Course Outcomes

1. Identify methods of plant propagation for a variety of species.
2. Demonstrate the ability to propagate plants from seed, cuttings, grafting, and tissue culture.
3. Demonstrate knowledge of and ability to work with a variety of growing mediums and growing systems.
4. Demonstrate knowledge of and ability to use a propagation chamber to propagate plants.
5. Demonstrate the ability to properly document procedures and experiments in propagation using standard terminology.

Hospitality and Ecotourism

HOSP 100 : Introduction to Hospitality**Credits** 5**Quarter Offered** Fall

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. This class may include students from multiple sections.

Course Outcomes

1. Describe the interrelated nature of hospitality and tourism and the characteristics of the hospitality industry.
2. Implement universal service standards.
3. Discuss success in service and describe appraise approaches to successful service.
4. Draw organizational charts for various divisions of a hotel.
5. Identify key areas and tasks for front and back of the house operations.
6. Summarize the skills required for concierge services.
7. Discuss the structure of management and operations for theme parks, attractions, cruises and clubs.
8. Describe different positions within and various activities related to the gaming entertainment.

HOSP 110 : Leadership & Management for Hospitality**Credits** 5**Quarter Offered** Winter, Summer

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. This class may include students from multiple sections.

Course Outcomes

1. Describe the concept of strategic management as applied to the hospitality industry.
2. Discuss leadership strategies, visioning processes and the implications for leading change.
3. Manage, motivate and cross train teams and individual staff.
4. Formulate a performance standard system.
5. Recognize and practice cultural diversity in hiring and leading.
6. Utilize effective conflict resolution methods for a given problem.

HOSP 120 : Ecotourism**Credits 5****Quarter Offered** Winter

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

Course Outcomes

1. Describe the socio-cultural, ecological, economic and community impacts of Ecotourism on public and protected areas.
2. Compare and contrast Ecotourism with conventional tourism.
3. Identify core indicators of sustainable tourism such as site protection, social impact, critical ecosystems and local economy.
4. Discuss the nature-based foundation of Ecotourism as an alternative to conventional mass tourism.
5. Apply strategies for sustainable Ecotourism in the development of an Ecotourism program plan.

HOSP 130 : Hospitality and Tourism Marketing**Credits 5****Quarter Offered** Spring

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. This class may include students from multiple sections.

Course Outcomes

1. Describe the role of marketing strategic planning for the hospitality industry.
2. Analyze consumer markets and buying behavior for the tourism industry.
3. Discuss information distribution and the impact of social media and globalization on the hospitality industry.
4. Explain how changes in the demographic and economic environments affect marketing.
5. Examine the hospitality and tourism marketing mix.
6. Explain internal marketing.

HOSP 140 : Food and Beverage Management**Credits 2****Quarter Offered** Spring

Learn dining room management including operations, budget, cost control, inventory, staffing, layout, and styles of service. This class may include students from multiple sections.

Course Outcomes

1. Explain the importance of effective communication skills in restaurant and food service management.
2. Describe dining room service operations.
3. Apply strategies for food service team growth and development.
4. Monitor inventory and cost control.
5. Develop a food service budget.
6. Explain basic procedures to plan dining room layouts that promote employee productivity and guest experience.

HOSP 150 : Sustainable Tourism Policy and Planning

Credits 3

Quarter Offered Spring

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. This class may include students from multiple sections.

Course Outcomes

1. Discuss the importance of tourism at a global scale and reasons for its growth.
2. Distinguish between regional, global and heritage tourism.
3. Describe the many drivers of change in the tourism sector over the next decade.
4. Identify trends in consumer behavior related to the tourism industry such as travel-based learning and ecotourism.
5. Analyze the interconnections between different elements of tourism including accommodation, transport, attractions and tourism services.
6. Compare and contrast the significance of small and large businesses in the tourism sector.
7. Develop a plan for managing the impact of tourism on communities and the environment.

HOSP 215 : Adventure Travel Leadership and Guiding

Credits 5

Quarter Offered Spring

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. This class may include students from multiple sections.

Course Outcomes

1. Describe the key principles of adventure travel guiding.
2. Analyze the global adventure travel industry.
3. Apply interpretive guiding principles and practices.
4. Explain principles in sustainability for the adventure travel guide.
5. Evaluate customer service skills for the adventure travel guide.
6. Apply the core concepts of risk management and assessment to the role of guide.
7. Develop and present a plan for creating and delivering a guide experience.

HOSP 220 : Technology in the Hospitality Industry

Credits 5

Quarter Offered Fall

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. This class may include students from multiple sections.

Course Outcomes

1. Identify and evaluate common technology systems used in hospitality operations.
2. Describe the various ways in which hospitality businesses use technology to process reservations and manage rooms.
3. 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.
4. Identify Payment Card Industry (PCI) and Data Security Standard (DSS) objectives and requirements.
5. Explain the functions and use of food and beverage management applications, including those concerning recipe and menu management, sales analysis, and pre/postcosting.
6. Identify and describe the catering software and accounting applications that are available to hospitality businesses.
7. Identify the various threats to technology systems and the security precautions that should be taken to keep those systems safe.

HOSP 230 : Event Planning

Credits 5

Quarter Offered Winter

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. This class may include students from multiple sections.

Course Outcomes

1. Define the breadth of event types and opportunities for professional event coordination.
2. Identify the food and beverage needs of the audience, participants, staff, and other stakeholders at an event.
3. Develop a strategy for creating and coordinating a comprehensive event experience.
4. Identify potential event sites and evaluate their suitability to select the best fit for an event.
5. Organize efficient, effective, and safe waste control plans including strategies to ensure a sustainable event environment.
6. Determine and procure suitable and effective collateral materials that will support the marketing strategies of an event.
7. Identify the staging and equipment needs to facilitate the functional requirements of the event environment.
8. Describe operational controls for catering including costing, presentation, pricing, production, purchasing and service.
9. Develop and present an event plan.

HOSP 250 : Hotel Operations

Credits 5

Quarter Offered Fall

Learn best practices and future directions in the hotel operations management. Apply strategies for flow of the guest experiences, from reservation, arrival, and registration, to service purchasing, departure, billing, and record keeping. This class may include students from multiple sections.

Course Outcomes

1. Describe the structures of traditional and modern hotel industry.
2. Demonstrate the ability to forecast availability and overbooking of hotel rooms.
3. Demonstrate ability to manage guest services from arrival to departure.
4. Draw connections to other hospitality functions, related industries, and the broader economy.
5. Classify hotel internationalization; green operations; financing sources; boutique and urban collections; and reservations strategy.
6. Calculate occupancy percentages, average daily rates, and actual percentage of potential rooms revenue.

HOSP 290 : Hospitality Internship

Credits 1-5

This class will provide opportunities for Hospitality and Ecotourism students to participate in internships with local businesses. This class may include students from multiple sections.

Prerequisites

HOSP 100 and instructor permission.

Course Outcomes

1. Acquire real world skills in a workplace setting based on the criteria identified in a learning contract agreed upon by the student, instructor and the internship supervisor.
2. Apply hospitality, tourism or ecotourism skills in a workplace setting based on the criteria identified in a learning contract agreed upon by the student, instructor and the internship supervisor.
3. Identify strengths and weaknesses related to workplace skills and behaviors based on the criteria identified in a learning contract agreed upon by the student, instructor and the internship supervisor.

Human Development

HUMDV 101 : Success in the Online Classroom

Credits 1

Overview of what to expect in an online course and how to make web-based learning more productive and rewarding. Meet in an online classroom that simulates a typical web-based learning environment. Students will learn how to use online courseware, navigate threaded discussions, locate articles and research materials, create an electronic presentation, and save electronic documents for presentation on the internet.

Course Outcomes

1. Post messages to threaded discussions.
2. Locate a peer-reviewed article from the library database.
3. Differentiate between the credible and inappropriate internet and research sources.
4. Set priorities, and organize your time.
5. Download an electronic document and save it to a computer.
6. Submit an assignment document.
7. Define copyright, fair use, and plagiarism.
8. Present a topic in a PowerPoint presentation.
9. Attach a PowerPoint presentation a discussion board.
10. Start an ePortfolio.

HUMDV 103 : Student Success Skills

Credits 1

Develop the essential skills necessary to achieve student success through this fun and informative class. Students will learn effective communication skills, creative problem solving techniques, helpful decision making skills, how to establish a support network with other students, and how to set and achieve realistic goals. Class includes time on the outdoor stationary Challenge Course. No prerequisites. No text required.

Course Outcomes

1. Solve problems which increase in difficulty; in a group setting, determine how to get entire group from point A to point B with minimal resources.
2. Make decisions that are in the individual's and group's best interest; as a group member, select a leader, decide upon the most efficient way to successfully accomplish a task; when mistakes are made, rethink decisions and analyze their effectiveness.
3. Communicate comprehensively and effectively; articulate triumph, fears, concerns, needs; be verbally and non-verbally supportive of other group member's triumph, fears, concerns, and needs; provide nonverbal feedback to group members.
4. Cooperate with group; take leadership role as well as follower role when necessary to accomplish task successfully; help others willingly without waiting to be approached; recognize a need and assist in taking care of that need.
5. Recognize and respect individual perceptions and diversity within a group; explain directions in a manner so that different group members can grasp them clearly.
6. Follow directions and complete activities.
7. Explain how the metaphor used to set up an imaginary problem connects with their real life and/or classroom situation; verbally articulate what the activity elements helped them learn about themselves and/or others and how that transfers into the classroom.

HUMDV 110 : Career/Life Planning**Credits 1-3**

Explores career and life options that fit individual interests, needs, and skills through an informative, interactive process. Start with what you know about yourself and create a path for the future. Includes interest inventories, informational interviewing, job market information, and how to create effective resumes.

Course Outcomes

1. Assess and discuss individual skills, values, interests, attitudes and approaches that inform career and life decision-making.
2. Evaluate occupational information and current labor market trends in the context of individual skills, interests, lifestyle and goals.
3. Articulate through writing the reasoning behind informed choices related to careers.
4. Research information on how and where one can acquire the experience and knowledge required for employment in a particular profession.
5. Build resumes and cover letters.
6. Research information on four-year colleges and degrees needed for selected careers.

HUMDV 112 : Occupational Exploration**Credits 1-2**

Emphasis on informed choices relating to careers. Self-assessment, occupational information, and current labor market trends stressed. Assess individual skills, values, interests, attitudes, and approaches to decision-making.

Course Outcomes

1. Student will become familiar with occupational information available.
2. Student will be able to use computer software and the Internet for occupational information.
3. Student will complete interest inventories, personality analysis, and values assessment designed to assist in career decisions.
4. Student will be able to clarify and/or validate occupational choices.
5. Students will be aware of other sources of information regarding career options both on and off campus.

HUMDV 114 : Resume Writing**Credits 1-2**

Create general and/or targeted employment resumes, using functional and chronological formats. Includes information about effective resume presentation style and approaches to use for a particular employment objective.

Course Outcomes

1. Distinguish between Functional Skills and several other resume styles.
2. Write a Functional Skills resume.
3. Write a professional cover letter to accompany the resume.
4. Evaluate the critical components to an effective thank you letter.
5. Write a professional thank you letter as a follow-up to an interview.

HUMDV 115 : Interview Skills**Credits 1-2**

Utilize software and materials available in the Career Services Office to increase skills in interviewing. Participate in a mock interview at the conclusion of the course and receive feedback from the instructor.

Course Outcomes

1. Be familiar with typical interview questions.
2. Student will practice responses to typical interview questions.
3. Student will be familiar with interview skills and business etiquette.
4. Student will be familiar with Internet resources regarding interviewing.
5. Student will have experience responding to interview questions.

HUMDV 120 : Human Relations

Credits 3

Survey of workplace skills, including communication, team building, problem solving, and leadership. Emphasis on concepts of perception, attitude, motivation, and ethics.

Course Outcomes

1. Explain the importance of human relations in the workplace.
2. Acknowledge and apply differences in perceptions to group situations.
3. Define, analyze, and demonstrate communications skills in speaking and listening.
4. Describe and employ common strategies for problem solving and for conflict management.
5. Describe and apply effective group and team-building skills.
6. Illustrate the value of motivation, mission statement, and goal setting to organizations.
7. Identify steps in the change process and strategies for reducing and overcoming resistance to change.
8. Analyze sources and types of leadership and power.
9. Identify and apply guidelines for ethical behaviors.
10. Define human diversity and explain how it affects organizations.
11. Describe employee rights and responsibilities including health and wellness, workplace etiquette, and unions.
12. Prepare a resume and research good interviewing techniques.

Information Studies

INFO 101 : Research in Health and Social Sciences

Credits 2

Quarter Offered Fall, Spring, Summer

Designed to help you succeed on college research assignments. This course will emphasize developing research questions and search strategies; searching relevant subject databases; synthesizing information from sources; and citing sources in APA format. Readings and assignments focus on issues and contexts specific to Health and Social Sciences. Students will demonstrate core 'information competencies' by developing a research project on a topic relevant to the health sciences or social sciences. This class may include students from multiple sections.

Course Outcomes

1. Clearly articulate a need for health information.
2. Locate multiple relevant sources of health information for a particular need.
3. Evaluate information and its sources using a set of criteria.
4. Apply information from a variety of sources to a specific purpose.
5. Reference information sources using APA style.

INFO 120 : Introduction to Research

Credits 2

An online introduction to college-level research. Students will learn how to develop topics into strong research questions that guide their research. They will also learn how to access, evaluate, and ethically engage a wide variety of information sources (e.g. popular, scholarly, print, and multimedia). Eligibility for [ENGL& 101](#) is recommended. This class may include students from multiple sections.

Information Technology

IT 107 : Introduction to Networking

Credits 5

Quarter Offered Winter

This course is an introduction to technologies, terminology, and skills used in the world of data networking. Emphasis is on practical applications of networking and computer technology to real-world problems, including home and small-business network setup. You will perform a variety of hands-on and case project activities combined with your reading activities that will reinforce each of the course objectives. This course maps to CTCITC 115: Introduction to Networking. This class may include students from multiple sections.

Course Outcomes

1. Describe the basic hardware, software and services components used in network systems.
2. Compare and contrast the alternatives in LAN media, topologies, access methods, and media.
3. Demonstrate a layered approach to networking. (For example the open connection (OSI) reference model).
4. Identify and evaluate appropriate media for networks (such as cabling, wireless, fiber, etc.).
5. Evaluate appropriate network media topologies.
6. Describe the major network layer protocols with an emphasis on IPv4 and/or IPv6, including addressing, subnetting, network address translation and IP configuration.
7. Given a scenario, perform subnetting.
8. Describe the major functions of network operating systems and directory services.
9. Troubleshoot networks using standard troubleshooting tools.
10. Describe the advantages/disadvantages of various network protocols.
11. Select or determine appropriate network security process or approach for given situations.
12. Build a (simple) network using routers and switches.

IT 111 : Fundamentals of Information Technology

Credits 5

Quarter Offered Fall

This course provides an overview of information technology (IT) with emphasis on making technical and business decisions. The course will introduce students to a variety of IT areas and identify their connections. Course topics include: office productivity applications, basic computer hardware, networking and security, and webpage creation and programming. Problem-based learning will be used to stress employability skills such as teamwork, written and oral communication, problem solving, trouble shooting, and project management. Students will also research an IT career path and describe the opportunities and the requirements needed for employment. Course maps to CTCITC 110 course. This class may include students from multiple sections.

Course Outcomes

1. Distinguish the functions of hardware, software, data, procedures, and people in a business computer system.
2. Identify the major hardware elements of a computer system and describe the purpose of each element.
3. Recognize the role of and use a variety of widely-used software packages including spreadsheets, word processors, databases, and presentation software.
4. List the major functions of the operating system and demonstrate how to use its essential features and commands.
5. Describe the programming process and the role of software in solving business-related problems.
6. Give examples of how communications and network technologies are used.
7. Explain the role of and use of the Internet.
8. Outline the requirements for choosing specific hardware systems and software packages.
9. Discuss the role of information and how management information systems (MIS) are developed and used in an organization.
10. Summarize what a database is including database terminology and the role it plays in a business environment including how it is used on the Web.
11. Discuss how multimedia can be used to enhance communication.
12. Recognize prominent computer-related ethical, security, privacy, and legal issues.
13. Give examples of career opportunities in the technology sector.

IT 114 : Database Design and Implementation

Credits 5

Quarter Offered Spring

Introduction to the principles of database management systems. Topics include database system architecture, data models, theory of database design, query optimization, concurrency control, crash recovery, and storage strategies. This course maps to the CTCITC 114: Database Design and Implementation course. This class will include students from multiple sections.

Course Outcomes

1. Summarize the purpose of database management systems and the role of database administrators.
2. Describe the process of analysis of client needs, design of data models, and implementation of databases in modern relational database management system software.
3. Analyze a scenario to identify the business rules and customer requirements to be included in a data model.
4. Distinguish between conceptual data models, logical data models and physical data models.
5. Describe the relational model and the principles of relational database design.
6. Employ Entity-Relationship diagramming tools to model data.
7. Demonstrate the process of normalizing relationships in tables.
8. Apply database design patterns in data modeling.
9. Use SQL statements to create a new database and modify an existing database.
10. Use SQL statements to select, sort, and filter data within a database.
11. Differentiate between an administrator/developer's view of the database (tables, queries) versus a user's view of the database (forms, reports, and custom user interfaces).
12. Identify ethical issues and regulations relating to data and databases.
13. Discuss database security issues (such as role-based access, data encryption, and SQL injection).
14. Give examples of the various types of testing relating to databases (for example, application software testing, data integrity testing, user testing).

IT 156 : Introduction to Operating Systems

Credits 5

Quarter Offered Spring

Provides an overview of current and future mainstream features of the Windows client and server operating systems. Instruction will be reinforced with examples and exercises performed on the operating system. The student should be familiar with computers. No previous experience with Windows operating systems is required. Course maps to CTCITC 116. This class may include students from multiple sections.

Course Outcomes

1. Demonstrate overall understanding of an operating system.
2. Describe concepts of computer systems management.
3. Use command line effectively to: Create command shells and shell programming. Generate batch shells. Log on and off.
4. Use the file system to organize and access data.
5. Demonstrate programming principles using scripting.
6. Navigate user interface.
7. Understand security issues, risks.
8. Work with jobs and functions.
9. Manage print functions.
10. Configure devices.
11. Understand network and internet configurations.
12. Navigate file system, perform configuration, and set permissions.
13. Use operating tools to process data.
14. Use the operating system's editing programs to create and modify text files.
15. Use the operating system's tools to communicate with other users.
16. Describe inherent limitations and responsibilities in system level controls.
17. Perform input/output redirection.

IT 162 : Upgrading and Maintaining Your PC

Credits 5

Quarter Offered Winter

Hands-on experience in building and maintaining a PC. Covers topics from the A+ essentials exam. Each student will build at least three computers and adjust hardware and software for best performance. Each student will load a variety of operating systems and applications during the class. This class may include students from multiple sections.

Course Outcomes

1. Explain the roles of PC technician including protection, safety, human relations.
2. Describe and demonstrate installation of system components and Peripheral devices.
3. Describe and understand storage devices and managing RAID arrays and optimizing disk performance.
4. Describe the network components and demonstrate network addressing and protocols.
5. Explain how to select, install, configure and manage printers, and describe printer languages.
6. Describe portable computing devices and how they work.
7. Explain and show how to update and protect a system, manage virtual memory, system errors and system recovery.
8. Explain the elements of pre-installation, installation and post installation of the Windows Operating Systems.
9. Describe the location of system files, file extensions and file attributes, and the commands to manage files. Configure NTFS permissions, change file ownership, share a file, and work with offline files.
10. Demonstrate the basics of securing a computer system including BIOS security, encryption, configuring firewalls, etc.

IT 225 : Windows Domains

Credits 5

Quarter Offered Fall

This course introduces Windows Server operating systems through the implementation and administration of Windows Servers in a virtual Network environment. Topics include server roles and features, best practices in server configuration and administration, and server participation in a network environment. This course tracks to Microsoft's MCSA Certification for Servers but does not cover all topics in those exams and is not designed to fully prepare students for certification. Recommended that students enter the course with some experience and prior knowledge of virtualization and the basics functions of operating systems. This class may include students from multiple sections. (Elective)

Course Outcomes

1. Design a Windows Domain.
2. Discuss common Windows Server Roles and Features.
3. Build a Windows Domain within Hyper-V.
4. Construct an Active Directory Structure within a Windows Domain.
5. Discuss security considerations in the context of a Windows Domain.
6. Compare backup strategies for different Windows Server roles and workloads.

IT 260 : Introduction to Unix/Linux Systems Administration

Credits 5

Quarter Offered Winter

An introduction to the Unix/Linux operating system and Unix/Linux system administration. Prepares student for CompTIA Linux+ Part A exam. This class may include students from multiple sections.

Course Outcomes

1. Analyze problems and design Linux/UNIX solutions using shell command files and scripts.
2. Describe how Linux/UNIX supports processes, memory management, input/output, and the file system.
3. Describe the functions of an operating system.
4. Describe the main Linux/UNIX system administration tasks.
5. Employ common Linux/UNIX shell features including I/O redirection, piping, command substitution, and simple job control.
6. Explain shell-specific facilities including the use of environmental and local variables, and the built-in programming language.
7. Set up a Linux/UNIX environment.
8. Use common and advanced Linux/UNIX utilities.

IT 271-274,276 : Information Technology Internship**Credits** 1-5

This class will provide opportunities for Information Technology students to participate in internships with local businesses. This class may include students from multiple sections.

Prerequisites

IT 111 and IT 162 or instructor approval.

Course Outcomes

1. Acquire real world skills in a workplace setting based on the criteria identified.
2. Apply Information Technology skills in a workplace setting based on the criteria identified in the learning contract agreed upon by the student, instructor, and the internship supervisor.
3. Identify strengths and weaknesses related to workplace skills and behaviors based on the criteria identified in a learning contract agreed upon by the student, instructor and the internship supervisor.

IT 299 : Integrated Study-Honors**Credits** 2

In this capstone honors course, students will complete a project relevant to their career pathway and program. The project will integrate at least two business and IT programs (Business Administration, Administrative Office Systems, Computer Applications Technology, Multimedia Communications, Cybersecurity & Computer Forensics, or Information Technology) to provide breadth and relevance to the project. This class may include students from multiple sections.

Prerequisites

Completion of 60 credits in the BUS/ IT program of study with a GPA of 3.5 or higher; and completion of the English course required in the BUS/IT program of study.

Course Outcomes

1. Complete a project relevant to learning pathway and program.

Integrated Studies

IS 101 : Understanding the Humanities**Credits** 5

Quarter Offered Fall (odd year), Spring, Summer

Introduction to a range of artistic and intellectual expressions of what it means to be human. Areas explored may include architecture, dance, film, language, literature, music, painting, philosophy, photography, sculpture, and/ or theater. Discussion of these expressions, themes and styles, as well as their cultural, historical, and theoretical contexts. This class may include students from multiple sections. (Humanities, Elective)

Course Outcomes

1. Identify and describe major forms of artistic and intellectual expression.
2. Explain the history of the forms of expression, their principle elements and styles, and some of their best known examples.
3. Discuss how the forms of expression affect human identity formation and emotional development.
4. Explain how the forms of expression enhance the understanding of humanity's social and cultural development.
5. Discuss the value of diversity in the forms of expression.

IS 102 : Comparative Arts**Credits** 5**Quarter Offered** Fall (odd year)

Exploration of thematic and stylistic connections between art forms, focusing on both theory and creative application. Art forms may include painting, photography, sculpture, dance, poetry, fiction, theater, film, and music. This class may include students from multiple sections. (Humanities, Elective)

Course Outcomes

1. Identify major art forms and explain their development, their principle elements and styles, and some of the best known examples of each.
2. Describe the thematic and stylistic connections between different art forms.
3. Discuss the value of diversity in artistic expression.
4. Discuss how art affects human beings, including why it occurs and how it functions in society.
5. Explain how art enhances the understanding of what it means to be human.

IS 103 : Women's Voices Arts and Humanities**Credits** 5**Quarter Offered** Winter

Exploration of women's voices and works in the Arts and Humanities from specific time periods and mediums. This class may include students from multiple sections. (Humanities, Elective)

Course Outcomes

1. Read actively and analytically about individuals' and cultures' values, practices, behaviors, and expectations;
2. Read actively and analytically about intersectionality and how identity markers such as gender, race, economic class, education level, immigration status, nationality, religion, ability, and sexuality shape a sense of self, community, and world;
3. Identify themes in contemporary women's writing and art and reflect on and discuss art and literature with classmates, including acknowledging different viewpoints and respectfully engaging with course concepts and texts;
4. Evaluate and challenge assumptions and conclusions—both one's own and others';
5. Accept personal academic responsibility including class participation and prompt and thorough completion of assignments;
6. Use tools of self-assessment to evaluate knowledge and skills in reading, writing, and analysis.
7. Explore, discover, and express ideas about the humanities;
8. Write unified, coherent and well-developed pieces controlled by a central argument, supported with specific examples from texts, and edited for correct grammar, punctuation, mechanics, and usage.

IS 105 : Popular Culture**Credits** 5**Quarter Offered** Spring

Historical as well as cross-cultural study of popular literary and nonliterary texts, such as novels, magazines, comic books, films, television shows, advertisements, social media, superhero tales, music videos, and fashion trends. Focus on popular myths, icons, heroes, and/or rituals that have affected peoples' lives and attitudes. This class may include students from multiple sections. (Humanities, Elective)

Course Outcomes

1. Explain what culture and popular culture are.
2. Discuss the values, practices, behaviors, norms, and expectations of cultures.
3. Discuss the structure and development of popular culture.
4. Identify how people consume popular culture.
5. Discuss the influence popular culture has on the identity of the individual, the community, the nation, and the world.
6. Discuss the larger cultural trends in modern American society.
7. Analyze the complexity of cultural texts, and analyze what the authors are communicating and how these texts relate to one's own beliefs and experiences.
8. Explain how the medium and genre of a text influences its meaning.

IS 107 : History of Reason**Credits** 5

Exploration of a theme, area of knowledge, or period of intellectual history, focusing on seminal ideas and paradigm shifts. This class may include students from multiple sections. (Humanities, Elective)

Course Outcomes

1. Discuss the processes involved in the advancement of knowledge.
2. Discuss the seminal ideas associated with specific themes, area of knowledge, or periods of intellectual history.
3. Explain the historical context within which important intellectual (ie. Scientific, sociological, cultural, philosophical, mathematical) breakthroughs were developed.
4. Explain the paradigm shift that accompanies important intellectual discoveries.
5. Discuss the impact, the breakthroughs, and discoveries have had on modern life.

IS 109 : Introduction to Indigenous Humanities**Credits** 5**Quarter Offered** Fall

Introduction to a range of artistic and intellectual expressions of what it means to be human with particular attention to distinct paradigms that reflect indigenous history, culture, arts, and philosophies. Areas of attention/concentration include but are not limited to architecture, dance, film, language, literature, music, painting, philosophy, sculpture, and performance. This class may include students from multiple sections. (Humanities, Elective)

Course Outcomes

1. Read actively and analytically.
2. Engage with the complexities of the humanities (including literature, film, performance) by thinking creatively and logically about what the creator is communicating.
3. Analyze personal attitudes and knowledge reflecting one's identity, including specific ways in which values shape ethics and participation in community.
4. Engage in group discussions focused on various examples of arts and humanities.
5. Compare conventional (western) humanities with indigenous humanities through studies of specific disciplinary and interdisciplinary examples of humanities discourse and expression.
6. Evaluate and challenge assumptions and conclusions—both one's own and others'.
7. Employ accurate grammar and mechanics in written work.

IS 120 : Indigenous Humanities: Language, Culture, and Indigenous Futures**Credits** 5**Quarter Offered** Winter

Include the study of a range of artistic and intellectual expressions of what it means to be human with particular attention to language revitalization, place-based knowledge and expression, and interdisciplinary approaches to the humanities. Co-taught with an instructor of record and at least one but up to three co-teachers who are culture teachers or language teachers from indigenous tribes including but not limited to the Tribes of the Olympic Peninsula. This class may include students from multiple sections. (Humanities, Elective)

Course Outcomes

1. Engage with language learning, including both spoken and written dimensions of one or more revitalized Indigenous languages.
2. Read actively and analytically.
3. Engage with the complexities of the humanities and demonstrate an understanding of interdisciplinary learning.
4. Improve skills in speaking another language.
5. Engage in discussions that engage language learning in the context of relationality.
6. Reflect on active learning to better understand the interdisciplinary approach to language, culture, and knowledge.

IS 150 : Foundations of Knowledge

Credits 5

Quarter Offered Winter

An introductory course that explores the nature of knowledge and its pursuit from the primary academic disciplines of mathematics, humanities, natural sciences and social sciences. An emphasis is placed on establishing linkages across these disciplines to expand the realm of possible discourse. Students will develop and apply critical thinking, communication, and self-assessment skills, along with the ability to integrate multiple perspectives. As part of the class, students will engage in interdisciplinary readings and discussions of seminal ideas on a common theme to be determined by the instructor. This class may include students from multiple sections. (Humanities, Elective)

Prerequisites

Eligibility for **ENGL& 101**

Course Outcomes

1. Define and discuss major theories of knowledge.
2. Apply, compare, and assess different disciplinary approaches as they apply to complex themes or problems.
3. Develop and demonstrate critical thinking skills.
4. Develop and demonstrate information literacy skills.
5. Communicate ideas clearly in both oral and written form.
6. Assess one's own learning through ongoing self-assessment exercises.
7. Demonstrate and develop strong interpersonal/team skills.
8. Apply interdisciplinary perspectives to discussions of the course theme.

IS 201 : Service Learning

Credits 5

Quarter Offered Occasionally

This course combines meaningful service experience with selected resources, assignments and self-reflection to build real- world professional competencies. Through a service project with a local community partner, students will gain hands-on experience as it relates to their academic area of interest. This course goes beyond internships and volunteer work by empowering students to apply classroom learning to current social issues and community needs. Course meetings and activities are built around learner-centered reflection, peer discussion and field experiences for a variety of disciplines. This class may include students from multiple sections. (Elective)

Prerequisites

ENGL& 101

Course Outcomes

1. Develop a professional relationship with a nonprofit community partner, understanding its mission, programs, and people served, and emphasizing the social or environmental issues addressed by the partner.
2. Identify how theories or concepts from your area of study have contributed to your understanding about the service placement you completed and issues/problems facing the community in which you served.
3. Articulate the value of civic engagement through reflection and building self-awareness and personal contribution to practice and community.
4. Demonstrate critical thinking through understanding developed during service, including the identification, framing, resolving, and readdressing of social issues or problems.
5. Facilitate workplace behaviors and community engagement by combining personal responsibility, initiative, communication and emotional awareness and control.
6. Summarize the applied learning resulting from service experience, how it will be applied in the future, and individually and collectively reflect on the personal value of that experience.

Intensive English Language Studies

IELS 81 : Intensive English-Basic Level-Reading

Credits 6

This course is for non-native English speakers who wish to improve their English. The course will focus on reading comprehension and vocabulary development at the low- intermediate level. This class will include students from multiple sections.

Prerequisites

On-campus assessment in all skill areas. Non-transferable.

Course Outcomes

1. Use a monolingual learner dictionary to identify word stress, word form, and word.
2. Develop vocabulary knowledge through identifying common stems and affixes, word form and word families.
3. Apply knowledge of grammar, punctuation, word parts and context clues to make guesses of target vocabulary of basic- level reading passages.
4. Apply pre-reading strategies to activate schemata and predict content of basic texts.
5. Identify topic sentences and main ideas and sequence of events in basic ESL texts.
6. Identify transition signals to determine patterns of organization in basic ESL texts.
7. Compose a controlled summary of 3-5 sentences which states the topic and main ideas from a short basic level ESL reading paragraph.
8. Identify the setting, main events, climax and resolution of ESL readers at the basic level.
9. Compose a controlled summary of the text in writing.
10. Respond verbally and in writing, to basic level texts by drawing connections between personal experiences and/or world knowledge to the assigned text.

IELS 82 : Intensive English-Basic Level-Writing

Credits 6

This course is for non-native English speakers who wish to improve their English. The course will focus on writing and grammar skills at the low-intermediate level. This class will include students from multiple sections.

Prerequisites

On-campus assessment in all skill areas. Non-transferable.

Course Outcomes

1. Apply pre-writing techniques (such as listing and clustering) to generate ideas.
2. Write about topics related to personal interests with basic fluency and control.
3. Limit topics using logical subdivisions.
4. Compose short paragraphs based on a topic sentence.
5. Utilize basic cohesive devices (listing and sequence words).
6. Utilize simple and compound sentences in writing.
7. Demonstrate awareness of basic sentence structure.
8. Demonstrate control over basic grammatical structures and vocabulary.
9. Utilize appropriate punctuation to indicate sentence boundaries.
10. Develop level-appropriate self-editing strategies (use of dictionary and spell check for spelling, proofreading for capitalization and end punctuation).
11. Use basic writing and formatting conventions (punctuation, capitalization, margins, indentation, and typing).

IELS 83 : Intensive English-Basic Level-Listening

Credits 6

This course is for non-native English speakers who wish to improve their English. The course will focus on listening and speaking skills at the low-intermediate level. This class will include students from multiple sections.

Prerequisites

On-campus assessment in all skill areas. Non-transferable.

Course Outcomes

1. Express ideas fluently, accurately, and appropriately in spoken American English at a high-beginning level.
2. Comprehend and respond appropriately to spoken American English at a high-beginning level.
3. Demonstrate high-beginning knowledge and use of American cultural conventions in oral communications.

IELS 84 : Intensive English-Intermediate Level-Reading

Credits 6

This course is for non-native English speakers who wish to improve their English. The course will focus on reading comprehension and vocabulary development at the intermediate level. This course is for non-native English speakers who wish to improve their English. This class will include students from multiple sections.

Prerequisites

On-campus assessment in all skill areas or successful completion of [IELS 81](#). Non- transferable.

Course Outcomes

1. Use a monolingual learner dictionary to determine pronunciation, word form, and word meaning.
2. Develop vocabulary knowledge through basic knowledge of stems/affixes, synonyms, word families.
3. Apply knowledge of grammar, punctuation, word parts and context clues to make informed guesses of target vocabulary of intermediate level reading passages.
4. Apply pre-reading strategies to activate schemata and predict content of intermediate texts.
5. Identify topic sentences and main ideas; discern major from minor details in intermediate-level texts.
6. Identify transition signals to determine patterns of organization in intermediate ESL textbooks.
7. Compose a guided summary of 8-12 sentences which paraphrases the topic sentence, main ideas, and major details from a short, intermediate level ESL academic reading paragraph.
8. Identify the setting, main events, climax and resolution of intermediate fictional texts.
9. Compose a simple summary and critique of intermediate fictional texts.
10. Respond thoughtfully, verbally and in writing, to intermediate level texts by drawing connections between personal experiences and/or world knowledge to the assigned texts.

IELS 85 : Intensive English-Intermediate Level-Writing

Credits 6

This course is for non-native English speakers who wish to improve their English. The course will focus on writing and grammar skills at the intermediate level. This class will include students from multiple sections.

Prerequisites

On-campus assessment in all skill areas or successful completion of [IELS 82](#). Non- transferable.

Course Outcomes

1. Apply pre-writing techniques (such as free-writing, listing, clustering, outlining) to generate ideas.
2. Write about topics related to personal and academic interests with intermediate fluency and control.
3. Limit topics using logical subdivisions.
4. Write topic sentences with a specific topic and controlling idea.
5. Compose organized and developed paragraphs.
6. Utilize cohesive devices appropriately.
7. Compose a relevant title.
8. Utilize sentence variety (simple, compound, and complex) in paragraph writing.
9. Demonstrate control of basic sentence structure.
10. Demonstrate control over intermediate grammatical structures and vocabulary.
11. Utilize appropriate punctuation to indicate sentence boundaries.
12. Apply guided peer, self-revision and editing strategies to improve earlier drafts.
13. Understand concepts of intellectual property and academic honesty.
14. Recognize plagiarism and how to avoid it.
15. Use standard writing and formatting conventions (punctuation, capitalization, margins, indentation, and typing).

IELS 86 : Intensive English-Intermediate Level-Listening

Credits 6

This course is for non-native English speakers who wish to improve their English. The course will focus on listening and speaking skills at the intermediate level. This class will include students from multiple sections.

Prerequisites

On-campus assessment in all skill areas or successful completion of [IELS 83](#). Non-transferable.

Course Outcomes

1. Express ideas fluently, accurately, and appropriately in spoken American English at an intermediate level.
2. Comprehend and respond appropriately to spoken American English at an intermediate ESL level.
3. Demonstrate intermediate knowledge and use of American cultural conventions in oral communications.

IELS 87 : Intensive English-High Intermediate Level-Read

Credits 6

This course is for non-native English speakers who wish to improve their English. The course will focus on academic reading and vocabulary skills at the high-intermediate level.

Prerequisites

On-campus assessment in all skill areas or successful completion of **IELS 84**. Non-transferable.

Course Outcomes

1. Competently and independently use a monolingual learner dictionary.
2. Develop vocabulary knowledge through intermediate knowledge of stems/affixes, synonyms, word families.
3. Apply knowledge of grammar, punctuation, word parts and context clues to make informed guesses of target vocabulary of academic texts.
4. Apply pre- and during reading strategies to a variety of academic texts.
5. Identify and articulate main ideas, both stated and inferred, and important details in academic, journalistic, and literary prose at the high-intermediate level.
6. Annotate effectively for active reading and increased comprehension and retention.
7. Identify transition signals and cohesive devices to identify patterns of organization and important ideas.
8. Distinguish fact from opinion in level-appropriate texts.
9. Compose a summary of high-intermediate level text in which the main ideas and major details are accurately paraphrased.
10. Identify the setting, main events, climax, resolution and theme of high-intermediate level fictional texts.
11. Summarize and critique high-intermediate-level fictional texts using textual support.
12. Respond thoughtfully and critically, verbally and in writing, to high-intermediate texts by drawing connections between personal experiences, world knowledge and/or other readings to the assigned text.

IELS 88 : Intensive English-High Intermediate Level-Writing

Credits 6

This course is for non-native English speakers who wish to improve their English. The course will focus on academic writing skills at the high-intermediate level.

Prerequisites

On-campus assessment in all skill areas or successful completion of **IELS 85**. Non-transferable.

Course Outcomes

1. Apply pre-writing techniques (such as free-writing, listing, clustering, outlining), to generate ideas.
2. Write about a variety of topics, both concrete and abstract, with high-intermediate fluency and control.
3. Limit topics using logical subdivisions.
4. Develop a thesis statement that addresses a specific purpose and audience.
5. Compose organized and developed multi-paragraph essays.
6. Utilize a variety of cohesive devices effectively.
7. Utilize sentence variety (simple, compound, complex, compound-complex) in essay writing.
8. Demonstrate control of sentence structure types.
9. Demonstrate control over syntax.
10. Demonstrate control over intermediate grammatical structures and vocabulary.
11. Utilize complex grammatical structures.
12. Demonstrate a high-intermediate understanding of usage and mechanics.
13. Apply strategies of peer feedback, error analysis, revision, and editing of written work to strengthen earlier drafts.
14. Demonstrate ability to proofread and edit text.
15. Understand the principles and practices associated with academic integrity including research, borrowing strategies, and citation.
16. Use standard writing and formatting conventions (punctuation, capitalization, margins, indentation, and typing).

IELS 89 : Intensive English-High Intermediate Level-Listen

Credits 6

This course is for non-native English speakers who wish to improve their English. The course will focus on academic listening and speaking skills at the high-intermediate level.

Prerequisites

On-campus assessment in all skill areas or successful completion of [IELS 86](#). Non-transferable.

Course Outcomes

1. Express ideas fluently, accurately, and appropriately in spoken American English at a level approaching that required in first-year college courses.
2. Comprehend and respond appropriately to spoken American English at a level approaching that required in first-year college courses.
3. Develop and demonstrate effective notetaking strategies of academic lectures at a level approaching that required in first-year college courses.
4. Demonstrate knowledge of and use American cultural conventions in oral communications at a level approaching that required in first-year college courses.

Klallam

KLA 121 : Introduction to the Klallam Language

Credits 5

Quarter Offered Fall

An introduction to the basics of Coast Salish languages focusing on Klallam, the language of the northern Olympic Peninsula. After covering the sound system and alphabet with practice in listening, spelling, and pronunciation, the course will introduce the fundamental transitive and intransitive grammatical constructions with an emphasis on useful phrases. This class may include students from multiple sections. (Elective)

Course Outcomes

1. Pronounce words properly in Klallam.
2. Demonstrate accurate hearing and understanding of Klallam useful phrases.
3. Demonstrate an understanding of the beauty and complexity of the language.

KLA 122 : Klallam Language II

Credits 5

Quarter Offered Winter

This is a continuation of [KLA 121](#). The class will continue deepening and expanding students' understanding of the Klallam language. The class will intensify instruction with more emphasis on transitive, reciprocal, reflexive grammatical constructions, including question construction. These will be covered with ample practice in use. This class may include students from multiple sections. (Elective)

Prerequisites

Completion of [KLA 121](#)

Course Outcomes

1. Apply newly-learned Klallam grammatical constructions through a variety of written and oral assignments at the basic level.
2. Demonstrate the ability to have basic conversations, asking and answering questions.
3. Demonstrate an understanding of the beauty and complexity of the Coast Salishan languages.

KLA 123 : Klallam Language III

Credits 5

Quarter Offered Spring

This is a continuation of [KLA 122](#). We will continue deepening and expanding our understanding of the Klallam language. More on transitive and passive constructions; expressions of time, place, and path; discourse structure and storytelling patterns will be covered with ample practice in use. This class may include students from multiple sections. (Humanities, Elective)

Prerequisites

Completion of [KLA 122](#)

Course Outcomes

1. Apply new Klallam language vocabulary through a variety of written and oral assignments.
2. Demonstrate novice level of proficiency in listening, reading, writing, and speaking in Klallam.
3. Demonstrate an understanding of the grammar of the Klallam language.

KLA 221 : Klallam Language IV

Credits 5

Quarter Offered Fall

Continuation of [KLA 123](#). Mastery of listening, reading, writing, and speaking; review of previous material; introduction to Klallam traditional tales and lore. Learner-centered instruction focusing on translation and analysis of recorded Klallam narratives and conversation. This class may include students from multiple sections. (Elective)

Prerequisites

Completion of [KLA 123](#) or permission of instructor

Course Outcomes

1. Demonstrate intermediate level proficiency in listening, reading, speaking and writing in Klallam.
2. Apply new Klallam vocabulary through a variety of written and oral assignments.
3. Apply appropriate grammatical structures.
4. Describe and discuss the sounds, grammar, and narrative style of the Klallam language.
5. Apply grammar, vocabulary, and style to continue the Klallam narrative tradition.

KLA 222 : Klallam Language V

Credits 5

Quarter Offered Winter

Continuation of [KLA 221](#). Mastery of listening, reading, writing, and speaking; review of previous material; continued exploration of Klallam traditional tales and lore. Learner-centered instruction focusing on translation and analysis of recorded Klallam narratives and conversation. This class may include students from multiple sections. (Elective)

Prerequisites

Completion of [KLA 221](#) or permission of instructor

Course Outcomes

1. Demonstrate intermediate level proficiency in listening, reading, speaking and writing in Klallam.
2. Apply new Klallam vocabulary through a variety of written and oral assignments.
3. Apply appropriate grammatical structures.
4. Describe and discuss the sounds, grammar, and narrative style of the Klallam language.
5. Apply grammar, vocabulary, and style to continue the Klallam narrative tradition.

KLA 223 : Klallam Language VI**Credits** 5**Quarter Offered** Spring

Continuation of **KLA 222**. Mastery of listening, reading, writing, and speaking; review of previous material; continued exploration into Klallam traditional tales and lore. Learner-centered instruction focusing on translation and analysis of recorded Klallam narratives and conversation. This class may include students from multiple sections. (Elective)

Prerequisites

Completion of **KLA 222** or permission of instructor

Course Outcomes

1. Demonstrate intermediate level proficiency in listening, reading, speaking and writing in Klallam.
2. Apply new Klallam vocabulary through a variety of written and oral assignments.
3. Apply appropriate grammatical structures.
4. Describe and discuss the sounds, grammar, and narrative style of the Klallam language.
5. Apply grammar, vocabulary, and style to continue the Klallam narrative tradition.

Licensed Trades Apprenticeship Preparation

LTAP 110 : Introduction to the Licensed Trades**Credits** 2

This course will provide exposure to a variety of different trades and applications to the jobsite. The focus will be on the licensed trades of Pipefitters and Electricians but will include information for other trades of interest. Included in the class will be guest speakers from different trades who will inform students of what it takes to be successful in their respective trade. Students will be provided with physical requirements needed, application requirements, wages, benefits, job opportunities, and any other information pertinent to that specific trade.

Course Outcomes

1. Apply techniques for working safely in a shop and/or jobsite.
2. Explain how to meet the physical requirement needed to enter the licensed trade apprenticeships.
3. Describe the licensed trades apprenticeship programs available in Washington State.
4. Describe application requirements, wages, benefits, and job opportunities available in a variety of trade unions.
5. Describe processes to transfer between trades.
6. Identify and use common tools properly and handle materials safely for Pipe Fitters and Electrical trade unions.
7. Develop a student portfolio that includes application requirements.

LTAP 120 : Worksite Behavior, Readiness and Safety

Credits 3

This course will provide instruction in worksite behaviors and expectations: preparing for the workday, communications skills, teamwork skills, pro-active attitude, attendance expectations, integrity, resume writing, mock job interview, appropriate work attire, and what employers are really looking for when hiring. Safety training to include completion of OSHA 10, proper techniques in moving materials and going up and down ladders. Hands on skills testing will be completed as well as proper use and fit of personal protective equipment will be discussed.

Course Outcomes

1. Explain how to meet the physical requirement needed to enter the licensed trades apprenticeships.
2. Apply proper techniques for safe handling, and movement of materials and equipment.
3. Demonstrate proper and safe techniques going up and down ladders.
4. Describe the concepts of fall protection and apply safe practices in lab setting.
5. Complete OSHA 10 Training for Jobsite Hazard Recognition for the Trades.
6. Describe acceptable worksite behaviors and expectations.
7. Document jobsite activities to employer verbally and in writing by the use of industry standard work records.
8. Demonstrate the ability to work in teams and with others through classroom and lab activities.
9. Demonstrate punctuality and jobsite readiness through classroom and lab attendance and activities.
10. Write resume for a job in the licensed trades.
11. Demonstrate successful interview techniques.
12. Successfully complete hands-on testing specifically required for the pipe fitters and electrical trades.
13. Complete Diversity, Equity and Inclusion Training.

LTAP 130 : Trades Math

Credits 5

This course will provide students with a solid foundation in mathematical principles needed for a variety of vocational trades. Trades included, but not limited to, Pipefitters, Electricians, Laborers, Ironworkers, Carpenters and Cement Masons. Students will practice the application of the principles in the shop through a variety of apprenticeship preparation activities and tasks.

Course Outcomes

1. Add and subtract construction fractions
2. Calculate and use percentages
3. Convert between fractions and decimals
4. Use and explain various measuring techniques
5. Calculate volume from linear dimensions
6. Explain and apply the concepts of lineal footage, square footage and board footage
7. Explain and apply the concepts of rise, run and diagonal
8. Calculate material and cost
9. Measure accurately as prescribed by trade union guidelines
10. Apply the concepts of construction math, measuring and calculation of materials and cost by passing a comprehensive test that meets the trade union benchmark
11. Use measuring devices correctly so that accurate measurements are obtained

LTAP 140 : Plumbing Systems and Materials

Credits 10

This course will provide students with a solid foundation in plumbing systems and the materials used for each system. Topics include material identification, piping systems, proper lifting techniques and skills assessment testing.

Course Outcomes

1. Identify materials by type and usage.
2. Describe types and components of mechanical systems highlighting their differences.
3. Describe types of piping systems, differences with each system and materials used in each system.
4. Demonstrate proper lifting and setting of varying lengths of pipe in above head hangers.
5. Demonstrate successful completion of skills assessments:
 - Tape measure
 - Proper lifting and setting of lengths of pipe in above-head hangers
 - Sorting fittings
 - Climbing ladders
 - Lifting and carrying pipe weighing over 50 lbs
 - Measuring and cutting of materials with a focus on fundamentals

Makah

MAKAH 121 : Introduction to the Makah Language

Credits 5

Quarter Offered Fall

Introduction to the Makah Language is a beginning course in Makah focusing on the Makah Alphabet, pronunciation and accent. Useful phrases, expressions and dialogues at a beginner present tense level will be used. Vocabulary with specific Makah cultural context in balance with modern life situations will make for applicable language use. This class may include students from multiple sections. (Elective)

Course Outcomes

1. Identify Makah letters and pronounce Makah sounds correctly.
2. Demonstrate understanding of target vocabulary and application of the present tense.
3. Categorize the language family and culture group to which Makah belongs.

MAKAH 122 : Makah Language II

Credits 5

Quarter Offered Winter

Builds from the Introduction to Makah Language ([MAKAH 121](#)) foundation where speech was patterned in the moment. [MAKAH 122](#) incorporates the past tense including functional words to slightly increase speech using words like but not limited to and, or, but, this, that, with, also. Furthermore, the use of past tense scenarios from select Makah historic incidents and traditional story examples will be used to enable learners to apply past tense to share stories from their own lives in Makah. This class may include students from multiple sections. (Elective)

Prerequisites

Completion of [MAKAH 121](#) or instructor permission

Course Outcomes

1. Identify spoken or written past and present tenses.
2. Make use of Makah audio and written materials from select history and story narratives to examine past tenses usage.
3. Construct past tense statements using a life experience to share.

MAKAH 123 : Makah Language III

Credits 5

Quarter Offered Spring

Builds grammatically to future tense constructions. Target vocabulary expands to include the five senses and lead words like auxiliary verbs, size, degrees, adjectives, question words, location and emotion. Common phrases to express opinion, thought and planning will be used to help speakers express themselves in the language. This class may include students from multiple sections. (Humanities, Elective)

Prerequisites

Completion of **MAKAH 122** or instructor permission

Course Outcomes

1. Apply future tenses suffixes to create sentences about future events.
2. Compare charts to aid understanding, speaking, reading, or writing in Makah.
3. Increase descriptive and lead word vocabulary: auxiliary verbs, color, size, emotions, locations, question words.

Math - Applied

AMATH 121 : Applied Math for Professional & Tech Programs I

Credits 5

Quarter Offered Fall, Winter, Spring, Summer

College mathematics used in professional and technical programs. Content includes mathematical modeling and applications employing numerical operations; measurements; geometry; linear and nonlinear equations; exponent, radical, and polynomial operations; functions; formulas; plane analytical geometry with graphing; and an introduction to trigonometry. This class may include students from multiple sections.

Prerequisites

MATH 63/64 or acceptable placement test score.

Course Outcomes

1. Simplify numerical expressions.
2. Convert and compute measurements.
3. Simplify algebraic expressions.
4. Solve equations and formulas.
5. Solve and graph linear functions.
6. Analyze and interpret statistical data.
7. Apply elementary geometric concepts.
8. Apply elementary right triangle trigonometry concepts.

Mathematics

MATH& 107 : Math in Society

Credits 5

Quarter Offered Fall, Winter, Spring, Summer

A study of a variety of mathematical topics for non-science majors. The topics covered may differ between sections, but may include problem solving strategies, logic, set theory, number theory, mathematics of finance, probability and statistics, or geometry. This class may include students from multiple sections. (Quantitative Skills, Natural Sciences, Elective)

Prerequisites

P in **MATH 90/91** or equivalent

Course Outcomes

1. [MR] Mathematical Reasoning: Students will read a complex problem requiring quantitative and/or symbolic analysis, use flexibility in selecting a solution strategy, and impose an appropriate mathematical structure or mathematical procedure in solving the problem.
2. [MH] Mathematical Habits of Thought: Students will determine the reasonableness and implications of mathematical solutions, and will recognize the limitations of the methods used in context.
3. [MDM] Mathematical Decision-Making: Students will apply mathematical processes and solutions in making personal and societal choices.
4. [MC] Mathematical Communication: Student will use appropriate representations to effectively communicate, orally and in writing, quantitative results and mathematical processes.
5. [MS] Mathematical Symbols, Techniques & Computation: Students will demonstrate proficiency in the skills supporting mathematical understanding.

MATH& 141 : Precalculus I

Credits 5

Quarter Offered Fall, Winter

Analysis of linear, quadratic, polynomial, exponential, logarithmic, rational, and radical functions and their graphs; linear and nonlinear inequalities; systems of equations; and matrices. This class may include students from multiple sections. (Quantitative Skills, Natural Sciences, Elective)

Prerequisites

P in **MATH 98/99** or **MATH& 148** or equivalent

Course Outcomes

A student who successfully completes this class with a grade of 2.0 or better should be able to:

1. State the concept of a function algebraically, numerically, graphically, and verbally.
2. Use function notation to evaluate functions.
3. Perform the algebra of functions including composition
4. Find equations of lines.
5. Read and interpret graphs of functions.
6. Graph basic functions using transformations.
7. Evaluate and graph piecewise functions.
8. Perform the algebra of functions including composition.
9. Solve quadratic equations and inequalities.
10. Find the vertex of a quadratic function.
11. Find the extrema of functions given their graphs.
12. Describe the end behavior of a polynomial function.
13. Find real and complex zeros of a polynomial function.
14. Determine intervals where a function is increasing, decreasing, and constant
15. Graph a rational function by finding all asymptotes and intercepts.
16. Solve rational equations and inequalities.
17. Find the inverse of a function.
18. Use the properties of logarithms to simplify or solve exponential and logarithmic expressions and equations.

MATH& 142 : Precalculus II

Credits 5

Quarter Offered Winter, Spring

Conic sections; trigonometric functions; identities, inverse trigonometric functions; trigonometric equations; solutions of right triangles, laws of sines and cosines; vectors, polar coordinates, and complex numbers, sequences, series, binomial theorem. This class may include students from multiple sections. (Quantitative Skills, Natural Sciences, Elective)

Prerequisites

2.0 or higher in **MATH& 141** or equivalent

Course Outcomes

A student who successfully completes this class with a grade of 2.0 or better should be able to:

1. Graph the conic sections: circle, ellipse, parabola, and hyperbola
2. Identify all conic sections
3. Find the equation for each conic section
4. Find foci, directrix, vertices, and eccentricity
5. Convert from degrees to radians and from radians to degrees
6. Find arc length
7. Define the six trigonometric functions
8. Perform right triangle trigonometry
9. Use reference angles to determine trigonometric values of oblique angles
10. Graph trigonometric functions using phase shift, period, and amplitude
11. Use the sum and difference, double angle, and half-angle identities
12. Verify trigonometric identities
13. Solve trigonometric equations
14. Use the Law of Sines and the Law of Cosines to solve triangles
15. Find the magnitude and direction angle of a vector
16. Perform vector operations, including the dot product of two vectors.
17. Find the angle between two vectors
18. Convert a complex number in rectangular form into polar (trigonometric) form and vice versa.
19. Use De Moivre's Theorem to find a power of a complex number
20. Find the roots of a complex number
21. Convert a rectangular equation to polar equation and vice versa.
22. Convert parametric equations to a rectangular equation and vice versa.
23. Apply and extend concepts to various problems

MATH& 146 : Introduction to Stats

Credits 5

Quarter Offered Fall, Winter, Spring, Summer

Introduction to methods and applications of elementary descriptive and inferential statistics; summarizing data graphically and numerically, probability, confidence intervals, hypothesis testing, correlation and linear regression. This class may include students from multiple sections. (Quantitative Skills, Natural Sciences, Elective)

Prerequisites

P in **MATH 90/91** or equivalent

Course Outcomes

1. Communicate statistical ideas with appropriate notation and terminology.
2. Describe, interpret and analyze data for one and two variables using verbal, numerical, and graphical representations.
3. Examine populations by analyzing probability and randomness in data.
4. Apply and interpret a variety of inferential statistical techniques.
5. Determine, analyze, and apply correlation and linear regression models.
6. Analyze and assess statistical arguments like those found in the popular press as well as in scholarly publications.
7. Use technology appropriately and efficiently.

MATH& 148 : Business Calculus

Credits 5

Quarter Offered Winter

Limits, rates of change, graphing, differentiating, optimizing, polynomials, integration, logarithmic and exponential functions, implicit differentiation, business applications. This class may include students from multiple sections. (Quantitative Skills, Natural Sciences, Elective)

Prerequisites

2.0 or better in **MATH& 141** or **MATH 111**

Course Outcomes

1. Evaluate the limit of a function, including the limit as x approaches infinity and one-sided limits, using graphical, numerical and algebraic methods.
2. Compute and interpret the average rate of change and the instantaneous rate of change of a function.
3. Compute the derivative of a function using the limit definition and derivative rules: power, constant multiple, sum and difference, product, quotient, chain, exponential, and logarithmic.
4. Use differentiation to solve business application problems.
5. Find extrema and solve optimization problems.
6. Find inflection points (points of diminishing returns).
7. Compute antiderivatives.
8. Use the Fundamental Theorem of Calculus to compute definite integrals.
9. Use integration to solve business application problems.

MATH& 151 : Calculus I: Analytic Geometry

Credits 5

Quarter Offered Fall, Spring

Limits and continuity; derivatives of algebraic and trig functions; chain rule, implicit differentiation and applications, an introduction to antiderivatives. This class may include students from multiple sections. (Quantitative Skills, Natural Sciences, Elective)

Prerequisites

2.0 or higher in **MATH& 142** or equivalent

Course Outcomes

A student who successfully completes this class with a grade of 2.0 or better should be able to:

1. Evaluate limits of functions given in functional notation form and well as graphical forms.
2. Find limits using the left and right hand limits.
3. Use the properties of limits to evaluate limits.
4. Use the definition of continuity to determine if a function is continuous.
5. Evaluate limits in indeterminate form using L'Hospital's rule.
6. Use the definition of the derivative to find the derivative of a function.
7. Use the rules of differentiation, power, product, quotient, chain rule, and implicit to evaluate the derivative of a function.
8. Setup and evaluate related rates problems.
9. Use the concept of differentials to find linear approximations.
10. Find the extreme of functions using the first and second derivative tests.
11. Setup and solve optimization problems.
12. Use the concept of the derivative as a rate of change to sketch curves.

MATH& 152 : Calculus II: Analytic Geometry**Credits** 5**Quarter Offered** Winter

Calculus of exponential, log, and inverse trig functions; methods of integration; applications of integration; introduction to differential equations; and mathematical modeling. This class may include students from multiple sections. (Quantitative Skills, Natural Sciences, Elective)

Prerequisites

2.0 or higher in **MATH& 151** or equivalent

Course Outcomes

A student who successfully completes this class with a grade of 2.0 or better should be able to:

1. State and use the Fundamental Theorem of Calculus
2. Perform basic symbol manipulation skills pertaining to integration, including using various integration techniques to calculate definite, indefinite, and improper integrals.
3. Calculate areas between curves.
4. Calculate volumes using both washer and shell methods.
5. Calculate arc lengths, and areas of a surface of revolution.
6. Use integration to solve separable differential equations.

MATH& 163 : Calculus III: Analytic Geometry**Credits** 5**Quarter Offered** Spring

Sequences, series, Taylor expansions. Vectors, vector functions, space curves. Functions of several variables, partial derivatives, tangent planes. This class may include students from multiple sections. (Quantitative Skills, Natural Sciences, Elective)

Prerequisites

2.0 or higher in **MATH& 152** or equivalent

Course Outcomes

A student who successfully completes this class with a grade of 2.0 or better should be able to:

1. Apply calculus techniques to parametric equations.
2. Find areas and arc lengths in polar coordinates.
3. Perform vector arithmetic, including calculating the dot and cross products.
4. Find equations of lines and planes in three-space.
5. Find derivatives, integrals, velocity, acceleration, arc length, and curvature of vector functions.
6. Calculate partial derivatives of functions of several variables.
7. Find tangent planes and linear approximations of functions of several variables.
8. Find extrema and saddle points of functions of several variables.
9. Calculate double integrals over rectangular and general regions, both in rectangular and polar coordinates.
10. Calculate centers of mass of laminas.
11. State the difference between a sequence and a series.
12. Use various tests to determine if a series converges.
13. Determine if a power series converges.
14. Be able to represent a function as a power series.
15. Find Maclaurin and Taylor series of functions.

MATH 63/64 : Introduction to Algebra**Credits** 5**Quarter Offered** Fall, Winter, Spring, Summer

Fundamentals of arithmetic using integers, fractions, decimals, exponents, and square roots; solving basic linear equations; solving problems using percents, proportions, and basic geometry. This class may include students from multiple sections.

Prerequisites

Placement exam.

Course Outcomes

1. Recognize the difference between a variable and a constant.
2. Add, subtract, multiply, and divide integers.
3. Follow the order of operations.
4. Evaluate algebraic expressions given values for the variables.
5. Translate English statements into algebraic statements.
6. Add, subtract, multiply, divide, and simplify fractions.
7. Add, subtract, multiply, and divide decimal numbers.
8. Solve linear equations.
9. Use the rules of exponents.
10. Solve problems involving percent.
11. Solve proportions.
12. Apply and extend concepts to various problems.

MATH 90/91 : Essentials of Intermediate Algebra**Credits** 5**Quarter Offered** Fall, Winter, Spring, Summer

This course develops proficiency with solving linear equations and inequalities, simplifying expressions using the rules of exponents, adding/subtracting/multiplying polynomials, graphing various types of equations and linear inequalities, solving systems of linear equations and inequalities, and finding the equations of lines. This class may include students from multiple sections.

Prerequisites

P in **MATH 63/64** or equivalent.

Course Outcomes

1. Complete a variety of algebraic tasks including adding/subtracting/multiplying polynomials, simplifying exponential expressions, and solving linear equations, inequalities, absolute value equations and inequalities, systems of linear equations, and systems of linear inequalities graphically.
2. Graph lines.
3. Construct equations of lines.

MATH 98/99 : Intermediate Algebra for Calculus**Credits** 5**Quarter Offered** Fall, Winter, Spring, Summer

This course will expose students to a variety of algebraic techniques that will prepare them for precalculus and calculus. Focus will be placed on quadratic, rational, radical, exponential, and logarithmic expressions and equations. Techniques will include factoring, simplifying (adding/subtracting/ multiplying/dividing) polynomials, rational, radical, exponential and logarithmic expressions. This class may include students from multiple sections.

Prerequisites

P in **MATH 90/91** or equivalent.

Course Outcomes

1. Apply mathematical operations to simplify a variety of mathematical expressions including polynomial, rational, radical, exponential, and logarithmic expressions.
2. Apply mathematical operations to solve a variety of mathematical equations including absolute value, quadratic, rational, radical, exponential and logarithmic equations.

MATH 106 : Math for Elementary Teachers I**Credits** 5**Quarter Offered** Winter

Designed for future K-6 teachers. Focus is on mathematical concepts, including counting, number sense, operations, algorithms, fractions, ratio, and proportion. Method topics include teaching strategies, assessment methods, and processes of doing mathematics as related to elementary mathematics. This course does not fulfill the quantitative skills requirement for the AA-DTA degree. This class may include students from multiple sections. (Elective)

Course Outcomes

1. Understand and apply foundations of current pedagogical theories of the learning mathematics by elementary students, particularly with respect to the mathematical concepts in the K-8 curriculum.
2. Analyze, understand, and apply the four fundamental operations of arithmetic.
3. Analyze, understand, and apply number theory, including divisibility and factorization.
4. Analyze, understand, and extend the number system to include fractions and rational numbers, decimals, exponents, and real numbers.

MATH 108 : Math for Elementary Teachers II**Credits** 5**Quarter Offered** Spring

Methods topics include teaching the usage of technology. Math topics include algebra, geometry, measurement, and statistics. This course satisfies the quantitative skills requirement for the AA-DTA degree, provided that Math for Elementary Teachers I has also been completed satisfactorily. This class may include students from multiple sections. (Quantitative Skills, Natural Sciences, Elective)

Prerequisites

MATH 106 and P in MATH 90/91 or equivalent

Course Outcomes

1. Understand and apply foundations of current pedagogical theories of the learning mathematics by elementary students, particularly with respect to the mathematical concepts in the K-8 curriculum.
2. Analyze, understand, and solve problems involving proportional reasoning and uncertainty and probability.
3. Analyze, understand, and solve problems involving three facets of geometry: shapes, transformations of shapes, and measurement.

MATH 111 : Finite Mathematics**Credits** 5**Quarter Offered** Fall

The study of linear, quadratic, rational, exponential, and logarithmic functions, and solving their related equations; systems of equations; matrices; linear programming (graphically); and the mathematics of finance. This class may include students from multiple sections. (Quantitative Skills, Natural Sciences, Elective)

Prerequisites

P in MATH 90/91 or equivalent

Course Outcomes

1. Use function notation and terminology.
2. Evaluate, interpret, and perform basic function operations on linear, quadratic, rational, exponential, and logarithmic functions.
3. Solve linear, quadratic, rational, exponential, and logarithmic equations using symbolic and graphical techniques.
4. Determine, solve, and interpret financial calculations related to compound interest, annuities, and loans.
5. Solve systems of linear equations in two variables.
6. Construct and interpret matrices; solve systems of equations using matrices; and perform basic matrix operations.
7. Solve linear programming problems graphically.

MATH 210 : Linear Algebra

Credits 5

Quarter Offered Spring (even year)

This course covers the following topics: linear equations, matrix algebra, use of technology, rigorous proof, vector spaces, linear independence, basis, orthogonality, linear transformations, eigenvalues/ vectors, Gram-Schmidt, least squares regression, and applications. This class may include students from multiple sections. (Quantitative Skills, Elective)

Prerequisites

2.0 or higher in **MATH& 152**

Course Outcomes

1. Discuss mathematics verbally, algebraically, numerically, and graphically in a group setting.
2. Write detailed solutions using appropriate mathematical language.
3. Apply appropriate mathematical concepts to various problems.
4. How do we achieve these goals?
5. For #1, small discussion groups provide students with regular opportunities to discuss and present mathematics both formally and informally.
6. For #2, students will be provided with regular opportunities to write detailed solutions on discussion sheets, homework, assessments/exams, computer algebra systems, etc.
7. We approach #3 in two stages:
8. Fundamentals: These are the building blocks of more complex concepts. We discuss and practice these in class.
9. Synthesis: At this next level, small discussion groups are used to focus on combining the building blocks into more complex techniques by breaking problems in smaller pieces, then solving each and combining the results.

MATH 224 : Intermediate Analysis

Credits 3

Quarter Offered Occasionally

Review of double integrals in Cartesian and polar coordinates; triple integrals in Cartesian, cylindrical, and spherical coordinates; vector fields; surface integrals; Green's theorem; divergence theorem; Stokes' theorem; sequences and series; Taylor's theorem. This class may include students from multiple sections. (Quantitative Skills, Elective)

Prerequisites

2.0 or higher in **MATH& 163** or equivalent

Course Outcomes

1. Discuss a fourth course in calculus concepts verbally, algebraically, numerically, and graphically in a group setting.
2. Write detailed solutions using appropriate mathematical language.
3. Apply appropriate mathematical concepts to various problems.
4. How do we achieve these goals?
5. For #1, small discussion groups provide students with regular opportunities to discuss and present mathematics both formally and informally.
6. For #2, students will be provided with regular opportunities to write detailed solutions on discussion sheets, homework, assessments/exams, computer algebra systems, etc.
7. We approach #3 in two stages:
8. Fundamentals: These are the building blocks of more complex concepts. We discuss and practice these in class.
9. Synthesis: At this next level, small discussion groups are used to focus on combining the building blocks into more complex techniques by breaking problems in smaller pieces, then solving each and combining the results.

MATH 238 : Differential Equations**Credits** 5**Quarter Offered** Spring (even year)

Introduction to applied problem solving with first and second order ordinary differential equations using analytical, numerical and graphic methods. This class may include students from multiple sections. (Quantitative Skills, Elective)

Prerequisites2.0 in **MATH& 152** or equivalent**Course Outcomes**

1. Discuss mathematics verbally, algebraically, numerically, and graphically in a group setting.
2. Write detailed solutions using appropriate mathematical language.
3. Apply appropriate mathematical concepts to various problems.
4. How do we achieve these goals?
5. For #1, small discussion groups provide students with regular opportunities to discuss and present mathematics both formally and informally.
6. For #2, students will be provided with regular opportunities to write detailed solutions on discussion sheets, homework, assessments/exams, computer algebra systems, etc.
7. We approach #3 in two stages:
8. Fundamentals: These are the building blocks of more complex concepts. We discuss and practice these in class.
9. Synthesis: At this next level, small discussion groups are used to focus on combining the building blocks into more complex techniques by breaking problems in smaller pieces, then solving each and combining the results.

Medical Assisting

MED 101 : Introduction Clinical to Clinical Medical Assisting

Credits 5

Quarter Offered Fall

This course is an introduction to the medical assisting profession. A virtual clinic is built by students, expanding their knowledge of the healthcare industry. Students explore areas where they might find employment as medical assistants and begin developing employment related skills and documents while expanding their effective communication skills. Students will begin learning the foundations for clinical practice in providing patient care as medical assistants. This course includes a skills laboratory component. Students will be instructed in the use of an educational electronic medical record (EMR) system. NOTE: Students need to be accepted into the Medical Assisting Program and have entry codes to register. This class may include students from multiple sections.

Course Outcomes

1. Identify quality assurance practices in healthcare
2. Measure and record:
 - a. blood pressure
 - b. temperature
 - c. pulse
 - d. respirations
 - e. height
 - f. weight
3. Instruct and prepare a patient for a procedure or treatment
4. Assist provider with patient exam
5. Define the principles of standard precautions
6. Define personal protective equipment (PPE) for:
 - a. all body fluids, secretions and excretions
 - b. blood
 - c. non-intact skin
 - d. mucous membranes
7. Identify Center for Disease Control (CDC) regulations that impact healthcare practices
8. Select appropriate barrier/personal protective equipment (PPE)
9. Perform handwashing
10. Demonstrate proper disposal of biohazardous material:
 - a. sharps
 - b. regulated wastes
11. Identify styles and types of verbal communication
12. Identify types of nonverbal communication
13. Recognize barriers to communication
14. Identify techniques for overcoming communication barriers
15. Recognize the elements of oral communication using a sender-receiver process
16. Define the principles of self-boundaries
17. Define patient navigator
18. Describe the role of the medical assistant as a patient navigator
19. Discuss the theories of:
 - a. Maslow
 - b. Erikson
 - c. Kubler-Ross
20. Discuss examples of diversity:
 - a. cultural
 - b. social
 - c. ethnic
21. Locate a state's legal scope of practice for medical assistants
22. Build a virtual clinic and present the plan as a PowerPoint presentation with an accompanying binder detailing the virtual clinic's development.

MED 102 : Medical Terminology for Medical Assistants

Credits 5

Quarter Offered Fall

Study of medical terminology using a body systems approach, relating terms to the anatomy and physiology of the human body. Word parts are used to build, analyze, define, spell, and pronounce medical terms, including abbreviations. Structural, directional, disease and disorder, surgical, and diagnostic terms will be covered for body structures, body systems, and specialized areas of medicine such as oncology. NOTE: Students need to have entry codes to register. This class may include students from multiple sections.

Course Outcomes

1. Describe structural organization of the human body
2. Identify body systems
3. Describe:
 - a. body planes
 - b. directional terms
 - c. quadrants
 - d. body cavities
4. List major organs in each body system
5. Identify the anatomical location of major organs in each body system
6. Compare structure and function of the human body across the life span
7. Describe the normal function of each body system
8. Identify medical terms, labeling the word parts
9. Define medical terms and abbreviations related to all body systems
10. Describe the origin of medical terms
11. Spell and pronounce medical terms correctly

MED 105 : HIV/AIDS and Other Bloodborne Pathogens for Medical Assistants.

Credits 1

Quarter Offered Summer

This course offers training in the etiology, epidemiology, transmission, testing, and treatment of HIV/ AIDS, Hepatitis B and C, and many other bloodborne pathogens. Students will review infection control, counseling and confidential interviews with patients, and the legal, ethical, and psychosocial issues related to exposure to bloodborne pathogens and other potentially infectious materials. This class may include students from multiple sections.

Course Outcomes

1. Describe the etiology and epidemiology of HIV/AIDS, associated opportunistic infections, and side effects related to treatments for the virus/syndrome.
2. Articulate standard precautions, universal precautions and post-exposure prophylaxis for healthcare workers exposed to bloodborne pathogen.
3. Discuss confidentiality, incident reporting, and other legal and ethical issues related to bloodborne pathogen exposure.
4. Review a variety of bloodborne pathogens such as Hepatitis B and C including transmission risks, testing and treatment, and possible sequelae related to active or past infection.

MED 110 : Anatomy & Pathophysiology for Medical Assistants I

Credits 5

Quarter Offered Winter

Students are introduced to pathophysiology, the study of processes that disturb normal body function. Instruction in both basic disease processes and major organ-related diseases are incorporated into the study of the form (anatomy) and function (physiology) of the human body. This course has a laboratory component. NOTE: Students need to be accepted into the Medical Assisting Program and have entry codes to register. This class may include students from multiple sections.

Course Outcomes

1. Identify common pathology related to each body system including:
 - a. signs
 - b. symptoms
 - c. etiology
2. Analyze pathology for each body system including:
 - a. diagnostic measures
 - b. treatment modalities
3. Identify CLIA waived tests associated with common diseases
4. List major types of infectious agents
5. Describe the infection cycle including:
 - a. the infectious agent
 - b. reservoir
 - c. susceptible host
 - d. means of transmission
 - e. portals of entry
 - f. portals of exit
6. Identify methods of controlling the growth of microorganisms
7. Participate in bloodborne pathogen training
8. Recognize the implications for failure to comply with Center for Disease Control (CDC) regulations in healthcare settings

MED 115 : Anatomy & Pathophysiology for Medical Assistants II

Credits 5

Quarter Offered Spring

This course continues to instruct students in the anatomy and pathophysiology of the human body using a body systems approach. Emphasis is placed on the study of multiple organ system diseases, infectious diseases, and microbiology. This course has a laboratory component. NOTE: Students need to have entry codes to register. This class may include students from multiple sections.

Course Outcomes

1. Identify common pathology related to each body system including:
 - a. signs
 - b. symptoms
 - c. etiology
2. Analyze pathology for each body system including:
 - a. diagnostic measures
 - b. treatment modalities
3. Perform a quality control measure
4. Obtain specimens and perform:
 - a. CLIA waived hematology test
 - b. CLIA waived chemistry test
 - c. CLIA waived urinalysis
 - d. CLIA waived immunology test
 - e. CLIA waived microbiology test
5. Maintain lab test results using flow sheets
6. Describe dietary nutrients including:
 - a. carbohydrates
 - b. fat
 - c. protein
 - d. minerals
 - e. electrolytes
 - f. vitamins
 - g. fiber
 - h. water
7. Define the function of dietary supplements
8. Identify the special dietary needs for:
 - a. weight control
 - b. diabetes
 - c. cardiovascular disease
 - d. hypertension
 - e. cancer
 - f. lactose sensitivity
 - g. gluten-free
 - h. food allergies
9. Instruct a patient according to patient's special dietary needs
10. Show awareness of patient's concerns regarding a dietary change

MED 135 : Medical Office Procedures

Credits 4

Quarter Offered Winter

This course provides instruction in the general office administration duties of a medical assistant. Topics to be covered include telecommunications, scheduling, filing, interpersonal communications, and professional correspondence. Review and discuss various machines and equipment used in the business office, as well as exercises in the maintenance of office equipment, procurement of supplies, and maintenance of inventory. Students will be instructed in the use of an educational electronic medical record (EMR) system. NOTE: Students need to have entry codes to register. This class may include students from multiple sections.

Course Outcomes

1. Recognize elements of fundamental writing skills
2. Discuss applications of electronic technology in professional communication
3. Relate the following behaviors to professional communication:
 - a. assertive
 - b. aggressive
 - c. passive
4. Differentiate between adaptive and non-adaptive coping mechanisms
5. Differentiate between subjective and objective information
6. Use feedback techniques to obtain patient information including:
 - a. reflection
 - b. restatement
 - c. clarification
7. Respond to nonverbal communication
8. Use medical terminology correctly and pronounced accurately to communicate information to providers and patients
9. Coach patients regarding:
 - a. office policies
 - b. health maintenance
 - c. disease prevention
 - d. treatment plan
10. Demonstrate professional telephone techniques
11. Document telephone messages accurately
12. Compose professional correspondence utilizing electronic technology
13. Develop a current list of community resources related to patients' healthcare needs
14. Report relevant information concisely and accurately
15. Demonstrate:
 - a. empathy
 - b. active listening
 - c. nonverbal communication
16. Demonstrate the principles of self-boundaries
17. Demonstrate respect for individual diversity including:
 - a. gender
 - b. race
 - c. religion
 - d. age
 - e. economic status
 - f. appearance
18. Explain to a patient the rationale for performance of a procedure
19. Identify different types of appointment scheduling methods
20. Identify advantages and disadvantages of the following appointment systems:
 - a. manual
 - b. electronic
21. Identify critical information required for scheduling patient procedures
22. Define types of information contained in the patient's medical record
23. Identify methods of organizing the patient's medical record based on:
 - a. problem-oriented medical record (POMR)
 - b. source-oriented medical record (SOMR)

24. Identify equipment and supplies needed for medical records in order to:
 - a. create
 - b. maintain
 - c. store
25. Describe filing indexing rules
26. Differentiate between electronic medical records (EMR) and a practice management system
27. Explain the purpose of routine maintenance of administrative and clinical equipment
28. List steps involved in completing an inventory
29. Explain the importance of data backup
30. Explain meaningful use as it applies to EMR
31. Manage appointment schedule using established priorities
32. Schedule a patient procedure
33. Create a patient's medical record
34. Organize a patient's medical record
35. File patient medical records
36. Utilize an EMR
37. Input patient data utilizing a practice management system
38. Perform routine maintenance of administrative or clinical equipment
39. Perform an inventory with documentation
40. Display sensitivity when managing appointments
41. Create a Policy and Procedure Manual for the virtual clinic established in MED 101
42. Create a Mission Statement for the virtual clinic established in MED 101
43. Create patient information brochures on various subjects relevant to medical offices

MED 140 : Medical, Ethical, Legal Communication

Credits 4

Quarter Offered Spring

This course teaches medical assisting students how to incorporate cognitive knowledge in the performance of psychomotor and affective domains in their practice as medical assistants, and in providing patient care in accordance with regulations, policies, laws, and patient rights. Students will be instructed in the legal implications and ethical considerations of the medical assisting profession. NOTE: Students need to have entry codes to register. This class may include students from multiple sections.

Course Outcomes

1. Differentiate between scope of practice and standards of care for medical assistants
2. Compare and contrast provider and medical assistant roles in terms of standard of care
3. Describe components of the Health Insurance Portability & Accountability Act (HIPAA)
4. Summarize the Patient Bill of Rights
5. Discuss licensure and certification as they apply to healthcare providers
6. Compare criminal and civil law as they apply to the practicing medical assistant
7. Define:
 - a. negligence
 - b. malpractice
 - c. statute of limitations
 - d. Good Samaritan Act(s)
 - e. Uniform Anatomical Gift Act
 - f. living will/advanced directives
 - g. medical durable power of attorney
 - h. Patient Self Determination Act (PSDA)
 - i. risk management
8. Describe the following types of insurance:
 - a. liability
 - b. professional (malpractice)
 - c. personal injury
9. List and discuss legal and illegal applicant interview questions
10. Identify:
 - a. Health Information Technology for Economic and Clinical Health (HITECH) Act
 - b. Genetic Information Nondiscrimination Act of 2008 (GINA)
 - c. Americans with Disabilities Act Amendments Act (ADAAA)
11. Describe the process in compliance reporting:
 - a. unsafe activities
 - b. errors in patient care
 - c. conflicts of interest
 - d. incident reports
12. Describe compliance with public health statutes:
 - a. communicable diseases
 - b. abuse, neglect, and exploitation
 - c. wounds of violence
13. Define the following medical legal terms:
 - a. informed consent
 - b. implied consent
 - c. expressed consent
 - d. patient incompetence
 - e. emancipated minor
 - f. mature minor
 - g. subpoena duces tecum
 - h. respondeat superior
 - i. res ipsa loquitor
 - j. locum tenens
 - k. defendant-plaintiff

- l. deposition
- m. arbitration-mediation
- n. Good Samaritan laws
- 14. Apply HIPAA rules in regard to:
 - a. privacy
 - b. release of information
- 15. Document patient care accurately in the medical record
- 16. Apply the Patient's Bill of Rights as it relates to:
 - a. choice of treatment
 - b. consent for treatment
 - c. refusal of treatment
- 17. Perform compliance reporting based on public health statutes
- 18. Report an illegal activity in the healthcare setting following proper protocol
- 19. Complete an incident report related to an error in patient care
- 20. Demonstrate sensitivity to patient rights
- 21. Protect the integrity of the medical record
- 22. Define:
 - a. ethics
 - b. morals
- 23. Differentiate between personal and professional ethics
- 24. Identify the effect of personal morals on professional performance
- 25. Develop a plan for separation of personal and professional ethics
- 26. Demonstrate appropriate response(s) to ethical issues
- 27. Recognize the impact personal ethics and morals have on the delivery of healthcare

MED 150 : Medical Billing and Coding I

Credits 5

Quarter Offered Fall

This course gives medical assisting students an introduction to managed care and insurance coverage. Students will learn medical billing practices including electronic submission and computerized billing techniques, and includes ICD-9, ICD-10, and CPT coding. Students will be instructed in the use of an educational electronic medical record (EMR) system. NOTE: Students need to have entry codes to register. This class may include students from multiple sections.

Course Outcomes

1. Define the following bookkeeping terms:
 - a. charges
 - b. payments
 - c. accounts receivable
 - d. accounts payable
 - e. adjustments
2. Describe banking procedures as related to the ambulatory care setting
3. Identify precautions for accepting the following types of payments:
 - a. cash
 - b. check
 - c. credit card
 - d. debit card
4. Describe types of adjustments made to patient accounts, including:
 - a. non-sufficient funds (NSF) check
 - b. collection agency transaction
 - c. credit balance
 - d. third party
5. Identify types of information contained in the patient's billing record
6. Explain patient financial obligations for services rendered
7. Perform accounts receivable procedures to patient accounts including posting:
 - a. charges
 - b. payments
 - c. adjustments
8. Prepare a bank deposit
9. Obtain accurate patient billing information
10. Inform a patient of financial obligations for services rendered
11. Demonstrate professionalism when discussing patient's billing record
12. Display sensitivity when requesting payment for services rendered
13. Identify:
 - a. types of third party plans
 - b. information required to file a third party claim
 - c. the steps for filing a third party claim
14. Outline managed care requirements for patient referral
15. Describe processes for:
 - a. verification of eligibility for services
 - b. precertification
 - c. preauthorization
16. Define a patient-centered medical home (PCMH)
17. Differentiate between fraud and abuse

MED 151 : Medical Billing and Coding II

Credits 5

Quarter Offered Winter

Medical assisting students receive advanced training in procedural and diagnostic coding and medical billing practices. Topics covered include ICD-9, ICD-10, and CPT coding, and hospital billing and coding procedures. Students will be instructed in the use of an educational electronic medical record (EMR) system. NOTE: Students need to have entry codes to register. This class may include students from multiple sections.

Course Outcomes

1. Interpret information on an insurance card
2. Verify eligibility for services including documentation
3. Obtain precertification or preauthorization including documentation
4. Complete an insurance claim form
5. Interact professionally with third party representatives
6. Display tactful behavior when communicating with medical providers regarding third party requirements
7. Show sensitivity when communicating with patients regarding third party requirements
8. Describe how to use the most current procedural coding system
9. Describe how to use the most current diagnostic coding classification system
10. Describe how to use the most current HCPCS level II coding system
11. Discuss the effects of:
 - a. upcoding
 - b. downcoding
12. Define medical necessity as it applies to procedural and diagnostic coding
13. Perform procedural coding
14. Perform diagnostic coding
15. Utilize medical necessity guidelines
16. Utilize tactful communication skills with medical providers to ensure accurate code selection

MED 155 : Medical Office Assistant Extern and Capstone

Credits 6

Quarter Offered Spring

Final core curriculum course for students seeking to become medical office assistants or specialists. The course prepares students to perform routine administrative medical office duties in an outpatient setting. Students completing this course will be expected to develop a professional portfolio, apply for a national credentialing exam of their choice, participate in job-seeking activities, and participate in a brief externship wherein they will be expected to perform tasks relevant to the MOA job description. This class may include students from multiple sections.

Prerequisites

Eligibility for both **ENGL& 101** and **MATH 90/91**. Completion of **MED 135** with a GPA of 2.0 or better.

Course Outcomes

1. Apply for a minimum of two real-world jobs.
2. Purchase and work through a study guide and/or interactive review package for the national credentialing exam of the student's choice. Exams they may be eligible to challenge include the NCMOA (NCCT) exam, the NCICS (NCCT) exam, and any national billing and coding exams they are qualified to challenge.
3. Develop a professional portfolio, including a resume, sample cover letter, letters of reference, reference list, samples of completed student work, unofficial transcripts, immunizations (if applicable), completed background checks (if applicable), and any other materials the student wishes to include.
4. Complete a minimum two-week supervised externship/practicum wherein the student will be assigned a supervisor and/or preceptor that will guide them through an on-the-job experience, performing the tasks and skills required for the job.

MED 160 : Clinical Skills Seminar for Medical Assistants I

Credits 5

Quarter Offered Winter

Introduces the medical assisting student to basic clinical procedures and patient care. Subjects to be covered include, but are not limited to: infection control and asepsis, preparing the examination room, body measurements and vital signs, obtaining the medical history, assisting with the physical examination, electrocardiography, and therapeutic procedures. Some needle invasive procedures will be performed. This course includes a skills laboratory component. Students will be instructed in the use of an educational electronic medical record (EMR) system. NOTE: Students need to have entry codes to register. This class may include students from multiple sections.

Course Outcomes

1. List principles and steps of professional/provider CPR
2. Describe basic principles of first aid as they pertain to the ambulatory healthcare setting
3. Measure and record:
 - a. length (infant)
 - b. head circumference (infant)
 - c. pulse oximetry
4. Perform:
 - a. electrocardiography
 - b. pulmonary function testing
5. Perform patient screening using established protocols
6. Obtain specimens and perform:
 - a. CLIA waived immunology test
7. Perform first aid procedures for:
 - a. bleeding
 - b. diabetic coma or insulin shock
 - c. fractures
 - d. seizures
 - e. shock
 - f. syncope
8. Incorporate critical thinking skills when performing patient assessment
9. Show awareness of a patient's concerns related to the procedure being performed
10. Document on a growth chart
11. Prepare items for autoclaving
12. Perform sterilization procedures
13. Define coaching a patient as it relates to:
 - a. health maintenance
 - b. disease prevention
 - c. compliance with treatment plan
 - d. community resources
 - e. adaptations relevant to individual patient needs
14. Identify:
 - a. safety signs
 - b. symbols
 - c. labels
15. Describe the purpose of Safety Data Sheets (SDS) in a healthcare setting
16. Discuss protocols for disposal of biological chemical materials
17. Comply with:
 - a. safety signs
 - b. symbols
 - c. labels
18. Demonstrate proper use of:
 - a. eyewash equipment
 - b. fire extinguishers
 - c. sharps disposal containers
19. Evaluate the work environment to identify unsafe working conditions

MED 161 : Clinical Skills Seminar for Medical Assistants II

Credits 5

Quarter Offered Spring

This course continues instructing medical assisting students in the clinical skills necessary to the medical assisting profession. Subjects to be covered include, but are not limited to: specialty diagnostic testing, phlebotomy, laboratory and microbiological testing in the physician's office, introduction to the concepts of pharmacology and medication administration, minor office surgery, and basic first aid in regard to medical office emergencies. Some needle invasive procedures will be performed. This course includes a skills laboratory component. Students will be instructed in the use of an educational electronic medical record (EMR) system. NOTE: Students need to have entry codes to register. This class may include students from multiple sections.

Course Outcomes

1. Perform:
 - a. venipuncture
 - b. capillary puncture
2. Verify the rules of medication administration:
 - a. right patient
 - b. right medication
 - c. right dose
 - d. right route
 - e. right time
 - f. right documentation
3. Select proper sites for administering parenteral medication
4. Administer oral medications
5. Administer parenteral (excluding IV) medications
6. Incorporate critical thinking skills when performing patient care
7. Calculate proper dosages of medication for administration
8. Differentiate between normal and abnormal test results
9. Reassure a patient of the accuracy of the test results
10. Define the following as practiced within an ambulatory care setting:
 - a. medical asepsis
 - b. surgical asepsis
11. Prepare a sterile field
12. Perform within a sterile field
13. Perform wound care
14. Perform dressing change
15. Identify safety techniques that can be used in responding to accidental exposure to:
 - a. blood
 - b. other body fluids
 - c. needle sticks
 - d. chemicals
16. Discuss fire safety issues in an ambulatory healthcare environment
17. Describe fundamental principles for evacuation of a healthcare setting
18. Identify principles of:
 - a. body mechanics
 - b. ergonomics
19. Identify critical elements of an emergency plan for response to a natural disaster or other emergency
20. Use proper body mechanics
21. Participate in a mock exposure event with documentation of specific steps
22. Recognize the physical and emotional effects on persons involved in an emergency situation
23. Demonstrate self-awareness in responding to an emergency situation

MED 165 : Clinical Practicum for Medical Assistants

Credits 6

Quarter Offered Fall

Provides students with at least 160 clock hours of externship experience in ambulatory care facilities. Students will be required to maintain and submit documentation of the psychomotor and affective domain competencies they experience at practicum sites. Students will also submit assignments online that demonstrate how they incorporate cognitive domain competencies and critical thinking skills into their daily practice as medical assistants. NOTE: Students need to have entry codes to register. This class may include students from multiple sections.

Course Outcomes

1. Function professionally in a legal and ethical manner as a medical assistant
2. Use medical terminology correctly
3. Effectively communicate with other healthcare team members, patients, and physicians
4. Procure and distribute both office supplies and medical supplies
5. Manage documents, both paper and electronic, in a medical office
6. Demonstrate proficiency with basic medical testing procedures
7. Display knowledge and use of techniques for asepsis, workplace safety, and risk management
8. Demonstrate knowledge and competency in electronic medical billing of multiple insurances
9. Follow laws and regulations regarding patient privacy and confidentiality
10. Demonstrate knowledge of ICD-10-CM coding for medical billing
11. Integrate cognitive domain objectives and psychomotor and affective domain competencies into daily practice

MED 170 : Principles of Pharmacology for Medical Assistants

Credits 5

Quarter Offered Summer

This course offers instruction in the principles of pharmacology for medical assistants. Students will use applied mathematics to prepare proper dosages of medication for administration and verify those doses/dosages prior to administration. Students will learn to update medication lists utilizing an electronic medical record system. Students will learn techniques to help them explain medication treatment plans to patients to ensure patient understanding and compliance. NOTE: Students need to have entry codes to register. This class may include students from multiple sections.

Course Outcomes

1. Identify the classifications of medications including:
 2. a. indications for use
 3. b. desired effects
 4. c. side effects
 5. d. adverse reactions
6. Demonstrate knowledge of basic math computations
7. Apply mathematical computations to solve equations
8. Define basic units of measurement in:
 9. a. the metric system
 10. b. the household system
11. Convert among measurement systems
12. Identify abbreviations and symbols used in calculating medication dosages
13. Analyze healthcare results as reported in:
 14. a. graphs
 15. b. tables
16. Describe drugs and their origins and history
17. Learn about pharmacokinetics and pharmacodynamics
18. Identify drugs used to diagnose, prevent and treat disease
19. Learn about drug allergies, side effects, toxicities, and contraindications
20. Learn about drug to drug interactions, CYP 450 system, and enzymes
21. Learn how to use the nurses' manual and PDR and FDA site for more drug information
22. Study and practice dose calculations for oral and parenteral (excluding IV) medication administration
23. Learn about controlled substances and the law

MED 200 : Medical Assisting Capstone

Credits 3

Quarter Offered Fall

Overview of job readiness, medical assisting certification exam preparation, credentialing application preparation, portfolio development, and networking in the medical assisting field. Students should be enrolled in this course their last quarter of the program, either concurrently with **MED 165** or after its completion. Former students seeking a 'refresher' on professional development or credentialing test preparation may register.

NOTE: Students need to have entry codes to register. This class may include students from multiple sections.

Course Outcomes

1. Produce up-to-date documentation of provider/professional level CPR
2. List and discuss legal and illegal applicant interview questions
3. Develop professional portfolio
4. Draft resume
5. Draft cover letter(s)
6. Participate in mock interview(s)
7. Develop reference lists and letters of reference
8. Apply for two positions
9. Participate in practice testing to prepare for national credentialing exam(s)
10. Apply for MA-C credential

MED 201 : Introduction to Patient Advocacy

Credits 5

Quarter Offered Fall

Course is designed to offer insights into patient advocacy and the patient healthcare facilitation process. Students will be instructed in how to translate medical records and physician orders to make them more patient-friendly and easier to follow in order to ensure patient compliance and positive care outcomes. Students will learn how to facilitate communication among patients, caregivers, and physicians and how to develop care plans for patients. Emphasis is placed on methods of patient education and communication in regard to special populations such as pediatric and geriatric patients. NOTE: Students need to have entry codes to register. This class may include students from multiple sections.

Course Outcomes

1. Define patient navigator
2. Describe the role of the medical assistant as a patient navigator
3. Discuss the theories of:
 - a. Maslow
 - b. Erikson
 - c. Kubler-Ross
4. Discuss examples of diversity:
 - a. cultural
 - b. social
 - c. ethnic
5. Coach patients appropriately considering:
 - a. cultural diversity
 - b. developmental life stage
 - c. communication barriers
6. Facilitate referrals to community resources in the role of a patient navigator
7. Demonstrate the principles of self-boundaries

Multimedia Communications

MEDIA 110 : Introduction to Multimedia Graphic

Credits 5

Quarter Offered Fall

This course concentrates on the creative and practical exploration of computer graphics and page layout design. Students will explore basic concepts of digital media, terminology and acquire hands-on experience working with industry standard page layout and illustration software. This class may include students from multiple sections.

Course Outcomes

1. Apply skills to create and understand the fundamentals of graphic design by translating design elements into new graphic design solutions.
2. Practice the creative process by creating numerous ideas on a particular topic.
3. Use traditional and digital tools to render letter forms, illustrations, and graphic designs.
4. Operate with specific graphic design requirements while using a combination of typography and imagery.
5. Create a hierarchy of information within a given space.

MEDIA 111 : Introduction to Multimedia Web

Credits 5

Quarter Offered Fall

Learn fundamental concepts and skills of multimedia content development and website design. Students will create multimedia elements with Flash, Photoshop, Dreamweaver, and open-source applications. Manipulate photographs, design animated web banners and graphic rollover buttons. Explore interface design and embed multimedia presentations in a webpage. Good computer file management and typing skills is recommended. This class may include students from multiple sections.

Course Outcomes

1. Define common multimedia terms and learn to differentiate between multimedia, web, and graphic file formats.
2. Use Dreamweaver to create a web page with internal and external hyperlinks, graphics, animation, and other multimedia content.
3. Publish websites to the internet using Wordpress and file transfer protocol.
4. Edit and enhance photographs with Photoshop and optimize photographs for web display.
5. Build a country showcase website to demonstrate awareness of unique cultures, examine multicultural perspectives, and their intercultural impact on our global society.

MEDIA 114 : Audio and Lighting Technology

Credits 5

Quarter Offered Fall

Learn technical and artistic sound recording and lighting for theater and live stage performances. Students will explore theories, techniques, and equipment for stage lighting and audio production. Students will learn how to use lighting and sound systems and consoles and apply theories of light and sound in a final project. This class may include students from multiple sections.

Course Outcomes

1. Use electrical lighting and sound systems for theater and stage.
2. Explore the nature of light, perception, and color for stage lighting with lamps, luminaries, and controls/dimming.
3. Hang and focus lighting instruments.
4. Develop and use lighting tools to design a lighting plan for a live performance.
5. Operate sound and lighting consoles.
6. Set up a basic sound system for events.
7. Apply theories of lighting and sound design in a final project.

MEDIA 115 : Introduction to Digital Video

Credits 5

Quarter Offered Winter

This course introduces students to digital video, audio, motion graphics, and digital filming techniques. Students will plan, film, edit, and stream short digital videos on the internet. Students enrolling in this class must supply their own digital video camera and have good computer skills. This class may include students from multiple sections.

Course Outcomes

1. Demonstrate an understanding of the digital video production workflow, storyboarding, video shooting techniques, and terminology.
2. Transform clips into a coherent video sequence with video editing software to adjust color, modify audio, and insert special effects, titles and transitions.
3. Identify issues related to digital video content creation as effective visual communication and investigate how the audience, purpose, and end goal impacts the final video production.
4. Discuss and apply copyright and fair use of digital videos and music for public display.
5. Compress and stream video for delivery on the internet and create an e-portfolio to showcase course projects.

MEDIA 116 : Video and Live Projection

Credits 5

Quarter Offered Winter

Learn practical and aesthetic concepts of filming and syncing audio, video, and light for projections at live theater and events. Students will use video cameras and projection technologies for screens and projection mapping. This class may include students from multiple sections.

Course Outcomes

1. Set up video equipment and film a live performance.
2. Sync audio, video, and light during a live performance.
3. Operate a video camera and video switcher.
4. Set up projection equipment for events and theater usage.
5. Cue sequences and simultaneously trigger multiple cues while filming a live performance.

MEDIA 145 : Directing & Production

Credits 5

Quarter Offered Spring

Introduction to documentary styles, filmmaking, directing, and production management, web promotion, broadcast, and screening. Students will learn the critical production decisions involved in documentary digital video production while producing short films. An overview of production methods such as idea development, research, proposal and scriptwriting, budgeting, and working with cast and crew with innovative collaborative tools. Students will discuss rights clearances, common challenges, and ethical issues. This class may include students from multiple sections.

Course Outcomes

1. Articulate problems, challenges, and ethical dilemmas involved in documentary filmmaking, as well as, describe and discuss the range of documentary styles, including expository, observational, interactive, reflexive, and performative documentaries.
2. Demonstrate an understanding preproduction process, including idea development, proposal writing, researching, script writing, preparing budgets, planning of interviews and shoots, and media copyright clearance.
3. Exhibit an understanding of director's role and production team's work in the shooting process by setting up and participating in shoots that require appropriate decisions regarding cinematography, including location choice, camera work, and lighting, sound recording, equipment use, and developing strong interviewing skills.
4. Demonstrate an understanding of the director's role in the post-production process by making appropriate decisions regarding editing, sound, color correction, using software, and transferring the digital media to various formats.
5. Collaborate as teams to plan, write, shoot, and edit a short documentary with an emphasis on affecting social change, environmental science, globalization, sustainability, or local oral history, science, or culture.

MEDIA 155 : E-Book Design and Publishing

Credits 5

Quarter Offered Spring

Design, publish and promote e-books and interactive publications for multiple devices on the web. Use digital publishing software to create and implement effects such as page rotation, scrolling text, and interactive images. Learn how to distribute an e-book or e-publication to an app store. Good computer and typing skills is recommended. This class may include students from multiple sections.

Course Outcomes

1. Learn and implement mastery of eBook formatting by apply design decisions for multiple devices and audiences.
2. Learn and understand publishing on major digital distribution platforms by comparing eBook formats and upload procedures for multiple e-book retailers.
3. Differentiate between traditional and eMedia publishing models and workflows.
4. Utilize various digital media publishing formats, such as EPUB, PDF, and XML.
5. Master an understanding of eBook sales, marketing and promotion.

MEDIA 170 : Introduction to Graphic Design

Credits 5

Quarter Offered Fall

Introduction to the formal elements of graphic design. Explore contemporary design issues and examine the history and psychology behind design communications. Use page layout software to create materials for publication and produce a final printed portfolio of student work. This class may include students from multiple sections.

Course Outcomes

1. Demonstrate and apply an understanding of graphic design principles used in visual communication projects.
2. Have a basic understanding of typography and how it is best used in design.
3. Be able to discuss and articulate reasons for composition, content, and themes of various design works and participate in critiques of design work.
4. Develop an individual or personal style in ideas and image making.
5. Use a variety of techniques and methods in creating publications to plan and design both simple and complex publications for print and web delivery.

MEDIA 175 : Principles of Digital Photography

Credits 4

Quarter Offered Fall, Winter

Designed to teach students the principles of digital photography with an emphasis on the discovery of solutions for artistic challenges to composition, lighting, color and photographic technology. Students will explore the cultural influences of visual communication and the evolution of traditional photography into the digital age. Good computer and file management skills are recommended. This class may include students from multiple sections.

Course Outcomes

1. Demonstrate a thorough understanding of digital photography terminology, features, and concepts.
2. Implement camera and photographic methods including measure and control natural lighting, adjust and control white balance, digital exposure, and the visual flow of a photograph using depth of field.
3. Plan, compose, and photograph varied subjects while developing a unique visual artistry.
4. Critique and evaluate basic composition and aesthetic elements of photographic images and participate in subject specific online discussions.
5. Use industry standard digital imaging computer software, Adobe Photoshop, to manipulate photographs and use PowerPoint to create electronic presentations.

MEDIA 195 : Infographic and Data Visualization

Credits 5

Quarter Offered Fall

Learn the foundational elements of digital storytelling and infographics in various media for education, training, information and promotion. Create immersive, interactive, and engaging narratives that deliver moving and enduring messages through multimedia techniques. Develop persuasive and visually attractive graphics that communicate information more effectively in various digital media that deliver data audiences remember. Good computer file management skills is recommended. This class may include students from multiple sections.

Course Outcomes

1. Research and analyze successful transmedia stories, marketing, infographics, and data visualizations.
2. Develop a unique interactive story, collaborate and collect data for an interactive design, and foster digital citizenship.
3. Build a visual vocabulary of icons and symbols while exploring various digital tools and techniques to illustrate, photograph, or film stories.
4. Devise nonlinear storyboards, style guides, mood boards, mockups, and wireframes an engaging narrative to educate and entertain.
5. Curate, produce, and present a collaborative digital storytelling project or infographics online to connect with social media.

MEDIA 196 : Intro to 3D Design

Credits 5

Quarter Offered Winter

Explore the fundamental techniques of 3D creation, capturing, and rendering. Create objects and characters that can be used for 3D environments, interfaces and printing. Good computer file management skills is recommended. This class may include students from multiple sections.

Course Outcomes

1. Conceive 3D visual development and design concept art to apply polygon economics.
2. Build models of 3D objects, architectural spaces, and characters.
3. Study and apply materials, textures, and lighting strategies with various digital tools.
4. Create files for rendering and output for 3D printing.
5. Develop and integrate 3D objects into an immersive environment.

MEDIA 201 : Digital Image Editing I

Credits 5

Quarter Offered Winter

Provides fundamental digital imaging skills. Learn to scan, optimize, enhance, colorize, and combine photographs. Emphasis will be placed on editing photographs, color management, and acquiring a basic understanding of Adobe Photoshop. Good computer and file management skills are recommended. This class may include students from multiple sections.

Course Outcomes

1. Use Photoshop tools to manipulate, enhance photographs, and apply styles, filters and adjustments to multiple layers.
2. Explore Photoshop's curves, levels, hue saturation commands, and use the histogram to identify contrast problems in a photograph.
3. Remove dust and scratches from a photograph and color tint a black and white image.
4. Differentiate between various graphic file formats for print and web display.
5. Create a graphic website banner and save an optimized image.

MEDIA 202 : Advanced Image Editing

Credits 5

Quarter Offered Winter

Use practical techniques to professionally manipulate photographs and automate digital image production tasks. Create special effects for type, photos, and web graphics with industry standard software (Photoshop). Students will produce an informational multimedia presentation on the topic of a global issue, and design a webpage portfolio to showcase course projects. This class may include students from multiple sections.

Prerequisites

MEDIA 201

Course Outcomes

1. Use advanced image editing techniques to repair and enhance photographs.
2. Design digital artwork with layer masks, blend modes, layer styles, adjustment layers, and employ Smart Filters to create complex effects.
3. Master vector tools including Pen tool and Paths Panel and transform and maximize Smart Objects.
4. Apply professional-quality typography in Photoshop.
5. Display projects in a website portfolio on the internet including a global issue online slideshow.

MEDIA 203 : Advanced Digital Photography

Credits 5

Quarter Offered Spring

Course takes students beyond the basics of digital photography as they increase the depth of their aesthetic expression and photographic technique. Students will complete a series of directed projects designed to stimulate creative ideas, expand visual communication skills, improve composition, and develop their own unique body of work using digital cameras and photographic technologies. Students supply their own camera. This class may include students from multiple sections.

Prerequisites

MEDIA 175

Course Outcomes

1. Formulate and apply solutions to photographic and technical problems.
2. Develop an understanding of visual literacy through an open exchange of ideas and criticism.
3. Identify issues that influence individual perception of culture, place, and visual impact.
4. Capture and preserve the essence of community, environment, and culture in digital photographs to exhibit a website gallery.
5. Use Adobe Photoshop to process, adjust, optimize, and blend images.

MEDIA 204 : Digital Illustration

Credits 5

Quarter Offered Winter, Summer

Introduction to computer illustration with Adobe Illustrator. Learn basic through intermediate computer drawing skills, and use precision digital art production tools. Create professional quality vector graphics for printed materials, multimedia projects, and web presentation. This class may include students from multiple sections.

Course Outcomes

1. Demonstrate a thorough understanding of vector graphic manipulation with Adobe Illustrator.
2. Use Adobe Illustrator to translate hand drawings into vector art and knowledge of styles and effects.
3. Apply the use of fonts, color, and typographic design for effective communication and designs for social awareness.
4. Demonstrate a basic understanding of typography and how it is used in design.
5. Create a well-planned and designed layouts, logos, illustrations, or other design materials for print or web.

MEDIA 206 : Database Driven Websites

Credits 5

Quarter Offered Spring

This course introduces the fundamentals of database driven website development using the PHP programming language and MySQL relational database management system. Students will learn web application programming fundamentals by developing a relational database and PHP web applications. Students will also gain hands-on experience working with web application security and common web application features like create, read, update and delete. Basic understanding of HTML recommended. This class may include students from multiple sections.

Course Outcomes

1. Demonstrate an understanding of server-side versus client-side web programming.
2. Setup, configure and manage remote hosting account for PHP/MySQL web applications.
3. Demonstrate ability to use file transfer protocol (ftp) tools and simple PHP code editors.
4. Write PHP code to generate HTML responses.
5. Create and use web form input fields to pass variables with PHP.
6. Demonstrate ability to control code with conditions and functions.
7. Demonstrate use of loops and arrays with PHP code.
8. Create and maintain a relational database with MySQL.
9. Demonstrate the ability to connect to MySQL databases from PHP web applications.
10. Demonstrate the ability to find and debug PHP and SQL code with error messages, problem solving and critical thinking.
11. Build a web application that can create, read, update and delete data stored in a database.

MEDIA 212 : Digital Portfolio

Credits 5

Quarter Offered Spring

Students will produce a website portfolio of digital media and artwork that showcases creative and technical skills. This capstone course is to guide students through the process of creating multimedia web portfolios for the need for college transfer applications and employment in related fields. Students will select, organize, develop, and present a collection of work that exhibits individual efforts, progress, and achievements. This class may include students from multiple sections.

Prerequisites

MEDIA 110 and web design skills.

Course Outcomes

1. Recognize how visual rhetoric is applied to support the purposes and goals of portfolio effectiveness while planning, organizing, and evaluating individual student portfolios.
2. Plan, organize, and complete projects that demonstrate knowledge of multimedia communications.
3. Plan, storyboard, edit and repurpose existing work, map hyperlinks, and create an original website portfolio that meets an appropriate and marketable standard.
4. Write a personal resume and identify short and long term continuing education and career goals.
5. Network with potential employers to identify specific requirements to achieve desired employment.

MEDIA 215 : Digital Video Projects

Credits 5

Learn advanced digital video production, editing, filming, and lighting in field situations. Explore multiple documentary genres, community outreach, video logging, and video podcasting. Work in teams to produce and edit video documentary shorts that capture a story to achieve informational or emotional ends. Basic digital video editing skills recommended. This class may include students from multiple sections.

Course Outcomes

1. Research, propose, plan, organize, film, edit, and evaluate the full production of digital video interviews, public service announcements, original story, and documentary digital video projects.
2. Identify audience, purpose, and perspective of public service announcements.
3. Collaborate to create a mini documentary and determine the documentary theme, audience, and goals.
4. Control lighting effects, camera movement, and production effects during filming, as well as, apply advanced video editing techniques.
5. Create and contribute to a video blog portfolio on the internet and market video projects.

MEDIA 224 : Digital Storytelling

Credits 5

Quarter Offered Spring

Emerging technologies and new digital literacies require content creation that is retentive, absorbing, interactive, and social. Learn about media such as augmented reality that includes digital input overlapping the real-world environment, virtual worlds, and experiential projection spaces. Good computer file management skills recommended. This class may include students from multiple sections.

Course Outcomes

1. Identify goals and objectives of immersive projects and devise strategy to satisfy the stakeholder and revise.
2. Build wireframes, vision statements, and mockups for project through effective storytelling and transformative design.
3. Create an immersive environment and interfaces that include functionality with specific esthetics that promote appreciation and education.
4. Demonstrate project management and rapid prototyping to execute relevant and effective brand placement.

MEDIA 235 : Multimedia Production for Performances

Credits 5

Quarter Offered Spring

Project based class teaches students how to create visual effects that enhance live performances through video, projection mapping, sequencing, lighting, music, and imagery. Apply special effects, best practices, and real-world considerations of integrating digital media and projections for theater, concerts, or live performances. This class may include students from multiple sections.

Course Outcomes

1. Integrate digital media into a theatrical team and performance.
2. Apply professional digital media/projection designer's workflow from analyzing a script to creating content and live production.
3. Integrate digital content from still images, video, animation, effects, and art in a multimedia projection.
4. Use industry equipment, such as media servers, projectors, projection surfaces, emissive displays, cameras, and sensors in multimedia production.
5. Apply technical effects such as converging, warping, blending projectors, calculating surface brightness/luminance, screen size, throw distance.
6. Use masks, warping content, projection mapping, and cue sequencing in a multimedia projection design.

MEDIA 240 : Business for Photography

Credits 5

Quarter Offered Spring

Learn the business skills needed to succeed as a professional photographer in today's competitive marketplace. Develop a professional photography portfolio and use social media to promote a photography business. This class may include students from multiple sections.

Course Outcomes

1. Develop the ideal business structure and business plan.
2. Design a strong visual brand and create your own trends.
3. Develop a professional photography portfolio.
4. Learn to use social media to grow your business and expand your influence.
5. Master the artistry of quality, photo prints.

MEDIA 245 : Nature and Macro Photography**Credits** 5**Quarter Offered** Fall

Learn the tools and techniques required for succeeding in capturing stunning nature and macro photography. An introduction to the equipment, exposure, focus, subjects, light, composition, and photographic process needed for expertise in nature photography. Fields trips when possible. This class may include students from multiple sections.

Course Outcomes

1. Learn how to capture beautiful and controlled images.
2. Fine-tune your eye for composition.
3. Master close focusing with depth of field.
4. Master setting the correct aperture and exposure.
5. Confidently capture macro images of multiple size.

MEDIA 250 : Photographic Lighting**Credits** 5**Quarter Offered** Winter

Learn how to capture, create, and place the proper lighting to capture timeless and classic imagery. Learn how to work with both natural and studio lighting. Field trips when possible. This class may include students from multiple sections.

Course Outcomes

1. Manipulate available lighting to create a flattering light source.
2. Learn to work with direct light, directional light, and backlight.
3. Work with traditional studio lighting patterns.
4. Design your own creative, complex multi-light setups.
5. Learn to control the direction and quality of your light.

MEDIA 260 : Internship**Credits** 1-5

Thirty-three hours per credit. Internship in a workplace setting of the student's choice, based on needs and interests. This class may include students from multiple sections.

Course Outcomes

1. Construct a Media 260 Internship Learning Contract with supervisor to cover duties and responsibilities the first week of the term.
2. Devise a goal statement for activities to be completed during the internship.
3. Work fifty-five hours per credit on devised projects.
4. Provide an Employer/Supervisor Evaluation upon completion by the last week of the term.

MEDIA 275 : Social Media Marketing**Credits** 5**Quarter Offered** Winter, Summer

Develop and market a business presence and webpage on the Internet with social media and open source web applications. Explore online consumer behavior and Internet marketing campaigns. This class may include students from multiple sections.

Course Outcomes

1. Design and deploy a social media marketing action campaign.
2. Compare and contrast online and traditional consumer behavior.
3. Describe the significance of multi-channel content strategies, such as video, audio, interactive media, and impact of mobile technology on business and marketing.
4. Evaluate search engine optimization tools and web analytics.
5. Develop and market a unique online business presence with a blog and social media accounts.
6. Discuss the impact of mobile technology on business and marketing.

MEDIA 299 : Integrated Study-Honors

Credits 2

In this capstone honors course, students will complete a project relevant to their career pathway and program. The project will integrate at least two Business and IT programs (Business Administration, Administrative Office Systems, Computer Applications Technology, Multimedia Communications, Cybersecurity & Computer Forensics, or Information Technology) to provide breadth and relevance to the project. This class may include students from multiple sections.

Prerequisites

Completion of 60 credits in the BUS/ IT program of study with a GPA of 3.5 or higher; and completion of the English course required in the BUS/IT program of study.

Course Outcomes

1. Introduce the project and the program integration requirements.
2. Define the individualized project components and outcomes.
3. Demonstrate workplace skills based on criteria defined in a project created by the student and approved by the instructor.
4. Work with faculty to evaluate the completion of project tasks.
5. Present a final project to demonstrate the program learning outcomes of the relevant program of study.
6. Analyze commercials, television shows, and films according to their underlying narrative structures and persuasive (propaganda) techniques.

Music

MUSC& 105 : Music Appreciation

Credits 5

Quarter Offered Fall, Spring

Exploration of how and why we listen to music. Examination of the many roles that music plays in various world cultures. Musical examples drawn from Asia, Africa, Indonesia, North and South America (including Native American tribal groups), jazz, blues, and the Western classical tradition. No prior musical experience is necessary. This class may include students from multiple sections. (Humanities, Elective)

Course Outcomes

1. Demonstrate a deeper emotional and intellectual understanding of the various musical elements (melody, harmony, rhythm, meter, form, instrumentation) through listening, attending lectures, reading the text and participating in class discussions.
2. Identify, in a general way, where a piece of music might have originated by applying the knowledge of the musical elements listed above.
3. Recognize the different societal uses for which music has been employed in various cultures and at various time periods. These will include art music (concert music); functional music (music for dance, films, and theater); work songs; ceremonial music; protest music; spiritual music; and background music.
4. Identify his/her own physical/cognitive/emotional/spiritual responses to a given piece of music and be able to compare how those responses might differ from the responses of the performers/composers/listeners of that musical work in its original incarnation. This should also provide an increased enjoyment from, and connection to, music of all kinds.
5. Identify, in a general way, the historical periods in Western art music (Medieval, Renaissance, Baroque, Classical, Romantic, Modern). Also, he/she will gain an appreciation for the context of historical events and parallel developments in non-Western music, jazz and folk music of North America.
6. Write and speak clearly and intelligently about the following topics: the elements of music, the societal implication of music, types of individual responses to music, and significant identifying characteristics of selected musical cultures of the world.

MUSC& 141 : Music Theory I

Credits 5

Quarter Offered Winter

Develops musicianship through study and application of compositional elements. Emphasis on musical notation, aural skills, and aesthetic musical values. Each quarter prerequisite to the next or by permission of instructor.

This class may include students from multiple sections. (Humanities, Elective)

Course Outcomes

1. Identify and apply musical pitch symbols.
2. Identify and apply musical rhythm symbols.
3. Classify various bodies of notational symbols.
4. Construct major scales on all pitches.
5. Identify tonal centers.
6. Alter tonal centers – transpose scales, works.

MUSC 110 : History of Rock N Roll

Credits 5

Quarter Offered Fall, Winter, Spring, Summer

A cultural/sociological history of pop music in the USA. Musical antecedents (blues, country, rhythm and blues) and outside influences (African drumming, Latin rhythms, folksingers) will be included, but the focus will be on the pop music of this period. The music will be addressed within the context of societal issues such as racism, conformity, generational conflict, governmental repression and censorship. This class may include students from multiple sections. (Humanities, Elective)

Course Outcomes

1. Identify recorded examples of popular music by year, personnel, geographic origin and genre.
2. Comprehend the broad “family tree” of American popular music in detail and in general.
3. Explain how popular music helped to integrate America during the early days of rock’n’roll.
4. Explain the effect of race relations on the musicians and on the business of popular music.
5. Comprehend the role of federal and state governments in the area of artistic censorship.
6. Comprehend the positive and negative influences of popular music on intergenerational conflict.
7. Recognize the many cultural influences on American popular music (blues, gospel, country music, rhythm and blues, Latin dance forms, Native American philosophies, Eastern religion, gay culture and disco/raves, Asian influences on techno/dance music).

MUSC 136-138, 236-238 : Jazz Ensemble I, II, III, IV, V, VI

Credits 1-3

Quarter Offered Fall, Winter, Spring, Summer

Study jazz styles through performance of jazz literature. Emphasis on development of improvisational techniques. Course is contingent upon availability of qualified students. This class may include students from multiple sections. (Humanities-Performance, Elective)

Prerequisites

Instructor permission

Course Outcomes

1. Demonstrate improvement of skills in the following areas: music reading, improvisation, jazz theory, rhythmic concepts, and transposition (all).
2. Perform a repertoire of jazz tunes and standards (through reading and memorization) drawn from the works of Billy Strayhorn, Thelonious Monk, Charlie Parker, Miles Davis, John Coltrane, Charles Mingus, Chick Corea, Herbie Hancock and popular songwriters such as Jerome Kern and Richard Rodgers (all).
3. Play and sing the melodies and improvise on this repertoire as well as knowing the harmony (all).
4. Perform the appropriate rhythm section role (comping) while others are soloing or playing the melody (rhythm section).
5. Demonstrate appropriate concert etiquette/behavior during the scheduled performances. This will include: preparation of music, preparation of instruments/accessories as appropriate, showing up on time for all rehearsals and concerts (all).

MUSC 139 : Jazz Improvisation Seminar

Credits 1-2

Quarter Offered Occasionally

Seminar focusing on development of skills and techniques in jazz improvisation. Students should be able to read notes and chord symbols and should be acquainted with basic music theory principles. Concurrent enrollment in Jazz Ensemble is suggested but not mandatory. This class may include students from multiple sections. (Elective)

Prerequisites

At least one quarter of Jazz Ensemble or by audition. Proficiency on instrument.

Course Outcomes

1. Demonstrate improvement of skills in the following areas: jazz improvisation, jazz theory, and rhythmic concepts.
2. Apply skills learned in class to improvised solos.
3. Comprehend various topics in jazz theory/harmony as they relate to the construction and execution of a successful improvised solo.
4. Perform the melodies and construct an improvised solo over the chord changes of several selected tunes.

MUSC 146-148 : Vocal Ensemble I, II, III

Credits 2

Quarter Offered Fall, Winter, Spring

The study and performance of specialized contemporary and jazz vocal music suitable for beginning and advanced students. This class may include students from multiple sections. (Humanities-Performance, Elective)

Prerequisites

Permission of instructor

Course Outcomes

1. Sing jazz and contemporary music in various tempos, including the following: ballads, jazz swing, and latin.
2. Demonstrate appropriate stage presence in a performance setting, including the following: be able to introduce music performed by both soloist and ensemble to the audience, wear appropriate concert attire as prescribed by the instructor.
3. Understand and use proper microphone technique while singing.
4. Understand and apply good breath control and tone while singing, including the following: the use of vibrato and song delivery.
5. Identify the key concepts in the articulation of song lyrics.
6. Name and identify the key concepts in the interpretation of jazz and contemporary vocal music, including the following: vowels, dynamics, message of songs performed, theoretical understanding of songs performed, historical information of songs performed.
7. Display memory of tunes performed in concert setting.
8. Display consistent attendance and participation in the twice weekly lab setting.

MUSC 158 : Beginning Piano

Credits 2

Quarter Offered Occasionally

This course is designed for the beginning student with little or no keyboard experience. Students will become proficient in note reading by interval and note name, rhythm/rest values, and use of chords in C, G and F. Maximum enrollment, 8 students. This class may include students from multiple sections. (Elective)

Prerequisites

Permission of instructor

Course Outcomes

1. Note reading by interval and note name.
2. Rhythm/rest values.
3. Technique and hand position in major/minor keys.
4. Use of primary chords in C, G and F.
5. Additionally, students will receive an overview in music history, including the style periods: Baroque, Classical, Romantic, and Contemporary, and the primary composers of these eras.

MUSC 161 : Beginning Instruction-Voice/ Instruments**Credits** 2**Quarter Offered** Occasionally

This course will focus on basic and intermediate music performance instruction (instrumental or vocal). This class may include students from multiple sections. (Elective)

Course Outcomes

1. Tune the instrument; none of these are very specific, really can interpret them in a number of ways.
2. Demonstrate proficiency in basic techniques.
3. Read notes and chords.
4. Perform at least three complete pieces.
5. Demonstrate basic music theory knowledge.

MUSC 239 : Jazz Improvisation Seminar**Credits** 1-2**Quarter Offered** Occasionally

Seminar focusing on development of skills and techniques in jazz improvisation. Students should be able to read notes and chord symbols and should be acquainted with basic music theory principles. Concurrent enrollment in Jazz Ensemble is suggested but not mandatory. This class may include students from multiple sections.

(Elective)

Prerequisites

At least one quarter of Jazz Ensemble or by audition. Proficiency on instrument.

Course Outcomes

1. Demonstrate improvement of skills in the following areas: jazz improvisation, jazz theory, and rhythmic concepts.
2. Apply skills learned in class to improvised solos.
3. Comprehend various topics in jazz theory/harmony as they relate to the construction and execution of a successful improvised solo.
4. Perform the melodies and construct an improvised solo over the chord changes of several selected tunes.

MUSC 246-248 : Vocal Ensemble IV, V, VI**Credits** 2**Quarter Offered** Fall, Winter, Spring

Continuation of MUSC 148. This class may include students from multiple sections. (Humanities-Performance, Elective)

Course Outcomes

1. Sing jazz and contemporary music in various tempos, including the following: ballads, jazz swing, and latin.
2. Demonstrate appropriate stage presence in a performance setting, including the following: be able to introduce music performed by both soloist and ensemble to the audience, wear appropriate concert attire as prescribed by the instructor.
3. Understand and use proper microphone technique while singing.
4. Understand and apply good breath control and tone while singing, including the following: the use of vibrato and song delivery.
5. Identify the key concepts in the articulation of song lyrics.
6. Name and identify the key concepts in the interpretation of jazz and contemporary vocal music, including the following: vowels, dynamics, message of songs performed, theoretical understanding of songs performed, historical information of songs performed.
7. Display memory of tunes performed in concert setting.
8. Display consistent attendance and participation in the twice weekly lab setting.

MUSC 260 : Special Topics**Credits** 1-5**Quarter Offered** Fall, Winter, Spring

Special topics in music. This class may include students from multiple sections. (Elective)

Course Outcomes

Learning outcomes vary according to topic

Nursing

HUM 131 : Policy and Ethics in Healthcare I

Credits 1

Quarter Offered Fall

Policy and Ethics in Healthcare I introduces legal, ethical and regulatory issues in healthcare with an emphasis in professional nursing. Identifies an approach to ethical decision making in healthcare with utilization of the Jonsen model. This class may include students from multiple sections.

Prerequisites

Requires admission to the nursing program.

Course Outcomes

1. Discuss legal, ethical and regulatory issues in professional nursing.
2. Identify a structured approach for ethical decision making in healthcare.
3. Discuss scope of nursing practice and scope of nurse decision making.

HUM 232 : Policy and Ethics in Healthcare II

Credits 2

Quarter Offered Winter

Policy and Ethics in Healthcare II is the second in a series of three courses. Focus is on policies related to management and leadership principles in health care, including but limited to: disparity of healthcare, resources, and the Affordable Care Act. This class may include students from multiple sections.

Prerequisites

[HUM 131](#)

Course Outcomes

1. Apply the scope of decision making to scenarios related to delegation, management and clinical practice.
2. Apply the nurse practice act, standards of care and agency policies and procedures that affect the scope of nursing practice and management and leadership in nursing.
3. Apply legal/ethical issues in professional nursing, to include but not limited to the role of the student nurse, nurse technician, the professional nurse and the nursing manager; including statutory, regulatory and common laws as they relate to the practice settings.

HUM 233 : Policy and Ethics in Healthcare III

Credits 2

Quarter Offered Spring

Policy and Ethics in Healthcare III is the third in a series of three courses. Focus is on policies, ethics, and legal issues related to overall practice in healthcare professions. Includes local, state, national, and global perspectives of policies, legalities and ethics in healthcare. This class may include students from multiple sections.

Prerequisites

[HUM 232](#)

Course Outcomes

1. Explore how laws, ethical practice and policies are changed in nursing and healthcare.
2. Apply principles of ethical decisions using the Jonsen Model in the profession of nursing to various scenarios across the lifespan.
3. Apply the principles of policies and ethics to scenarios for the patient who is critically ill, experiencing disaster and in the context of community health.
4. Explore national and global policies and ethics in healthcare and nursing with comparison to our regional policies and ethics.

NURS 101 : Nursing I**Credits 5****Quarter Offered** Fall

Nursing 101 introduces concepts and theories basic to the art and science of the nursing role. Provides an introduction to holistic assessment and care management, evidence based clinical decision making, concepts of caring, safety, patient teaching, collaboration, therapeutic communication, and professionalism. This class may include students from multiple sections. Requires admission to the nursing program.

Course Outcomes

1. Identify relevant and abnormal data from a physical assessment.
2. Identify the principles of evidence based practice and research application.
3. Identify concepts of caring.
4. Identify principles of safety in patient care.
5. Identify teaching interventions in the context a nursing care plan.
6. Describe elements of the nursing process.
7. With assistance, develops a concept map and nursing care plan.
8. Identify members of the the healthcare team.
9. Identify communication techniques in the professional relationship.
10. Identify historical and contemporary issues influencing the development of professional nursing practice.

NURS 102 : Nursing II - Theory**Credits 6****Quarter Offered** Winter

Nursing 102 is a nursing theory course with a focus on chronic illness. Chronic alterations in health are considered in the context of holistic assessment and care management, pharmacology, evidence based clinical decision making, concepts of caring, safety, patient teaching, collaboration, therapeutic communication, and professionalism. This class may include students from multiple sections.

Course Outcomes

1. Identify relevant and abnormal data in the assessment of chronically ill patient.
2. Identify evidence based information to make clinical judgments and management decisions to ensure accurate and safe care for chronically ill clients.
3. Apply caring concepts when providing care to patients with chronic alterations in health.
4. Applying principles of safety, correlate the performance of nursing care with desired physiologic and psychologic outcomes in the chronically ill patient.
5. Apply principles of patient teaching in the context of chronic illness.
6. Apply the nursing process in the context of the chronic illness.
7. Apply principles of collaborative decision making in the context of chronic illness.
8. Identify appropriate communication to achieve positive client outcomes in the context of chronic illness.

NURS 103 : Nursing III - Theory

Credits 6

Quarter Offered Spring

Nursing 103 is a nursing theory class where student explore acute and chronic alterations in health across the lifespan are considered in the context of holistic assessment and care management, pharmacology, evidence based clinical decision making, concepts of caring, safety, patient teaching, collaboration, therapeutic communication, and professionalism. This class may include students from multiple sections.

Course Outcomes

1. Apply relevant and abnormal data in the assessment of the well, chronically ill and acutely ill adult and pediatric client.
2. Apply evidence based information to make clinical judgments for chronically and acutely ill adult clients, as well as pediatric clients.
3. Apply caring concepts when providing care to patients with chronic and acute alterations in health.
4. Applying principles of safety, correlate the performance of nursing care with desired physiologic and psychologic outcomes for clients in chronic, acute care and pediatric settings.
5. Identify areas of patient teaching in the context of chronic and acute illness, as well as the pediatric client.
6. Apply the nursing process in the context of acute and chronic illness, as well as the pediatric client.
7. Apply principles of collaborative decision making in the context of acute and chronic illness, as well as the pediatric client.
8. Identify appropriate communication to achieve positive client outcomes in the context of chronic illness and acute illness, as well as in the context of pediatric client.
9. Identify ethical, legal and regulatory frameworks of nursing and standards and scope of nursing practice in the context of acute and chronic illness, as well as in the context of the pediatric client.

NURS 111 : Fundamental Clinical Nursing Skills

Credits 2

Quarter Offered Fall

Nursing 111 is a basic nursing skills lab course. Students demonstrate basic nursing skills using principles of holistic assessment, evidence based standards of practice, caring, safety, patient teaching, organizing and managing care, collaboration, therapeutic communication, and professionalism. This class may include students from multiple sections. Requires admission to the nursing program.

Course Outcomes

1. Perform a basic physical and cognitive assessment in the skills lab setting.
2. Identify evidence-based information and accepted standards of practice related to the performance of basic nursing skills.
3. Identify aspects of holistic caring behavior as it relates to the performance of basic nursing skills.
4. Adhere to principles of safety when performing basic nursing skills.
5. Identify areas of patient teaching related to basic nursing skills.
6. Demonstrate self organization in the performance of basic nursing skills.
7. Work collaboratively with other students in the skills and simulation lab.
8. Identify non-therapeutic and therapeutic communication skills.
9. Demonstrate professional behavior in the skills lab and simulation lab.

NURS 112 : Nursing II - Lab

Credits 5

Nursing 112 is a clinical/lab course where students begin to demonstrate competencies necessary to meet the physical and psychosocial needs of those experiencing alterations in health across the lifespan. Integrated concepts include holistic assessment, evidence based practice, caring, safety, patient teaching, organizing and managing care, collaboration, therapeutic communication, and professionalism. This class may include students from multiple sections.

Course Outcomes

1. With cuing assess the client for basic changes in health status.
2. With cuing assess at a basic level, the emotional, cultural, religious and spiritual influences on the client's health status.
3. With cuing apply evidence based information to make clinical judgments and management decisions to ensure accurate and safe care in the long term care setting.
4. With cuing demonstrate holistic caring behavior towards the client, significant support person(s), peers, and other members of the health care team.
5. Provide accurate and safe nursing care in long-term care setting for one client.
6. With cuing provide teaching based on an individualized teaching plan in the long term care setting.
7. With cuing organize and manage the holistic care of one client in the long-term care setting.
8. With cuing collaborate with the client and other members of the healthcare team to achieve outcomes in the long term care setting.
9. With cuing utilize appropriate verbal and written channels of communication to achieve positive client outcomes in the long term care setting.
10. With cuing utilize therapeutic communication skills when interacting with clients in the long term care setting.
11. Practice within the ethical, legal and regulatory frameworks of nursing and standards and scope of professional nursing practice in the long term care setting.
12. Demonstrate professional behavior in the long term care setting.

NURS 113 : Nursing III - Lab

Credits 5

Nursing 113 is a clinical/lab course where students continue to demonstrate competencies necessary to meet the needs physical and psychosocial needs of those experiencing alterations in health across the lifespan. Focus on the acute care and community setting. Integrated concepts include holistic assessment, evidence based practice, caring, safety, patient teaching, organizing and managing care, collaboration, therapeutic communication, and professionalism. This class may include students from multiple sections.

Course Outcomes

1. Assess the adult and pediatric client for basic changes in health status in acute care and community settings.
2. Assess at a basic level, the emotional, cultural, religious and spiritual influences on the client's health status.
3. With minimal cuing apply evidence based information to make clinical judgments and management decisions to ensure accurate and safe care of adult and pediatric patients in acute care and community settings.
4. Demonstrate, with minimal cuing, holistic caring behavior towards the adult and pediatric client, significant support person(s), peers, and other members of the health care team in the acute care and community settings.
5. Provide holistic accurate and safe nursing care in pediatric community settings and in the acute care setting with one to two patients.
6. With minimal cuing provide teaching based on an individualized teaching plan for adult and pediatric clients in acute care and community settings.
7. With minimal cuing organize and manage the holistic care of pediatric clients in the community setting and of one to two adult clients in the acute care setting.
8. With minimal cuing, collaborate with the adult and pediatric client, significant support person(s) and other members of the healthcare team to achieve client outcomes in acute care and community settings.
9. With minimal cuing utilize appropriate verbal and written channels of communication to achieve positive client outcomes in acute care and community settings.
10. With minimal cuing utilize therapeutic communication skills when interacting with adult and pediatric clients and support persons in the acute care and community setting.
11. Practice within the ethical, legal and regulatory frameworks of nursing and standards and scope of professional nursing practice in the acute care and community setting.
12. Demonstrate professional behavior in the acute care and community setting.

NURS 201 : Nursing IV-Theory**Credits 6****Quarter Offered** Fall

Nursing 201 is a nursing theory course where student continue to explore complex alteration in health across the lifespan in the context of holistic assessment and care management, pharmacology, evidence based clinical decision making, concepts of caring, safety, patient teaching, collaboration, therapeutic communication, and professionalism. This class may include students from multiple sections.

Course Outcomes

1. Analyze relevant and abnormal data in the assessment of normal and high risk obstetric patient, the normal newborn and acutely ill adult clients.
2. Apply evidence based information to make clinical judgments for the normal and the high risk obstetric client, as well as acutely ill adult clients.
3. Apply concepts of caring to clients with acute alterations in health and obstetric clients, and adapt care to in consideration of the client's values, customs, culture, and/or habits.
4. Correlate and analyze the performance of safe nursing care with desired physiologic and psychologic outcomes for clients in obstetric and acute care settings.
5. Identify components of patient teaching in the context of chronic and acute illness, as well as the obstetric client.
6. Apply the nursing process in the context of acute illness and the obstetric client.
7. Apply principles of collaborative decision making in the context of acute illness, as well as the obstetric client.
8. Identify appropriate communication to achieve positive client outcomes in the context in the context of acute illness, as well as the obstetric client.
9. Identify ethical, legal and regulatory frameworks of nursing and standards and scope of nursing practice in the context of acute illness as well as the obstetric client.

NURS 202 : Nursing V-Theory**Credits 4****Quarter Offered** Winter

Nursing 202 is a nursing theory course where student continue to explore increasingly complex alteration in health across the lifespan in the context of holistic assessment and care management, pharmacology, evidence based clinical decision making, concepts of caring, safety, patient teaching, collaboration, therapeutic communication, and professionalism. This class may include students from multiple sections.

Course Outcomes

1. Analyze relevant and abnormal data in the assessment of the acute and critically ill patient.
2. Analyze evidence based information to make clinical judgments for acute and critically ill patients.
3. Apply concepts of caring to clients with acute and critical alterations in health, and adapt care to in consideration of the client's values, customs, culture, and/or habits.
4. Correlate and analyze the performance of safe nursing care with desired physiologic and psychologic outcomes for acutely and critically ill clients.
5. Identify components of patient teaching in the context of chronic and acute illness and critical illness.
6. Apply the nursing process in the context of the acute illness and critical illness.
7. Apply principles of collaborative decision making in the context of acute and critical illness.
8. Identify appropriate communication to achieve positive client outcomes in the context of acute and critical illness.
9. Identify ethical, legal and regulatory frameworks of nursing and standards and scope of nursing practice in the context of acute and critical illness.

NURS 203 : Nursing VI - Theory

Credits 4

Quarter Offered Spring

Nursing 203 is a nursing theory course where student continue to explore complex alteration in health across the lifespan in the context of holistic assessment and care management, pharmacology, evidence based clinical decision making, concepts of caring, safety, patient teaching, collaboration, therapeutic communication, and professionalism. This class may include students from multiple sections.

Course Outcomes

1. Analyze relevant and abnormal data in the assessment of the critically and emergently ill patient.
2. Use evidence based information and the nursing process to critically think and make clinical judgments and management decisions to ensure accurate and safe care.
3. Apply concepts of caring to clients with critical and emergent alterations in health, and adapt care to in consideration of the client's values, customs, culture, and/or habits.
4. Correlate and analyze the performance of safe nursing care with desired physiologic and psychologic outcomes for critically and emergently ill clients.
5. Provide teaching based on individualized teaching plan.
6. Apply the nursing process in the context of critical illness, emergency care and community setting.
7. Apply principles of collaborative decision making in the context of critical illness, emergency care and community setting.
8. Identify appropriate communication to achieve positive client outcomes in the context of critical illness, emergency care and community settings.
9. Identify ethical, legal and regulatory frameworks of nursing and standards and scope of nursing practice in the context of critical illness, emergency care and community setting.
10. Analyze changes in health status in acute care and mental health settings.
11. Assess the impact of developmental, emotional, cultural, religious and spiritual influences on the client's health status.
12. Apply evidence based information to make clinical judgments and management decisions to ensure accurate and safe care for clients in acute care and mental health settings.
13. Demonstrate holistic caring behavior towards the client, significant support person(s), peers, and other members of the health care team in the acute care and mental health setting.
14. Provide holistic accurate and safe nursing care in mental health settings and in acute care setting with two patients.
15. Provide teaching based on an individualized teaching plan in the acute care and mental health setting.
16. Organize and manage the holistic care of clients in the mental health setting and in the acute care setting for two clients.
17. Collaborate with the client, significant support person(s) and other members of the healthcare team to achieve client outcomes in the acute care setting and mental health setting.
18. Utilize appropriate verbal and written channels of communication to achieve positive client outcomes in the acute care setting and mental health setting.
19. Utilize therapeutic communication skills when interacting with clients and support persons in the acute care and mental health setting.
20. Practice within the ethical, legal and regulatory frameworks of nursing and standards and scope of professional nursing practice in the acute care and mental health setting.
21. Demonstrate professional behavior in the acute care and mental health setting.

NURS 211 : Nursing IV - Lab

Credits 5

Quarter Offered Fall

Nursing 211 is a clinical/lab course where students continue to demonstrate competencies necessary to meet the physical and psychosocial needs of those experiencing alterations in health across the lifespan. Focus on the acute care and mental health setting. Integrated concepts include holistic assessment, evidence based practice, caring, safety, patient teaching, organizing and managing care, collaboration, therapeutic communication, and professionalism. This class may include students from multiple sections.

Course Outcomes

1. Analyze changes in health status in acute care and mental health settings.
2. Assess the impact of developmental, emotional, cultural, religious and spiritual influences on the client's health status.
3. Apply evidence based information to make clinical judgments and management decisions to ensure accurate and safe care for clients in acute care and mental health settings.
4. Demonstrate holistic caring behavior towards the client, significant support person(s), peers, and other members of the health care team in the acute care and mental health setting.
5. Provide holistic accurate and safe nursing care in mental health settings and in acute care setting with two patients.
6. Provide teaching based on an individualized teaching plan in the acute care and mental health setting.
7. Organize and manage the holistic care of clients in the mental health setting and in the acute care setting for two clients.
8. Collaborate with the client, significant support person(s) and other members of the healthcare team to achieve client outcomes in the acute care setting and mental health setting.
9. Utilize appropriate verbal and written channels of communication to achieve positive client outcomes in the acute care setting and mental health setting.
10. Utilize therapeutic communication skills when interacting with clients and support persons in the acute care and mental health setting.
11. Practice within the ethical, legal and regulatory frameworks of nursing and standards and scope of professional nursing practice in the acute care and mental health setting.
12. Demonstrate professional behavior in the acute care and mental health setting.

NURS 212 : Nursing V-Lab

Credits 6

Quarter Offered Winter

Nursing 212 is a clinical/lab course where students continue to demonstrate competencies necessary to meet the physical and psychosocial needs of those experiencing alterations in health across the lifespan. Focus on the acute care and obstetric health setting. Integrated concepts include holistic assessment, evidence based practice, caring, safety, patient teaching, organizing and managing care, collaboration, therapeutic communication, and professionalism. This class may include students from multiple sections.

Course Outcomes

1. Analyze changes in health status in acute care and obstetric settings.
2. Analyze the impact of complex developmental, emotional, cultural, religious and spiritual influences on the client's health status.
3. Analyze evidence based information to make clinical judgments and management decisions to ensure accurate and safe care for increasingly complex clients in acute care and obstetrics.
4. Demonstrate holistic caring behavior towards the increasingly complex client, significant support person(s), peers, and other members of the health care team in the acute care and obstetric setting.
5. Provide holistic accurate and safe nursing care in obstetric settings and in acute care setting with two increasingly complex patients.
6. Provide teaching based on an individualized teaching plan for the increasingly complex client in the acute care and obstetric setting.
7. Organize and manage holistic care in the obstetric setting and in the acute care setting for two increasingly complex clients.
8. Supervise a group of students in the long-term care facility, delegating, monitoring, and evaluating appropriately.
9. Collaborate with the increasingly complex client, significant support person(s) and other members of the healthcare team to achieve client outcomes in the acute care setting and obstetric setting.
10. Utilize appropriate verbal and written channels of communication to achieve positive client outcomes for the increasingly complex client in the acute care setting and obstetric setting.
11. Utilize therapeutic communication skills when interacting with increasingly complex clients and support persons in the acute care and obstetric setting.
12. Practice within the ethical, legal and regulatory frameworks of nursing and standards and scope of professional nursing practice for the increasingly complex client in the acute care and obstetric setting.
13. Demonstrate professional behavior in the acute care and obstetric setting.

NURS 213 : Nursing VI-Lab**Credits** 6**Quarter Offered** Spring

Nursing 213 is a clinical/lab course where students continue to demonstrate competencies necessary to meet the physical and psychosocial needs of those experiencing alterations in health across the lifespan. Focus on the transition to the novice registered nurse role. Integrated concepts include holistic assessment, evidence based practice, caring, safety, patient teaching, organizing and managing care, collaboration, therapeutic communication, and professionalism. This class may include students from multiple sections.

Prerequisites

Successful completion of **NURS 212**.

Course Outcomes

1. Holistically assess the biopsychosocial-spiritual-cultural dynamic needs of the client.
2. Use evidence based information and the nursing process to critically think and make clinical judgments and management decisions to ensure accurate and safe care.
3. Demonstrate holistic caring behavior towards the client, significant support person(s), peers, and other members of the health care team.
4. Provide accurate and safe nursing care in diverse settings.
5. Provide teaching based on individualized teaching plan.
6. Organize and manage the holistic care of clients.
7. Work cooperatively with others in the decision-making process to achieve client and organizational outcomes.
8. Utilize appropriate verbal and written channels of communication to achieve positive client outcomes.
9. Practice within the ethical, legal and regulatory frameworks of nursing and standards and scope of nursing practice.
10. Demonstrate professional behavior in diverse settings.

NUTR 121 : Nutrition in Healthcare I**Credits** 3**Quarter Offered** Fall

Nutrition in Healthcare I provides an introduction to nutritional concepts in healthcare with a focus on holistic assessment, health promotion and wellness across lifespan. The role of the nurse is emphasized. Requires admission to the nursing program. This class may include students from multiple sections.

Course Outcomes

1. Identify nutritional concepts in the context of health and wellness across the lifespan.
2. Discuss nutrition-related health promotion topics with a focus on wellness.
3. Identify the influence of ethnicity, culture and spiritual/religious beliefs on food choice.

NUTR 122 : Nutrition in Healthcare II**Credits** 1**Quarter Offered** Winter

Nutrition in Healthcare II is the second in a series of three courses. In this course, nutrition concepts are applied to various chronic alterations in health across the lifespan. Requires admission to the nursing program. This class may include students from multiple sections.

Prerequisites**NUTR 121****Course Outcomes**

1. Identify relevant and abnormal data in the assessment of nutritional problems in the chronically ill client.
2. Apply nutritional principles to adults experiencing various chronic alterations in health.
3. Apply drug and nutrient interaction principles to maintain safety.
4. Discuss nutrition-related health promotion topics with a focus on wellness.

NUTR 123 : Nutrition in Healthcare III

Credits 1

Quarter Offered Spring

Nutrition in Healthcare III is the third in a series of three courses. In this course, nutrition concepts are applied to various chronic and acute alterations in health across the lifespan. Requires admission to the nursing program.

This class may include students from multiple sections.

Prerequisites

NUTR 122

Course Outcomes

1. Identify relevant and abnormal data in the assessment of nutritional problems in children and adults experiencing various acute and chronic alterations in health.
2. Apply evidence based nutritional principles to children and adults experiencing various acute and chronic alterations in health.
3. Apply drug and nutrient interaction principles to maintain safety in the context of children and adults experiencing various acute and chronic alterations in health.

PSYC 141 : Psychosocial Issues in Healthcare I

Credits 3

Quarter Offered Fall

Psychosocial Issues in Healthcare I examines determinants of health and illness including social, psychological, environmental, spiritual, and cultural dimensions across the lifespan and within the context of health care.

Requires admission to the nursing program. This class may include students from multiple sections.

Course Outcomes

1. Identify the influences of ethnicity, culture, and spiritual/religious beliefs to health practices.
2. Identify one's own psychosocial-spiritual-cultural beliefs, values and biases.
3. Discuss evidence of health disparities among racial, ethnic, gender, and socioeconomic groups.
4. Discuss concepts of self-care.
5. Discuss principles of teaching, learning and behavioral change in the context of health and wellness.
6. Apply the nursing process to the concept of stress, grief, bereavement, and end of life care.
7. Identify ways to collaborate with other members of the healthcare team to meet a client's psychosocial needs.
8. Apply communication and teaching concepts in developing helping relationships with individuals, families, and groups.

PSYC 242 : Psychosocial Issues in Healthcare II

Credits 2

Quarter Offered Fall

Psychosocial Issues in Healthcare II is the second in a series of two courses. Focus is on advanced determinants of mental health and illness, including social, psychological, environmental, spiritual and cultural dimensions across the lifespan and within the context of health care. Topics include violence and substance abuse. Requires admission to the nursing program. This class may include students from multiple sections.

Prerequisites

PSYC 141, NURS 103

Course Outcomes

1. Analyze relevant and abnormal data in the assessment of mental health clients.
2. Apply evidence based information to make clinical judgments for the mental health patient.
3. Apply concepts of caring to clients with alterations in mental health and adapt care to in consideration of the client's values, customs, culture, and/or habits.
4. Correlate and analyze the performance of safe nursing care with desired physiologic and psychologic outcomes for clients in mental health settings.
5. Identify components of patient teaching in the context of alterations in mental health.
6. Apply the nursing process to the client with mental illness, substance abuse or to clients affected by violence.
7. Apply principles of collaborative decision making in the context of alterations in mental health.
8. Identify appropriate therapeutic communication related to mental health, mental illness, substance abuse, and violence to clients across the lifespan.
9. Identify ethical, legal and regulatory frameworks of nursing and standards and scope of nursing practice in the context of with mental illness, substance abuse, and violence.

Nursing Assistant

NAC 105 : Nursing Assistant Certified

Credits 6

Quarter Offered Fall, Winter, Spring, Summer

Course studies the role of the nursing assistant, including basic nursing skills, emergency procedures, and laws and regulations affecting nursing assistants. Course consists of classroom, laboratory, and clinical experiences needed to become a nursing assistant. On completion, students are eligible to take the Washington State Certificate Exam, making them employable in many settings such as hospitals, skilled nursing facilities (long term care and rehab), and assisted living facilities. To meet the hours of education required by the state, attendance for all classes and clinicals is mandatory. Students must complete application process, including a Washington State Patrol background check, and be accepted into the course. This class may include students from multiple sections. For more information, go to pencol.edu/proftech/nursing-assistant.

Course Outcomes

1. Apply skills and knowledge of high quality nursing assistant care, as a member of a LTC professional team.
2. Articulate accurate objective medical information verbally and in writing to other professional team members.
3. Demonstrate proficient assistance to a wide variety of residents in a safe, clean environment.
4. Create a care environment that encourages independence, while maintaining dignity, for each resident in their care.
5. Demonstrate competence with care assistance, and decision making.
6. Identify potential hazards and infectious agents to help with facility safety.
7. Demonstrate an understanding of the health care system.
8. Identify the facility policies and procedures and adhere with high self-expectations and standards.
9. Identify healthy care practices for themselves and their families, using the new skills learned in care giving.

Nutrition

NUTR& 101 : Introduction to Human Nutrition

Credits 5

Quarter Offered Fall, Winter, Spring

Basic principles of nutrition across the lifespan. Details the digestive process, the digestion and absorption of macro and micronutrients including vitamins, minerals, and phytonutrients. Examines the role of nutrition in the maintenance of optimal health and disease prevention. Includes analysis of personal dietary habits and the components of a healthful diet. This class may include students from multiple sections. (Natural Sciences, Elective)

Prerequisites

Eligibility for [ENGL& 101](#) and P (2.0 or higher) in [MATH 63/64](#) or equivalent

Course Outcomes

1. Explore the relationship of diet to health and fitness.
2. Analyze and design the components of a healthful diet.
3. Explain how carbohydrates, proteins, and lipids are used in the body.
4. Discuss the role of vitamins, minerals and phytonutrients in the human body.
5. Describe the digestion and absorption of nutrients in the body.
6. Explore and compare the metabolism of different macronutrients.
7. Evaluate current nutrition issues and popular diets.

Oceanography

OCEA& 101 : Introduction to Oceanography

Credits 5

Quarter Offered Winter (even year)

General survey of geological, physical, chemical, and biological oceanography. Includes history of oceanography, origin of ocean basins, plate tectonics, sea floor, waves, tides, currents, properties of water, composition of seawater, ocean productivity, pelagic environment, benthic environment, coastal processes, marine resources, and pollution. This class may include students from multiple sections. (Natural Sciences)

Prerequisites

Eligibility for both **ENGL& 101** and **MATH 90/91**.

Course Outcomes

1. Applied an understanding of fundamental ocean processes to explain how the ocean is structured and how ocean characteristics shape life.
2. Described at least one major finding about the oceans developed via an application of the scientific method.
3. Identified at least one major relationship between oceans and human communities.
4. Considered career/education opportunities in ocean sciences, technology or education.
5. Extracted and manipulated subsets of ocean data from online databases, or field collected data, in order to answer a research question.
6. Communicated concepts in ocean science via writing and speaking.
7. Extract the main concepts from a variety of readings in ocean science, including primary, secondary, and tertiary sources, demonstrating strong reading comprehension skills.

Paralegal

LEGAL 100 : Introduction to Paralegal Studies

Credits 5

Quarter Offered Fall

A comprehensive introduction to the basic, key areas of paralegal studies. Develop a comprehensive understanding of the laws in our society, the importance of ethical and professional responsibility, and the skills needed to thrive in the legal environment. This class may include students from multiple sections.

Course Outcomes

1. Describe the key skills and attributes of the professional paralegal.
2. Describe the types of firms and organizations that hire paralegals.
3. Explain typical policies and procedures governing paralegal employment.
4. Describe the ethical and professional responsibilities of a paralegal.
5. Explain how legal professionals are regulated.
6. Demonstrate how to find some of the best legal resources available on the internet.

LEGAL 150 : Law Office Technology**Credits 5****Quarter Offered** Winter

This course introduces computer hardware and software basics that apply to the legal environment. Students will learn and apply Microsoft Office components including Teams, Word, Excel, OneNote, PowerPoint, and Outlook, as they are used in the day-to-day life of paralegals. Students will also explore legal-specific software. This class may include students from multiple sections.

Course Outcomes

1. Create and edit word processing documents that are unique to the legal environment, including the use of templates, macros, creation of table of contents and table of authorities.
2. Create and edit spreadsheets that are unique to the legal environment using multiple data types and Excel functions.
3. Draft and manage professional correspondence through email software programs.
4. Coordinate calendar meetings and events with multiple attendees.
5. Demonstrate an understanding of electronic discovery software and procedures.
6. Learn the proper method and procedures involved in document collaboration.
7. Organize the timely completion of all assignments, exercises, and projects.

LEGAL 210 : Legal Research, Analysis, and Writing**Credits 5****Quarter Offered** Fall

Learn essential research and writing skills, that include identifying key facts, issue spotting, analysis and counter analysis, traditional and online research, secondary authorities and citing. Apply writing principles for writing legal briefs and memoranda. This class may include students from multiple sections.

Course Outcomes

1. Define legal research, legal analysis, and law.
2. Summarize the history of the U.S. legal system.
3. Describe the 4-step process of legal research and the analysis process.
4. Identify the legal issue(s) presented by the fact situation.
5. Analyze the process used to determine if a court opinion applies to a legal question.
6. Discover the counterargument to a legal position or argument.
7. Identify secondary legal research sources.
8. Apply legal principles to the drafting of legal research memoranda, court briefs, and legal correspondence.
9. Summarize the rules of citing legal resources in documents prepared for filing in court or for use in a law office.

LEGAL 220 : Real Estate law**Credits 5****Quarter Offered** Winter

Learn the role of today's real estate paralegal and examine real estate law and transactions. Topics include contemporary real estate law and legal principles that use practical application, case example, and the latest real estate legal forms. Examine all areas of transactional real estate-from contracts and brokerage relationships to surveys, title insurance, taxation and real estate finance related to residential and commercial processes in the United States. This class may include students from multiple sections.

Course Outcomes

1. Introduce the key concepts and practical principles of real estate law.
2. Summarize the issues a paralegal will experience in dealing with concurrent ownership.
3. Describe the types of surveys and how they are prepared.
4. Describe the objectives and process for the zoning of private real property.
5. Describe the various types of easements and their uses.
6. Explain the requirements of a valid real estate contract.
7. Describe the basic terms of a real estate contract.
8. Write and complete the sections of a deed.
9. Identify the various sources of mortgage loans.
10. Summarize the role of a paralegal in the preparation of mortgage loan documents.
11. Identify the differences among condominium ownership, cooperative ownership, and leases.

LEGAL 225 : Family Law

Credits 5

Quarter Offered Winter

Learn the legal principles that govern marital and nonmarital families. Principles cover rights and duties as families are created, maintained, and dissolved. Examine the laws that defines relationships, rights, and duties in the formation, ongoing existence, community property, and dissolution of marriage and other family units. This class may include students from multiple sections.

Course Outcomes

1. Identify the major themes of family law in the twenty-first century.
2. List the variety of paralegal roles in various family-law offices and settings.
3. Identify some of the major roles of paralegals in the compilation of a family history.
4. Define the four major kinds of agreements that can be entered into by persons in intimate relationships: (1) cohabitation agreement, (2) premarital agreement, (3) postnuptial agreement, and (4) separation agreement.
5. Examine the laws governing the formation of marriage.
6. Define and distinguish among annulment, divorce, and legal separation.
7. Describe the termination of a marriage by divorce process.
8. List the characteristics of an effective separation agreement.
9. Identify the major kinds of custody.
10. State the role of state law and federal law on child support.

LEGAL 230 : Wills, Trusts, and Estate Administration

Credits 5

Quarter Offered Spring

Learn the basics of estate planning and bequeathing property to others through wills and trusts. Designed specifically for paralegals, this course familiarizes you with the latest laws and procedures, including the Uniform Probate Code, the new Uniform Electronic Wills Act and the Uniform Partition of Heirs' Property Act. Examine the latest relevant laws, review court procedures, and learn about tax implications and ethical choices. This class may include students from multiple sections.

Course Outcomes

1. Explain the need for and purpose of an estate plan and the procedures and documents used to create a plan.
2. Identify, explain, and classify the various kinds of property, such as real and personal property or probate and non-probate property.
3. Recognize the basic terms, including the difference between orthodox(traditional) and UPC terminology, associated with testacy and intestacy.
4. Use the terminology associated with the validity, modification, and revocation of wills.
5. Select the relevant facts in preparation for the preliminary draft of a will.
6. Analyze the collected data and make sure that the information conforms to the client's objectives when preparing a draft of the will.
7. Identify the participants who are essential for drafting wills and trusts and for administering the estate of a decedent.
8. Define the essential elements of trusts.
9. Explain the uses and functions of the various kinds of trusts.
10. Describe the components of estate planning.

LEGAL 235 : Tort Law**Credits** 5**Quarter Offered** Spring

Learn key concepts and practical principles of tort law. Apply tort concepts in current cases. Distinguish how to carefully consider variables in a case and potential resolutions. Realistic situations are designed to improve legal understanding and skills. Identify the principles of tort law needed for a successful career as a paralegal. This class may include students from multiple sections.

Course Outcomes

1. Introduce the key concepts and practical principles of tort law.
2. Identify the types of liability.
3. Identify the elements of intentional torts.
4. Identify the criteria used to assess the reasonableness of a person's conduct.
5. Recognize the components of negligence damages.
6. Identify the elements of negligence defenses.
7. Understand what constitutes negligence.
8. Distinguish among intentional, negligent, and innocent misrepresentation.
9. Identify possible areas of liability.

LEGAL 240 : Civil Litigation**Credits** 5**Quarter Offered** Spring

Introduction to the litigation process and the relationship of litigation to other legal specialties. Learn the civil litigation process and identify different types of civil litigation cases. Topics include commencement of a civil action, pleadings and motions, parties to a case, discovery of evidence, trials, judgments, and appeals, as well as alternatives to litigation. This class may include students from multiple sections.

Course Outcomes

1. Describe the roles of legal personnel in the civil litigation process.
2. Identify the proper court in which to initiate a lawsuit.
3. Research and analyze the evidence in the case.
4. Locate, preserve, and organize evidence in a civil case.
5. Explain the process of filing a complaint.
6. List the possible responses and consequences of a complaint response.
7. Explain the purpose of serving and filing motions in court.
8. Relate the paralegal's duties in compiling a settlement brochure.
9. Determine the paralegal's responsibilities for trial preparation.
10. Describe the paralegal's role in post-trial appeals.

LEGAL 250 : Paralegal Internship**Credits** 1-5**Quarter Offered** Fall, Winter, Spring

Work-place learning in a legal services office. Aid attorneys with legal research, interview and provide advice to clients, and assist in case planning. Assist with development of self-help materials for pro-se litigants, training materials for staff and clients, and work on other special projects depending on the needs of the office. This class may include students from multiple sections.

Course Outcomes

1. Conduct legal research and analysis.
2. Conduct scientific research and analysis.
3. Draft memoranda, affidavits and briefs.
4. Research prospects for new litigation, including both factual and legal claims.
5. Assist with the development of litigation strategies.
6. Prepare reports, training and advocacy materials.

PE Professional

PEPRO 101 : Coaching Youth Soccer

Credits 2

Quarter Offered Winter

The Washington State E coaching course is an introduction to the methodology of coaching and the four components of coaching soccer: Technique, Tactics, Fitness, and Psychology. This course provides elementary information in the management and preparation of coaching youth soccer. This class may include students from multiple sections. (Elective)

Course Outcomes

1. Demonstrate competency in planning an age-appropriate activity and lesson plan.
2. Understand laws of the game, prevention and care of injuries, nutrition, sleep and hydration.
3. Demonstrate the essential competencies to execute a team training session that is focused on a technical function of the game using small sided games and facilitator games.

PEPRO 102 : Advanced Coaching for Youth Soccer

Credits 5

The D coaching course prepares students by expanding their knowledge and understanding of the technical and tactical demands of soccer and the developmental process necessary for players. It also provides an understanding of practical coaching methodology and the framework necessary to prepare players and a team for competition. This class may include students from multiple sections. (Elective)

Course Outcomes

1. Teach the Principles of Play in a training environment.
2. Apply the Principles of Play to functional group roles in a full team system.
3. Plan a sequence of training and development of youth players.

PEPRO 110 : Sports Officiating

Credits 3

Quarter Offered Fall

Weekend seminar covering rules, mechanics, and procedures for competitive sports officiating; enforcement of rules; use of signals; personal appearance and conduct, and qualifications for officials' ratings. This class may include students from multiple sections. (Elective)

Course Outcomes

1. Teach the Principles of Play in a training environment (7v7 to 9v9).
2. Apply the Principles of Play to functional group roles in a full team system.
3. Plan a sequence of training and weekly cycles to complete a seasonal plan.

Philosophy

PHIL& 101 : Introduction to Philosophy

Credits 5

Quarter Offered Fall (odd year), Winter (odd year)

Examination of central issues from each major branch of philosophy. Emphasis on understanding and evaluating diverse answers to philosophical questions about human knowledge, existence, and moral values. This class may include students from multiple sections. (Humanities, Elective)

Prerequisites

Eligibility for or completion of **ENGL& 101**

Course Outcomes

1. Explain the nature, method, and value of philosophy.
2. Explain, defend, apply, and evaluate various solutions to problems in metaphysics, such as the paradox of free and determinism, the existence of God, and the nature of mind and body.
3. Explain, defend, apply, and evaluate philosophically important moral theories, such as ethical relativism, utilitarianism, Kantianism, and elitism.
4. Explain, defend, apply, and evaluate various conceptions of the legitimate purpose of the state, such as anarchist, democratic, libertarian, and rights conceptions.
5. Explain, defend, apply, and evaluate traditional theories of knowledge, such as the theories developed by Descartes, Locke, and Hume.

PHIL& 115 : Critical Thinking

Credits 5

Quarter Offered Occasionally

Study of informal logic. Emphasis on methods for identifying arguments, detecting common fallacies, and applying principles of correct inductive reasoning. Designed to improve rational thinking skills as applied to both belief and action. This class may include students from multiple sections. (Humanities, Elective)

Course Outcomes

1. Define and apply concepts of truth, validity, and soundness.
2. Define and apply concepts of ambiguity and vagueness.
3. Define and apply various informal fallacies.
4. Define and apply induction by enumeration, statistical syllogism, and argument from analogy.
5. Define and apply principles of correct causal reasoning.
6. Define and apply sources of truth.

PHIL& 120 : Symbolic Logic

Credits 5

Quarter Offered Fall (odd year)

Introduction to first-order symbolic logic. Topics include symbolizing, truth tables, truth trees, proofs for sentence and predicate logic with identity, conditional and indirect proof, and invalidating interpretations. This class may include students from multiple sections. (Quantitative Skills, Natural Sciences, Elective)

Prerequisites

P (2.0 or higher) in **MATH 90/91** or equivalent

Course Outcomes

1. Define the concepts of truth, validity, and soundness.
2. Symbolize truth-functional sentences using symbolic notation.
3. Using truth-tables and the truth-tree method for assessing validity.
4. Construct proofs using the rules of propositional logic.
5. Apply the methods of conditional and indirect proof.
6. Symbolize quantified, predicate, and relational sentences using symbolic notation.
7. Construct proofs using the rules of predicate logic.
8. Providing interpretations to establish invalidity.

PHIL 130 : Ethics and Contemporary Moral Issues**Credits** 5**Quarter Offered** Spring (odd year)

Introduction to moral theory and its application to contemporary moral issues. Potential topics include nihilism, relativism, utilitarianism, Kant, legal punishment, distributive justice, terrorism, abortion, animal rights, and euthanasia. This class may include students from multiple sections. (Humanities, Elective)

PrerequisitesEligibility for or completion of **ENGL& 101****Course Outcomes**

1. Explain the nature, justification, and limitations of various ethical theories, such as Ethical Nihilism, Ethical Skepticism, Ethical Relativism, the Divine Command Theory, Utilitarianism, and Kantianism.
2. Explain the nature, justification, and limitations of various diverse views on moral issues relating to particular moral problems, such as legal punishment, economic justice, discrimination, abortion, and animal rights.

Phlebotomy

MED 125 : Introduction to Phlebotomy**Credits** 5**Quarter Offered** Fall

This course introduces students to phlebotomy and is intended to provide an overview of the profession, discuss ethical issues regarding patient care, review job duties, and explore professional organizations, laws, and standards relevant to the profession. This class may include students from multiple sections.

Prerequisites

Program application and acceptance; entry codes required to register for all MED courses.

Course Outcomes

1. Review standards and guidelines relevant to patient care and the phlebotomy profession.
2. Learn how to use an educational electronic medical record system to document patient care, orders, and lab results.
3. Explore regulatory issues and legal considerations relevant to the profession.
4. Discuss issues related to patient confidentiality and patient rights.
5. Review and discuss human anatomy and blood collection sites and techniques.
6. Describe physical requirements of the profession.

MED 126 : Intermediate Phlebotomy with Lab

Credits 9

Quarter Offered Winter

This course continues to instruct students in the study of phlebotomy and includes a skills laboratory component. Students will perform their clinical tasks under supervision in the lab and will put into practice the techniques and skills reviewed and discussed in the preceding course. IBEST instructor(s) will review math, writing, and communication subjects within the context of the phlebotomy profession. Topics to be covered, include, but are not limited to capillary, venous, and arterial blood withdrawal procedures, EKGs, CLIA-waived tests, blood borne pathogen and workplace safety training, aseptic handwashing and appropriate use of personal protective equipment. This class may include students from multiple sections.

Prerequisites

Completion of **MED 102** and **MED 125** with a 2.0 or better. Entry codes are required to register.

Course Outcomes

1. Perform tasks within their scope of practice.
2. Respond to verbal and nonverbal cues when interacting with patients, providers, and staff.
3. Adhere to regulations regarding workplace safety.
4. Perform capillary, venous, and arterial invasive procedures related to blood withdrawal.
5. Perform electrocardiograms.
6. Complete blood borne pathogen training and comply with safety signs, symbols, and protocols.
7. Perform CLIA-waived tests.
8. Perform aseptic handwashing.
9. Implement critical thinking skills in various areas, including infection control and documenting or reporting test results.
10. Identify quality assurance and quality control practices in the medical setting.

MED 127 : Advanced Phlebotomy with Externship/Capstone

Credits 10

Quarter Offered Spring

This course is the final of three phlebotomy courses and includes a clinical externship and a capstone/job readiness component. Students will perform their clinical skills under supervision in the lab, at a contracted practicum site, and will perform the minimum number and type of blood withdrawal procedures required to earn eligibility for their Phlebotomy Technician Certification through the National Center for Competency Testing. Students will complete a capstone project to ensure their readiness to enter the workforce. This class may include students from multiple sections.

Prerequisites

Completion of **MED 126** with a 2.0 or better. Entry codes are required to register.

Course Outcomes

1. Comply with laws and standards governing specimen collection as related to reliability and accuracy in lab testing.
2. Select appropriate equipment for the test ordered and type of patient.
3. Review and clarify orders and identify patients according to regulatory standards.
4. Recognize commonly ordered tests and the tubes needed for collection.
5. Perform appropriate post-test patient care.
6. Report results and critical values for point of care procedures.
7. Develop professional portfolio, including resume, cover letter, reference list, and letters of reference.
8. Complete a clinical externship, earning a minimum of 100 hours of patient care experience in the lab.
9. Participate in practice sessions to prepare for the national credentialing exam and job interviews.
10. Apply for MA-P credential.

Physical Education

PE 108/109 : Conditioning & Wellness I, II

Credits 1

Quarter Offered Fall, Winter, Spring

Applies health and wellness principles, cardiovascular fitness, and strength training for a comprehensive fitness program. Emphasis on circuit training. This class may include students from multiple sections. (Elective)

Course Outcomes

1. Learn and apply the fundamentals of body conditioning i.e. warm-up, stretching and proper cardiovascular training techniques.
2. Participate in a variety of conditioning opportunities to discover how cross training enhances cardiovascular development and interest in fitness.
3. Demonstrate increased knowledge of proper health and fitness practices.
4. Identify and develop habits that can lead to a life of good health and fitness.

PE 142-144 : Yoga I-III

Credits 1

Quarter Offered Fall, Winter, Spring

Introduction to the practice of Hatha Yoga, including the physical postures (asanas), breathing exercises (pranayama), meditation, and deep relaxation. Yoga improves strength, flexibility, balance, concentration, stress management, and overall health. This class may include students from multiple sections. (Elective)

Course Outcomes

1. Perform yoga poses such as inversion, twisting, and balancing variation.
2. Execute proper alignment in physical poses.
3. Perform yoga flow (vinyasa) combinations.
4. Discuss the benefits of poses, breathing, and relaxation techniques used in class.
5. Apply meditation/mindfulness techniques to center and calm.

PE 151-154; 159 : Tae Kwon Do Level 1-5

Credits 1

Quarter Offered Fall, Winter, Spring

Self-defense, self-discipline, and physical development. Safe and controlled use of kicks, punches, and blocks. This class may include students from multiple sections. (Elective)

Course Outcomes

Level 151-153 (Beginning) cover Taequek Forms 1-3. Students will:

- Demonstrate correct form when executing moves that include kicks, stepping, jumping, “Sir Form”, crane stance, and kick variations
- Recognize basic Korean words associated with Taekwondo
- Demonstrate safe sparring techniques
- Demonstrate how to use safety gear correctly
- Demonstrate the required forms for earning yellow, orange and green belts

Levels 154, 159 (Intermediate) builds on skills achieved in Levels 151-153 and adds new forms from Taequek 4-5. Students will:

- Perform all new moves accurately
- Demonstrate the required forms for earning blue, purple and brown belts

PE 162-164 : Weighttraining I, II, III**Credits** 1**Quarter Offered** Fall, Winter, Spring

Fundamentals of strength training with emphasis on proper lifting techniques, development of individualized workout programs, knowledge of muscles in the body, and proper use of machines and equipment. This class may include students from multiple sections. (Elective)

Course Outcomes

1. Learn and apply the fundamentals of weight training, i.e. warm-up, stretching and proper lifting technique.
2. Identify the basic muscle groups and determine how best to strengthen and tone them.
3. Demonstrate increased knowledge of strength training and proper health and fitness practices.
4. Identify and develop habits that can lead to a life of good health and fitness.

PE 210-212 : Advanced Basketball for Men I, II, III**Credits** 1-2**Quarter Offered** Fall

Prepares for competition in basketball at the community college level. This class may include students from multiple sections. (Elective)

Prerequisites

Instructor's permission

Course Outcomes

1. To learn (or improve on) the fundamentals of basketball, i.e. dribbling, passing, shooting, and all other aspects of basketball.
2. To identify the basic rules of basketball.
3. To introduce fundamentals of offensive and defensive strategies.
4. To teach basic principles of team work, sportsmanship, and fair play.

PE 220-222 : Advanced Basketball Women I, II, III**Credits** 1-2**Quarter Offered** Fall

Prepares for competition in basketball at the community college level. This class may include students from multiple sections. (Elective)

Prerequisites

Instructor's permission

Course Outcomes

1. To learn and acquire certain basketball and fitness related skills.

PE 230-232 : Advanced Soccer for Men I, II, III**Credits** 1-2**Quarter Offered** Spring

Prepares for competition in soccer at the community college level. This class may include students from multiple sections. (Elective)

Prerequisites

Instructor's permission

Course Outcomes

1. Prepare for competition in soccer at the community college level.

PE 243-245 : Advanced Soccer for Women I, II, III**Credits** 1-2**Quarter Offered** Spring

Prepare for competition in soccer at the community college level. This class may include students from multiple sections. (Elective)

Prerequisites

Instructor's permission

Course Outcomes

1. To improve on the fundamentals of soccer, i.e. dribbling, passing, shooting, and all other aspects of soccer.
2. To identify the basic rules of soccer.
3. To improve on offensive and defensive strategies.
4. To teach basic principles of team work, sportsmanship, and fair play.

Physics

PHYS& 110 : Physics for Non-Science Majors with Lab

Credits 5

Quarter Offered Fall

An introduction to physics intended for students not majoring in science. Topics include basic coverage of motion, force, energy, momentum, gravity, electricity and magnetism, light, waves, and relativity. Course includes one lab credit. This class may include students from multiple sections. (Natural Sciences with Lab, Elective)

Course Outcomes

1. To build models of real-world phenomena using physics concepts, then use those models to analyze/predict phenomena.
2. To be able to identify and analyze interactions between objects in terms of the underlying physics, and to show/explain this to another person.
3. To carry out and interpret experiments in the laboratory, and to correctly answer questions related to the content covered.
4. To successfully communicate ideas through classroom participation, writing, and graphics.

PHYS& 114 : General Physics I with Lab

Credits 5

Quarter Offered Fall

Basic principles of physics presented without use of calculus. Suitable for students majoring in technically oriented fields other than engineering or the physical sciences. Mechanics. Working knowledge of algebra and trigonometry: one year high school physics is recommended. This class may include students from multiple sections. (Natural Sciences with Lab, Elective)

Prerequisites

Eligibility for **ENGL& 101**; **MATH 98/99** or equivalent high school mathematics

Course Outcomes

1. Describe, explain, and use concepts of one-dimensional motion to solve 1-d motion problems.
2. Describe, explain, and use concepts of momentum and energy (and their associated conservation laws), along with Galilean relativity in solving complex motion problems, including collisions between objects.
3. Describe, explain, and use Newton's laws with the concept of forces in explaining everyday phenomena, as well as solving dynamics problems, including work-related problems.
4. Describe and explain movement in a plane versus rotational motion and be able to translate linear kinematics and dynamics to angular kinematics and dynamics to solve problems in an accelerated reference frame.
5. Carry out and interpret experiments in the laboratory to answer mechanics-related questions during lab, as well as on assessments.

PHYS& 115 : General Physics II with Lab**Credits** 5**Quarter Offered** Winter

Basic principles of physics presented without use of calculus. Suitable for students majoring in technically oriented fields other than engineering or the physical sciences. Heat and electromagnetism. This class may include students from multiple sections. (Elective)

Prerequisites

PHYS& 114 or instructor's permission

Course Outcomes

1. Describe, explain, and use concepts relating to fluids to analyze and solve problems.
2. Describe, explain, and use principles of thermodynamics to solve thermodynamics problems, including heat, entropy, and atomic models.
3. Describe, explain, and use concepts surrounding electric interactions for static charge distributions.
4. Describe, explain, and use concepts of electric potential, current, and resistance in solving electrical circuits problems.
5. Describe, explain, and use concepts magnetism for permanent magnets and electromagnets, including changing electric and magnetic fields.
6. Carry out and interpret experiments in the laboratory to answer electricity and magnetism questions during lab, as well on assessments.

PHYS& 116 : General Physics III with Lab**Credits** 5**Quarter Offered** Spring

Basic principles of physics presented without use of calculus. Suitable for students majoring in technically oriented fields other than engineering or the physical sciences. Sound, light, and modern physics. This class may include students from multiple sections. (Elective)

Prerequisites

PHYS& 115 or instructor permission

Course Outcomes

1. Describe, explain, and use concepts and formulas to analyze and solve problems relating to superposition, oscillations, traveling and standing waves, and sound waves.
2. Describe, explain, and use the concepts of the particle and wave models of light to solve problems and design and build optical instruments.
3. Describe, explain, and use Einstein's special relativity and quantum mechanics to analyze and solve problems dealing with relativistic speeds and quantized energies.
4. Describe, explain, and use the Bohr model to analyze and solve problems about atoms, molecules, and nuclear decay.
5. Carry out and interpret experiments in the laboratory to answer waves, optics, and modern physics questions during lab, as well on assessments.

PHYS& 221 : Engineering Physics I with Lab**Credits** 5**Quarter Offered** Fall

Basic principles of mechanics and experiments in mechanics for physical science and engineering majors. One year high school physics is recommended. This class may include students from multiple sections. (Natural Sciences with Lab, Elective)

Prerequisites

Eligibility for **ENGL& 101**; **MATH& 151** or taken concurrently

Course Outcomes

1. Describe, explain, and use concepts of one-dimensional motion to solve 1-d motion problems.
2. Describe, explain, and use concepts of momentum and energy (and their associated conservation laws), along with Galilean relativity in solving complex motion problems, including collisions between objects.
3. Describe, explain, and use the concept of forces in explaining everyday phenomena, as well as solving dynamics problems, including work-related problems.
4. Describe and explain movement in a plane versus rotational motion and be able to translate linear kinematics and dynamics to angular kinematics and dynamics to solve problems in an accelerated reference frame.
5. Design, carry out, and interpret experiments in the laboratory to answer mechanics-related questions during lab, as well on assessments.

PHYS& 222 : Engineering Physics II with Lab**Credits** 5**Quarter Offered** Winter

Basic principles of electromagnetism, the mechanics of oscillatory motion, and experiments in these topics for physical science and engineering majors. This class may include students from multiple sections. (Elective)

Prerequisites

MATH& 152 which may be taken concurrently; **PHYS& 221**

Course Outcomes

1. Describe, explain, and use Einstein's special theory of relativity solve relativistic motion problems, especially as relates to conservation of momentum and energy.
2. Describe, explain, and use concepts surrounding electric interactions for static charge distributions.
3. Describe, explain, and use concepts of electric fields in deriving and using Gauss's law, work, energy, and capacitance in solving electrical problems.
4. Describe, explain, and use concepts magnetism for permanent magnets and electromagnets, including changing electric and magnetic fields, and how this relates to special relativity.
5. Describe, explain, and use Maxwell's equations to understand changing electric and magnetic fields, especially in the context of AC circuits.
6. Design, carry out, and interpret experiments in the laboratory to answer electricity and magnetism questions during lab, as well on assessments.

PHYS& 223 : Engineering Physics III with Lab**Credits** 5**Quarter Offered** Spring

Electromagnetic waves, optics, waves in matter, and experiments in these topics for physical science and engineering majors. This class may include students from multiple sections. (Elective)

Prerequisites

Concurrent enrollment or successful completion of **MATH& 163**, **PHYS& 222** or permission of instructor

Course Outcomes

1. Describe, explain, and use the relationship between periodic motion and waves in one, two, and three dimensions to analyze and solve problems of energy transport.
2. Describe, explain, and use concepts of geometric optics to understand principles of wave vs particle optics, and analyze and solve problems about wave-particle duality.
3. Describe, explain, and use concepts relating to fluids to analyze and solve problems.
4. Describe, explain, and use principles of thermodynamics to solve thermodynamics problems, including entropy and energy degradation.
5. Design, carry out, and interpret experiments in the laboratory to answer electricity and magnetism questions during lab, as well on assessments.

Political Science

POLS& 101 : Intro Political Science

Credits 5

Quarter Offered Fall, Winter, Spring

Nature and function of political institutions in major national systems. **ENGL& 101** or concurrent enrollment is recommended. This class may include students from multiple sections. (Social Sciences, Elective)

Course Outcomes

1. Identify the ideologies and political philosophies that shape political science.
2. Explain the major concepts of political science.
3. Describe the development and role of the modern nation-state.
4. Explain the role of political and economic policies in the modern state.
5. Examine the differences between democratic and non-democratic states.
6. Assess the place of political culture in shaping a nation's political institutions.
7. Describe the basic functions of a nation's political and social institutions.
8. Analyze group interactions within a state, including political parties and elections.

POLS& 202 : American Government

Credits 5

Quarter Offered Fall, Winter, Spring

Popular government in United States; theory and practice of national institutions. This class may include students from multiple sections. (Social Sciences, Elective)

Course Outcomes

1. Analyze the formation, concepts, and components of the United States Constitution.
2. Explain the idea of federalism and explain the role of states and the national government in America's political environment.
3. Demonstrate an understanding of America's political culture and examine the traits and beliefs of the American voter.
4. Identify America's major political parties, the core beliefs, and the impact special interest groups can have on their actions.
5. Explain the electoral process in the United States.
6. Analyze the organization and purpose of the Legislative, Executive, and Judicial branches of government.
7. Explain the modern media and its impact on public opinion.

POLS& 203 : International Relations

Credits 5

Quarter Offered Winter

Introduction to the core issues and approaches used to understand the international system. The study of international relations broadly encompasses the fields of political economy and international security, both of which will be covered in this course, along with increasingly prominent cross-border issues that require global governance (countries working together to resolve problems). This class may include students from multiple sections. (Social Sciences, Elective)

Course Outcomes

1. Identify and discuss the main theoretical perspectives used to analyze international relations.
2. Apply theoretical concepts and perspectives to concrete, contemporary world events and issues.
3. Analyze the roles played by state and non-state actors in the international system.
4. Understand significant events in the history of international relations (e.g., the two World Wars, colonialism, and the Cold War).
5. Recognize and evaluate the increasing importance of issues that transcend state boundaries such as the environment, terrorism, etc.
6. Analyze how globalization is making the world "shrink" by leading to an increasingly interconnected and interdependent world.
7. Identify and locate countries, continents, etc. on a map.

POLS& 204 : Comparative Government**Credits** 5**Quarter Offered** Spring (even year)

This course introduces us to political systems and governments in different countries. We will learn some core approaches, concepts, themes, and theories that will help us understand, analyze, and compare domestic politics and institutions seen around the world. This class may include students from multiple sections. (Social Sciences, Elective)

Course Outcomes

1. Demonstrate an understanding of various forms of political systems of countries in the world.
2. Demonstrate familiarity with, and knowledge of, basic concepts, ideas, theories, and controversies in the field of comparative politics.
3. Learn how historical and cultural differences influence the practice of politics in various countries.
4. Recognize and evaluate some qualitative differences between various types of governance systems.
5. Compare and contrast variations across countries systematically and analytically.
6. Apply reading, writing, and verbal communication skills to examine and analyze important social, economic, and political issues of various countries.
7. Apply knowledge gained in the class to think critically about current events and global affairs.
8. Identify and locate continents, countries, capitals, etc. on a map.

POLS 125 : Political Ideas and Ideologies**Credits** 5**Quarter Offered** Fall (odd year)

Introductory course aimed at familiarizing the student with important ideas and ideologies that have shaped the contemporary world. Ideologies to be explored include Liberalism, Conservatism, Socialism, Nationalism, Fascism, etc. We will explore the philosophical foundations that undergird different political and economic systems in the world. To promote a deeper understanding, we will also read a selection of original works of major contributors within the ideological traditions. **ENGL& 101** is recommended. This class may include students from multiple sections. (Social Sciences, Elective)

Course Outcomes

1. Understand the importance of ideas to the study of politics.
2. Be familiar and conversant with the basic features of the political ideologies found in the international system.
3. Think critically and compare and contrast the different ideologies, both verbally and through written exercises.
4. Understand and explain the political ideologies that inform the two major political parties in the US (Democrat and Republican).
5. Recognize the shortcomings of various ideologies in theory and practice as they relate to nation-state governance.

Psychology

PSYC& 100 : General Psychology

Credits 5

Quarter Offered Fall, Winter, Spring, Summer

Introduction to science of behavior. Emphasis on biological foundations of behavior, cognition, learning, intelligence, motivation, memory, personality, and psychological disorders. This class may include students from multiple sections. (Social Sciences, Elective)

Prerequisites

Completion of **ENGL& 101** or concurrent enrollment

Course Outcomes

1. Describe the principles of psychology's major paradigms and understand the influence of major theorists on the role psychology plays in western civilization.
2. Identify the methods of research and theory building in psychology.
3. Describe basic neuron structure and function, and the function of the brain in rudimentary form.
4. Demonstrate mastery of the learning foundation of behavior.
5. Describe the basic stages, cognitive processes, functions and limitations of human memory.
6. Demonstrate an understanding of the importance of the concept of Consciousness.
7. Understand the role cognition plays in language, decision making, and basic problem solving.
8. Demonstrate a basic understanding of social forces and their influence on behavior.
9. Identify important symptoms and features of major mental disorder categories.
10. Describe basic approaches to treatment of psychological disorders and the characteristics of treatment providers.

PSYC& 200 : Lifespan Psychology

Credits 5

Quarter Offered Winter, Spring

Scientific study of human growth, development, and change throughout life cycle. Physical, cognitive, social, personality, and other aspects of the individual examined through successive stages, from prenatal development until death. This class may include students from multiple sections. (Elective)

Prerequisites

PSYC& 100

Course Outcomes

1. Identify the major theories of development used in the fields of developmental and lifespan psychology.
2. Understand the research methods used to investigate development across the lifespan.
3. Explain the influence of biology and genetics on development.
4. Describe major events during prenatal development and childbirth.
5. Identify the major physical/biological, cognitive, social, and emotional changes that take place during each of the following stages of development: Infancy, Early Childhood, Middle Childhood, Adolescence, Emerging and Early Adulthood, Middle Adulthood, Late Adulthood.
6. Understand and describe death and dying, and be able to identify major end of life issues.

PSYC& 220 : Abnormal Psychology

Credits 5

Quarter Offered Fall

Applies principles of science to study of abnormal behavior. Develop broad understanding of origin, characteristics, and classification of mental disorders from perspectives of psychological theory and research. Introduction to applied areas of diagnosis and assessment incorporated. This class may include students from multiple sections. (Elective)

Prerequisites

PSYC& 100

Course Outcomes

1. Be able to define and explain the concept of abnormality.
2. Explain how disorders are caused and influenced by many different factors including biology, culture, psychology, genetics, and more.
3. Understand the nature, use, advantages, and limitations of diagnostic tools for psychological disorders, including but not limited to the DSM-5 (or any future updated edition of the DSM).
4. Recognize and explain major research methods and techniques used to investigate disorders in abnormal psychology.
5. Identify and describe the symptoms, etiologies, features, and treatments of the following disorder families:
 - a. Anxiety disorders, including phobias and generalized anxiety disorder;
 - b. Stress disorders, including post traumatic stress disorder and acute stress disorder;
 - c. Mood disorders, including the various forms of depression and bipolar disorder;
 - d. Suicide and suicidal behavior;
 - e. Psychotic disorders, with an emphasis on schizophrenia;
 - f. Neurocognitive disorders including but not limited to Alzheimer's disease, Parkinson's disease, Huntington's disease, Lewy Body Dementia, Frontotemporal dementia, and Vascular dementias;
 - g. Personality disorders;
 - h. Dissociative disorders and somatoform disorders;
 - i. Eating disorders, with an emphasis of anorexia nervosa and bulimia nervosa;
 - j. Substance abuse disorders;
 - k. Developmental disorders, with particular emphasis on ADHD and Autism;
 - l. Sexual disorders

PSYC 205 : Human Growth and Development

Credits 5

Survey of human development, focusing on sequences and concepts of physiological, cognitive, social, and emotional development from conception through adolescence. This class may include students from multiple sections. (Elective)

Prerequisites

PSYC& 100 or instructor permission

Course Outcomes

1. Demonstrate an increase in psychological mindedness.
2. Demonstrate an increase in the use of psychological terminology.
3. Demonstrate an increase in tolerance and understanding of the complexity of the human situation.
4. Demonstrate the ability to express in writing one's philosophy of life and explain it verbally.
5. Understand and appreciate Human Nature, including the satisfaction of needs, the role of habit, and the potential humans have for mental and emotional growth.
6. Apply a goal orientation to one's life plan.
7. Appreciate the value and skills included in communication and intimacy.
8. Apply the "creative" system to one's career development.
9. Apply principles of scientific method to the study of human experience.
10. Discuss the major theoretical schools in the field of psychology to a limited extent.
11. Apply basic psychological principles to the analysis of human experience.
12. Comprehends experimental research within the field of social psychology.
13. Identify a range of topics that can be applied to increase understanding of vital but complex social issues.
14. Grow in capacity for empathy and understanding as he/she increases their store of psychological constructs that can be applied to the human condition.
15. Develop an affirmative plan of action.

PSYC 210 : Cognitive Psychology**Credits** 5**Quarter Offered** Spring (even year)

Cognitive Psychology explores the mind and brain as information processing systems. We will explore how the brain and mind are designed to collect and interpret data from the environment and then use that data to perceive the world, create memories, make decisions, plan actions, and act in the environment in such a way as to accomplish a required goal. This course explores the cognitive approach to psychology as it studies the topics of memory, attention, perception, problem solving, decision making, and language, among others. This class may include students from multiple sections. (Elective)

Prerequisites

PSYC& 100

Course Outcomes

1. Develop and apply critical thinking skills by understanding the scientific method and how it is applied to cognitive psychology.
2. Describe the advantages and disadvantages of cognitive models as they help us understand the relationship between the mind and the brain.
3. Apply the ecological perspective to the relationship between perception and action.
4. Explain the role of attention in cognitive processing.
5. Use evidence from memory research to identify the differences between short term memory, working memory, and long term memory.
6. Explore research on the reconstructive nature of memory to better understand memory errors.
7. Explain the different cognitive models used to define knowledge and learning to understand the means by which the brain organizes knowledge.
8. Investigate the way that the brain processes language, and the role language plays in shaping our cognitions.
9. Apply cognitive principles to better understand the processes of decision making and problem solving.

PSYC 250 : Social Psychology**Credits** 5**Quarter Offered** Spring (odd year)

Study of impact of social situations on individual thought processes, emotions, and behavior. Experimental investigation of interpersonal attraction, attitude formation, conformity, aggression, social perception, helping behavior, and prejudice. This class may include students from multiple sections. (Elective)

Prerequisites

PSYC& 100 or SOC& 101

Course Outcomes

1. Expand knowledge of major social psychological studies and theories.
2. Identify social psychological questions and hypotheses from daily life.
3. Develop basic ability to find, comprehend, and think critically about social psychological research.

PSYC 294 : Research Topics in Psychology**Credits** 1-2

Students will engage in guided individual study of original, seminal psychology sources and will submit formal written summary and analysis paper (or papers) as primary assessment of learning outcome at terminus of academic quarter. They will meet weekly with course instructor to monitor progress and discuss theoretical principles being covered in their research. This class may include students from multiple sections. (Elective)

Course Outcomes

1. Develop and implement a Psychology research project.

Quileute

QUIL 121 : Introduction to the Quileute Language

Credits 5

Quarter Offered Fall, Winter

This course is an introduction to the language of the Quileute-speaking tribes (the Quileute and Hoh). Students will begin by learning the phonetics (pronunciation and writing) of Quileute sounds and basic grammar. Emphasis will be on practical vocabulary, phrases and sentence-building for social interaction and public speaking as well as writing the Quileute language. Classes will also include Quileute cultural content and relevant language. (Elective)

Course Outcomes

1. Demonstrate the use of the Quileute language in daily social and family settings, as emphasized in the lesson content, and to read and write Quileute.
2. Develop conversational ability with regard to a variety of topics.
3. Discuss appropriate behavior and speeches for ceremonial settings, meetings and intertribal activities such as the Paddle Journeys.
4. Discuss language in the context of tribal culture, history and territory (including the Chemakum people).

Social Sciences

SOCSI 101 : Contemporary Global Issues

Credits 5

Quarter Offered Fall, Winter, Spring, Summer

Introductory course to develop the analytical skills necessary to understand major developments in the contemporary world and to provide the basis for more advanced study in the field of world politics. The course deepens students' understanding of globalization and the need for common solutions to global problems that transcend borders. This class will include students from multiple sections. (Social Sciences, Elective)

Course Outcomes

1. Understand and discuss—both verbally and in written form—major issues and problems confronting the world today.
2. Understand and be able to communicate how these issues affect the global commons, i.e., all societies and peoples everywhere, and the common future faced by humankind.
3. Develop a clear understanding of what globalization is and how it links the fates of nations and individuals in the world.
4. Apply basic concepts and theories to real-life events and problems.
5. Think critically and analytically about these issues and be able to form your own judgment regarding them.

Sociology

SOC& 101 : Introduction to Sociology

Credits 5

Quarter Offered Fall, Spring, Summer

Human social behavior, social institutions, and society from sociological perspective. Includes introduction to sociological theory and research and application to topics such as social structure, socialization, deviance, inequality, and stratification. Completion of **ENGL& 101** or concurrent enrollment recommended. This class may include students from multiple sections. (Social Sciences, Elective)

Course Outcomes

1. Demonstrate an understanding of the sociological perspective, the theoretical foundations (Functionalism, Conflict, and Symbolic Interactionism), and the contributions of major theorists to the development of these perspectives.
2. Identify the ways in which sociologists gather, interpret, and evaluate data, including both quantitative and qualitative methodologies.
3. Analyze and explain the components of culture and their impact on shaping human behavior and one's own world view.
4. Describe systems of stratification, including global inequality, racial stratification, social class, and gender stratification.
5. Demonstrate an understanding of society as constructed, maintained, and changed through human action.
6. Develop what C. Wright Mills called a "sociological imagination", enabling you to understand your life in the context of broader historical trends and social processes.
7. Apply knowledge of societal structures and processes in critically examining problems facing various social institutions (i.e. family, education, media, economy, government, criminal justice, etc.).

SOC 115 : Understanding Diversity

Credits 5

Quarter Offered Fall, Winter, Spring

Examines elements that create differences within society and exposes learners to a variety of cultural ideas that will lead to a better understanding of people who are different. Culture, ethnicity, lifestyle, religion, disabilities, age, and gender issues will be examined. This class may include students from multiple sections. (Social Sciences, Elective)

Course Outcomes

1. Distinguish between difference and inequality.
2. Evaluate the sociological perspectives on racial, ethnic, and religious groups in the United States.
3. Explain the social construction of inequality by race, ethnicity and religious groups.
4. Analyze the stereotypes, images, prejudices, and behaviors regarding racial, ethnic and religious groups.
5. Compare and contrast the similarities and differences in the experience of selected racial, ethnic and religious groups in the United States.
6. Analyze the important issues related to diverse population groups in the United States.
7. Evaluate the current indicators of discriminatory practices against diverse populations in the United States.

SOC 120 : Sociology of Deviance

Credits 5

Quarter Offered Occasionally

Study of social deviance, including sociological perspectives on the definition, nature, and control of deviance in society, with a focus on selected problems associated with social deviance. This class may include students from multiple sections. (Elective)

Prerequisites

SOC& 101 or permission of instructor

Course Outcomes

1. Define societal deviance and interpret its relation to social norms and values.
2. Identify historical ideas and trends regarding the nature, causes, and treatment of deviance.
3. Apply basic sociological perspectives to the causes and occurrence of societal deviance.
4. Identify and interpret the relationship between deviance, power and social control in contemporary society.
5. Critically analyze contemporary issues associated with deviance and social control.
6. Identify and interpret social controls on deviance, including their history and application.

SOC 205 : The Contemporary Family

Credits 3

Exploration of social and historical development of American family. Includes cross-cultural perspectives on family structures, sex and marriage, changing gender roles, impact of changing work-place on families at risk for violence, and substance abuse. This class may include students from multiple sections. (Elective)

Prerequisites

SOC& 101, or 10 credits of ECE, or permission of instructor

Course Outcomes

1. Exhibit an understanding of professional ethics and behaviors.
2. Assess individual strengths and limitations as a "Helping Professional."
3. Develop basic diagnostic and data gathering skills.
4. Identify various types of counseling techniques.
5. Develop an understanding of the various community resources
6. Identify, understand, and apply general principles of Sociological theory.
7. Have some acquaintance with Sociological method, theory, and terminology
8. Have a deeper understanding of how (and why) humans behave in groups.

SOC 215 : Human Sexuality

Credits 5

Quarter Offered Winter, Spring

An introduction to contemporary aspects of human sexuality, including development of sexuality over the lifespan, beginning with prenatal gender differentiation and proceeding through adulthood and aging. We will also cover related topics, such as interpersonal aspects of sexual relationships, sexual orientation, pregnancy, parenting choices, and STDs, including HIV/AIDS. **ENGL& 101** strongly recommended. This class may include students from multiple sections. Co-listed with **H ED 215**. (Elective)

Course Outcomes

1. Discuss sexuality research and education.
2. Explain how sexuality influences history, culture, art, media, and the law.
3. Define and label female and male reproductive anatomy.
4. Explain human sexual response.
5. Discuss gender and gender roles in society.
6. Explain how sexuality encompasses an individual's life.
7. Describe the process of how an individual develops their sexual individuality, attitudes, and values.
8. Effectively communicate about sexuality and relationships.
9. Discuss reproduction, pregnancy, and the birth process.
10. Discuss the impact of parenthood.
11. List various birth control methods.
12. Discuss the impact of unintended pregnancy.
13. Discuss the diversity of human sexual behavior.
14. Discuss sexual coercion, rape, and abuse.
15. Describe how to prevent sexually transmitted diseases.
16. List sexually transmitted diseases and describe their symptoms.
17. Discuss sexual dysfunctions and their treatments.

SOC 230 : Sociology of Gender and Sexuality

Credits 5

This class is an exploration of the role gender and sexuality play in major institutions such as the media, economy, family, education, and politics in American society today. The class will lay particular emphasis on the intersection of gender, sexuality, race, class, and age in shaping contemporary inequalities. Major theoretical approaches to gender and sexuality will also be introduced. This class may include students from multiple sections. (Social Sciences, Elective)

Prerequisites

SOC& 101 or instructor permission

Course Outcomes

1. Understand gender as a social construction and its intersectional relationship with sexuality, race, class, and age in shaping contemporary inequalities.
2. Analyze the role gender and sexuality play in key social institutions in American society such as the economy, politics, health care, and media.
3. Compare liberal, socialist, radical, multiracial, and postmodernist frameworks of feminist theory.

Spanish

SPAN& 121 : Spanish I

Credits 5

Quarter Offered Fall

Begins the four skills of mastering a second language—listening, reading, writing, speaking. Introduction to culture of the Spanish-speaking countries. Learner-centered instruction. This class may include students from multiple sections. (Elective)

Course Outcomes

1. Demonstrate an awareness of cultural elements and understand their role in communication at the basic level.
2. Apply new Spanish vocabulary through a variety of written and oral assignments at the basic level.
3. Demonstrate novice level proficiency in listening, reading, speaking and writing in Spanish and the ability to function effectively in Spanish in a variety of real-life situations.
4. Apply appropriate grammatical structures.
5. Demonstrate an understanding of cultural elements and their role that influences the language and the culture of the Spanish - speaking countries.

SPAN& 122 : Spanish II

Credits 5

Quarter Offered Winter

Continues from Spanish I the four skills of mastering a second language—listening, reading, writing, speaking. Introduction to culture of the Spanish-speaking countries. Learner-centered instruction. This class may include students from multiple sections. (Elective)

Prerequisites

SPAN& 121, one year of high school Spanish, the equivalent, or permission of instructor

Course Outcomes

1. Demonstrate an awareness of cultural elements and understand their role in communication at the basic level.
2. Apply new Spanish vocabulary through a variety of written and oral assignments at the basic level.
3. Demonstrate novice level proficiency in listening, reading, speaking and writing in Spanish and the ability to function effectively in Spanish in a variety of real-life situations.
4. Apply appropriate grammatical structures.
5. Demonstrate an understanding of cultural elements and their role that influences the language and the culture of the Spanish - speaking countries.

SPAN& 123 : Spanish III

Credits 5

Quarter Offered Spring

Continues Spanish I and II emphasis on the four skills of mastering a second language, listening, reading, writing, speaking. Introduction to culture of the Spanish-speaking countries. Learner-centered instruction. This class may include students from multiple sections. (Humanities, Elective)

Prerequisites

SPAN& 122, two years high school Spanish, the equivalent, or permission of instructor

Course Outcomes

1. Demonstrate an awareness of cultural elements and understand their role in communication at the basic level.
2. Apply new Spanish vocabulary through a variety of written and oral assignments at the basic level.
3. Demonstrate novice level proficiency in listening, reading, speaking and writing in Spanish and the ability to function effectively in Spanish in a variety of real-life situations.
4. Awareness of the importance of foreign languages to professions and careers.
5. Demonstrate an understanding of cultural elements and their role that influences the language and the culture of the Spanish - speaking countries.

SPAN& 221 : Spanish IV

Credits 5

Continuation of Spanish III. Mastery of listening, reading, writing, and speaking; review of previous material; introduction to Spanish literature and history; continued study of culture. Learner-centered instruction. This class may include students from multiple sections. (Elective)

Prerequisites

SPAN& 123, two years of high school Spanish, the equivalent, or permission of instructor

Course Outcomes

1. Demonstrate intermediate level proficiency in listening, reading, speaking and writing in Spanish.
2. Apply new Spanish vocabulary through a variety of written and oral assignments.
3. Apply appropriate grammatical structures.
4. Describe and discuss the richness and diversity of Hispanic cultures.
5. Identify and discuss a broadened knowledge of the people, places, art, literature, current issues, and daily life of Spanish-speaking countries through interaction with culturally rich readings, video and audio segments, and web-based activities.

SPAN& 222 : Spanish V

Credits 5

Continuation of Spanish IV. Mastery of listening, reading, writing, and speaking; review of previous material; introduction to Spanish literature and history; continued study of culture. Learner-centered instruction. This class may include students from multiple sections. (Elective)

Prerequisites

SPAN& 221 or permission of instructor

Course Outcomes

1. Demonstrate intermediate level proficiency in listening, reading, speaking and writing in Spanish.
2. Recall and apply new Spanish vocabulary through a variety of written and oral assignments.
3. Recall and apply appropriate grammatical structures.
4. Describe and discuss the richness and diversity of Hispanic cultures.
5. Identify and discuss a broadened knowledge of the people, places, art, literature, current issues, and daily life of Spanish-speaking countries through interaction with culturally rich readings, video and audio segments, films, and web-based activities.

SPAN& 223 : Spanish VI

Credits 5

Continuation of Spanish V. Mastery of listening, reading, writing, and speaking; review of previous material; introduction to Spanish literature and history; continued study of culture. Learner-centered instruction. This class may include students from multiple sections. (Humanities, Elective)

Prerequisites

SPAN& 222 or permission of instructor

Course Outcomes

1. Demonstrate intermediate level proficiency in listening, reading, speaking and writing in Spanish.
2. Apply new Spanish vocabulary through a variety of written and oral assignments.
3. Apply appropriate grammatical structures.
4. Describe and discuss the richness and diversity of Hispanic cultures.
5. Identify and discuss a broadened knowledge of the people, places, art, literature, current issues, and daily life of Spanish-speaking countries through interaction with culturally rich readings, video and audio segments, and web-based activities.

SPAN 104 : Beginning Spanish Conversation I

Credits 1

Quarter Offered Fall

A mixture of grammar, culture, pronunciation, listening and speaking at a beginner level. For beginning and ongoing students of the Spanish language. This class may include students from multiple sections. (Elective)

Course Outcomes

1. Write and speak in Spanish for a variety of purposes and audiences at a beginner level.
2. Listen actively and respond in Spanish at a beginner level.
3. Discuss diverse societies and cultures.

SPAN 105 : Beginning Spanish Conversation II

Credits 1

Quarter Offered Winter

A continuation from SPAN 104. A mixture of grammar, culture, pronunciation, listening and speaking at a beginner level. For beginning and ongoing students of the Spanish language. SPAN 104, equivalent or instructor permission recommended. This class may include students from multiple sections. (Elective)

Course Outcomes

1. Write and speak in Spanish for a variety of purposes and audiences at a beginner level.
2. Listen actively and respond in Spanish at a beginner level.
3. Discuss diverse societies and cultures.

SPAN 106 : Beginning Spanish Conversation III

Credits 1

Quarter Offered Spring

A continuation from SPAN 105. A mixture of grammar, culture, pronunciation, listening and speaking at a beginner level. For beginning and ongoing students of the Spanish language. SPAN 105, equivalent or instructor permission recommended. This class may include students from multiple sections. (Elective)

Course Outcomes

1. Write and speak in Spanish for a variety of purposes and audiences at a beginner level.
2. Listen actively and respond in Spanish at a beginner level.
3. Discuss diverse societies and cultures.

SPAN 107 : Intermediate Spanish Conversation I

Credits 1

Quarter Offered Fall

A continuation from SPAN 106. A mixture of grammar, culture, pronunciation, listening and speaking at an intermediate level. For intermediate and ongoing students of the Spanish language. SPAN 106, equivalent or instructor permission recommended. This class may include students from multiple sections. (Elective)

Course Outcomes

1. Write and speak in Spanish for a variety of purposes and audiences at an intermediate level.
2. Listen actively and respond in Spanish at an intermediate level.
3. Discuss diverse societies and cultures.

SPAN 108 : Intermediate Spanish Conversation II

Credits 1

Quarter Offered Winter

A continuation from [SPAN 107](#). A mixture of grammar, culture, pronunciation, listening and speaking at an intermediate level. For intermediate and ongoing students of the Spanish language. [SPAN 107](#), equivalent or instructor permission recommended. This class may include students from multiple sections. (Elective)

Course Outcomes

1. Write and speak in Spanish for a variety of purposes and audiences at an intermediate level.
2. Listen actively and respond in Spanish at an intermediate level.
3. Discuss diverse societies and cultures.

SPAN 109 : Intermediate Spanish Conversation III

Credits 1

Quarter Offered Spring

A continuation from [SPAN 108](#). A mixture of grammar, culture, pronunciation, listening and speaking at an intermediate level. For intermediate and ongoing students of the Spanish language. [SPAN 108](#), equivalent or instructor permission recommended. This class may include students from multiple sections. (Elective)

Course Outcomes

1. Write and speak in Spanish for a variety of purposes and audiences at an intermediate level.
2. Listen actively and respond in Spanish at an intermediate level.
3. Discuss diverse societies and cultures.

SPAN 110 : Advanced Spanish Conversation I

Credits 1

Quarter Offered Fall

A continuation from [SPAN 109](#). Continue your knowledge of the Spanish language at an advanced level. Class is conducted completely in Spanish. [SPAN 109](#), equivalent or instructor permission recommended. This class may include students from multiple sections. (Elective)

Course Outcomes

1. Write and speak in Spanish for a variety of purposes and audiences at an advanced level.
2. Listen actively in Spanish and respond at an advanced level.
3. Discuss diverse societies and cultures.

SPAN 111 : Advanced Spanish Conversation II

Credits 1

Quarter Offered Winter

A continuation from [SPAN 110](#). Continue your knowledge of the Spanish language at an advanced level. Class is conducted completely in Spanish. [SPAN 110](#), equivalent or instructor permission recommended. This class may include students from multiple sections. (Elective)

Course Outcomes

1. Write and speak in Spanish for a variety of purposes and audiences at an advanced level.
2. Listen actively in Spanish and respond at an advanced level.
3. Discuss diverse societies and cultures.

SPAN 112 : Advanced Spanish Conversation III

Credits 1

Quarter Offered Spring

A continuation from [SPAN 111](#). Continue your knowledge of the Spanish language at an advanced level. Class is conducted completely in Spanish. [SPAN 111](#), equivalent or instructor permission recommended. This class may include students from multiple sections. (Elective)

Course Outcomes

1. Write and speak in Spanish for a variety of purposes and audiences at an advanced level.
2. Listen actively in Spanish and respond at an advanced level.
3. Discuss diverse societies and cultures.

SPAN 240 : Introduction to Latin American Literature

Credits 5

SPAN 240 introduces students to a variety of short stories and songs from Latin America. The course emphasizes the four communicative skills of listening, reading, speaking, and writing. Basic grammar skills are reviewed. This course is entirely in Spanish. This class may include students from multiple sections. (Humanities, Elective)

Prerequisites

SPAN& 123, two years of high school Spanish, or instructor permission

Course Outcomes

1. Students will be able to demonstrate an understanding of the complexity of knowledge by discussing current issues, identifying patterns and points of view, sharing opinions, making predictions, and analyzing similarities and differences between the cultures of Latin American and their own.
2. Students will gain cultural knowledge by researching the life and work of various Latin American writers and musicians, reading linguistically authentic and culturally rich texts, and studying the geographical, historical and cultural contexts of Latin American short stories and songs. Students will develop language proficiency by completing a variety of written and oral assignments, studying new vocabulary, and reviewing grammatical structures.
3. Students will develop insights into their own self-identity by selecting an author and a song to present to the class, writing an original short story, and using analytical skills and creative expression to interpret the meaning of a story.
4. Students will develop respect and acceptance of cultural perspectives different from their own and increase their level of confidence in processing encounters with other cultures through course content and discussions involving themes of diversity and cultural identity.
5. Students will engage in social interactions and increase their level of cultural sensitivity towards others who are different from themselves by participating in pair and group activities, games, debates, role-plays, and a final group project, and by interacting with guest speakers from Spanish-speaking countries.
6. Students will show evidence of social responsibility by conducting peer reviews of the assigned composition, selecting and voting on the final two stories to be read by the class, and attending a cultural event related to Spanish outside of class.

Sustainable Agriculture

SAGE 150 : Sustainable Agriculture

Credits 5

Quarter Offered Fall

(Formerly GRBD 150) Course focuses on the principles of sustainable agriculture for animal, crop, and garden production. Students will learn to make a farm, homestead, or garden a reality or to make current agricultural endeavors more sustainable, efficient, and profitable. Students will learn sustainable theory and be able to apply this to the nuts and bolts of market gardens, food forests, livestock management, and small farm operations. This class may include students from multiple sections.

Course Outcomes

1. Define terminology and concepts related to sustainable farming practices.
2. Describe the ecological, economical, and social implications of agricultural practices.
3. Identify theories and forms of sustainable agriculture.
4. Articulate principles and strategies of sustainable agriculture.
5. Utilize a systems approach to analyze agriculture in your own backyard and/or community.
6. Apply best practices for basic soil, crop, watershed, & livestock management.
7. Identify resources for solving problems facing farmers, ranchers, gardeners, and consumers in order to reduce waste and energy consumption in agriculture.
8. Describe strategies to increase profit and efficiency for sustainable producers.
9. Design productive and ecologically sound land use plans.
10. Expand consumer awareness and support of ethical alternatives.

SAGE 151 : Food, Culture and Society**Credits** 5**Quarter Offered** Winter

(Formerly GRBD 151) This course examines food production and consumption by analyzing the resource cycles and movement of food from seed to table. Students will discuss the economic and political decisions that frame our food sheds such as industrial agriculture, food justice, policy, health, school food systems, Community Supported Agriculture, and small scale farming. Students will also explore the opportunities and challenges in building community food projects that create lasting systems change. This class may include students from multiple sections.

Course Outcomes

1. Define local and regional food sheds.
2. Summarize the historical development of conventional industrial agriculture and its impacts on human society, land-use practices and resource management.
3. Analyze differing viewpoints in the public discourse on US food politics.
4. Identify basic principles of local and community-based alternatives to industrial food systems.
5. Examine one's own food attitudes and choices, and articulate a value-based personal vision for food consumption and/or production.
6. Realize potential to positively impact community by engaging in local food programs such as food policy councils, urban farming legislation, and community food systems.

SAGE 152 : Permaculture Design**Credits** 5**Quarter Offered** Spring

(Formerly GRBD 152) This course investigates community and home- scale food production with a focus on farm design, intensive mini-farming, permaculture, and urban homesteading. Through research and practical applications, students will learn how to create small-scale food systems that mimic natural ecosystems. Students will explore the resiliency and diversity of garden farming via edible forests, ecosystem design, animal husbandry, mini orchards, season extensions, food self-reliance, and intensive planting strategies. This class may include students from multiple sections.

Course Outcomes

1. Define intensive farming and permaculture techniques suitable to home scale food production systems.
2. Set measurable goals for your own home food production systems, including an assessment of caloric needs, potential crop yields and budget considerations and designing a garden system that closely meets these needs.
3. Describe season extension and food preservation techniques for optimal food production and storage.
4. Expand upon the notion of self-reliance by assessing regenerative environmental, economic and social systems.

Washington Association for Community Health Apprenticeship Program

CMAA 101 : Basic Medical Assisting Skills

This course is part of the registered Medical Assistant Apprenticeship program offered through the Washington Association for Community Health. Students learn entry-level medical assisting skills such as patient engagement, working with electronic health records, medical sepsis and OSHA standards, taking vital signs, collecting lab specimens, assisting with patient exams, preparing immunizations and giving injections and urinalysis. Each module also contains an introduction to the anatomy and physiology of a related body system. This class may include students from multiple sections.

Prerequisites

Acceptance into WACH Apprenticeship Program

CMAA 102 : Advanced Medical Assisting Skills

This course is part of the registered Medical Assistant Apprenticeship program offered through the Washington Association for Community Health. Students learn advanced medical assisting skills such as phlebotomy, advanced lab skills, administration of medications, cardiopulmonary procedures, and assisting with specialty exams. Each module also contains an introduction to the anatomy and physiology of a related body system. This class may include students from multiple sections.

Prerequisites

Acceptance into WACH Apprenticeship Program

CMAA 103 : Acute Care and Intro to Chronic Diseases

This course is part of the registered Medical Assistant Apprenticeship program offered through the Washington Association for Community Health. Students learn advanced medical assisting skills to address acute conditions, such as setting up a sterile field, assisting with minor office surgery and wound care, identifying and sterilizing instruments, and applying physical healing agents such as bandages and splints. Students learn to assist in medical emergencies and disasters, and to provide effective patient education. Students learn about common chronic diseases and their management. Some modules also contain an introduction to anatomy and physiology of a related body system. This class may include students from multiple sections.

Prerequisites

Acceptance into WACH Apprenticeship Program

CMAA 104 : Principles of Patient-Centered Care

This course is part of the registered Medical Assistant Apprenticeship program offered through the Washington Association for Community Health. Students learn the principles of patient-centered care and how to operate as a key member of an integrated care team. Students are introduced to basic administrative skills such as scheduling, billing and coding. Finally, students will participate in a self-paced targeted review for the Certified Clinical Medical Assistant (CCMA) exam. This class may include students from multiple sections.

Prerequisites

Acceptance into the WACH Apprenticeship Program

CMAA 105 : MA Apprenticeship Clinicals

The WACH apprenticeship program requires the apprentices to complete a minimum of 2,000 clock hours of paid on-the-job training with a 1:1 apprentice coach. These hours are completed at the place of employment and the hours are tracked via time sheets by the employers and the WACH. This class may include students from multiple sections. Prerequisite: Acceptance into the WACH Apprenticeship Program. Hours are to be completed concurrently with the online didactic material offered by the WACH and the in-person skills days are scheduled and conducted by the employers and the WACH.

Welding

WELD 110 : Beginning Welding and Metal Fabrication I

Credits 15

Quarter Offered Fall

First quarter of three-quarter series to produce trade welders qualified to enter the job market. Introduction to American Welding Standards (AWS) in shielded metal arc welding (SMAW), oxy-acetylene flame cutting, welding symbols, joint design, and welding terminology. Learn to lay out, cut, prepare, fit-up, and weld together metal to repair parts and fabricate projects using SMAW. This class may include students from multiple sections.

Course Outcomes

1. Identify some common hazards in welding.
2. Explain and identify proper person protection used in welding.
3. Describe how to avoid welding fumes.
4. Explain how to avoid electrical shock.
5. Identify and explain the use of oxyfuel cutting equipment.
6. Operate oxyfuel station safely.
7. Explain the plasma arc cutting processes.
8. Prepare and set up plasma arc cutting equipment.
9. Identify and explain the carbon arc cutting process.
10. Prepare the work area and CAC equipment for safe operation.
11. Clean base metal for welding or cutting.
12. Identify and explain joint design.
13. Mechanically bevel the edge of a mild steel plate.
14. Identify and explain codes governing welding.
15. Identify and explain weld imperfections and their causes.
16. Perform a visual inspection of fillet welds.
17. Identify electrodes and their design purpose.
18. Set up shielded metal arc equipment.
19. Describe methods of striking an arc.
20. Make stringer welds in the flat and horizontal position.
21. Identify and explain groove welds.
22. Set up and weld a groove weld in the flat and horizontal position.

WELD 120 : Beginning Welding and Metal Fabrication II

Credits 15

Quarter Offered Winter

Continuation of **WELD 110**. Includes the shielded metal arc welding (SMAW) process, electrodes, oxy-acetylene flame cutting, introduction to plasma and carbon arc cutting, gouging, and the fundamentals of metallurgy. Learn to layout, cut, prepare, fit-up, and weld together metal to repair parts and fabricate projects using SMAW. This class may include students from multiple sections.

Prerequisites

WELD 110 or permission of instructor.

Course Outcomes

1. Upon completion of studying Metallurgy, the student will fully understand how Metals and Alloys are used in the greatest variety of applications of all engineering materials.
2. It is important to understand how metals (ferrous and non-ferrous) can be made stronger, how they can be shaped by casting, forging, forming, machining processes, and how also welding can alter properties of metals and alloys.
3. Details:
 - a. History in development of Metals both ferrous and nonferrous
 - b. Solidification of metals, alloys and phases
 - c. Production and forming of metals
 - d. Mechanical properties and their measurement
 - e. Strengthening mechanisms
 - f. Heat Treatment of Steel
 - g. Materials characterization and selection
 - h. Failure Analysis

WELD 130 : Beginning Welding and Metal Fabrication III

Credits 15

Quarter Offered Spring

Continuation of **WELD 110** and **WELD 120**. Includes preparation for American Welding Society (AWS SMAW) certification. Learn metallurgy and how to layout, cut, prepare, fit-up, and weld together metal to repair parts and fabricate projects. This class may include students from multiple sections.

Prerequisites

WELD 110 and **WELD 120**.

Course Outcomes

1. Upon completion of studying Metallurgy, the student will fully understand how Metals and Alloys are used in the greatest variety of applications of all engineering materials.
2. It is important to understand how metals (ferrous and non-ferrous) can be made stronger, how they can be shaped by casting, forging, forming, machining processes, and how also welding can alter properties of metals and alloys.
3. Details:
 - a. History in development of Metals both ferrous and nonferrous
 - b. Solidification of metals, alloys and phases
 - c. Production and forming of metals
 - d. Mechanical properties and their measurement
 - e. Strengthening mechanisms
 - f. Heat Treatment of Steel
 - g. Materials characterization and selection
 - h. Failure Analysis

WELD 145 : Aluminum Welding

Credits 8

Quarter Offered Summer

Learn gas metal arc welding (GMAW) and gas tungsten arc welding (GTAW) in aluminum welding design, safety, metal preparation, welding codes and standards for aluminum welding and control of aluminum weld quality. Class emphasizes marine welding and prepares students for the American Welding Society (AWS D1.2) aluminum welding certification exam. This class may include students from multiple sections.

Prerequisites

Completion of **WELD 110** or above or instructor permission.

Course Outcomes

1. Use of safety equipment and demonstrate lab safety practices.
2. Assemble and skip weld plates, stiffeners, girders, and prefabricated parts into panels.
3. Use hand tools, power tools, and various welding equipment for assembly, handling, welding and fabricating parts, and subassemblies.
4. Grind, air arc, bevel, or otherwise prepare joints for welding.
5. Grind seams and edges to a specified standard.
6. Test and repair of bulkheads, tanks, and pipes.
7. Describe American Bureau of Shipping/Non-Destructive Testing (ABS/NDT) standards.
8. Weld aluminum fillets in multiple positions with wire feeder.
9. Weld aluminum butt joints in multiple positions with stick or wire feeder using weld symbols and in accordance with specified Welding Standards.
10. Use TIG and MIG weld for general pipe applications.
11. Apply certification standards for the aluminum processes.

WELD 210 : Advanced Welding and Metal Fabrication I

Credits 15

Quarter Offered Fall

Class includes preparation for American Welding Society (AWS) certification and introduction to flux cored arch and gas metal arc welding process. Learn to layout, cut, prepare, fit-up, and weld together metal to repair parts and fabricate projects using the flux cored arch welding (FCAW) and gas metal arc welding (GMAW). This class may include students from multiple sections.

Prerequisites

WELD 130. Enrollment on space-available basis.

Course Outcomes

1. Define Flux Cored Arc Welding and Gas Metal Arc Welding.
2. List the advantages and disadvantages of Flux Cored Arc Welding and Gas Metal Arc Welding.
3. Explain the difference between fully and semi-automatic welding.
4. Name the industries where Flux Cored Arc Welding and Gas Metal Arc Welding are used the most.
5. Learn the set up and operation of each component of both wire feed processes.
6. Safety practices specific to working with electricity, shielding gases, and other welding hazards.
7. Perform various types of welds and weld joints.
8. Describe techniques and procedures for all positions.

WELD 220 : Advanced Welding and Metal Fabrication II

Credits 15

Quarter Offered Winter

Continuation of welding program designed to increase skills in the gas tungsten arch welding (GTAW) process and provide preparation for the American Welding Society (AWS) certification. Learn to layout, cut, prepare, fit-up, and weld together metal to repair parts and fabricate projects in the GTAW process. This class may include students from multiple sections.

Prerequisites

WELD 210. Enrollment on space-available basis.

Course Outcomes

1. Define Gas Tungsten Arc Welding.
2. Distinguish among manual, semiautomatic, and automatic modes of operation.
3. Identify where GTAW is used in industry.
4. Describe advantages and disadvantages.
5. Explain the different types of current needed to weld different types of metal.
6. Recall safety precautions regarding GTAW.
7. Discuss the correct procedures for the care and maintenance of welding machines.
8. Identify and explain functions of shielding gases in a GTAW system.
9. Follow precautions for gas regulation procedures.
10. List characteristics of aluminum.
11. Explain aluminum welding procedures and techniques with DCEP, DCEN and ACHF.
12. Explain welding procedures for welding steel using DCEN.
13. Explain welding procedures for GTAW of nickel products. (Stainless Steel).
14. Explain Torch Manipulation and a variety of welding techniques for pipe.

WELD 230 : Advanced Welding and Metal Fabrication III

Credits 15

Quarter Offered Spring

Continuation of welding program designed to increase skills and provide preparation for several welding processes including AWS Pipe Welding certification. Learn to layout, cut, prepare, fit-up, and weld together metal to repair parts and fabricate projects. This class may include students from multiple sections.

Prerequisites

WELD 220. Enrollment on space-available basis.

Course Outcomes

1. List characteristics of aluminum.
2. Prepare an aluminum joint for welding with the GMAW and GTAW process.
3. Demonstrate proper techniques of welding aluminum with the GMAW and GTAW process.
4. Explain power supplies, gases, electrodes, and techniques for ACHF welding on aluminum.
5. Identify procedures for GTAW practice and production.
6. Prepare and weld a 6" pipe according to ASME sect 9 with TIG or SMAW root.
7. Prepare and weld a 8" pipe according to ASME sect 9 with TIG or SMAW root.
8. Prepare and weld an aluminum pipe to ASME sect 9.
9. Prepare and weld a stainless pipe to ASME sect 9.

WELD 290 : Welding Certification Prep

Credits 1-6

One credit provides 22 hours of practice time for experienced welders to prepare for American Welding Society (AWS) Certification. Instructor will target skills needed to pass certification. This class may include students from multiple sections.

Prerequisites

Instructor permission required. Entry is on a space-available basis.

Course Outcomes

1. Practice welding techniques in a lab setting.
2. Apply welding skills to certification standards.

Zoology

ZOOL 101 : Introduction to Zoology with Lab

Credits 5

Quarter Offered Winter

Introduction to the animal phyla. Studies of animal anatomy, physiology, behavior, ecology, and evolution illustrate the diversity and unity of animal life. Emphasis on animals of the Pacific Northwest. This class may include students from multiple sections. (Natural Sciences with Lab, Elective)

Prerequisites

Eligibility for both **ENGL& 101** and **MATH 90/91**.

Course Outcomes

Communication

1. Present the results of student-generated experiment in written and oral form.
2. Conduct literature research on current topics in zoology and the impact humans are having on the biosphere.

Quantitative Reasoning

1. Interpret graphs and generate simple graphs that summarize their data.
2. Summarize data collected in a synthesis within a research project.

Information

1. Describe some of the central organizing concepts of biology, with an emphasis on the Animal Kingdom.
2. Classify novel organisms to their current classification by using the basic concepts of comparative animal anatomy and physiology, and evolution.
3. Identify the major animal phyla along with certain important subphyla or classes.

Critical Thinking

1. Design a non-lethal experiment involving invertebrate behavior.
2. Practice and apply observation skills to a novel question in zoology and critically evaluate and summarize observations.

Personal/Interpersonal

1. Connect concepts in ecology and animal biology to locate animals in local environments (with an emphasis in biodiversity).

Distribution List of Approved Courses

Distribution Lists

Communication Skills

Catalog #	Title	Credits
ENGL& 101	English Composition I	5
ENGL& 102	Composition II	5

Quantitative Skills

A specific course may be credited to no more than one distribution or skill area requirement.

Catalog #	Title	Credits
	MATH& 107 or above	5
PHIL& 120	Symbolic Logic	5

Humanities

Minimum of fifteen credits in three separate subject areas.

Catalog #	Title	Credits
ART& 100	Art Appreciation	5
ART 101	Two Dimensional Design Concepts	5
ART 102	Interaction of Color in Design	5
ART 103	Three Dimensional Form in Design	5
ART 104	Drawing: Methods/Material	5
ART 105	Color & Form in Drawing	5
ART 106	Exploration in Drawing	5
ART 110	Introduction to Painting	5
ART 112	Life Drawing	5
ART 126	History of Art I	5
ART 127	History of Art II	5
ART 128	History of Art III	5
ART 224	Introduction to Ceramics: Hand Building	5
ART 225	Introduction to Ceramics: Wheel Throwing	5
ASL& 123	American Sign Language III	5
	CMST& 102, CMST 201, 207, 208, 209	5
	CMST& 210 or CMST& 220	5
DRMA& 101	Intro to Theatre	5
DRMA 124	Acting I	5
ENGL& 111	Introduction to Literature	5
ENGL& 112	Introduction to Fiction	5
ENGL& 113	Introduction to Poetry	5
ENGL& 114	Introduction to Drama	5
ENGL& 220	Introduction to Shakespeare	5
ENGL& 226	British Literature I	5
ENGL& 227	British Literature II	5
ENGL& 236	Creative Writing I	5
ENGL& 244	American Literature I	5
ENGL& 245	American Literature II	5
ENGL& 254	World Literature I	5
ENGL& 255	World Literature II	5
ENGL 180	Tidepools: Exploring Literature and the Arts I	5
ENGL 181	Tidepools: Exploring Literature and the Arts II	5
ENGL 182	Tidepools: Exploring Literature and the Arts III	5
ENGL 240	Children's Literature	5
ENGL 250	Intercultural Literature	5
FILM 100	Art of Film	5
FILM 101	Great Directors in Film	5
FILM 102	Film Genre	5
FILM 110	Literature and Film	5
FILM 120	Introduction to Screenwriting	5
	FRCH& 123 or KLA 123 or MAKAH 123 or SPAN& 123	5
IS 101	Understanding the Humanities	5
IS 102	Comparative Arts	5
IS 103	Women's Voices Arts and Humanities	5
IS 105	Popular Culture	5
IS 107	History of Reason	5
IS 109	Introduction to Indigenous Humanities	5
IS 120	Indigenous Humanities: Language, Culture, and Indigenous Futures	5
IS 150	Foundations of Knowledge	5
MUSC& 105	Music Appreciation	5
MUSC& 141	Music Theory I	5

MUSC 110	History of Rock N Roll	5
PHIL& 101	Introduction to Philosophy	5
PHIL& 115	Critical Thinking	5
PHIL 130	Ethics and Contemporary Moral Issues	5
SPAN& 223	Spanish VI	5
SPAN 240	Introduction to Latin American Literature	5

Natural Sciences

Minimum of fifteen credits in three separate subject areas. At least five credits must be a lab. Lab courses are identified in the course title.

Catalog #	Title	Credits
ANTH& 205	Biological Anthropology	5
	ASTR& 100, PHYS& 110, PHYS& 114, or PHYS& 221	
BIOL& 100	Survey of Biology with Lab	5
BIOL& 160	General Biology with Lab, Cell Biology Emphasis	5
BIOL& 221	Ecology and Evolution with Lab	5
BIOL& 222	Molecular & Cellular Biology with Lab	5
BIOL& 223	Organismal Biology with Lab	5
BIOL& 241	Human Anatomy & Physiology I with Lab	5
BIOL& 260	Microbiology with Lab	5
BIOL 150	Introduction to Marine Biology with Lab	5
BIOL 161	General Biology I with Lab	5
BIOL 162	General Biology II with Lab	5
BOT 101	Introduction to Botany with Lab	5
CHEM& 110	Chemical Concepts with Lab	5
CHEM& 121	Introduction to Chemistry with Lab	5
CHEM& 131	Intro to Organic/Biochemistry with Lab	6
CHEM& 161	General Chemistry with Lab I	5
	CS 100 or PHIL& 120 or MATH& 107 or above	5
ENVS& 100	Survey of Environmental Science	5
ENVS& 101	Introduction to Environmental Science with Lab	5
ENVS 160	Principles of Environmental Sustainability	5
GEOG 120	Introduction to Physical Geography	5
GEOL& 100	Survey of Earth Science	5
GEOL& 101	Introduction to Physical Geology with Lab	5
GEOL& 103	Historical Geology and the History of Life on Earth with Lab	5
GEOL 124	Earth Systems Science	5
NUTR& 101	Introduction to Human Nutrition	5
OCEA& 101	Introduction to Oceanography	5
ZOOL 101	Introduction to Zoology with Lab	5

Social Sciences

Minimum of fifteen credits in three separate subject areas.

Catalog #	Title	Credits
ANTH& 100	Survey of Anthropology	5
ANTH& 206	Cultural Anthropology	5
ECON& 201	Microeconomics	5
ECON& 202	Macroeconomics	5
ECON 101	Introduction to Economics	5
HIST& 126	World Civilizations I	5
HIST& 127	World Civilizations II	5
HIST& 128	World Civilizations III	5
HIST& 146	U.S. History I	5
HIST& 147	U.S. History II	5
HIST& 148	U.S. History III	5
HIST 215	History of American Indian Education	5
POLS& 101	Intro Political Science	5
POLS& 202	American Government	5
POLS& 203	International Relations	5
POLS& 204	Comparative Government	5
POLS 125	Political Ideas and Ideologies	5
PSYC& 100	General Psychology	5
SOCSI 101	Contemporary Global Issues	5
SOC& 101	Introduction to Sociology	5
SOC 115	Understanding Diversity	5
SOC 230	Sociology of Gender and Sexuality	5

Degrees & Certificates

Addiction Studies Addictive Drugs Studies Short Term Certificate

Program Code: SAAADC01

Program Outcomes

- Define addiction as a disease in a holistic perspective
- Report the actions of drugs on the body

Area of Study

Healthcare

Catalog #	Title	Credits
FA 100	Industrial First Aid	1
HSSA&101	Introduction to Addictive Drugs	5
HSSA 105	Phys/Pharm of Alcohol and Drugs	5
HSSA 115	Counseling I	4
HSSA 150	Case Management	3
HSSA 190	DBHR HIV/AIDS; Brief Risk, Airborne Pathogens	1
Total Credits		19

Addiction Studies Counseling and Case Management Short Term Certificate

Program Code: SAACCC01

Program Outcomes

- Develop insight into intervention team approach
- Define functions/responsibilities of case manager in treatment setting

Area of Study

Healthcare

Catalog #	Title	Credits
HSSA 116	Intervention in Chemical Dependency	2
HSSA 135	Family Treatment/CD I	3
HSSA 140	Group Counseling	5
HSSA 165	Chemical Dependency Counseling & Ethics	3
HSSA 215	Counseling II	3
HSSA 250	Case Management for Professionals	3
Total Credits		19

Addiction Studies Counseling and Wellness Short Term Certificate

Program Code: SAACWC01

Program Outcomes

- Identify the eight basic counseling skills
- Gain personal insight into counselor role

Area of Study

Healthcare

Catalog #	Title	Credits
HSSA 115	Counseling I	4
HSSA 135	Family Treatment/CD I	3
HSSA 215	Counseling II	3
Total Credits		10

Addiction Studies Short Term Certificate

Program Code: SAAASC01

Program Outcomes

- Describe Medically Assisted Treatment (MAT) for opiate addictions
- Summarize the grief process

Area of Study

Healthcare

Catalog #	Title	Credits
HSSA& 101	Introduction to Addictive Drugs	5
HSSA 105	Phys/Pharm of Alcohol and Drugs	5
HSSA 115	Counseling I	4
Total Credits		14

Addiction Studies Youth Addiction Studies Short Term Certificate

Program Code: SAAYAC01

Program Outcomes

- Explain variety of techniques and evidence-based programs for prevention
- Distinguish best practices in counseling youth and their families

Area of Study

Healthcare

Catalog #	Title	Credits
HSSA 105	Phys/Pharm of Alcohol and Drugs	5
HSSA 155	Youth CD Counseling and Assessment	3
HSSA 172	Cultural Diversity	3
Total Credits		11

Addiction Studies, Associate in Applied Science (AAS) Degree

Program Description

Complete your Addiction Studies, Associate in Applied Science (AAS). This program competencies can be attained through an extensive array of educational courses offered. The program contains classes suggested to begin internships in chemical dependency agencies in the public and private sectors and fulfill chemical dependency professional status in accordance with current certification requirements. Course content includes counseling, case management, psychology, sociology, ethics, law, and physiology as well as internships in a variety of work environments. Students are encouraged to begin the program in either fall or winter quarter.

Program Length: 6 Quarters
Program Code: SAAASAPT

Career Opportunities and Earnings

Clallam and Jefferson counties offer internships in inpatient and outpatient treatment facilities for students to gain experience as they transition to a chemical dependency professional. There continues to be a strong need for addiction professionals throughout the state.

- Case manager at emergency shelter
- Case worker for state agencies (i.e., Department of Social and Health Service, mental health agencies, etc.)
- Chemical dependency counselor
- Intervention specialist

For current employment and wage estimates, please visit and search for the relevant occupational term: [bls.gov/oes/](https://www.bls.gov/oes/).

Program Outcomes

- Identify basic facts on addiction and effect on individual, family, and society; chemical dependency theory and therapy models; dynamics of teenage substance abuse
- Maintain accurate case management records
- Utilize knowledge of state laws and court procedures regarding alcohol/drug offenses
- Apply basic counseling skills in a therapeutic setting
- Explore dynamics of chemically dependent family
- Recognize the relapse process and its impact on recovery and family-of-origin issues
- Examine ethical principles and rules of conduct for the chemical dependency counselor
- Address cultural awareness as it relates to working with others
- Apply basic computer skills to practical applications
- Communicate in writing for a variety of purposes and audiences
- Demonstrate competencies to succeed in the selected career pathway workplace
- Interpret human interaction with others
- Recognize and formulate an information need
- Report the actions of drugs on the body
- Identify AIDS and Hepatitis C as diseases
- Summarize assessment and treatment issues specific to individuals with co-occurring disorders

Special Features

- This program offers a special 14-credit certificate for persons interested in enhancing their potential entry into training positions. Coursework includes Introduction to Addiction Studies, Physiology of Drugs, and Counseling I.
- The Addiction Studies program offers the student a unique opportunity to develop self-awareness regarding valuable choices for a healthy lifestyle.
- Students interested in pursuing both an Addiction Studies Associate of Applied Science degree and an Associate of Arts transfer degree simultaneously should contact the program advisor.

Approximate Additional Costs

- Books, supplies and miscellaneous fees (per quarter): \$250 - \$300
- Application for Chemical Dependency Professional: \$250
- Initial Chemical Dependency Professional Certificate: \$275
- Chemical dependency counselor trainee application: \$110

Sample Schedule

This Sample Schedule is provided as a guide for a full-time student starting in fall quarter whose goal is to earn the Associate in Applied Science (AAS). The typical student schedule is based on entering the program during the fall quarter, however some programs allow students to enter in the winter or spring as well. Since not all do, please confirm with an advisor whether this program must be started during a specific quarter or not.

Area of Study

Healthcare

First Quarter (Fall)

Catalog #	Title	Credits
ENGL& 101	English Composition I	5
HSSA& 101	Introduction to Addictive Drugs	5
HSSA 105	Phys/Pharm of Alcohol and Drugs	5
HSSA 190	DBHR HIV/AIDS; Brief Risk, Airborne Pathogens	1

Second Quarter (Winter)

Catalog #	Title	Credits
	FA 100 or FA 180	1
HSSA 115	Counseling I	4
HSSA 150	Case Management	3
HSSA 172	Cultural Diversity	3
PSYC& 100	General Psychology	5

Third Quarter (Spring)

Catalog #	Title	Credits
HSSA 135	Family Treatment/CD I	3
HSSA 140	Group Counseling	5
HSSA 155	Youth CD Counseling and Assessment	3
PSYC& 200	Lifespan Psychology	5

Fourth Quarter (Fall)

Catalog #	Title	Credits
AMATH 121	Applied Math for Professional & Tech Programs I	5
	CAT 100 or above	2
HSSA 116	Intervention in Chemical Dependency	2
HSSA 165	Chemical Dependency Counseling & Ethics	3
HSSA 232	Mental Health Issues-CDP	3

Fifth Quarter (Winter)

Catalog #	Title	Credits
HSSA 160	Chemical Dependency and the Law	3
HSSA 201	Pathological Gambling & Other Addictions	3
HSSA 215	Counseling II	3
HSSA 280	Peer Counseling	5

Sixth Quarter (Spring)

Catalog #	Title	Credits
HSSA 136	Relapse Prevention	3
HSSA 250	Case Management for Professionals	3
HSSA 290	Medical Aspects of Addiction	5
	HSSA Internship or Social Sciences	5
	Total Credits	93

Addiction Studies, Associate in Applied Science-Transfer (AAS-T) Degree

Program Description

Complete your Addiction Studies, Associate in Applied Science-Transfer (AAS-T). This program competencies can be attained through an extensive array of educational courses offered. The program contains classes suggested to begin internships in chemical dependency agencies in the public and private sectors and fulfill chemical dependency professional status in accordance with current certification requirements. Course content includes counseling, case management, psychology, sociology, ethics, law, and physiology as well as internships in a variety of work environments. Students are encouraged to begin the program in either fall or winter quarter. The AAS-T option may improve the transferability of Associate in Applied Science (AAS) degrees to some four-year programs.

Program Length: 6 Quarters

Program Code: SAAASAAS

Career Opportunities and Earnings

Clallam and Jefferson counties offer internships in inpatient and outpatient treatment facilities for students to gain experience as they transition to a chemical dependency professional. There continues to be a strong need for addiction professionals throughout the state.

- Case manager at emergency shelter
- Case worker for state agencies (i.e., Department of Social and Health Service, mental health agencies, etc.)
- Chemical dependency counselor
- Intervention specialist

For current employment and wage estimates, please visit and search for the relevant occupational term: [bls.gov/oes/](https://www.bls.gov/oes/).

Program Outcomes

- Identify basic facts on addiction and effect on individual, family, and society; chemical dependency theory and therapy models; dynamics of teenage substance abuse
- Maintain accurate case management records
- Utilize knowledge of state laws and court procedures regarding alcohol/drug offenses
- Apply basic counseling skills in a therapeutic setting
- Explore dynamics of chemically dependent family
- Recognize the relapse process and its impact on recovery and family-of-origin issues
- Examine ethical principles and rules of conduct for the chemical dependency counselor
- Address cultural awareness as it relates to working with others
- Apply basic computer skills to practical applications
- Communicate in writing for a variety of purposes and audiences
- Demonstrate competencies to succeed in the selected career pathway workplace
- Interpret human interaction with others
- Recognize and formulate an information need
- Report the actions of drugs on the body
- Identify AIDS and Hepatitis C as diseases
- Summarize assessment and treatment issues specific to individuals with co-occurring disorders

Special Features

- This program offers a special 14-credit certificate for persons interested in enhancing their potential entry into training positions. Coursework includes Introduction to Addiction Studies, Physiology of Drugs, and Counseling I.
- The Addiction Studies program offers the student a unique opportunity to develop self-awareness regarding valuable choices for a healthy lifestyle.

- Students interested in pursuing both an Addiction Studies, Associate in Applied Science (AAS) degree and an Associate in Arts, Direct Transfer Agreement (AA-DTA) simultaneously should contact the program advisor.
- This program contains courses which are articulated through the Tech Prep (TP) program with one or more area high schools. This course is indicated with TP on the course requirements.

Approximate Additional Costs

- Books, supplies and miscellaneous fees (per quarter): \$250 - \$300
- Application for Chemical Dependency Professional: \$250
- Initial Chemical Dependency Professional Certificate: \$275
- Chemical dependency counselor trainee application: \$110

Sample Schedule

This Sample Schedule is provided as a guide for a full-time student starting in fall quarter whose goal is to earn the Associate in Applied Science-Transfer (AAS-T). The typical student schedule is based on entering the program during the fall quarter, however some programs allow students to enter in the winter or spring as well. Since not all do, please confirm with an advisor whether this program must be started during a specific quarter or not.

Area of Study

Healthcare

First Quarter (Fall)

Catalog #	Title	Credits
ENGL& 101	English Composition I	5
HSSA& 101	Introduction to Addictive Drugs	5
HSSA 105	Phys/Pharm of Alcohol and Drugs	5
HSSA 190	DBHR HIV/AIDS; Brief Risk, Airborne Pathogens	1

Second Quarter (Winter)

Catalog #	Title	Credits
	FA 100 or FA 180	1
HSSA 115	Counseling I	4
HSSA 150	Case Management	3
HSSA 172	Cultural Diversity	3
PSYC& 100	General Psychology	5

Third Quarter (Spring)

Catalog #	Title	Credits
HSSA 135	Family Treatment/CD I	3
HSSA 140	Group Counseling	5
HSSA 155	Youth CD Counseling and Assessment	3
PSYC& 200	Lifespan Psychology	5

Fourth Quarter (Fall)

Catalog #	Title	Credits
	CAT 100 or above	2
HSSA 116	Intervention in Chemical Dependency	2
HSSA 165	Chemical Dependency Counseling & Ethics	3
HSSA 232	Mental Health Issues-CDP	3
MATH& 107	Math in Society	5

Fifth Quarter (Winter)

Catalog #	Title	Credits
HSSA 160	Chemical Dependency and the Law	3
HSSA 201	Pathological Gambling & Other Addictions	3
HSSA 215	Counseling II	3
HSSA 280	Peer Counseling	5

Sixth Quarter (Spring)

Catalog #	Title	Credits
HSSA 136	Relapse Prevention	3
HSSA 250	Case Management for Professionals	3
HSSA 290	Medical Aspects of Addiction	5
	HSSA Internship or Social Sciences	5
	Total Credits	93

Administrative Office Systems Accounting, Associate in Applied Science (AAS) Degree

Program Description

Complete your Administrative Office Systems Accounting, Associate in Applied Science (AAS). This program provides up-to-date curriculum that adapts to the rapidly changing workplace. In an interactive online learning environment, students master Microsoft Office 365 and digital literacy. They observe, practice, and train, then apply their skills in a real-world business environment.

Technology skills are combined with writing and specialty courses. The program is designed to prepare students to work in a wide variety of office settings: Accounting, Administrative Support, Computer Applications Support, Legal, and Medical.

Program Length: 6 Quarters

Program Code: ATBACAPT

Career Opportunities and Earnings

Previous graduates are employed by legal and medical offices, government agencies, schools, hospitals, and private enterprises. New opportunities are very likely in the future and the occupation is projected to have a large number of job openings in Washington state. Potential positions include:

- Accounting assistant
- Computer applications support
- Executive assistant
- Legal assistant
- Medical office assistant

For current employment and wage estimates, please visit and search for the relevant occupational term: [bls.gov/oes/](https://www.bls.gov/oes/).

Program Outcomes

- Demonstrate advanced skills in cloud-based Office 365
- Demonstrate ability to create, format, and modify word processing documents
- Communicate information and ideas (verbal & written) for a variety of business purposes and audiences
- Create workbooks, analyze data, and use mathematical functions
- Create tables, relationships, forms, and reports in a relational database

- Demonstrate an ability to organize and present information in visual presentations
- Demonstrate competencies to succeed in an administrative office career
- Exhibit effective interpersonal skills

Special Features

- Intermediate and advanced training in Microsoft Office 365.
- Interactive training and skill-based assessments completed in a virtual environment.
- Projects are based on real-world business situations.
- Writing skills for a variety of technical and business applications.
- Personalized tutoring for all AOS students.
- Wide array of short-term certificates of proficiency that provide benchmarks toward the completion of a degree.
- Reduced cost for AOS course textbooks, online learning tools, and software (see Approximate Additional Costs).

Program Goals

- Prepare students for a variety of administrative related job opportunities.
- Prepare students for a rapidly changing workplace.
- Monitor and improve relevancy of course curriculum to ensure a high-quality program.
- Monitor the needs of the community and the relevancy of curriculum through Advisory Committee meetings.

Program Prerequisites

Students entering this program should have basic knowledge of a computer and touch-typing skills. It is recommended that online students complete [HUMDV 101](#). Writing classes are embedded in the program.

Students are required to place into the English and math/applied math courses required for this program. Learn more about placement options by visiting the Assessment and Placement website: pencol.edu/placement-testing.

Approximate Additional Costs

- AOS textbooks and online learning tools are purchased by subscription. Subscriptions can be purchased for one semester, one year, or two years. If a two year subscription is purchased, the average cost per AOS class is \$27.
- Software: Office 365 (free for PC students)

Sample Schedule

This Sample Schedule is provided as a guide for a full-time student starting in fall quarter whose goal is to earn the Associate in Applied Science (AAS). The typical student schedule is based on entering the program during the fall quarter, however some programs allow students to enter in the winter or spring as well. Since not all do, please confirm with an advisor whether this program must be started during a specific quarter or not.

Area of Study

Business and Management

First Quarter (Fall)

Catalog #	Title	Credits
AOS 101	Digital Literacy	5
AOS 105	Word Processing Applications I	5
BUS& 101	Introduction to Business	5

Second Quarter (Winter)

Catalog #	Title	Credits
AMATH 121	Applied Math for Professional & Tech Programs I	5
AOS 106	Spreadsheet Applications I	5
AOS 135	Writing Essentials	5

Third Quarter (Spring)

Catalog #	Title	Credits
AOS 107	Database Applications I	5
AOS 112	Powerpoint Comprehensive	5
AOS 170	Business Communications	5

Fourth Quarter (Fall)

Catalog #	Title	Credits
ACCT& 201	Principles of Accounting I	5
AOS 205	Word Processing Applications II	5
IT 111	Fundamentals of Information Technology	5

Fifth Quarter (Winter)

Catalog #	Title	Credits
ACCT& 202	Principles of Accounting II	5
AOS 206	Spreadsheet Applications II	5
AOS 214	Office Procedures and Technology	5

Sixth Quarter (Spring)

Catalog #	Title	Credits
ACCT& 203	Principles of Accounting III	5
AOS 212	Advanced Applications of Office 365	5
SOCSI 101	Contemporary Global Issues	5
Total Credits		90

Administrative Office Systems Accounting, Associate in Applied Science-Transfer (AAS-T) Degree

Complete your Administrative Office Systems Accounting, Associate in Applied Science-Transfer (AAS-T). This program provides up-to-date curriculum that adapts to the rapidly changing workplace. In an interactive online learning environment, students master Microsoft Office 365 and digital literacy. They observe, practice, and train, then apply their skills in a real-world business environment.

Technology skills are combined with writing and specialty courses. The program is designed to prepare students to work in a wide variety of office settings: Accounting, Administrative Support, Computer Applications Support, Legal, and Medical.

Program Length: 6 Quarters

Program Code: ATBACAAS

Career Opportunities and Earnings

Previous graduates are employed by legal and medical offices, government agencies, schools, hospitals, and private enterprises. New opportunities are very likely in the future and the occupation is projected to have a large number of job openings in Washington state. Potential positions include:

- Accounting assistant
- Computer applications support
- Executive assistant
- Legal assistant
- Medical office assistant

For current employment and wage estimates, please visit and search for the relevant occupational term: [bls.gov/oes/](https://www.bls.gov/oes/).

Program Outcomes

- Demonstrate advanced skills in cloud-based Office 365
- Demonstrate ability to create, format, and modify word processing documents
- Communicate information and ideas (verbal & written) for a variety of business purposes and audiences
- Create workbooks, analyze data, and use mathematical functions
- Create tables, relationships, forms, and reports in a relational database
- Demonstrate an ability to organize and present information in visual presentations
- Demonstrate competencies to succeed in an administrative office career
- Exhibit effective interpersonal skills

Special Features

- Intermediate and advanced training in Microsoft Office 365.
- Interactive training and skill-based assessments completed in a virtual environment.
- Projects are based on real-world business situations.
- Writing skills for a variety of technical and business applications.
- Personalized tutoring for all AOS students.
- Wide array of short-term certificates of proficiency that provide benchmarks toward the completion of a degree.
- Reduced cost for AOS course textbooks, online learning tools, and software (see Approximate Additional Costs).

Program Goals

- Prepare students for a variety of administrative related job opportunities.
- Prepare students for a rapidly changing workplace.
- Monitor and improve relevancy of course curriculum to ensure a high-quality program.
- Monitor the needs of the community and the relevancy of curriculum through Advisory Committee meetings.

Program Prerequisites

Students entering this program should have basic knowledge of a computer and touch-typing skills. It is recommended that online students complete [HUMDV 101](#). Writing classes are embedded in the program.

Students are required to place into the English and math/applied math courses required for this program. Learn more about placement options by visiting the Assessment and Placement website: pencol.edu/placement-testing.

Approximate Additional Costs

- AOS textbooks and online learning tools are purchased by subscription. Subscriptions can be purchased for one semester, one year, or two years. If a two year subscription is purchased, the average cost per AOS class is \$27.
- Software: Office 365 (free for PC students)

Sample Schedule

This Sample Schedule is provided as a guide for a full-time student starting in fall quarter whose goal is to earn the Associate in Applied Science-Transfer (AAS-T). The typical student schedule is based on entering the program during the fall quarter, however some programs allow students to enter in the winter or spring as well. Since not all do, please confirm with an advisor whether this program must be started during a specific quarter or not.

Area of Study

Business and Management

First Quarter (Fall)

Catalog #	Title	Credits
AOS 101	Digital Literacy	5
AOS 105	Word Processing Applications I	5
ENGL& 101	English Composition I	5

Second Quarter (Winter)

Catalog #	Title	Credits
AOS 106	Spreadsheet Applications I	5
MATH& 146	Introduction to Stats	5
SOCSI 101	Contemporary Global Issues	5

Third Quarter (Spring)

Catalog #	Title	Credits
AOS 107	Database Applications I	5
AOS 112	Powerpoint Comprehensive	5
AOS 170	Business Communications	5

Fourth Quarter (Fall)

Catalog #	Title	Credits
ACCT& 201	Principles of Accounting I	5
AOS 205	Word Processing Applications II	5
CMST& 102	Intro to Mass Media	5

Fifth Quarter (Winter)

Catalog #	Title	Credits
ACCT& 202	Principles of Accounting II	5
AOS 206	Spreadsheet Applications II	5
AOS 214	Office Procedures and Technology	5

Sixth Quarter (Spring)

Catalog #	Title	Credits
ACCT& 203	Principles of Accounting III	5
AOS 212	Advanced Applications of Office 365	5
NUTR& 101	Introduction to Human Nutrition	5
Total Credits		90

Administrative Office Systems Administrative Assistant, Associate in Applied Science (AAS) Degree

Program Description

Complete your Administrative Office Systems Administrative Assistant, Associate in Applied Science (AAS). This program provides up-to-date curriculum that adapts to the rapidly changing workplace. In an interactive online learning environment, students master Microsoft Office 365 and digital literacy. They observe, practice, and train, then apply their skills in a real-world business environment.

Technology skills are combined with writing and specialty courses. The program is designed to prepare students to work in a wide variety of office settings: Accounting, Administrative Support, Computer Applications Support, Legal, and Medical.

Program Length: 6 Quarters

Program Code: OMSAAAPT

Career Opportunities and Earnings

Previous graduates are employed by legal and medical offices, government agencies, schools, hospitals, and private enterprises. New opportunities are very likely in the future and the occupation is projected to have a large number of job openings in Washington state. Potential positions include:

- Accounting assistant
- Computer applications support
- Executive assistant
- Legal assistant
- Medical office assistant

For current employment and wage estimates, please visit and search for the relevant occupational term: [bls.gov/oes/](https://www.bls.gov/oes/).

Program Outcomes

- Demonstrate advanced skills in cloud-based Office 365
- Demonstrate ability to create, format, and modify word processing documents
- Communicate information and ideas (verbal & written) for a variety of business purposes and audiences
- Create workbooks, analyze data, and use mathematical functions
- Create tables, relationships, forms, and reports in a relational database
- Demonstrate an ability to organize and present information in visual presentations
- Demonstrate competencies to succeed in an administrative office career
- Exhibit effective interpersonal skills

Special Features

- Intermediate and advanced training in Microsoft Office 365.
- Interactive training and skill-based assessments completed in a virtual environment.
- Projects are based on real-world business situations.
- Writing skills for a variety of technical and business applications.
- Personalized tutoring for all AOS students.
- Wide array of short-term certificates of proficiency that provide benchmarks toward the completion of a degree.
- Reduced cost for AOS course textbooks, online learning tools, and software (see Approximate Additional Costs).

Program Goals

- Prepare students for a variety of administrative related job opportunities.
- Prepare students for a rapidly changing workplace.
- Monitor and improve relevancy of course curriculum to ensure a high-quality program.
- Monitor the needs of the community and the relevancy of curriculum through Advisory Committee meetings.

Program Prerequisites

Students entering this program should have basic knowledge of a computer and touch-typing skills. It is recommended that online students complete [HUMDV 101](#). Writing classes are embedded in the program.

Students are required to place into the English and math/applied math courses required for this program. Learn more about placement options by visiting the Assessment and Placement website: pencol.edu/placement-testing.

Approximate Additional Costs

- AOS textbooks and online learning tools are purchased by subscription. Subscriptions can be purchased for one semester, one year, or two years. If a two year subscription is purchased, the average cost per AOS class is \$27.
- Software: Office 365 (free for PC students)

Sample Schedule

This Sample Schedule is provided as a guide for a full-time student starting in fall quarter whose goal is to earn the Associate in Applied Science (AAS). The typical student schedule is based on entering the program during the fall quarter, however some programs allow students to enter in the winter or spring as well. Since not all do, please confirm with an advisor whether this program must be started during a specific quarter or not.

Area of Study

Business and Management

First Quarter (Fall)

Catalog #	Title	Credits
AOS 101	Digital Literacy	5
AOS 105	Word Processing Applications I	5
BUS& 101	Introduction to Business	5

Second Quarter (Winter)

Catalog #	Title	Credits
AMATH 121	Applied Math for Professional & Tech Programs I	5
AOS 106	Spreadsheet Applications I	5
AOS 135	Writing Essentials	5

Third Quarter (Spring)

Catalog #	Title	Credits
AOS 107	Database Applications I	5
AOS 112	Powerpoint Comprehensive	5
AOS 170	Business Communications	5

Fourth Quarter (Fall)

Catalog #	Title	Credits
AOS 205	Word Processing Applications II	5
CS 100	Introduction to Computer Science	5
IT 111	Fundamentals of Information Technology	5

Fifth Quarter (Winter)

Catalog #	Title	Credits
AOS 206	Spreadsheet Applications II	5
AOS 214	Office Procedures and Technology	5
ACCT 215	Quickbooks	5

Sixth Quarter (Spring)

Catalog #	Title	Credits
AOS 212	Advanced Applications of Office 365	5
IT 156	Introduction to Operating Systems	5
SOCSI 101	Contemporary Global Issues	5
Total Credits		90

Administrative Office Systems Administrative Assistant, Associate in Applied Science-Transfer (AAS-T) Degree

Program Description

Complete your Administrative Office Systems Administrative Assistant, Associate in Applied Science-Transfer (AAS-T). This program provides up-to-date curriculum that adapts to the rapidly changing workplace. In an interactive online learning environment, students master Microsoft Office 365 and digital literacy. They observe, practice, and train, then apply their skills in a real-world business environment.

Technology skills are combined with writing and specialty courses. The program is designed to prepare students to work in a wide variety of office settings: Accounting, Administrative Support, Computer Applications Support, Legal, and Medical.

Program Length: 6 Quarters

Program Code: OMSAAAAS

Career Opportunities and Earnings

Previous graduates are employed by legal and medical offices, government agencies, schools, hospitals, and private enterprises. New opportunities are very likely in the future and the occupation is projected to have a large number of job openings in Washington state. Potential positions include:

- Accounting assistant
- Computer applications support
- Executive assistant
- Legal assistant
- Medical office assistant

For current employment and wage estimates, please visit and search for the relevant occupational term: [bls.gov/oes/](https://www.bls.gov/oes/).

Program Outcomes

- Demonstrate advanced skills in cloud-based Office 365
- Demonstrate ability to create, format, and modify word processing documents
- Communicate information and ideas (verbal & written) for a variety of business purposes and audiences
- Create workbooks, analyze data, and use mathematical functions
- Create tables, relationships, forms, and reports in a relational database
- Demonstrate an ability to organize and present information in visual presentations
- Demonstrate competencies to succeed in an administrative office career

- Exhibit effective interpersonal skills

Special Features

- Intermediate and advanced training in Microsoft Office 365.
- Interactive training and skill-based assessments completed in a virtual environment.
- Projects are based on real-world business situations.
- Writing skills for a variety of technical and business applications.
- Personalized tutoring for all AOS students.
- Wide array of short-term certificates of proficiency that provide benchmarks toward the completion of a degree.
- Reduced cost for AOS course textbooks, online learning tools, and software (see Approximate Additional Costs).

Program Goals

- Prepare students for a variety of administrative related job opportunities.
- Prepare students for a rapidly changing workplace.
- Monitor and improve relevancy of course curriculum to ensure a high-quality program.
- Monitor the needs of the community and the relevancy of curriculum through Advisory Committee meetings.

Program Prerequisites

Students entering this program should have basic knowledge of a computer and touch-typing skills. It is recommended that online students complete [HUMDV 101](#). Writing classes are embedded in the program.

Students are required to place into the English and math/applied math courses required for this program. Learn more about placement options by visiting the Assessment and Placement website: pencol.edu/placement-testing.

Approximate Additional Costs

- AOS textbooks and online learning tools are purchased by subscription. Subscriptions can be purchased for one semester, one year, or two years. If a two year subscription is purchased, the average cost per AOS class is \$27.
- Software: Office 365 (free for PC students)

Sample Schedule

This Sample Schedule is provided as a guide for a full-time student starting in fall quarter whose goal is to earn the Associate in Applied Science-Transfer (AAS-T). The typical student schedule is based on entering the program during the fall quarter, however some programs allow students to enter in the winter or spring as well. Since not all do, please confirm with an advisor whether this program must be started during a specific quarter or not.

Area of Study

Business and Management

First Quarter (Fall)

Catalog #	Title	Credits
AOS 101	Digital Literacy	5
AOS 105	Word Processing Applications I	5
ENGL& 101	English Composition I	5

Second Quarter (Winter)

Catalog #	Title	Credits
AOS 106	Spreadsheet Applications I	5
BUS& 101	Introduction to Business	5
MATH& 146	Introduction to Stats	5

Third Quarter (Spring)

Catalog #	Title	Credits
AOS 107	Database Applications I	5
AOS 112	Powerpoint Comprehensive	5
AOS 170	Business Communications	5

Fourth Quarter (Fall)

Catalog #	Title	Credits
AOS 205	Word Processing Applications II	5
CMST& 102	Intro to Mass Media	5
SOCSI 101	Contemporary Global Issues	5

Fifth Quarter (Winter)

Catalog #	Title	Credits
ACCT 215	Quickbooks	5
AOS 206	Spreadsheet Applications II	5
AOS 214	Office Procedures and Technology	5

Sixth Quarter (Spring)

Catalog #	Title	Credits
AOS 212	Advanced Applications of Office 365	5
IT 156	Introduction to Operating Systems	5
NUTR& 101	Introduction to Human Nutrition	5
Total Credits		90

Administrative Office Systems Certificate

Program Description

Complete your Administrative Office Systems Certificate. This program provides up-to-date curriculum that adapts to the rapidly changing workplace. In an interactive online learning environment, students master Microsoft Office 365 and digital literacy. They observe, practice, and train, then apply their skills in a real-world business environment.

Technology skills are combined with writing and specialty courses. The program is designed to prepare students to work in a wide variety of office settings: Accounting, Administrative Support, Computer Applications Support, Legal, and Medical.

Program Length: 3 Quarters

Program Code: OOCAOC45

Career Opportunities and Earnings

Previous graduates are employed by legal and medical offices, government agencies, schools, hospitals, and private enterprises. New opportunities are very likely in the future and the occupation is projected to have a large number of job openings in Washington state. Potential positions include:

- Accounting assistant
- Computer applications support
- Executive assistant
- Legal assistant
- Medical office assistant

For current employment and wage estimates, please visit and search for the relevant occupational term: [bls.gov/oes/](https://www.bls.gov/oes/).

Program Outcomes

- Demonstrate advanced skills in cloud-based Office 365
- Demonstrate ability to create, format, and modify word processing documents
- Communicate information and ideas (verbal & written) for a variety of business purposes and audiences
- Create workbooks, analyze data, and use mathematical functions
- Create tables, relationships, forms, and reports in a relational database
- Demonstrate an ability to organize and present information in visual presentations
- Demonstrate competencies to succeed in an administrative office career
- Exhibit effective interpersonal skills

Special Features

- Intermediate and advanced training in Microsoft Office 365.
- Interactive training and skill-based assessments completed in a virtual environment.
- Projects are based on real-world business situations.
- Writing skills for a variety of technical and business applications.
- Personalized tutoring for all AOS students.
- Wide array of short-term certificates of proficiency that provide benchmarks toward the completion of a degree.
- Reduced cost for AOS course textbooks, online learning tools, and software (see Approximate Additional Costs).

Program Goals

- Prepare students for a variety of administrative related job opportunities.
- Prepare students for a rapidly changing workplace.
- Monitor and improve relevancy of course curriculum to ensure a high-quality program.
- Monitor the needs of the community and the relevancy of curriculum through Advisory Committee meetings.

Program Prerequisites

Students entering this program should have basic knowledge of a computer and touch-typing skills. It is recommended that online students complete [HUMDV 101](#). Writing classes are embedded in the program.

Students are required to place into the English and math/applied math courses required for this program. Learn more about placement options by visiting the Assessment and Placement website: pencol.edu/placement-testing.

Approximate Additional Costs

- AOS textbooks and online learning tools are purchased by subscription. Subscriptions can be purchased for one semester, one year, or two years. If a two year subscription is purchased, the average cost per AOS class is \$27.
- Software: Office 365 (free for PC students)

Sample Schedule

This Sample Schedule is provided as a guide for a full-time student starting in fall quarter whose goal is to earn a certificate. The typical student schedule is based on entering the program during the fall quarter, however some programs allow students to enter in the winter or spring as well. Since not all do, please confirm with an advisor whether this program must be started during a specific quarter or not.

Area of Study

Business and Management

First Quarter (Fall)

Catalog #	Title	Credits
AOS 101	Digital Literacy	5
AOS 105	Word Processing Applications I	5
BUS& 101	Introduction to Business	5

Second Quarter (Winter)

Catalog #	Title	Credits
AMATH 121	Applied Math for Professional & Tech Programs I	5
AOS 106	Spreadsheet Applications I	5
AOS 135	Writing Essentials	5

Third Quarter (Spring)

Catalog #	Title	Credits
AOS 107	Database Applications I	5
AOS 112	Powerpoint Comprehensive	5
AOS 170	Business Communications	5
Total Credits		45

Administrative Office Systems Computer Applications Software Support Specialist, Associate in Applied Science (AAS) Degree

Program Description

Complete your Administrative Office Systems Computer Applications Software Support Specialist, Associate in Applied Science (AAS). This program provides up-to-date curriculum that adapts to the rapidly changing workplace. In an interactive online learning environment, students master Microsoft Office 365 and digital literacy. They observe, practice, and train, then apply their skills in a real-world business environment.

Technology skills are combined with writing and specialty courses. The program is designed to prepare students to work in a wide variety of office settings: Accounting, Administrative Support, Computer Applications Support, Legal, and Medical.

Program Length: 6 Quarters

Program Code: CSSCAAPT

Career Opportunities and Earnings

Previous graduates are employed by legal and medical offices, government agencies, schools, hospitals, and private enterprises. New opportunities are very likely in the future and the occupation is projected to have a large number of job openings in Washington state. Potential positions include:

- Accounting assistant
- Computer applications support
- Executive assistant

- Legal assistant
- Medical office assistant

For current employment and wage estimates, please visit and search for the relevant occupational term: [bls.gov/oes/](https://www.bls.gov/oes/).

Program Outcomes

- Demonstrate advanced skills in cloud-based Office 365
- Demonstrate ability to create, format, and modify word processing documents
- Communicate information and ideas (verbal & written) for a variety of business purposes and audiences
- Create workbooks, analyze data, and use mathematical functions
- Create tables, relationships, forms, and reports in a relational database
- Demonstrate an ability to organize and present information in visual presentations
- Demonstrate competencies to succeed in an administrative office career
- Exhibit effective interpersonal skills

Special Features

- Intermediate and advanced training in Microsoft Office 365.
- Interactive training and skill-based assessments completed in a virtual environment.
- Projects are based on real-world business situations.
- Writing skills for a variety of technical and business applications.
- Personalized tutoring for all AOS students.
- Wide array of short-term certificates of proficiency that provide benchmarks toward the completion of a degree.
- Reduced cost for AOS course textbooks, online learning tools, and software (see Approximate Additional Costs).

Program Goals

- Prepare students for a variety of administrative related job opportunities.
- Prepare students for a rapidly changing workplace.
- Monitor and improve relevancy of course curriculum to ensure a high-quality program.
- Monitor the needs of the community and the relevancy of curriculum through Advisory Committee meetings.

Program Prerequisites

Students entering this program should have basic knowledge of a computer and touch-typing skills. It is recommended that online students complete [HUMDV 101](#). Writing classes are embedded in the program.

Students are required to place into the English and math/applied math courses required for this program. Learn more about placement options by visiting the Assessment and Placement website: pencol.edu/placement-testing.

Approximate Additional Costs

- AOS textbooks and online learning tools are purchased by subscription. Subscriptions can be purchased for one semester, one year, or two years. If a two year subscription is purchased, the average cost per AOS class is \$27.
- Software: Office 365 (free for PC students)

Sample Schedule

This Sample Schedule is provided as a guide for a full-time student starting in fall quarter whose goal is to earn the Associate in Applied Science (AAS). The typical student schedule is based on entering the program during the fall quarter, however some programs allow students to enter in the winter or spring as well. Since not all do, please confirm with an advisor whether this program must be started during a specific quarter or not.

Area of Study

Business and Management

First Quarter (Fall)

Catalog #	Title	Credits
AMATH 121	Applied Math for Professional & Tech Programs I	5
AOS 101	Digital Literacy	5
AOS 105	Word Processing Applications I	5

Second Quarter (Winter)

Catalog #	Title	Credits
AOS 106	Spreadsheet Applications I	5
AOS 135	Writing Essentials	5
IT 107	Introduction to Networking	5

Third Quarter (Spring)

Catalog #	Title	Credits
AOS 107	Database Applications I	5
AOS 112	Powerpoint Comprehensive	5
AOS 170	Business Communications	5

Fourth Quarter (Fall)

Catalog #	Title	Credits
AOS 205	Word Processing Applications II	5
CS 100	Introduction to Computer Science	5
IT 111	Fundamentals of Information Technology	5

Fifth Quarter (Winter)

Catalog #	Title	Credits
AOS 206	Spreadsheet Applications II	5
AOS 214	Office Procedures and Technology	5
IT 162	Upgrading and Maintaining Your PC	5

Sixth Quarter (Spring)

Catalog #	Title	Credits
AOS 212	Advanced Applications of Office 365	5
IT 156	Introduction to Operating Systems	5
SOCSI 101	Contemporary Global Issues	5
Total Credits		90

Administrative Office Systems Healthcare Documentation I Short Term Certificate

Program Code: MERH1C01

Program Outcomes

- Define medical terms, abbreviations, prefixes, and suffixes
- Apply medical terminology, English grammar, punctuation, and spelling rules to transcription and speech recognition editing
- Use critical thinking skills to edit and proofread medical reports without changing the meaning or the originator's style

Area of Study

Business and Management

Catalog #	Title	Credits
AOS 105	Word Processing Applications I	5
AOS 110	Medical Terminology I	5
AOS 111	Medical Terminology II	3
AOS 285	Healthcare Documentation I	5
Total Credits		18

Administrative Office Systems Healthcare Documentation II Short Term Certificate

Program Code: MERH2C20

Program Outcomes

- Apply prior knowledge of medical terminology, English grammar, punctuation, and spelling rules to transcription and speech recognition editing
- Format reports according to Association for Healthcare Documentation Integrity (AHDI) guidelines
- Identify, evaluate, and revise inconsistencies and inaccuracies in dictation without changing the medical meaning

Area of Study

Business and Management

Catalog #	Title	Credits
AOS 105	Word Processing Applications I	5
AOS 111	Medical Terminology II	3
AOS 285	Healthcare Documentation I	5
AOS 286	Healthcare Documentation II	5
Total Credits		18

Administrative Office Systems Legal Assistant I Short Term Certificate

Program Code: LAAL1C01

Program Outcomes

- Develop beginning through intermediate skills in Microsoft Word and associated technologies
- Develop writing skills with a step-by-step approach to identify and use parts of speech, punctuation, capitalization, and numbers correctly; write effective sentences and paragraphs
- Correctly identify the major steps of the criminal justice process

Area of Study

Business and Management

Catalog #	Title	Credits
AOS 105	Word Processing Applications I	5
AOS 135	Writing Essentials	5
CJ& 101	Introduction to Criminal Justice	5
Total Credits		15

Administrative Office Systems Legal Assistant II Short Term Certificate

Program Code: LAAL2C01

Program Outcomes

- Apply writing skills to a variety of technical and business applications
- Understand the fundamentals of business law and the principles of the American legal system
- Demonstrate an understanding of the core concepts, tools, and methods used to secure computer systems

Area of Study

Business and Management

Catalog #	Title	Credits
AOS 170	Business Communications	5
BUS& 201	Business Law	5
CSIA 280	Computer Forensics I: Intro to Computer Forensic	5
Total Credits		15

Administrative Office Systems Legal, Associate in Applied Science (AAS) Degree

Program Description

Complete your Administrative Office Systems Legal, Associate in Applied Science (AAS). This program provides up-to-date curriculum that adapts to the rapidly changing workplace. In an interactive online learning environment, students master Microsoft Office 365 and digital literacy. They observe, practice, and train, then apply their skills in a real-world business environment.

Technology skills are combined with writing and specialty courses. The program is designed to prepare students to work in a wide variety of office settings: Accounting, Administrative Support, Computer Applications Support, Legal, and Medical.

Program Length: 6 Quarters

Program Code: LAAAOAPT

Career Opportunities and Earnings

Previous graduates are employed by legal and medical offices, government agencies, schools, hospitals, and private enterprises. New opportunities are very likely in the future and the occupation is projected to have a large number of job openings in Washington state. Potential positions include:

- Accounting assistant
- Computer applications support
- Executive assistant
- Legal assistant
- Medical office assistant

For current employment and wage estimates, please visit and search for the relevant occupational term: [bls.gov/oes/](https://www.bls.gov/oes/).

Program Outcomes

- Demonstrate advanced skills in cloud-based Office 365
- Demonstrate ability to create, format, and modify word processing documents
- Communicate information and ideas (verbal & written) for a variety of business purposes and audiences
- Create workbooks, analyze data, and use mathematical functions
- Create tables, relationships, forms, and reports in a relational database
- Demonstrate an ability to organize and present information in visual presentations
- Demonstrate competencies to succeed in an administrative office career
- Exhibit effective interpersonal skills

Special Features

- Intermediate and advanced training in Microsoft Office 365.
- Interactive training and skill-based assessments completed in a virtual environment.
- Projects are based on real-world business situations.
- Writing skills for a variety of technical and business applications.
- Personalized tutoring for all AOS students.
- Wide array of short-term certificates of proficiency that provide benchmarks toward the completion of a degree.
- Reduced cost for AOS course textbooks, online learning tools, and software (see Approximate Additional Costs).

Program Goals

- Prepare students for a variety of administrative related job opportunities.
- Prepare students for a rapidly changing workplace.
- Monitor and improve relevancy of course curriculum to ensure a high-quality program.
- Monitor the needs of the community and the relevancy of curriculum through Advisory Committee meetings.

Program Prerequisites

Students entering this program should have basic knowledge of a computer and touch-typing skills. It is recommended that online students complete [HUMDV 101](#). Writing classes are embedded in the program.

Students are required to place into the English and math/applied math courses required for this program. Learn more about placement options by visiting the Assessment and Placement website: pencol.edu/placement-testing.

Approximate Additional Costs

- AOS textbooks and online learning tools are purchased by subscription. Subscriptions can be purchased for one semester, one year, or two years. If a two year subscription is purchased, the average cost per AOS class is \$27.
- Software: Office 365 (free for PC students)

Sample Schedule

This Sample Schedule is provided as a guide for a full-time student starting in fall quarter whose goal is to earn the Associate in Applied Science (AAS). The typical student schedule is based on entering the program during the fall quarter, however some programs allow students to enter in the winter or spring as well. Since not all do, please confirm with an advisor whether this program must be started during a specific quarter or not.

Area of Study

First Quarter (Fall)

Catalog #	Title	Credits
AOS 101	Digital Literacy	5
AOS 105	Word Processing Applications I	5
BUS& 101	Introduction to Business	5

Second Quarter (Winter)

Catalog #	Title	Credits
AOS 106	Spreadsheet Applications I	5
AOS 135	Writing Essentials	5
CSIA 280	Computer Forensics I: Intro to Computer Forensic	5

Third Quarter (Spring)

Catalog #	Title	Credits
AOS 107	Database Applications I	5
AOS 112	Powerpoint Comprehensive	5
AOS 170	Business Communications	5

Fourth Quarter (Fall)

Catalog #	Title	Credits
AMATH 121	Applied Math for Professional & Tech Programs I	5
AOS 205	Word Processing Applications II	5
CJ& 101	Introduction to Criminal Justice	5

Fifth Quarter (Winter)

Catalog #	Title	Credits
AOS 206	Spreadsheet Applications II	5
AOS 214	Office Procedures and Technology	5
BUS& 201	Business Law	5

Sixth Quarter (Spring)

Catalog #	Title	Credits
AOS 212	Advanced Applications of Office 365	5
CJ 241	Ethics in Criminal Justice	5
SOCSI 101	Contemporary Global Issues	5
Total Credits		90

Administrative Office Systems Medical Coordinator Specialist Short Term Certificate

Program Code: MASMCC20

Program Outcomes

- Identify the skills that are needed to be a successful digital citizen in college and beyond
- Develop beginning through intermediate skills in Microsoft Word, Excel, and associated technologies
- Identify common medical abbreviations, selected eponyms, clinical laboratory procedures, and radiology procedures with associated terminology for each body system

Area of Study

Business and Management

Catalog #	Title	Credits
AOS 101	Digital Literacy	5
AOS 105	Word Processing Applications I	5
AOS 106	Spreadsheet Applications I	5
AOS 110	Medical Terminology I	5
AOS 111	Medical Terminology II	3
AOS 285	Healthcare Documentation I	5
AOS 286	Healthcare Documentation II	5
Total Credits		33

Administrative Office Systems Medical, Associate in Applied Science (AAS) Degree

Program Description

Complete your Administrative Office Systems Medical, Associate in Applied Science (AAS). This program provides up-to-date curriculum that adapts to the rapidly changing workplace. In an interactive online learning environment, students master Microsoft Office 365 and digital literacy. They observe, practice, and train, then apply their skills in a real-world business environment.

Technology skills are combined with writing and specialty courses. The program is designed to prepare students to work in a wide variety of office settings: Accounting, Administrative Support, Computer Applications Support, Legal, and Medical.

Program Length: 6 Quarters

Program Code: MASMSAPT

Career Opportunities and Earnings

Previous graduates are employed by legal and medical offices, government agencies, schools, hospitals, and private enterprises. New opportunities are very likely in the future and the occupation is projected to have a large number of job openings in Washington state. Potential positions include:

- Accounting assistant
- Computer applications support
- Executive assistant
- Legal assistant
- Medical office assistant

For current employment and wage estimates, please visit and search for the relevant occupational term: [bls.gov/oes/](https://www.bls.gov/oes/).

Program Outcomes

- Demonstrate advanced skills in cloud-based Office 365
- Demonstrate ability to create, format, and modify word processing documents
- Communicate information and ideas (verbal & written) for a variety of business purposes and audiences
- Create workbooks, analyze data, and use mathematical functions
- Create tables, relationships, forms, and reports in a relational database
- Demonstrate an ability to organize and present information in visual presentations
- Demonstrate competencies to succeed in an administrative office career
- Exhibit effective interpersonal skills

Special Features

- Intermediate and advanced training in Microsoft Office 365.
- Interactive training and skill-based assessments completed in a virtual environment.
- Projects are based on real-world business situations.
- Writing skills for a variety of technical and business applications.
- Personalized tutoring for all AOS students.
- Wide array of short-term certificates of proficiency that provide benchmarks toward the completion of a degree.
- Reduced cost for AOS course textbooks, online learning tools, and software (see Approximate Additional Costs).

Program Goals

- Prepare students for a variety of administrative related job opportunities.
- Prepare students for a rapidly changing workplace.
- Monitor and improve relevancy of course curriculum to ensure a high-quality program.
- Monitor the needs of the community and the relevancy of curriculum through Advisory Committee meetings.

Program Prerequisites

Students entering this program should have basic knowledge of a computer and touch-typing skills. It is recommended that online students complete [HUMDV 101](#). Writing classes are embedded in the program.

Students are required to place into the English and math/applied math courses required for this program. Learn more about placement options by visiting the Assessment and Placement website: pencol.edu/placement-testing.

Approximate Additional Costs

- AOS textbooks and online learning tools are purchased by subscription. Subscriptions can be purchased for one semester, one year, or two years. If a two year subscription is purchased, the average cost per AOS class is \$27.
- Software: Office 365 (free for PC students)

Area of Study

Business and Management

First Quarter (Fall)

Catalog #	Title	Credits
AOS 101	Digital Literacy	5
AOS 105	Word Processing Applications I	5
AOS 110	Medical Terminology I	5
HUMDV 101	Success in the Online Classroom	1

Second Quarter (Winter)

Catalog #	Title	Credits
AOS 106	Spreadsheet Applications I	5
AOS 111	Medical Terminology II	3
AOS 135	Writing Essentials	5

Third Quarter (Spring)

Catalog #	Title	Credits
AOS 107	Database Applications I	5
AOS 112	Powerpoint Comprehensive	5
AOS 170	Business Communications	5

Fourth Quarter (Fall)

Catalog #	Title	Credits
AMATH 121	Applied Math for Professional & Tech Programs I	5
AOS 205	Word Processing Applications II	5
AOS 285	Healthcare Documentation I	5
H ED 180	Health and Wellness	5

Fifth Quarter (Winter)

Catalog #	Title	Credits
AOS 206	Spreadsheet Applications II	5
AOS 214	Office Procedures and Technology	5
FA 180	First Aid for Healthcare Providers	1
HUMDV 120	Human Relations	3

Sixth Quarter (Spring)

Catalog #	Title	Credits
AOS 212	Advanced Applications of Office 365	5
AOS 286	Healthcare Documentation II	5
INFO 101	Research in Health and Social Sciences	2

Optional Electives

Catalog #	Title	Credits
MED 150	Medical Billing and Coding I	5
MED 151	Medical Billing and Coding II	5
Total Credits		90

Administrative Office Systems Medical, Associate in Applied Science-Transfer (AAS-T) Degree

Program Description

Complete your Administrative Office Systems Medical, Associate in Applied Science-Transfer (AAS-T). This program provides up-to-date curriculum that adapts to the rapidly changing workplace. In an interactive online learning environment, students master Microsoft Office 365 and digital literacy. They observe, practice, and train, then apply their skills in a real-world business environment.

Technology skills are combined with writing and specialty courses. The program is designed to prepare students to work in a wide variety of office settings: Accounting, Administrative Support, Computer Applications Support, Legal, and Medical.

Program Length: 6 Quarters
Program Code: MASMSAAS

Career Opportunities and Earnings

Previous graduates are employed by legal and medical offices, government agencies, schools, hospitals, and private enterprises. New opportunities are very likely in the future and the occupation is projected to have a large number of job openings in Washington state. Potential positions include:

- Accounting assistant
- Computer applications support
- Executive assistant
- Legal assistant
- Medical office assistant

For current employment and wage estimates, please visit and search for the relevant occupational term: [bls.gov/oes/](https://www.bls.gov/oes/).

Program Outcomes

- Demonstrate advanced skills in cloud-based Office 365
- Demonstrate ability to create, format, and modify word processing documents
- Communicate information and ideas (verbal & written) for a variety of business purposes and audiences
- Create workbooks, analyze data, and use mathematical functions
- Create tables, relationships, forms, and reports in a relational database
- Demonstrate an ability to organize and present information in visual presentations
- Demonstrate competencies to succeed in an administrative office career
- Exhibit effective interpersonal skills

Special Features

- Intermediate and advanced training in Microsoft Office 365.
- Interactive training and skill-based assessments completed in a virtual environment.
- Projects are based on real-world business situations.
- Writing skills for a variety of technical and business applications.
- Personalized tutoring for all AOS students.
- Wide array of short-term certificates of proficiency that provide benchmarks toward the completion of a degree.
- Reduced cost for AOS course textbooks, online learning tools, and software (see Approximate Additional Costs).

Program Goals

- Prepare students for a variety of administrative related job opportunities.
- Prepare students for a rapidly changing workplace.
- Monitor and improve relevancy of course curriculum to ensure a high-quality program.
- Monitor the needs of the community and the relevancy of curriculum through Advisory Committee meetings.

Program Prerequisites

Students entering this program should have basic knowledge of a computer and touch-typing skills. It is recommended that online students complete [HUMDV 101](#). Writing classes are embedded in the program.

Students are required to place into the English and math/applied math courses required for this program. Learn more about placement options by visiting the Assessment and Placement website: pencol.edu/placement-testing.

Approximate Additional Costs

- AOS textbooks and online learning tools are purchased by subscription. Subscriptions can be purchased for one semester, one year, or two years. If a two year subscription is purchased, the average cost per AOS class is \$27.

- Software: Office 365 (free for PC students)

Sample Schedule

This Sample Schedule is provided as a guide for a full-time student starting in fall quarter whose goal is to earn the Associate in Applied Science-Transfer (AAS-T). The typical student schedule is based on entering the program during the fall quarter, however some programs allow students to enter in the winter or spring as well. Since not all do, please confirm with an advisor whether this program must be started during a specific quarter or not.

Area of Study

Business and Management

First Quarter (Fall)

Catalog #	Title	Credits
AOS 101	Digital Literacy	5
AOS 105	Word Processing Applications I	5
AOS 110	Medical Terminology I	5

Second Quarter (Winter)

Catalog #	Title	Credits
AOS 106	Spreadsheet Applications I	5
AOS 111	Medical Terminology II	3
ENGL& 101	English Composition I	5
MATH& 146	Introduction to Stats	5

Third Quarter (Spring)

Catalog #	Title	Credits
AOS 107	Database Applications I	5
AOS 112	Powerpoint Comprehensive	5
AOS 170	Business Communications	5

Fourth Quarter (Fall)

Catalog #	Title	Credits
AOS 205	Word Processing Applications II	5
AOS 285	Healthcare Documentation I	5
CMST& 102	Intro to Mass Media	5

Fifth Quarter (Winter)

Catalog #	Title	Credits
AOS 206	Spreadsheet Applications II	5
AOS 214	Office Procedures and Technology	5
SOCSI 101	Contemporary Global Issues	5

Sixth Quarter (Spring)

Catalog #	Title	Credits
AOS 212	Advanced Applications of Office 365	5
AOS 286	Healthcare Documentation II	5
NUTR& 101	Introduction to Human Nutrition	5
Total Credits		93

Administrative Office Systems Office Assistant I Short Term Certificate

Program Code: OOCOAC01

Program Outcomes

- Identify the skills that are needed to be a successful digital citizen in college and beyond
- Develop beginning through intermediate skills in Microsoft Word, Excel, and associated technologies

Area of Study

Business and Management

Catalog #	Title	Credits
AOS 101	Digital Literacy	5
AOS 105	Word Processing Applications I	5
AOS 106	Spreadsheet Applications I	5
Total Credits		15

Administrative Office Systems Office Assistant II Short Term Certificate

Program Code: AASOAC20

Program Outcomes

- Identify the skills that are needed to be a successful digital citizen in college and beyond
- Develop beginning through intermediate skills in Microsoft Word, Excel, PowerPoint, Access and associated technologies
- Develop writing skills with a step-by-step approach to identify and use parts of speech, punctuation, capitalization, and numbers correctly; write effective sentences and paragraphs
- Apply writing skills to a variety of technical and business applications

Area of Study

Business and Management

Degree Requirements

Catalog #	Title	Credits
AOS 101	Digital Literacy	5
AOS 105	Word Processing Applications I	5
AOS 106	Spreadsheet Applications I	5
AOS 107	Database Applications I	5
AOS 112	Powerpoint Comprehensive	5
AOS 135	Writing Essentials	5
AOS 170	Business Communications	5
Total Credits		35

Administrative Office Systems Receptionist Short Term Certificate

Program Code: RECREC01

Program Outcomes

- Identify the skills that are needed to be a successful digital citizen in college and beyond
- Develop beginning through intermediate skills in Microsoft Word and associated technologies
- Develop an understanding of business systems, processes, and the general business environment

Area of Study

Business and Management

Catalog #	Title	Credits
AOS 101	Digital Literacy	5
AOS 105	Word Processing Applications I	5
BUS& 101	Introduction to Business	5
Total Credits		15

Administrative Office Systems Software Specialist Short Term Certificate

Program Code: BOAASC20

Program Outcomes

- Identify the skills that are needed to be a successful digital citizen in college and beyond
- Develop beginning through intermediate skills in Microsoft Word, Excel, PowerPoint, Access and associated technologies

Area of Study

Business and Management

Catalog #	Title	Credits
AOS 101	Digital Literacy	5
AOS 105	Word Processing Applications I	5
AOS 106	Spreadsheet Applications I	5
AOS 107	Database Applications I	5
AOS 112	Powerpoint Comprehensive	5
Total Credits		25

Aluminum Welding Short Term Certificate

Program Code: WETALC01

Area of Study

Skilled Trades

Catalog #	Title	Credits
WELD 145	Aluminum Welding	8
Total Credits		8

Arc Welding Short Term Certificate

Program Code: WETAWC01

Area of Study

Skilled Trades

Catalog #	Title	Credits
WELD 130	Beginning Welding and Metal Fabrication III	15
Total Credits		15

Associate in Arts, Direct Transfer Agreement (AA-DTA)

The Associate in Arts degree is a Direct Transfer Agreement (DTA) designed for students who plan to transfer to a university after completing the first two years of study at Peninsula College. The degree is recommended for students who have not yet decided the field they will enter or the university they will attend. It gives students the broad background they need before beginning more specialized, upper-division courses and indicates that a student has completed a two-year liberal arts program.

Students who have a particular major in mind can focus their distribution choices and elective credits toward meeting their transfer institution plan. Students should include some 200 level coursework in their program of study. Explore our areas of emphases and make an individualized educational plan with an advisor.

This degree meets the Intercollege Relations Commission (ICRC) guidelines for direct transfer degrees, an inter-institutional agreement adopted to facilitate student transfer between Washington state community colleges and baccalaureate institutions.

To earn this degree, students must complete 90-quarter credits in courses numbered 100 or above (from approved distribution list) and meet specific distribution requirements. No more than 25 percent of credit requirements may be taken on a pass/no credit basis. Students should be aware that courses with "Pass" grades may not satisfy the requirements in their major field. Students must attain a cumulative college-level grade point average of 2.0, and earn a minimum of 30 credits at Peninsula College.

Students are responsible for knowing transfer requirements and policies, as well as specific course choices and GPA requirements, are urged to consult the catalog of the institution for which they plan to transfer.

Area of Study

Arts and Communication

- Demonstrate academic skills at the college level, e.g., literacy, quantitative and critical thinking, composition, and the acquisition of information
- Employ modes of inquiry basic to philosophical, scientific, mathematical, social, historical, and literary studies
- Demonstrate knowledge in the humanities and arts, natural and physical sciences, mathematics, and the social sciences
- Integrate knowledge drawn from diverse areas of study

Communication Skills

Catalog #	Title	Credits
ENGL& 101	English Composition I	5
ENGL& 102	Composition II	5

Quantitative Skills

Choose one of the courses listed below. Cannot also count as Natural Science.

Catalog #	Title	Credits
	MATH& 107 or above	5
PHIL& 120	Symbolic Logic	5

Humanities

Catalog #	Title	Credits
	Humanities Distribution List	15

Natural Sciences

Catalog #	Title	Credits
	Natural Sciences Distribution List	15

Social Sciences

Catalog #	Title	Credits
	Social Sciences Distribution List	15

Electives

Maximum of 3 credits in physical education. Maximum of 15 credits vocational or restricted area courses.
Maximum of 3 credits of private music instruction.

Catalog #	Title	Credits
	Electives	25
COLL 101	College Success	5
	Total Credits	90

Associate in Business, Direct Transfer Agreement/Major Related Program (DTA/MRP)

The Associate in Business degree is designed as a Direct Transfer Agreement/Major Related Program (DTA/MRP) for transfer with junior standing to baccalaureate institutions. It is generally pursued by students who plan to transfer to a four-year university as a business major after completing their first two years at Peninsula College.

Students are responsible for checking specific requirements of their intended transfer institution, including overall minimum GPA and course choices. A higher GPA in a selected subset of courses or a specific minimum grade in one or more courses, such as math or English, may be required. Students are urged to consult the catalog of the institution for which they plan to transfer. To earn this degree you must complete a minimum of 90 credits in courses required by the DTA.

View the [Associate in Business DTA/MRP document](#) for specific university requirements and confer with your advisor.

Area of Study

Business and Management

Communication Competencies

- Demonstrate ability to communicate effectively utilizing the language, tools, concepts, and models applicable to business and/or management disciplines.
- Exhibit an ability to communicate business and/or management concepts to diverse audiences through visual presentation.
- Display professional written and oral communication skills as a team member.
- Apply effective written and oral communication skills as a team leader.

Quantitative Reasoning

- Develop and evaluate options to problems using quantitative analysis and decision making skills.
- Devise solutions based on the outcomes of the quantitative data analyses.

Information Competencies

- Identify relevant information to develop, evaluate options, and implement solutions.

- Recognize the relative costs and benefits of potential actions.
- Research and demonstrate proficiency in assessing and selecting information technology.
- Demonstrate proper citations from reference information.
- Evaluate the credibility and authenticity of research information.

Critical Thinking

- Identify complex problems and review relevant information.
- Exhibit critical thinking using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Demonstrate judgment and decision making skills to assess the relative costs and benefits of potential actions to select the appropriate solution.
- Analyze key legal principles that apply in organizational transactions.
- Demonstrate an understanding of legal risk management.

Personal and Interpersonal Competencies

- Interact collaboratively and engage respectfully with team members to successfully achieve team goals.
- Demonstrate an understanding of management and/or team member roles.
- Exhibit effective interpersonal skills.
- Formulate and articulate a code for ethical behavior.

Communication Skills

Catalog #	Title	Credits
ENGL& 101	English Composition I	5
ENGL& 102	Composition II	5

Quantitative Skills

Catalog #	Title	Credits
MATH 111	Finite Mathematics	5
MATH& 148	Business Calculus	5

Humanities

Catalog #	Title	Credits
	CMST& 210 or CMST& 220	5
PHIL 130	Ethics and Contemporary Moral Issues	5
	Humanities Distribution List (Business)	5

Natural Sciences

Catalog #	Title	Credits
MATH& 146	Introduction to Stats	5
	Natural Sciences Distribution List (Business)	10

Social Sciences

Catalog #	Title	Credits
ECON& 201	Microeconomics	5
ECON& 202	Macroeconomics	5
PSYC& 100	General Psychology	5

Accounting/Business

Catalog #	Title	Credits
ACCT& 201	Principles of Accounting I	5
ACCT& 202	Principles of Accounting II	5
ACCT& 203	Principles of Accounting III	5
BUS& 201	Business Law	5

Elective

Catalog #	Title	Credits
	Elective	5
	Total Credits	90

Sample Schedule

First Quarter (Fall)

Catalog #	Title	Credits
BUS& 101	Introduction to Business	5
ENGL& 101	English Composition I	5
	Natural Sciences (Business)	5

Second Quarter (Winter)

Catalog #	Title	Credits
BUS& 201	Business Law	5
ENGL& 102	Composition II	5
PSYC& 100	General Psychology	5

Third Quarter (Spring)

Catalog #	Title	Credits
CMST& 210	Interpersonal Communication	5
MATH& 146	Introduction to Stats	5
	Natural Sciences (Business)	5

Fourth Quarter (Fall)

Catalog #	Title	Credits
ACCT& 201	Principles of Accounting I	5
ECON& 201	Microeconomics	5
MATH 111	Finite Mathematics	5

Fifth Quarter (Winter)

Catalog #	Title	Credits
ACCT& 202	Principles of Accounting II	5
CMST& 220	Public Speaking	5
MATH& 148	Business Calculus	5

Sixth Quarter (Spring)

Catalog #	Title	Credits
ACCT& 203	Principles of Accounting III	5
ECON& 202	Macroeconomics	5
PHIL 130	Ethics and Contemporary Moral Issues	5

Associate in Computer Science, Direct Transfer Agreement/Major Related Program (DTA/MRP)

Degree Requirements

The Associate in Computer Science, Direct Transfer Agreement/Major Related Program (DTA/MRP) is applicable to students planning to prepare for computer science and related majors at universities and colleges in Washington. This degree guide meets all of the requirements of the Direct Transfer Agreement (DTA).

Students should check specific requirements of their intended transfer institution, including 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. To qualify for this degree, you must complete a minimum of 90 credits in courses numbered 100 or above, with a cumulative grade point average (GPA) of 2.0 or better. Computer Science programs are competitive and may require a higher GPA overall or a higher GPA in specific courses.

View the [Associate in Computer Science DTA/MRP document](#) for specific university requirements and confer with your advisor.

Area of Study

Information Technology

Communication Competencies

- Comprehend the difference between written opinions vs ideas supported by scientific inquiry.
- Demonstrate the ability to communicate scientific ideas and the process of science.

Quantitative Reasoning

- Manipulate numbers (large and small), use common measurement systems, and solve simple linear algebraic problems.
- Recognize functional relationships between and among measurable phenomena.
- Apply systematic approaches and logic to solving quantitative problems.
- Translate mathematical symbols into words and words into mathematical symbols.
- Demonstrate the ability to use modeling and simulation to solve scientific problems.

Information Competencies

- Recognize the difference between questions of high scientific impact vs those unlikely to provide critical information about a scientific phenomenon or process.
- Ability to apply the process of science.

Critical Thinking

- Identify and troubleshoot scientific problems.
- Demonstrate the ability to use quantitative reasoning and analyze data.
- Demonstrate the ability to apply the process of science.

Personal and Interpersonal Competencies

- Gain an understanding of the relationships between science and society.
- Gain familiarity with and an appreciation for the interdisciplinary nature of science.
- Demonstrate the ability to collaborate and understand the importance of collaboration in science.

Communication Skills

Catalog #	Title	Credits
ENGL& 101	English Composition I	5
ENGL& 235	Technical Writing	5

Quantitative Skills

Catalog #	Title	Credits
MATH& 151	Calculus I: Analytic Geometry	5

Humanities

Catalog #	Title	Credits
	Humanities Distribution List	15

Natural Sciences

Catalog #	Title	Credits
PHYS& 221	Engineering Physics I with Lab	5
PHYS& 222	Engineering Physics II with Lab	5
MATH& 152	Calculus II: Analytic Geometry	5

Social Sciences

Catalog #	Title	Credits
	Social Sciences Distribution List	15

Pre-Major Requirements

Catalog #	Title	Credits
CS& 141	Computer Science I with Java	5
CS 142	Computer Science II with Java	5

Remaining Credits

Work with an advisor to choose electives based on your interests, planned major, and transfer institution.

Catalog #	Title	Credits
	Elective	5
	Elective or MATH& 141	5
	Elective or MATH& 142	5
PHYS& 223	Engineering Physics III with Lab	5
	Total Credits	90

Sample Schedule

First Quarter (Fall)

Catalog #	Title	Credits
CS 100	Introduction to Computer Science	5
ENGL& 101	English Composition I	5
MATH& 141	Precalculus I	5

Second Quarter (Winter)

Catalog #	Title	Credits
CS& 141	Computer Science I with Java	5
ENGL& 235	Technical Writing	5
MATH& 142	Precalculus II	5

Third Quarter (Spring)

Catalog #	Title	Credits
CS 142	Computer Science II with Java	5
	Humanities	5
	Social Sciences	5

Fourth Quarter (Fall)

Catalog #	Title	Credits
MATH& 151	Calculus I: Analytic Geometry	5
PHYS& 221	Engineering Physics I with Lab	5
	Social Sciences	5

Fifth Quarter (Winter)

Catalog #	Title	Credits
	Humanities	5
MATH& 152	Calculus II: Analytic Geometry	5
PHYS& 222	Engineering Physics II with Lab	5

Sixth Quarter (Spring)

Catalog #	Title	Credits
	Humanities	5
PHYS& 223	Engineering Physics III with Lab	5
	Social Sciences	5

Associate in Nursing, Direct Transfer Agreement/Major Related Program (DTA/MRP)

Program Description

The Washington State Nursing Care Quality Assurance Commission approves the nursing program, and the program is accredited by National League for Nursing Commission for Nursing Education Accreditation. Students who complete the two-year associate degree program are eligible to take national board exams for registered nurses. The curriculum provides a strong foundation in applied and social sciences and an understanding of the fundamentals of patient care in a variety of settings. Throughout the program students integrate experience caring for patients in acute care hospitals, long-term care facilities, and community agencies. Successful completion of this program leads to an Associate in Nursing, Direct Transfer Agreement/Major Related Program (DTA/MRP). Students with this degree need only to complete senior level courses at select universities in the state of Washington to achieve a Bachelor's of Science in Nursing. Courses transfer as defined by the Associate in Nursing, Direct Transfer Agreement/Major Related Program (DTA/MRP) agreement. Students who plan to transfer to a four-year program should review the university's requirements for senior-year standing in the Bachelor of Science in nursing program.

Program Length: 9 Quarters

Program Code: RENDTAA

The Nursing Program is accredited by the National League for Nursing Commission for Nursing Education Accreditation (NLN CNEA, The Watergate, 2600 Virginia Ave, NW, 8th Floor, Washington, DC 20037).

Important Note: Individuals who would like to study nursing at Peninsula College must complete non-nursing academic requirements and prerequisite courses prior to entering the program or be in the final quarter of their completion. Prospective students must apply to the program.

Application information is available on the nursing program web page at pencol.edu/nursing.

Only 10 credits of Humanities may be completed after application and prior to the second year of the nursing program. Nursing courses may be started only in the fall quarter and only after making application to, and being accepted into, the nursing program. Application to the nursing program can be made only during the spring quarter prior to enrolling in nursing courses.

Career Opportunities and Earnings

Potential positions include hospital or nursing home staff nurse, clinic nurse, and home health nurse. With additional training and education, potential positions include critical care nurse, obstetrical nurse, pediatric nurse, emergency department nurse, or operating room nurse. Obtaining advanced academic degrees may lead to positions in administration, education, and advanced practice positions such as nurse practitioner. The demand for nurses should remain strong over the next decade.

For current employment and wage estimates, please visit and search for the relevant occupational term: bls.gov/oes

Program Outcomes

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

- Holistically assess the biopsychosocial-spiritual-cultural dynamic needs of the client
- Use evidence based information and the nursing process to critically think and make clinical judgments and management decisions to ensure accurate and safe care
- Demonstrate holistic caring behavior towards the client, significant support person(s), peers, and other members of the health care team
- Provide accurate and safe nursing care in diverse settings
- Provide teaching based on individualized teaching plan
- Organizes and manages the holistic care of clients
- Work cooperatively with others in the decision-making process to achieve client and organizational outcomes
- Utilize appropriate verbal and written channels of communication to achieve positive client outcomes
- Practice within the ethical, legal, and regulatory frameworks of nursing and standards and scope of nursing practice

Special Features

- Students in the nursing program have the advantage of a low faculty to student ratio.
- The Associate in Nursing DTA/MRP also facilitates entering senior level BSN courses.
- Graduates of this program experience high placement success both locally and throughout the state of Washington.
- Graduates of this program consistently score higher than the national average on the NCLEX licensure exam.

Program Prerequisites

College-level skills in English and math (eligibility for courses numbered 100 or higher) are required before registering for the prerequisite courses required in this program. Students may need to complete additional prerequisite coursework. Learn more about placement options by visiting the Assessment and Placement website: pencol.edu/testing-center/accuplacer-placement

Approximate Additional Costs

- TEAS test fee (for application): \$90
- HESI test fee (\$99/quarter x 6 quarters): \$594
- Books, supplies and miscellaneous fees: \$3000
- Equipment (uniforms, stethoscope, watch, etc.): \$300

- Laptop computer: \$1000
- Malpractice insurance: \$15.62 per year
- Personal health insurance (recommended): \$39- \$190 per quarter
- Required immunizations: varies depending on vaccination status and insurance coverage, estimated \$0-\$1000
- CPR card: varies
- Travel/Transportation: varies
- WA State licensing fee: \$92
- NCLEX: \$200

Area of Study

Healthcare

Prerequisites

Catalog #	Title	Credits
BIOL& 160	General Biology with Lab, Cell Biology Emphasis	5
BIOL& 241	Human Anatomy & Physiology I with Lab	5
BIOL& 242	Human Anatomy & Physiology II with Lab	5
BIOL& 260	Microbiology with Lab	5
CHEM& 121	Introduction to Chemistry with Lab	5
	CMST& 210 or CMST& 220 or ENGL& 102	5
ENGL& 101	English Composition I	5
	Humanities	5
	Humanities	5
MATH& 146	Introduction to Stats	5
PSYC& 100	General Psychology	5
PSYC& 200	Lifespan Psychology	5

First Quarter (Fall)

Catalog #	Title	Credits
HUM 131	Policy and Ethics in Healthcare I	1
NURS 101	Nursing I	5
NURS 111	Fundamental Clinical Nursing Skills	2
NUTR 121	Nutrition in Healthcare I	3
PSYC 141	Psychosocial Issues in Healthcare I	3

Second Quarter (Winter)

Catalog #	Title	Credits
NURS 102	Nursing II - Theory	6
NURS 112	Nursing II - Lab	5
NUTR 122	Nutrition in Healthcare II	1

Third Quarter (Spring)

Catalog #	Title	Credits
NURS 103	Nursing III - Theory	6
NURS 113	Nursing III - Lab	5
NUTR 123	Nutrition in Healthcare III	1

Fourth Quarter (Fall)

Catalog #	Title	Credits
NURS 201	Nursing IV-Theory	6
NURS 211	Nursing IV - Lab	5
PSYC 242	Psychosocial Issues in Healthcare II	2

Fifth Quarter (Winter)

Catalog #	Title	Credits
HUM 232	Policy and Ethics in Healthcare II	2
NURS 202	Nursing V-Theory	4
NURS 212	Nursing V-Lab	6

Sixth Quarter (Spring)

Catalog #	Title	Credits
HUM 233	Policy and Ethics in Healthcare III	2
NURS 203	Nursing VI - Theory	4
NURS 213	Nursing VI-Lab	6
Total Credits		135

Associate in Science, Transfer Track 1

The Associate in Science, Transfer Track 1 is designed to fulfill the requirements of baccalaureate institutions for transfer with junior standing. The requirement of the degree is completion of a minimum of 90 credits with a specific number in each of English/Humanities distribution, Social Sciences distribution, Science, and Quantitative Skills courses.

Students completing this Associate in Science, Transfer Track 1 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 eligible for junior status by the receiving institution.

Advising is a critical element in implementation of the Associate in Science Transfer degree. Sequences should not be broken up between institutions (e.g., the typical three-quarter physics sequence should be taken entirely at one institution).

- Demonstrate academic skills at the college level, e.g., literacy, quantitative and critical thinking, composition, and the acquisition of information
- Employ modes of inquiry basic to philosophical, scientific, mathematical, social, historical, and literary studies
- Demonstrate knowledge in the humanities and arts, natural and physical sciences, mathematics, and the social sciences
- Integrate knowledge drawn from diverse areas of study
- Demonstrate mastery of field-specific knowledge in preparation for successful transfer to an upper-division science program

Communication Skills

Catalog #	Title	Credits
ENGL& 101	English Composition I	5

Quantitative Skills

Catalog #	Title	Credits
MATH& 151	Calculus I: Analytic Geometry	5
MATH& 152	Calculus II: Analytic Geometry	5

Pre-Major Requirements

Catalog #	Title	Credits
CHEM& 161	General Chemistry with Lab I	5
CHEM& 162	General Chemistry with Lab II	5
CHEM& 163	General Chemistry with Lab III	5
	MATH& 146 or MATH& 163	5
	BIOL& 221 or PHYS& 114 or PHYS& 221	5
	BIOL& 222 or PHYS& 115 or PHYS& 222	5
	BIOL& 223 or PHYS& 116 or PHYS& 223	5

Humanities and Social Sciences

Minimum of 5 credits in Humanities, minimum 5 credits in Social Science, plus an additional 5 credits in either Humanities or Social Sciences for a total of 15 credits.

Catalog #	Title	Credits
	Humanities	5
	Humanities or Social Sciences	5
	Social Sciences	5

Additional Requirements

10-15 credits in physics, geology, organic chemistry, biology or mathematics, consisting of courses normally taken for science majors, preferably in a 2 or 3 quarter sequence.

Catalog #	Title	Credits
	Additional Requirements	5

Remaining Credits

Sufficient additional college-level credits so that total credits earned are at least 90 credits. These remaining credits may include prerequisite for major courses, additional major coursework, Professional Technical coursework, or specific general education or other university requirements, as approved by the advisor. A maximum of five credits of nonacademic electives may be accepted.

Catalog #	Title	Credits
	Remaining Credits	5
	Total Credits	90

Bachelor of Applied Science in Applied Management

Program Description

The Bachelor of Applied Science (BAS) in Applied Management degree builds on an existing Associate in Applied Science (AAS), Associate in Applied Science-Transfer (AAS-T), Associate in Arts, Direct Transfer Agreement (AA-DTA), or Associate in Science (AS) degrees, adding upper division coursework to complete a four-year degree. Applicants are accepted year round. The program can be completed in a two or three-year track and online. Students can enter the program in the fall, winter, spring, or summer.

This degree is designed to provide program graduates with the knowledge and skills needed to move into management or supervisory positions or create new employment opportunities and entrepreneurial ventures in a rapidly changing global economy. The Bachelor's curriculum includes a mix of required core management and general studies courses. After completing the first year of the program (45 credits), each student also completes a five-credit internship which is developed by the student and employer partner.

Career Opportunities and Earnings

Potential positions include management, accounting, project management, or entrepreneurial. Obtaining advanced academic degrees may lead to administrative positions in business administration, education, and management. The demand for managers should remain strong over the next decade.

For current employment and wage estimates, please visit and search for the relevant occupational term: [bls.gov/oes](https://www.bls.gov/oes)

Program 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

Special Features

- Students in the BAS program have the advantage of a low faculty to student ratio.
- The BAS program does not currently have a waiting list.
- The BAS program curriculum is designed to prepare students for completing a Master of Business Administration or similar degree.

Program Prerequisites

Students entering this program should have basic knowledge of a computer and touch-typing skills. It is recommended that online students complete [HUMDV 101](#). Writing classes are embedded in the program. Excel, Word, PowerPoint, and the use of email are tools BAS students will use throughout the program. Those who are not familiar with or comfortable using those programs should locate online, self-study resources or consider enrolling in courses offered by the college. Students may need to complete prerequisite coursework prior to full admittance to the program.

- 5 credits of college math at the 100 level with a 2.0 GPA or better
- 5 credits of [ENGL& 101](#) with a 2.0 GPA or better
- 5 credits of Humanities Distribution
- 5 credits of Natural Sciences Distribution
- Associate in Arts (AA), Associate in Science (AS), Associate in Applied Science (AAS) or Associate in Applied Science-Transfer (AAS-T) with 2.0 GPA or better

Approximate Additional Costs

- Request official transcripts from outside colleges (estimated): \$20
- Books, supplies and miscellaneous fees: \$2400
- Laptop computer: \$1000
- Personal health insurance (recommended): \$39- \$190 per quarter
- Travel/Transportation: varies

Current tuition and fee information is published on the College website at pencol.edu or by calling the Student Services Office at (360) 417-6340.

Financial aid is available to all students who qualify. To learn more about these opportunities, visit pencol.edu/financial.

Application Process

Applications for admission are accepted year-round. Once accepted into the program, students may take courses fall, winter, or spring quarters. All required courses are offered online. To learn more about the application process, visit pencol.edu/applying-program/bas-application-form.

Note: This schedule is based on full-time enrollment for two academic years. Students who enter the program mid-year will adjust their schedules accordingly.

Area of Study

Business and Management

First Quarter

Catalog #	Title	Credits
BAS 301	Managerial Accounting	5
BAS 315	Management, Leadership, and Organizations	5
ENGL 325	Professional and Organization Communications	5

Second Quarter

Catalog #	Title	Credits
BAS 325	Legal Environments in Business	5
BAS 358	Marketing for Managers	5
MATH& 146	Introduction to Stats	5

Third Quarter

Catalog #	Title	Credits
BAS 340	Applied Financial Management	5
BAS 380	Project Management	5
	Social Sciences	5

Fourth Quarter

Catalog #	Title	Credits
BAS 390	Human Resources Management	5
BAS 435	Operations Management	5
	ECON& 201 or ECON& 202	5

Fifth Quarter

Catalog #	Title	Credits
BAS 330	Management Information Systems	5
BAS 485	Ethics for Managers	5
	Humanities	5

Sixth Quarter

Catalog #	Title	Credits
BAS 461-465	BAS Internship	1-5
BAS 490	Strategic Management & Policy	5
	Natural Sciences	5
	Total Credits	90

Beginning Welding Short Term Certificate

Program Code: WETBWC01

Area of Study

Skilled Trades

Catalog #	Title	Credits
WELD 110	Beginning Welding and Metal Fabrication I	15
	Total Credits	15

Business Administration Accounting Short Term Certificate

Program Code: ATBBAC01

Program Outcomes

- Prepare and analyze company financial statements and budgetary data
- Apply qualitative and quantitative methods for critical thinking and problem solving
- Utilize electronic technology, including accessing information from various sources

Area of Study

Business and Management

Catalog #	Title	Credits
ACCT& 201	Principles of Accounting I	5
ACCT& 202	Principles of Accounting II	5
ACCT& 203	Principles of Accounting III	5
	Total Credits	15

Business Administration Accounting, Associate in Applied Science (AAS) Degree

Program Description

Complete your Business Administration Accounting, Associate in Applied Science (AAS). The Washington State Workforce Training & Education Coordinating Board reports a skill gap in accounting jobs where the accounting jobs exceed worker supply. Jobs in business administration exist in a wide variety of career paths. Students develop a foundation of knowledge in accounting, management, business, entrepreneurship and application software related to business and communication.

Program Length: 6 Quarters

Program Code: ATBBAAPT

Career Opportunities and Earnings

Previous graduates have found employment in education, government, private industry, and self-employment. The accounting-related occupation has been identified as a high demand field in Washington state. Many of the new accounting positions will be created in small, rapidly growing businesses. The demand for persons trained in this field should remain strong over the next several years.

- Accounting
- Accounts payable/receivable
- Banking
- Bookkeeping
- Paraprofessional position in CPA firm
- Payroll
- Tax preparer

For current employment and wage estimates, please visit and search for the relevant occupational term: [bls.gov/oes](https://www.bls.gov/oes).

Program Outcomes

When this program is completed, the student will be able to:

- Prepare and analyze company financial statements
- Prepare budgets for a company using Microsoft Excel
- Apply qualitative and quantitative methods for critical thinking and problem solving
- Formulate a personal code of ethical behavior as it relates to a modern business environment
- Utilize electronic technology, including accessing information from various sources
- Recognize and analyze how economic forces shape the environment of business and decision making
- Demonstrate competency in written and oral communication
- Identify key legal principles that apply in business transactions and demonstrate an understanding of legal risk management
- Identify and apply management skills and concepts that can be applied in a wide variety of situations
- Demonstrate proficiency in Quickbooks
- Demonstrate required payroll and business record keeping procedures and prepare federal and state tax reports
- Apply basic computational skills to practical applications
- Communicate in writing for a variety of purposes and audiences
- Demonstrate competencies to succeed in the selected career pathway workplace
- Demonstrate an understanding of marketing principles to promote a company

Special Features

- Short-term certificates of proficiency, which include courses within the program, are offered to provide students benchmarks of achievement leading to degree completion.
- Classroom instruction and practical experiences are combined into a course of study that provides students with broad exposure to the principles and philosophies of business and management.
- Students can continue their academic studies at Peninsula College in the Bachelor of Applied Management degree (BAS). Please contact the BAS advisor for additional prerequisite requirements at BAS@pencol.edu.

Program Goals

- Prepare students for a variety of business related job opportunities.
- Prepare students for a rapidly changing business environment.
- Measure and assess student learning and implement improvements to ensure a high quality program.
- Monitor the needs of the business community and maintain the relevancy of program curriculum through advisory committee meetings and program reviews.

Approximate Additional Costs

- Books, supplies and miscellaneous fees (per quarter): \$200 - \$500
- Calculator (recommended): \$30

Sample Schedule

This Sample Schedule is provided as a guide for a full-time student starting in fall quarter whose goal is to earn the Associate in Applied Science (AAS). The typical student schedule is based on entering the program during the fall quarter, however some programs allow students to enter in the winter or spring as well. Since not all do, please confirm with an advisor whether this program must be started during a specific quarter or not.

Area of Study

Business and Management

First Quarter (Fall)

Catalog #	Title	Credits
BUS& 101	Introduction to Business	5
BUS 220	International Business	5
ENGL& 101	English Composition I	5

Second Quarter (Winter)

Catalog #	Title	Credits
BUS& 201	Business Law	5
BUS 205	Principles of Management	5
BUS 283	Human Resources Management	5

Third Quarter (Spring)

Catalog #	Title	Credits
	AMATH 121 or MATH& 107 or above	5
BUS 270	Management Information Systems	5
CAT 140	Introduction to Microsoft Excel	5

Fourth Quarter (Fall)

Catalog #	Title	Credits
ACCT& 201	Principles of Accounting I	5
BUS 247	Payroll and Business Taxes	5
	Humanities	5

Fifth Quarter (Winter)

Catalog #	Title	Credits
ACCT& 202	Principles of Accounting II	5
ACCT 215	Quickbooks	5
ECON& 201	Microeconomics	5

Sixth Quarter (Spring)

Catalog #	Title	Credits
ACCT& 203	Principles of Accounting III	5
BUS 280	Managerial Finance	5
ECON& 202	Macroeconomics	5
	Total Credits	90

Business Administration Accounting, Associate in Applied Science-Transfer (AAS-T) Degree

Program Description

Complete your Business Administration Accounting, Associate in Applied Science-Transfer (AAS-T). The Washington State Workforce Training & Education Coordinating Board reports a skill gap in accounting jobs where the accounting jobs exceed worker supply. Jobs in business administration exist in a wide variety of career paths. Students develop a foundation of knowledge in accounting, management, business, entrepreneurship and application software related to business and communication.

Program Length: 6 Quarters

Program Code: ATBBAAAS

Career Opportunities and Earnings

Previous graduates have found employment in education, government, private industry, and self-employment. The accounting-related occupation has been identified as a high demand field in Washington state. Many of the new accounting positions will be created in small, rapidly growing businesses. The demand for persons trained in this field should remain strong over the next several years.

- Accounting
- Accounts payable/receivable
- Banking
- Bookkeeping
- Paraprofessional position in CPA firm
- Payroll
- Tax preparer

For current employment and wage estimates, please visit and search for the relevant occupational term: [bls.gov/oes](https://www.bls.gov/oes).

Program Outcomes

When this program is completed, the student will be able to:

- Prepare and analyze company financial statements
- Prepare budgets for a company using Microsoft Excel
- Apply qualitative and quantitative methods for critical thinking and problem solving
- Formulate a personal code of ethical behavior as it relates to a modern business environment
- Utilize electronic technology, including accessing information from various sources
- Recognize and analyze how economic forces shape the environment of business and decision making
- Demonstrate competency in written and oral communication
- Identify key legal principles that apply in business transactions and demonstrate an understanding of legal risk management
- Identify and apply management skills and concepts that can be applied in a wide variety of situations
- Demonstrate proficiency in Quickbooks
- Demonstrate required payroll and business record keeping procedures and prepare federal and state tax reports
- Apply basic computational skills to practical applications
- Communicate in writing for a variety of purposes and audiences
- Demonstrate competencies to succeed in the selected career pathway workplace
- Demonstrate an understanding of marketing principles to promote a company

Special Features

- Short-term certificates of proficiency, which include courses within the program, are offered to provide students benchmarks of achievement leading to degree completion.

- Classroom instruction and practical experiences are combined into a course of study that provides students with broad exposure to the principles and philosophies of business and management.
- Students can continue their academic studies at Peninsula College in the Bachelor of Applied Management degree (BAS). Please contact the BAS advisor for additional prerequisite requirements at BAS@pencol.edu.

Program Goals

- Prepare students for a variety of business related job opportunities.
- Prepare students for a rapidly changing business environment.
- Measure and assess student learning and implement improvements to ensure a high quality program.
- Monitor the needs of the business community and maintain the relevancy of program curriculum through advisory committee meetings and program reviews.

Approximate Additional Costs

- Books, supplies and miscellaneous fees (per quarter): \$200 - \$500
- Calculator (recommended): \$30

Sample Schedule

This Sample Schedule is provided as a guide for a full-time student starting in fall quarter whose goal is to earn the Associate in Applied Science-Transfer (AAS-T). The typical student schedule is based on entering the program during the fall quarter, however some programs allow students to enter in the winter or spring as well. Since not all do, please confirm with an advisor whether this program must be started during a specific quarter or not.

Area of Study

Business and Management

First Quarter (Fall)

Catalog #	Title	Credits
BUS& 101	Introduction to Business	5
BUS 220	International Business	5
ENGL& 101	English Composition I	5

Second Quarter (Winter)

Catalog #	Title	Credits
BUS& 201	Business Law	5
BUS 205	Principles of Management	5
BUS 283	Human Resources Management	5

Third Quarter (Spring)

Catalog #	Title	Credits
BUS 270	Management Information Systems	5
CAT 140	Introduction to Microsoft Excel	5
	MATH& 107 or above	5

Fourth Quarter (Fall)

Catalog #	Title	Credits
ACCT& 201	Principles of Accounting I	5
BUS 247	Payroll and Business Taxes	5
	Humanities	5

Fifth Quarter (Winter)

Catalog #	Title	Credits
ACCT& 202	Principles of Accounting II	5
ACCT 215	Quickbooks	5
ECON& 201	Microeconomics	5

Sixth Quarter (Spring)

Catalog #	Title	Credits
ACCT& 203	Principles of Accounting III	5
BUS 280	Managerial Finance	5
ECON& 202	Macroeconomics	5
Total Credits		90

Business Administration Business Entrepreneurship Short Term Certificate

Program Code: BAMBEC01

Program Outcomes

- Identify key legal principles that apply in business transactions and demonstrate an understanding of legal risk management
- Identify and apply strategic solutions to emerging issues in global business and the processes of globalization
- Identify and apply management skills and concepts that can be applied in a wide variety of situations
- Demonstrate an understanding of marketing principles to promote a company

Area of Study

Business and Management

Catalog #	Title	Credits
BUS& 201	Business Law	5
BUS 220	International Business	5
	BUS 270 or BUS 282	5
Total Credits		15

Business Administration Business Foundations Certificate

Program Overview

Successful completion of this one-year program leads to a Business Administration Certificate. In addition, six specialized certificates, ranging from 15 credits to 20 credits, are also available.

Program Length: 3 Quarters

Program Code: BAMBFC45

Career Opportunities and Earnings

Graduates with business management skills have found employment opportunities in a variety of business settings. The greatest expansion in the job market over the next decade is expected to occur in the small business sector. The demand for persons trained in this field should remain strong over the next several years.

- Accounting
- Management
- Customer service representative

- Data entry
- General office assistant
- Retailing sales representative

For current employment and wage estimates, please visit and search for the relevant occupational term: [bls.gov/oes](https://www.bls.gov/oes).

Program Outcomes

When this program is completed, the student will be able to:

- Prepare and analyze company financial statements
- Prepare budgets for a company using Microsoft Excel
- Demonstrate an understanding of management principles
- Demonstrate proficiency in Quickbooks
- Apply qualitative and quantitative methods for critical thinking and problem solving
- Demonstrate competency in written and oral communication
- Utilize electronic technology, including accessing information from various sources
- Formulate a personal code of ethical behavior as it relates to a modern business environment
- Demonstrate competency in written and oral communication
- Demonstrate an understanding of marketing principles to promote a company

Special Features

- Interactive training, skill-based assessments, and online digital learning solutions provide timely feedback to enhance learning.
- Short-term certificates of proficiency, which include courses within the program, are offered to provide students benchmarks of achievement leading to degree completion.
- Students can work closely with their advisor for individualized advising to create a personal plan for degree completion.
- Students can continue their academic studies at Peninsula College in the Bachelor of Applied Management degree (BAS). Please contact the BAS advisor for additional prerequisite requirements at BAS@pencol.edu.

Program Goals

- Prepare students for a variety of business related job opportunities.
- Prepare students for a rapidly changing business environment.
- Measure and assess student learning and implement improvements to ensure a high quality program.
- Monitor the needs of the business community and maintain the relevancy of program curriculum through advisory committee meetings and program reviews.

Approximate Additional Costs

- Books, supplies and miscellaneous fees (per quarter): \$200 - \$500
- Calculator (recommended): \$30
- Tuition and fees: \$4,941.90 total based on 2021-22 [WA resident tuition rates](#) (additional fees may apply)
 - First quarter (15 credits): \$1,647.30
 - Second quarter (15 credits): \$1,647.30
 - Third quarter (15 credits): \$1,647.30

Sample Schedule

This Sample Schedule is provided as a guide for a full-time student starting in fall quarter whose goal is to earn a certificate. The typical student schedule is based on entering the program during the fall quarter, however some programs allow students to enter in the winter or spring as well. Since not all do, please confirm with an advisor whether this program must be started during a specific quarter or not.

Area of Study

Business and Management

First Quarter (Fall)

Catalog #	Title	Credits
ACCT& 201	Principles of Accounting I	5
BUS 247	Payroll and Business Taxes	5
BUS 282	Principles of Marketing	5

Second Quarter (Winter)

Catalog #	Title	Credits
ACCT& 202	Principles of Accounting II	5
ACCT 215	Quickbooks	5
	BUS 205 or BUS 283 or MEDIA 275	5

Third Quarter (Spring)

Catalog #	Title	Credits
	AMATH 121 or MATH& 107 or above	5
BUS 250	Operations Management	5
ENGL& 101	English Composition I	5
Total Credits		45

Business Administration Business Technology Short Term Certificate

Program Code: BAMBTC01

Program Outcomes

- Demonstrate proficiency in Quickbooks
- Demonstrate proficiency in Excel
- Identify and summarize federal and state employment laws
- Demonstrate required payroll and business record keeping procedures and prepare federal and state tax reports

Area of Study

Business and Management

Catalog #	Title	Credits
ACCT 215	Quickbooks	5
BUS 247	Payroll and Business Taxes	5
CAT 140	Introduction to Microsoft Excel	5
Total Credits		15

Business Administration Certificate**Program Description**

Successful completion of this one-year program leads to a Business Administration Certificate. In addition, six specialized certificates, ranging from 15 credits to 20 credits, are also available. This one-year program leads toward the 2-year degree in Business Administration.

Program Length: 3 Quarters
Program Code: BAMBAC45

Career Opportunities and Earnings

Previous graduates have found employment in education, government and private industry. Many firms, especially those looking for management and sales trainees, are primarily interested in hiring persons with a general background. The greatest expansion in the job market over the next decade is expected to occur in the small business sector. The demand for persons trained in this field should remain strong over the next several years.

- Accounting
- Banking customer service representative
- Data entry
- General office assistant
- Retailing sales representative
- Sales trainee

For current employment and wage estimates, please visit and search for the relevant occupational term: [bls.gov/oes](https://www.bls.gov/oes).

Program Outcomes

- Prepare and analyze company financial statements
- Prepare budgets for a company using Microsoft Excel
- Identify key legal principles that apply in business transactions and demonstrate an understanding of legal risk management
- Apply qualitative and quantitative methods for critical thinking and problem solving
- Formulate a personal code of ethical behavior as it relates to a modern business environment
- Utilize electronic technology, including accessing information from various sources
- Demonstrate competency in written and oral communication
- Apply basic computational skills to practical applications
- Demonstrate an understanding of management principles

Special Features

- Short-term certificates of proficiency, which include courses within the program, are offered to provide students benchmarks of achievement leading to degree completion.
- Classroom instruction and practical experiences are combined into a course of study that provides students with broad exposure to the principles and philosophies of business and management.
- Students can continue their academic studies at Peninsula College in the Bachelor of Applied Management degree (BAS). Please contact the BAS advisor for additional prerequisite requirements at BAS@pencol.edu.

Program Goals

- Prepare students for a variety of business related job opportunities.
- Prepare students for a rapidly changing business environment.
- Measure and assess student learning and implement improvements to ensure a high quality program.
- Monitor the needs of the business community and maintain the relevancy of program curriculum through advisory committee meetings and program reviews.

Approximate Additional Costs

- Books, supplies and miscellaneous fees (per quarter): \$200 - \$500
- Calculator (recommended): \$30
- Tuition and fees: \$4,941.90 total based on 2021-22 [WA resident tuition rates](#) (additional fees may apply)
 - First quarter (15 credits): \$1,647.30

- Second quarter (15 credits): \$1,647.30
- Third quarter (15 credits): \$1,647.30

Sample Schedule

This Sample Schedule is provided as a guide for a full-time student starting in fall quarter whose goal is to earn a certificate. The typical student schedule is based on entering the program during the fall quarter, however some programs allow students to enter in the winter or spring as well. Since not all do, please confirm with an advisor whether this program must be started during a specific quarter or not.

Area of Study

Business and Management

First Quarter (Fall)

Catalog #	Title	Credits
ACCT& 201	Principles of Accounting I	5
	AMATH 121 or MATH& 107 or above	5
BUS& 101	Introduction to Business	5

Second Quarter (Winter)

Catalog #	Title	Credits
ACCT& 202	Principles of Accounting II	5
BUS& 201	Business Law	5
BUS 205	Principles of Management	5

Third Quarter (Spring)

Catalog #	Title	Credits
BUS 270	Management Information Systems	5
CAT 140	Introduction to Microsoft Excel	5
ENGL& 101	English Composition I	5
Total Credits		45

Business Administration Economics and Finance Short Term Certificate

Program Code: BAMEFC01

Program Outcomes

- Recognize and analyze how economic forces shape the environment of business and decision making
- Describe and apply the concept of finance, financial assets, and financial markets
- Apply qualitative and quantitative methods for critical thinking and problem solving

Area of Study

Business and Management

Catalog #	Title	Credits
BUS 280	Managerial Finance	5
ECON& 201	Microeconomics	5
ECON& 202	Macroeconomics	5
Total Credits		15

Business Administration Entrepreneurship Foundations, Associate in Applied Science (AAS) Degree

Program Description

Complete your Business Administration Entrepreneurship Foundations, Associate in Applied Science (AAS). The Washington State Workforce Training & Education Coordinating Board reports a skill gap in accounting jobs where the accounting jobs exceed worker supply. Jobs in business administration exist in a wide variety of career paths. Students develop a foundation of knowledge in accounting, management, business, entrepreneurship and application software related to business and communication.

Program Length: 6 Quarters

Program Code: BAMBEAPT

Career Opportunities and Earnings

Previous graduates have found employment in education, government, private industry, and self-employment. The accounting-related occupation has been identified as a high demand field in Washington state. Many of the new accounting positions will be created in small, rapidly growing businesses. The demand for persons trained in this field should remain strong over the next several years.

- Accounting
- Accounts payable/receivable
- Banking
- Bookkeeping
- Paraprofessional position in CPA firm
- Payroll
- Tax preparer

For current employment and wage estimates, please visit and search for the relevant occupational term: [bls.gov/oes](https://www.bls.gov/oes).

Program Outcomes

When this program is completed, the student will be able to:

- Prepare and analyze company financial statements
- Prepare budgets for a company using Microsoft Excel
- Apply qualitative and quantitative methods for critical thinking and problem solving
- Formulate a personal code of ethical behavior as it relates to a modern business environment
- Utilize electronic technology, including accessing information from various sources
- Recognize and analyze how economic forces shape the environment of business and decision making
- Demonstrate competency in written and oral communication
- Identify key legal principles that apply in business transactions and demonstrate an understanding of legal risk management
- Identify and apply management skills and concepts that can be applied in a wide variety of situations
- Demonstrate proficiency in Quickbooks
- Demonstrate required payroll and business record keeping procedures and prepare federal and state tax reports
- Apply basic computational skills to practical applications
- Communicate in writing for a variety of purposes and audiences
- Demonstrate competencies to succeed in the selected career pathway workplace
- Demonstrate an understanding of marketing principles to promote a company

Special Features

- Short-term certificates of proficiency, which include courses within the program, are offered to provide students benchmarks of achievement leading to degree completion.

- Classroom instruction and practical experiences are combined into a course of study that provides students with broad exposure to the principles and philosophies of business and management.
- Students can continue their academic studies at Peninsula College in the Bachelor of Applied Management degree (BAS). Please contact the BAS advisor for additional prerequisite requirements at BAS@pencol.edu.

Program Goals

- Prepare students for a variety of business related job opportunities.
- Prepare students for a rapidly changing business environment.
- Measure and assess student learning and implement improvements to ensure a high quality program.
- Monitor the needs of the business community and maintain the relevancy of program curriculum through advisory committee meetings and program reviews.

Approximate Additional Costs

- Books, supplies and miscellaneous fees (per quarter): \$200 - \$500
- Calculator (recommended): \$30

Sample Schedule

This Sample Schedule is provided as a guide for a full-time student starting in fall quarter whose goal is to earn the Associate in Applied Science (AAS). The typical student schedule is based on entering the program during the fall quarter, however some programs allow students to enter in the winter or spring as well. Since not all do, please confirm with an advisor whether this program must be started during a specific quarter or not.

Area of Study

Business and Management

First Quarter (Fall)

Catalog #	Title	Credits
BUS& 101	Introduction to Business	5
BUS 220	International Business	5
BUS 282	Principles of Marketing	5

Second Quarter (Winter)

Catalog #	Title	Credits
BUS& 201	Business Law	5
	BUS 205 or MEDIA 275	5
BUS 283	Human Resources Management	5

Third Quarter (Spring)

Catalog #	Title	Credits
	AMATH 121 or MATH& 107 or above	5
CAT 140	Introduction to Microsoft Excel	5
ENGL& 101	English Composition I	5

Fourth Quarter (Fall)

Catalog #	Title	Credits
ACCT& 201	Principles of Accounting I	5
BUS 247	Payroll and Business Taxes	5
	ECON& 201 or Humanities	5

Fifth Quarter (Winter)

Catalog #	Title	Credits
ACCT& 202	Principles of Accounting II	5
ACCT 215	Quickbooks	5
BUS 210	Business Plan Intensive	5

Sixth Quarter (Spring)

Catalog #	Title	Credits
ACCT& 203	Principles of Accounting III	5
BUS 280	Managerial Finance	5
	BUS 250 or Humanities	5
	Total Credits	90

Business Administration Entrepreneurship Foundations, Associate in Applied Science-Transfer (AAS-T) Degree

Program Description

Complete your Business Administration Entrepreneurship Foundations, Associate in Applied Science-Transfer (AAS-T) Degree. The Washington State Workforce Training & Education Coordinating Board reports a skill gap in accounting jobs where the accounting jobs exceed worker supply. Jobs in business administration exist in a wide variety of career paths. Students develop a foundation of knowledge in accounting, management, business, entrepreneurship and application software related to business and communication.

Program Length: 6 Quarters

Program Code: BAMBEAAS

Career Opportunities and Earnings

Previous graduates have found employment in education, government, private industry, and self-employment. The accounting-related occupation has been identified as a high demand field in Washington state. Many of the new accounting positions will be created in small, rapidly growing businesses. The demand for persons trained in this field should remain strong over the next several years.

- Accounting
- Accounts payable/receivable
- Banking
- Bookkeeping
- Paraprofessional position in CPA firm
- Payroll
- Tax preparer

For current employment and wage estimates, please visit and search for the relevant occupational term: [bls.gov/oes](https://www.bls.gov/oes).

Program Outcomes

When this program is completed, the student will be able to:

- Prepare and analyze company financial statements
- Prepare budgets for a company using Microsoft Excel
- Apply qualitative and quantitative methods for critical thinking and problem solving
- Formulate a personal code of ethical behavior as it relates to a modern business environment
- Utilize electronic technology, including accessing information from various sources

- Recognize and analyze how economic forces shape the environment of business and decision making
- Demonstrate competency in written and oral communication
- Identify key legal principles that apply in business transactions and demonstrate an understanding of legal risk management
- Identify and apply management skills and concepts that can be applied in a wide variety of situations
- Demonstrate proficiency in Quickbooks
- Demonstrate required payroll and business record keeping procedures and prepare federal and state tax reports
- Apply basic computational skills to practical applications
- Communicate in writing for a variety of purposes and audiences
- Demonstrate competencies to succeed in the selected career pathway workplace
- Demonstrate an understanding of marketing principles to promote a company

Special Features

- Short-term certificates of proficiency, which include courses within the program, are offered to provide students benchmarks of achievement leading to degree completion.
- Classroom instruction and practical experiences are combined into a course of study that provides students with broad exposure to the principles and philosophies of business and management.
- Students can continue their academic studies at Peninsula College in the Bachelor of Applied Management degree (BAS). Please contact the BAS advisor for additional prerequisite requirements at BAS@pencol.edu.

Program Goals

- Prepare students for a variety of business related job opportunities.
- Prepare students for a rapidly changing business environment.
- Measure and assess student learning and implement improvements to ensure a high quality program.
- Monitor the needs of the business community and maintain the relevancy of program curriculum through advisory committee meetings and program reviews.

Approximate Additional Costs

- Books, supplies and miscellaneous fees (per quarter): \$200 - \$500
- Calculator (recommended): \$30

Sample Schedule

This Sample Schedule is provided as a guide for a full-time student starting in fall quarter whose goal is to earn the Associate in Applied Science-Transfer (AAS-T). The typical student schedule is based on entering the program during the fall quarter, however some programs allow students to enter in the winter or spring as well. Since not all do, please confirm with an advisor whether this program must be started during a specific quarter or not.

Area of Study

Business and Management

First Quarter (Fall)

Catalog #	Title	Credits
BUS& 101	Introduction to Business	5
BUS 220	International Business	5
BUS 282	Principles of Marketing	5

Second Quarter (Winter)

Catalog #	Title	Credits
BUS& 201	Business Law	5
	BUS 205 or MEDIA 275	5
BUS 283	Human Resources Management	5

Third Quarter (Spring)

Catalog #	Title	Credits
CAT 140	Introduction to Microsoft Excel	5
ENGL& 101	English Composition I	5
	MATH& 107 or above	5

Fourth Quarter (Fall)

Catalog #	Title	Credits
ACCT& 201	Principles of Accounting I	5
BUS 247	Payroll and Business Taxes	5
	ECON& 201 or Humanities	5

Fifth Quarter (Winter)

Catalog #	Title	Credits
ACCT& 202	Principles of Accounting II	5
ACCT 215	Quickbooks	5
BUS 210	Business Plan Intensive	5

Sixth Quarter (Spring)

Catalog #	Title	Credits
ACCT& 203	Principles of Accounting III	5
BUS 280	Managerial Finance	5
	BUS 250 or Humanities	5
	Total Credits	90

Business Administration Management Short Term Certificate

Program Code: BAMBMC01

Program Outcomes

- Identify and apply management skills and concepts that can be applied in a wide variety of situations
- Develop skills and knowledge in planning strategic human resources policies
- Describe how the components of an information system in a digital world are used in managing a competitive business
- Describe and apply the concept of finance, financial assets, and financial markets

Area of Study

Business and Management

Degree Requirements

Catalog #	Title	Credits
BUS 205	Principles of Management	5
	BUS 250 or BUS 280	5
	BUS 270 or BUS 283	5

Business Administration Management, Associate in Applied Science (AAS) Degree

Program Description

Complete your Business Administration Management, Associate in Applied Science (AAS). The Washington State Workforce Training & Education Coordinating Board reports a skill gap in accounting jobs where the accounting jobs exceed worker supply. Jobs in business administration exist in a wide variety of career paths. Students develop a foundation of knowledge in accounting, management, business, entrepreneurship and application software related to business and communication.

Program Length: 6 Quarters

Program Code: BAMAMAPT

Career Opportunities and Earnings

Previous graduates have found employment in retail, wholesale, and service industries. The greatest expansion in the job market over the next ten years is expected to occur in the small business sector including employment prospects for business managers. Opportunities for advancement are enhanced by a student's motivation and desire to succeed. The demand for persons trained in this field should remain strong over the next several years.

- Assistant manager
- Buyer
- Department manager
- Management trainee
- Sales manager
- Store manager
- Supervisor

For current employment and wage estimates, please visit and search for the relevant occupational term: [bls.gov/oes](https://www.bls.gov/oes).

Program Outcomes

When this program is completed, the student will be able to:

- Prepare and analyze company financial statements
- Prepare analytical Excel schedules to support business decisions
- Apply qualitative and quantitative methods for critical thinking and problem solving
- Formulate a personal code of ethical behavior as it relates to a modern business environment
- Utilize electronic technology, including accessing information from various sources
- Recognize and analyze how general and specific forces shape the environment of business and decision making
- Demonstrate competency in written and oral communication
- Apply basic computational skills to practical applications
- Communicate in writing for a variety of purposes and audiences
- Demonstrate competencies to succeed in the selected career pathway workplace

Special Features

- Short-term certificates of proficiency, which include courses within the program, are offered to provide students benchmarks of achievement leading to degree completion.

- Classroom instruction and practical experiences are combined into a course of study that provides students with broad exposure to the principles and philosophies of business and management.
- Students can continue their academic studies at Peninsula College in the Bachelor of Applied Management degree (BAS). Please contact the BAS advisor for additional prerequisite requirements at BAS@pencol.edu.

Program Goals

- Prepare students for a variety of business related job opportunities.
- Prepare students for a rapidly changing business environment.
- Measure and assess student learning and implement improvements to ensure a high quality program.
- Monitor the needs of the business community and maintain the relevancy of program curriculum through advisory committee meetings and program reviews.

Approximate Additional Costs

- Books, supplies and miscellaneous fees (per quarter): \$200 - \$500
- Calculator (recommended): \$30

Sample Schedule

This Sample Schedule is provided as a guide for a full-time student starting in fall quarter whose goal is to earn the Associate in Applied Science (AAS). The typical student schedule is based on entering the program during the fall quarter, however some programs allow students to enter in the winter or spring as well. Since not all do, please confirm with an advisor whether this program must be started during a specific quarter or not.

Area of Study

Business and Management

First Quarter (Fall)

Catalog #	Title	Credits
BUS& 101	Introduction to Business	5
BUS 220	International Business	5
ENGL& 101	English Composition I	5

Second Quarter (Winter)

Catalog #	Title	Credits
	AMATH 121 or MATH& 107 or above	5
BUS& 201	Business Law	5
BUS 205	Principles of Management	5

Third Quarter (Spring)

Catalog #	Title	Credits
BUS 270	Management Information Systems	5
CAT 140	Introduction to Microsoft Excel	5
	Humanities	5

Fourth Quarter (Fall)

Catalog #	Title	Credits
ACCT& 201	Principles of Accounting I	5
BUS 282	Principles of Marketing	5
ECON& 202	Macroeconomics	5

Fifth Quarter (Winter)

Catalog #	Title	Credits
ACCT& 202	Principles of Accounting II	5
BUS 283	Human Resources Management	5
ECON& 201	Microeconomics	5

Sixth Quarter (Spring)

Catalog #	Title	Credits
ACCT& 203	Principles of Accounting III	5
BUS 250	Operations Management	5
BUS 280	Managerial Finance	5
Total Credits		90

Business Administration Management, Associate in Applied Science-Transfer (AAS-T) Degree

Program Description

Complete your Business Administration Management, Associate in Applied Science-Transfer (AAS-T). The Washington State Workforce Training & Education Coordinating Board reports a skill gap in accounting jobs where the accounting jobs exceed worker supply. Jobs in business administration exist in a wide variety of career paths. Students develop a foundation of knowledge in accounting, management, business, entrepreneurship and application software related to business and communication.

Program Length: 6 Quarters

Program Code: BAMAMAAS

Career Opportunities and Earnings

Previous graduates have found employment in retail, wholesale, and service industries. The greatest expansion in the job market over the next ten years is expected to occur in the small business sector including employment prospects for business managers. Opportunities for advancement are enhanced by a student's motivation and desire to succeed. The demand for persons trained in this field should remain strong over the next several years.

- Assistant manager
- Buyer
- Department manager
- Management trainee
- Sales manager
- Store manager
- Supervisor

For current employment and wage estimates, please visit and search for the relevant occupational term: [bls.gov/oes](https://www.bls.gov/oes).

Program Outcomes

When this program is completed, the student will be able to:

- Prepare and analyze company financial statements
- Prepare budgets for a company using Microsoft Excel
- Apply qualitative and quantitative methods for critical thinking and problem solving
- Formulate a personal code of ethical behavior as it relates to a modern business environment

- Utilize electronic technology, including accessing information from various sources
- Recognize and analyze how economic forces shape the environment of business and decision making
- Demonstrate competency in written and oral communication
- Identify key legal principles that apply in business transactions and demonstrate an understanding of legal risk management
- Identify and apply management skills and concepts that can be applied in a wide variety of situations
- Apply basic computational skills to practical applications
- Communicate in writing for a variety of purposes and audiences
- Demonstrate competencies to succeed in the selected career pathway workplace
- Demonstrate an understanding of marketing principles to promote a company

Special Features

- Short-term certificates of proficiency, which include courses within the program, are offered to provide students benchmarks of achievement leading to degree completion.
- Classroom instruction and practical experiences are combined into a course of study that provides students with broad exposure to the principles and philosophies of business and management.
- Students can continue their academic studies at Peninsula College in the Bachelor of Applied Management degree (BAS). Please contact the BAS advisor for additional prerequisite requirements at BAS@pencol.edu.

Program Goals

- Prepare students for a variety of business related job opportunities.
- Prepare students for a rapidly changing business environment.
- Measure and assess student learning and implement improvements to ensure a high quality program.
- Monitor the needs of the business community and maintain the relevancy of program curriculum through advisory committee meetings and program reviews.

Approximate Additional Costs

- Books, supplies and miscellaneous fees (per quarter): \$200 - \$500
- Calculator (recommended): \$30

Sample Schedule

This Sample Schedule is provided as a guide for a full-time student starting in fall quarter whose goal is to earn the Associate in Applied Science-Transfer (AAS-T). The typical student schedule is based on entering the program during the fall quarter, however some programs allow students to enter in the winter or spring as well. Since not all do, please confirm with an advisor whether this program must be started during a specific quarter or not.

Area of Study

Business and Management

First Quarter (Fall)

Catalog #	Title	Credits
BUS& 101	Introduction to Business	5
BUS 220	International Business	5
ENGL& 101	English Composition I	5

Second Quarter (Winter)

Catalog #	Title	Credits
BUS& 201	Business Law	5
BUS 205	Principles of Management	5
	MATH& 107 or above	5

Third Quarter (Spring)

Catalog #	Title	Credits
BUS 270	Management Information Systems	5
CAT 140	Introduction to Microsoft Excel	5
	Humanities	5

Fourth Quarter (Fall)

Catalog #	Title	Credits
ACCT& 201	Principles of Accounting I	5
BUS 282	Principles of Marketing	5
ECON& 202	Macroeconomics	5

Fifth Quarter (Winter)

Catalog #	Title	Credits
ACCT& 202	Principles of Accounting II	5
BUS 283	Human Resources Management	5
ECON& 201	Microeconomics	5

Sixth Quarter (Spring)

Catalog #	Title	Credits
ACCT& 203	Principles of Accounting III	5
BUS 250	Operations Management	5
BUS 280	Managerial Finance	5
	Total Credits	90

Commercial Driver's License (CDL)

The Commercial Driver's License certificate program consists of a 10 credit course which prepares you to take the written and driving portion of the Washington State Commercial Driving Class A test. Preparation includes 40 hours of lecture, hands-on demonstrations, video, and computerized practice tests as well as 120 hours of driver training.

Degree & Certificate Options

- Commercial Driver's License

Student Learning Outcomes

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

- Safely operate a commercial vehicle
- Inspect a commercial vehicle
- Take the Washington State Commercial Driving Class A test

Computer Applications Technology Certificate

Program Description

Complete your Computer Applications Technology Certificate. Computers are an integral part of our business, educational, and personal lives. They give us access to vast amounts of information; therefore, the ability to

access, manage, utilize, analyze, and disseminate information effectively is essential. The key to success in virtually every profession or career depends on the skillful use of information. This one-year program prepares students to integrate the use of computers into a variety of business and industry situations by providing training in computer concepts and applications.

Program Length: 3 Quarters

Program Code: MIACTC45

Career Opportunities and Earnings

Positions for persons using computer applications are expected in most occupations. Sales positions generally require software knowledge as well as good interpersonal and communication skills. The rapid rate of growth and change in the field requires a commitment to stay current with new technologies. Graduates can be employed by public and private organizations; educational and research facilities; industrial and commercial businesses; and the makers, vendors, and distributors of hardware and software.

Position titles are infinite. Since most businesses now use computers for a variety of tasks, virtually all position categories are represented in potential positions from clerical to technical and managerial.

For current employment and wage estimates, please visit and search for the relevant occupational term: [bls.gov/oes](https://www.bls.gov/oes).

Program Outcomes

When this program is completed, the student will be able to:

- Communicate effectively through written, verbal, and visual methods
- Work collaboratively and independently to achieve a defined goal
- Demonstrate use of Word, Excel, and PowerPoint
- Distinguish between hardware and software; determine the type of software necessary to complete an objective; understand the functions of an operating system
- Access information from a hard or removable drive; locate information in subdirectories
- Access a variety of Windows tabs and icons
- Use spreadsheet software to solve mathematical/quantitative problems
- Format and edit documents using Microsoft software
- Solve problems using the appropriate software; apply systematic approaches and logic to solving problems; troubleshoot problems; collect and apply data to solve problems
- Communicate findings in the form of printed and electronic documents, create and interpret graphs and charts using appropriate software, and synthesize and apply information to meet an identified need
- Ask questions and give answers using discipline-specific vocabulary
- Translate math symbols into words and words into math symbols
- Utilize electronic technology including accessing information from various sources
- Apply basic computational skills to practical applications
- Work cooperatively and collaboratively with others
- Communicate in writing for a variety of purposes and audiences
- Demonstrate competencies to succeed in the selected career pathway workplace

Special Features

- Many of the courses in the Computer Applications Technology (CAT) program are taught online which lets the home and/or time-bound student improve his/her computer skills.
- The skills taught in this program are the most frequently requested competencies sought by employers throughout all industries.
- By working closely with the program advisor, the CAT student can arrange a concentration of classes to meet career goals. Students wishing to complete selected coursework or individualized certificate programs may contact the program advisor for further information.
- The majority of courses in the CAT program are offered in an online format with computer access in Port Angeles, Port Townsend and Forks.

Approximate Additional Costs

- Books, supplies and miscellaneous fees (per quarter): \$250 - \$400
- Personal computer and software: \$1000 - \$2000 (optional, recommended)
- USB flash drive: \$40 (optional, recommended)
- Tuition and fees: \$4,802.98 - \$4,941.90 total based on 2021-22 **WA resident tuition rates** (additional fees may apply)
 - First quarter (15 credits): \$1,647.30
 - Second quarter (15 credits): \$1,647.30
 - Third quarter (13-15 credits): \$1,508.38-\$1,647.30

Sample Schedule

This Sample Schedule is provided as a guide for a full-time student starting in fall quarter whose goal is to earn a certificate. The typical student schedule is based on entering the program during the fall quarter, however some programs allow students to enter in the winter or spring as well. Since not all do, please confirm with an advisor whether this program must be started during a specific quarter or not.

Area of Study

Information Technology

First Quarter (Fall)

Catalog #	Title	Credits
CAT 111	Introduction to Microsoft Windows	5
CAT 140	Introduction to Microsoft Excel	5
MEDIA 111	Introduction to Multimedia Web	5

Second Quarter (Winter)

Catalog #	Title	Credits
CAT 130	Introduction to Microsoft Word	5
ENGL& 101	English Composition I	5
IT 162	Upgrading and Maintaining Your PC	5

Third Quarter (Spring)

Catalog #	Title	Credits
ACCT 215	Quickbooks	5
	HUMDV 120 or PSYC& 100	3-5
	AMATH 121 or MATH& 107 or above	5
	Total Credits	43-45

Computer Applications Technology Excel Proficiency Short Term Certificate

Program Code: MIAEPC01

Area of Study

Information Technology

Catalog #	Title	Credits
ACCT 215	Quickbooks	5
CAT 140	Introduction to Microsoft Excel	5
CAT 242	Intermediate Microsoft Excel	5
	Total Credits	15

Computer Applications Technology Fundamentals Short Term Certificate

Program Code: MIACAC01

Area of Study

Information Technology

Catalog #	Title	Credits
CAT 111	Introduction to Microsoft Windows	5
CAT 114	Introduction to Microsoft Powerpoint	2
CAT 130	Introduction to Microsoft Word	5
CAT 140	Introduction to Microsoft Excel	5
Total Credits		17

Computer Applications Technology Help Desk Support Specialist Short Term Certificate

Program Code: MIAHSC01

Area of Study

Information Technology

Catalog #	Title	Credits
CAT 111	Introduction to Microsoft Windows	5
CAT 212	Help Desk and Support Specialist	5
IT 162	Upgrading and Maintaining Your PC	5
Total Credits		15

Computer Applications Technology I Short Term Certificate

Program Code: MIAC1C01

Area of Study

Information Technology

Catalog #	Title	Credits
CAT 111	Introduction to Microsoft Windows	5
CAT 130	Introduction to Microsoft Word	5
MEDIA 111	Introduction to Multimedia Web	5
Total Credits		15

Computer Applications Technology, Associate in Applied Science (AAS) Degree

Program Description

Complete your Computer Applications Technology, Associate in Applied Science (AAS). This program provides an avenue for developing a person's skills in the use of the Microsoft Office suite of business software applications—Word, Excel, and PowerPoint.

Program Length: 6 Quarters

Program Code: INPCTAPT

Career Opportunities and Earnings

The need for computer software knowledge for personal use and employment is a must in today's environment. Graduates may be employed by public and private organizations; educational and research facilities; and industrial and commercial businesses.

Position titles are infinite. Since most businesses now use computers for a variety of tasks, virtually all position categories are represented in potential positions from clerical to technical and managerial.

For current employment and wage estimates, please visit and search for the relevant occupational term: [bls.gov/oes/](https://www.bls.gov/oes/).

Program Outcomes

When this program is completed, the student will be able to:

- Communicate effectively through written, verbal, and visual methods
- Work collaboratively and independently to achieve a defined goal
- Demonstrate use of Word, Excel, and PowerPoint
- Distinguish between hardware and software; determine the type of software necessary to complete an objective; understand the functions of an operating system
- Access information from a hard or removable drive; locate information in subdirectories
- Access a variety of Windows tabs and icons
- Use spreadsheet software to solve mathematical/quantitative problems
- Format and edit documents using Microsoft software
- Solve problems using the appropriate software; apply systematic approaches and logic to solving problems; troubleshoot problems; collect and apply data to solve problems
- Communicate findings in the form of printed and electronic documents, create and interpret graphs and charts using appropriate software, and synthesize and apply information to meet an identified need
- Ask questions and give answers using discipline-specific vocabulary
- Translate math symbols into words and words into math symbols
- Utilize electronic technology including accessing information from various sources
- Apply basic computational skills to practical applications
- Work cooperatively and collaboratively with others
- Communicate in writing for a variety of purposes and audiences
- Demonstrate competencies to succeed in the selected career pathway workplace

Special Features

- The office application classes provide a foundation for personal as well as employment use.
- The application classes (Word, Excel, PowerPoint) taught in this program are the most frequently requested by employers throughout all industries.
- The transfer classes include English, math, social science, natural science, and humanities.
- Some classes have the option being taken either within a classroom setting or as online classes; and many of the classroom classes include web enhancement. In addition, the online classes offer the time-bound student the ability to complete his/her educational goals while staying at home and/or working.
- A computer lab is available for all students.
- This program helps prepare the student for a life-long learning process that accommodates rapidly changing technologies.
- Several of the first-year program-specific courses are offered at the Port Townsend and Forks branch sites.

Approximate Additional Costs

- Books, supplies and miscellaneous fees (per quarter): \$250 - \$400
- Personal computer and software: \$400 - \$1000 (optional, recommended)

Sample Schedule

This Sample Schedule is provided as a guide for a full-time student starting in fall quarter whose goal is to earn the Associate in Applied Science (AAS). The typical student schedule is based on entering the program during the fall quarter, however some programs allow students to enter in the winter or spring as well. Since not all do, please confirm with an advisor whether this program must be started during a specific quarter or not.

Area of Study

Information Technology

First Quarter (Fall)

Catalog #	Title	Credits
CAT 100	Introduction to Microcomputer Applications	4
CAT 111	Introduction to Microsoft Windows	5
ENGL& 101	English Composition I	5
HUMDV 101	Success in the Online Classroom	1

Second Quarter (Winter)

Catalog #	Title	Credits
AMATH 121	Applied Math for Professional & Tech Programs I	5
CAT 130	Introduction to Microsoft Word	5
	Elective	5

Third Quarter (Spring)

Catalog #	Title	Credits
CAT 114	Introduction to Microsoft Powerpoint	2
CAT 140	Introduction to Microsoft Excel	5
ENGL& 102	Composition II	5
HUMDV 120	Human Relations	3

Fourth Quarter (Fall)

Catalog #	Title	Credits
CAT 212	Help Desk and Support Specialist	5
IT 111	Fundamentals of Information Technology	5
MEDIA 111	Introduction to Multimedia Web	5

Fifth Quarter (Winter)

Catalog #	Title	Credits
	Elective	5
IT 107	Introduction to Networking	5
IT 162	Upgrading and Maintaining Your PC	5

Sixth Quarter (Spring)

Catalog #	Title	Credits
ACCT 215	Quickbooks	5
CAT 242	Intermediate Microsoft Excel	5
IT 156	Introduction to Operating Systems	5
	Total Credits	90

Computer Applications Technology, Associate in Applied Science-Transfer (AAS-T) Degree

Program Description

Complete your Computer Applications Technology, Associate in Applied Science-Transfer (AAS-T). This program provides an avenue for developing a person's skills in the use of the Microsoft Office suite of business software applications—Word, Excel, and PowerPoint, in addition, also includes 45 credits of transfer classes so that a student can transfer into a baccalaureate institution. Upon completion of this two-year program, an AAS-T degree is awarded.

Program Length: 6 Quarters

Program Code: INPCTAAS

Career Opportunities and Earnings

The need for computer software knowledge for personal use and employment is a must in today's environment. Graduates may be employed by public and private organizations; educational and research facilities; and industrial and commercial businesses.

Position titles are infinite. Since most businesses now use computers for a variety of tasks, virtually all position categories are represented in potential positions from clerical to technical and managerial.

For current employment and wage estimates, please visit and search for the relevant occupational term: [bls.gov/oes/](https://www.bls.gov/oes/).

Program Outcomes

When this program is completed, the student will be able to:

- Communicate effectively through written, verbal, and visual methods
- Work collaboratively and independently to achieve a defined goal
- Demonstrate use of Word, Excel, and PowerPoint
- Distinguish between hardware and software; determine the type of software necessary to complete an objective; understand the functions of an operating system
- Access information from a hard or removable drive; locate information in subdirectories
- Access a variety of Windows tabs and icons
- Use spreadsheet software to solve mathematical/quantitative problems
- Format and edit documents using Microsoft software
- Solve problems using the appropriate software; apply systematic approaches and logic to solving problems; troubleshoot problems; collect and apply data to solve problems
- Communicate findings in the form of printed and electronic documents, create and interpret graphs and charts using appropriate software, and synthesize and apply information to meet an identified need
- Ask questions and give answers using discipline-specific vocabulary
- Translate math symbols into words and words into math symbols
- Utilize electronic technology including accessing information from various sources
- Apply basic computational skills to practical applications
- Work cooperatively and collaboratively with others
- Communicate in writing for a variety of purposes and audiences
- Demonstrate competencies to succeed in the selected career pathway workplace

Special Features

- The office application classes provide a foundation for personal as well as employment use.
- The application classes (Word, Excel, PowerPoint) taught in this program are the most frequently requested by employers throughout all industries.
- The transfer classes include English, math, social science, natural science, and humanities.

- Some classes have the option being taken either within a classroom setting or as online classes; and many of the classroom classes include web enhancement. In addition, the online classes offer the time-bound student the ability to complete his/her educational goals while staying at home and/or working.
- A computer lab is available for all students.
- This program helps prepare the student for a life-long learning process that accommodates rapidly changing technologies.
- Several of the first-year program-specific courses are offered at the Port Townsend and Forks branch sites.

Approximate Additional Costs

- Books, supplies and miscellaneous fees (per quarter): \$250 - \$400
- Personal computer and software: \$400 - \$1000 (optional, recommended)

Sample Schedule

This Sample Schedule is provided as a guide for a full-time student starting in fall quarter whose goal is to earn the Associate in Applied Science-Transfer (AAS-T). The typical student schedule is based on entering the program during the fall quarter, however some programs allow students to enter in the winter or spring as well. Since not all do, please confirm with an advisor whether this program must be started during a specific quarter or not.

Area of Study

Information Technology

First Quarter (Fall)

Catalog #	Title	Credits
CAT 100	Introduction to Microcomputer Applications	4
CAT 111	Introduction to Microsoft Windows	5
ENGL& 101	English Composition I	5

Second Quarter (Winter)

Catalog #	Title	Credits
CAT 130	Introduction to Microsoft Word	5
IT 162	Upgrading and Maintaining Your PC	5
	MATH& 107 or above	5

Third Quarter (Spring)

Catalog #	Title	Credits
CAT 114	Introduction to Microsoft Powerpoint	2
CAT 140	Introduction to Microsoft Excel	5
ENGL& 102	Composition II	5
PSYC& 100	General Psychology	5

Fourth Quarter (Fall)

Catalog #	Title	Credits
MEDIA 110	Introduction to Multimedia Graphic	5
MEDIA 111	Introduction to Multimedia Web	5
	Natural Sciences	5

Fifth Quarter (Winter)

Catalog #	Title	Credits
CAT 242	Intermediate Microsoft Excel	5
	Humanities	5
	Social Sciences	5

Sixth Quarter (Spring)

Catalog #	Title	Credits
ACCT 215	Quickbooks	5
CAT 212	Help Desk and Support Specialist	5
	Elective	5
Total Credits		91

Construction Technology Cabinetry and Finish Carpentry Short Term Certificate

Program Code: CARBFC01

Program Outcomes

- Use hand tools and power machinery safely
- Perform the tasks associated with building custom cabinets, including construction cabinet boxes and cabinet doors
- Perform the tasks required to properly install windows, doors, molding, and trim

Area of Study

Skilled Trades

Catalog #	Title	Credits
GRBD 101	Introduction to Woodworking	3
GRBD 102	Woodworking II	5
GRBD 103	Finish Carpentry	5
Total Credits		13

Construction Technology Carpentry Certificate

Program Description

Peninsula College's Construction Technology program is an important component to the college's commitment to workforce training in sustainable industries. The certificate in Construction Technology offers a comprehensive program designed to prepare students for employment in sustainable green construction trades, alternative building materials and methods and construction management. Foundation classes cover basic woodworking, foundations framing, roof systems and alternative energy. Core courses teach students green building concepts and design, engineered building materials, blueprint reading and alternative building methods. Capstone classes include jobsite management, construction leadership and estimation. Instruction consists of classroom presentations, hands-on training in lab settings and online learning modules.

Program Length: 3 Quarters

Program Code: CARCPC45

Career Opportunities and Earnings

Graduates of the Construction Technology program may find entry-level positions in residential and small commercial carpentry businesses and other related companies. Some graduates may elect to start their own green-based building business. The demand for carpenters with these skills is expected to increase over the next decade.

- Cabinetmaker
- Carpenter
- Construction management
- Form builder
- Framer

For current employment and wage estimates, please visit and search for the relevant occupational term: [bls.gov/oes](https://www.bls.gov/oes).

Program Outcomes

When this program is completed, the student will be able to:

- Use hand tools and power machinery safely
- Perform all aspects of basic carpentry
- Perform an energy analysis on an existing structure
- Work in teams to plan and build carpentry projects

Approximate Additional Costs

- Books, supplies and miscellaneous fees (per quarter): \$150
- Tools and equipment: Most tools are provided. Students may choose to purchase their own tools and equipment at their own expense. Costs vary, but may be \$300 or more.
- Tuition and fees: \$5,544.24 total based on 2021-22 [WA resident tuition rates](#) (additional fees may apply)
 - First quarter (18 credits): \$1,855.68
 - Second quarter (19 credits): \$1,971.80
 - Third quarter (16 credits): \$1,716.76

Sample Schedule

This Sample Schedule is provided as a guide for a full-time student starting in fall quarter whose goal is to earn a certificate. The typical student schedule is based on entering the program during the fall quarter, however some programs allow students to enter in the winter or spring as well. Since not all do, please confirm with an advisor whether this program must be started during a specific quarter or not.

Area of Study

Skilled Trades

First Quarter (Fall)

Catalog #	Title	Credits
AMATH 121	Applied Math for Professional & Tech Programs I	5
CAT 140	Introduction to Microsoft Excel	5
GRBD 101	Introduction to Woodworking	3
GRBD 206	Construction Technology, Concepts and Design	5

Second Quarter (Winter)

Catalog #	Title	Credits
ENGL& 101	English Composition I	5
FA 100	Industrial First Aid	1
GRBD 102	Woodworking II	5
GRBD 105	Blueprint Reading	3
GRBD 107	Siding, Decks and Stairs	5

Third Quarter (Spring)

Catalog #	Title	Credits
GRBD 103	Finish Carpentry	5
GRBD 108	Roof Systems and Roofing	5
GRBD 160	Small Farm and Backyard Carpentry	3
HUMDV 120	Human Relations	3
Total Credits		53

Construction Technology Leadership Short Term Certificate

Program Code: CARCLC01

Program Outcomes

- Perform an accurate takeoff from a set of blueprints and make an accurate estimation of material cost
- Perform the tasks required to obtain Contractors License in the State of Washington
- Determine the proper order of subcontract work, material deliveries, and mater placement on the jobsite

Area of Study

Skilled Trades

Catalog #	Title	Credits
GRBD 105	Blueprint Reading	3
GRBD 210	Job Site Management	3
GRBD 215	Carpentry Estimation	3
GRBD 225	Construction Management	3
Total Credits		12

Construction Technology, Associate in Applied Science (AAS) Degree

Program Description

Peninsula College's Construction Technology program is an important component to the college's commitment to workforce training in sustainable industries. The Associate in Applied Science (AAS) degree in Construction Technology offers a comprehensive program designed to prepare students for employment in sustainable green construction trades, alternative building materials and methods and construction management. Foundation classes cover basic woodworking, foundations framing, roof systems and alternative energy. Core courses teach students green building concepts and design, engineered building materials, blueprint reading and alternative building methods. Capstone classes include jobsite management, construction leadership and estimation. Instruction consists of classroom presentations, hands-on training in lab settings and online learning modules.

Program Length: 6 Quarters

Program Code: CARCTAPT

Career Opportunities and Earnings

Graduates of the Construction Technology program may find entry-level positions in residential and small commercial carpentry businesses and other related companies. Some graduates may elect to start their own green-based building business. The demand for carpenters with these skills is expected to increase over the next decade.

- Cabinetmaker
- Carpenter
- Construction management
- Form builder
- Frammer

For current employment and wage estimates, please visit and search for the relevant occupational term: bls.gov/oes.

Program Outcomes

When this program is completed, the student will be able to:

- Use hand tools and power machinery safely
- Perform all aspects of basic carpentry
- Perform energy efficient tasks on a new residential structure
- Perform an energy analysis on an existing structure
- Research, plan, design and implement an energy efficient retrofit plan
- Develop and design a building retrofit that meets Leadership in Energy Environmental Design (LEED) and International Living Building Institute (ILBI) standards

Approximate Additional Costs

- Books, supplies and miscellaneous fees (per quarter): \$150
- Tools and equipment: Most tools are provided. Students may choose to purchase their own tools and equipment at their own expense. Costs vary, but may be \$300 or more.

Sample Schedule

This Sample Schedule is provided as a guide for a full-time student starting in fall quarter whose goal is to earn the Associate in Applied Science (AAS). The typical student schedule is based on entering the program during the fall quarter, however some programs allow students to enter in the winter or spring as well. Since not all do, please confirm with an advisor whether this program must be started during a specific quarter or not.

Area of Study

Skilled Trades

First Quarter (Fall)

Catalog #	Title	Credits
FA 100	Industrial First Aid	1
GRBD 101	Introduction to Woodworking	3
GRBD 105	Blueprint Reading	3
GRBD 106	Foundations and Framing	5
HUMDV 120	Human Relations	3

Second Quarter (Winter)

Catalog #	Title	Credits
CAT 140	Introduction to Microsoft Excel	5
GRBD 102	Woodworking II	5
GRBD 108	Roof Systems and Roofing	5

Third Quarter (Spring)

Catalog #	Title	Credits
AMATH 121	Applied Math for Professional & Tech Programs I	5
GRBD 103	Finish Carpentry	5
GRBD 107	Siding, Decks and Stairs	5

Fourth Quarter (Fall)

Catalog #	Title	Credits
	Elective, Internship, or Special Project	3
ENGL& 101	English Composition I	5
GRBD 206	Construction Technology, Concepts and Design	5
GRBD 210	Job Site Management	3

Fifth Quarter (Winter)

Catalog #	Title	Credits
BUS 210	Business Plan Intensive	5
	Elective, Internship, or Special Project	3
GRBD 215	Carpentry Estimation	3
GRBD 220	Alternative Building Methods	5

Sixth Quarter (Spring)

Catalog #	Title	Credits
	Elective, Internship, or Special Project	5
GRBD 212	Engineered Building Materials & Methods	5
GRBD 225	Construction Management	3
	Total Credits	90

Creative Writing Emphasis, Associate in Arts Direct Transfer Agreement (AA-DTA)

Overview

Complete your Associate in Arts Degree, Direct Transfer Agreement (AA-DTA) while exploring your love of creative writing.

Sample Career Options

- Creative Writer
- Editor
- Grant Writer
- K-12 Teacher or College Professor
- Technical Writer

Transfer and Degree Requirements

Students working toward their transfer degree typically take a variety of courses designed to fulfill the general requirements of most four-year colleges and universities. Students intending to transfer to a four-year college for further study are encouraged to work closely with their advisor and transfer institution to explore the requirements of the college they wish to attend after Peninsula. Most institutions have separate admission criteria, which may be based on grades, prerequisite coursework, test scores, and other considerations. Our Sample Schedule is designed to provide you with faculty recommended courses to complete your Associate in Arts Direct Transfer Agreement (AA-DTA) degree with an emphasis in creative writing, but is not a major ready pathway.

Transfer Institution Information

Sample Schedule

This Sample Schedule is provided as a guide for a full-time student starting in fall quarter whose goal is to earn the Associate in Arts Direct Transfer Agreement (AA-DTA). The courses are designed with the appropriate number of credits to meet degree requirements and are organized in a recommended sequence. Please consult an advisor to schedule courses and develop a personalized educational plan.

Your personal Educational Plan will vary based on many factors including:

- The quarter you begin
- How many classes/credits you plan to take in each quarter
- Your Math and English placement
- If you have credits you have already taken and plan to transfer them
- The college you are interested in transferring to
- If you start in our [Transitional Studies](#) program

Area of Study

Arts and Communication

Communication Competencies

- Demonstrate an ability to analyze how multicultural audiences shape written, visual, oral, aural, and performative communication and its meaning.
- Generate effective written and oral communication for a variety of purposes and diverse audiences.
- Generate effective visual or performative communication.

Quantitative Reasoning

- Apply basic computational skills to practical applications.
- Apply systematic approaches and logic to solving quantitative problems.

Information Competencies

- Identify research goals and retrieve information.
- Synthesize, apply, and properly cite information to meet an identified purpose.
- Evaluate the credibility of information and information sources, and distinguish between fact and opinion.

Critical Thinking

- Interpret and analyze meaning from written, visual, oral, aural, and performative works.
- Analyze and understand diverse individual and community perspectives and values.
- Understand and analyze social justice issues and movements.
- Generate creative works that demonstrate a process of critical reflection, analysis, experimentation, and original thought.

Personal and Interpersonal Competencies

- Consider ideas that conflict with individual value systems.

- Function under conditions of ambiguity and uncertainty.
- Work cooperatively and collaboratively with others.

First Quarter

Meet with your advisor to talk about your long-term schedule, taking into account your transfer plans.

Catalog #	Title	Credits
COLL 101	College Success	5
ENGL& 101	English Composition I	5
	ENGL& 111 or IS 101	5

Second Quarter

It's not too soon to explore transfer options. Make a [transfer appointment](#).

Catalog #	Title	Credits
ENGL& 102	Composition II	5
ENGL& 236	Creative Writing I	5
MATH& 107	Math in Society	5

Third Quarter

Check your educational plan to make sure you're on track to graduate.

Catalog #	Title	Credits
	ENGL& 112 or FILM 120	5
	Natural Sciences	5
	Social Sciences	5

Fourth Quarter

Meet with your educational and career planner to explore universities.

Catalog #	Title	Credits
	ENGL& 111 or IS 101	5
ENGL& 237	Creative Writing II	5
	Natural Sciences	5

Fifth Quarter

Apply to graduate. You're just two quarters away...keep it up!

Catalog #	Title	Credits
	Creative Writing Elective	5
	Natural Sciences	5
	Social Sciences	5

Sixth Quarter

You're almost done! Good luck on your final quarter!

Catalog #	Title	Credits
	Creative Writing Elective	5
	ENGL& 112 or FILM 120	5
	Social Sciences	5
	Total Credits	90

Criminal Justice Certificate

Program Description

This one year program is designed to provide the student with a broad exposure to criminal justice theory and process as well as contemporary issues and problems. It consists of selected Criminal Justice courses and general education requirements. All of these courses are also required for the Associate in Applied Science (AAS) degree in Criminal Justice so that students who wish to continue their education may pursue the two year degree program. Successful completion of this program leads to a certificate in Criminal Justice.

Program Length: 3 Quarters

Program Code: CJLCJC45

Career Opportunities and Earnings

The employment outlook is very good with job growth expected to continue over the next decade. Graduates typically can be employed by local and federal law enforcement, juvenile and adult correction facilities, and private and corporate security/investigation firms. Successful employment in some positions is dependent upon passing competitive entrance examinations and meeting various medical requirements. Good performance and additional training can enhance opportunities for advancement. The demand for persons trained in criminal justice is expected to remain strong over the next several years

Prospective criminal justice students should be aware of the fact that criminal justice and security employment candidates are subject to extensive background checks that may include drug screening, polygraph testing, physical and psychological examinations, and oral and/or written proficiency examinations. Successful completion of the program does not necessarily guarantee that students will obtain employment in the field of criminal justice. The goal of the program is to provide students with an educational opportunity that prepares them for the rigors of employment competition within the scope of criminal justice career planning. The criminal justice program manager will work diligently to assist qualified students in finding meaningful employment.

- Correctional officers
- Law enforcement officers
- Private security officers

For current employment and wage estimates, please visit and search for the relevant occupational term: [bls.gov/oes](https://www.bls.gov/oes).

Program Outcomes

When this program is completed, the student will be able to:

- Correctly identify the major steps of the criminal justice process
- Develop an understanding of the function of each step of the criminal justice system and the key decisions that are made at each step
- Define each step and critically analyze how a case proceeds through the criminal justice system
- Articulate the functions of policing in the united states in terms of its historical roots, structure, and contemporary issue
- Develop an understanding of the court system in the united states in terms of constitutional issues and historical precedents
- Identify and understand correctional practices in the united states in relation to philosophies of punishment, sentencing practices, victim's rights and institutional limitations
- Demonstrate knowledge of the purpose, function, and historical evolution of the American criminal justice system in terms of the three major branches of criminal justice: police, courts, and corrections
- Articulate the differences between the major criminological theories of the causes of crime and how those theories relate to policies toward crime and criminal behavior
- Apply individual criminological theories to specific types of offending and criminal behaviors
- Demonstrate an understanding of the steps in the research process as it relates to the scientific method
- Apply basic computational skills to practical applications

- Communicate in writing for a variety of purposes and audiences
- Demonstrate competencies to succeed in the selected career pathway workplace

Special Features

- Students in the Criminal Justice program receive intense individual attention to student needs and academic development.
- This program contains courses which are articulated through the Tech Prep (TP) program with one or more area high schools. These courses are indicated with TP on the course requirements.

Program Prerequisites

College-level skills in English and math (eligibility for courses numbered 100 or higher) are required before registering for the English, math, or applied math courses required in this program. Students may need to complete prerequisite coursework. The placement test will help determine placement level if not known. Previous coursework may also indicate placement level.

Approximate Additional Costs

- Books, supplies and miscellaneous fees (per quarter): \$230
- Tuition and fees: \$5,011.36 total based on 2021-22 [WA resident tuition rates](#) (additional fees may apply)
 - First quarter (16 credits): \$1,716.76
 - Second quarter (15 credits): \$1,647.30
 - Third quarter (15 credits): \$1,647.30

Sample Schedule

This Sample Schedule is provided as a guide for a full-time student starting in fall quarter whose goal is to earn a certificate. The typical student schedule is based on entering the program during the fall quarter, however some programs allow students to enter in the winter or spring as well. Since not all do, please confirm with an advisor whether this program must be started during a specific quarter or not.

Area of Study

Social Sciences and Education

First Quarter (Fall)

Catalog #	Title	Credits
CJ& 101	Introduction to Criminal Justice	5
CJ& 110	Criminal Law	5
ENGL& 101	English Composition I	5
HUMDV 101	Success in the Online Classroom	1

Second Quarter (Winter)

Catalog #	Title	Credits
AMATH 121	Applied Math for Professional & Tech Programs I	5
CJ 115	Constitutional Issues in Criminal Justice	5
CJ 121	Criminal Evidence	5

Third Quarter (Spring)

Catalog #	Title	Credits
CJ& 105	Introduction to Corrections	5
CJ& 106	Juvenile Justice	5
CJ 211	Criminal Investigation	5
Total Credits		46

Criminal Justice, Associate in Applied Science (AAS) Degree

Program Description

The Criminal Justice program is comprised of professional and general education courses and is designed to provide the student with a broad exposure to criminal justice theory and process as well as contemporary issues and problems. The curriculum provides a balanced approach to both law enforcement and corrections, with supporting courses that enhance both perspectives. The program has been developed in conjunction with active professionals in the field of criminal justice who serve as members of an advisory committee.

Program Length: 6 Quarters

Program Code: CJLCJAPT

Career Opportunities and Earnings

The demand for trained personnel has grown significantly over the past several years and is expected to continue as police agencies expand to meet the demands for crime control. Graduates typically find employment in the criminal justice system at the federal, state, and local levels of government. Security-related employment in the private sector also provides a wide variety of career possibilities. The demand for persons trained in criminal justice is expected to remain strong over the next several years.

Prospective criminal justice students should be aware of the fact that criminal justice and security employment candidates are subject to extensive background checks that may include drug screening, polygraph testing, physical and psychological examinations, and oral and/or written proficiency examinations. Successful completion of the program does not necessarily guarantee that students will obtain employment in the field of criminal justice. The goal of the program is to provide students with an educational opportunity that prepares them for the rigors of employment competition within the scope of criminal justice career planning. The criminal justice program manager will work diligently to assist qualified students in finding meaningful employment.

- Adult and juvenile probation officers
- Correctional officers
- Law enforcement officers
- Parole officers
- Private security officers

For current employment and wage estimates, please visit and search for the relevant occupational term: [bls.gov/oes](https://www.bls.gov/oes).

Program Outcomes

When this program is completed, the student will be able to:

- Correctly identify the major steps of the criminal justice process
- Develop an understanding of the function of each step of the criminal justice system and the key decisions that are made at each step
- Define each step and critically analyze how a case proceeds through the criminal justice system
- Articulate the functions of policing in the united states in terms of its historical roots, structure, and contemporary issue
- Develop an understanding of the court system in the united states in terms of constitutional issues and historical precedents
- Identify and understand correctional practices in the united states in relation to philosophies of punishment, sentencing practices, victim's rights and institutional limitations
- Demonstrate knowledge of the purpose, function, and historical evolution of the American criminal justice system in terms of the three major branches of criminal justice: police, courts, and corrections
- Articulate the differences between the major criminological theories of the causes of crime and how those theories relate to policies toward crime and criminal behavior
- Apply individual criminological theories to specific types of offending and criminal behaviors
- Demonstrate an understanding of the steps in the research process as it relates to the scientific method

- Apply basic computational skills to practical applications
- Communicate in writing for a variety of purposes and audiences
- Demonstrate competencies to succeed in the selected career pathway workplace

Program Prerequisites

College-level skills in English and math (eligibility for courses numbered 100 or higher) are required before registering for the English, math, or applied math courses required in this program. Students may need to complete prerequisite coursework. The placement test will help determine placement level if not known. Previous coursework may also indicate placement level.

Approximate Additional Costs

Books, supplies and miscellaneous fees (per quarter): \$230

Sample Schedule

This Sample Schedule is provided as a guide for a full-time student starting in fall quarter whose goal is to earn an Associate in Applied Science (AAS). The typical student schedule is based on entering the program during the fall quarter, however some programs allow students to enter in the winter or spring as well. Since not all do, please confirm with an advisor whether this program must be started during a specific quarter or not.

Area of Study

Social Sciences and Education

First Quarter (Fall)

Catalog #	Title	Credits
CJ& 101	Introduction to Criminal Justice	5
CJ& 110	Criminal Law	5
ENGL& 101	English Composition I	5
HUMDV 101	Success in the Online Classroom	1

Second Quarter (Winter)

Catalog #	Title	Credits
	AMATH 121 or MATH& 107 or above	5
CJ 115	Constitutional Issues in Criminal Justice	5
CJ 121	Criminal Evidence	5
CJ 136	Law Enforcement Report Writing	5

Third Quarter (Spring)

Catalog #	Title	Credits
CJ 211	Criminal Investigation	5
CJ& 105	Introduction to Corrections	5
CJ& 106	Juvenile Justice	5

Fourth Quarter (Fall)

Catalog #	Title	Credits
CJ 236	Introduction to Patrol Procedures	5
SOC& 101	Introduction to Sociology	5

Fifth Quarter (Winter)

Catalog #	Title	Credits
CJ 250	Supervision for Law Enforcement	5
ECON 101	Introduction to Economics	5
SOC 115	Understanding Diversity	5

Sixth Quarter (Spring)

Catalog #	Title	Credits
CJ 241	Ethics in Criminal Justice	5
CMST& 102	Intro to Mass Media	5
PSYC& 100	General Psychology	5
Total Credits		91

Criminal Justice, Associate in Applied Science-Transfer (AAS-T) Degree

Program Description

The Criminal Justice program is comprised of professional and general education courses and is designed to provide the student with a broad exposure to criminal justice theory and process as well as contemporary issues and problems. The curriculum provides a balanced approach to both law enforcement and corrections, with supporting courses that enhance both perspectives. The program has been developed in conjunction with active professionals in the field of criminal justice who serve as members of an advisory committee. Successful completion of the two-year program described on this guide leads to an Associate in Applied Science-Transfer (AAS-T) degree in Criminal Justice. The AAS-T option may improve the transferability of Associate in Applied Science degrees to some four-year programs.

Program Length: 6 Quarters

Program Code: CJLCJAAS

Career Opportunities and Earnings

The demand for trained personnel has grown significantly over the past several years and is expected to continue as police agencies expand to meet the demands for crime control. Graduates typically find employment in the criminal justice system at the federal, state, and local levels of government. Security-related employment in the private sector also provides a wide variety of career possibilities. The demand for persons trained in criminal justice is expected to remain strong over the next several years.

Prospective criminal justice students should be aware of the fact that criminal justice and security employment candidates are subject to extensive background checks that may include drug screening, polygraph testing, physical and psychological examinations, and oral and/or written proficiency examinations. Successful completion of the program does not necessarily guarantee that students will obtain employment in the field of criminal justice. The goal of the program is to provide students with an educational opportunity that prepares them for the rigors of employment competition within the scope of criminal justice career planning. The criminal justice program manager will work diligently to assist qualified students in finding meaningful employment.

- Adult and juvenile probation officers
- Correctional officers
- Law enforcement officers
- Parole officers
- Private security officers

For current employment and wage estimates, please visit and search for the relevant occupational term: [bls.gov/oes](https://www.bls.gov/oes).

Program Outcomes

When this program is completed, the student will be able to:

- Correctly identify the major steps of the criminal justice process
- Develop an understanding of the function of each step of the criminal justice system and the key decisions that are made at each step
- Define each step and critically analyze how a case proceeds through the criminal justice system
- Articulate the functions of policing in the united states in terms of its historical roots, structure, and contemporary issue
- Develop an understanding of the court system in the united states in terms of constitutional issues and historical precedents
- Identify and understand correctional practices in the united states in relation to philosophies of punishment, sentencing practices, victim's rights and institutional limitations
- Demonstrate knowledge of the purpose, function, and historical evolution of the American criminal justice system in terms of the three major branches of criminal justice: police, courts, and corrections
- Articulate the differences between the major criminological theories of the causes of crime and how those theories relate to policies toward crime and criminal behavior
- Apply individual criminological theories to specific types of offending and criminal behaviors
- Demonstrate an understanding of the steps in the research process as it relates to the scientific method
- Apply basic computational skills to practical applications
- Communicate in writing for a variety of purposes and audiences
- Demonstrate competencies to succeed in the selected career pathway workplace

Program Prerequisites

College-level skills in English and math (eligibility for courses numbered 100 or higher) are required before registering for the English, math, or applied math courses required in this program. Students may need to complete prerequisite coursework. The placement test will help determine placement level if not known. Previous coursework may also indicate placement level.

Approximate Additional Costs

Books, supplies and miscellaneous fees (per quarter): \$230

Sample Schedule

This Sample Schedule is provided as a guide for a full-time student starting in fall quarter whose goal is to earn an Associate in Applied Science-Transfer (AAS-T). The typical student schedule is based on entering the program during the fall quarter, however some programs allow students to enter in the winter or spring as well. Since not all do, please confirm with an advisor whether this program must be started during a specific quarter or not.

Area of Study

Social Sciences and Education

First Quarter (Fall)

Catalog #	Title	Credits
CJ& 101	Introduction to Criminal Justice	5
CJ& 110	Criminal Law	5
ENGL& 101	English Composition I	5
HUMDV 101	Success in the Online Classroom	1

Second Quarter (Winter)

Catalog #	Title	Credits
CJ 115	Constitutional Issues in Criminal Justice	5
CJ 121	Criminal Evidence	5
CJ 136	Law Enforcement Report Writing	5
MATH& 107	Math in Society	5

Third Quarter (Spring)

Catalog #	Title	Credits
CJ& 105	Introduction to Corrections	5
CJ& 106	Juvenile Justice	5
CJ 211	Criminal Investigation	5

Fourth Quarter (Fall)

Catalog #	Title	Credits
CJ 236	Introduction to Patrol Procedures	5
SOC& 101	Introduction to Sociology	5

Fifth Quarter (Winter)

Catalog #	Title	Credits
CJ 250	Supervision for Law Enforcement	5
ECON 101	Introduction to Economics	5
SOC 115	Understanding Diversity	5

Sixth Quarter (Spring)

Catalog #	Title	Credits
CMST& 102	Intro to Mass Media	5
CJ 241	Ethics in Criminal Justice	5
PSYC& 100	General Psychology	5
Total Credits		91

Cybersecurity and Computer Forensics Short Term Certificate

Program Code: CISCCC01

Program Outcomes

- Demonstrate an understanding of the core concepts, tools, and methods used to secure computer systems
- Collect, process, analyze, and present computer forensic evidence
- Identify, analyze, and mitigate threats to internal computer systems

Area of Study

Information Technology

Catalog #	Title	Credits
CSIA 110	Introduction to Cybersecurity and Cybercrime	5
CSIA 185	Cybersecurity I: Risks, Control and Encryption	5
CSIA 280	Computer Forensics I: Intro to Computer Forensic	5
Total Credits		15

Cybersecurity and Computer Forensics, Associate in Applied Science (AAS) Degree

Program Description

Increased cybersecurity threats and new homeland security policies have produced a growing national demand for cybersecurity professionals with knowledge of cybersecurity, ethical hacking, intrusion testing, vulnerability assessment, and computer forensics. In addition, the growth of universal and mobile computing require new approaches to information security and the protection of information systems from unauthorized access, modification, or destruction. The Cybersecurity and Computer Forensics program prepares students for entry level employment in cybersecurity and computer forensics careers including cyber incident and response, vulnerability detection and assessment analyst, computer forensic analyst, and computer forensics investigator. Foundation courses introduce students to the legal, ethical, and theoretical issues in cybersecurity and computer forensics technology. Core courses expand student depth and skills in ethical hacking, criminal justice, evidentiary analysis, and the development of a forensically sound environment. Capstone courses provide practicum experience and opportunity to participate in the Collegiate Cyber Defense Competition (CCDC). Successful completion of this program leads to an Associate in Applied Science (AAS) degree Cybersecurity and Computer Forensics. Students are required to have access to computer, internet, and browser.

(Students who plan to transfer to Western Washington University's BS in Computer and Information Systems Security program must complete [MATH& 141 Pre Calculus I](#), [MATH& 142 Pre Calculus II](#) and [MATH& 151 Calculus: Analytic Geometry](#). Please note these Math classes are not always offered online.)

Program Length: 6 Quarters

Program Code: CISCCAPT

Career Opportunities and Earnings

There is a high demand for talented people with cybersecurity skills; and an increasing number of employers are seeking workers with knowledge of Computer forensics tool. Graduates may find positions with a variety of critical infrastructure companies and organizations in the public and private sectors. Some employers may require employee background checks.

- Computer forensic analyst
- Cybersecurity specialist
- Incident responder
- Information security analyst
- Security monitoring and event analysis
- System and network penetration tester

For current employment and wage estimates, please visit and search for the relevant occupational term: [bls.gov/oes](https://www.bls.gov/oes).

Program Outcomes

When this program is completed, the student will be able to:

- Demonstrate an understanding of the core concepts, tools, and methods used to secure computer systems
- Identify and present indicators that a cybersecurity incident has occurred
- Apply criminal justice methods to cybersecurity and computer forensic investigations
- Plan, implement, and evaluate penetration testing and ethical hacking of computer systems
- Identify, analyze, and mitigate threats to internal computer systems
- Collect, process, analyze, and present computer forensic evidence
- Work in teams to analyze and resolve cybersecurity issues
- Apply critical thinking skills to risk analysis of computer systems

Special Features

- The program encourages students to explore the legal, ethical, and global impact of cybercrime on private, public, and personal computing infrastructures.
- The courses are based on the CNSSI standards established by the U.S. National Security Agency (NSA) for training information systems security professionals.
- The program provides up to date curriculum that adapts to the rapidly changing field of cybersecurity and computer forensics.
- The Peninsula College Cybersecurity and Computer Forensics program is significantly more cost effective than most private and public schools.

Approximate Additional Costs

- Books, supplies and miscellaneous fees (per quarter): \$200 - \$250

Sample Schedule

This Sample Schedule is provided as a guide for a full-time student starting in fall quarter whose goal is to earn the Associate in Applied Science (AAS). The typical student schedule is based on entering the program during the fall quarter, however some programs allow students to enter in the winter or spring as well. Since not all do, please confirm with an advisor whether this program must be started during a specific quarter or not.

Area of Study

Information Technology

First Quarter (Fall)

Catalog #	Title	Credits
AMATH 121	Applied Math for Professional & Tech Programs I	5
CS 100	Introduction to Computer Science	5
CSIA 110	Introduction to Cybersecurity and Cybercrime	5

Second Quarter (Winter)

Catalog #	Title	Credits
CSIA 185	Cybersecurity I: Risks, Control and Encryption	5
CSIA 280	Computer Forensics I: Intro to Computer Forensic	5
IT 107	Introduction to Networking	5

Third Quarter (Spring)

Catalog #	Title	Credits
CSIA 190	Cybersecurity II: Securing the Modern Enterprise	5
IT 114	Database Design and Implementation	5
SOCSI 101	Contemporary Global Issues	5

Fourth Quarter (Fall)

Catalog #	Title	Credits
CSIA 195	Cybersecurity III: Ethical Hacking	5
ENGL& 101	English Composition I	5
	IT 225 or IT 260	5

Fifth Quarter (Winter)

Catalog #	Title	Credits
CJ 121	Criminal Evidence	5
CSIA 290	Cybersecurity Capstone	5
PSYC& 100	General Psychology	5

Sixth Quarter (Spring)

Catalog #	Title	Credits
	AOS 170 or ENGL& 102 or ENGL& 235	5
MEDIA 206	Database Driven Websites	5
	Elective	5
	Total Credits	90

Cybersecurity and Computer Forensics, Associate in Applied Science-Transfer (AAS-T) Degree

Program Description

Increased cybersecurity threats and new homeland security policies have produced a growing national demand for cybersecurity professionals with knowledge of cybersecurity, ethical hacking, intrusion testing, vulnerability assessment, and computer forensics. In addition, the growth of universal and mobile computing require new approaches to information security and the protection of information systems from unauthorized access, modification, or destruction. The Cybersecurity and Computer Forensics program prepares students for entry level employment in cybersecurity and computer forensics careers including cyber incident and response, vulnerability detection and assessment analyst, computer forensic analyst, and computer forensics investigator. Foundation courses introduce students to the legal, ethical, and theoretical issues in cybersecurity and computer forensics technology. Core courses expand student depth and skills in ethical hacking, criminal justice, evidentiary analysis, and the development of a forensically sound environment. Capstone courses provide practicum experience and opportunity to participate in the Collegiate Cyber Defense Competition (CCDC). Successful completion of this program leads to an Associate in Applied Science-Transfer (AAS-T) degree Cybersecurity and Computer Forensics. Students are required to have access to computer, internet, and browser.

*Note: [CS& 141](#), [CS 142](#), [MATH& 141](#), [MATH& 142](#), [MATH& 151](#), and [ENGL& 102](#) are required for transfer to Western Washington University. Students should work with the Cybersecurity Program Advisor to ensure transfer requirements are met.

Program Length: 6 Quarters

Program Code: CISCCAAS

Career Opportunities and Earnings

There is a high demand for talented people with cybersecurity skills; and an increasing number of employers are seeking workers with knowledge of computer forensics tool. Graduates may find positions with a variety of critical infrastructure companies and organizations in the public and private sectors. Some employers may require employee background checks.

- Computer forensic analyst
- Cybersecurity specialist
- Incident responder
- Information security analyst
- Security monitoring and event analysis
- System and network penetration tester

For current employment and wage estimates, please visit and search for the relevant occupational term: [bls.gov/oes](https://www.bls.gov/oes).

Program Outcomes

When this program is completed, the student will be able to:

- Demonstrate an understanding of the core concepts, tools, and methods used to secure computer systems
- Identify and present indicators that a cybersecurity incident has occurred
- Apply criminal justice methods to cybersecurity and computer forensic investigations
- Plan, implement, and evaluate penetration testing and ethical hacking of computer systems
- Identify, analyze, and mitigate threats to internal computer systems
- Collect, process, analyze, and present computer forensic evidence
- Work in teams to analyze and resolve cybersecurity issues
- Apply critical thinking skills to risk analysis of computer systems

Special Features

- The program encourages students to explore the legal, ethical, and global impact of cybercrime on private, public, and personal computing infrastructures.
- The courses are based on the CNSSI standards established by the U.S. National Security Agency (NSA) for training information systems security professionals.
- The program provides up to date curriculum that adapts to the rapidly changing field of cybersecurity and computer forensics.
- The Peninsula College Cybersecurity and Computer Forensics program is significantly more cost effective than most private and public schools.

Approximate Additional Costs

- Books, supplies and miscellaneous fees (per quarter): \$200 - \$250

Sample Schedule

This Sample Schedule is provided as a guide for a full-time student starting in fall quarter whose goal is to earn the Associate in Applied Science-Transfer (AAS-T). The typical student schedule is based on entering the program during the fall quarter, however some programs allow students to enter in the winter or spring as well. Since not all do, please confirm with an advisor whether this program must be started during a specific quarter or not.

Area of Study

Information Technology

First Quarter (Fall)

Catalog #	Title	Credits
CS 100	Introduction to Computer Science	5
CSIA 110	Introduction to Cybersecurity and Cybercrime	5
MATH& 141	Precalculus I	5

Second Quarter (Winter)

Catalog #	Title	Credits
CS& 141	Computer Science I with Java	5
CSIA 185	Cybersecurity I: Risks, Control and Encryption	5
CSIA 280	Computer Forensics I: Intro to Computer Forensic	5

Third Quarter (Spring)

Catalog #	Title	Credits
CS 142	Computer Science II with Java	5
IT 114	Database Design and Implementation	5
SOCSI 101	Contemporary Global Issues	5

Fourth Quarter (Fall)

Catalog #	Title	Credits
CSIA 195	Cybersecurity III: Ethical Hacking	5
ENGL& 101	English Composition I	5
	IT 107 or IT 225 or IT 260	5

Fifth Quarter (Winter)

Catalog #	Title	Credits
CSIA 290	Cybersecurity Capstone	5
ENGL& 102	Composition II	5
MATH& 142	Precalculus II	5

Sixth Quarter (Spring)

Catalog #	Title	Credits
CSIA 190	Cybersecurity II: Securing the Modern Enterprise	5
MATH& 151	Calculus I: Analytic Geometry	5
PSYC& 100	General Psychology	5
Total Credits		90

Drama and Speech Emphasis, Associate in Arts Direct Transfer Agreement (AA-DTA)

Overview

Complete your Associate in Arts Degree, Direct Transfer Agreement (AA-DTA) while exploring your love of drama.

Sample Career Options

- Actor
- Art Director
- Director
- Media Influencer
- Screenwriter

Transfer and Degree Requirements

Students working toward their transfer degree typically take a variety of courses designed to fulfill the general requirements of most four-year colleges and universities. Students intending to transfer to a four-year college for further study are encouraged to work closely with their advisor and transfer institution to explore the requirements of the college they wish to attend after Peninsula. Most institutions have separate admission criteria, which may be based on grades, prerequisite coursework, test scores, and other considerations. Our Sample Schedule is designed to provide you with faculty recommended courses to complete your Associate in Arts Direct Transfer Agreement (AA-DTA) degree with an emphasis in drama and speech, but is not a major ready pathway.

Transfer Institution Information

Sample Schedule

This Sample Schedule is provided as a guide for a full-time student starting in fall quarter whose goal is to earn the Associate in Arts Direct Transfer Agreement (AA-DTA). The courses are designed with the appropriate number of credits to meet degree requirements and are organized in a recommended sequence. Please consult an advisor to schedule courses and develop a personalized educational plan.

Your personal Educational Plan will vary based on many factors including:

- The quarter you begin
- How many classes/credits you plan to take in each quarter
- Your Math and English placement
- If you have credits you have already taken and plan to transfer them
- The college you are interested in transferring to
- If you start in our [Transitional Studies](#) program

Area of Study

Arts and Communication

Communication Competencies

- Demonstrate an ability to analyze how multicultural audiences shape written, visual, oral, aural, and performative communication and its meaning.
- Generate effective written and oral communication for a variety of purposes and diverse audiences.
- Generate effective visual or performative communication.

Quantitative Reasoning

- Apply basic computational skills to practical applications.
- Apply systematic approaches and logic to solving quantitative problems.

Information Competencies

- Identify research goals and retrieve information.
- Synthesize, apply, and properly cite information to meet an identified purpose.
- Evaluate the credibility of information and information sources, and distinguish between fact and opinion.

Critical Thinking

- Interpret and analyze meaning from written, visual, oral, aural, and performative works.
- Analyze and understand diverse individual and community perspectives and values.
- Understand and analyze social justice issues and movements.
- Generate creative works that demonstrate a process of critical reflection, analysis, experimentation, and original thought.

Personal and Interpersonal Competencies

- Consider ideas that conflict with individual value systems.
- Function under conditions of ambiguity and uncertainty.
- Work cooperatively and collaboratively with others.

First Quarter

Meet with your advisor to talk about your long-term schedule, taking into account your transfer plans.

Catalog #	Title	Credits
COLL 101	College Success	5
DRMA& 101	Intro to Theatre	5
ENGL& 101	English Composition I	5

Second Quarter

It's not too soon to explore transfer options. Make a [transfer appointment](#).

Catalog #	Title	Credits
ENGL& 102	Composition II	5
DRMA 124	Acting I	5
MATH& 107	Math in Society	5

Third Quarter

Check your educational plan to make sure you're on track to graduate.

Catalog #	Title	Credits
CMST& 220	Public Speaking	5
	Drama and Speech Elective	5
	Natural Sciences	5

Fourth Quarter

Meet your educational and career planner to explore universities.

Catalog #	Title	Credits
	Humanities	5
	Natural Sciences	5
	Social Sciences	5

Fifth Quarter

Apply to graduate! You're just two quarters away...keep it up!

Catalog #	Title	Credits
CMST& 210	Interpersonal Communication	5
	Natural Sciences	5
	Social Sciences	5

Sixth Quarter

You're almost done! Good luck on your final quarter!

Catalog #	Title	Credits
	Drama and Speech Elective	5
	Drama and Speech Elective	5
	Social Sciences	5
	Total Credits	90

Early Childhood Education Administration Specialization Short Term Certificate

Program Code: EDEADC20

Program Outcomes

- Apply the professional code of ethics for early care and education to resolve dilemmas
- Practice ideals of professionalism in work with children, families and peers

- Develop strategies for working with culturally, linguistically, and ability diverse families in accessing health, nutritional, and dental services
- Explain individual differences in development
- Plan environment supportive of children's development with focus on attachment, self-help, relationships, and executive function
- Plan for appropriate staffing, meals, equipment and materials and programming for specific age groups and settings

Area of Study

Social Sciences and Education

As of Fall 2019, this program requires students to achieve a grade of 2.0 or above in all ECED and EDUC classes to progress through and complete the program.

Catalog #	Title	Credits
ECED& 105	Introduction to Early Childhood Education	5
ECED& 107	Health, Nutrition, and Safety	5
ECED& 120	Practicum	2
ECED& 139	Administration of ECE Programs	3
EDUC& 115	Child Development	5
Total Credits		20

Early Childhood Education Family Child Care Specialization Short Term Certificate

Program Code: ECEFCC20

Program Outcomes

- Apply the professional code of ethics for early care and education to resolve dilemmas
- Practice ideals of professionalism in work with children, families and peers
- Develop strategies for working with culturally, linguistically, and ability diverse families in accessing health, nutritional, and dental services
- Explain individual differences in development.
- Plan environment supportive of children's development with focus on attachment, self-help, relationships, and executive function
- Articulate knowledge and skills that define Family Childcare Providers as professionals

Area of Study

Social Sciences and Education

As of Fall 2019, this program requires students to achieve a grade of 2.0 or above in all ECED and EDUC classes to progress through and complete the program.

Catalog #	Title	Credits
ECED& 105	Introduction to Early Childhood Education	5
ECED& 107	Health, Nutrition, and Safety	5
ECED& 120	Practicum	2
ECED& 134	Family Childcare Management	3
EDUC& 115	Child Development	5
Total Credits		20

Early Childhood Education General Specialization Short Term Certificate

Program Code: ECEGEC20

Program Outcomes

- Apply the professional code of ethics for early care and education to resolve dilemmas
- Practice ideals of professionalism in work with children, families and peers
- Develop strategies for working with culturally, linguistically, and ability diverse families in accessing health, nutritional, and dental services
- Explain individual differences in development
- Plan environment supportive of children's development with focus on attachment, self-help, relationships, and executive function

Area of Study

Social Sciences and Education

As of Fall 2019, this program requires students to achieve a grade of 2.0 or above in all ECED and EDUC classes to progress through and complete the program.

Catalog #	Title	Credits
ECED& 105	Introduction to Early Childhood Education	5
ECED& 107	Health, Nutrition, and Safety	5
ECED& 120	Practicum	2
EDUC& 115	Child Development	5
EDUC& 130	Guiding Behavior	3
Total Credits		20

Early Childhood Education Infants and Toddlers Specialization Short Term Certificate

Program Code: ECEITC20

Program Outcomes

- Apply the professional code of ethics for early care and education to resolve dilemmas
- Practice ideals of professionalism in work with children, families and peers
- Develop strategies for working with culturally, linguistically, and ability diverse families in accessing health, nutritional, and dental services
- Explain individual differences in development
- Critique infant and toddler early learning environments, articulating environmental influences on the learning processes of infants and toddlers during authentic play activities

Area of Study

Social Sciences and Education

As of Fall 2019, this program requires students to achieve a grade of 2.0 or above in all ECED and EDUC classes to progress through and complete the program.

Catalog #	Title	Credits
ECED& 105	Introduction to Early Childhood Education	5
ECED& 107	Health, Nutrition, and Safety	5
ECED& 120	Practicum	2
ECED& 132	Infants and Toddlers	3
EDUC& 115	Child Development	5
Total Credits		20

Early Childhood Education School Age Care Specialization Short Term Certificate

Program Code: ECESAC20

Program Outcomes

- Apply the professional code of ethics for early care and education to resolve dilemmas
- Practice ideals of professionalism in work with children, families and peers
- Develop strategies for working with culturally, linguistically, and ability diverse families in accessing health, nutritional, and dental services
- Explain individual differences in development
- Plan environment supportive of children's development with focus on attachment, self-help, relationships, and executive function
- Describe the physical, cognitive, social, and emotional stages of children ages 5-12

Area of Study

Social Sciences and Education

As of Fall 2019, this program requires students to achieve a grade of 2.0 or above in all ECED and EDUC classes to progress through and complete the program.

Catalog #	Title	Credits
ECED& 105	Introduction to Early Childhood Education	5
ECED& 107	Health, Nutrition, and Safety	5
ECED& 120	Practicum	2
EDUC& 115	Child Development	5
EDUC& 136	School Age Care	3
Total Credits		20

Early Childhood Education State Certificate

Program Description

This Early Childhood Education (ECE) program is designed to prepare students to meet Washington state requirements to become a program coordinator for a licensed child care center or a teacher or teacher assistant in an early childhood classroom. Courses include understanding child development, behavior, and guidance; planning activities for children; managing safe healthy learning environments, working with families; and participation in early childhood centers. Successful completion of this program leads to a certificate in Early Childhood Education. Prospective ECE students should be aware of the fact that they will have to complete a background check.

Program Length: 3 Quarters

Program Code: ECESEC45

Career Opportunities and Earnings

A variety of child care, preschool, school district, Headstart/ECEAP, recreational, and community programs offer career opportunities in early childhood education and paraprofessional in education. With additional experience, training, and education, graduates may pursue a variety of career pathways in education and administration. The demand for persons trained in early childhood education should remain strong over the several years. Standard Occupational Classification 39-9011 Childcare Workers.

- Assistant director
- Childcare center director or program coordinator
- Childcare supervisor

- Family child care provider
- Lead teacher
- Nanny
- Respite care provider for children with special needs
- School age care staff and education assistant in preschools or primary K-3

For current employment and wage estimates, please visit and search for the relevant occupational term: [bls.gov/oes/](https://www.bls.gov/oes/).

Program Outcomes

When this program is completed, the student will be able to:

- Use evidence-based information about child development and learning to critically think and implement equitable teaching practices
- Demonstrate effective relationship building skills with children, families, and community members
- Utilize appropriate observation, documentation, and assessment information to support children's development and families
- Apply developmentally appropriate practices when working with children and families
- Plan, implement, and evaluate meaningful curriculum for young children
- Demonstrate personal characteristics, knowledge, and skills necessary to provide programs that facilitate children's learning in a professional manner

Special Features

- ECE students may pursue an Associate in Arts, Direct Transfer Agreement (AA-DTA) either independently or simultaneously with the Associate in Applied Science (AAS) degree. Contact program advisors for guidance on degree opportunities. Demonstrate effective relationship building skills with children, families, and community members.
- In addition to the 90 credit degree and the 47 credit one-year certificate, short-term certificates are also available.
- The ECE program is open entry with few prerequisite course requirements. Courses are offered online and may have a virtual class meeting in late afternoons and evenings to accommodate working students. Most courses are open to students for personal enrichment, elective, and continuing education credit.
- ECE students may begin the program during any quarter and enroll part-time or full-time.
- The on-campus childcare center serves as one the primary ECE laboratories for students. Lab experiences may also be arranged in other locations.
- All courses have an online component.

Approximate Additional Costs

- Books, supplies and miscellaneous fees (per quarter): \$500
- TB Test: \$15
- Food Handler's Permit: \$10
- HIV/AIDS Training: \$79
- First Aid Card: \$120
- Background Check: \$55.50
- Tuition and fees: \$5,686.22 total based on 2021-22 [WA resident tuition rates](#) (additional fees may apply)
 - First quarter (17 credits): \$1,840.63
 - Second quarter (16 credits): \$1,768.44
 - Third quarter (14 credits): \$1,624.06

Program Prerequisites

College-level skills in English and math (eligibility for courses numbered 100 or higher) are required before registering for the English, math, or applied math courses required in this program. Students entering this

program should have good computer and typing skills. Students may need to complete prerequisite coursework. The placement test will help determine placement level if not known. Previous coursework may also indicate placement level.

Sample Schedule

This Sample Schedule is provided as a guide for a full-time student starting in fall quarter whose goal is to earn a certificate. The typical student schedule is based on entering the program during the fall quarter, however some programs allow students to enter in the winter or spring as well. Since not all do, please confirm with an advisor whether this program must be started during a specific quarter or not.

Area of Study

Social Sciences and Education

First Quarter (Fall)

Catalog #	Title	Credits
	AMATH 121 or MATH& 107 or above	5
ECED& 105	Introduction to Early Childhood Education	5
ECED& 107	Health, Nutrition, and Safety	5
ECED& 120	Practicum	2

Second Quarter (Winter)

Catalog #	Title	Credits
ECED& 160	Curriculum Development	5
ECED& 190	Observation and Assessment	3
EDUC& 115	Child Development	5
EDUC& 130	Guiding Behavior	3

Third Quarter (Spring)

Catalog #	Title	Credits
ECED& 170	Environments	3
ECED& 180	Language and Literacy Development	3
EDUC& 150	Child, Family, and Community	3
ENGL& 101	English Composition I	5
Total Credits		47

Early Childhood Education State Short Term Certificate

Program Code: ECEECC01

Program Outcomes

- Apply the professional code of ethics for early care and education to resolve dilemmas
- Practice ideals of professionalism in work with children, families and peers
- Develop strategies for working with culturally, linguistically, and ability diverse families in accessing health, nutritional, and dental services

Area of Study

Social Sciences and Education

As of Fall 2019, this program requires students to achieve a grade of 2.0 or above in all ECED and EDUC classes to progress through and complete the program.

Catalog #	Title	Credits
ECED& 105	Introduction to Early Childhood Education	5
ECED& 107	Health, Nutrition, and Safety	5
ECED& 120	Practicum	2
Total Credits		12

Early Childhood Education, Associate in Applied Science (AAS) Degree

Program Description

Course work in the Early Childhood Education (ECE) program combines theory and practical experience for work with young children and their families. Courses include child development, child behavior and guidance, children with special needs, planning early childhood learning environments, planning developmentally appropriate curriculum, and working with families. Practicum courses provide opportunities to apply theoretical knowledge to planning and presenting curriculum, and for working with children and staff in early childhood centers. Successful completion of this program leads to an Associate in Applied Science (AAS) degree in Early Childhood Education. Prospective ECE students should be aware of the fact that they will have to complete a background check.

As of fall 2019, this program requires students to achieve a grade of 2.0 or above in all ECED and EDUC classes to progress through and complete the program.

Program Length: 6 Quarters

Program Code: CCMECAPT

Career Opportunities and Earnings

A variety of child care, preschool, school district, recreational, and community programs offer career opportunities in early childhood education. Also, opportunities are increasing for family support paraprofessionals in human service and mental health agencies. With additional experience, training, and education, graduates may pursue a variety of career pathways in education and administration. The demand for trained early childhood educators is increasing and should remain strong over the next several years.

- Child care specialists
- Curriculum program managers
- Head Start/ECEAP preschool teachers/home visitors/family service advocates and school-age care staff
- Paraprofessional educators in elementary schools
- Teachers in childcare centers
- Teacher's assistant

For current employment and wage estimates, please visit and search for the relevant occupational term: [bls.gov/oes/](https://www.bls.gov/oes/).

Program Outcomes

When this program is completed, the student will be able to:

- Use evidence-based information about child development and learning to critically think and implement equitable teaching practices
- Demonstrate effective relationship building skills with children, families, and community members
- Utilize appropriate observation, documentation, and assessment information to support children's development and families
- Apply developmentally appropriate practices when working with children and families

- Plan, implement, and evaluate meaningful curriculum for young children
- Demonstrate personal characteristics, knowledge, and skills necessary to provide programs that facilitate children's learning in a professional manner

Special Features

- ECE students may pursue an Associate in Arts, Direct Transfer Agreement (AA-DTA) either independently or simultaneously with the Associate in Applied Science (AAS) degree. Contact program advisors for guidance on degree opportunities. Demonstrate effective relationship building skills with children, families, and community members.
- In addition to the 90 credit degree and the 47 credit one-year certificate, short-term certificates are also available.
- The ECE program is open entry with few prerequisite course requirements. Courses are offered online and may have a virtual class meeting in late afternoons and evenings to accommodate working students. Most courses are open to students for personal enrichment, elective, and continuing education credit.
- ECE students may begin the program during any quarter and enroll part-time or full-time.
- The on-campus childcare center serves as one the primary ECE laboratories for students. Lab experiences may also be arranged in other locations.
- All courses have an online component.

Program Prerequisites

College-level skills in English and math (eligibility for courses numbered 100 or higher) are required before registering for the English and math courses required in this program. Students entering this program should have good computer and typing skills. Students may need to complete prerequisite coursework. The placement test will help determine placement level if not known. Previous coursework may also indicate placement level.

Approximate Additional Costs

- Books, supplies and miscellaneous fees (per quarter): \$500
- TB Test: \$15
- Food Handler's Permit: \$10
- HIV/AIDS Training: \$79
- First Aid Card: \$120
- Background Check: \$55

Sample Schedule

This Sample Schedule is provided as a guide for a full-time student starting in fall quarter whose goal is to earn an Associate in Applied Science (AAS). The typical student schedule is based on entering the program during the fall quarter, however some programs allow students to enter in the winter or spring as well. Since not all do, please confirm with an advisor whether this program must be started during a specific quarter or not.

Area of Study

Social Sciences and Education

First Quarter (Fall)

Catalog #	Title	Credits
ECED& 105	Introduction to Early Childhood Education	5
ECED& 107	Health, Nutrition, and Safety	5
ECED& 120	Practicum	2
HUMDV 101	Success in the Online Classroom	1

Second Quarter (Winter)

Catalog #	Title	Credits
ECED& 160	Curriculum Development	5
ECED& 190	Observation and Assessment	3
EDUC& 115	Child Development	5
EDUC& 130	Guiding Behavior	3

Third Quarter (Spring)

Catalog #	Title	Credits
ECED 147	Practicum II	5
ECED& 170	Environments	3
ECED& 180	Language and Literacy Development	3
EDUC& 150	Child, Family, and Community	3
	FA 105 or FA 180	1

Fourth Quarter (Fall)

Catalog #	Title	Credits
ECED 161	Math for Young Children	2
ECED 260	Practicum III	5
EDUC& 203	Exceptional Child	3
ENGL& 101	English Composition I	5

Fifth Quarter (Winter)

Catalog #	Title	Credits
	MATH 106 or MATH& 107	5
PSYC& 100	General Psychology	5
	Sociology Elective	5

Sixth Quarter (Spring)

Catalog #	Title	Credits
EDUC 240	Advancing Equity in Education	3
	Elective	3
	Elective or MATH 108	5
	Natural Sciences	5
	Total Credits	90

Emergency Medical Technician Short Term Certificate

The Emergency Medical Technician (EMT) program prepares individuals to assist EMT Paramedics, under the supervision of a physician, to prepare and transport ill or injured patients, and to operate emergency vehicles and equipment such as life support units. Includes instruction in first aid and emergency medicine field techniques; patient stabilization and care; medical field communications; equipment operation and maintenance; and applicable standards and regulations.

There are two parts to enrolling in the EMT class:

1. Apply to Peninsula College.
2. Apply to the EMT Program by filling out the [EMT Class Application](#).

Program Code: EMAETC01

Area of Study

Healthcare

Catalog #	Title	Credits
FA 120	Emergency Medical Tech	9
Total Credits		9

Entrepreneurship Certificate

Program Description

The Entrepreneurship Certificate program prepares students for new venture planning, entrepreneurial start-up, social media marketing, and entrepreneurial finance. The program teaches students how to build a successful entrepreneurial venture from the ground up including analysis of an entrepreneurial mind set, market assessment, how to write a business plan, and innovative social media marketing strategies. This program is designed to allow students in Energy Technology and other innovation programs the opportunity to gain the knowledge and understanding of entrepreneurship.

Program Length: 2 Quarters

Program Code: ENRENC20

Career Opportunities and Earnings

Recent economic trends indicate a major increase in small business start-ups. Many successful entrepreneurs become employers. This program allows students in an energy or innovative program to add the entrepreneurship skills to their education to either start a small business or understand how to market an idea from start to finish.

Small business owners perform a variety of tasks including business planning, sales, accounting, finance, and social media marketing. Earnings for small business owners vary.

For current employment and wage estimates, please visit and search for the relevant occupational term: [bls.gov/oes/](https://www.bls.gov/oes/).

Program Outcomes

When this program is completed, the student will be able to:

- Write and present a business plan
- Identify business start-up funding sources
- Demonstrate an entrepreneurial mind-set and the skills required to be a successful entrepreneur
- Analyze market trends and innovation for new opportunities
- Work in teams to cultivate ideas into a working plan for an entrepreneurial venture
- Apply critical thinking skills to entrepreneurial and new venture processes
- Develop and market a business presence and webpage on the Internet

Goals

- Encourages students to develop a roadmap to successful entrepreneurship and business ventures.
- Provides up to date curriculum that adapts to entrepreneurial trends.
- Significantly more cost effective than most private and public schools.

Program Prerequisites

Prerequisite requirements must be fulfilled prior to enroll in some courses. Prerequisite requirements are listed together with course titles and descriptions of required program courses in the catalog. All core classes for this certificate are available either online or as a hybrid class. This certificate is designed for future entrepreneurs in conjunction with their degree or certificate.

Approximate Additional Costs

Books, supplies and miscellaneous fees (per quarter): \$200 - \$250

Sample Schedule

This Sample Schedule is provided as a guide for a full-time student starting in fall quarter whose goal is to earn a certificate. The typical student schedule is based on entering the program during the fall quarter, however some programs allow students to enter in the winter or spring as well. Since not all do, please confirm with an advisor whether this program must be started during a specific quarter or not.

Area of Study

Business and Management

First Quarter (Fall)

Catalog #	Title	Credits
	Accounting or Business Elective	6
BUS& 101	Introduction to Business	5

Second Quarter (Winter)

Catalog #	Title	Credits
BUS 205	Principles of Management	5
BUS 210	Business Plan Intensive	5
MEDIA 275	Social Media Marketing	5
Total Credits		26

Family Life Education Leadership Skills Short Term Certificate

Program Description

Peninsula College offers parent education programs for families with young children in Clallam and Jefferson Counties. Each program offers developmentally appropriate learning activities for young children ranging in age from birth to five years of age.

Parents become active partners in their children's education by assisting teachers in the classroom on a scheduled rotating basis. Because these are parent run organizations, parents are also actively involved in the day-to-day operation of the preschool programs.

Parent Education instructors from Peninsula College facilitate parenting discussions on topics appropriate for each age group. These programs support parents in an environment where they can enhance and develop effective parenting and leadership skills. Parents receive college credits for attendance and participation in the program and have the opportunity to earn short-term certificates. Parents/students who complete a combination of 18 credits of Family Life Education courses can apply for a Leadership Skills Certificate.

Program Code: PCELSC01

Program Outcomes

- Implement healthy, safe practices for young children

- Explain and apply early childhood development and developmentally appropriate practices/environments for young children within a context of social and cultural influences
- Apply strategies for working with children, within a culturally relevant, anti-bias approach in order to promote social-emotional competence
- Determine and utilize appropriate resources for family support, within a social, cultural and anti-bias framework

Catalog #	Title	Credits
FLE 155-157	Parent Co-Op Leadership	1
FLE 161-163	Family Programs	1
FLE 175-177	Toddler-Parent Lab/Leadership	2
FLE 181-183	Pre-School Parent Co-Op	2
Total Credits		18

Family Life Education Parenting and Family Management Short Term Certificate

Program Description

Peninsula College offers parent education programs for families with young children in Clallam and Jefferson Counties. Each program offers developmentally appropriate learning activities for young children ranging in age from birth to five years of age.

Parents become active partners in their children's education by assisting teachers in the classroom on a scheduled rotating basis. Because these are parent run organizations, parents are also actively involved in the day-to-day operation of the preschool programs.

Parent Education instructors from Peninsula College facilitate parenting discussions on topics appropriate for each age group. These programs support parents in an environment where they can enhance and develop effective parenting and leadership skills. Parents receive college credits for attendance and participation in the program and have the opportunity to earn short-term certificates. Parents/students who complete a combination of 18 credits of Family Life Education courses can apply for a Leadership Skills Certificate.

Program Code: PCELSC01

Program Outcomes

- Implement healthy, safe practices for young children
- Explain and apply early childhood development and developmentally appropriate practices/environments for young children within a context of social and cultural influences
- Apply strategies for working with children, within a culturally relevant, anti-bias approach in order to promote social-emotional competence
- Determine and utilize appropriate resources for family support, within a social, cultural and anti-bias framework

Catalog #	Title	Credits
FLE 171-173	Toddler-Parent Co-Op	2
FLE 181-183	Pre-School Parent Co-Op	2
Total Credits		12

History Emphasis, Associate in Arts Direct Transfer Agreement (AA-DTA)

Overview

Complete your Associate in Arts Degree, Direct Transfer Agreement (AA-DTA) with an emphasis in History. Explore regional, national, and world history in a traditional classroom setting, online, or hybrid combining both classroom and online experiences.

Sample Career Options

- Archivist
- Lawyer
- Research
- Teacher
- Writer

Transfer and Degree Requirements

Students working toward their transfer degree typically take a variety of courses designed to fulfill the general requirements of most four-year colleges and universities. Students intending to transfer to a four-year college for further study are encouraged to work closely with their advisor and transfer institution to explore the requirements of the college they wish to attend after Peninsula. Most institutions have separate admission criteria, which may be based on grades, prerequisite coursework, test scores, and other considerations. Our Sample Schedule is designed to provide you with faculty recommended courses to complete your Associate in Arts Direct Transfer Agreement (AA-DTA) degree with an emphasis in History, but is not a major ready pathway.

Transfer Institution Information

Sample Schedule

This Sample Schedule is provided as a guide for a full-time student starting in fall quarter whose goal is to earn the Associate in Arts Direct Transfer Agreement (AA-DTA). The courses are designed with the appropriate number of credits to meet degree requirements and are organized in a recommended sequence. Please consult an advisor to schedule courses and develop a personalized educational plan.

Your personal Educational Plan will vary based on many factors including:

- The quarter you begin
- How many classes/credits you plan to take in each quarter
- Your Math and English placement
- If you have credits you have already taken and plan to transfer them
- The college you are interested in transferring to
- If you start in our [Transitional Studies](#) program

Area of Study

Social Sciences and Education

First Quarter

Meet with your advisor to talk about your long-term schedule, taking into account your transfer plans.

Catalog #	Title	Credits
COLL 101	College Success	5
ENGL& 101	English Composition I	5
HIST& 126	World Civilizations I	5

Second Quarter

It's not too soon to explore transfer options. Make a [transfer appointment](#).

Catalog #	Title	Credits
ENGL& 102	Composition II	5
HIST& 127	World Civilizations II	5
MATH& 146	Introduction to Stats	5

Third Quarter

Check your educational plan to make sure you're on track to graduate.

Catalog #	Title	Credits
HIST& 128	World Civilizations III	5
	Humanities	5
	Natural Sciences	5

Fourth Quarter

Meet with your educational and career planner to explore universities.

Catalog #	Title	Credits
HIST& 146	U.S. History I	5
	Humanities	5
	Natural Sciences	5

Fifth Quarter

Apply to graduate. You're just two quarters away...keep it up!

Catalog #	Title	Credits
HIST& 147	U.S. History II	5
	Humanities	5
	Social Sciences	5

Sixth Quarter

You're almost done! Good luck on your final quarter!

Catalog #	Title	Credits
HIST& 148	U.S. History III	5
	Natural Sciences	5
	Social Sciences	5
	Total Credits	90

Homeland Security Emergency Management Certificate

The Homeland Security Emergency Management (HSEM) Certificate program is designed to prepare the next generation of homeland security and emergency management leaders. The Homeland Security Emergency Management certificate is designed to prepare students to coordinate disaster response and recovery efforts and navigate the administrative and technical demands of disaster and emergency management efforts. The Federal Department of Labor identifies homeland security as a high-demand field, one that requires a large number of trained professionals across a number of industry sectors. Students are required to have access to computer, internet, and browser. This degree can be completed online. Visit the HSEM website at pencol.edu/program/homeland-security-emergency-management.

Program Length: 2 Quarters
Program Code: CRMHSCOL

Program Goals

- Encourages students to question, search for answers and meaning, and develop ideas that lead to action.
- Provides up to date curriculum that adapts to the rapidly changing field of Homeland Emergency Management.
- The Peninsula College Homeland Security Emergency Management certificate is significantly more cost effective than most private and public schools.

Special Features

Careful consideration is given to help students understand related socio-economic and cultural diversity issues, preparing them to succeed in all situations and environments. Graduates of this program may apply to the Peninsula College Homeland Security and Emergency Management Associate in Applied Science (AAS) degree.

Program Outcomes

When this program is completed, the student will be able to:

- Apply effective interpersonal communication, critical thinking and decision making skills commensurate with a defined level of responsibility.
- Demonstrate knowledge of the coordination and collaboration within the structured system or location used to address HSEM incidents.
- Apply the theory and application of planning strategies.
- Demonstrate effective, efficient and timely communication for professionals working in the HSEM field.
- Develop a plan communicating HSEM assessment and appropriate delivery of information to the public.
- Identify terrorism, causes of terrorism, preventing terrorist attacks, responding to terrorism attacks and avoidance in communication and leadership collapse.
- Analyze the context of public administration: the political system, the role of federalism, bureaucratic politics and power, and the various theories of administration that guide public managers.

Program Prerequisites

Students entering this program should have good familiarity with computer software and hardware in the Windows or MAC environment. College-level skills in English and math (eligibility for courses numbered 100 or higher) are required before registering for the English, math, or applied math courses in this program. Students may need to complete prerequisite coursework. The ASSET or COMPASS test will help determine placement level if not known. Previous coursework may also indicate placement level. 2.0 minimum grade in all HSEM courses.

Career Opportunities and Earnings

The Federal Department of Labor identifies homeland security as a "high-demand field", one that requires a large number of trained professionals across a number of industry sectors.

Emergency management specialists coordinate disaster response or crisis management activities, provide disaster preparedness training, and prepare emergency plans and procedures. Wages often begin around 36.00/hour.

*Prospective Homeland Security Emergency Management students should be aware of the fact that HSEM employment candidates may be subject to background checks.

Approximate Additional Costs

Books, supplies and miscellaneous fees (per quarter): \$200-\$250

Sample Schedule

This Sample Schedule is provided as a guide for a full-time student starting in fall quarter whose goal is to earn a certificate. The typical student schedule is based on entering the program during the fall quarter, however some programs allow students to enter in the winter or spring as well. Since not all do, please confirm with an advisor whether this program must be started during a specific quarter or not.

A criminal history may inhibit your ability to find employment in the Homeland Security and Emergency Management fields. In addition, any recent history of drug use, including marijuana, may preclude you from federal employment. If you have any concerns please speak with an advisor.

Area of Study

Social Sciences and Education

First Quarter (Fall)

Catalog #	Title	Credits
HSEM 102	Introduction to Emergency Management	5
HSEM 120	All Hazards Emergency Planning	3
HSEM 157	Public Information	2
HSEM 200	Emergency Operations Center	2

Second Quarter (Winter)

Catalog #	Title	Credits
HSEM 110	Basic Incident Command System/ National Management System	2
HSEM 130	Technology in Emergency Management	3
HSEM 210	Exercise Design and Evaluation	3
HSEM 250	Homeland Security Law and Policy	4
Total Credits		24

Homeland Security Emergency Management Tribal Certificate

The Tribal Homeland Security Emergency Management Certificate (Tribal HSEM) is specifically designed for tribal emergency management professionals. Graduates of this certificate are prepared for leadership roles in the rapidly evolving Tribal HSEM profession for their tribe and its neighboring communities. Students are required to have access to computer, internet, and browser. This certificate can be completed online. Visit the HSEM website at pencol.edu/program/homeland-security-emergency-management.

Program Length: 3 Quarters

Program Code: CRMTHCOL

Program Goals

- Encourages students to question, search for answers and meaning, and develop ideas that lead to action.
- Provides up to date curriculum that adapts to the rapidly changing field of Tribal Homeland Emergency Management.
- The Peninsula College Tribal Homeland Security Emergency Management certificate is significantly more cost effective than most private and public schools.

Special Features

Careful consideration is given to help students understand related socio-economic and cultural diversity issues, preparing them to succeed in all situations and environments. Graduates of this program may apply to the Peninsula College Homeland Security and Emergency Management Associate in Applied Science (AAS) degree.

Program Outcomes

When this program is completed, the student will be able to:

- Apply effective interpersonal communication, critical thinking and decision making skills commensurate with a defined level of responsibility
- Identify the various laws, policies, roles and responsibilities of Emergency Tribal Management
- Describe hazard mitigation and the Disaster Declaration Process as applicable to federally recognized Native American Tribes
- Recognize incident management structures that Tribes and Alaska Native Villages utilize in emergency management
- Identify the key elements that must be in place for technology to enhance the emergency management process
- Prepare, coordinate, and disseminate information released during emergency operations
- Examine the critical role of an Emergency Operations or Coordination Center (EOC/ECC) when disasters strike or in support of pre-planned events
- Describe the importance of protecting, preserving, and restoring both tangible and intangible cultural heritage in the face of disasters and emergencies
- Articulate how emergency management professionals can inform their disaster planning utilizing traditional knowledge
- Design, develop and review exercises and selected training against the most current emergency management standards and policies

Program Prerequisites

Students entering this program should have good familiarity with computer software and hardware in the Windows or MAC environment. College-level skills in English and math (eligibility for courses numbered 100 or higher) are required before registering for the English, math, or applied math courses in this program. Students may need to complete prerequisite coursework. The ASSET or COMPASS test will help determine placement level if not known. Previous coursework may also indicate placement level. 2.0 minimum grade in all HSEM courses.

Career Opportunities and Earnings

Potential positions include: executive assistant, legal assistant, medical The Federal Department of Labor identifies homeland security as a “high-demand field,” one that requires a large number of trained professionals across a number of industry sectors.

Emergency management specialists coordinate disaster response or crisis management activities, provide disaster preparedness training, and prepare emergency plans and procedures. Wages often begin around \$36.00/hour.

*Prospective Homeland Security Emergency Management students should be aware of the fact that HSEM employment candidates may be subject to background checks.

Approximate Additional Costs

Books, supplies and miscellaneous fees (per quarter): \$200-\$250

Sample Schedule

This Sample Schedule is provided as a guide for a full-time student starting in fall quarter whose goal is to earn a certificate. The typical student schedule is based on entering the program during the fall quarter, however some programs allow students to enter in the winter or spring as well. Since not all do, please confirm with an advisor whether this program must be started during a specific quarter or not.

A criminal history may inhibit your ability to find employment in the Homeland Security and Emergency Management fields. In addition, any recent history of drug use, including marijuana, may preclude you from federal employment. If you have any concerns please speak with and advisor.

Area of Study

Social Sciences and Education

First Quarter (Fall)

Catalog #	Title	Credits
HSEM 105	Concepts, Policy and Doctrine in Tribal Emergency Management	5
HSEM 111	Tribal Incident Management Systems	2
HSEM 220	Developing and Managing Volunteer Resources	2
	Advisor Approved Elective	1

Second Quarter (Winter)

Catalog #	Title	Credits
HSEM 121	Planning for Tribal Emergency Management	3
HSEM 215	Tribal Emergency Management Grants and Grant Management	4

Third Quarter (Spring)

Catalog #	Title	Credits
HSEM 157	Public Information	2
HSEM 200	Emergency Operations Center	2
HSEM 205	Cultural Heritage Preservation and Traditional Knowledge	3
	Total Credits	24

Homeland Security, Associate in Applied Science (AAS) Degree**Program Description**

The Homeland Security Emergency Management (HSEM) associate degree program is designed to prepare the next generation of emergency management and policy leaders with the knowledge and skills they need to improve outcomes in disasters of all types. This online degree program includes instruction in policy as well as planning and operational components of emergency management and homeland security, including opportunities to gain practical experience and work with current incident management technologies. The curriculum provides policy foundations and advances students through core competencies in hazard identification; risk and vulnerability assessment; planning; terrorism; mitigation, preparedness, response and recovery; and planning for diverse populations. This degree will prepare students with the competencies to work in an all-hazards preparedness environment, including an understanding of socioeconomic and cultural diversity issues. Students are required to have access to computer, internet, and browser. This degree can be completed online.

Visit the HSEM website at pencol.edu/program/homeland-security-emergency-management.

Students must earn a minimum of a 2.0 in each HSEM course.

Prospective Homeland Security and Emergency Management students should be aware that Homeland Security and Emergency Management employment candidates are subject to extensive background checks.

Program Length: 6 Quarters

Program Code: CRMHSAPT

Career Opportunities and Earnings

The Federal Department of Labor identifies homeland security as a “high-demand field,” one that requires a large number of trained professionals across a number of industry sectors. The Bureau of Labor Statistics predicts a 22% increase in emergency management specialist positions by 2014. Graduates may find positions with a variety of organizations in the public and private sectors.

For current employment and wage estimates, please visit and search for the relevant occupational term: [bls.gov/oes](https://www.bls.gov/oes).

Program Outcomes

When this program is completed, the student will be able to:

- Apply effective interpersonal communication, critical thinking and decision-making skills commensurate with a defined level of responsibility
- Develop agency/organization specific tools to evaluate specific domestic security challenges for the 21st century that face the United States and other industrialized nations
- Design and modify plans and programs at federal, state, and/or local levels to reflect the evolving strategic policy issues associated with a statutory and presidential direction for homeland security
- Interpret ethical and legal issues that impact emergency management and homeland security
- Recognize how to access and disseminate information through multiple agencies in order to forecast the risks, types, and orders of magnitude of terrorist threats most likely to confront the nation/state
- Define the interdisciplinary nature of Homeland Security/Emergency Management functions and be able to assess and integrate various functional areas
- Develop policies, procedures and protocols to allow seamless agency integration from prevention to incident response scenarios
- Apply a solid foundation of knowledge and skills to assume leadership roles in emergency management, homeland security, and/or public policy
- Participate in employer-directed training for performance enhancement and career advancement

Special Features

On the job training is critical to giving students the insight and information they need to succeed once their education is complete. The Homeland Security Emergency Management program includes five credits of work-based experience for students completing the associate's degree option. This work-based training provides opportunities to directly connect with potential employers. Graduates of this program can continue their academic studies at Peninsula College in the Bachelor of Applied Management degree (BAS). Please contact the BAS advisor for additional prerequisite requirements at BAS@pencol.edu.

Goals

- The program encourages students to question, search for answers and meaning, and develop ideas that lead to action.
- The program provides up to date curriculum that adapts to the rapidly changing field of Homeland Security Emergency Management.
- The Peninsula College Homeland Security Emergency Management program is significantly more cost effective than most private and public schools.

Program Prerequisites

Students entering this program should have good familiarity with computer software and hardware in the Windows or MAC environment. College-level skills in English and math (eligibility for courses numbered 100 or higher) are required before registering for the English, math, or applied math courses in this program.

Approximate Additional Costs

- Books, supplies and miscellaneous fees (per quarter): \$200 - \$250

Sample Schedule

This Sample Schedule is provided as a guide for a full-time student starting in fall quarter whose goal is to earn an Associate in Applied Science (AAS). The typical student schedule is based on entering the program during the fall quarter, however some programs allow students to enter in the winter or spring as well. Since not all do, please confirm with an advisor whether this program must be started during a specific quarter or not.

Area of Study

Social Sciences and Education

First Quarter (Fall)

Catalog #	Title	Credits
CJ& 101	Introduction to Criminal Justice	5
HSEM 102	Introduction to Emergency Management	5
HSEM 110	Basic Incident Command System/ National Management System	2
HSEM 120	All Hazards Emergency Planning	3

Second Quarter (Winter)

Catalog #	Title	Credits
GEOG 120	Introduction to Physical Geography	5
HSEM 130	Technology in Emergency Management	3
HSEM 180	Public Administration	3
MATH& 146	Introduction to Stats	5

Third Quarter (Spring)

Catalog #	Title	Credits
CMST& 220	Public Speaking	5
ENGL& 101	English Composition I	5
HSEM 157	Public Information	2
HSEM 160	Emergency Response Awareness to Terrorism	5

Fourth Quarter (Fall)

Catalog #	Title	Credits
CJ& 110	Criminal Law	5
CSIA 110	Introduction to Cybersecurity and Cybercrime	5
HSEM 190	Tribal Emergency Management	3
HSEM 200	Emergency Operations Center	2
HSEM 250	Homeland Security Law and Policy	4

Fifth Quarter (Winter)

Catalog #	Title	Credits
ENVS& 100	Survey of Environmental Science	5
HSEM 210	Exercise Design and Evaluation	3
HSEM 220	Developing and Managing Volunteer Resources	2
HSEM 230	Disaster Response and Recovery	2
PSYC& 100	General Psychology	5

Sixth Quarter (Spring)

Catalog #	Title	Credits
ENGL& 102	Composition II	5
HSEM 240	Workbased Learning Experience	4
POLS& 101	Intro Political Science	5
Total Credits		98

Honors Emphasis, Associate in Arts Direct Transfer Agreement (AA-DTA)**Overview**

Stand out as a curious and ambitious university transfer applicant by graduating with Honors.

Complete your Associate in Arts Degree, Direct Transfer Agreement (AA-DTA) with Honors. This unique educational program is for highly motivated students who seek to be engaged in an intensive learning process where they make connections among ideas while developing critical thinking skills.

Transfer and Degree Requirements

Students working toward their transfer degree typically take a variety of courses designed to fulfill the general requirements of most four-year colleges and universities. Students intending to transfer to a four-year college for further study are encouraged to work closely with their advisor and transfer institution to explore the requirements of the college they wish to attend after Peninsula. Most institutions have separate admission criteria, which may be based on grades, prerequisite coursework, test scores, and other considerations. Our Sample Schedule is designed to provide you with faculty recommended courses to complete your Associate in Arts Direct Transfer Agreement (AA-DTA) degree with an emphasis in honors, but is not a major ready pathway.

Transfer Institution Information

Sample Schedule

This Sample Schedule is provided as a guide for a full-time student starting in fall quarter whose goal is to earn the Associate in Arts Direct Transfer Agreement (AA-DTA). The courses are designed with the appropriate number of credits to meet degree requirements and are organized in a recommended sequence. Please consult an advisor to schedule courses and develop a personalized educational plan.

Your personal Educational Plan will vary based on many factors including:

- The quarter you begin
- How many classes/credits you plan to take in each quarter
- Your Math and English placement
- If you have credits you have already taken and plan to transfer them
- The college you are interested in transferring to
- If you start in our [Transitional Studies](#) program

Area of Study

Arts and Communication

Social Sciences and Education

- Develop familiarity with theories of knowledge, with how knowledge is pursued in different academic disciplines, and with how to apply – or integrate -- that knowledge across disciplines to better understand the world, the challenges humanity confronts, and possible avenues for reconciliation.
- Demonstrate interdisciplinary knowledge through thoughtful communication, which emphasizes listening, thinking, and expressing understanding of ideas.
- Learn how to use and apply technology to define information needs, to identify and critically evaluate sources, and to incorporate information into one's own knowledge base to accomplish a learning objective.
- Develop awareness and respect for cultural differences and demonstrate the ability to work with/within diverse groups to better engage the community and the world.
- Demonstrate breadth and depth in learning through the application of critical thinking across and within academic disciplines.
- Critically assess their own work and learn to develop the skills necessary to be self-directed and self-reflective learners.
- Work with college faculty and/or other mentors in developing, implementing, and presenting project work, thus expanding learning beyond the classroom by actively advancing knowledge.
- Complete their capstone experience by exploring the significance of their project using integrative knowledge through a written statement and by producing a video that reflects upon the value of the experience in promoting their educational objectives.

First Quarter

Meet with your advisor to talk about your long-term schedule, taking into account your transfer plans.

Catalog #	Title	Credits
COLL 101	College Success	5
ENGL& 101	English Composition I	5
	Humanities	5

Second Quarter

It's not too soon to explore transfer options. Make a [transfer appointment](#).

Catalog #	Title	Credits
IS 150	Foundations of Knowledge	5
ENGL& 102	Composition II	5
	MATH& 107 or above	5

Third Quarter

Check your educational plan to make sure you're on track to graduate.

Catalog #	Title	Credits
GS 121-126	Studium Generale	1-2
HONOR 160	Introduction to Honors Projects	2
	Natural Sciences	5
	Social Sciences	5

Fourth Quarter

Meet with your educational and career planner to explore universities.

Catalog #	Title	Credits
HONOR 220	Second Year Interdisciplinary Projects Seminar I	1
HONOR 290-292	Honors Project	1-2
	Humanities	5
	Natural Sciences	5
	Social Sciences	5

Fifth Quarter

Apply to graduate. You're just two quarters away...keep it up!

Catalog #	Title	Credits
	Elective	5
HONOR 221	Second Year Interdisciplinary Project Seminar II	1
HONOR 290-292	Honors Project	1-2
	Natural Sciences	5
	Social Sciences	5

Sixth Quarter

You're almost done! Good luck on your final quarter!

Catalog #	Title	Credits
HONOR 250	Honors Capstone Projects	2
	Elective	5
	Elective	5
	Total Credits	90

Honors Emphasis, Associate in Science Transfer Track 1

Overview

Stand out as a curious and ambitious university transfer applicant by graduating with Honors.

Complete your Associate in Science Transfer Track 1 with Honors. This unique educational program is for highly motivated students who seek to be engaged in an intensive learning process where they make connections among ideas while developing critical thinking skills.

Transfer and Degree Requirements

Students working toward their transfer degree typically take a variety of courses designed to fulfill the general requirements of most four-year colleges and universities. Students intending to transfer to a four-year college for further study are encouraged to work closely with their advisor and transfer institution to explore the requirements of the college they wish to attend after Peninsula. Most institutions have separate admission criteria, which may be based on grades, prerequisite coursework, test scores, and other considerations. Our Sample Schedule is designed to provide you with faculty recommended courses to complete your Associate in Science Transfer Track 1 degree with an emphasis in honors, but is not a major ready pathway.

Transfer Institution Information

Sample Schedule

This Sample Schedule is provided as a guide for a full-time student starting in fall quarter whose goal is to earn the Associate in Science Transfer Track 1. The courses are designed with the appropriate number of credits to meet degree requirements and are organized in a recommended sequence. Please consult an advisor to schedule courses and develop a personalized educational plan.

Your personal Educational Plan will vary based on many factors including:

- The quarter you begin
- How many classes/credits you plan to take in each quarter
- Your Math and English placement
- If you have credits you have already taken and plan to transfer them
- The college you are interested in transferring to
- If you start in our [Transitional Studies](#) program

Area of Study

Math and Science

- Develop familiarity with theories of knowledge, with how knowledge is pursued in different academic disciplines, and with how to apply – or integrate -- that knowledge across disciplines to better understand the world, the challenges humanity confronts, and possible avenues for reconciliation.
- Demonstrate interdisciplinary knowledge through thoughtful communication, which emphasizes listening, thinking, and expressing understanding of ideas.

- Learn how to use and apply technology to define information needs, to identify and critically evaluate sources, and to incorporate information into one's own knowledge base to accomplish a learning objective.
- Develop awareness and respect for cultural differences and demonstrate the ability to work with/within diverse groups to better engage the community and the world.
- Demonstrate breadth and depth in learning through the application of critical thinking across and within academic disciplines.
- Critically assess their own work and learn to develop the skills necessary to be self-directed and self-reflective learners.
- Work with college faculty and/or other mentors in developing, implementing, and presenting project work, thus expanding learning beyond the classroom by actively advancing knowledge.
- Complete their capstone experience by exploring the significance of their project using integrative knowledge through a written statement and by producing a video that reflects upon the value of the experience in promoting their educational objectives.

First Quarter

Meet with your advisor to talk about your long-term schedule, taking into account your transfer plans.

Catalog #	Title	Credits
CHEM& 161	General Chemistry with Lab I	5
ENGL& 101	English Composition I	5
MATH& 151	Calculus I: Analytic Geometry	5

Second Quarter

It's not too soon to explore transfer options. Make a [transfer appointment](#).

Catalog #	Title	Credits
CHEM& 162	General Chemistry with Lab II	5
IS 150	Foundations of Knowledge	5
MATH& 152	Calculus II: Analytic Geometry	5

Third Quarter

Check your educational plan to make sure you're on track to graduate.

Catalog #	Title	Credits
CHEM& 163	General Chemistry with Lab III	5
HONOR 160	Introduction to Honors Projects	2
	MATH& 146 or MATH& 163	5
	Remaining Credits	5

Fourth Quarter

Meet with your educational and career planner to explore universities.

Catalog #	Title	Credits
	Additional Requirements	5
	BIOL& 221 or PHYS& 114 or PHYS& 221	5
HONOR 220	Second Year Interdisciplinary Projects Seminar I	1
HONOR 290-292	Honors Project	1-2
	Social Sciences	5

Fifth Quarter

Apply to graduate. You're just two quarters away...keep it up!

Catalog #	Title	Credits
	Additional Requirements	5
	BIOL& 222 or PHYS& 115 or PHYS& 222	5
HONOR 221	Second Year Interdisciplinary Project Seminar II	1
HONOR 290-292	Honors Project	1-2
	Humanities or Social Sciences	5

Sixth Quarter

You're almost done! Good luck on your final quarter!

Catalog #	Title	Credits
	BIOL& 223 or PHYS& 116 or PHYS& 223	5
HONOR 250	Honors Capstone Projects	2
	Remaining Credits	2-5
	Total Credits	90

Hospitality & Event Planning Certificate

Program Description

Clallam and Jefferson counties are full of natural wonders, cultural experiences, local events, and outdoor activities that have transformed the Olympic Peninsula into the premiere destination for outdoor enthusiasts in Washington State. Olympic National Park averages over 3 million visitors per year creating a high demand for customer service oriented hospitality and event planners, who appreciate nature, promote conservation and are environmentally and culturally responsible. The Hospitality and Event Planning certificate is designed to prepare students for entry level work in fields that serve visitors on the Olympic Peninsula. Foundation courses introduce students to hospitality, event management and budget spreadsheets. Core courses expand student knowledge and skills in marketing, tourism policy and planning. Students are required to have access to computer, internet, and browser. This degree can be completed online.

Program Length: 3 Quarters

Program Code: HAMHPC45

Career Opportunities and Earnings

There is a high demand for talented people with hospitality and event planning skills; and an increasing number of employers are seeking workers with knowledge of customer service, banquet planning and marketing for the tourism industry. Graduates may find positions with a variety of hospitality companies and organizations in the public and private sectors. Wages often begin around \$16.14/hour.

- Front desk agent
- Hotel registration clerk
- Event and banquet coordinator

For current employment and wage estimates, please visit and search for the relevant occupational term: [bls.gov/oes/](https://www.bls.gov/oes/).

Program Outcomes

When the Hospitality and Event Planning certificate is completed the student will be able to:

- Demonstrate an understanding of the concepts related to hospitality services
- Plan, organize and facilitate events
- Apply customer service skills in a business setting
- Develop an operational and marketing plan for an event
- Apply critical thinking skills to solve problems related to hospitality and event planning

Goals

- The program prepares students for a variety of hospitality event planning related jobs.
- The program teaches sustainable ecotourism that emphasizes responsible travel in natural areas, conservation and improves the well-being of local people.
- The courses are based on recommendations from local employers and industry trends.
- The Hospitality certificate is significantly more cost effective than most private and public schools.

Program Prerequisites

Students entering this program should have good familiarity with computer software and hardware in the Windows or MAC environment. Students are required to place into the English and math/applied math courses required for the program. Learn more about placement options by visiting the Assessment and Placement website: pencol.edu/placement-testing.

Approximate Additional Costs

- Books, supplies and miscellaneous fees (per quarter): \$300-\$700
- Tuition and fees: \$4,941.90 total based on 2021-22 [WA resident tuition rates](#) (additional fees may apply)
 - First quarter (15 credits): \$1,647.30
 - Second quarter (15 credits): \$1,647.30
 - Third quarter (15 credits): \$1,647.30

Sample Schedule

This Sample Schedule is provided as a guide for a full-time student starting in fall quarter whose goal is to earn a certificate. The typical student schedule is based on entering the program during the fall quarter, however some programs allow students to enter in the winter or spring as well. Since not all do, please confirm with an advisor whether this program must be started during a specific quarter or not.

Area of Study

Business and Management

First Quarter (Fall)

Catalog #	Title	Credits
AMATH 121	Applied Math for Professional & Tech Programs I	5
ENGL& 101	English Composition I	5
HOSP 100	Introduction to Hospitality	5

Second Quarter (Winter)

Catalog #	Title	Credits
CAT 140	Introduction to Microsoft Excel	5
HOSP 120	Ecotourism	5
HOSP 230	Event Planning	5

Third Quarter (Spring)

Catalog #	Title	Credits
HOSP 130	Hospitality and Tourism Marketing	5
HOSP 140	Food and Beverage Management	2
HOSP 150	Sustainable Tourism Policy and Planning	3
	Social Sciences	5
	Total Credits	45

Hospitality and Ecotourism Associate in Applied Science (AAS) Degree

Program Description

Clallam and Jefferson counties are full of natural wonders, cultural experiences, local events, and outdoor activities that have transformed the Olympic Peninsula into the premiere destination for outdoor enthusiasts in Washington State. Olympic National Park averages over 3 million visitors per year creating a high demand for customer service oriented hospitality, ecotourism and recreational workers, who appreciate nature, promote conservation and are environmentally and culturally responsible.

The Hospitality and Ecotourism program is designed to prepare students to work in fields that serve visitors on the Olympic Peninsula. Foundation courses introduce students to hospitality, ecotourism, marketing, and human relations. Core courses expand student knowledge and skills in hotel facilities and technology, event management, marketing, ecotourism, tourism policy and planning, and accounting. Capstone courses provide practicum experience and opportunity for service learning projects with local employers. Students are required to have access to computer, internet, and browser. This degree can be completed online.

Program Length: 6 Quarters

Program Code: HAMHEAPT

Career Opportunities and Earnings

There is a high demand for talented people with hospitality and tourism skills; and an increasing number of employers are seeking workers with knowledge of customer service, recreational planning, hotel management, and tourism industry trends. Graduates may find positions with a variety of hospitality companies and organizations in the public and private sectors. Wages often begin around \$17.88/hour.

- Banquet services
- Catering sales manager
- Concierge
- Food service managers
- Front desk associate
- Guest services coordinator
- Hotel services
- Meeting convention and event planners

Program Outcomes

When the Hospitality and Tourism program is completed the student will be able to:

- Demonstrate an understanding of the concepts related to the tourism sector and hospitality services
- Plan, organize and facilitate recreational and business related events
- Apply customer relations in a business setting
- Develop an operational plan for hospitality services, tourist accommodations, green lodging, facilities, technology and sustainable ecotourism
- Evaluate technology utilized in the Hospitality industry
- Apply critical thinking skills to solve problems related to hospitality, tourism and food service management
- Apply basic computational skills to practical applications

- Communicate in writing for a variety of purposes and audiences
- Work cooperatively and collaboratively with others
- Demonstrate competencies to succeed in the selected career pathway workplace

Goals

- The program prepares students for a variety of hospitality and tourism service related jobs.
- The program teaches sustainable ecotourism that emphasizes responsible travel in natural areas, conservation and improves the well-being of local people.
- The courses are based on recommendations from local employers and industry trends.
- The Peninsula College Hospitality and Tourism program is significantly more cost effective than most private and public schools.

Program Prerequisites

Students entering this program should have good familiarity with computer software and hardware in the Windows or MAC environment. Students are required to place into the English and math/applied math courses required for the program. Learn more about placement options by visiting the Assessment and Placement website: pencol.edu/placement-testing.

Sample Schedule

This Sample Schedule is provided as a guide for a full-time student starting in fall quarter whose goal is to earn the Associate in Applied Science (AAS). The typical student schedule is based on entering the program during the fall quarter. Students can enter this program any quarter.

Area of Study

Business and Management

First Quarter (Fall)

Catalog #	Title	Credits
	AMATH 121 or MATH& 107 or above	5
HOSP 100	Introduction to Hospitality	5
HOSP 250	Hotel Operations	5

Second Quarter (Winter)

Catalog #	Title	Credits
CAT 140	Introduction to Microsoft Excel	5
HOSP 120	Ecotourism	5
HOSP 230	Event Planning	5

Third Quarter (Spring)

Catalog #	Title	Credits
BUS& 101	Introduction to Business	5
HOSP 130	Hospitality and Tourism Marketing	5
HOSP 140	Food and Beverage Management	2
HOSP 150	Sustainable Tourism Policy and Planning	3

Fourth Quarter (Fall)

Catalog #	Title	Credits
ACCT& 201	Principles of Accounting I	5
ENGL& 101	English Composition I	5
HOSP 220	Technology in the Hospitality Industry	5

Fifth Quarter (Winter)

Catalog #	Title	Credits
HOSP 110	Leadership & Management for Hospitality	5
BUS 283	Human Resources Management	5
MEDIA 275	Social Media Marketing	5

Sixth Quarter (Spring)

Catalog #	Title	Credits
	Elective	5
HOSP 215	Adventure Travel Leadership and Guiding	5
HOSP 290	Hospitality Internship	1-5
	Social Sciences	5
Total Credits		91-95

Hospitality Ecotourism and Adventure Travel Leadership Short Term Certificate

Program Code: HAMEAC01

Program Outcomes

- Describe the socio-cultural, ecological, economic and community impacts of ecotourism on public and protected areas and identify core indicators of sustainable tourism such as site protection, social impact, critical ecosystems and local economy
- Identify trends in consumer behavior related to the tourism industry such as travel-based learning and ecotourism and analyze the interconnections between different elements of tourism including accommodation, transport, attractions and tourism services
- Develop plans for sustainable ecotourism programs and for managing the impact of tourism on communities and the environment
- Develop and present a plan for creating and delivering a guide experience using key principles of adventure travel guiding and applying the core concepts of customer service, interpretive guiding principles and practices and risk management and assessment to the role of guide

Area of Study

Business and Management

Catalog #	Title	Credits
HOSP 120	Ecotourism	5
HOSP 150	Sustainable Tourism Policy and Planning	3
HOSP 215	Adventure Travel Leadership and Guiding	5
Total Credits		13

Hospitality Media Technician Certificate

The Peninsula College Media Technician certificate prepares students for employment in a variety of jobs including theater technician for live events and performances, technical director, audio and video, lighting, and sound engineering technician. The program emphasizes both technical and artistic training in audio, video, lighting, set design, basic carpentry, rigging, and multimedia. Internships provide practicum experiences and opportunity for service-learning experiences with local employers.

Program Length: 3 Quarters

Program Code: HAMMTC45

Career Opportunities and Earnings

There is a growing demand for talented people with media, audio, and video technical skills; and an increasing number of employers are seeking workers with creative technical skills. Graduates may find positions with a variety of companies and organizations in the public and private sectors. Potential positions include:

- Audio technician
- Media technician
- Multimedia developer
- Technical director
- Video technician

Wages often begin around \$28.70 per hour.

Program Outcomes

When this program is completed, the student will be able to:

- Operate, monitor, and adjust audio, video, sound, and lighting equipment to ensure consistent quality
- Set up and take down equipment for events and live performances
- Record speech, music, and other sounds on recording equipment or computers, sometimes using complex software
- Synchronize sounds and dialogue with action taking place in productions
- Convert video and audio recordings to digital formats for editing on computers
- Install audio, video, and lighting equipment for events and performances
- Communicate effectively and collaborate with groups and clients

Goals

- Prepares students for a variety of media, audio, video, and theater technician jobs.
- The courses are based on recommendations from local employers and industry trends.
- The Peninsula College Media Technician certificate is significantly more cost effective than most private and public schools.

Program Prerequisites

Students entering this program should have good familiarity with computer software and hardware in the Windows or MAC environment. College level skills in English and math (eligibility for courses numbered 100 or higher) are required before registering for the English, math, or applied math courses in this program. Students may need to complete prerequisite coursework.

Required Software and Equipment

- Subscription to Adobe Creative Cloud Account
- Personal website including domain and webhosting for portfolio and subdomains for web based projects
- Digital camera for photography and video
- Books for courses

Sample Schedule

This Sample Schedule is provided as a guide for a full-time student starting in fall quarter whose goal is to earn a certificate. The typical student schedule is based on entering the program during the fall quarter, however some programs allow students to enter in the winter or spring as well. Since not all do, please confirm with an advisor whether this program must be started during a specific quarter or not.

Area of Study

Business and Management

First Quarter (Fall)

Catalog #	Title	Credits
DRMA 107	Theatre Production and Design	5
MEDIA 110	Introduction to Multimedia Graphic	5
MEDIA 114	Audio and Lighting Technology	5

Second Quarter (Winter)

Catalog #	Title	Credits
ENGL& 101	English Composition I	5
	GRBD 104 or Advisor Approved Elective	5
HUMDV 120	Human Relations	3
MEDIA 116	Video and Live Projection	5

Third Quarter (Spring)

Catalog #	Title	Credits
AMATH 121	Applied Math for Professional & Tech Programs I	5
HOSP 290	Hospitality Internship	1-5
MEDIA 235	Multimedia Production for Performances	5
	Total Credits	51

Information Technology Systems Administration, Associate in Applied Science (AAS) Degree

Program Description

The Associate in Applied Science (AAS) degree in Information Technology Systems Administration trains students, using industry-based skill standards. Students will design, implement, secure and support Microsoft, Unix/Linux and other industry standard network, client and server systems. Students will learn about the fundamental business context where IT systems function including business communication skills. Classroom instruction and practical experiences are combined into a course of study that provides students with broad exposure to the principles of network management and basic a basic understanding of the current information technology business environment.

Program Length: 6 Quarters

Program Code: SYASAAPT

Career Opportunities and Earnings

The Information Technology field continues to evolve. Information Technology plays an integral part in achieving management goals and objectives. Network and computer support personnel with experience and education earn living wages that vary depending on many factors, including but not limited to: specific skill set, supply and demand, location, and current business and economic conditions. Job openings vary across the country.

- Network engineer
- Systems administrator
- Systems support specialist

For current employment and wage estimates, please visit and search for the relevant occupational term: [bls.gov/oes](https://www.bls.gov/oes).

Program Outcomes

When this program is completed, the student will be able to:

- Determine the type of software or hardware necessary to complete an objective; understand the functions of different operating systems
- Access information from various storage mediums to locate and provide access to information in subdirectories
- Consider ideas that conflict with individual value systems
- Design, configure, troubleshoot and deploy computer networks
- Use an operating system to access a variety of software
- Solve problems using the appropriate operating system utilities; apply systematic approaches and logic to solving problems
- Synthesize and apply information to meet an identified need
- Ask questions and give answers using discipline-specific vocabulary
- Respond to a heterogeneous technology climate
- Plan, install, configure and manage resources; connect and run applications; monitor, optimize and troubleshoot network software and hardware
- Provide organizations a safe, secure, and redundant information system

Special Features

- This program helps prepare the student for a life-long learning process that accommodates rapidly changing technologies.
- This program can be completed online, or face to face depending on the mode that best fits each student's needs.
- The practice examination used in this program is based on content that follows guidelines established by industry leaders.

Program Goals

For the education program to be effective, the curriculum is designed to promote the following outcomes:

- Prepare students for a variety of Information Technology, network support, computer support and business related job opportunities.
- Prepare students for professional certification exams, where applicable.
- Prepare students to communicate effectively with management, including Chief Information Officers (CIO), and Chief Financial Officers (CFO).

Program Prerequisites

Students entering this program should have good familiarity with computer software and hardware in the Windows or MAC environment. College level skills in English and math (eligibility for courses numbered 100 or higher) are required before registering for the English, math, or applied math courses in this program. Students may need to complete prerequisite coursework. The placement test will help determine placement level if not known. Previous coursework may also indicate placement level.

Approximate Additional Costs

- Books, supplies and miscellaneous fees (per quarter): \$200-\$300
- Computer/software: \$1,500-\$2,500 (optional, recommended)

Sample Schedule

This Sample Schedule is provided as a guide for a full-time student starting in fall quarter whose goal is to earn the Associate in Applied Science (AAS). The typical student schedule is based on entering the program during the fall quarter, however some programs allow students to enter in the winter or spring as well. Since not all do, please confirm with an advisor whether this program must be started during a specific quarter or not.

Area of Study

Information Technology

First Quarter (Fall)

Catalog #	Title	Credits
CS 100	Introduction to Computer Science	5
ENGL& 101	English Composition I	5
IT 111	Fundamentals of Information Technology	5

Second Quarter (Winter)

Catalog #	Title	Credits
AMATH 121	Applied Math for Professional & Tech Programs I	5
IT 107	Introduction to Networking	5
IT 162	Upgrading and Maintaining Your PC	5

Third Quarter (Spring)

Catalog #	Title	Credits
AOS 170	Business Communications	5
IT 114	Database Design and Implementation	5
IT 156	Introduction to Operating Systems	5

Fourth Quarter (Fall)

Catalog #	Title	Credits
CAT 212	Help Desk and Support Specialist	5
IT 225	Windows Domains	5
MEDIA 111	Introduction to Multimedia Web	5

Fifth Quarter (Winter)

Catalog #	Title	Credits
	CSIA 185 or CSIA 290	5
ECON 101	Introduction to Economics	5
IT 260	Introduction to Unix/Linux Systems Administration	5

Sixth Quarter (Spring)

Catalog #	Title	Credits
BUS 270	Management Information Systems	5
MEDIA 206	Database Driven Websites	5
	Social Sciences	5
	Total Credits	90

Information Technology Systems Administration, Associate in Applied Science-Transfer (AAS-T) Degree

Program Description

The Associate in Applied Science-Transfer (AAS-T) degree in Information Technology Systems Administration trains students, using industry-based skill standards. Students will design, implement, secure and support Microsoft, Unix/Linux and other industry standard network, client and server systems. Students will learn about the fundamental business context where IT systems function including business communication skills. Classroom instruction and practical experiences are combined into a course of study that provides students with broad exposure to the principles of network management and basic a basic understanding of the current information technology business environment.

Program Length: 6 Quarters
Program Code: SYASAAAS

Career Opportunities and Earnings

The Information Technology field continues to evolve. Information Technology plays an integral part in achieving management goals and objectives. Network and computer support personnel with experience and education earn living wages that vary depending on many factors, including but not limited to: specific skill set, supply and demand, location, and current business and economic conditions. Job openings vary across the country.

- Network engineer
- Systems administrator
- Systems support specialist

For current employment and wage estimates, please visit and search for the relevant occupational term: [bls.gov/oes](https://www.bls.gov/oes).

Program Outcomes

When this program is completed, the student will be able to:

- Determine the type of software or hardware necessary to complete an objective; understand the functions of different operating systems
- Access information from various storage mediums to locate and provide access to information in subdirectories
- Consider ideas that conflict with individual value systems
- Design, configure, troubleshoot and deploy computer networks
- Use an operating system to access a variety of software
- Solve problems using the appropriate operating system utilities; apply systematic approaches and logic to solving problems
- Synthesize and apply information to meet an identified need
- Ask questions and give answers using discipline-specific vocabulary
- Respond to a heterogeneous technology climate
- Plan, install, configure and manage resources; connect and run applications; monitor, optimize and troubleshoot network software and hardware
- Provide organizations a safe, secure, and redundant information system

Special Features

- This program helps prepare the student for a life-long learning process that accommodates rapidly changing technologies.
- This program can be completed online, or face to face depending on the mode that best fits each student's needs.
- The practice examination used in this program is based on content that follows guidelines established by industry leaders.

Program Goals

For the education program to be effective, the curriculum is designed to promote the following outcomes:

- Prepare students for a variety of Information Technology, network support, computer support and business related job opportunities.
- Prepare students for professional certification exams, where applicable.
- Prepare students to communicate effectively with management, including Chief Information Officers (CIO), and Chief Financial Officers (CFO).

Program Prerequisites

Students entering this program should have good familiarity with computer software and hardware in the Windows or MAC environment. College level skills in English and math (eligibility for courses numbered 100 or higher) are required before registering for the English, math, or applied math courses in this program. Students may need to complete prerequisite coursework. The placement test will help determine placement level if not known. Previous coursework may also indicate placement level.

Approximate Additional Costs

- Books, supplies and miscellaneous fees (per quarter): \$200-\$300
- Computer/software: \$1,500-\$2,500 (optional, recommended)

Sample Schedule

This Sample Schedule is provided as a guide for a full-time student starting in fall quarter whose goal is to earn the Associate in Applied Science-Transfer (AAS-T). The typical student schedule is based on entering the program during the fall quarter, however some programs allow students to enter in the winter or spring as well. Since not all do, please confirm with an advisor whether this program must be started during a specific quarter or not.

Area of Study

Information Technology

First Quarter (Fall)

Catalog #	Title	Credits
CS 100	Introduction to Computer Science	5
ENGL& 101	English Composition I	5
IT 111	Fundamentals of Information Technology	5

Second Quarter (Winter)

Catalog #	Title	Credits
IT 107	Introduction to Networking	5
IT 162	Upgrading and Maintaining Your PC	5
MATH& 107	Math in Society	5

Third Quarter (Spring)

Catalog #	Title	Credits
AOS 170	Business Communications	5
IT 114	Database Design and Implementation	5
IT 156	Introduction to Operating Systems	5

Fourth Quarter (Fall)

Catalog #	Title	Credits
CAT 212	Help Desk and Support Specialist	5
IT 225	Windows Domains	5
MEDIA 111	Introduction to Multimedia Web	5

Fifth Quarter (Winter)

Catalog #	Title	Credits
	CSIA 185 or CSIA 290	5
	ECON 101 or CS& 141	5
IT 260	Introduction to Unix/Linux Systems Administration	5

Sixth Quarter (Spring)

Catalog #	Title	Credits
BUS 270	Management Information Systems	5
MEDIA 206	Database Driven Websites	5
	Social Sciences	5
	Total Credits	90

Intermediate Welding Short Term Certificate

Program Code: WETIWC01

Area of Study

Skilled Trades

Catalog #	Title	Credits
WELD 120	Beginning Welding and Metal Fabrication II	15
	Total Credits	15

Journalism Emphasis, Associate in Arts Direct Transfer Agreement (AA-DTA)

Overview

Earn the Associate in Arts Degree, Direct Transfer Agreement (AA-DTA) while exploring your passion for creative storytelling, photography, design, and community outreach-also known as Journalism.

Sample Career Options

- Advertising and Promotions Manager
- Emergency Management Director
- Marketing and Public Relations Manager
- Reporter
- School Teacher

Transfer and Degree Requirements

Students working toward their transfer degree typically take a variety of courses designed to fulfill the general requirements of most four-year colleges and universities. Students intending to transfer to a four-year college for further study are encouraged to work closely with their advisor and transfer institution to explore the requirements of the college they wish to attend after Peninsula. Most institutions have separate admission criteria, which may be based on grades, prerequisite coursework, test scores, and other considerations. Our Sample Schedule is designed to provide you with faculty recommended courses to complete your Associate in Arts Direct Transfer Agreement (AA-DTA) degree with an emphasis in journalism, but is not a major ready pathway.

Transfer Institution Information

Sample Schedule

This Sample Schedule is provided as a guide for a full-time student starting in fall quarter whose goal is to earn the Associate in Arts Direct Transfer Agreement (AA-DTA). The courses are designed with the appropriate number of credits to meet degree requirements and are organized in a recommended sequence. Please consult an advisor to schedule courses and develop a personalized educational plan.

Your personal Educational Plan will vary based on many factors including:

- The quarter you begin
- How many classes/credits you plan to take in each quarter
- Your Math and English placement
- If you have credits you have already taken and plan to transfer them
- The college you are interested in transferring to
- If you start in our [Transitional Studies](#) program

Area of Study

Arts and Communication

Communication Competencies

- Demonstrate an ability to analyze how multicultural audiences shape written, visual, oral, aural, and performative communication and its meaning.
- Generate effective written and oral communication for a variety of purposes and diverse audiences.
- Generate effective visual or performative communication.

Quantitative Reasoning

- Apply basic computational skills to practical applications.
- Apply systematic approaches and logic to solving quantitative problems.

Information Competencies

- Identify research goals and retrieve information.
- Synthesize, apply, and properly cite information to meet an identified purpose.
- Evaluate the credibility of information and information sources, and distinguish between fact and opinion.

Critical Thinking

- Interpret and analyze meaning from written, visual, oral, aural, and performative works.
- Analyze and understand diverse individual and community perspectives and values.
- Understand and analyze social justice issues and movements.
- Generate creative works that demonstrate a process of critical reflection, analysis, experimentation, and original thought.

Personal and Interpersonal Competencies

- Consider ideas that conflict with individual value systems.
- Function under conditions of ambiguity and uncertainty.
- Work cooperatively and collaboratively with others.

First Quarter

Meet with your advisor to talk about your long-term schedule, taking into account your transfer plans.

Catalog #	Title	Credits
	CMST& 102 or CMST103/GS 121	5
COLL 101	College Success	5
ENGL& 101	English Composition I	5

Second Quarter

It's not too soon to explore transfer options. Make a [transfer appointment](#).

Catalog #	Title	Credits
ENGL& 102	CMST& 102 or CMST103/GS 121	5
	Composition II	5
	MATH& 107 or MATH& 146	5

Third Quarter

Check your education plan to make sure you're on track to graduate.

Catalog #	Title	Credits
CMST 121	Photojournalism I	5
CMST 201	Social Media & Society	5
	Natural Sciences	5

Fourth Quarter

Meet with your educational and career planner to explore universities.

Catalog #	Title	Credits
CMST 122-123	Advanced Photojournalism II, III	3
GS 121-126	Studium Generale	1-2
	Natural Sciences	5
	Social Sciences	5

Fifth Quarter

Apply to graduate. You're just two quarters away...keep it up!

Catalog #	Title	Credits
CMST& 210	Interpersonal Communication	5
	Natural Sciences	5
	Social Sciences	5

Sixth Quarter

You're almost done! Good luck on your final quarter!

Catalog #	Title	Credits
CMST 235	Multimedia Journalism Production	5
	Humanities	5
	Social Sciences	5
	Total Credits	90

Literature Emphasis, Associate in Arts Direct Transfer Agreement (AA-DTA)

Overview

Complete your Associate in Arts Degree, Direct Transfer Agreement (AA-DTA) while exploring your love of literature. Studying English offers opportunities for students interested in writing, editing, or teaching as a career path, but it also assists people whose career pathways focus on thinking critically and creatively to solve problems, analyzing specific details, and supervising or collaborating with fellow employees.

Sample Career Options

- Creative Writer
- Editor
- Grant Writer
- K-12 Teacher or College Professor
- Technical Writer

Transfer and Degree Requirements

Students working toward their transfer degree typically take a variety of courses designed to fulfill the general requirements of most four-year colleges and universities. Students intending to transfer to a four-year college for further study are encouraged to work closely with their advisor and transfer institution to explore the requirements of the college they wish to attend after Peninsula. Most institutions have separate admission criteria, which may be based on grades, prerequisite coursework, test scores, and other considerations. Our Sample Schedule is designed to provide you with faculty recommended courses to complete your Associate in Arts Direct Transfer Agreement (AA-DTA) degree with an emphasis in literature, but is not a major ready pathway.

Transfer Institution Information

Sample Schedule

This Sample Schedule is provided as a guide for a full-time student starting in fall quarter whose goal is to earn the Associate in Arts Direct Transfer Agreement (AA-DTA). The courses are designed with the appropriate number of credits to meet degree requirements and are organized in a recommended sequence. Please consult an advisor to schedule courses and develop a personalized educational plan.

Your personal Educational Plan will vary based on many factors including:

- The quarter you begin
- How many classes/credits you plan to take in each quarter
- Your Math and English placement
- If you have credits you have already taken and plan to transfer them
- The college you are interested in transferring to
- If you start in our [Transitional Studies](#) program

Area of Study

Arts and Communication

Communication Competencies

- Demonstrate an ability to analyze how multicultural audiences shape written, visual, oral, aural, and performative communication and its meaning.
- Generate effective written and oral communication for a variety of purposes and diverse audiences.
- Generate effective visual or performative communication.

Quantitative Reasoning

- Apply basic computational skills to practical applications.
- Apply systematic approaches and logic to solving quantitative problems.

Information Competencies

- Identify research goals and retrieve information.
- Synthesize, apply, and properly cite information to meet an identified purpose.
- Evaluate the credibility of information and information sources, and distinguish between fact and opinion.

Critical Thinking

- Interpret and analyze meaning from written, visual, oral, aural, and performative works.
- Analyze and understand diverse individual and community perspectives and values.
- Understand and analyze social justice issues and movements.
- Generate creative works that demonstrate a process of critical reflection, analysis, experimentation, and original thought.

Personal and Interpersonal Competencies

- Consider ideas that conflict with individual value systems.
- Function under conditions of ambiguity and uncertainty.
- Work cooperatively and collaboratively with others.

First Quarter

Meet with your advisor to talk about your long-term schedule, taking into account your transfer plans.

Catalog #	Title	Credits
COLL 101	College Success	5
ENGL& 101	English Composition I	5
	ENGL& 111 or IS 101	5

Second Quarter

It's not too soon to explore transfer options. Make a [transfer appointment](#).

Catalog #	Title	Credits
ENGL& 102	Composition II	5
	Literature Elective	5
MATH& 107	Math in Society	5

Third Quarter

Check your educational plan to make sure you're on track to graduate.

Catalog #	Title	Credits
	Humanities	5
	Natural Sciences	5
	Social Sciences	5

Fourth Quarter

Meet with your educational and career planner to explore universities.

Catalog #	Title	Credits
	ENGL& 111 or IS 101	5
	Natural Sciences	5
	Social Sciences	5

Fifth Quarter

Apply to graduate. You're just two quarters away...keep it up!

Catalog #	Title	Credits
	Literature Elective	5
	Literature Elective	5
	Natural Sciences	5

Sixth Quarter

You're almost done! Good luck on your final quarter!

Catalog #	Title	Credits
	Literature Elective	5
	Literature Elective	5
	Social Sciences	5
	Total Credits	90

Mathematics Emphasis, Associate in Arts Direct Transfer Agreement (AA-DTA)

Overview

Complete your Associate in Arts Degree, Direct Transfer Agreement (AA-DTA) while exploring our mathematics program. We offer courses in a traditional classroom setting, online, or hybrid combining both classroom and online experiences.

Sample Career Options

- Actuary
- Data Scientists
- Financial Planner
- Mathematician
- Systems Engineer

Transfer and Degree Requirements

Students working toward their transfer degree typically take a variety of courses designed to fulfill the general requirements of most four-year colleges and universities. Students intending to transfer to a four-year college for further study in mathematics are encouraged to work closely with their advisor and transfer institution to explore the requirements of the college they wish to attend after Peninsula. Most institutions have separate admission criteria, which may be based on grades, prerequisite coursework, test scores, and other considerations. Our Sample Schedule is designed to provide you with faculty recommended courses to complete your Associate in Arts Direct Transfer Agreement (AA-DTA) degree with an emphasis in mathematics, but is not a major ready pathway.

Transfer Institution Information

Sample Schedule

This Sample Schedule is provided as a guide for a full-time student starting in fall quarter whose goal is to earn the Associate in Arts Direct Transfer Agreement (AA-DTA). The courses are designed with the appropriate number of credits to meet degree requirements and are organized in a recommended sequence. Please consult an advisor to schedule courses and develop a personalized educational plan.

Your personal Educational Plan will vary based on many factors including:

- The quarter you begin
- How many classes/credits you plan to take in each quarter
- Your Math and English placement
- If you have credits you have already taken and plan to transfer them
- The college you are interested in transferring to
- If you start in our [Transitional Studies](#) program

Area of Study

Math and Science

Communication Competencies

- Comprehend the difference between written opinions vs ideas supported by scientific inquiry.
- Demonstrate the ability to communicate scientific ideas and the process of science.

Quantitative Reasoning

- Manipulate numbers (large and small), use common measurement systems, and solve simple linear algebraic problems.
- Recognize functional relationships between and among measurable phenomena.
- Apply systematic approaches and logic to solving quantitative problems.
- Translate mathematical symbols into words and words into mathematical symbols.
- Demonstrate the ability to use modeling and simulation to solve scientific problems.

Information Competencies

- Recognize the difference between questions of high scientific impact vs those unlikely to provide critical information about a scientific phenomenon or process.
- Ability to apply the process of science.

Critical Thinking

- Identify and troubleshoot scientific problems.
- Demonstrate the ability to use quantitative reasoning and analyze data.
- Demonstrate the ability to apply the process of science.

Personal and Interpersonal Competencies

- Gain an understanding of the relationships between science and society.
- Gain familiarity with and an appreciation for the interdisciplinary nature of science.
- Demonstrate the ability to collaborate and understand the importance of collaboration in science.

First Quarter

Meet with your advisor to talk about your long-term schedule, taking into account your transfer plans.

Catalog #	Title	Credits
COLL 101	College Success	5
ENGL& 101	English Composition I	5
	MATH& 141 or MATH& 151	5

Second Quarter

It's not too soon to explore transfer options. Make a [transfer appointment](#).

Catalog #	Title	Credits
	ENGL& 102 or ENGL& 235	5
	MATH& 142 or MATH& 152	5
	Social Sciences	5

Third Quarter

Check your educational plan to make sure you're on track to graduate.

Catalog #	Title	Credits
CMST& 210	Interpersonal Communication	5
	MATH& 163 or Natural Sciences	5
	Social Sciences	5

Fourth Quarter

Meet with your educational and career planner to explore universities.

Catalog #	Title	Credits
	Humanities	5
	MATH& 146 or MATH& 151	5
PHYS& 221	Engineering Physics I with Lab	5

Fifth Quarter

Apply to graduate. You're just two quarters away...keep it up!

Catalog #	Title	Credits
	Elective or MATH& 152	5
PHYS& 222	Engineering Physics II with Lab	5
	Social Sciences	5

Sixth Quarter

You're almost done! Good luck on your final quarter!

Catalog #	Title	Credits
	Humanities	5
	MATH& 163 or Natural Sciences	5
PHYS& 223	Engineering Physics III with Lab	5
Total Credits		90

Medical Assisting Certificate

Program Description

The Peninsula College Medical Assisting program provides training for employment in medical offices, clinics, and other healthcare settings. Graduates are likely to find employment in these areas, while advanced degrees may provide access to a wider range of career opportunities in healthcare. The Medical Assisting Associate in Applied Science (AAS) degree includes transfer coursework in math, English, psychology, sociology, and chemistry. Courses include medical terminology, anatomy and physiology, clinical skills, medical office administration, electronic medical records, and medical billing and coding. Medical ethics, patient safety, and patient care are taught throughout the program, as well as the rules and regulations mandated by HIPAA and OSHA. Technology skills are integrated to prepare students for medical office employment, including electronic billing and coding, bookkeeping and accounting, and charting in patient records. Graduates are eligible to take their national exam in order to obtain their Washington State Department of Health Medical Assistant-Certified credentials.

Application to the program is required. Applicants who plan to begin the program Fall Quarter must submit their application packet by 5:00 pm on June 1st of the preceding Spring Quarter. Please visit pencol.edu/medical-

assisting to access the application packet. Prospective Medical Assisting students should be aware of the fact that they will have to complete a background check and provide documentation of required immunizations prior to enrolling in medical assisting courses.

Program Length: 5 Quarters
Program Code: MLAMAC45

Career Opportunities and Earnings

The Medical Assisting program provides training for employment in medical offices, clinics, and other healthcare settings. Advanced degrees may provide access to a wider range of health career opportunities. The demand for medical assistants should remain strong over the next several years.

- Medical assistant
- Medical billing

For current employment and wage estimates, please visit and search for Medical Assistant: [bls.gov/oes](https://www.bls.gov/oes).

Program Outcomes

When this program is completed, the student will be able to:

- Function professionally in a legal and ethical manner as a medical assistant
- Use medical terminology correctly
- Effectively communicate with other healthcare team members, patients, and physicians
- Procure and distribute both office and medical supplies
- Manage paper and electronic documents in a medical office
- Demonstrate proficiency with basic medical testing procedures
- Display knowledge and use of techniques for asepsis, workplace safety, and risk management
- Demonstrate knowledge and competency in ICD-9 and ICD-10 coding and electronic medical billing of multiple insurances
- Follow laws and regulations regarding patient privacy and confidentiality
- Format and generate various documents required in a medical office setting
- Integrate the cognitive, psychomotor, and affective domain objectives into daily practice

Program Prerequisites

College-level skills in math and English are required before registering for communications and computation courses at Peninsula College. The placement test will help determine placement level if not known. Medical Assisting program prerequisites [ENGL 90](#), [INFO 101](#), and [MATH 63/64](#).

Approximate Additional Costs

- Books, uniforms, supplies and miscellaneous fees (per quarter): \$300-\$700
- MA-C credential application, national exam fees and background check fees: \$250-\$300
- Insurance and immunizations fees: \$150-\$300
- Total Additional Cost Estimate, excluding tuition: \$700-\$1300

Student Expenses

Costs are approximations only and do not include tuition or associated classroom/student fees.

Medical Assisting Program expenses, in addition to tuition, placement testing, or any other college-related fees or expenditures.

Item	Estimated Cost
Uniforms: two sets of scrub pants and tops	\$40-\$70 per set
Shoes: leather or other puncture-resistant material, athletic or medical type	\$30-\$100 per pair
White laboratory coat (optional)	\$25-\$45 each
Analogue watch with sweeping second hand	\$20-\$50

Medical Assisting Program expenses, in addition to tuition, placement testing, or any other college-related fees or expenditures.

Stethoscope	\$40-\$120
Textbooks	\$150-\$300 per quarter (prices determined by publisher, not medical assisting program)
National exam application fee	\$90-\$150
WA state DOH MA-C application fee	\$115-\$150
Background check for Program	\$44-\$55
Background check for WA state, if required	Varies; check DOH website
Membership dues for national credential	Varies; check appropriate website
Fees for Continuing Education credits	Varies; check appropriate website
Immunizations	Varies based on immunizations/titers needed
Insurance	Varies by individual carrier
Health and Liability Insurance (optional, but recommended prior to Practicum)	
Neither Peninsula College nor any affiliated clinical externship sites are responsible for the cost of medical care for injury or illness that occurs as a result of classroom, lab, or practicum activities.	Varies by individual carrier and type of coverage, but can range from \$35-\$150

Area of Study

Healthcare

Prerequisites

Catalog #	Title	Credits
ENGL 90/91/92	Fundamentals of English	5
INFO 101	Research in Health and Social Sciences	2
MATH 63/64	Introduction to Algebra	5

First Quarter (Fall)

Catalog #	Title	Credits
MED 101	Introduction Clinical to Clinical Medical Assisting	5
MED 102	Medical Terminology for Medical Assistants	5
MED 150	Medical Billing and Coding I	5

Second Quarter (Winter)

Catalog #	Title	Credits
MED 110	Anatomy & Pathophysiology for Medical Assistants I	5
MED 135	Medical Office Procedures	4
MED 151	Medical Billing and Coding II	5
MED 160	Clinical Skills Seminar for Medical Assistants I	5

Third Quarter (Spring)

Catalog #	Title	Credits
MED 115	Anatomy & Pathophysiology for Medical Assistants II	5
MED 140	Medical, Ethical, Legal Communication	4
MED 161	Clinical Skills Seminar for Medical Assistants II	5

Fourth Quarter (Summer)

Catalog #	Title	Credits
AMATH 121	Applied Math for Professional & Tech Programs I	5
FA 180	First Aid for Healthcare Providers	1
MED 105	HIV/AIDS and Other Bloodborne Pathogens for Medical Assistants.	1
MED 170	Principles of Pharmacology for Medical Assistants	5

Fifth Quarter (Fall)

Catalog #	Title	Credits
MED 165	Clinical Practicum for Medical Assistants	6
MED 200	Medical Assisting Capstone	3
MED 201	Introduction to Patient Advocacy	5
Total Credits		74

Medical Assisting, Associate in Applied Science (AAS) Degree

Program Description

The Peninsula College Associate in Applied Science (AAS) Medical Assisting program provides training for employment in medical offices, clinics, and other healthcare settings. Graduates are likely to find employment in these areas, while advanced degrees may provide access to a wider range of career opportunities in healthcare. The Medical Assisting AAS degree includes transfer coursework in math, English, psychology, sociology, and chemistry. Courses include medical terminology, anatomy and physiology, clinical skills, medical office administration, electronic medical records, and medical billing and coding. Medical ethics, patient safety, and patient care are taught throughout the program, as well as the rules and regulations mandated by HIPAA and OSHA. Technology skills are integrated to prepare students for medical office employment, including electronic billing and coding, bookkeeping and accounting, and charting in patient records. Graduates are eligible to take their national exam in order to obtain their Washington State Department of Health Medical Assistant-Certified credentials.

Application to the program is required. Applicants who plan to begin the program Fall Quarter must submit their application packet by 5:00 pm on June 1st of the preceding Spring Quarter. Please visit pencol.edu/medical-assisting to access the application packet. Prospective Medical Assisting students should be aware of the fact that they will have to complete a background check and provide documentation of required immunizations prior to enrolling in medical assisting courses.

Program Length: 7 Quarters

Program Code: MLAMAAPT

Career Opportunities and Earnings

The Medical Assisting program provides training for employment in medical offices, clinics, and other healthcare settings. Advanced degrees may provide access to a wider range of health career opportunities. The demand for medical assistants should remain strong over the next several years.

- Medical assistant
- Medical billing

For current employment and wage estimates, please visit and search for Medical Assistant: bls.gov/oes.

Program Outcomes

When this program is completed, the student will be able to:

- Function professionally in a legal and ethical manner as a medical assistant
- Use medical terminology correctly
- Effectively communicate with other healthcare team members, patients, and physicians
- Procure and distribute both office and medical supplies
- Manage paper and electronic documents in a medical office
- Demonstrate proficiency with basic medical testing procedures
- Display knowledge and use of techniques for asepsis, workplace safety, and risk management
- Demonstrate knowledge and competency in ICD-9 and ICD-10 coding and electronic medical billing of multiple insurances

- Follow laws and regulations regarding patient privacy and confidentiality
- Format and generate various documents required in a medical office setting
- Integrate the cognitive, psychomotor, and affective domain objectives into daily practice

Program Prerequisites

College-level skills in math and English are required before registering for communications and computation courses at Peninsula College. The placement test will help determine placement level if not known. Medical Assisting program prerequisites [ENGL 90](#), [INFO 101](#), and [MATH 63/64](#).

Approximate Additional Costs

- Books, uniforms, supplies and miscellaneous fees (per quarter): \$300-\$700
- MA-C credential application, national exam fees and background check fees: \$250-\$300
- Insurance and immunizations fees: \$150-\$300

Total Additional Cost Estimate, excluding tuition: \$700-\$1300

Student Expenses

Costs are approximations only and do not include tuition or associated classroom/student fees.

Medical Assisting Program expenses, in addition to tuition, placement testing, or any other college-related fees or expenditures.

Item	Estimated Cost
Uniforms: two sets of scrub pants and tops	\$40-\$70 per set
Shoes: leather or other puncture-resistant material, athletic or medical type	\$30-\$100 per pair
White laboratory coat (optional)	\$25-\$45 each
Analogue watch with sweeping second hand	\$20-\$50
Stethoscope	\$40-\$120
Textbooks	\$150-\$300 per quarter (prices determined by publisher, not medical assisting program)
National exam application fee	\$90-\$150
WA state DOH MA-C application fee	\$115-\$150
Background check for Program	\$44-\$55
Background check for WA state, if required	Varies; check DOH website
Membership dues for national credential	Varies; check appropriate website
Fees for Continuing Education credits	Varies; check appropriate website
Immunizations	Varies based on immunizations/titers needed
Insurance	Varies by individual carrier
Health and Liability Insurance (optional, but recommended prior to Practicum)	Varies by individual carrier and type of coverage, but can range from \$35-\$150

Neither Peninsula College nor any affiliated clinical externship sites are responsible for the cost of medical care for injury or illness that occurs as a result of classroom, lab, or practicum activities.

Area of Study

Healthcare

Prerequisites

Catalog #	Title	Credits
ENGL 90/91/92	Fundamentals of English	5
INFO 101	Research in Health and Social Sciences	2
MATH 63/64	Introduction to Algebra	5

First Quarter (Fall)

Catalog #	Title	Credits
MED 101	Introduction Clinical to Clinical Medical Assisting	5
MED 102	Medical Terminology for Medical Assistants	5
MED 150	Medical Billing and Coding I	5

Second Quarter (Winter)

Catalog #	Title	Credits
MED 110	Anatomy & Pathophysiology for Medical Assistants I	5
MED 135	Medical Office Procedures	4
MED 151	Medical Billing and Coding II	5
MED 160	Clinical Skills Seminar for Medical Assistants I	5

Third Quarter (Spring)

Catalog #	Title	Credits
MED 115	Anatomy & Pathophysiology for Medical Assistants II	5
MED 140	Medical, Ethical, Legal Communication	4
MED 161	Clinical Skills Seminar for Medical Assistants II	5

Fourth Quarter (Summer)

Catalog #	Title	Credits
AMATH 121	Applied Math for Professional & Tech Programs I	5
FA 180	First Aid for Healthcare Providers	1
MED 105	HIV/AIDS and Other Bloodborne Pathogens for Medical Assistants.	1
MED 170	Principles of Pharmacology for Medical Assistants	5

Fifth Quarter (Fall)

Catalog #	Title	Credits
MED 165	Clinical Practicum for Medical Assistants	6
MED 200	Medical Assisting Capstone	3
MED 201	Introduction to Patient Advocacy	5

Sixth Quarter (Winter)

Catalog #	Title	Credits
ENGL& 101	English Composition I	5
PSYC& 100	General Psychology	5

Seventh Quarter (Spring)

Catalog #	Title	Credits
CHEM& 110	Chemical Concepts with Lab	5
SOC& 101	Introduction to Sociology	5
Total Credits		94

Medical Office Assisting Certificate

Program Description

The Peninsula College Medical Office Assistant Certificate program provides training for adults seeking employment in the administrative areas of medical offices, clinics, hospitals, home health, extended care facilities, and other healthcare settings. Technology skills are integrated to prepare students for medical office employment, including electronic medical billing and coding, bookkeeping and accounting, and charting in patient records. Immunizations & background checks must be completed prior to the student being placed into a local healthcare facility for their required externship/ practicum experience(s).

Program Length: 4 Quarters

Program Code: MLAMOC45

Career Opportunities and Earnings

There is a high demand for professional medical office assistants and an increasing number of employers are seeking skilled medical office assistants. Graduates may find positions in a variety of healthcare settings including medical offices, clinics, hospitals, home health and extended care facilities. Potential positions include:

- Admissions coordinator
- Billing coordinator
- Medical office assistant
- Medical secretary
- Patient coordinator

For current employment and wage estimates, please visit and search for Medical Secretary: bls.gov/oes.

Program Outcomes

Upon completion of the Medical Office Assistant program, students will be able to:

- Perform the duties of a professional medical office assistant/specialist
- Identify legal and ethical issues related to medical office assistant duties and responsibilities
- Use medical terminology correctly
- Effectively communicate with other healthcare team members, patients, and physicians
- Procure and distribute office supplies
- Manage documents, both paper and electronic, in a medical office
- Demonstrate knowledge and competency in ICD-10 coding and electronic medical billing of multiple insurances
- Follow laws and regulations regarding patient privacy and confidentiality
- Format and generate various documents required in a medical office setting

Goals

- Prepare students for a variety of medical office related jobs.
- Offer a medical office assistant program that aligns with recommendations from local employers and industry trends.
- Meet the growing need for trained Rotating Allied Health Program Planning medical office assistants.

Approximate Additional Costs

- Placement test fee: \$20
- Books, supplies and miscellaneous fees: \$250-\$300
- Tuition and fees: \$6,241.90 total based on 2021-22 [WA resident tuition rates](#) (additional fees may apply)
 - First quarter (12 credits): \$1,438.92
 - Second quarter (15 credits): \$1,647.30
 - Third quarter (15 credits): \$1,647.30
 - Fourth quarter (13 credits): \$1,508.38

Sample Schedule

This Sample Schedule is provided as a guide for a full-time student starting in fall quarter whose goal is to earn a certificate. The typical student schedule is based on entering the program during the fall quarter, however some programs allow students to enter in the winter or spring as well. Since not all do, please confirm with an advisor whether this program must be started during a specific quarter or not.

Area of Study

Healthcare

First Quarter (Fall)

Catalog #	Title	Credits
INFO 101	Research in Health and Social Sciences	2
MED 102	Medical Terminology for Medical Assistants	5
MED 150	Medical Billing and Coding I	5

Second Quarter (Winter)

Catalog #	Title	Credits
AMATH 121	Applied Math for Professional & Tech Programs I	5
FA 180	First Aid for Healthcare Providers	1
MED 135	Medical Office Procedures	4
MED 151	Medical Billing and Coding II	5

Third Quarter (Spring)

Catalog #	Title	Credits
CAT 130	Introduction to Microsoft Word	5
MED 140	Medical, Ethical, Legal Communication	4
MED 155	Medical Office Assistant Extern and Capstone	6

Fourth Quarter (Summer)

Catalog #	Title	Credits
CAT 140	Introduction to Microsoft Excel	5
ENGL& 101	English Composition I	5
HUMDV 120	Human Relations	3
Total Credits		55

Medical Office Assisting, Associate in Applied Science (AAS) Degree

Program Description

The Peninsula College Associate in Applied Science (AAS) Medical Office Assisting program provides training for adults seeking employment in the administrative areas of medical offices, clinics, hospitals, home health, extended care facilities, and other healthcare settings. Graduates are likely to find employment in these areas, while advanced degrees may provide access to a wider range of career opportunities in healthcare. Technology skills are integrated to prepare students for medical office employment, including electronic medical billing and coding, bookkeeping and accounting, and charting in patient records. Immunizations and background checks must be completed prior to the student being placed into a local healthcare facility for their required externship/practicum experience(s).

Program Length: 6 Quarters

Program Code: MOAMAAPT

Career Opportunities and Earnings

There is a high demand for professional medical office assistants and an increasing number of employers are seeking skilled medical office assistants. Graduates may find positions in a variety of healthcare settings including medical offices, clinics, hospitals, home health and extended care facilities. Wages often begin around \$20.71 per hour. Potential positions include:

- Medical office assistant
- Medical secretary

For current employment and wage estimates, please visit and search for Medical Office Assistant: [bls.gov/oes](https://www.bls.gov/oes).

Program Outcomes

Upon completion of the Medical Office Assistant program, students will be able to:

- Function professionally in a legal and ethical manner as a medical office assistant/specialist
- Use medical terminology correctly
- Effectively communicate with other healthcare team members, patients, and physicians
- Procure and distribute office supplies
- Manage documents, both paper and electronic, in a medical office
- Demonstrate knowledge and competency in ICD-10 coding and electronic medical billing of multiple insurances
- Follow laws and regulations regarding patient privacy and confidentiality
- Format and generate various documents required in a medical office setting

Goals

- Prepare students for a variety of medical office related jobs.
- Offer a medical office assistant program that aligns with recommendations from local employers and industry trends.
- Meet the growing need for trained Rotating Allied Health Program Planning medical office assistants.

Approximate Additional Costs

- Placement test fee: \$20
- Books, supplies and miscellaneous fees: \$250-\$300

Sample Schedule

This Sample Schedule is provided as a guide for a full-time student starting in fall quarter whose goal is to earn the Associate in Applied Science (AAS). The typical student schedule is based on entering the program during the fall quarter, however some programs allow students to enter in the winter or spring as well. Since not all do, please confirm with an advisor whether this program must be started during a specific quarter or not.

Area of Study

Healthcare

First Quarter (Fall)

Catalog #	Title	Credits
ENGL& 101	English Composition I	5
INFO 101	Research in Health and Social Sciences	2
MED 102	Medical Terminology for Medical Assistants	5
MED 150	Medical Billing and Coding I	5

Second Quarter (Winter)

Catalog #	Title	Credits
AMATH 121	Applied Math for Professional & Tech Programs I	5
FA 180	First Aid for Healthcare Providers	1
MED 135	Medical Office Procedures	4
MED 151	Medical Billing and Coding II	5

Third Quarter (Spring)

Catalog #	Title	Credits
CAT 130	Introduction to Microsoft Word	5
MED 140	Medical, Ethical, Legal Communication	4
MED 155	Medical Office Assistant Extern and Capstone	6

Fourth Quarter (Fall)

Catalog #	Title	Credits
BUS& 101	Introduction to Business	5
CAT 140	Introduction to Microsoft Excel	5
ENGL& 102	Composition II	5

Fifth Quarter (Winter)

Catalog #	Title	Credits
CAT 114	Introduction to Microsoft Powerpoint	2
CMST& 210	Interpersonal Communication	5
ENGL& 235	Technical Writing	5
HUMDV 120	Human Relations	3

Sixth Quarter (Spring)

Catalog #	Title	Credits
H ED 180	Health and Wellness	5
PSYC& 100	General Psychology	5
SOC& 101	Introduction to Sociology	5
Total Credits		92

Multimedia Communications Graphics, Associate in Applied Science (AAS) Degree

Program Description

Complete your Multimedia Communications Graphics, Associate in Applied Science (AAS). This program prepares students for entry level employment in a variety of digital media careers including graphic design, digital photography, e-book design and publishing, content development for websites, and design for print publications. Foundation courses provide individuals with hands-on experience using a number of multimedia and graphic software applications. Core courses teach students an understanding of visual communications and provide a strong foundation of multimedia concepts and skills. Capstone courses offer a unique opportunity for students to interact with local businesses, entrepreneurs, and clients while creating a collective portfolio of student work. Some courses in this degree concentration are not offered online. Students are required to have access to Adobe Design Premium software, supply their own digital still and video camera, Adobe Creative Cloud, personal website including domain and webhosting for Portfolio and subdomains for web-based projects, a digital camera for photography and video, and books for this degree option. Visit our web site at: pencol.edu/program/multimedia-communications.

Program Length: 6 Quarters

Program Code: DMWGCAPT

Career Opportunities and Earnings

There is a high demand for talented people with digital media skills and an increasing number of employers are seeking workers with knowledge of multimedia communication tools. Graduates may find positions with a variety of multimedia oriented companies and organizations in the public and private sectors.

- Digital illustrator
- Graphic designer
- Multimedia developer
- Photographer
- Print production artist
- Web content developer

For current employment and wage estimates, please visit and search for the relevant occupational term: [bls.gov/oes](https://www.bls.gov/oes).

Program Outcomes

When this program is completed, the student will be able to:

- Demonstrate an understanding of the core concepts, terms, tools, and methods used to create digital video, illustrations, page layout documents, and web based multimedia content
- Plan, film, and edit, and publish digital videos on the internet
- Digitize, manipulate, and prepare photographic files for print and web publication
- Plan, create, implement, test, and manage multimedia tasks
- Produce a website portfolio that showcases individual multimedia competencies

Special Features

- Encourages students to explore how multimedia technologies impact art, business, and education.
- Up to date curriculum that adapts to the rapidly changing field of multimedia.
- Significantly more cost effective than most private and public schools.

Program Prerequisites

Students entering this program should have good computer knowledge and skills to type and operate a computer. Online students should complete [HUMDV 101](#) or have successfully completed an online course. College-level skills in English and math (eligibility for courses numbered 100 or higher) are required before registering for the English, math, or applied math courses in this program. Students may need to complete prerequisite coursework. The placement test will help determine placement level if not known. Previous coursework may also indicate placement level.

Approximate Additional Costs

- Books, supplies and miscellaneous fees (per quarter) \$200 - \$250

Sample Schedule

This Sample Schedule is provided as a guide for a full-time student starting in fall quarter whose goal is to earn the Associate in Applied Science (AAS). The typical student schedule is based on entering the program during the fall quarter, however some programs allow students to enter in the winter or spring as well. Since not all do, please confirm with an advisor whether this program must be started during a specific quarter or not.

Area of Study

Arts and Communication

First Quarter (Fall)

Catalog #	Title	Credits
ART& 100	Art Appreciation	5
MEDIA 110	Introduction to Multimedia Graphic	5
MEDIA 111	Introduction to Multimedia Web	5

Second Quarter (Winter)

Catalog #	Title	Credits
ENGL& 101	English Composition I	5
MEDIA 175	Principles of Digital Photography	4
MEDIA 201	Digital Image Editing I	5

Third Quarter (Spring)

Catalog #	Title	Credits
AMATH 121	Applied Math for Professional & Tech Programs I	5
MEDIA 203	Advanced Digital Photography	5
	Social Sciences	5

Fourth Quarter (Fall)

Catalog #	Title	Credits
CMST& 102	Intro to Mass Media	5
MEDIA 170	Introduction to Graphic Design	5
MEDIA 195	Infographic and Data Visualization	5

Fifth Quarter (Winter)

Catalog #	Title	Credits
MEDIA 196	Intro to 3D Design	5
MEDIA 202	Advanced Image Editing	5
MEDIA 204	Digital Illustration	5

Sixth Quarter (Spring)

Catalog #	Title	Credits
MEDIA 155	E-Book Design and Publishing	5
MEDIA 212	Digital Portfolio	5
MEDIA 224	Digital Storytelling	5
	Multimedia Elective	1
	Total Credits	90

Multimedia Communications Graphics, Associate in Applied Science-Transfer (AAS-T) Degree

Program Description

Complete your Multimedia Communications Graphics, Associate in Applied Science-Transfer (AAS-T). This program prepares students for entry level employment in a variety of digital media careers including graphic design, digital photography, e-book design and publishing, content development for websites, and design for print publications. Foundation courses provide individuals with hands-on experience using a number of multimedia and graphic software applications. Core courses teach students an understanding of visual communications and provide a strong foundation of multimedia concepts and skills. Capstone courses offer a unique opportunity for students to interact with local businesses, entrepreneurs, and clients while creating a collective portfolio of student work. Some courses in this degree concentration are not offered online. Students are required to have access to Adobe Design Premium software, supply their own digital still and video camera, Adobe Creative Cloud, personal website including domain and webhosting for Portfolio and subdomains for web-based projects, a digital camera for photography and video, and books for this degree option. Visit our web site at: pencol.edu/program/multimedia-communications.

Program Length: 6 Quarters
Program Code: DMWMCAAS

Career Opportunities and Earnings

There is a high demand for talented people with digital media skills and an increasing number of employers are seeking workers with knowledge of multimedia communication tools. Graduates may find positions with a variety of multimedia oriented companies and organizations in the public and private sectors.

- Digital illustrator
- Graphic designer
- Multimedia developer
- Photographer
- Print production artist
- Web content developer

For current employment and wage estimates, please visit and search for the relevant occupational term: [bls.gov/oes](https://www.bls.gov/oes).

Program Outcomes

When this program is completed, the student will be able to:

- Demonstrate an understanding of the core concepts, terms, tools, and methods used to create digital video, illustrations, page layout documents, and web based multimedia content
- Plan, film, and edit, and publish digital videos on the internet
- Digitize, manipulate, and prepare photographic files for print and web publication
- Plan, create, implement, test, and manage multimedia tasks
- Produce a website portfolio that showcases individual multimedia competencies

Special Features

- Encourages students to explore how multimedia technologies impact art, business, and education.
- Up to date curriculum that adapts to the rapidly changing field of multimedia.
- Significantly more cost effective than most private and public schools.

Program Prerequisites

Students entering this program should have good computer knowledge and skills to type and operate a computer. Online students should complete [HUMDV 101](#) or have successfully completed an online course. College-level skills in English and math (eligibility for courses numbered 100 or higher) are required before registering for the English, math, or applied math courses in this program. Students may need to complete prerequisite coursework. The placement test will help determine placement level if not known. Previous coursework may also indicate placement level.

Approximate Additional Costs

- Books, supplies and miscellaneous fees (per quarter) \$200 - \$250

Sample Schedule

This Sample Schedule is provided as a guide for a full-time student starting in fall quarter whose goal is to earn the Associate in Applied Science-Transfer (AAS-T). The typical student schedule is based on entering the program during the fall quarter, however some programs allow students to enter in the winter or spring as well. Since not all do, please confirm with an advisor whether this program must be started during a specific quarter or not.

Area of Study

Arts and Communication

First Quarter (Fall)

Catalog #	Title	Credits
ART& 100	Art Appreciation	5
MEDIA 110	Introduction to Multimedia Graphic	5
MEDIA 111	Introduction to Multimedia Web	5

Second Quarter (Winter)

Catalog #	Title	Credits
ENGL& 101	English Composition I	5
MEDIA 175	Principles of Digital Photography	4
MEDIA 201	Digital Image Editing I	5

Third Quarter (Spring)

Catalog #	Title	Credits
MATH& 107	Math in Society	5
MEDIA 203	Advanced Digital Photography	5
	Social Sciences	5

Fourth Quarter (Fall)

Catalog #	Title	Credits
CMST& 102	Intro to Mass Media	5
MEDIA 170	Introduction to Graphic Design	5
MEDIA 195	Infographic and Data Visualization	5

Fifth Quarter (Winter)

Catalog #	Title	Credits
MEDIA 196	Intro to 3D Design	5
MEDIA 202	Advanced Image Editing	5
MEDIA 204	Digital Illustration	5

Sixth Quarter (Spring)

Catalog #	Title	Credits
MEDIA 155	E-Book Design and Publishing	5
MEDIA 212	Digital Portfolio	5
MEDIA 224	Digital Storytelling	5
	Multimedia Elective	1
	Total Credits	90

Multimedia Communications Photography Certificate

Program Description

The Peninsula College Photography certificate prepares students for employment in a variety of photographic and visual arts related jobs including portrait, landscape, event, travel, sports, advertising, documentary, and commercial photographer. The hands-on program emphasizes technical, artistic, and business training in photographic technology, lighting, image editing, visual communication, and business planning for photographers.

Program Length: 3 Quarters

Program Code: PHOPHC45

Program Goals

- The program prepares students for a variety of photography jobs.
- The courses are based on recommendations from local employers and industry trends.
- The Peninsula College Photography certificate is significantly more cost effective than most private and public schools.

Program Outcomes

When this program is completed, the student will be able to:

- Market or advertise photography services to attract clients
- Analyze and plan the composition of photographs
- Use various photographic techniques and lighting equipment
- Capture subjects in professional-quality photographs
- Enhance the subject's appearance with natural or artificial light
- Use photo-enhancing software
- Maintain a digital portfolio to demonstrate their work
- Archive and manage imagery

Career Opportunities and Earnings

There is a growing demand for talented photographers. Graduates may find positions with a variety of companies and organizations in the public and private sectors. Potential positions include: portrait, landscape, event, travel, sports, advertising, documentary, and commercial photographer. Wages often begin around \$25.87 per hour.

For current employment and wage estimates, please visit and search for the relevant occupational term: [bls.gov/oes/](https://www.bls.gov/oes/).

Program Prerequisites

Prerequisite requirements must be fulfilled prior to enroll in some courses. Prerequisite requirements are listed together with course titles and descriptions of required program courses in the catalog. All core classes for this certificate are available either online or as a hybrid class. This certificate is designed for future entrepreneurs and Energy Technology students in conjunction with their degree or certificate.

Approximate Additional Costs

- Books, supplies and miscellaneous fees (per quarter): \$200 - \$250 (additional costs vary depending on the brand of digital camera used).

Required Software and Equipment

- Access to Adobe Photoshop Creative Suite or Creative Cloud.
- Digital camera
- Media card
- Batteries

Recommended Equipment

- Tripod
- Polarizing Filter
- Neutral Density Filter

Sample Schedule

This Sample Schedule is provided as a guide for a full-time student starting in fall quarter whose goal is to earn a certificate. The typical student schedule is based on entering the program during the fall quarter, however some programs allow students to enter in the winter or spring as well. Since not all do, please confirm with an advisor whether this program must be started during a specific quarter or not.

Area of Study

Arts and Communication

First Quarter (Fall)

Catalog #	Title	Credits
HUMDV 120	Human Relations	3
MEDIA 175	Principles of Digital Photography	4
MEDIA 201	Digital Image Editing I	5
MEDIA 245	Nature and Macro Photography	5

Second Quarter (Winter)

Catalog #	Title	Credits
AMATH 121	Applied Math for Professional & Tech Programs I	5
MEDIA 203	Advanced Digital Photography	5
MEDIA 250	Photographic Lighting	5

Third Quarter (Spring)

Catalog #	Title	Credits
AOS 170	Business Communications	5
MEDIA 202	Advanced Image Editing	5
MEDIA 240	Business for Photography	5
Total Credits		47

Multimedia Communications Web and Interactive Design, Associate in Applied Science (AAS) Degree

Program Description

Complete your Multimedia Communications Web and Interactive Design, Associate in Applied Science (AAS). Multimedia communications and web design technologies are integral components of business, communication, and social media. Professional web designers develop websites, information portals, and interactive solutions for service, data organization, and training. This two-year program prepares students to create accessible web interface designs, database driven websites, and content management system deployment for various business, entrepreneurial, and industry services. Capstone courses offer a unique opportunity for students to interact with businesses and clients while creating a collective portfolio of student work. This degree can be completed online. Students are required to have access to Adobe Design Premium software, supply their own digital still and video camera, Adobe Creative Cloud, personal website including domain and webhosting for Portfolio and subdomains for web-based projects, a digital camera for photography and video, and books for this degree option. Visit our web site at: pencol.edu/program/multimedia-communications.

Program Length: 6 Quarters

Program Code: ELCWIAPT

Career Opportunities and Earnings

There is a high demand for talented people with digital media skills and an increasing number of employers are seeking workers with knowledge of multimedia communication tools. Graduates may find positions with a variety of multimedia oriented companies and organizations in the public and private sectors.

- Multimedia developer
- Web content developer
- Website designer

For current employment and wage estimates, please visit and search for the relevant occupational term: [bls.gov/oes](https://www.bls.gov/oes).

Program Outcomes

When this program is completed, the student will be able to:

- Demonstrate an understanding of the core concepts, terms, tools, and methods used to create websites, web animation, and web based multimedia content
- Deploy and test web content management systems
- Create database driven websites
- Work as a team to apply multimedia competencies and plan, develop, and publish a web site for a client

Special Features

- Opportunity to arrange a concentration of classes to meet career goals.
- Up to date curriculum that adapts to the rapidly changing field of multimedia and web technologies.
- Unique learning environment in its accommodations for the physically challenged.
- Significantly more cost effective than most private and public schools.

Program Prerequisites

Students entering this program should have good computer knowledge and skills to type and operate a computer. Online students should complete [HUMDV 101](#) or have successfully completed an online course. College-level skills in English and math (eligibility for courses numbered 100 or higher) are required before registering for the English, math, or applied math courses in this program. Students may need to complete prerequisite coursework. The placement test will help determine placement level if not known. Previous coursework may also indicate placement level.

Approximate Additional Costs

- Books, supplies and miscellaneous fees (per quarter): \$200 - \$250

Sample Schedule

This Sample Schedule is provided as a guide for a full-time student starting in fall quarter whose goal is to earn the Associate in Applied Science (AAS). The typical student schedule is based on entering the program during the fall quarter, however some programs allow students to enter in the winter or spring as well. Since not all do, please confirm with an advisor whether this program must be started during a specific quarter or not.

Area of Study

Arts and Communication

First Quarter (Fall)

Catalog #	Title	Credits
MEDIA 110	Introduction to Multimedia Graphic	5
MEDIA 111	Introduction to Multimedia Web	5
MEDIA 175	Principles of Digital Photography	4

Second Quarter (Winter)

Catalog #	Title	Credits
MEDIA 115	Introduction to Digital Video	5
MEDIA 196	Intro to 3D Design	5
MEDIA 201	Digital Image Editing I	5

Third Quarter (Spring)

Catalog #	Title	Credits
AMATH 121	Applied Math for Professional & Tech Programs I	5
ENGL& 101	English Composition I	5
MEDIA 224	Digital Storytelling	5

Fourth Quarter (Fall)

Catalog #	Title	Credits
CMST& 102	Intro to Mass Media	5
MEDIA 170	Introduction to Graphic Design	5
	Multimedia Elective	6

Fifth Quarter (Winter)

Catalog #	Title	Credits
MEDIA 202	Advanced Image Editing	5
MEDIA 204	Digital Illustration	5
MEDIA 275	Social Media Marketing	5

Sixth Quarter (Spring)

Catalog #	Title	Credits
MEDIA 206	Database Driven Websites	5
MEDIA 212	Digital Portfolio	5
	Social Sciences	5
	Total Credits	90

Multimedia Communications Web and Interactive Design, Associate in Applied Science-Transfer (AAS-T) Degree

Program Description

Complete your Multimedia Communications Web and Interactive Design, Associate in Applied Science-Transfer (AAS-T). Multimedia communications and web design technologies are integral components of business, communication, and social media. Professional web designers develop websites, information portals, and interactive solutions for service, data organization, and training. This two-year program prepares students to create accessible web interface designs, database driven websites, and content management system deployment for various business, entrepreneurial, and industry services. Capstone courses offer a unique opportunity for students to interact with businesses and clients while creating a collective portfolio of student work. This degree can be completed online. Students are required to have access to Adobe Design Premium software, supply their own digital still and video camera, Adobe Creative Cloud, personal website including domain and webhosting for Portfolio and subdomains for web-based projects, a digital camera for photography and video, and books for this degree option. Visit our web site at: pencol.edu/program/multimedia-communications.

Program Length: 6 Quarters

Program Code: ELCWIAAS

Career Opportunities and Earnings

There is a high demand for talented people with digital media skills and an increasing number of employers are seeking workers with knowledge of multimedia communication tools. Graduates may find positions with a variety of multimedia oriented companies and organizations in the public and private sectors.

- Multimedia developer
- Web content developer
- Website designer

For current employment and wage estimates, please visit and search for the relevant occupational term: [bls.gov/oes](https://www.bls.gov/oes).

Program Outcomes

When this program is completed, the student will be able to:

- Demonstrate an understanding of the core concepts, terms, tools, and methods used to create websites, web animation, and web based multimedia content
- Deploy and test web content management systems
- Create database driven websites
- Work as a team to apply multimedia competencies and plan, develop, and publish a web site for a client

Special Features

- Opportunity to arrange a concentration of classes to meet career goals.
- Up to date curriculum that adapts to the rapidly changing field of multimedia and web technologies.
- Unique learning environment in its accommodations for the physically challenged.
- Significantly more cost effective than most private and public schools.

Program Prerequisites

Students entering this program should have good computer knowledge and skills to type and operate a computer. Online students should complete [HUMDV 101](#) or have successfully completed an online course. College-level skills in English and math (eligibility for courses numbered 100 or higher) are required before registering for the English, math, or applied math courses in this program. Students may need to complete prerequisite coursework. The placement test will help determine placement level if not known. Previous coursework may also indicate placement level.

Approximate Additional Costs

- Books, supplies and miscellaneous fees (per quarter): \$200 - \$250

Sample Schedule

This Sample Schedule is provided as a guide for a full-time student starting in fall quarter whose goal is to earn the Associate in Applied Science-Transfer (AAS-T). The typical student schedule is based on entering the program during the fall quarter, however some programs allow students to enter in the winter or spring as well. Since not all do, please confirm with an advisor whether this program must be started during a specific quarter or not.

Area of Study

Arts and Communication

First Quarter (Fall)

Catalog #	Title	Credits
MEDIA 110	Introduction to Multimedia Graphic	5
MEDIA 111	Introduction to Multimedia Web	5
MEDIA 175	Principles of Digital Photography	4

Second Quarter (Winter)

Catalog #	Title	Credits
MEDIA 115	Introduction to Digital Video	5
MEDIA 196	Intro to 3D Design	5
MEDIA 201	Digital Image Editing I	5

Third Quarter (Spring)

Catalog #	Title	Credits
ENGL& 101	English Composition I	5
MATH& 107	Math in Society	5
MEDIA 224	Digital Storytelling	5

Fourth Quarter (Fall)

Catalog #	Title	Credits
CMST& 102	Intro to Mass Media	5
MEDIA 170	Introduction to Graphic Design	5
	Multimedia Elective	6

Fifth Quarter (Winter)

Catalog #	Title	Credits
MEDIA 202	Advanced Image Editing	5
MEDIA 204	Digital Illustration	5
MEDIA 275	Social Media Marketing	5

Sixth Quarter (Spring)

Catalog #	Title	Credits
MEDIA 206	Database Driven Websites	5
MEDIA 212	Digital Portfolio	5
	Social Sciences	5
	Total Credits	90

Multimedia Communications, Associate in Applied Science (AAS) Degree

Program Description

Complete your Multimedia Communications, Associate in Applied Science (AAS). In an age where creativity is the engine of economic growth the job market needs imaginative individuals with strong technical and visual communication skills. This program prepares students for entry level employment in a variety of multimedia careers including digital video, multimedia content development for the web, digital photography, digital illustration, and design for print and web publications. Foundation courses provide students with hands-on experience using a number of multimedia and graphic software applications. Core courses teach students visual literacy and a solid foundation of multimedia concepts and skills. Capstone courses offer a unique opportunity for students to interact with business while creating a collective portfolio of student work. Students are required to have access to Adobe Creative Suite Master Collection software (student edition), supply their own digital still and video camera, Adobe Creative Cloud, personal website including domain and webhosting for Portfolio and subdomains for web-based projects, a digital camera for photography and video, and books for this degree option. Students can choose to complete this degree entirely online or on campus. Visit our website at: pencol.edu/program/multimedia-communications.

Program Length: 6 Quarters
Program Code: DMWMCAPT

Career Opportunities and Earnings

There is a high demand for talented people with digital video and web graphic design skills; and an increasing number of employers are seeking workers with knowledge of multimedia communication tools. Graduates may find positions with a variety of multimedia oriented companies and organizations in the public and private sectors.

- Digital illustrator
- Digital photographer
- Digital videographer
- Multimedia content developer
- Print production artist

For current employment and wage estimates, please visit and search for the relevant occupational term: [bls.gov/oes](https://www.bls.gov/oes).

Program Outcomes

When this program is completed, the student will be able to:

- Demonstrate an understanding of the core concepts, terms, tools, and methods used to create digital video, illustrations, page layout documents, and web based multimedia content
- Plan, film, and edit, and publish digital videos on the internet
- Digitize, manipulate, and prepare photographic files for print and web publication
- Plan, create, implement, test, and manage multimedia tasks
- Produce a website portfolio that showcases individual multimedia competencies

Special Features

- Encourages students to explore the role interactive and multimedia technologies play in society and how they contribute to art, business and education.
- Up to date curriculum that adapts to the rapidly changing field of multimedia.
- Significantly more cost effective than most private and public schools.
- Degree can be earned online or face-to-face at the Port Angeles campus.

Program Prerequisites

Students entering this program should have good computer knowledge and skills to type and operate a computer. Online students should complete [HUMDV 101](#) or have successfully completed an online course. College-level skills in English and math (eligibility for courses numbered 100 or higher) are required before registering for the English, math, or applied math courses in this program. Students may need to complete prerequisite coursework. The placement test will help determine placement level if not known. Previous coursework may also indicate placement level.

Approximate Additional Costs

- Books, supplies and miscellaneous fees (per quarter): \$500 - \$550

Sample Schedule

This Sample Schedule is provided as a guide for a full-time student starting in fall quarter whose goal is to earn the Associate in Applied Science (AAS). The typical student schedule is based on entering the program during the fall quarter, however some programs allow students to enter in the winter or spring as well. Since not all do, please confirm with an advisor whether this program must be started during a specific quarter or not.

Area of Study

Arts and Communication

First Quarter (Fall)

Catalog #	Title	Credits
MEDIA 110	Introduction to Multimedia Graphic	5
MEDIA 111	Introduction to Multimedia Web	5
MEDIA 175	Principles of Digital Photography	4

Second Quarter (Winter)

Catalog #	Title	Credits
MEDIA 115	Introduction to Digital Video	5
MEDIA 275	Social Media Marketing	5
MEDIA 201	Digital Image Editing I	5

Third Quarter (Spring)

Catalog #	Title	Credits
AMATH 121	Applied Math for Professional & Tech Programs I	5
MEDIA 145	Directing & Production	5
MEDIA 224	Digital Storytelling	5

Fourth Quarter (Fall)

Catalog #	Title	Credits
ART& 100	Art Appreciation	5
CMST& 102	Intro to Mass Media	5
ENGL& 101	English Composition I	5

Fifth Quarter (Winter)

Catalog #	Title	Credits
MEDIA 202	Advanced Image Editing	5
MEDIA 204	Digital Illustration	5
	Social Sciences	5

Sixth Quarter (Spring)

Catalog #	Title	Credits
MEDIA 203	Advanced Digital Photography	5
MEDIA 212	Digital Portfolio	5
	Multimedia Elective	6
	Total Credits	90

Multimedia Digital Image Editing Short Term Certificate

Program Description

This certificate will provide students with a solid understanding of Adobe Photoshop. Students will learn how to optimize, compress, restore, enhance, colorize, and combine photographs. Courses will emphasize workflow, analysis of image quality, contrast, color, and histogram data. Students will also differentiate between various graphic file formats while designing digital artwork with layer masks and layer styles.

Program Code: DMWDIC01

Program Outcomes

- Develop skills to professionally enhanced and manipulated photographs for use in graphic design and multimedia projects using Photoshop
- Produce informational global issue multimedia presentation and online creative portfolio of digitally edited images that are both educational and artistically inspiring

Area of Study

Arts and Communication

Degree Requirements

Catalog #	Title	Credits
MEDIA 110	Introduction to Multimedia Graphic	5
MEDIA 201	Digital Image Editing I	5
MEDIA 202	Advanced Image Editing	5
Total Credits		15

Multimedia Digital Layout and Design Short Term Certificate

Program Description

This certificate will provide students with page layout skills. Students will learn how to create newsletters, flyers, and other print materials with Adobe InDesign, Illustrator, and Photoshop. Emphasis will be placed on vector illustration and page design fundamentals.

Program Code: DMWDLC01

Program Outcomes

- Demonstrate and apply an understanding of graphic design principles with industry standard page layouts and illustration software through visual communication projects
- Plan, design, and produce publications for print and online delivery using various techniques and methods
- Create a portfolio of professional quality vector graphics, typography use, and multimedia projects

Area of Study

Arts and Communication

Catalog #	Title	Credits
MEDIA 110	Introduction to Multimedia Graphic	5
MEDIA 155	E-Book Design and Publishing	5
MEDIA 170	Introduction to Graphic Design	5
Total Credits		15

Multimedia Digital Photography Short Term Certificate

Program Description

This certificate will provide students with basic digital photography skills. Students will learn the terminology, features, and concepts of digital photographic technology while formulating solutions for technical problems. Plan, compose, and photograph portraits. Adjust and control white balance, natural lighting, depth of field, and digital exposure methods. Students will manipulate photographic images with Adobe Photoshop.

Program Code: DMWDPC01

Program Outcomes

- Demonstrate digital camera and photography proficiently in lighting, exposure, color, composition, and visual communication and artistry
- Apply aesthetic expression and enhanced photographic editing techniques using Photoshop to produce an online portfolio

Area of Study

Arts and Communication

Catalog #	Title	Credits
MEDIA 175	Principles of Digital Photography	4
MEDIA 201	Digital Image Editing I	5
MEDIA 203	Advanced Digital Photography	5
Total Credits		14

Multimedia Digital Storytelling and 3D Design Short Term Certificate

Program Description

Peninsula College's Digital Storytelling & 3D Design Short Term Program prepares students for jobs related to the digital media, web content development and 3D design. Students will learn interactive multimedia, digital literacy and how to develop media for engagement, education, and entertainment for augmented reality, immersive environments, transformative design, and interactive interfaces. Emphasis will be placed on the esthetics, structured storylines, and success with graphics, video and 3D design software.

Program Code: DMWDSC01

Program Outcomes

- Research, identify goals, and analyze objectives of interactive digital storytelling to develop successful engagement in online promotion and virtual learning environments
- Create multimedia and 3D objects, curate, and produce collaborative, immersive digital storytelling projects
- Demonstrate cooperative project management and persuasive design creation with a professional online portfolio and social media marketing

Area of Study

Arts and Communication

Catalog #	Title	Credits
MEDIA 195	Infographic and Data Visualization	5
MEDIA 196	Intro to 3D Design	5
MEDIA 224	Digital Storytelling	5
Total Credits		15

Multimedia Digital Video Short Term Certificate

Program Description

This certificate will provide students with beginning and advanced digital video skills. Students will plan, film, edit, and stream short digital videos on the internet. Produce documentary shorts that capture a story to achieve informational or emotional ends. Explore documentary styles, filmmaking, directing, and production management.

Program Code: DMWDVC01

Program Outcomes

- Collaborate with community members and classmates to research, propose, plan, organize, film, edit, and evaluate various course digital video productions
- Demonstrate an understanding of the technology skills required to produce short digital video interviews, public service announcements, original stories, and documentaries
- Create an online video blog portfolio and develop transmedia campaigns to market video projects

Area of Study

Arts and Communication

Catalog #	Title	Credits
MEDIA 115	Introduction to Digital Video	5
MEDIA 145	Directing & Production	5
MEDIA 175	Principles of Digital Photography	4
Total Credits		14

Multimedia Journalism Foundations Short Term Certificate

Program Description

This certificate will provide students with an understanding of professional communications grounded in Mass Media. Students will learn how print, visual and broadcast communications are created, edited and published on a variety of media platforms. Courses will emphasize workflow, publication of media, analysis of news, entertainment, and persuasive storytelling. Students will differentiate between facts, opinion, and analysis.

Program Code: DMWJFC01

Program Outcomes

- Demonstrate responsible skills for collaboration in management, ethical writing, and editing with use of graphic design fundamentals and production to assemble publications for print and online delivery
- Research, plan, use photography principles, and creative techniques to execute and assemble a photo stories and newspaper layouts comprised of aesthetic compositions and journalistic integrity

Area of Study

Arts and Communication

Catalog #	Title	Credits
CMST& 102	Intro to Mass Media	5
CMST 121	Photojournalism I	5
CMST 197	Internship I	1-5
CMST 286-288	Introduction to Newspaper Production I, II, III	3
MEDIA 110	Introduction to Multimedia Graphic	5
Total Credits		19

Multimedia Web Design Short Term Certificate

Program Description

This certificate will provide students with advanced web design skills. Students will learn how to optimize websites for usability and search engine optimization compatibility. Emphasis will be placed on the creation of designs with Adobe software and deployment of web content managements systems.

Program Code: DMWWDC01

Program Outcomes

- Design web interfaces and multimedia optimize for online use including enhancing photographs, graphics, animation, video productions
- Develop engaging websites created with HTML5, CSS, content management systems, and Dreamweaver that are search engine efficient
- Demonstrate ability to use file transfer protocol, setup, configure, and manage remote hosting accounts, and an understanding of server-side and client-side web programming

Area of Study

Arts and Communication

Catalog #	Title	Credits
MEDIA 111	Introduction to Multimedia Web	5
MEDIA 206	Database Driven Websites	5
MEDIA 275	Social Media Marketing	5
Total Credits		15

Music Emphasis, Associate in Arts Direct Transfer Agreement (AA-DTA)

Overview

Complete your Associate in Arts Degree, Direct Transfer Agreement (AA-DTA) while exploring your love of music through this rich program of coursework in performance, practice, theory and appreciation.

Sample Career Options

- Film Composer
- Music Educator
- Musician

Transfer and Degree Requirements

Students working toward their transfer degree typically take a variety of courses designed to fulfill the general requirements of most four-year colleges and universities. Students intending to transfer to a four-year college for further training in music are encouraged to work closely with their advisor and transfer institution to explore the requirements of the college they wish to attend after Peninsula. For example, most institutions require proficiency tests in music theory, performance, piano courses, and may have separate admission criteria, which may be based on grades, prerequisite coursework, test scores, and other considerations. Our Sample Schedule is designed to provide you with faculty recommended courses to complete your Associate in Arts Direct Transfer Agreement (AA-DTA) degree with an emphasis in music, but is not a major ready pathway.

Transfer Institution Information

Sample Schedule

This Sample Schedule is provided as a guide for a full-time student starting in fall quarter whose goal is to earn the Associate in Arts Direct Transfer Agreement (AA-DTA). The courses are designed with the appropriate number of credits to meet degree requirements and are organized in a recommended sequence. Please consult an advisor to schedule courses and develop a personalized educational plan.

Your personal Educational Plan will vary based on many factors including:

- The quarter you begin
- How many classes/credits you plan to take in each quarter
- Your Math and English placement
- If you have credits you have already taken and plan to transfer them
- The college you are interested in transferring to
- If you start in our [Transitional Studies](#) program

Area of Study

Arts and Communication

Communication Competencies

- Demonstrate an ability to analyze how multicultural audiences shape written, visual, oral, aural, and performative communication and its meaning.
- Generate effective written and oral communication for a variety of purposes and diverse audiences.
- Generate effective visual or performative communication.

Quantitative Reasoning

- Apply basic computational skills to practical applications.
- Apply systematic approaches and logic to solving quantitative problems.

Information Competencies

- Identify research goals and retrieve information.
- Synthesize, apply, and properly cite information to meet an identified purpose.
- Evaluate the credibility of information and information sources, and distinguish between fact and opinion.

Critical Thinking

- Interpret and analyze meaning from written, visual, oral, aural, and performative works.
- Analyze and understand diverse individual and community perspectives and values.
- Understand and analyze social justice issues and movements.
- Generate creative works that demonstrate a process of critical reflection, analysis, experimentation, and original thought.

Personal and Interpersonal Competencies

- Consider ideas that conflict with individual value systems.
- Function under conditions of ambiguity and uncertainty.
- Work cooperatively and collaboratively with others.

First Quarter

Meet with your advisor to talk about your long-term schedule, taking into account your transfer plans.

Catalog #	Title	Credits
COLL 101	College Success	5
ENGL& 101	English Composition I	5
	Humanities	5
	Music Ensemble Elective	1-3

Second Quarter

It's not too soon to explore transfer options. Make a [transfer appointment](#).

Catalog #	Title	Credits
ENGL& 102	Composition II	5
MATH& 107	Math in Society	5
MUSC& 141	Music Theory I	5
	Music Ensemble Elective	1-3

Third Quarter

Check your degree planner to make sure you're on track to graduate.

Catalog #	Title	Credits
	Humanities	5
	Music Ensemble Elective	1-3
	Natural Sciences	5
	Social Sciences	5

Fourth Quarter

Meet with your educational and career planner to explore universities.

Catalog #	Title	Credits
	MUSC& 105 or MUSC 110	5
	Music Ensemble Elective	1-3
	Natural Sciences	5
	Social Sciences	5

Fifth Quarter

Apply to graduate. You're just two quarters away...keep it up!

Catalog #	Title	Credits
	Elective	5
	Humanities	5
	Music Ensemble Elective	1-3
	Natural Sciences	5

Sixth Quarter

You're almost done! Good luck on your final quarter!

Catalog #	Title	Credits
	Elective	5
	Music Ensemble Elective	1-3
	Social Sciences	5
	Total Credits	90

Nursing Assistant Certificate

Program Description

This course studies the role of the nursing assistant, which includes basic nursing skills, emergency procedures, and laws and regulations affecting nursing assistants. The course consists of classroom, laboratory and clinical experiences needed to become a nursing assistant. After completing this course, students are eligible to take the Washington State Certificate Exam, making them employable in many settings such as hospitals, clinics, skilled nursing facilities (long term care and rehab), and assisted living facilities. **To meet the hours of education required by the state, attendance for all classes and clinicals is mandatory. This program is approved by the Nursing Care Quality Assurance Commission.** Classes are held in the evenings for 6 weeks and there are also 40 required clinical hours which take place at clinical partner sites, generally over two weekends. There is a summer course that runs during the day for three consecutive weeks.

Students are required to provide their own transportation to clinical sites. Hours of class and clinical will be between the hours of 6am to 9pm depending on the rotation. Clinical sites are in both Port Angeles and Sequim.

Program Length: 6-8 Weeks
Program Code: NAANAC01

Potential Positions and Earning

The Peninsula College Nursing Assistant Certified (NAC) program is a state-approved training that consists of 54 hours of caregiving related academics and workplace skills, and 48 hours of practical experience under the supervision of a Registered Nurse.

The responsibilities of this position involve significant physical activities including standing, lifting (up to 60 pounds unassisted), bending, stooping, pushing, pulling, and twisting. All nursing home staff may be required to transfer residents, and will use lifting devices or work in teams for assisting resident/patient transfers.

For current employment and wage estimates, please visit and search for the relevant occupational term: [bls.gov/oes](https://www.bls.gov/oes).

Program Outcomes

When this program is completed, the student will be able to:

- Apply skills and knowledge of high quality nursing assistant care, as a member of a long term care professional team
- Articulate accurate objective medical information verbally and in writing to other professional team members
- Demonstrate proficient assistance to a wide variety of residents in a safe, clean environment
- Create a care environment that encourages independence, while maintaining dignity, for each resident in their care
- Demonstrate competence with care assistance, and decision making
- Identify potential hazards and infectious agents to help with facility safety
- Demonstrate an understanding of the health care system
- Identify the facility policies and procedures and adhere with high self-expectations and standards
- Identify healthy care practices for themselves and their families, using the new skills learned in care giving

Special Features

Upon successful completion of this course, student will be eligible to take the written and practical nursing assistant exam to become certified.

- Receive a certification of completion.
- Receive a certification in Healthcare Provider CPR.
- Eligibility to take the National Nursing Assistant Certification Exam (NACES). Students who receive their certification and successfully pass the NACES exam are eligible for licensure in the state of Washington as a NAC and employment in various health care facilities.

Entrance Requirements

There are no prerequisite courses for this program, although students must be able to read, write, understand, and speak the English language. Students must also be physically able to perform the duties of the Nursing Assistant. These duties include, but are not limited to: lifting, moving, and transporting patients.

Approximate Additional Costs

Current tuition and fees for Washington resident, non-resident, and international students can be found on Peninsula College's web site at [pencol.edu](https://www.pencol.edu) or by contacting the registration office. Rates may increase annually, effective fall quarter.

- Books: \$45
- Malpractice insurance: \$15.62
- First Aid: \$25

- Required immunizations: varies depending on vaccination status and insurance coverage, estimated \$0-\$1000
- Equipment (scrubs and watch): \$60
- Washington State Patrol background check (submitted with application) watch.wsp.wa.gov/WATCH/Home/Index: \$12 (per name)
- Certification Testing and Fees: doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/nursing-assistant
- Testing: credentialia.com/test-takers/wa

Required Vaccinations

- MMR (Measles, Mumps & Rubella): Proof of receiving 2 doses of MMR (Live) OR proof of immunity via lab titer to Measles, Mumps & Rubella.
- Varicella (Chicken Pox): Proof of receiving 2 doses of varicella OR proof of immunity via lab titer to Varicella.
- TB Testing: Negative TB test within the last 12 months by Quantiferon Gold or two-step skin test (full skin test twice, at least two weeks apart). If student has history of past positive TB test, student must have a negative chest X-ray within 12 months and a negative symptom screen completed.
- Flu Vaccination: Proof of influenza vaccination is required for students in fall and winter quarter.
- Covid-19 Vaccination: Proof of completed series at least two weeks prior to start of the quarter enrolled is required. Either of the two shot mRNA (Pfizer or Moderna) series are strongly encouraged and preferred, but the one shot (Johnson and Johnson) vaccine will be accepted. Booster is not required at this time.
- Tdap (Tetanus, Diphtheria & Pertussis) Vaccination: All students must have documentation of their adult booster dose.
- Hepatitis B: It is highly encouraged for students to have the 3 dose Hepatitis B series and documented immunity by titer.

Area of Study

Healthcare

First Quarter

Catalog #	Title	Credits
NAC 105	Nursing Assistant Certified	6
Total Credits		6

Paralegal, Associate in Applied Science (AAS) Degree

Program Description

Paralegals assist lawyers by investigating facts, preparing legal documents, researching legal precedent, and conducting research to support a legal proceeding, to formulate a defense, or to initiate legal action. The Peninsula College Paralegal degree prepares students for employment as paralegals and legal assistants in all types of organizations, but most will work for law firms, corporate legal departments, and government agencies. Program offers practicum experiences and opportunity for service learning experiences with local employers.

Program Length: 6 Quarters

Program Code: LAPPAAPT

Career Opportunities and Earnings

There is a growing demand for paralegals. Graduates may find positions with a variety of companies and organizations in the public and private sectors. Wages often begin around \$27.67 per hour.

For current employment and wage estimates, please visit and search for the relevant occupational term: bls.gov/oes/.

Program Outcomes

- Investigate and gather the facts of a case
- Conduct research on relevant laws, regulations, and legal articles
- Organize and maintain documents in paper or electronic filing systems
- Gather and arrange evidence and other legal documents for attorney review and case preparation
- Write or summarize reports to help lawyers prepare for trials
- Draft correspondence and legal documents, such as contracts and mortgages
- Get affidavits and other formal statements that may be used as evidence in court
- Help lawyers during trials by handling exhibits, taking notes, or reviewing trial transcripts
- File exhibits, briefs, appeals and other legal documents with the court or opposing counsel
- Call clients, witnesses, lawyers, and outside vendors to schedule interviews, meetings, and depositions

Program Goals

- The Peninsula College Paralegal degree prepares students for paralegal and legal assistant jobs.
- Courses are based on recommendations from local employers and industry trends.
- The Peninsula College Paralegal degree is significantly more cost effective than most private and public schools.

Program Prerequisites

Students entering this program should be familiar with computer software and hardware in the Windows or MAC environment. College-level skills in English and math (eligibility for courses numbered 100 or higher) are required before registering for the English, math, or applied math courses in this program. Students may need to complete prerequisite coursework.

Approximate Additional Costs

- Test Fees - ASSET or COMPASS (one time cost): \$20
- Books, supplies and miscellaneous fees (per quarter): \$300 - \$350

Sample Schedule

This Sample Schedule is provided as a guide for a full-time student starting in fall quarter whose goal is to earn an Associate in Applied Science (AAS). The typical student schedule is based on entering the program during the fall quarter. Students may enter this program in any quarter.

Area of Study

Business and Management

First Quarter (Fall)

Catalog #	Title	Credits
AOS 101	Digital Literacy	5
AOS 105	Word Processing Applications I	5
LEGAL 100	Introduction to Paralegal Studies	5

Second Quarter (Winter)

Catalog #	Title	Credits
AMATH 121	Applied Math for Professional & Tech Programs I	5
AOS 106	Spreadsheet Applications I	5
LEGAL 150	Law Office Technology	5

Third Quarter (Spring)

Catalog #	Title	Credits
AOS 107	Database Applications I	5
AOS 112	Powerpoint Comprehensive	5
AOS 170	Business Communications	5

Fourth Quarter (Fall)

Catalog #	Title	Credits
CJ& 110	Criminal Law	5
LEGAL 210	Legal Research, Analysis, and Writing	5
SOCSI 101	Contemporary Global Issues	5

Fifth Quarter (Winter)

Catalog #	Title	Credits
BUS& 201	Business Law	5
HUMDV 120	Human Relations	3
LEGAL 220	Real Estate law	5
LEGAL 225	Family Law	5

Sixth Quarter (Spring)

Catalog #	Title	Credits
LEGAL 230	Wills, Trusts, and Estate Administration	5
LEGAL 235	Tort Law	5
LEGAL 240	Civil Litigation	5
Total Credits		93

Phlebotomy Certificate

Program Description

The Peninsula College Phlebotomy certificate is designed to prepare students for entry-level work in various healthcare settings. Medical Assistant-Phlebotomists are credentialed under RCW 18.360 perform capillary, venous, and arterial invasive procedures for blood withdrawal and other functions under the supervision of a health care provider.

MA-P credential holders may also perform CLIA-waived tests, moderate and high complexity tests with training, and electrocardiograms.

Program Length: 3 Quarters

Program Code: PHLPHC45

Career Opportunities and Earnings

Graduates can expect to work mainly in hospitals, medical and diagnostic laboratories, blood donor centers, and doctor's offices and other outpatient clinics. The profession is in high demand, with 17% growth projected from 2019-2029 by the Bureau of Labor Statistics. National certification may be required for employment in some states.

Potential positions include

- Forensic phlebotomist
- Lab assistant
- Medical assistant-phlebotomist

Wages often begin around \$19.89/hour or \$41,380/year per the BLS. Phlebotomists with advanced skills and experience can earn up to \$23.92/hour, or between \$39,410 to \$45,940/year in Washington State and the Pacific region.

For current employment and wage estimates, please visit and search for Phlebotomist: bls.gov/oes.

Program Outcomes

Upon completion of this program, the student will be able to:

- Function professionally in a legal and ethical manner as a Medical Assistant-Phlebotomist
- Use medical terminology correctly
- Effectively communicate with other healthcare team members, patients, and physicians
- Demonstrate proficiency with basic medical testing procedures
- Perform electrocardiograms accurately
- Follow laws and regulations regarding patient privacy and confidentiality
- Successfully perform capillary, venous, and arterial invasive procedures per protocols

Goals

- The program prepares students for phlebotomy jobs and a national phlebotomy credentialing exam.
- The program teaches basic skills required for capillary, venous, and arterial blood withdrawal procedures.
- The courses are based on recommendations from local employers and industry trends.
- The Phlebotomy certificate is significantly more cost effective than most private and public schools.

Program Prerequisites

Students entering this program should have good familiarity with computer software and hardware in the Windows or MAC environment. Placement test(s) will help determine placement level in math and English if not known. Previous coursework may also indicate placement level. Students will complete the Program's application process in spring or summer quarters for subsequent fall quarter entry; entry codes are required to register for all MED courses.

Approximate Additional Costs

- Books, uniforms, equipment, supplies and miscellaneous fees (per quarter): \$150-\$300
- Tuition and fees: \$4,941.90 total based on 2021-22 [WA resident tuition rates](#) (additional fees may apply)
 - First quarter (15 credits): \$1,647.30
 - Second quarter (15 credits): \$1,647.30
 - Third quarter (15 credits): \$1,647.30

Sample Schedule

This Sample Schedule is provided as a guide for a full-time student starting in fall quarter whose goal is to earn a certificate. The typical student schedule is based on entering the program during the fall quarter, however some programs allow students to enter in the winter or spring as well. Since not all do, please confirm with an advisor whether this program must be started during a specific quarter or not.

Area of Study

Healthcare

First Quarter (Fall)

Catalog #	Title	Credits
HUMDV 120	Human Relations	3
INFO 101	Research in Health and Social Sciences	2
MED 102	Medical Terminology for Medical Assistants	5
MED 125	Introduction to Phlebotomy	5

Second Quarter (Winter)

Catalog #	Title	Credits
ENGL& 101	English Composition I	5
FA 180	First Aid for Healthcare Providers	1
MED 126	Intermediate Phlebotomy with Lab	9

Third Quarter (Spring)

Catalog #	Title	Credits
AMATH 121	Applied Math for Professional & Tech Programs I	5
MED 127	Advanced Phlebotomy with Externship/Capstone	10
Total Credits		45

Physical Therapy Assistant Cooperative Program

Peninsula College and Olympic College have partnered to deliver a Therapy Assistant program. Peninsula College students can complete their prerequisites at Peninsula College via a combination of face-to-face and on-line distance education classes then transfer to Olympic College. You can apply for admission to the Physical Therapist Assistant program through Olympic College after completing your prerequisite courses at Peninsula College. The program application deadline is April 30. Program information is available through Student Development Office at Peninsula College. For additional information visit olympic.edu/physical-therapist-assistant.

Political Science Emphasis, Associate in Arts Direct Transfer Agreement (AA-DTA)

Overview

Complete your Associate in Arts Degree, Direct Transfer Agreement (AA-DTA) with an emphasis on Political Science, the study of government, politics, and policy. Students interested in domestic, international, or comparative systems of governance are well-suited for this pathway. It is the springboard for a variety of careers and interests.

Sample Career Options

- Foreign Service Officer or Diplomat
- Government Official
- Lawyer
- Policy Analyst
- Political Scientist

Transfer and Degree Requirements

Students working toward their transfer degree typically take a variety of courses designed to fulfill the general requirements of most four-year colleges and universities. Students intending to transfer to a four-year college for further study are encouraged to work closely with their advisor and transfer institution to explore the requirements of the college they wish to attend after Peninsula. Most institutions have separate admission criteria, which may be based on grades, prerequisite coursework, test scores, and other considerations. Our Sample Schedule is designed to provide you with faculty recommended courses to complete your Associate in Arts Direct Transfer Agreement (AA-DTA) degree with an emphasis in Political Science, but is not a major ready pathway.

Transfer Institution Information

Sample Schedule

This Sample Schedule is provided as a guide for a full-time student starting in fall quarter whose goal is to earn the Associate in Arts Direct Transfer Agreement (AA-DTA). The courses are designed with the appropriate number of credits to meet degree requirements and are organized in a recommended sequence. Please consult an advisor to schedule courses and develop a personalized educational plan.

Your personal Educational Plan

- The quarter you begin
- How many classes/credits you plan to take in each quarter
- Your Math and English placement
- If you have credits you have already taken and plan to transfer them
- The college you are interested in transferring to
- If you start in our [Transitional Studies](#) program

Area of Study

Social Sciences and Education

First Quarter

Meet with your advisor to talk about your long-term schedule, taking into account your transfer plans.

Catalog #	Title	Credits
COLL 101	College Success	5
ENGL& 101	English Composition I	5
POLS& 101	Intro Political Science	5

Second Quarter

It's not too soon to explore transfer options. Make a [transfer appointment](#).

Catalog #	Title	Credits
ENGL& 102	Composition II	5
	MATH& 141 or MATH& 146	5
SOCSI 101	Contemporary Global Issues	5

Third Quarter

Check your educational plan to make sure you're on track to graduate.

Catalog #	Title	Credits
CMST& 220	Public Speaking	5
	Natural Sciences	5
POLS& 202	American Government	5

Fourth Quarter

Meet with your educational and career planner to explore universities.

Catalog #	Title	Credits
	Elective	5
	Humanities	5
	Natural Sciences	5

Fifth Quarter

Apply to graduate. You're just two quarters away...keep it up!

Catalog #	Title	Credits
	Elective	5
	Natural Sciences	5
POLS& 203	International Relations	5

Sixth Quarter

You're almost done! Good luck on your final quarter!

Catalog #	Title	Credits
	Elective	5
	Humanities	5
	Social Sciences	5
	Total Credits	90

Psychology Emphasis, Associate in Arts Direct Transfer Agreement (AA-DTA)

Overview

Complete your Associate in Arts Degree, Direct Transfer Agreement (AA-DTA) while exploring psychology, the science of human behavior. Psychology offers opportunities for students interested in counseling and clinical work as career paths, but also offers career pathways focused on studying the relationship between brain and behavior, how people make decisions and solve problems, and how people process information in their environments.

Sample Career Options

- Clinical psychologist
- Cognitive scientist
- Counseling psychologist
- Human factors specialist
- School psychologist

Transfer and Degree Requirements

Students working toward their transfer degree typically take a variety of courses designed to fulfill the general requirements of most four-year colleges and universities. Students intending to transfer to a four-year college for further study are encouraged to work closely with their advisor and transfer institution to explore the requirements of the college they wish to attend after Peninsula. Most institutions have separate admission criteria, which may be based on grades, prerequisite coursework, test scores, and other considerations. Our Sample Schedule is designed to provide you with faculty recommended courses to complete your Associate in Arts Direct Transfer Agreement (AA-DTA) degree with an emphasis in psychology, but is not a major ready pathway.

Transfer Institution Information

Sample Schedule

This Sample Schedule is provided as a guide for a full-time student starting in fall quarter whose goal is to earn the Associate in Arts Direct Transfer Agreement (AA-DTA). The courses are designed with the appropriate number of credits to meet degree requirements and are organized in a recommended sequence. Please consult an advisor to schedule courses and develop a personalized educational plan.

Your personal Educational Plan will vary based on many factors including:

- The quarter you begin
- How many classes/credits you plan to take in each quarter
- Your Math and English placement
- If you have credits you have already taken and plan to transfer them
- The college you are interested in transferring to
- If you start in our [Transitional Studies](#) program

Area of Study

Social Sciences and Education

Communication Competencies

- Students in the Social Sciences will learn to use written, spoken, visual and symbolic methods of communication to explore and explain how social processes operate.
- The Social Sciences emphasize listening to understand as it is an essential element of the communication process

Quantitative Reasoning

- Use basic numeracy skills to manipulate both qualitative and quantitative data.
- Employ the tools of mathematics to study social processes.
- Recognize relationships—patterns, correlations and causal relationships—in social phenomena.
- Use the scientific method to investigate social phenomena.

Information Competencies

- Recognize and formulate an information need.
- Find, access and retrieve qualitative and quantitative information to understand the nature and outcomes of social processes.
- Evaluate the credibility of information and its source.
- Synthesize and apply qualitative and quantitative information.

Critical Thinking

- Use alternative perspectives—ideas, concepts, theories—to understand social processes.
- Evaluate the scope and limitations of alternative perspectives.
- Apply critical thinking to explore the limits and barriers to understanding.
- Recognize how individual perspectives and values influence critical thinking and the self-reflective process.

Personal and Interpersonal Competencies

- Recognize the importance of accepting ownership for one’s own learning.
- Work cooperatively and collaboratively with others.
- Function under conditions of ambiguity, uncertainty, and conflict.
- Understand human interactions in the world using the concepts of inequality, diversity, culture, history, social cognition and political systems.

First Quarter

Meet with your advisor to talk about your long-term schedule, taking into account your transfer plans.

Catalog #	Title	Credits
COLL 101	College Success	5
ENGL& 101	English Composition I	5
PSYC& 100	General Psychology	5

Second Quarter

It's not too soon to explore transfer options. Make a [transfer appointment](#).

Catalog #	Title	Credits
	BIOL& 100 or BIOL& 160	5
	ENGL& 102 or PSYC& 200	5
MATH& 146	Introduction to Stats	5

Third Quarter

Check your educational plan to make sure you're on track to graduate.

Catalog #	Title	Credits
	CHEM& 110 or CHEM& 121	5
	PSYC 210 or PSYC 250	5
SOC& 101	Introduction to Sociology	5

Fourth Quarter

Meet with your educational and career planner to explore universities.

Catalog #	Title	Credits
CMST& 220	Public Speaking	5
	Natural Sciences	5
PSYC& 220	Abnormal Psychology	5

Fifth Quarter

Apply to graduate. You're just two quarters away...keep it up!

Catalog #	Title	Credits
	Elective	5
	ENGL& 102 or PSYC& 200	5
PHIL& 101	Introduction to Philosophy	5

Sixth Quarter

You're almost done! Good luck on your final quarter!

Catalog #	Title	Credits
	Humanities	5
	PSYC 210 or PSYC 250	5
	Social Sciences	5
	Total Credits	90

Sociology Emphasis, Associate in Arts Direct Transfer Agreement (AA-DTA)

Overview

Complete your Associate in Arts Degree, Direct Transfer Agreement (AA-DTA) while exploring sociology. Sociology is the study of society, human social relationships, and institutions. Sociologists consider diverse subject matters ranging from crime to religion and from family to the state. They study how race, class, gender, and other factors shape outcomes. Sociology offers opportunities for students interested in a variety of career paths, especially those that seek to understand how social forces shape human behavior.

Sample Career Options

- Data or policy analyst
- Law enforcement
- Market researcher
- Non-profit leadership
- Social worker/case manager

Transfer and Degree Requirements

Students working toward their transfer degree typically take a variety of courses designed to fulfill the general requirements of most four-year colleges and universities. Students intending to transfer to a four-year college for further study are encouraged to work closely with their advisor and transfer institution to explore the requirements of the college they wish to attend after Peninsula. Most institutions have separate admission criteria, which may be based on grades, prerequisite coursework, test scores, and other considerations. Our Sample Schedule is designed to provide you with faculty recommended courses to complete your Associate in Arts Direct Transfer Agreement (AA-DTA) degree with an emphasis in sociology, but is not a major ready pathway.

Transfer Institution Information

Sample Schedule

This Sample Schedule is provided as a guide for a full-time student starting in fall quarter whose goal is to earn the Associate in Arts Direct Transfer Agreement (AA-DTA). The courses are designed with the appropriate number of credits to meet degree requirements and are organized in a recommended sequence. Please consult an advisor to schedule courses and develop a personalized educational plan.

Your personal Educational Plan will vary based on many factors including:

- The quarter you begin
- How many classes/credits you plan to take in each quarter
- Your math and English placement
- If you have credits you have already taken and plan to transfer them
- The college you are interested in transferring to
- If you start in our [Transitional Studies](#) program

Area of Study

Social Sciences and Education

First Quarter

Meet with your advisor to talk about your long-term schedule, taking into account your transfer plans.

Catalog #	Title	Credits
COLL 101	College Success	5
ENGL& 101	English Composition I	5
SOC& 101	Introduction to Sociology	5

Second Quarter

It's not too soon to explore transfer options. Make a [transfer appointment](#).

Catalog #	Title	Credits
ENGL& 102	Composition II	5
MATH& 146	Introduction to Stats	5
SOCSI 101	Contemporary Global Issues	5

Third Quarter

Check your educational plan to make sure you're on track to graduate.

Catalog #	Title	Credits
CMST 201	Social Media & Society	5
GEOG 120	Introduction to Physical Geography	5
SOC 115	Understanding Diversity	5

Fourth Quarter

Meet with your educational and career planner to explore universities.

Catalog #	Title	Credits
	Humanities	5
	Natural Sciences	5
PSYC& 100	General Psychology	5

Fifth Quarter

Apply to graduate. You're just two quarters away...keep it up!

Catalog #	Title	Credits
	CMST& 210 or CMST& 220	5
	Elective	5
ENVS& 100	Survey of Environmental Science	5

Sixth Quarter

You're almost done! Good luck on your final quarter!

Catalog #	Title	Credits
	Elective	5
	Elective	5
	PSYC& 200 or PSYC 250	5
Total Credits		90

Studio Arts Emphasis, Associate in Arts Direct Transfer Agreement (AA-DTA)

Overview

Complete your Associate in Arts Degree, Direct Transfer Agreement (AA-DTA) while exploring your love of art.

Sample Career Options

- Ceramic Artist
- Illustrator
- Museum Curator
- Painter
- Sculptor

Transfer and Degree Requirements

Students working toward their transfer degree typically take a variety of courses designed to fulfill the general requirements of most four-year colleges and universities. Students intending to transfer to a four-year college for further study are encouraged to work closely with their advisor and transfer institution to explore the

requirements of the college they wish to attend after Peninsula. Most institutions have separate admission criteria, which may be based on grades, prerequisite coursework, portfolio, and other considerations. Our Sample Schedule is designed to provide you with faculty recommended courses to complete your Associate in Arts Direct Transfer Agreement (AA-DTA) degree with an emphasis in studio arts, but is not a major ready pathway.

Transfer Institution Information

Sample Schedule

This Sample Schedule is provided as a guide for a full-time student starting in fall quarter whose goal is to earn the Associate in Arts Direct Transfer Agreement (AA-DTA). The courses are designed with the appropriate number of credits to meet degree requirements and are organized in a recommended sequence. Please consult an advisor to schedule courses and develop a personalized educational plan.

Your personal Educational Plan will vary based on many factors including:

- The quarter you begin
- How many classes/credits you plan to take in each quarter
- Your Math and English placement
- If you have credits you have already taken and plan to transfer them
- The college you are interested in transferring to
- If you start in our [Transitional Studies](#) program

Area of Study

Arts and Communication

Communication Competencies

- Demonstrate an ability to analyze how multicultural audiences shape written, visual, oral, aural, and performative communication and its meaning.
- Generate effective written and oral communication for a variety of purposes and diverse audiences.
- Generate effective visual or performative communication.

Quantitative Reasoning

- Apply basic computational skills to practical applications.
- Apply systematic approaches and logic to solving quantitative problems.

Information Competencies

- Identify research goals and retrieve information.
- Synthesize, apply, and properly cite information to meet an identified purpose.
- Evaluate the credibility of information and information sources, and distinguish between fact and opinion.

Critical Thinking

- Interpret and analyze meaning from written, visual, oral, aural, and performative works.
- Analyze and understand diverse individual and community perspectives and values.
- Understand and analyze social justice issues and movements.
- Generate creative works that demonstrate a process of critical reflection, analysis, experimentation, and original thought.

Personal and Interpersonal Competencies

- Consider ideas that conflict with individual value systems.
- Function under conditions of ambiguity and uncertainty.
- Work cooperatively and collaboratively with others.

First Quarter

Meeting with your advisor to talk about your long-term schedule, taking into account your transfer plans.

Catalog #	Title	Credits
	Art Elective	5
COLL 101	College Success	5
ENGL& 101	English Composition I	5

Second Quarter

It's not too soon to explore transfer options. Make a [transfer appointment](#).

Catalog #	Title	Credits
	Art Elective	5
ENGL& 102	Composition II	5
MATH& 107	Math in Society	5

Third Quarter

Check your educational plan to make sure you're on track to graduate.

Catalog #	Title	Credits
	Art Elective	5
	Natural Sciences	5
	Social Sciences	5

Fourth Quarter

Meet with your educational and career planner to explore universities.

Catalog #	Title	Credits
	Art Elective	5
	Humanities	5
	Social Sciences	5

Fifth Quarter

Apply to graduate. You're just two quarters away...keep it up!

Catalog #	Title	Credits
	Art Elective	5
	Natural Sciences	5
	Social Sciences	5

Sixth Quarter

You're almost done! Good luck on your final quarter!

Catalog #	Title	Credits
	Art Elective	5
	Humanities	5
	Natural Sciences	5
	Total Credits	90

Sustainable Agriculture Short Term Certificate

Program Code: CARSFC01

Program Outcomes

- Describe the ecological, economical, and social implications of agricultural practices
- Utilize a systems approach to analyze agriculture in your own backyard and/or community and learn to apply best practices for basic soil, crop, watershed, & livestock management
- Examine one's own food attitudes and choices, and articulate a value-based personal vision for food consumption and/or production

Area of Study

Math and Science

Catalog #	Title	Credits
SAGE 150	Sustainable Agriculture	5
SAGE 151	Food, Culture and Society	5
SAGE 152	Permaculture Design	5
Total Credits		15

TIG Welding Short Term Certificate

Program Code: WETTWC01

Area of Study

Skilled Trades

Catalog #	Title	Credits
WELD 220	Advanced Welding and Metal Fabrication II	15
Total Credits		15

Welding Technology Certificate

Program Description

This one year competency based program leads to a Certificate in Welding Technology and provides training for skills and related technical knowledge necessary for advancement in the metals industry. Instruction includes classroom study as well as extensive practice in the welding lab. Peninsula College provides American Welding Society (AWS) certification testing for students in an approved facility on the campus.

Program Length: 3 Quarters

Program Code: WETWTC45

Career Opportunities and Earnings

Throughout Washington state there is an extremely high demand for welding technicians, with annual job openings for welders and fabricators and fitters. The advisory committee for this program emphasizes that someone with good welding skills is well prepared to compete for a living-wage welding job. The demand for welding technicians should remain strong over the next decade.

- Engineering technicians
- Fabricators
- Fitters
- Inspectors
- Plant maintenance personnel

- Sales and service representatives
- Supervisors
- Welders

For current employment and wage estimates, please visit and search for the relevant occupational term: [bls.gov/oes](https://www.bls.gov/oes).

Program Outcomes

When this program is completed, the student will be able to:

- Weld all types of joints
- Perform oxyacetylene cutting
- Perform shielded metal arc, gas metal arc, and gas tungsten arc welding
- Apply workplace safety guidelines
- Use and apply welding terminology
- Read basic blueprints

Special Features

- In-house certification prepares students to take AWS certification examinations.
- In addition to the AAS and one-year certificate, this program offers short-term certificates in welding skills.
- The instructors of the Welding Technology program are certified welding educators.
- Peninsula College is an approved AWS test facility. Persons interested in taking AWS examination(s) should contact the program coordinator for information.
- Additional separate welding courses for persons not seeking the Welding Technology degree are available through this program, as is a preparatory course for the welding certification examination.

Program Prerequisites

College-level skills in English and math (eligibility for courses numbered 100 or higher) are recommended before registering for the English and applied math courses required in this program. Students may need to complete prerequisite coursework. The placement test will help determine placement level if not known. Previous coursework may also indicate placement level.

Approximate Additional Costs

- Books, supplies and miscellaneous fees (per quarter): \$250
- Tools/Equipment: \$1,000
- AWS Certification Exam (optional) (per quarter): \$225 (*Students may take up to three certification exams per quarter.*)
- Tuition and fees: \$6,031.52 total based on 2021-22 [WA resident tuition rates](#) (additional fees may apply)
 - First quarter (18 credits): \$1,855.68
 - Second quarter (20 credits): \$2,087.92
 - Third quarter (20 credits): \$2,087.92

Sample Schedule

This Sample Schedule is provided as a guide for a full-time student starting in fall quarter whose goal is to earn a certificate. The typical student schedule is based on entering the program during the fall quarter, however some programs allow students to enter in the winter or spring as well. Since not all do, please confirm with an advisor whether this program must be started during a specific quarter or not.

Area of Study

Skilled Trades

First Quarter (Fall)

Catalog #	Title	Credits
HUMDV 120	Human Relations	3
WELD 110	Beginning Welding and Metal Fabrication I	15

Second Quarter (Winter)

Catalog #	Title	Credits
ENGL& 101	English Composition I	5
WELD 120	Beginning Welding and Metal Fabrication II	15

Third Quarter (Spring)

Catalog #	Title	Credits
AMATH 121	Applied Math for Professional & Tech Programs I	5
WELD 130	Beginning Welding and Metal Fabrication III	15
Total Credits		58

Welding Technology, Associate in Applied Science (AAS) Degree

Program Description

This two year competency based program leads to an Associate in Applied Science (AAS) degree in Welding Technology and provides training for skills and related technical knowledge necessary for advancement in the metals industry. Instruction includes classroom study as well as extensive practice in the welding lab. Peninsula College provides American Welding Society (AWS) certification testing for students in an approved facility on the campus.

Program Length: 7 Quarters

Program Code: WETWTAPT

Career Opportunities and Earnings

Throughout Washington state there is an extremely high demand for welding technicians, with annual job openings for welders and fabricators and fitters. The advisory committee for this program emphasizes that someone with good welding skills is well prepared to compete for a living-wage welding job. The demand for welding technicians should remain strong over the next decade.

- Engineering technicians
- Fabricators
- Fitters
- Inspectors
- Plant maintenance personnel
- Sales and service representatives
- Supervisors
- Welders

For current employment and wage estimates, please visit and search for the relevant occupational term: [bls.gov/oes](https://www.bls.gov/oes).

Program Outcomes

When this program is completed, the student will be able to:

- Weld all types of joints
- Perform oxyacetylene cutting

- Perform shielded metal arc, gas metal arc, and gas tungsten arc welding
- Apply workplace safety guidelines
- Use and apply welding terminology
- Read basic blueprints
- Apply basic computational skills to practical applications
- Communicate in writing for a variety of purposes and audiences
- Work cooperatively and collaboratively with others
- Demonstrate competencies to succeed in the selected career pathway workplace

Special Features

- In-house certification prepares students to take AWS certification examinations.
- In addition to the AAS and one-year certificate, this program offers short-term certificates in welding skills.
- The instructors of the Welding Technology program are certified welding educators.
- Peninsula College is an approved AWS test facility. Persons interested in taking AWS examination(s) should contact the program coordinator for information.
- Additional separate welding courses for persons not seeking the Welding Technology degree are available through this program, as is a preparatory course for the welding certification examination.

Program Prerequisites

College-level skills in English and math (eligibility for courses numbered 100 or higher) are recommended before registering for the English and applied math courses required in this program. Students may need to complete prerequisite coursework. The placement test will help determine placement level if not known. Previous coursework may also indicate placement level.

Approximate Additional Costs

- Books, supplies and miscellaneous fees (per quarter): \$250
- Tools/Equipment: \$1,000
- AWS Certification Exam (optional) (per quarter): \$225 (*Students may take up to three certification exams per quarter.*)

Sample Schedule

This Sample Schedule is provided as a guide for a full-time student starting in fall quarter whose goal is to earn the Associate in Applied Science (AAS). The typical student schedule is based on entering the program during the fall quarter, however some programs allow students to enter in the winter or spring as well. Since not all do, please confirm with an advisor whether this program must be started during a specific quarter or not.

Area of Study

Skilled Trades

First Quarter (Fall)

Catalog #	Title	Credits
	FA 100 or FA 105	1
HUMDV 120	Human Relations	3
WELD 110	Beginning Welding and Metal Fabrication I	15

Second Quarter (Winter)

Catalog #	Title	Credits
ENGL& 101	English Composition I	5
WELD 120	Beginning Welding and Metal Fabrication II	15

Third Quarter (Spring)

Catalog #	Title	Credits
	AMATH 121, CAT 140 or MATH& 107 or above	5
WELD 130	Beginning Welding and Metal Fabrication III	15

Fourth Quarter (Summer)

Catalog #	Title	Credits
WELD 145	Aluminum Welding	8

Fifth Quarter (Fall)

Catalog #	Title	Credits
WELD 210	Advanced Welding and Metal Fabrication I	15

Sixth Quarter (Winter)

Catalog #	Title	Credits
WELD 220	Advanced Welding and Metal Fabrication II	15

Seventh Quarter (Spring)

Catalog #	Title	Credits
WELD 230	Advanced Welding and Metal Fabrication III	15
Total Credits		112

Wire Feed Welding Short Term Certificate

Program Code: WETWIC01

Area of Study

Skilled Trades

Catalog #	Title	Credits
WELD 210	Advanced Welding and Metal Fabrication I	15
Total Credits		15

Zero-Cost Associate in Arts Direct Transfer Agreement (AA-DTA)

Overview

Complete your Associate in Arts Degree, Direct Transfer Agreement (AA-DTA) with zero-cost educational resources. Zero-cost means that courses do not require the student to purchase textbooks to fulfill the course.

Transfer and Degree Requirements

Students working toward their transfer degree typically take a variety of courses designed to fulfill the general requirements of most four-year colleges and universities. Students intending to transfer to a four-year college for further study are encouraged to work closely with their advisor and transfer institution to explore the requirements of the college they wish to attend after Peninsula. Most institutions have separate admission criteria, which may be based on grades, prerequisite coursework, test scores, and other considerations. Our Sample Schedule is designed to provide you with faculty recommended courses to complete your Associate in Arts Direct Transfer Agreement (AA-DTA) degree, but is not a major ready pathway.

Transfer Institution Information

Sample Schedule

This Sample Schedule is provided as a guide for a full-time student starting in fall quarter whose goal is to earn the Associate in Arts Direct Transfer Agreement (AA-DTA). The courses are designed with the appropriate number of credits to meet degree requirements and are organized in a recommended sequence. Please consult an advisor to schedule courses and develop a personalized educational plan.

Your personal Educational Plan will vary based on many factors including:

- The quarter you begin
- How many classes/credits you plan to take in each quarter
- Your Math and English placement
- If you have credits you have already taken and plan to transfer them
- The college you are interested in transferring to
- If you start in our [Transitional Studies](#) program

Zero cost courses vary by quarter. To ensure the course is offered as zero cost, follow this [link](#) to the Class Search page or use [this guide](#) to search.

First Quarter (Fall 2023)

Catalog #	Title	Credits
COLL 101	College Success	5
ENGL& 101	English Composition I	5
PHIL& 120	Symbolic Logic	5

Second Quarter (Winter 2024)

Catalog #	Title	Credits
	DRMA 124 or OCEA& 101	5
	MATH& 107 or MATH& 141 or MATH& 146	5
	SOC& 101 or SOC 115	5

Third Quarter (Spring 2024)

Catalog #	Title	Credits
	CMST& 210 or IS 105	5
ENGL& 102	Composition II	5
	POLS& 202 or SOCSI 101	5

Fourth Quarter (Fall 2024)

Catalog #	Title	Credits
BIOL& 100	Survey of Biology with Lab	5
CMST& 102	Intro to Mass Media	5
	SOC& 101 or SOC 115	5

Fifth Quarter (Winter 2025)

Catalog #	Title	Credits
ENVS& 100	Survey of Environmental Science	5
FILM 101	Great Directors in Film	5
	POLS& 202 or SOCSI 101	5

Sixth Quarter (Spring 2025)

Catalog #	Title	Credits
	CMST& 210 or IS 105	5
ECON 101	Introduction to Economics	5
	MATH& 107 or MATH& 141 or MATH& 146	5
	Total Credits	90