2016**2017**

CATALOG

CLOVER PARK
TECHNICAL COLLEGE

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Educating tomorrow's workforce.

CLOVER PARK
TECHNICAL COLLEGE

CATALOG

2016**2017**

Redefine Education at Clover Park

Clover Park Technical College students get a time-honored style of hands-on learning experience taught by experts in a large variety of practical career fields. From aviation to health care, from computers to design, from cooking to welding, you can trust that you are learning the theory, basics, art, and best practice for a profession that's fulfilling and in demand today. At Clover Park Technical College, we're educating tomorrow's workforce.

Redefine education. See what Clover Park has for you.

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Welcome to Clover Park Technical College

Dear Student,
Welcome to Clover Park Technical College!

Whether you're entering college for the first time or returning to college to prepare yourself for a career change, CPTC is the place for you. As a college committed to "educating tomorrow's workforce," we offer degree and certificate options in more than 40 technical fields that will prepare you for a challenging and rewarding career. As a student, you will receive hands-on training from faculty members who are experts in their respective fields, who maintain strong ties with business and industry, and who pay attention to current trends. As a result, CPTC graduates are highly regarded by employers for their relevant knowledge and technical skills.

CPTC is a college focused on your success. Here, you will find excellent, affordable education; hands-on training facilities; nationally-accredited programs; and a faculty and staff among the most talented and innovative in the nation.

Our dedicated staff is here to support and assist you as you pursue your educational goals. CPTC has much to offer students beyond the classroom, from the Associated Student Government to campus organizations, professional associations, community work-based learning, and more. I encourage you to take advantage of these opportunities to enrich your education and development.

We take a great deal of pride in the tradition of technical education at CPTC. We are excited about our future and honored that you have chosen to be a part of it.

Don't wait! Get started today working toward your educational goals by contacting one of our friendly and helpful Student Success staff members. They will answer your questions and help you through our enrollment and admissions process. We look forward to serving you!

-Dr. Joyce Loveday, Interim President

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Who, Where and What We Are

As a vital member of Washington's higher-education system, Clover Park Technical College offers more than 40 programs in aerospace, advanced manufacturing, health sciences, human services, business, hospitality, science, technology, engineering, transportation and trades.

Clover Park Technical College has two campuses: our main campus in Lakewood and our South Hill Campus just south of Puyallup (adjacent to Thun Field), where our aviation programs are located.

Clover Park Technical College offers courses online and on campus for students getting ready for their first career, their next step within their career or new careers. CPTC is here to help students redefine education to meet their needs. The college's rich history of professional and technical education dates to the 1940s, when the Clover Park School District established a War Production program training civilians as auto mechanics, aircraft-service mechanics, ship-fitters, welders and blueprint readers.

Our Vision, Mission and Goals

VISION
Transforming lives, enriching communities and enhancing futures by creating an environment of innovation, equity and excellence through education.

CORE THEMES
Workforce Preparation

Student Success

Institutional Excellence

MISSION
Educating tomorrow's workforce.

VALUES
Equity

Respect

Diversity

Innovation

Excellence

Student Success

Lifelong Learning

Social Responsibility

STRATEGIC GOALS
Create and maintain a sustainable college community

Foster community engagement and social responsibility

Promote student success

Champion equity

Build an educated community

Enhance institutional capacity

Promote innovation

STRATEGIC PRIORITIES
1. Increase student success and educational access.

2. Respond to local community and business & industry.

3. Become more entrepreneurial.

ACCREDITATION

Clover Park Technical College is accredited by the Northwest Commission on Colleges and Universities.

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

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

Inquiries regarding an institution's accredited status by the Northwest Commission on Colleges and Universities should be directed to the administrative staff of the institution. Individuals may also contact:

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

Accreditation by the Northwest Commission on Colleges and Universities refers to the institution as a whole. Therefore, statements like "fully accredited" or "this program is accredited by the Northwest Commission on Colleges and Universities" or "this degree is accredited by the Northwest Commission on Colleges and Universities" are incorrect and should not be used.

NWCCU is an independent, non-profit organization recognized by the U.S. Department of Education and the Council for Higher Education Accreditation. It is the regional authority on educational quality and institutional effectiveness of higher education institutions in the seven-state Northwest region of Alaska, Idaho, Montana, Nevada, Oregon, Utah, and Washington. It fulfills its mission by establishing accreditation criteria and evaluation procedures by which institutions are reviewed. Clover Park Technical College first received accreditation through NWCCU in December 1999.

PROGRAM ACCREDITATIONS AND CERTIFICATIONS

Accreditation and certification has been granted to specific programs at Clover Park Technical College by:

AdvancedEd Accreditation Commission

American Dental Association

American Society of Health Systems Pharmacists

Commission on the Accreditation of Allied Health Education Programs

National Accrediting Agency for Clinical Laboratory Sciences

National Automotive Technicians Educational Foundation

ADVISORY COMMITTEES

Each career program at CPTC is guided by an advisory committee composed of employers and employees in the field. These committees meet at least two times each year to provide recommendations about methods, procedures, equipment, and curriculum and to ensure that each program meets or exceeds the industry standards of that particular occupation.

CLOVER PARK TECHNICAL COLLEGE FOUNDATION

The Clover Park Technical College Foundation is a 501(c)(3) non-profit organization dedicated to the needs of CPTC students and programs. Established in 1992, the Foundation is overseen by a volunteer board of up to 24 members. Board membership reflects the diversity of the community and the industries served by the college.

CHANGING LIVES

The Foundation changes lives by:

- Raising funds for students, programs, equipment, technology, and capital projects.
- Introducing new friends and future supporters to the college.
- Helping students through difficult times, empowering them to stay in schools with scholarships and emergency assistance funds.
- Supporting employee growth, development and appreciation.
- Contributing to college-wide programs and initiatives.

Board of Trustees

The Clover Park Technical College Board of Trustees is composed of five community college district residents who are appointed by the governor to a five-year term. The board sets policy for the institution and delegates administrative authority to the president of the college.

Bruce Lachney, *Chair*
Lua Pritchard, *Vice Chair*
Mark Martinez
Mary Moss
Wayne Withrow

Foundation Board of Directors

The Clover Park Technical College Foundation Board of Directors is composed of local business and community leaders who volunteer their time and donate their talents and resources to raise friends and funds for the college. The funds raised through their efforts support the college and students through student scholarships and emergency grants, allow the college to acquire state-of-the-art equipment and technology, and offer faculty and staff professional development awards.

OFFICERS

Matt Lane, President
Joyce Oubré, Vice President
Shelia Winston, Secretary
Melissa Missall, Treasurer
Mary Green, Past President
Steven Crosby, Director-at-Large

DIRECTORS

Steve Brewer
Ty Cordova
David Harkness
Harley Moberg
Katheryn Smith
Lauren-Bacall Wellington

EX OFFICIO DIRECTORS

Lyman Gifford, MSNMP, CFRE, *Foundation Executive Director*
Lua Pritchard, *CPTC Trustee Liaison*
Dr. Joyce Loveday, *CPTC Interim President*
Larry Clark, *CPTC Vice President for Finance and Administration*
Tawny Dotson, *CPTC Vice President for Strategic Development*
Annie Mafi, *ASG President*

EMERITI DIRECTORS

Bill Hamilton
Sharon McGavick
Mary Moss, CPTC Trustee

College Advisory Council

The College Advisory Council provides advice and approves the college's annual Worker Retraining Plan. It serves as a liaison between Clover Park Technical College and the business community, government, public agencies, organized labor, military installations, community-based organizations, and other educational institutions, advocating on behalf of the college. It also makes recommendations to the president to strengthen the college's effectiveness in providing quality educational opportunities and services to the community.

BECOMING A STUDENT

"It's good to have real life experience and teachers who know what they're doing."

-Alena Wolbert, Cosmetology student

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Getting Started

Students interested in applying for financial aid must start the 5-Step Financial Aid Application Process at the same time as the enrollment process to Clover Park Technical College. www.cptc.edu/financial-aid

1 APPLY FOR ADMISSION TO CPTC

- Go to www.cptc.edu/apply to complete your online application.
- Upon acceptance, you will receive an email that includes your next steps to becoming a CPTC student. If you do not have an email address, a letter will be sent to your home address.

2 APPLY FOR FINANCIAL AID

- Complete the Free Application for Federal Student Aid (FAFSA) as soon as possible at www.fafsa.ed.gov. You will be prompted to create an FSA ID and password for yourself and/or a parent that will act as an electronic signature on the FAFSA (CPTC's college code is 015984).
- Check FAFSA status on the financial aid portal (www.cptc.edu/financial-aid/portal) and submit all additional financial aid paperwork to the Financial Aid Office by the deadline for the quarter you plan to attend.
- Explore other funding options to pay for college at www.cptc.edu/pay-for-cptc. See if you qualify for Workforce funding at www.startnextquarter.org.
- If you are a DREAMer student go to www.readysetgrad.org/wasfa.

3 ESTABLISH COLLEGE PLACEMENT

- If you have attended college before, submit official college transcripts to Enrollment Services in Building 17 to receive a course transfer report. (Note: Transcript evaluation can take 2-3 weeks to post transfer credit. Placement scores may be set from an unofficial transcript and are usually set within 2-3 business days.) You may also bring assessment scores if you've taken an entry assessment at another community or technical college within the past two years. Submit the official scores to Enrollment Services. www.cptc.edu/transfer-to.
- If you are a first-time college student, submit your high school transcripts showing your SMARTER BALANCE results if you are a high school graduate as of June 2016; or you can submit official advanced placement scores.
- If the above do not apply, take the College Asssessment at CPTC. Pay the $19 fee at the Cashier's office in Bldg 17, Rm 140. Bring payment receipt and picture ID to the Assessment Center in Bldg 17, Rm 210, to take the College Asssessment. Hours of operation are available at www.cptc.edu/assessment.

4 ATTEND AN ADVISING SESSION

- All new students are required to attend an Advising Session to learn about program course requirements and education planning. Follow these steps to register:

  Step 1: Register at www.cptc.edu/group.

  Step 2: Fill out the form and click "submit".

  Step 3: Choose a date and time from the list of options by clicking on the arrow.

  You will receive a confirmation email with date/time of your advising session. If you have questions, please see Advising/Counseling in Bldg 17, Rm 150 (253-589-5548).

- Bring your assessment scores or Course Transfer Report and your Student ID (SID) to the advising session.

*WorkFirst/Worker Retraining eligible students can schedule one-on-one advising sessions by calling 253-589-5503/253-589-4311

5 REGISTER FOR CLASSES

- Students who have attended an advising session may register for first quarter classes online. For more information about how and when to register, go to www.cptc.edu/register.

Clover Park Technical College is committed to providing equitable access to College events, programs, trainings and services to individuals with disabilities. If you need any disability related accommodation in order to access programs, trainings and/or services offered by CPTC, please contact the Disability Resources for Students (DRS) at disabilityresources@cptc.edu. Please be aware that some accommodations require several days to arrange and providing as much advance notice as possible of your need for accommodations will increase the probability that we will be able to provide the accommodation when needed.

Our staff is here to help you succeed at Clover Park Technical College.

ASSESSMENT

Until Nov. 30, 2016, students entering technical programs that have academic courses are required to take the COMPASS assessment test. After that date, a new assessment process will be implemented.

The assessment test is untimed but generally takes approximately two hours to complete. There is a non-refundable testing fee of $19. Assessment results are used to place students in the appropriate academic courses.

Assessment testing is not required prior to being admitted to the college unless the technical program selected requires that a minimum level score be obtained for admission. Do not delay. Allow ample time for assessment, educational planning and registration prior to the beginning of a quarter.

Assessment testing is available on a drop-in basis. No appointment is necessary. See Enrollment Services to obtain a student ID number. Pay the testing fee in the cashier's office and then present the receipt and picture ID to the Assessment Center staff. To see office/testing hours go to: www.cptc.edu/assessment.

If an assessment test has been taken within the past 24 months at another college or special agency, the test results can be placed on file in Enrollment Services and evaluated by Advising/Counseling.

COLLEGE ADMISSION

Students are eligible for admission to full-time programs at Clover Park Technical College as follows:

In accordance with WAC 131-12-010, any applicant for admission to Clover Park Technical College shall be admitted when, as determined by the chief administrative office or his/her designee, such applicant:

1. Is competent to profit from the curricular offerings of the college.
2. Is 18 years of age or older; or
3. Is a high school graduate (diploma or GED certificate); or
4. Has applied for admission under the provisions of a student enrollment options program such as Running Start, Elective High School, or other local enrollment option program.

Some programs have additional admission requirements, including mandatory advising or additional fees. This information may be found in the program description section of the college catalog or on the CPTC program website.

Clover Park Technical College admission applications are available online at www.cptc.edu/apply, through the Enrollment Services office in Building 17, the Advising and Counseling Office in Building 17, or at a Program Information Session. Program information sessions occur every second and fourth Wednesday of each month when classes are in session. Visit www.cptc.edu/info-sessions for details.

EXCEPTIONS

Students age 16 and over who meet the provisions of "Title III-Adult Education Programs" may enroll in certain adult basic education classes. Individuals admitted into such classes will be allowed to continue as long as they are able to demonstrate, through measurable academic progress, an ability to benefit.

Individuals who don't meet the eligibility criteria for admission may appeal for special admission on a course-by-course basis. Criteria for granting an appeal are competency at an appropriate academic level and/or artistic or technical skill level, as well as the ability to participate in an adult learning environment. The college does not desire to replace or duplicate the functions of the local public schools. Appeals may be filed with the vice president for instruction or designee.

PAYING FOR COLLEGE/ APPLYING FOR FINANCIAL AID

- Create a financial plan on how to pay for college, and apply early for possible financial aid, including scholarships, grants and loans. See if you are eligible for additional funding at Start Next Quarter at www.startnextquarter.org.
- Submit a Free Application for Federal Student Aid application at www.fafsa.ed.gov or a WASFA at www.readysetgrad.org/wasfa.
- If you apply for Financial Aid, you must complete all steps of the Financial Aid 5-step application process by posted deadlines. www.cptc.edu/financial-aid/application-2016.
- Financial aid information and deadlines are available on the Financial Aid page. www.cptc.edu/financial-aid.
- Opportunity Grant and BFET funding. www.cptc.edu/opportunity-grant.
- Using veteran benefits? Visit our veterans page. www.cptc.edu/veterans.
- Explore WorkFirst and Worker Retraining Funding. www.cptc.edu/workfirst and www.cptc.edu/worker-retraining.
- Receive assistance with FAFSA, WASFA, and loan applications. Contact the EOC Advisor at eoc-advisor@cptc.edu.

AGENCY-FUNDED STUDENTS

Persons who qualify for assistance from the Division of Vocational Rehabilitation of the State of Washington or neighboring states, the Department of Labor and Industries, the Washington State Department of Social and Health Services, WorkSource, or the Employment Security Department may attend programs at Clover Park Technical College. Enrollment qualifications for training will be determined by the college. Agency-funded students must have their contracts approved and mailed or faxed to the funding coordinator at CPTC before starting class. If an agency is paying the assessment fee, the student should take their contract to the funding coordinator prior to testing. The funding coordinator is available to answer your questions 7:30 a.m.-4:30 p.m., Monday-Friday, in Bldg. 17, Rm. 103E, or can be reached at 253-589-5663 or agencyfunding@cptc.edu.

TITLE IV STUDENT COMPLAINT PROCESS

The Higher Education Act (HEA) prohibits an institution of higher education from engaging in a "substantial misrepresentation of the nature of its educational program, its financial charges, or the employability of its graduates." 20 U.S.C. §1094(c)(3)(A). Further, each state must have "a process to review and appropriately act on complaints concerning the institution including enforcing applicable State laws." 34 C.F.R. § 600.9. The Washington State Board for Community and Technical Colleges (SBCTC) maintains a process to investigate complaints of this nature brought by community and technical college students in the state of Washington. For more information, contact the SBCTC Student Services Office at 360-704-4315.

CONTINUING EDUCATION

The Workforce Development & Continuing Education Department at Clover Park Technical College offers seminars, workshops and credit and non-credit courses. We invite Pierce County residents of all ages to explore opportunities for lifelong learning for personal, professional, and community development. Seminars, workshops, and courses are offered in face-to-face, fully-online, and hybrid modes. For a copy of the department's most current offerings and possible funding sources, please call 253-589-5575 or find Continuing Education at www.cptc.edu/continuing-ed. We are located in Bldg. 19, Rm. 109, on the Lakewood campus. Office hours: 8 a.m.-5 p.m., Monday-Friday.

DUAL CREDIT FOR HIGH SCHOOL STUDENTS

Dual credit may be accepted for high school learning experiences where formal articulation agreements are in place. Contact Enrollment Services at 253-589-6003 or Pierce County Careers Connection at 253-583-8803. Courses that have Dual Credit Articulation agreements with the Pierce County Careers Connection are marked with an asterisk (*) in both the program and course description.

NORTHWEST CAREER & TECHNICAL HIGH SCHOOL

253-589-5770

Northwest Career & Technical High School is a school of choice on the Clover Park Technical College campus that provides a rigorous educational program combined with career guidance and high-quality career and technical education. Students:

- Earn a high school diploma from Northwest Career & Technical High School.
- Earn a certificate of initial competencies in their chosen career path.
- Are prepared to articulate into postsecondary education and training opportunities.
- Can earn a certificate or a degree if they enroll in the Elective High School option.

ADULT HIGH SCHOOL COMPLETION

253-589-5770

Adult High School classes are offered for persons 20 years of age or older who are not enrolled in a regular high school and want to earn an Adult High School diploma. These classes are academic in nature and meet Washington State requirements for high school completion. Students enrolled in a regular high school may take Adult High School classes with the permission of their high school counselor; however, they must pay all class costs, including full tuition. More information is available from Northwest Career & Technical High School at 253-589-5770 or in Building 14.

RUNNING START

253-589-5701

CPTC works closely with area high school counselors to plan appropriate educational experiences. Running Start is a statewide community and technical college program that was developed for academically qualified high school juniors and seniors who wish to enroll in courses that fulfill high school graduation requirements. If you have chosen a career direction and can benefit from college instruction, Running Start at Clover Park Technical College may be right for you.

Please note that Running Start students are held to the same expectations as all other college students. Attendance, participation, behaviors and quality of work are to meet college standards.

The Running Start program is designed for high school students who are ready for college-level work, want to get a start on their career training, and want to receive both college and high school credit while attending high school.

Qualified students may enroll in programs tuition-free up to a maximum of 15 credits. This is determined by the combined high school and college enrollment on their Running Start Enrollment Verification Form obtained from their high school counselor.

Additionally, Running Start students will pay for all fees associated with their college enrollment including laboratory fees, security & safety fees, books, tools, consumables, transportation, etc. Running Start students may obtain a waiver for additional credits; please see the Running Start Advisor for more information.

High school students who attend during the summer quarter will pay adult tuition and fees. Interested students must meet with the Running Start advisor to receive appropriate paperwork prior to enrolling.

If you meet the following criteria you may be eligible for Running Start:

- Be between the ages of 16 and 21
- Be identified as a junior or senior
- Meet minimum Assessment testing scores
- Be identified as eligible by your school

VETERANS EDUCATION BENEFITS

253-589-5581

Most programs offered by Clover Park Technical College are fully approved for benefits under the following Veterans Administration regulations:

Chapter 30—Montgomery GI Bill®
Chapter 31— VA Rehab (pre-approved by VA)
Chapter 32—VEAP
Chapter 33—Post 9/11 GI Bill®
Chapter 35—Dependents
Chapter 1606—Reserves
Chapter 1607—Reserves Active

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

WORKSOURCE CO-LOCATED STAFF

WorkForce Investment Act (WIA) funding for Pierce County residents is available to assist dislocated workers and low-income adults with their educational costs. Options for additional funds may also be available for students who are currently on unemployment benefits or who have drawn unemployment benefits in the past. In addition to providing funding information, the WorkSource co-located staff member can direct students to jobs found in the statewide WorkSource system and other websites as well as provide tips for job searching, resume writing and interviewing.

For more information, contact the CPTC co-located WorkSource counselor at 253-589-5781.

Getting Support

CAREER CENTER

The Career Center, a WorkSource Affiliate site, brings a variety of services to students and potential students. The Career Center offers computers for job search exploration, resume and cover letter writing assistance, interview preparation, labor market and occupational information, free interest assessments to help you choose a program of study, and access to job postings for federal, state, and local jobs, both part- and full-time. Contact the Career Center at 253-583-8765 to schedule an appointment.

ADVISING AND COUNSELING CENTER

253-589-5548

Counselors provide several important services in the Advising and Counseling Center to support student success. Students can be seen on a walk-in or appointment basis to see a counselor for academic advising, to develop an education plan, or to check in about academic progress, career exploration resources and referrals to the Career Center, get information about the Running Start program, limited personal counseling on a personal issue interfering with a student's ability to be successful in school, and crisis intervention to facilitate a referral to appropriate resources. Stop by at the Lakewood campus, Bldg. 17, Rm. 150, or call 253-589-5548 for an appointment.

GET STARTED WORKSHOP

253-589-5569

Come learn about CPTC and the enrollment process, program information, campus support services and worker retraining. Questions? Visit www.cptc.edu/get-started for more information.

Topics covered at these workshops:

College enrollment/admission process
Campus Services/Student Life
Free Application for Federal Student Aid (FAFSA) process
Scholarships & Educational Resources
Assessment process
Cost for tuition/fees

DISABILITIES ACCOMMODATIONS

253-589-5767

Clover Park Technical College wants to help all students succeed. We are committed to providing reasonable accommodations, including core services, to qualified students with disabilities. Video phone services are available at the Student Leadership & Service Center in Bldg. 23, Rm. 108.

Appropriate adjustment and reasonable accommodations will be provided to qualified students with disabilities for recruitment, the application process, enrollment, registration, financial aid, course/module work, counseling, programs, and services. A request for accommodations must be made, and documentation of disability is required.

To arrange accommodations, students should contact the Disability Resources for Students Office at 253-589-5767 or disabilityresources@cptc.edu. Requests for accommodations should be made as far in advance as possible. Lack of advance notice may delay the availability of an accommodation. The complete Clover Park Technical College Policies and Procedures for Reasonable Accommodations for Students with Disabilities under ADA/504 is available in Bldg. 17, Rm. 150.

MULTICULTURAL STUDENT SERVICES

253-589-5766

Clover Park is committed to the success of all our students. By serving as an advocate for students of color and providing information, resources and support from how to navigate the educational process to accessing services to enhance student success, Multicultural Student Services is here to support you. Programs and activities are offered to promote cultural awareness and competence. We support a campus environment that is inclusive, safe, and welcoming for all students.

TUTORING SERVICES

253-589-5702

The College offers free tutoring to help students be more

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successful in their pre-college and college-level academic courses. The Tutoring Center is located in Building 15. It's open Monday through Friday, with some extended evening and Saturday hours. No appointment is needed. CPTC students also have access to eTutoring's free 24/7 online tutoring services in a variety of subject areas. Go to www.etutoring.org, or enter through CPTC's home page. For maximum benefit, students are encouraged to seek tutoring help early in the quarter.

ADULT BASIC SKILLS/ ENGLISH AS A SECOND LANGUAGE

253-589-5702 or 253-589-5760

The Adult Basic Skills program offers day and evening classes in Adult Basic Education, English as a Second Language and high school credential testing preparation, as well as high school for 21+. Classes offered enhance career, educational, and personal opportunities for individuals. The program offers math, reading, and writing skills development for high school completion credentials, college admission, and/or career changes. The curriculum is based on the Career and College Readiness Standard. Students are placed in classes based on their current skill level. Students are served on a first-come, first-served basis. More information is available in the Basic Skills Office in Bldg. 10, Rm. 102, or call 253-589-5702 for more details. There is a $25 program fee for each student enrolled in Basic Skills classes.

HIGH SCHOOL EQUIVALENCY TESTING

253-589-6035

Testing is administered through CPTC's Pearson VUE Testing Center in Bldg. 10, Rm. 214. In order to sign up for testing, please create an account at www.qed.com. From the site, students can schedule exams, access study materials, learn about the testing experience, and access additional information. The High School Equivalency Test (formerly known as the GED®) changed in 2014 . Test scores completed prior to Jan. 1, 2014, are no longer valid.

Testing is computer based, and the testing software is easy to navigate. Testers between 16-18 years of age need to bring a signed release from their district high school to the testing center before scheduling exams (homeschoolers will need a signed affidavit). Debit or credit card users may pay online. For other forms of payment, please call 253-589-6035 for assistance.

All testers must present valid, government-issued Photo ID in order to test. If the ID is not issued by Washington State, testers must show proof of residency. Testing times vary; please visit www.cptc.edu/pearson-vue for current hours.

Test Appointment Lengths:

- Reasoning through Language Arts (155 minutes)
- Social Studies (75 minutes)
- Science (90 minutes)
- Mathematical Reasoning (120 minutes)

REFUND POLICY

1. The Assessment Test fee is non-refundable.
2. For state-funded classes, the tuition and laboratory/ supply/computer use fee will be refunded for a payment period upon official withdrawal according to the following schedule:
   - 100% Prior to the first day of instruction.
   - 80% First through fifth day of instruction.
   - 40% On or after the sixth day of instruction through the 20th calendar day following the beginning of instruction.
   - 0% Twenty-first calendar day through the end of the payment period.

   Financial aid recipients are subject to the Title IV Return of Funds policy stated in this catalog.
3. For self-support classes, the following schedule will apply:
   - 100% If the college cancels the class.
   - 100% When a student withdraws from the class on or before one business day prior to the first day of class. To officially withdraw from the class, students may come to the college in person or withdraw online at www.cptc.edu/drop. The college must receive the online drop on or before one business day prior to the first day of class.
   - 0% When a student registers but does not attend the class. No refunds are available after the class has started.

   Self-support classes are indicated in the quarterly class schedule by an SS at the end of the class title, just above the description.
4. Programs cancelled by the college will be refunded at 100% of the fees paid but unused as of the cancellation date.
5. Refunds will not be granted for students withdrawn for disciplinary reasons.
6. Students called for military active duty will be granted a refund of tuition and fees paid for the current payment period, subject to the rules and regulations of their respective funding sources and payment methods. Presentation of written confirmation (orders) is required.
7. Students who do not attend the first two class sessions and/or comply with the established attendance policy for the class or program may forfeit the right to continue and may be subject to administrative withdrawal without refund.
8. Upon official withdrawal, refunds will be made by mail to the student or his or her respective funding agencies.

REFUND EXCEPTION

Exceptions to the refund policy must be requested in writing to the Director of Enrollment Services before the last day of the quarter in which payment was made. A Petition for Refund Exception Form is available in the Enrollment Services Office. Eligible requests will have detailed information and supporting documentation attached when the request is submitted.

Financial Aid

Clover Park Technical College believes that every individual should have the opportunity to achieve his or her educational goals. The Financial Aid Office provides financial assistance to students who would otherwise not be able to attend school.

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Financial assistance may be available to students from various sources in the form of grants, scholarships, loans, and employment. Aid is awarded according to federal, state, and institutional guidelines. No student will be denied aid on the basis of race, color, national origin, sex, sexual orientation, disability, or age.

All prospective students are encouraged to apply for aid. Financial Aid staff will discuss opportunities with you and help you with the application process. Eligibility is determined through a careful assessment of the student's financial situation, taking into account their and/or their family's income, assets, debts, number of dependents, and the estimated cost of attending Clover Park Technical College.

ELIGIBILITY

The following programs are NOT eligible for traditional financial aid: Adult Basic Education (ABE), general education classes below 80, High School Equivalent Exam prep, Quick Start programs, personal enrichment continuing education, Running Start, and high school completion.

To qualify for financial aid, a student must;

- be admitted to the college in an eligible degree or certificate program;
- have a high school diploma or High School Equivalency;
- be a U.S. citizen or an eligible non-citizen;
- be registered with the Selective Service (if required to do so);
- not owe any repayments on previous Title IV assistance and not be in default on any federal student loans;
- demonstrate a need for financial assistance.

Financial aid is normally awarded based on full-time enrollment (12 credits or more). If students plan to enroll in fewer than 12 credits for any quarter, they must give the Financial Aid Office advance notification to allow for their award to be revised.

HOW TO APPLY/APPLICATION DEADLINES

We strongly recommend that students submit their FAFSA to the Federal Processor THREE MONTHS PRIOR TO OUR DEADLINE DATES or, at a minimum, two weeks before the deadline dates below. Some funds are available on a first-come, first-served basis, so apply early.

To apply for all available federal state, and institutional financial assistance, students must complete steps 1-5 of CPTC's financial aid application process. Read the instructions carefully. Students who complete the application process prior to the deadline for a quarter will have their applications reviewed prior to the start of the quarter. The 5-Step application instructions are available at the Financial Aid Office and at www.cptc.edu/financial-aid.

1. New students must apply for admission to the college and declare an eligible degree or certificate program.
2. Create a Federal Student Aid ID. You must do this by visiting https://fsaid.ed.gov. The FSA ID allows you to sign the FAFSA or renewal FAFSA online as well as access other Federal Student Aid secure websites. If you are required to provide your parents' information on the FAFSA, one of your parents will also need to create a Federal Student Aid ID.
3. Complete one of the following and submit it to the Federal Processor on the web:
   FAFSA at www.fafsa.ed.gov
   or
   Renewal FAFSA on the Web www.fafsa.ed.gov

   After your FAFSA is processed, the Federal Processor will send you either a paper Student Aid Report (SAR), an electronic SAR, or a SAR Information Acknowledgement, depending on how you submitted your FAFSA and whether or not you provided a valid email address on your FAFSA. If you do not receive your SAR within two weeks of submitting your application, call the Federal Processor at 1-800-4FED-AID to check on the status of your application.

   Remember you can always check the status of your file at your student portal by clicking on the link to the Financial Aid Student Portal at www.cptc.edu/financial-aid/portal.
4. Both continuing and new students must submit all additional required documents by the deadline. After the Federal Processor sends the Financial Aid Office a copy of your processed FAFSA data, we will post information to the Financial Aid Student Portal explaining what additional documents we need to complete your file and/or what actions you must take. (e.g. CPTC data sheet, 2015 IRS Tax Transcript, Verification Worksheets.) If you don't see that the Financial Aid Office has received your FAFSA information, come to the Financial Aid Office. Please make sure to update your mailing address with both Enrollment Services and Financial Aid.

   Submit all additional required documents and take care of all required actions as instructed by the following deadline dates to ensure your application is reviewed prior to the start of the quarter you begin classes. If all required documentation is not submitted by the deadline dates below, this may result in a delay of financial aid, and you will be required to pay your tuition, fees, books and supplies until the next quarter.

Summer Quarter 2016	**April 15, 2016**
Fall Quarter 2016	**July 22, 2016**
Winter Quarter 2017	**October 28, 2016**
Spring Quarter 2017	**January 20, 2017**

5. Complete Direct Stafford Loan MPN and New Student Entrance Counseling.

   First-Time Borrower
   If you are new to the college, or have not received a Federal Direct Stafford Loan from Clover Park Technical College in the last year, you are required to complete Entrance Counseling and a Master Promissory Note (MPN). To complete these steps, go to www.studentloans.gov. The school will be notified electronically within three to five business days from the time of completion. You can check your student portal to see when Clover Park has received notification that this requirement has been completed.

   Please Note: Students who are first-time borrowers at CPTC must serve a 30-day waiting period and will

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not receive the first disbursement of their loans until approximately the 35th day of the quarter. This applies only to first quarter of attendance that student receives loan funds.

Returning Borrower
Continuing students must complete Financial Awareness Counseling every academic year. The website for Financial Awareness counseling is www.studentloans.gov. The school will be notified electronically within three to five business days from the time of completion. You can check your student portal to see when Clover Park has received notification that this requirement has been completed.

If you previously received a direct loan for a prior year, you do not need to complete an entrance counseling and Master Promissory Note. The Department of Education allows a borrower to receive additional direct loans on a single Master Promissory Note for up to 10 years.

Federal Direct Parent Plus Loans:
To read more information about the Stafford Loans, please visit www.cptc.edu/financial-aid/stafford. Parent Plus Loans are federal loans to help you pay for the cost of your child's education expenses. Parent Plus Loans are only available to Dependent Students. To apply for a Federal Parent Plus Loan, go to www.studentloans.gov, and complete a Parent Plus Application and Parent Plus Master Promissory Note. The school will be notified electronically within three to five business days from the time of completion.

Click "read more" under the "Apply for Federal Direct Stafford Loan" link.

Students who are taking nursing (LPN or RN) academic pre-requisites and do not have a conditionally accepted LPN/RN application submitted to the Nursing department must apply for student loans, as they do not qualify for grant assistance. They qualify for student loans only, and only for a period of 12 consecutive months. (Nursing Assistant program is not eligible for federal student loans.)

Financial Aid Office:
4500 STEILACOOM BLVD SW
LAKEWOOD WA 98499-4004
253-589-5660, Fax: 253-589-5618
School code: 015984

COST OF ATTENDING COLLEGE

The following budget figures have been approved by the Washington Financial Aid Association and Clover Park Technical College. They are provided as a guide to estimate what it would cost to attend Clover Park Technical College for nine months (three quarters) and average 20 credits per quarter.

	DEPENDENT Living with Parent/Relative	INDEPENDENT Living with Parent/Relative	RESIDENT Not Living with Parent/Relative
Tuition	$5,040	$5,040	$5,040
Books & Supplies	$825	$825	$825
Room & Board	$3,165	$7,634	$9,583
Transportation	$1,140	$1,485	$1,125
Personal	$1,110	$1,867	$2,055
TOTAL	$11,980	$16,851	$18,628

DETERMINING FINANCIAL NEED

The amount of assistance students receive is based on the student's demonstrated need.

Cost of attending college – Expected family contribution = Need

Financial need is defined as the difference between educational expenses (tuition, fees, books, tools, supplies, room and board, personal and transportation) and the amount the student and his/her family can afford to pay as determined by the information on the Free Application for Federal Student Aid (FAFSA).

YEARLY FAFSA TIMELINES

Students must apply for financial aid once every academic year. For financial aid purposes, the year starts in summer and ends in spring. The FAFSA application will be available starting October 1 for the following academic year.

DESCRIPTION OF AID PROGRAMS

FEDERAL AND STATE GRANTS
CPTC offers both federal grants (Pell Grant, Supplemental and Educational Opportunity Grant) and state grants (Washington State Need Grant). Grants are considered a form of gift aid because they do not have to be repaid, provided students attend their classes, do not reduce their enrollment on or before the fifth business day of the quarter, do not make a 100% withdrawal, do not stop attending their classes, and do not complete zero credits for a quarter.

WORK-STUDY
Federal and state work-study programs offer students the opportunity to gain valuable work experience while earning money for college. Both on-campus and off-campus positions are available.

Students receive their work-study funds in the form of a paycheck from their employer based on their hourly wage and the number of hours they have worked in any given pay period. Because work-study funds must be earned, they are not available at the beginning of the quarter to help students pay their tuition and fees or purchase their books.

STUDENT LOANS
Federal Direct Subsidized Stafford Loans are need-based loans. The term "subsidized" means the federal government pays interest on the loan on the student's behalf until the student enters repayment.

Maximum Eligibility Period To Receive Direct Subsidized Loans
There is a limit on the maximum period of time (measured in academic years) that you can receive Direct Subsidized Loans. In general, you may not receive Direct Subsidized Loans for more than 150% of the published length of your program. This

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is called your "maximum eligibility period." You can usually find the published length of any program of study in the catalog.

For example, if you are enrolled in a 4-year bachelor's degree program, the maximum period for which you can receive Direct Subsidized Loans is 6 years (150% of 4 years = 6 years). If you are enrolled in a 2-year associate degree program, the maximum period for which you can receive Direct Subsidized Loans is 3 years (150% of 2 years = 3 years).

Your maximum eligibility period is based on the published length of your current program. This means that your maximum eligibility period can change if you change programs. Also, if you receive Direct Subsidized Loans for one program and then change to another program, the Direct Subsidized Loans you received for the earlier program will generally count against your new maximum eligibility period.

Federal Direct Unsubsidized Stafford Loans are non-need based loans. The term "unsubsidized" means the federal government does not pay interest on the loan until the student enters repayment. Students are responsible for paying all accrued interest. Interest can be paid while the student is in school, or it can be deferred until the student enters repayment. If deferred, the unpaid interest that accrues is added to the loan amount the student borrowed, a process known as capitalization.

SCHOLARSHIPS

Many businesses, services, and professional organizations, as well as individuals in the community, contribute funds to be used as grants (awards based on need) or as scholarships (awards based on merit, need or other criteria). Applications are accepted at various times throughout the year. Eligibility criteria and application procedures are posted on the Scholarship Board located outside of the Financial Aid Office in Building 17 and at **www.thewashboard.org** and **www.fastweb.com**.

Scholarships are also available from the Clover Park Technical College Foundation. For more information, visit the Foundation website at **www.cptc.edu/scholarship.**

AGENCY FUNDING

Persons who qualify for assistance from the Division of Vocational Rehabilitation of the State of Washington or neighboring states, the Department of Labor and Industries, WorkSource, the Washington State Department of Social and Health Services, or the Employment Security Department should contact and work with their funding agencies before and throughout the enrollment process.

OPPORTUNITY GRANT

253-589-5513
www.cptc.edu/opportunity-grant

Clover Park Technical College's Opportunity Grant may assist eligible students with educational expenses such as tuition, fees and books, for a maximum of 45 credits over a three-year period. Awards are based on student need and grant availability and, thus, may vary from quarter to quarter.

Eligible programs:
Accounting
Aviation Maintenance
Composites
Computer Assisted Design — IBEST
Computer Networking & Information Systems Security
Computer Programming & Web Development
Dental Assistant
Early Care & Education
Environmental Science
Health Unit Coordinator
Hemodialysis
Heating/Air Conditioning/Refrigeration
Mechatronics
Medical Assistant
Medical Histology
Medical Laboratory Technician
Nondestructive Testing
Nursing Assistant
Nursing Assistant — IBEST
Pharmacy Technician
Practical Nurse (LPN)
Registered Nurse (RN)
Surgical Technology
Sustainable Building Science
Welding

BASIC FOOD EMPLOYMENT AND TRAINING (BFET)

253-589-5513
www.cptc.edu/bfet

BFET provides employment training, funding and services to individuals who receive federal SNAP (food) benefits or who are eligible to apply for SNAP. Clover Park BFET participants may receive:

- Financial assistance for required educational and emergency expenses
- Child care subsidies through DSHS
- Continuation of SNAP food benefits while attending college
- Ongoing mentoring and support

All CPTC programs are eligible, including High School Completion, Running Start, and Adult Basic Education programs. Individuals who receive TANF cash benefits from DSHS are not eligible for BFET.

WORKFIRST

253-589-5503 www.cptc.edu/workfirst

The WorkFirst Program serves families receiving TANF through the Department of Social and Health Services (DSHS), helping them start, continue, or finish their education and training, leading to employment and self-sufficiency.

WorkFirst can assist with tuition and books for eligible participants in the following:

- High School Equivalency (prep and exam)
- High School Completion
- Vocational Education in any of CPTC's full- or part-time programs, as well as Continuing Education
- High-wage, high-demand career training

For more information, please call or visit the Worker Retraining office in Bldg. 16, Rm. 118, 8 a.m.-5 p.m., Monday-Friday.

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WORKER RETRAINING
253-589-4311 www.cptc.edu/worker-retraining

The Washington Worker Retraining Program provides training and funding for unemployed workers who want to upgrade their skills or train for a new career. Worker Retraining support may be available if you meet any of the following:

- Facing a layoff and eligible to collect unemployment benefits
- Currently collecting unemployment benefits
- Exhausted unemployment benefits within the past 48 months
- Displaced homemaker within the past 24 months
- Self-employed and now unemployed with the past 24 months
- Honorably discharged veteran within the past 48 months
- Stop-gap employments
- Active-duty military with an official order of separation.

Worker Retraining funds can be applied to tuition, books, and transportation.

For more information please call or visit the Worker Retraining office in Bldg. 16, Rm. 118, 8 a.m.-5 p.m., Monday-Friday.

What programs are covered?

Programs listed as Demand Occupation on the Eligible Training provider list are eligible for WRT. This list can be found at https://fortress.wa.gov/esd/wilma/wdclists.

The 2016/2017 WRT Plan has targeted the programs below for funding. Programs specifically targeted by the WRT grant this year are:

- Advanced Composite Technician
- Computer Programming and Web Development
- Hemodialysis Technician
- Nursing Assistant – Certified
- Medical Histology Technician
- Medical Laboratory Technician
- Nondestructive Testing
- Residential Construction
- Sustainable Building Science
- Other "in-demand" CPTC programs are also be eligible.

What does the funding cover?
Tuition/fees, funding for books, and possible transportation assistance may be awarded for the first quarter. WRT funding is typically awarded for one quarter; you should have a funding plan for subsequent quarters. You are welcome to submit a WRT application even if you have already been awarded for one quarter; additional funding may be available to you on a case-by-case basis.

To Apply:
Contact the Worker Retraining Office in Bldg. 16, Rm. 118 or at 253-589-4311.

FINANCIAL AID STUDENT PORTAL

Students must use the portal to view the status of financial aid file and award amounts.

Visit www.cptc.edu/financial-aid/portal.

RIGHTS & RESPONSIBILITIES

As a financial aid recipient, students have the following rights:

1. Access to accurate and timely information on financial aid deadlines and procedures.
2. Access to personal financial aid records and information as defined by the Buckley Amendment of 1974.
3. The choice of accepting all or only part of the assistance offered.
4. Access to a review of the award package should the student's financial situation change. Included in this right is the opportunity to appeal.

Along with these rights students have the following responsibilities:

1. To provide accurate information to be used in the aid process. Misrepresenting information is a violation of the law and could result in indictment under the U.S. Criminal Code.
2. To inform the Financial Aid Office of any significant changes to a student's financial situation (scholarships, gifts, earnings, funding, etc.) in excess of $200 that were not listed in the application, or any other change in circumstances, such as a change in student status or marital status, that may influence the award. Failure to report these changes can result in federal legal action to recover aid funds.
3. To understand the loan obligation. With a loan as part of the student's package, future earnings are pledged to pay present school costs. Loan conditions should be read carefully; ask questions.
4. To maintain satisfactory academic progress toward the completion of degree/certificate program.
5. To repay any financial aid received when students were not eligible.
6. To continue receiving financial aid, students must reapply each academic year.

SATISFACTORY ACADEMIC PROGRESS

Federal and state financial aid regulations require schools to set minimum standards for satisfactory academic progress and to hold students accountable for meeting the standards. Satisfactory Academic Progress is checked prior to awarding aid, even if students did not receive financial aid in past quarters. It is also checked at the end of every quarter aid is received.

The Satisfactory Academic Progress policy includes the following:

1. Cumulative pace of progression towards degree or certificate must be at least 66.67%.
2. Cumulative Grade Point Average requirement of 2.0 or greater.

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3. Credit limit requirement.

Copies of the complete Satisfactory Academic Progress policy are available on the Financial Aid Office website at www.cptc.edu/financial-aid as well as at the Financial Aid Office front counter.

WITHDRAWAL & REPAYMENT POLICIES

Students who withdraw from all classes, stop attending all classes, or a combination of both before completing 61% of the quarter (measured in calendar days), or students who complete zero credits, may be required to repay a portion of the financial aid they received for that quarter. This applies to grant funds as well as student loans. Repayments are computed in accordance with federal and state regulations. Repayments can be owed to the college, the U.S. Department of Education, and/or the Washington Student Achievement Council. Students who owe a repayment are notified in writing. The complete repayment policy can be found on the Financial Aid Office website at www.cptc.edu/financial-aid.

The first days that students can drop to zero (withdraw from all classes, stop attending all classes, or a combination of both) without owing a repayment as a result are:

Summer 2016	**August 10, 2016**
Fall 2016	**November 14, 2016**
Winter 2017	**February 20, 2017**
Spring 2017	**May 21, 2017**

International Students

We welcome students from around the world to Clover Park Technical College. We provide personalized assistance to our international students every step of the way, from admission to graduation. We also offer airport pick up, free internet access and free tutoring.

ADMISSIONS

To start your application process, please contact us and take the first step towards a bright future. Join other domestic and international students who have discovered the outstanding programs at Clover Park Technical College.

You can become an international student at Clover Park Technical College by following these easy steps:

1. Fill out the Admission Application and the Financial Responsibility forms:

   a. Available online at www.cptc.edu/international, or

   b. Request an application packet by email at international@cptc.edu. We will send you digital copies of documents.

   c. Request an application packet by phone at 253-589-6089.

2 Send the Admission Application and the Financial Responsibility forms, along with other required documents, by mail with your $50 non-refundable application fee, payable by personal check, money order (in U.S. dollars), or credit card.

3. Attach a passport-size color photo to the top right corner of the application.

No TOEFL/IELTS is required for admission if you study and successfully complete the highest level of an approved ESL program at another college or language school. Please contact us for more information about our English language requirements.

Once we receive the above items and you meet all the admissions criteria, we will mail your Form I-20 to you. Take the Form I-20 with you to the U.S. Consulate in your country and apply for a student visa. If you have questions about the application process, please contact our office at international@cptc.edu or 253-589-6089.

TRANSFER OF CLOVER PARK TECHNICAL COLLEGE CREDITS

Credits earned at Clover Park Technical College may transfer to other two-year colleges and to some four-year colleges and universities. Please discuss your educational goals with the International Office staff.

DATES TO REMEMBER

- Fall Quarter begins September 26, 2016
  Winter Quarter begins January 2, 2017
- Spring Quarter begins April 3, 2017
  Summer Quarter begins July 20, 2017
- Graduation is TBA.
- Please note that some programs have fall and/or spring start dates only.

COST OF TUITION & FEES

International students pay non-resident tuition. Visit www.cptc.edu/tuition for 2016-17 rates.

- International Student Health Insurance is $318.24 per quarter (3 months) — subject to change.
- Some programs require additional quarterly fee(s). Please visit www.cptc.edu/tuition for more information.
- Additional fees may be charged for a specific class and are listed at the end of the course descriptions in the Quarterly Class Schedule.

Tuition and fees may change based upon State of Washington legislative guidelines.

- Housing and other college fees are not inclusive.
- Non-refundable Clover Park Technical College international admission application fee is $50.
- Books and supplies vary by program.

HOUSING SERVICES

There are two housing options for international students:

1. American host family (recommended for all new students)

   You may live with an American host family who will provide you with a furnished private room. They will also pick you up from the airport and help with your initial settling-in needs (banking, WA ID/license, orientation to community, etc.).

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There is a $250 placement fee. The traditional homestay is $625 per month for 3 meals/7 days per week (subject to change).

Contact the International Office staff when you wish to apply for homestay.

2. Independent living in apartments near the college (NOT recommended for newly arrived students)

   The average rent ranges from $600 per month to $1,200 per month, depending on number of bedrooms, size, location, and amenities.

   Additionally, students have to pay for food and utilities. Assistance is available for students who pay the International Housing Application Fee (currently $150, non-refundable, subject to change). Housing and other college fees are not inclusive. Costs are subject to change based on the local housing market.

FOR ADDITIONAL INTERNATIONAL INFORMATION

Contact the International Education Programs Office at:

Tel: 253-589-6089
Fax: 253-589-6054

Email: international@cptc.edu

Mail: Clover Park Technical College
International Education Programs
4500 STEILACOOM BLVD SW
LAKEWOOD WA 98499-4004

Website: www.cptc.edu/international

Campus Life & Services

ASSOCIATED STUDENT GOVERNMENT

STUDENT COUNCIL
This council is an advocate of the student voice and a partner with other governing units. The Student Council oversees the administration of the Associated Student Goverment (ASG). Council meetings, which are open to the public, are held on a regular basis while CPTC is in session during the fall, winter, and spring quarters.

OFFICE OF STUDENT INVOLVEMENT

253-589-5780

The Office of Student Involvement is the administrative entity that advises and directs the efforts of student leadership development, the student center facilities, and the Associated Student Government (ASG). Serving on ASG gives students the opportunity to maximize their involvement in campus life. ASG employment opportunities are filled each spring through an annual hiring process. Other employment and/or involvement opportunities with the department include:

PEER AMBASSADORS
Peer Ambassadors increase student success, retention and completion by providing students with opportunities to engage with fellow students in meaningful ways that offer support, encouragement and the resources they need to achieve their social, financial, and academic goals.

CLUBS & ORGANIZATIONS
The ASG coordinates the management of student clubs, which operate specifically to promote individual programs with respective industries, special interest groups and related professional organizations within the community.

For more information about The Office of Student Involvement and ASG, call 253-589-5780, stop by the Student Leadership & Service Center, Bldg. 23, Rm. 211, or visit us online at www.cptc.edu/involvement.

STUDENT LEADERSHIP & SERVICE CENTER
The Student Leadership & Service Center (SLSC) is your portal to the campus, whether you are a student or a community member. The student staff know what's happening on campus, provide maps to locate particular campus locations or services, and administer the many service features and activities of the SLSC.

For more information about the Office of Student Involvement and ASG, call 253-589-5780, stop by the Student Leadership & Service Center, Bldg. 23, Rm. 211 or visit us online at www.cptc.edu/involvement.

STUDENT CENTER

253-589-5644

The Sharon McGavick Student Center is where students and the campus community connect via student-funded programs and services that enhance the quality of college life and complement the educational experience at CPTC. Students can enjoy open access to a game room, TV room, microwaves, study spaces, food service and coffee shop, retail shops, meeting and event spaces, and student leadership and involvement opportunities.

STUDENT IDENTIFICATION CARDS

253-589-5780

Student Identification Cards are available in Building 23 at the Student Leadership & Service Center during the regular scheduled hours of the center. The first ID is complimentary. Replacement ID's cost $5 and should be paid at the cashier's window in Building 17. Picture ID and CPTC Student ID number are required to be issued a Student Identification Card.

BOOKSTORE

253-589-5614

In addition to textbooks, the bookstore carries supplies, tools, and many other items needed for training. The Bookstore also carries logo clothing and gift items, backpacks and rolling book bags, snack items and assorted beverages. The bookstore also carries a selection of lunch items such as sandwiches, Lunchables, microwaveable burritos, pizza, hot sandwich items and soups. The Bookstore is in the Student Center, Building 23. The bookstore has extended hours at the beginning of each quarter and may run on a reduced schedule during all college

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breaks.

CAMPUS ACTIVITIES

The programming board promotes and coordinates well-balanced program of student-initiated activities that enhance health and wellness, cultural, social, and recreational needs of the students outside the classroom aimed at enhancing student life.

FOOD SERVICES

The Clover Park Technical College Culinary Arts students offer lunch in the Rainier Room in Building 31, Wednesday-Friday, 11:15 a.m.-12:45 p.m. (offered periodically during the quarter). Food is also available at Bon Sucre Bistro, Clover Perk Coffee and the bookstore. Visit tacomaculinary.com for more information.

HEALTH SERVICES

CPTC does not offer direct health services on campus. Information about community services is available in the resource book housed in the Advising and Counseling Office at the Lakewood Campus, Bldg 17, Rm 150.

INSURANCE

Clover Park Technical College provides information regarding accident and health insurance to interested students. Contact your program faculty or the Advising and Counseling Office in Building 17 for a brochure.

PARKING & TRANSPORTATION

253-589-5557

Pierce County transit buses make regular stops at CPTC. To see specific routes, visit www.piercetransit.org.

White-striped areas are designated for student parking. Yellow-striped areas are restricted to the following: carpool, disabled, authorized staff, and visitors. The campus speed limit is 10 miles per hour, unless otherwise posted. Vehicles improperly parked on campus are subject to a $10 fine for each offense and/or towed at the owner's expense. Students are also subject to a $10 fine for each offense for parking in unauthorized areas, blocking or obstructing traffic, and parking in fire lanes or tow-away zones. Parking in a designated handicapped space without a state-issued handicapped parking permit carries a campus fine of $75 or $280 if cited by the Lakewood Police Department.

Students who violate driving or parking rules may be required to leave their vehicles off campus. Clover Park Technical College is not responsible for damage to or loss of vehicles parked on campus.

LIBRARY & COMPUTER LABS

Call **253-589-5544** for hours. Call **253-589-5628** or **253-589-6067** for Library Skills classes and individual orientations to library resources.

The Clover Park Technical College Library and Technology Commons Lab are located in the Learning Resource Center, Building 15. The library/computer lab is open 7 a.m.-7 p.m. Monday through Thursday, 7 a.m.-4 p.m. Fridays, and 9:30 a.m.-2:30 p.m. Saturdays. The library provides a variety of print, audiovisual, and online resources to students, faculty and staff. The general collection of books, reference materials, magazines, and multi-media resources support Clover Park Technical College's instructional programs. In addition, the library/computer lab has a collection of electronic resources including online reference databases, electronic journals, ebooks, computer applications, internet access, and a variety of assistive technologies.

Other services include a pay-for-print copy machine, fee-based fax machine, and study areas. For after-hours convenience, there is an outside book return on the east end of Building 15. Library/computer labs staff are available to give individual assistance.

All currently enrolled students are eligible to use the library/computer labs for college-related activities. A variety of software and hardware is available to help students with assignments and to accommodate students with special needs.

SECURITY

253-589-5682

The CPTC Security Department places students and staff at the center of all we do. We are committed to providing a safe and secure environment through the following services: campus patrol, parking/traffic enforcement, emergency response, incident investigation, lost and found management, basic first aid, escort services to or from your vehicle, battery boosts, building access, and the assignment of keys and alarm codes. Our officers are non-commissioned, and the Lakewood Police Department has jurisdiction on our Main Campus in Lakewood, while the Pierce County Sheriff's Office has jurisdiction at the South Hill Campus.

Early Care & Education

AFFILIATED CHILD CARE CENTER PROGRAM

253-589-4516

Early Care and Education offers on-site instruction and customized courses focusing on Early Childhood Education to affiliated child care centers.

Staff at child care centers are eligible to combine on-site training, attendance at on-campus classes, workshops and courses to earn college credit or meet STARS continuing education requirements. These services are currently provided to more than 50 child care centers.

Clover Park Technical College is authorized by the Council for Early Childhood Professional Recognition to provide instruction for the Child Development Associate (CDA) Professional Preparatory Program and Direct Assessment Program. Students interested in the process for earning a CDA

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from the National Credentialing Program can call the council at 1-800-424-4310.

ON-CAMPUS CHILD CARE

253-589-5531 or 253-589-5511

The Hayes Child Development Center at Clover Park Technical College's Lakewood campus provides services for children ranging in age from four weeks to five years. We are here to support CPTC students and staff needing child care. We do provide child care for eligible community members, but CPTC students and staff receive a discounted rate and have priority for enrollment. We accept DSHS, NACCRRA and cash payments.

We are proud to be a NAEYC-accredited facility that provides both Early and Preschool Head Start programs. NAEYC-accredited centers are high-quality programs that provide a safe and nurturing environment while promoting the development of young children. NAEYC-accredited programs show their quality by meeting the 10 NAEYC Early Childhood Program Standards, which are based on the latest research on education and development of young children.

If you have questions about Hayes Child Development Center, please call 253-589-5531 or email angela.johnson@cptc.edu.

PROJECT HEAD START

253-589-5721

CPTC offers a full-day Head Start program to eligible families with children three and four years old.

The four major components of this locally administered program are education, health, parent involvement, and social services.

Parents are involved in parent education and program planning/operating activities. They also may serve as members of the policy council and committees. Since 1965, Head Start has sought to provide comprehensive developmental services for children from low-income families. Registration information is available from the head start family advocate.

Accounting Program

For more information, visit
www.cptc.edu/catalog or call 253-589-5800.

Degree and Certificate Programs 22
Short-Term Programs 84
Course Descriptions 86

PROGRAM DESCRIPTIONS

Prerequisite(s): Some programs have unique prerequisites. If prerequisites are required, they are listed with each program in the pages that follow and are in addition to college entrance requirements.

A core of academic classes is an integral part of all CPTC preparatory programs. Students may waive classes below the 100 level by meeting the Prerequisite COMPASS score. For course descriptions, see page 86. Listed for each program are college quarter credit hour equivalents.

Program completion is dependent on satisfactory progress and successful achievement of all course requirements and student outcomes with an overall GPA of 2.0 or greater. It should be recognized that the number of quarters and hours identified for each program on the following pages is approximate; some students may need additional quarters to meet graduation requirements.

CERTIFICATES AT CPTC

Program certificates are a great way to get your foot in the door in a new industry or to advance your skill levels and stay current with industry standards. Most of our programs offer short-term certificates, many of which can be completed in one year or less.

DEGREES AT CPTC

The Bachelor of Applied Science in Operations Management (BAS-OPM) degree is awarded for completion of at least 90 credits of appropriate 300 and 400 level coursework. An applied associate degree or equivalent in a manufacturing-, management- or operations-related field with the required distribution of academic core coursework is a prerequisite for program admission. A detailed list of program admission requirements can be found online.

The Associate of Applied Technology (AAT) degree is awarded to students who complete programs that are 90 credits or more in length and include a core of 15 college-level academic credits. The bulk of the credits are in specific career/technical fields. The required general education courses in communication, quantitative reasoning and social sciences are designed to prepare students for work.

The Associate in Applied Science - T (AAS-T) degree is also a workforce degree with a core of general education courses. The difference is that the AAS-T degree requires a minimum of 20 credits of general education courses commonly accepted in transfer, including a minimum of five credits in English composition (ENGL& 101), five credits in quantitative reasoning, five credits in social science, and five additional credits in social science, humanities, or science.

The Associate in Pre-Nursing (DTA/MRP) and the Associate of Applied Technology (DTA/MRP) are degrees awarded by Clover Park Technical College to students who have completed specified curriculum with the intent of transferring to one of Washington's four-year institutions. Direct Transfer Agreement/Major Related Program (DTA/MRP) degrees prepare students with general education requirements necessary to pursue further study. They do not alter the admission criteria established by the baccalaureate institution, nor do they guarantee admission to the institution. Students should contact an advisor at the potential transfer institution regarding their interests and specific course choices.

If specific licensure or other eligibility requirements are necessary for employment in a career field offered by Clover Park Technical College, the program description provided in this section of the catalog will identify those requirements. Unique requirements for employment and advancement within the profession or occupation are also described. Certification obtained through the completion of all program requirements does not guarantee job attainment or reciprocity of credentials in another state or country.

OPERATIONS MANAGEMENT

BACHELOR OF APPLIED SCIENCE IN OPERATIONS MANAGEMENT

BACHELOR OF APPLIED SCIENCE DEGREE

CPTC's Bachelor of Applied Science in Operations Management (BAS-OPM) degree has been designed to meet the needs of students who want to move into supervisory and management roles in industry.

During the BAS-OPM degree, students will learn about operations management tools and techniques, develop core business skills, and apply them to solve problems in industry. Focused-study courses and individual and group capstones help develop the critical thinking skills required for a successful career in an operations management role.

This degree has been designed to meet the educational needs of working adults. It is based on a combination of web-based instruction with study groups meeting at times convenient to students.

Program Length: The program is approximately six to eight quarters in length, depending on the time students need to satisfactorily complete all graduation requirements.

Admission Dates: Fall and spring quarters or by instructor permission.

Prerequisite(s):

Admission to the Program
Admission to the program may occur when the following can be documented:

- Successful completion of an earned Applied Associate degree, AAS-T, Direct Transfer Associate degree or equivalent from a regionally accredited institution in an appropriate manufacturing-, management- or operations-related field with an overall minimum 2.5 GPA in all coursework.
- Intermediate algebra or higher (minimum 2.5 GPA); or equivalent COMPASS math scores (within the past two years).
- 5 college-level credits in English Composition (ENGL& 101 or higher).
- 5 college-level credits in a social science.
- A minimum grade of 2.5 is required in all coursework.

Admission to the Junior Year

Once admitted to the program, the following must be documented before students can move on to the junior year of the program:

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- 5 credits of MATH& 146 or higher-level statistics class
- 5 credits of a college-level math class other than MATH& 146 with Intermediate algebra as a prerequisite – pre-calculus I or above preferred.
- 5 credits in a humanities subject – a speech class recommended
- 5 credits in a natural science with a lab component - ENVS& 101 or CHEM& 121 recommended.

A minimum grade of 2.5 is required in all coursework. These requirements can be satisfied by coursework completed before admission to the BAS-OPM program, or during a "bridge" quarter included within the BAS-OPM program. The bridge quarter can include up to 20 credits as required.

PROGRAM COURSE LIST

MAT 311	Mathematical Techniques for Operations Management	5
OPM 312	Forecasting and System Design	5
OPM 313	Quality Management	5
OPM 314	Logistical Planning & Supply Chain Management	5
OPM 315	Lean Concepts and Applications	5
OPM 411	Facility Layout and Materials Handling	5
OPM 412	Workplace Health and Safety Management	5
OPM 413	Measurement and Statistical Process Control	5
OPM 491	Focused Study I	5
OPM 492	Focused Study II	5
OPM 493	Focused Study III	5
OPM 498CAP	Individual Capstone Project*	5
OPM 499CAP	Group Capstone Project	5
BUS 310	Project Management	5
ENG 310	Business Communications	5
ECON 310	Managerial Economics	5
PHIL 310DIV	Professional Ethics	5
PSYC 311DIV	Organizational Psychology	5
TECHNICAL CREDITS		90**

* With instructor's permission, OPM 495 – Internship – can be substituted for OPM 498.

** Total credits for the degree does not include the bridge quarter (if needed).

NURSING

ASSOCIATE IN PRE-NURSING DEGREE

ASSOCIATE OF ARTS AND SCIENCE DEGREE

DIRECT TRANSFER AGREEMENT/

MAJOR RELATED PROGRAM (DTA/MRP)

Designed for the student who wishes to transfer to a Bachelor of Science in Nursing (BSN) program at a four-year university, the Associate in Pre-Nursing offers a broad spectrum of academic courses that prepare students for upper-division coursework leading to the Bachelor of Science, Nursing degree (entry-to-practice/basic BSN). Pre-nursing graduates are prepared to apply to BSN programs at various institutions across Washington State, including the following baccalaureate institutions that are participants in this agreement with the community and technical college system: University of Washington, Seattle; Washington State University; Northwest University; Seattle University; Seattle Pacific University; Pacific Lutheran University; Walla Walla University; and the Washington State University Intercollegiate College of Nursing (WSU-ICN), a consortium whose members include Eastern Washington University, Gonzaga, and Whitworth. Associate degree transfers to WSU-ICN are admitted through WSU, not through the other consortium institutions.

This degree program streamlines preparation for the basic BSN pathway across the state. It does not, however, guarantee acceptance into a BSN program. Due to high interest and limited space in BSN programs, admission to all BSN programs is highly competitive, with many qualified applicants finding themselves on waiting lists for admission.

CPTC does not offer every course each quarter. It is the student's responsibility to discuss sequencing and work out their individual schedule with a counselor or advisor. Any developmental coursework a student may be required to complete may increase the program length.

It is recommended that students pursuing the Pre-Nursing degree contact their potential transfer institutions early in their program regarding specific course choices in each area where electives are listed.

To receive the DTA degree, students must have earned a minimum of a 2.0 cumulative college-level GPA and have completed at least 90 quarter hours of transferable credit, including a minimum of 60 quarter hours of general education courses as shown below.

Program Length: This program is approximately six quarters long, depending on the time students need to satisfactorily complete all graduation requirements.

Admission Dates: Summer, fall, winter, and spring quarters.

Prerequisite(s): Students are required to be proficient in intermediate algebra, which is a prerequisite to the math courses included in this program. Individual courses may have prerequisites.

PROGRAM COURSE LIST

[1]Communication (10 Cr.)

ENGL& 101	English Composition I	5
ENGL& 235	Technical Writing	5

[2]Quantitative & Symbolic Reasoning (5 Cr.)

MATH& 146	Introduction to Stats	5

[3, 6]Humanities (15 Cr.)

CMST& 220	Public Speaking	5
Humanities Elective		5
Humanities Elective		5

[4]Social Sciences (15 Cr.)

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

[5]Natural Sciences (35 Cr.)

BIOL& 160	General Biology W/Lab	5
BIOL& 241	Human A & P 1	5
BIOL& 242	Human A & P 2	5
BIOL& 260	Microbiology	5
CHEM& 121	Intro to Chemistry	5
CHEM& 131	Introduction to Organic/Biochemistry	5
NUTR& 101	Nutrition	5

[6]Electives (10 Cr.)

5-Credit Elective		5
5-Credit Elective		5

College Success Course (3 Cr.)

COLL 102	College Success for All	3

Computer Literacy Course (3 Cr.)

Complete an approved computer literacy course or successfully pass the computer literacy exam	3
TOTAL CREDITS FOR COMPLETION	96

Elective note

A specific elective course may be credited toward no more than one distribution or skill area requirement. A maximum of 10 elective credits may be in college-level courses as defined by CPTC, and the remainder shall be fully transferable as defined by the receiving institution. Select courses appropriate for intended major and intended bachelor's institution. Students should contact an advisor at the potential transfer institution regarding their interests and specific course choices.

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Northwest University and Walla Walla University require that the second English composition class be a research writing class.

UW Seattle and Seattle University require 10 credits in quantitative/symbolic reasoning with the additional class in college algebra or pre-calculus (at UW Seattle, a class in logic also serves for the additional class).

A curriculum that provides students with an understanding of and sensitivity to human diversity is encouraged (required by WSU). The credits gained in sociology and humanities courses provide opportunities for such a curriculum.

Northwest University requires cultural anthropology and does not accept a course in the sociology discipline as a substitute. Students may be admitted to the BSN without cultural anthropology if they agree to complete the course at NU in the summer prior to their junior year.

Introductory survey courses or review courses do not meet the content level expectations for these natural science requirements.

UW Seattle requires a minimum GPA of 3.0 for three out of the seven natural sciences courses (or 2.8 for four out of the seven) at the time of application when some of the coursework may not yet be completed.

Northwest University requires two credits of genetics as well. Students may be admitted to the BSN without genetics if they agree to complete the course at NU in the summer prior to their junior year.

In order to better prepare for successful transfer, students are encouraged to consult with the institution(s) to which they wish to transfer regarding the humanities courses and other electives that best support or may be required as prerequisites to their nursing curriculum.

Humanities Electives available through CPTC:

ART& 100	Art Appreciation	5
ASL& 121 or 122	American Sign Language I or II	5
MUSC& 105	Music Appreciation	5

(**Note:** Only one 100 level language course may be used to meet the humanities requirement.)

Notes

1. Admission application deadlines vary. Students must meet the deadline for the university or universities to which they plan to apply for admission to transfer.
2. For admission to nursing as a major, it is critical to note that grade point average requirements vary and admission is competitive across the several programs in nursing. Although some nursing programs note minimum GPA requirements for nursing prerequisites and other required courses, meeting the minimum requirements does guarantee nursing admission. It is strongly recommended that students check with their transferring institution for GPA requirements.
3. Certain schools may have additional "university-specific" requirements that are not pre-requisites to admission to the nursing major but will need to be completed prior to graduation or, as noted above for NU, prior to commencement of nursing courses. Contact with advisors from individual schools for institutional requirements is highly recommended, since this DTA may not meet every institution-specific graduation requirement. NU, for example, requires Old Testament and New Testament in the summer prior to beginning nursing classes.
4. Certain schools may have additional "university-specific" requirements for admission to the institution that are not prerequisites specifically identified in the DTA requirements. UW Seattle, for example, requires 10 credits of a world language if the applicant has not completed two years of a single language in high school; PLU requires a year of a foreign language at the college level, if two years of high school foreign language has not been completed.
5. Introductory survey courses or review courses do not meet the content level expectations for these natural science requirements. UW Seattle requires a minimum GPA of 3.0 for three out of seven natural sciences courses (or 2.8 for four out of the seven) at the time of application when some of the course work may not yet be completed. Northwest University requires 2 credits of genetics as well. Students may be admitted to the BSN without genetics if they agree to complete the course at NU in the summer prior to junior year.
6. In order to better prepare for successful transfer, students are encouraged to consult with the institution(s) to which they wish to transfer regarding the humanities courses and other electives that best support or may be required as prerequisites to their nursing curriculum.

ASSOCIATE OF APPLIED TECHNOLOGY DEGREE

ASSOCIATE IN APPLIED SCIENCE – T DEGREE

ASSOCIATE OF ARTS AND SCIENCE DEGREE

DIRECT TRANSFER AGREEMENT/
MAJOR RELATED PROGRAM (DTA/MRP)

The Associate in Technology is for students preparing to pursue a bachelor's in industrial technology, mechanical technology, technology education, or other applied technology fields (such as manufacturing, electronics, design and construction) at Central Washington University (CWU), Eastern Washington University (EWU), or Western Washington University (WWU). The Associate in Technology meets all the requirements of Washington's Direct Transfer Agreement between the baccalaureate institutions offering a Bachelor's of Science in Technology and the community and technical college system. Baccalaureate institutions that are party to this agreement are CWU, EWU, and WWU. Students completing the DTA, if admitted to a participating university, will be admitted as juniors with all or most prerequisites for the specific technology major completed.

CPTC does not offer every course each quarter. It is the student's responsibility to discuss sequencing and work out their individual schedule with a counselor or advisor. Any developmental coursework a student may be required to complete may increase the program length.

Students in this program are encouraged to check with their potential transfer institution early in their studies regarding specific course choices for electives.

To receive the DTA degree, students must have earned a minimum of a 2.0 cumulative college-level GPA and have completed at least 90 quarter hours of transferable credit that include a minimum of 60 quarter hours of general education courses as shown below. Students are required to be proficient in intermediate algebra, which is a prerequisite to the math courses listed below.

Program Length: This program is approximately six quarters long, depending on the time students need to satisfactorily complete all graduation requirements.

Admission Dates: Fall, winter and spring quarters.

Prerequisite(s): None.

PROGRAM COURSE LIST

Communication Skills (10 Cr.)

ENGL& 101	English Composition I	5
ENGL& 235	Technical Writing	5

Quantitative Reasoning (Choose 10 Cr.)

MATH& 141	Pre-calculus I	5
MATH& 142	Pre-calculus II	5
MATH& 151	Calculus I	5

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[1]Humanities (15 Cr.)

CMST& 220	Public Speaking	5
Humanities Elective		5
Humanities Elective		5

[2]Social Sciences (15 Cr.)

PSYC& 100[DIV]	General Psychology	5
SOC& 101[DIV]	Introduction to Sociology	5
Elective Social Science Course		5

Natural Sciences (20 Cr.)

PHYS& 114	General Physics I w/Lab	5
CHEM& 161	General Chemistry with Lab I	5
CPW 142	Java Object-Oriented Programming	5
CPW 143	Java Object-Oriented Programming II	5

Technology Course Work (10 Cr.)

MEC 120	Computer Aided Design I	5
MCH 201	CATIA I	5

[3]Electives (10 Cr.)

Major-Related Electives	10

Computer Literacy Course (3 Cr.)

Complete an approved computer literacy course or successfully pass the computer literacy exam	3

College Success Course (3 Cr.)

COLL 102	College Success for All	3

TOTAL CREDITS FOR COMPLETION 96

Notes

1. At least one humanities class must be in a field other than speech, and no more than 5 credits may be in a world language or ASL, and no more than 5 credits in a performance/skills class.
2. Social science courses should be from at least two disciplines, with no more than 10 credits in a single discipline.
3. Elective courses should be appropriate for the student's intended major and intended bachelor's institution. It is recommended that students pursuing this degree talk with an advisor at the four-year institution they plan on attending prior to selecting technical electives.

   A specific elective course may be credited toward no more than one distribution or skill-area requirement. A maximum of 10 elective credits may be in college-level courses as defined by CPTC, and the remainder shall be fully transferable as defined by the receiving institution. Select courses appropriate for intended major and intended bachelor's institution. Students should contact an advisor at the potential transfer institution regarding their interests and specific course choices.

Humanities Electives

ART& 100	Art Appreciation	5
ASL& 121 or 122	American Sign Language I or II	5
MUSC& 105	Music Appreciation	5

(**Note:** Only one 100-level language course may be used to meet the humanities requirement)

Electives (10 Cr.)

ECON& 201	Microeconomics	5
ECON& 202	Macroeconomics	5
PSYC& 200	Lifespan Psychology	5
PSYC& 220	Abnormal Psychology	5

ACCOUNTING

ASSOCIATE OF APPLIED TECHNOLOGY DEGREE

ASSOCIATE IN APPLIED SCIENCE – T DEGREE

Prepares students for careers in accounting with starting positions such as a junior-level accountant, entry-level accounting supervisor, full-charge bookkeeper, fiscal technician, accounting assistant, or other entry-level accounting clerks.

Participate in realistic training through internships. Technical course curriculum is based on current industry standards. Course delivery varies between live, hybrid and online methods.

In addition to the program course requirements, students must also complete the general education requirements for the degree they seek to obtain. The two degree options in this program are the Associate of Applied Technology (AAT) and the Associate in Applied Science - Transfer (AAS-T). The different requirements for each degree are listed below.

AAT Degree General Education Requirements (18 credits):

- ENGL& 101 English Composition or CMST& 220 (or higher)
- Any 100-level math class
- PSYC& 100[DIV] General Psychology (PSY 112[DIV], SOC& 101[DIV], or other humanities course that meets the diversity requirement)
- COLL 102 College Success for All

AAS-T Degree General Education Requirements (23 credits):

All AAS-T degrees must have a minimum of 20 credits of transferable general education. These credits replace the academic courses required for the AAT degree. Required credits include:

- 5 credits in communication: ENGL& 101
- 5 credits in quantitative reasoning: MAT 110, MATH& 141, MATH& 142, MATH& 146 or MATH& 151
- 5 credits in a social science that meets the diversity requirement: PSYC& 100[DIV] or SOC& 101[DIV]
- 5 credits in social science, humanities, or science; choose one from the following: PSYC& 100[DIV], PSYC& 200, PSY 210, PSYC& 220, SOC& 101 [DIV], ART& 100, MUSC& 105, ASL& 121, BIOL& 160, BIOL& 175, BIOL& 241, BIOL& 242, CHEM& 110, CHEM& 121, CHEM& 131, GEOL& 110, PHYS& 114, ECON 101, ECON& 201 or ECON& 202
- 3 credits in College Success: COLL 102

Students pursuing an AAT or AAS-T degree must complete all college degree requirements prior to graduation. This includes courses that meet the capstone project, diversity, and computer literacy requirements.

Program Length: This program is approximately six quarters long, depending on the time students need to satisfactorily complete all graduation requirements. All courses must be completed with a minimum "C" grade to graduate.

Admission Dates: Recommended fall and spring quarters or by instructor permission. Students with prior learning or experience should contact the instructor prior to enrolling for individual start dates, class schedule and options.

Prerequisite(s): COMPASS score of 68 in reading and 33 in writing, or successful completion of ENG 082 and successful completion of MAT 091 during first quarter. Also requires CAS 115 or 121 or instructor permission.

PROGRAM COURSE LIST

ACTG 110*	Bookkeeping I	4
ACTG 115*	Bookkeeping II	4
ACTG 120*	Electronic Business Math	2
ACTG 135	Accounting Spreadsheets I	5
ACTG 141	Quickbooks I	2
ACTG 143	Quickbooks II	3

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ACTG 160	Payroll & Business Taxes	5
ACCT& 201	Principles of Accounting I	5
BUS& 201	Business Law	5
ACCT& 202	Principles of Accounting II	5
ACTG 222	Fundamentals of Individual Income Tax Accounting	4
ACCT& 203	Principles of Accounting III	5
ACTG 224	Fundamentals of Governmental/Nonprofit Accounting	5
ACTG 211	Principles of Accounting I Lab	2
ACTG 212	Principles of Accounting II Lab	3
ACTG 213	Principles of Accounting III Lab	3
ACTG 236	Accounting Spreadsheets II	3
ACTG 241	Quickbooks III	4
ACTG 260	Business Office I	5
ACTG 262[CAP]	Business Office II	5
ACTG 291	Individual Income Tax Accounting	5
ACTG 293	Individual Income Tax Accounting Lab	5
CAS 121[CL]	Word I	3
CAS 141[CL]	PowerPoint	3
CAS 151[CL]	Access I	3

Plus select 5 credits from options (below)

ACTG 271	Internship I	5
ACTG 295	Individual Income Tax Preparation	5

TECHNICAL COURSE REQUIREMENTS 103

AAT REQUIREMENTS	**Credits**
Technical Course Requirements	103
AAT General Education Requirements (See list above)	18

TOTAL CREDITS FOR AAT COMPLETION 121

AAS-T REQUIREMENTS	
Technical Course Requirements	103
AAS-T Degree General Education Requirements (See list above)	23

TOTAL CREDITS FOR AAS-T COMPLETION 126

*Courses are articulated with high schools for dual credit.

ACCOUNTING

BOOKKEEPING CLERK

CERTIFICATE

Prepares students for employment as accounts receivable, accounts payable, payroll clerks or other bookkeeping clerk positions. Introduces bookkeeping and accounting theory complemented with Microsoft Office applications and automated accounting software. Enhances the skills of an office clerk. Technical course curriculum is based on current industry standards. Course delivery varies between live, hybrid and online methods.

Program Length: This program is approximately three quarters long, depending on the time students need to satisfactorily complete all graduation requirements. All courses must be completed with a minimum "C" grade to graduate.

Admission Dates: Recommended fall and spring quarters or by instructor permission. Students with prior learning or experience should contact the instructor prior to enrolling for individual start dates.

Prerequisite(s): COMPASS score of 68 in reading and 33 in writing, or successful completion of ENG 082 and successful completion of MAT 082. Also requires CAS 115 or 121 or instructor permission.

PROGRAM COURSE LIST

ACTG 110*	Bookkeeping I	4
ACTG 115*	Bookkeeping II	4
ACTG 120*	Electronic Business Math	2
ACTG 135	Accounting Spreadsheets I	5
ACTG 141	Quickbooks I	2
ACTG 143	Quickbooks II	3
ACTG 160	Payroll & Business Taxes	5
ACCT& 201	Principles of Accounting I	5
ACTG 211	Principles of Accounting I Lab	2
ACTG 236	Accounting Spreadsheets II	3
CAS 121[CL]	Word I	3
CAS 141[CL]	PowerPoint	3
COLL 102	College Success for All	3

TOTAL CREDITS FOR COMPLETION 44

*Courses are articulated with high schools for dual credit.

ARCHITECTURAL ENGINEERING DESIGN

ASSOCIATE OF APPLIED TECHNOLOGY DEGREE

ASSOCIATE IN APPLIED SCIENCE – T DEGREE

Prepares students for employment in the field of residential design or a related technical field, such as drawing for product manufacturers, contractors, engineering, or design firms. Prior graduates have entered engineering technician positions in computer-aided drafting and design (CAD); project management assisting; residential design, site planning, and developing; customer sales and service; and performing structural calculations and computations for engineering of wood trusses and joists. Students participate in realistic training activities as a part of their educational experience.

In addition to the program course requirements, students must also complete the general education requirements for the degree they seek to obtain. The two degree options in this program are the Associate of Applied Technology (AAT) or the Associate in Applied Science–T (AAS-T). The different requirements for each degree are listed below.

AAT Degree General Education Requirements (18 credits):

- ENGL& 101 English Composition or CMST& 220 (or higher)
- Any 100 level math class
- PSYC& 100[DIV] General Psychology (PSY 112[DIV], SOC& 101[DIV], or other humanities course that meets the diversity requirement)
- COLL 102 College Success for All

AAS-T Degree General Education Requirements (23 credits):

All AAS-T degrees must have a minimum of 20 credits of transferable general education. These credits replace the academic courses required for the AAT degree. Required credits include:

- 5 credits in communication: ENGL& 101
- 5 credits in quantitative reasoning: MAT 110, MATH& 141, MATH& 142, MATH& 146 or MATH& 151
- 5 credits in a social science that meets the diversity requirement: PSYC& 100[DIV] or SOC& 101[DIV]
- 5 credits in social science, humanities, or science; choose one from the following: PSYC& 100[DIV], PSYC& 200, PSY 210, PSYC& 220, SOC& 101 [DIV], ART& 100, MUSC& 105, ASL& 121, BIOL& 160, BIOL& 175, BIOL& 241, BIOL& 242, CHEM& 110, CHEM& 121, CHEM& 131, GEOL& 110, PHYS& 114, ECON 101, ECON& 201 or ECON& 202
- 3 credits in College Success: COLL 102

Students pursuing an AAT or AAS-T degree must complete all college degree requirements prior to graduation. This includes courses that meet the capstone project, diversity and computer literacy requirements.

Program Length: This program is approximately six quarters long, depending on the time students need to satisfactorily complete all graduation requirements.

Admission Dates: Fall and spring quarters.

Prerequisite(s): None.

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PROGRAM COURSE LIST

ARC 121	Architectural Drafting & Design	5
ARC 123	Civil Engineering Site Design	5
ARC 125	Residential Design & Drafting	5
ARC 141	Architectural Reporting I	3
ARC 142	Architectural Reporting II	5
ARC 152	Construction Materials Research I	2
ARC 171	Drafting Technologies I	5
ARC 173	Drafting Technologies II	5
ARC 181[CL]	Introduction to AutoCAD	5
ARC 191	Engineering Mechanics of Materials	5
ARC 221	Detailing & Light Commercial	5
ARC 223	Design Project I	5
ARC 225[CAP]	Design Project II	5
ARC 231	Cost Estimating I	3
ARC 237	Energy Analysis	1
ARC 255	Employment Research	1
ARC 262	Intro to 3D Modeling	3
ARC 281	Intermediate AutoCAD	5
ARC 283	Building Information Modeling	5
ARC 293	Engineering Statics	5
Plus 5 credits from the list of electives below		5

TECHNICAL COURSE REQUIREMENTS 88

Electives:

ARC 227 Special Intern Project 5
ARC 229 Special Design Project 5
ARC 284*[CL] Applied AutoCAD 5

AAT PROGRAM REQUIREMENTS

Technical Course Requirements 88
AAT General Education Requirements (See list above) 18

TOTAL CREDITS FOR AAT COMPLETION 106

AAS-T PROGRAM REQUIREMENTS

Technical Course Requirements 88
AAS-T Degree General Education Requirements (See list above) 23

TOTAL CREDITS FOR AAS-T COMPLETION 111

ARCHITECTURAL ENGINEERING DESIGN

ARCHITECTURAL CAD DRAFTING

CERTIFICATE

Prepares students for entry-level careers in computer-aided drafting within the architectural field. Students will learn to create drawings and plans that show the technical details of an architectural structure from all angles.

CAD drafters use information provided by engineers, architects and clients to develop technical drawings that visually present the project and include essential details.

The certificate is a pathway to the Architectural Engineering Design associate degree program.

Program Length: This three-quarter certificate is specifically developed to provide students with assistance in gaining the skills they will need to be successful in the industry.

Admission Dates: Fall and spring quarters.

Prerequisite(s): None.

PROGRAM COURSE LIST

ARC 121	Architectural Drafting & Design	5
ARC 141	Architectural Reporting I	3
ARC 142	Architectural Reporting II	5
ARC 152	Construction Materials Research I	2
ARC 171	Drafting Technologies I	5
ARC 173	Drafting Technologies II	5
ARC 181[CL]	Introduction to AutoCAD	5
ARC 255	Employment Research	1
ARC 281	Intermediate AutoCAD	5
ARC 283	Building Information Modeling	5
COLL 102	College Success for All	3

TOTAL CREDITS FOR COMPLETION 44

AUTOMOTIVE COLLISION TECHNICIAN

ASSOCIATE OF APPLIED TECHNOLOGY DEGREE

Skilled automotive collision technicians may be employed in new car dealerships, independent auto collision shops, and industrial and government agency motor pools.

Graduates of this program may enter the trade with considerable practical skills gained through actual hands-on repair experience throughout the program.

Included in this program are academic courses in communication, quantitative reasoning, and social sciences that provide knowledge and abilities that enhance personal development and serve as a foundation for technical skills.

To receive a certificate or degree in an automotive program, all courses must be completed with a 2.0 GPA or higher. To remain in the program, all students must have the required textbooks by the start of the third week of classes, required tools by the start of the second quarter, and successfully complete ENG 094 and MAT 091 by the end of the third quarter.

Students pursuing an AAT degree must complete all college degree requirements prior to graduation. This includes courses that meet the capstone-project, diversity, and computer-literacy requirements.

Students entering the Automotive Collision Technician degree from the Ford Maintenance & Light Repair Technician program will not be required to repeat equivalent courses upon entering the Automotive Collision Technician degree program. They will be required to take IAUT 139 Basic Automotive Welding.

Program Length: This program is approximately five quarters long, depending on the time students need to satisfactorily complete all graduation requirements.

Admission Dates: Summer, fall, winter, and spring quarters.

Prerequisite(s): Successful completion of Introduction to Automotive, Ford Maintenance & Light Repair Technician certificate, or equivalent.

INTRODUCTION TO AUTOMOTIVE LIST

IAUT 102	Introduction to Automotive Trades	3
IAUT 104	Introduction to Automotive Electrical	4
IAUT 115	Introduction to Automotive Steering, Suspension & Brakes	5
IAUT 130	Automotive HVAC	2
IAUT 139	Basic Automotive Welding	5

Total Automotive Core Requirements 19

PROGRAM COURSE LIST

ACT 102	Fundamentals of Collision Repair	3
ACT 106	Body Shop Equipment	3
ACT 110	Welding, Heating & Cutting	4
ACT 115	Plastics/SMC Repair	4
ACT 120*	Glass, Trim & Hardware	5
ACT 125	Introduction to Metal Straightening	3
ACT 132	Panel Replacement	6
ACT 133	Panel Repair	6
ACT 134[CAP]	Auto Collision Major Repair	5
ACT 141	Auto Body Aluminum Repair	4
ACT 145	Collision Estimating	5

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ACT 151	Refinish Equipment Preparation	6
ACT 154	Topcoat Refinishing	8
ACT 156	Pre-Prime Preparation	5
ACT 157	Post-Prime Preparation	5
ACT 166CAP	Surface Imperfections/Exterior Trim	5
ACT 171	Plastic Refinishing	5
English Composition (or higher) or Public Speaking		5
Any 100-Level Math Class		5
General Psychology (or other social science or humanities class)		5
Computer Literacy Requirement (Complete an approved computer literacy course or successfully pass the computer literacy exam)		3
COLL 102	College Success for All	3
TOTAL CREDITS FOR COMPLETION		122

*Articulated courses with high schools for dual enrollment

AUTOMOTIVE COLLISION TECHNICIAN
REFINISHING TECHNICIAN

CERTIFICATE

Skilled automotive collision refinishing technicians may be employed in new car dealerships, independent auto collision shops, as well as industrial and government agency motor pools.

Graduates of this program will enter the trade with considerable practical skills gained through hands-on repair experience throughout the program.

To receive a certificate or degree in an automotive program, all courses must be completed with a 2.0 GPA or higher. To remain in the program, all students must have the required textbooks by the start of the third week of classes and the required tools by the start of the second quarter.

Students entering the Refinishing Technician certificate from the Ford Maintenance & Light Repair Technician program will not be required to repeat equivalent courses upon entering the Refinishing Technician certificate. They will be required to take IAUT 139 Basic Automotive Welding.

Program Length: This program is approximately three quarters long, depending on the time students need to satisfactorily complete all graduation requirements.

Admission Dates: Summer, fall, winter, and spring quarters.

Prerequisite(s): Successful completion of Introduction to Automotive, Ford Maintenance & Light Repair, or equivalent.

INTRODUCTION TO AUTOMOTIVE LIST

IAUT 102	Introduction to Automotive Trades	3
IAUT 104	Introduction to Automotive Electrical	4
IAUT 115	Introduction to Automotive Steering, Suspension & Brakes	5
IAUT 130	Automotive HVAC	2
IAUT 139	Basic Automotive Welding	5
Total Automotive Core Requirements		19

PROGRAM COURSE LIST

ACT 141	Auto Body Aluminum Repair	4
ACT 145	Collision Estimating	5
ACT 151	Refinish Equipment Preparation	6
ACT 154	Topcoat Refinishing	8
ACT 156	Pre-Prime Preparation	5
ACT 157	Post-Prime Preparation	5
ACT 166CAP	Surface Imperfections/Exterior Trim	5
ACT 171	Plastic Refinishing	5
English Composition (or higher) or Public Speaking		5
Any 100-Level Math Class		5
General Psychology (or other social science or humanities class)		5
COLL 102	College Success for All	3
TOTAL CREDITS FOR COMPLETION		80

AUTOMOTIVE COLLISION TECHNICIAN
STRUCTURE REPAIR TECHNICIAN

CERTIFICATE

Skilled automotive collision structure repair technicians may be employed in new car dealerships, independent auto collision shops, and industrial and government agency motor pools.

Graduates of this program will enter the trade with considerable practical skills gained through actual hands-on repair experience throughout the program.

To receive a certificate or degree in an automotive program, all courses must be completed with a 2.0 GPA or higher. To remain in the program, all students must have the required textbooks by the start of the third week of classes and the required tools by the start of the second quarter.

Students entering the Structure Repair Technician certificate from the Ford Maintenance & Light Repair Technician program will not be required to repeat equivalent courses upon entering the Structure Repair Technician certificate. They will be required to take IAUT 139 Basic Automotive Welding.

Program Length: This program is approximately three quarters long, depending on the time students need to satisfactorily complete all graduation requirements.

Admission Dates: Summer, fall, winter, and spring quarters.

Prerequisite(s): Successful completion of Introduction to Automotive, Ford Maintenance & Light Repair Technician certificate, or equivalent.

INTRODUCTION TO AUTOMOTIVE LIST

IAUT 102	Introduction to Automotive Trades	3
IAUT 104	Introduction to Automotive Electrical	4
IAUT 115	Introduction to Automotive Steering, Suspension & Brakes	5
IAUT 130	Automotive HVAC	2
IAUT 139	Basic Automotive Welding	5
Total Automotive Core Requirements		19

PROGRAM COURSE LIST

ACT 102	Fundamentals of Collision Repair	3
ACT 106	Body Shop Equipment	3
ACT 110	Welding, Heating & Cutting	4
ACT 115	Plastics/SMC Repair	4
ACT 120	Glass, Trim & Hardware	5
ACT 125	Introduction to Metal Straightening	3
ACT 132	Panel Replacement	6
ACT 133	Panel Repair	6
ACT 134CAP	Auto Collision Major Repair	5
ACT 141	Auto Body Aluminum Repair	4
English Composition (or higher) or Public Speaking		5
Any 100-Level Math Class		5
General Psychology (or other social science or humanities class)		5
COLL 102	College Success for All	3
TOTAL CREDITS FOR COMPLETION		80

Note: ACT 120 is articulated with high schools for dual enrollment.

AUTOMOTIVE RESTORATION & CUSTOMIZATION - FINISHING

CERTIFICATE

Focuses on exterior repair and restoration, customization, preparation for paint, stock, and/or custom finishing.

Designed to provide entry-level knowledge and skills necessary to

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restore and/or customize vehicles.

Students will participate in realistic training activities as part of their educational experience and/or will work on their own projects.

Included in this program are academic courses in communication, quantitative reasoning, and social sciences that provide knowledge and abilities that enhance personal development and serve as a foundation for technical skills.

To receive a certificate or degree in an automotive program, all courses must be completed with a 2.0 GPA or higher. To remain in the program, all students must have the required textbooks by the start of the third week of classes and the required tools by the start of the second quarter. They must also successfully complete ENG 094 and MAT 091 by the end of the third quarter.

Program Length: This program is approximately four to six quarters long after meeting prerequisites, depending on the time students need to satisfactorily complete all graduation requirements and prerequisites, master the skills and techniques covered, and finish a capstone project.

Admission Dates: Summer, fall, winter, and spring quarters, by instructor permission only.

Prerequisite(s): Automotive Collision Technician, or equivalent.

PROGRAM COURSE LIST

ARCF 103	Fundamentals & Shop Equipment	3
ARCF 109	Welding & Metal Skills	4
ARCF 114	Basic Repairs & Assembly	8
ARCF 119	Custom Fabrication	6
ARCF 124	Refinishing Equipment	4
ARCF 129	Refinish Preparation	7
ARCF 134	Custom Refinishing	6
ARCF 141	Surface Imperfections/Show & Shine	4
ARCF 154	Automotive Restoration & Customization Finishing Lab	4-9
ARCF 167	Custom Paint Application	3
ARCF 168	Applied Metal Skills	3
English Composition (or higher) or Public Speaking		5
Any 100-Level Math Class		5
General Psychology (or other social science or humanities class)		5
COLL 102	College Success for All	3
TOTAL CREDITS FOR COMPLETION		70-75

Recommended Electives

ARCF 130	Advanced Paint Applications	4-6
ARCF 133	Fiberglass/Composites Techniques	4-6
ARCF 159	Metal Straightening & Shaping	4-6
ARCF 170	Custom Refinishing - Special Projects	4-6

AUTOMOTIVE TECHNICIAN

ASSOCIATE OF APPLIED TECHNOLOGY DEGREE

This ASE-certified program prepares students for entry-level positions as automotive technicians. Students participate in realistic training experiences that prepare them for pre-apprenticeship training and ASE certification. Cooperative work experience is available with instructor permission. Credits will depend on time spent in co-op.

Included in this program are academic courses in communication, quantitative reasoning, and social sciences that provide knowledge and abilities that enhance personal development and serve as a foundation for technical skills.

To receive a certificate or degree in an automotive program, all courses must be completed with a 2.0 GPA or higher. To remain in the program, all students must have the required textbooks by the start of the third week of classes and the required tools by the start of the second quarter. They must also successfully complete ENG 094 and MAT 091 by the end of the third quarter.

Students pursuing an AAT degree must complete all college degree requirements prior to graduation. This includes courses that meet the capstone project, diversity and computer literacy requirements.

Program Length: This program is approximately seven quarters long, depending on the time students need to satisfactorily complete all graduation requirements. Must have required tools and textbooks.

Admission Dates: Fall and spring. Summer and winter quarters with instructor permission only.

Prerequisite(s): Successful completion of Introduction to Automotive or equivalent. Students entering from the Ford Maintenance & Light Repair Technician program must successfully complete FAUT 120, FAUT 144, FAUT 179, and FAUT 185.

INTRODUCTION TO AUTOMOTIVE LIST

IAUT 102	Introduction to Automotive Trades	3
IAUT 104	Introduction to Automotive Electrical	4
IAUT 115	Introduction to Automotive Steering, Suspension & Brakes	5
IAUT 130	Automotive HVAC	2
IAUT 139	Basic Automotive Welding	5
Total Automotive Core Requirements		19

PROGRAM COURSE LIST

AUT 147	Automotive Brakes	6
AUT 149	Automotive Suspension, Steering & Wheel Alignment	7
AUT 157	Automotive Brakes, Suspension, Steering & Wheel Alignment Lab	6
AUT 174	Engine Minor Mechanical Repair	6
AUT 175	Engine Major Mechanical Repair	7
AUT 178	Engine Mechanical Lab	3
AUT 209	Electronic Systems	7
AUT 212	Electrical Systems	9
AUT 217	Automotive Ignition Systems	7
AUT 223	Automotive Fuel Systems	7
AUT 236	Automotive Emissions Systems	7
AUT 239	Automotive Clutches & Manual Transmissions	9
AUT 243	Automotive Axles, Drivelines, Differentials & Transfer Cases	6
AUT 246	Manual Drive Trains & Axles Lab	4
AUT 247	Automatic Transmissions	7
AUT 250	Automatic Transaxles	7
AUT 251[CAP]	Automatic Transmission/Transaxle Lab	4
AUT 255	Automotive Air Conditioning, Heating & Ventilation	6
AUT 270	Introduction to Hybrid Safety	4
English Composition (or higher) or Public Speaking		5
Any 100-Level Math Class		5
General Psychology (or other social science or humanities class)		5
Computer Literacy Requirement (Complete an approved computer literacy course or successfully pass the computer literacy exam)		3
COLL 102	College Success for All	3
TOTAL CREDITS FOR COMPLETION		159

Note: AUT 147-236 must be taken in consecutive order. Students must take AUT 209 and AUT 212 prior to AUT 255

Optional Course

AUT 295, On-the-Job Training/Work-Based Learning		1-12

Optional Electives

Students may also choose to take any course in the following programs as an optional elective for this program: Auto Collision, Auto Restoration and Customization, and Automotive Hybrid.

Students entering the Auto Technician degree from the Ford Maintenance & Light Repair Technician program will not be required to repeat equivalent courses upon entering the Auto Technician degree program. They will be required to take IAUT 139 Basic Automotive Welding.

AUTOMOTIVE TECHNICIAN

DRIVE TRAIN TECHNICIAN

CERTIFICATE

This ASE-certified program is designed to prepare students for entry-level positions as automotive technicians. Students participate in realistic training experiences that prepare them for pre-apprenticeship training and ASE certification.

To receive a certificate or degree in an automotive program, all courses must be completed with a 2.0 GPA or higher. To remain in the program, all students must have the required textbooks by the start of the third week of classes and the required tools by the start of the second quarter.

Program Length: This program is approximately three quarters long, depending on the time students need to satisfactorily complete all graduation requirements.

Admission Dates: Summer, fall, winter and spring quarters.

Prerequisite(s): Successful completion of Introduction to Automotive or equivalent.

INTRODUCTION TO AUTOMOTIVE LIST

IAUT 102	Introduction to Automotive Trades	3
IAUT 104	Introduction to Automotive Electrical	4
IAUT 115	Introduction to Automotive Steering, Suspension & Brakes	5
IAUT 130	Automotive HVAC	2
IAUT 139	Basic Automotive Welding	5
Total Automotive Core Requirements		19

PROGRAM COURSE LIST

AUT 239	Automotive Clutches & Manual Transmissions	9
AUT 243	Automotive Axles, Drivelines, Differentials & Transfer Cases	6
AUT 246	Manual Drive Trains & Axles Lab	4
AUT 247	Automatic Transmissions	7
AUT 250	Automatic Transaxles	7
AUT 251[CAP]	Automatic Transmission/Transaxle Lab	4
English Composition (or higher) or Public Speaking		5
Any 100-Level Math Class		5
General Psychology (or other social science or humanities class)		5
COLL 102	College Success for All	3
TOTAL CREDITS FOR COMPLETION		74

AUTOMOTIVE TECHNICIAN

ELECTRICAL, ELECTRONICS & AC/HEATING TECHNICIAN

CERTIFICATE

This ASE-certified program is designed to prepare students for entry-level positions as automotive technicians. Students participate in realistic training experiences that prepare them for pre-apprenticeship training and ASE certification.

To receive a certificate or degree in an automotive program, all courses must be completed with a 2.0 GPA or higher. To remain in the program, all students must have the required textbooks and tools by the start of the third week of classes.

Program Length: This program is approximately two quarters long, depending on the time students need to satisfactorily complete all graduation requirements.

Admission Dates: Fall and spring quarters.

Prerequisite(s): Successful completion of Introduction to Automotive, Ford Maintenance & Light Repair Technician certificate, or equivalent.

INTRODUCTION TO AUTOMOTIVE LIST

IAUT 102	Introduction to Automotive Trades	3
IAUT 104	Introduction to Automotive Electrical	4
IAUT 115	Introduction to Automotive Steering, Suspension & Brakes	5
IAUT 130	Automotive HVAC	2
IAUT 139	Basic Automotive Welding	5
Total Automotive Core Requirements		19

PROGRAM COURSE LIST

AUT 212	Electrical Systems	9
AUT 209	Electronic Systems	7
AUT 255	Automotive Air Conditioning, Heating & Ventilation	6
COLL 102	College Success for All	3
TOTAL CREDITS FOR COMPLETION		44

AUTOMOTIVE TECHNICIAN

ENGINE REPAIR & ENGINE PERFORMANCE TECHNICIAN

CERTIFICATE

This ASE-certified program is designed to prepare students for entry-level positions as automotive technicians. Students participate in realistic training experiences that prepare them for pre-apprenticeship training and ASE certification.

Included in this program are academic courses in communication, quantitative reasoning, and social sciences that provide knowledge and abilities that enhance personal development and serve as a foundation for technical skills.

To receive a certificate or degree in an automotive program, all courses must be completed with a 2.0 GPA or higher. To remain in the program, all students must have the required textbooks by the start of the third week of classes and the required tools by the start of the second quarter. Students must also successfully complete ENG 094 and MAT 091 by the end of the second quarter.

Program Length: This program is approximately four quarters long, depending on the time students need to satisfactorily complete all graduation requirements.

Admission Dates: By instructor approval.

Prerequisite(s): Successful completion of Introduction to Automotive or equivalent.

INTRODUCTION TO AUTOMOTIVE LIST

IAUT 102	Introduction to Automotive Trades	3
IAUT 104	Introduction to Automotive Electrical	4
IAUT 115	Introduction to Automotive Steering, Suspension & Brakes	5
IAUT 130	Automotive HVAC	2
IAUT 139	Basic Automotive Welding	5
Total Automotive Core Requirements		19

PROGRAM COURSE LIST

AUT 174	Engine Minor Mechanical Repair	6
AUT 175	Engine Major Mechanical Repair	7
AUT 178	Engine Mechanical Lab	3
AUT 212	Electrical Systems	9
AUT 209	Electronic Systems	7
AUT 217	Automotive Ignition Systems	7
AUT 223	Automotive Fuel Systems	7
AUT 236	Automotive Emissions Systems	7
English Composition (or higher) or Public Speaking		5
Any 100-Level Math Class		5
General Psychology (or other social science or humanities class)		5
COLL 102	College Success for All	3

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TOTAL CREDITS FOR COMPLETION 90

Note: AUT 174-AUT 236 must be taken in consecutive order.

AUTOMOTIVE TECHNICIAN

FORD MAINTENANCE & LIGHT REPAIR TECHNICIAN

CERTIFICATE

Designed by Ford Motor Company to prepare students with the basic skills needed to gain employment as a maintenance and light repair technician.

In addition to Ford training, students receive hands-on experience working with Ford vehicles and using the latest Ford diagnostic tools.

The program is also designed to prepare students for entry-level positions as automotive technicians. Students participate in realistic training that prepares them for pre-apprenticeship training and ASE certification.

To receive a certificate or degree in an automotive program, all courses must be completed with a 2.0 GPA or higher. To remain in the program, all students must have the required textbooks by the start of the third week of classes and the required tools by the start of the second quarter. Students must also successfully complete ENG 094 and MAT 091 by the end of the second quarter.

Program Length: This program is approximately three to four quarters long, depending on the time students need to satisfactorily complete all graduation requirements. Students transferring to the Automotive Technician degree program may need to withdraw for one or two quarters to finish their program of study.

Admission Dates: Fall, winter and spring quarters.

Prerequisite(s): Valid driver's license is required.

Upon completion of the Ford MLR program, students may transfer to the Automotive Technician or the Automotive Collision degree program. Four additional quarters would be required to complete the AAT degree. Students entering the Automotive Technician program or the Automotive Collision program from the Ford MLR program will not be required to repeat equivalent courses. Students will be required to take IAUT 139 Basic Automotive Welding.

PROGRAM COURSE LIST

FAUT 120	Ford Introduction to Automotive	2
FAUT 144	Ford Basic Electrical Systems Diagnosis and Testing	6
FAUT 147	Ford Automotive Brakes	6
FAUT 149	Ford Automotive Suspension, Steering, & Wheel Alignment	7
FAUT 157	Ford Automotive Brakes, Suspension, Steering & Alignment Lab	5
FAUT 172	Ford Base Steering, Suspension, & Alignment	6
FAUT 179	Automotive General Maintenance & Tires	7
FAUT 185	Ford Brake Systems Diagnosis	2
FAUT 212	Ford Electrical Systems	9
FAUT 209	Ford Electronic Systems	7
FAUT 255	Ford Air-Conditioning, Heating & Ventilation	6
English Composition (or higher) or Public Speaking		5
Any 100-Level Math Class		5
General Psychology (or other social science or humanities class)		5
COLL 102	College Success for All	3

TOTAL CREDITS FOR COMPLETION 81

AUTOMOTIVE TECHNICIAN

FRONT END & BRAKES TECHNICIAN

CERTIFICATE

This ASE-certified program is designed to prepare students for entry-level positions as automotive technicians.

Students participate in realistic training experiences that prepare them for pre-apprenticeship training and ASE certification.

To receive a certificate or degree in an automotive program, all courses must be completed with a 2.0 GPA or higher. To remain in the program, all students must have the required textbooks and tools by the start of the third week of classes.

Program Length: This program is approximately two quarters long, depending on the time students need to satisfactorily complete all graduation requirements.

Admission Dates: Fall and spring quarters.

Prerequisite(s): Successful completion of Introduction to Automotive, Ford Maintenance & Light Repair Technician certificate, or equivalent.

INTRODUCTION TO AUTOMOTIVE LIST

IAUT 102	Introduction to Automotive Trades	3
IAUT 104	Introduction to Automotive Electrical	4
IAUT 115	Introduction to Automotive Steering, Suspension & Brakes	5
IAUT 130	Automotive HVAC	2
IAUT 139	Basic Automotive Welding	5

Total Automotive Core Requirements 19

PROGRAM COURSE LIST

AUT 147	Automotive Brakes	6
AUT 149	Automotive Suspension, Steering & Wheel Alignment	7
AUT 157	Automotive Brakes, Suspension, Steering & Wheel Alignment Lab	6
COLL 102	College Success for All	3

TOTAL CREDITS FOR COMPLETION 41

Note: AUT 147-157 must be taken in consecutive order.

HYBRID & ALTERNATIVE FUEL VEHICLE TECHNICIAN

ASSOCIATE OF APPLIED TECHNOLOGY DEGREE

ASSOCIATE IN APPLIED SCIENCE – T DEGREE

This ASE-certified program prepares students for entry-level positions as automotive technicians. This degree builds upon the Automotive Technician program by providing an additional quarter of study focused specifically on hybrid and alternative fuel vehicles. Students participate in realistic training that prepares them for employment and ASE certification.

To receive a certificate or degree in an automotive program, all courses must be completed with a 2.0 GPA or higher. To remain in the program, all students must have the required textbooks by the start of the third week of classes and the required tools by the start of the second quarter. Students must also successfully complete ENG 094 and MAT 091 by the end of the third quarter.

AAT Degree General Education Requirements (18 credits):

- ENGL& 101 English Composition or CMST& 220 (or higher)
- Any 100 level math class
- PSYC& 100[DIV] General Psychology (PSY 112[DIV], SOC& 101[DIV], or other humanities course that meets the diversity requirement)

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- COLL 102 College Success for All

AAS-T Degree General Education Requirements (23 credits):

All AAS-T degrees must have a minimum of 20 credits of transferable general education. These credits replace the academic courses required for the AAT degree. Required credits include:

- 5 credits in communication: ENGL& 101
- 5 credits in quantitative reasoning: MAT 110, MATH& 141, MATH& 142, MATH& 146 or MATH& 151
- 5 credits in a social science that meets the diversity requirement: PSYC& 100[DIV] or SOC& 101[DIV]
- 5 credits in social science, humanities, or science; choose one from the following: PSYC& 100[DIV], PSYC& 200, PSY 210, PSYC& 220, SOC& 101 [DIV], ART& 100, MUSC& 105, ASL& 121, BIOL& 160, BIOL& 175, BIOL& 241, BIOL& 242, CHEM& 110, CHEM& 121, CHEM& 131, GEOL& 110, PHYS& 114, ECON 101, ECON& 201 or ECON& 202
- 3 credits in College Success: COLL 102

Students pursuing an AAT or AAS-T degree must complete all college degree requirements prior to graduation. This includes courses that meet the capstone project, diversity and computer literacy requirements.

Students entering the Hybrid & Alternative Fuel Vehicle Technician degree from the Ford Maintenance & Light Repair Technician program will not be required to repeat equivalent courses upon entering the Auto Technician degree program. They will be required to take IAUT 139 Basic Automotive Welding.

Program Length: This program is approximately eight quarters long, depending on the time students need to satisfactorily complete all graduation requirements. Must have required tools and textbooks.

Admission Dates: Fall and spring quarters. Summer and winter quarters with instructor permission only. Hybrid courses are taught summer quarter only.

Prerequisite(s): Successful completion of Introduction to Automotive, Ford Maintenance & Light Repair Technician certificate, or equivalent.

INTRODUCTION TO AUTOMOTIVE LIST

IAUT 102	Introduction to Automotive Trades	3
IAUT 104	Introduction to Automotive Electrical	4
IAUT 115	Introduction to Automotive Steering, Suspension & Brakes	5
IAUT 130	Automotive HVAC	2
IAUT 139	Basic Automotive Welding	5
Total Automotive Core Requirements		19

PROGRAM COURSE LIST

AUT 147	Automotive Brakes	6
AUT 149	Automotive Suspension, Steering & Wheel Alignment	7
AUT 157	Automotive Brakes, Suspension, Steering & Wheel Alignment Lab	6
AUT 174	Engine Minor Mechanical Repair	6
AUT 175	Engine Major Mechanical Repair	7
AUT 178	Engine Mechanical Lab	3
AUT 209	Electronic Systems	7
AUT 212	Electrical Systems	9
AUT 217	Automotive Ignition Systems	7
AUT 223	Automotive Fuel Systems	7
AUT 236	Automotive Emissions Systems	7
AUT 239	Automotive Clutches & Manual Transmissions	9
AUT 243	Automotive Axles, Drivelines, Differentials & Transfer Cases	6
AUT 246	Manual Drive Trains & Axles Lab	4
AUT 247	Automatic Transmissions	7
AUT 250	Automatic Transaxles	7
AUT 251[CAP]	Automatic Transmission/Transaxle Lab	4
AUT 255	Automotive Air Conditioning, Heating & Ventilation	6
AUT 270	Introduction to Hybrid Safety	4
AUTH 105	Hybrid/Alternate Fuel Introduction & Safety	2
AUTH 110	Alternate Fuel Vehicle Systems	2
AUTH 115	Toyota Hybrid System Overview	2
AUTH 120	Toyota Prius Hybrid System	2
AUTH 125	Honda Hybrid System Overview	2
AUTH 130	Honda Civic IMA Hybrid System	2
AUTH 135	Ford Escape/Mercury Mariner Hybrid System Overview	2
AUTH 140	General Motors & Other Hybrid Systems Overview	2
AUTH 145	Advanced Lab & Final Exam Preparation	2
TECHNICAL COURSE REQUIREMENTS		156

AAT PROGRAM REQUIREMENTS

Technical Course Requirements	156
Computer Literacy Requirement (Complete an approved computer literacy course or successfully pass the computer literacy exam).	3
AAT General Education Requirements (See list above)	18
TOTAL CREDITS FOR AAT COMPLETION	177

AAS-T PROGRAM REQUIREMENTS

Technical Course Requirements	156
Computer Literacy Requirement (Complete an approved computer literacy course or successfully pass the computer literacy exam).	3
AAS-T Degree General Education Requirements (See list above)	23
TOTAL CREDITS FOR AAS-T COMPLETION	182

Note: Must take AUT 209 and AUT 212 prior to AUT 255.

HYBRID & ALTERNATIVE FUEL VEHICLE TECHNICIAN

CERTIFICATE

This certificate covers the history and evolution of hybrid, electric and alternate-fuel vehicles; general safety precautions and procedures; and required and recommended tools for servicing. This certificate is designed to give students the theory and hands-on experience needed to safely and confidently service this growing vehicle population.

To receive a certificate or degree in an automotive program, all courses must be completed with a 2.0 GPA or higher. To remain in the program, all students must have the required textbooks by the start of the third week of classes and must have the required tools by the start of the second quarter.

Program Length: This program is approximately three quarters long, depending on the time students need to satisfactorily complete all graduation requirements. Must have required tools and textbooks.

Admission Dates: Hybrid courses are taught summer quarter only. Fall and spring admission to the Automotive Technician program.

Prerequisite(s): Graduation from an ASE/NATEF certified program or two years of industry experience with instructor's permission. Must have approved safety glasses, coveralls and high-voltage gloves. Successful completion of Introduction to Automotive or equivalent.

PROGRAM COURSE LIST

AUTH 105	Hybrid/Alternate Fuel Introduction & Safety	2
AUTH 110	Alternate Fuel Vehicle Systems	2
AUTH 115	Toyota Hybrid System Overview	2
AUTH 120	Toyota Prius Hybrid System	2
AUTH 125	Honda Hybrid System Overview	2
AUTH 130	Honda Civic IMA Hybrid System	2
AUTH 135	Ford Escape/Mercury Mariner Hybrid System Overview	2
AUTH 140	General Motors & Other Hybrid Systems Overview	2
AUTH 145	Advanced Lab & Final Exam Preparation	2
TOTAL CREDITS FOR COMPLETION		18

AVIATION MAINTENANCE TECHNICIAN

ASSOCIATE OF APPLIED TECHNOLOGY DEGREE

ASSOCIATE IN APPLIED SCIENCE – T DEGREE

This FAA-approved program is designed to prepare students for entry-level positions in the aircraft-maintenance industry. Graduates will meet Federal Aviation Administration (FAA) requirements for the issuance of airframe and powerplant certificates. Aviation maintenance technicians are qualified to perform service or make repairs on all types and sizes of private and commercial aircraft, including airplanes and helicopters and their propulsion systems. Related fields include aircraft and component manufacturing. Students are eligible for FAA certification upon completion of required technical credits.

Future employment may include positions with major and regional airlines, aircraft and rotorcraft repair and maintenance facilities, airline and corporate jet refurbishing repair stations, and aircraft and component manufacturing.

Courses are offered at the South Hill Campus in Puyallup.

In addition to the program course requirements, students must also complete the general education requirements for the degree they seek to obtain.

AAT Degree General Education Requirements (18 credits):

- ENGL& 101 English Composition or CMST& 220 (or higher)
- Any 100 level math class
- PSYC& 100[DIV] General Psychology (PSY 112[DIV], SOC& 101[DIV], or other humanities course that meets the diversity requirement)
- COLL 102 College Success for All

AAS-T Degree General Education Requirements (23 credits):

All AAS-T degrees must have a minimum of 20 credits of transferable general education. These credits replace the academic courses required for the AAT degree. Required credits include:

- 5 credits in communication: ENGL& 101
- 5 credits in quantitative reasoning: MAT 110, MATH& 141, MATH& 142, MATH& 146 or MATH& 151
- 5 credits in a social science that meets the diversity requirement: PSYC& 100[DIV] or SOC& 101[DIV]
- 5 credits in social science, humanities, or science; choose one from the following: PSYC& 100[DIV], PSYC& 200, PSY 210, PSYC& 220, SOC& 101 [DIV], ART& 100, MUSC& 105, ASL& 121, BIOL& 160, BIOL& 175, BIOL& 241, BIOL& 242, CHEM& 110, CHEM& 121, CHEM& 131, GEOL& 110, PHYS& 114, ECON 101, ECON& 201 or ECON& 202
- 3 credits in College Success: COLL 102

Students pursuing an AAT or AAS-T degree must complete all college degree requirements prior to graduation. This includes courses that meet the capstone project, diversity, and computer-literacy requirements.

Employability Requirements: Graduates must meet Federal Aviation Administration certification exams and pass literacy requirements.

Program Length: This program is approximately eight quarters long, depending on the time students need to satisfactorily complete all graduation requirements.

Admission Dates: Fall and spring quarters.

Prerequisite(s): None.

PROGRAM COURSE LIST

AMT 104	Basic Mathematics, Basic Physics, and Weight & Balance	5
AMT 109	Basic Electricity	4
AMT 116	Aircraft Drawings, Cleaning & Corrosion Control, Ground Operations & Servicing, and Fluid Lines & Fittings	5
AMT 119	Materials & Processes	5
AMT 125	Advanced Electricity	4
AMT 127	Maintenance Forms & Records, Publications, and Mechanics Privileges & Limitations	4
AMT 132	Wood Structures, Aircraft Coverings, & Finishes	4
AMT 133	Aircraft Fuel Systems, Ice & Rain Control Systems, & Fire Protection Systems	4
AMT 135	Sheet Metal Structures	4
AMT 136	Welding, Position & Warning Systems	3
AMT 137	Non-Metallic Structures	4
AMT 138	Aircraft Inspections	4
AMT 139	Assembly & Rigging	4
AMT 140	Aircraft Landing Gear	3
AMT 141	Hydraulic & Pneumatic Power Systems	3
AMT 142	Hangar Operations & Maintenance	3
AMT 143	Airframe Electrical Systems	5
AMT 144	Engine Electrical Systems	5
AMT 145	Cabin Atmosphere Control Systems	3
AMT 146	Aircraft Instrument, Communication & Navigation Systems	3
AMT 208	Helicopter Operations & Maintenance Practices	4
AMT 210	Basic Rotor Systems Maintenance & Repair	4
AMT 212	Advanced Rotor Systems Maintenance & Repair	4
AMT 215	Helicopter Systems	4
AMT 217	FAA Testing & Turbine Engines	7
AMT 219	Engine Lubrication Systems	4
AMT 221	Engine Instrument Systems	4
AMT 224	Powerplant Reciprocating Engine Theory	6
AMT 225	Powerplant Maintenance & Operation	6
AMT 226	Engine Fuel System & Fire Protection	1
AMT 228	Engine Fuel Metering Systems	5
AMT 229[CAP]	Propellers & FAA Final Testing	4
AMT 231	Engine Inspection	4
AMT 233	Engine Ignition & Starting Systems	4
AMT 235	Induction, Airflow, Cooling & Exhaust Systems	3
AMT 239	Advanced Hangar Operations & Maintenance	3
	TECHNICAL COURSE REQUIREMENTS	146

AAT REQUIREMENTS

Technical Course Requirements	146
AAT General Education Requirements (See list above)	18
Computer Literacy Requirements (Complete an approved computer literacy course or successfully pass the computer literacy exam)	3
TOTAL CREDITS FOR AAT COMPLETION	167

AAS-T REQUIREMENTS

Technical Course Requirements	146
AAS-T Degree General Education Requirements (See list above)	23
Computer Literacy Requirements (Complete an approved computer literacy course or successfully pass the computer literacy exam)	3
TOTAL CREDITS FOR AAS-T COMPLETION	172

Note: AMT 142, AMT 239, and the general education courses are required by the college for completion of the Associate of Applied Technology Degree, but are not subject to approval by the FAA.

AVIATION MAINTENANCE TECHNICIAN

AIRFRAME MAINTENANCE TECHNICIAN

CERTIFICATE

This FAA-approved program is designed to prepare students for entry-level positions in the aircraft maintenance industry. Graduates will meet FAA requirements for the issuance of an airframe certificate. Aviation maintenance technicians are qualified to perform service or make repairs on all types and sizes of private and commercial aircraft, including airplanes and helicopters. Related fields include aircraft and

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component manufacturing. Students are eligible for FAA certification upon completion of required technical credits.

Included in this program are academic courses in communication, quantitative reasoning, and social sciences that provide knowledge and abilities that enhance personal development and serve as a foundation for technical skills.

Note: Graduates must meet FAA literacy requirements and complete technical credits for FAA certification.

Employability Requirements: Graduates must meet Federal Aviation Administration certification exams and pass literacy requirements.

Program Length: This program is approximately five quarters long, depending on the time students need to satisfactorily complete all graduation requirements.

Admission Dates: Fall and spring quarters.

Prerequisite(s): None.

PROGRAM COURSE LIST

AMT 104	Basic Mathematics, Basic Physics, and Weight & Balance	5
AMT 109	Basic Electricity	4
AMT 116	Aircraft Drawings, Cleaning & Corrosion Control, Ground Operations & Servicing, and Fluid Lines & Fittings	5
AMT 119	Materials & Processes	5
AMT 125	Advanced Electricity	4
AMT 127	Maintenance Forms & Records, Publications, and Mechanics Privileges & Limitations	4
AMT 132	Wood Structures, Aircraft Coverings, & Finishes	4
AMT 133	Aircraft Fuel Systems, Ice & Rain Control Systems, & Fire Protection Systems	4
AMT 135	Sheet Metal Structures	4
AMT 136	Welding, Position & Warning Systems	3
AMT 137	Non-Metallic Structures	4
AMT 138	Aircraft Inspections	4
AMT 139	Assembly & Rigging	4
AMT 140	Aircraft Landing Gear	3
AMT 141	Hydraulic & Pneumatic Power Systems	3
AMT 142	Hangar Operations & Maintenance	3
AMT 143	Airframe Electrical Systems	5
AMT 145	Cabin Atmosphere Control Systems	3
AMT 146	Aircraft Instrument, Communication & Navigation Systems	3
AMT 208	Helicopter Operations & Maintenance Practices	4
AMT 210	Basic Rotor Systems Maintenance & Repair	4
AMT 212	Advanced Rotor Systems Maintenance & Repair	4
AMT 215	Helicopter Systems	4
English Composition (or higher) or Public Speaking		5
Any 100-Level Math Class		5
General Psychology (or other social science or humanities class)		5
COLL 102	College Success for All	3

TOTAL CREDITS FOR COMPLETION 108

AVIATION MAINTENANCE TECHNICIAN

POWERPLANT TECHNICIAN

CERTIFICATE

This FAA-approved program is designed to prepare students for entry-level positions in the aviation engine maintenance industry. Graduates will meet FAA requirements for the issuance of a powerplant certificate. Aviation maintenance technicians are qualified to perform service or make repairs on all types and sizes of private and commercial aircraft propulsion systems. Related fields include aircraft and component manufacturing. Students are eligible for FAA certification upon completion of required technical credits.

Included in this program are academic courses in communication, quantitative reasoning, and social sciences that provide knowledge and abilities that enhance personal development and serve as a foundation for technical skills.

Note: Graduates must meet FAA literacy requirements and complete technical credits for FAA certification.

Note: Transfer students will have their transcripts evaluated by the Aviation Maintenance staff in accordance with FAR Part 147 to determine their qualification and placement in any of the Aviation Maintenance Technician programs.

Employability Requirements: Graduates must meet Federal Aviation Administration certification exams and pass literacy requirements.

Program Length: This program is approximately five quarters long, depending on the time students need to satisfactorily complete all graduation requirements.

Admission Dates: Fall and spring quarters.

Prerequisite(s): None.

PROGRAM COURSE LIST

AMT 104	Basic Mathematics, Basic Physics, and Weight & Balance	5
AMT 109	Basic Electricity	4
AMT 116	Aircraft Drawings, Cleaning & Corrosion Control, Ground Operations & Servicing, and Fluid Lines & Fittings	5
AMT 119	Materials & Processes	5
AMT 125	Advanced Electricity	4
AMT 127	Maintenance Forms & Records, Publications, and Mechanics Privileges & Limitations	4
AMT 142	Hangar Operations & Maintenance	3
AMT 144	Engine Electrical Systems	5
AMT 217	FAA Testing & Turbine Engines	7
AMT 219	Engine Lubrication Systems	4
AMT 221	Engine Instrument Systems	4
AMT 224	Powerplant Reciprocating Engine Theory	6
AMT 225	Powerplant Maintenance & Operation	6
AMT 226	Engine Fuel System & Fire Protection	1
AMT 228	Engine Fuel Metering Systems	5
AMT 229[CAP]	Propellers & FAA Final Testing	4
AMT 231	Engine Inspection	4
AMT 233	Engine Ignition & Starting Systems	4
AMT 235	Induction, Airflow, Cooling & Exhaust Systems	3
English Composition (or higher) or Public Speaking		5
Any 100-Level Math Class		5
General Psychology (or other social science or humanities class)		5
COLL 102	College Success for All	3

TOTAL CREDITS FOR COMPLETION 101

CENTRAL SERVICE/STERILE PROCESSING

CERTIFICATE

Graduates of this program are educated and trained in Central Service/Sterile Processing (CS/SP) technology, under the guidelines of the International Association of Healthcare Central Service Materiel Management and the local Healthcare Advisory Committee.

The structured curriculum consists of basic sciences, infection control, sterilization, human relations and necessary job skills, and clinical internships in area health care facilities. There is an emphasis on care and preparation of surgical instruments. Classroom instruction and clinical internship prepare the student to assume the role of a CS/SP technician in a variety of health care delivery settings.

Students are required to carry personal health/medical insurance throughout their clinical rotations. Quarterly-based insurance for students may be purchased; further information is available through the Advising and Counseling Office.

No student will be allowed at clinical sites without proof of insurance.

Physical Activity Requirements: This occupation requires the

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ability to lift 50 pounds and work on your feet for up to eight hours.

Employability Requirements: High school diploma or equivalent. Upon graduation, students are eligible to sit for the International Association of Central Service/Materiel Management Certification Exam, which is honored throughout the world. Must meet facility eligibility requirements, including a criminal background check, in order to apply for employment. Persons with some types of criminal convictions may not be eligible for hire.

Program Length: This program is a combination of classroom, laboratory and clinical experience, approximately three quarters long, depending on the time students need to satisfactorily complete all graduation requirements.

Admission Dates: Fall and spring quarters

Prerequisite(s): COMPASS score of 68 in reading and 33 in writing, or successful completion of ENG 082. Basic computer skills recommended. This occupation requires the ability to lift 50 pounds and be able to work on your feet for up to 8 hours. Students must be able to meet these physical requirements in order to be assigned to a clinical rotation and meet employment demands.

In order to participate in the clinical aspect of the program, students must receive a "No Record On File" report from a criminal background check (there are some exceptions; contact instructor for details). A non-refundable fee is charged to each student for the background check. Students must have current immunizations or laboratory verification of immune status. This could include, but may not be limited to, Hepatitis B series, Tdap, 2-Step Tuberculosis Test, Measles/Mumps/Rubella, Varicella, and seasonal flu shot as required by contracts with clinical facilities. Proof of immunity is required by the last week of the first quarter in order to participate in the clinical portion of the program.

Students must provide a transcript showing high school graduation or completion of a high school equivalency diploma. Must complete the American Heart Association's CPR for Health Care Professionals (Adult, Child, Infant and AED) prior to the last week of the first quarter (not included in the program).

PROGRAM COURSE LIST

MMN 103	Introduction to the Program & the Health Care Industry	3
MMN 106	Anatomy & Physiology/Medical Terminology	4
MMN 111	Microbiology/Infection Control	3
MMN 124	Surgical Instrumentation	4
MMN 126	Principles and Methods of Cleaning & Disinfecting	6
MMN 129	Principles and Practices of Sterilization	6
MMN 132	Material Management/Central Service Applications	3
MMN 213	Clinical Internship I	6
MMN 215	Clinical Internship II	6
COLL 102	College Success for All	3

TOTAL CREDITS FOR COMPLETION 44

COMPOSITES

ASSOCIATE OF APPLIED TECHNOLOGY DEGREE

ASSOCIATE IN APPLIED SCIENCE – T DEGREE

The Composites Program at Clover Park Technical College prepares students for careers in composites manufacturing. In this program, students learn to fabricate, assemble, repair, test, and troubleshoot composite materials.

This degree is offered at the South Hill campus in Puyallup. In addition to the program course requirements, students must also complete the general education requirements for the degree they seek to obtain. The two degree options in this program are the Associate of Applied Technology (AAT) or the Associate in Applied Science–T (AAS-T). The different requirements for each degree are listed below.

AAT Degree General Education Requirements (18 credits):

- ENGL& 101 English Composition or CMST& 220 (or higher)
- Any 100 level math class
- PSYC& 100[DIV] General Psychology (PSY 112[DIV], SOC& 101[DIV], or other humanities course that meets the diversity requirement)
- COLL 102 College Success for All

AAS-T Degree General Education Requirements (23 credits):

All AAS-T degrees must have a minimum of 20 credits of transferable general education. These credits replace the academic courses required for the AAT degree. Required credits include:

- 5 credits in communication: ENGL& 101
- 5 credits in quantitative reasoning: MAT 110, MATH& 141, MATH& 142, MATH& 146 or MATH& 151
- 5 credits in a social science that meets the diversity requirement: PSYC& 100[DIV] or SOC& 101[DIV]
- 5 credits in social science, humanities, or science; choose one from the following: PSYC& 100[DIV], PSYC& 200, PSY 210, PSYC& 220, SOC& 101 [DIV], ART& 100, MUSC& 105, ASL& 121, BIOL& 160, BIOL& 175, BIOL& 241, BIOL& 242, CHEM& 110, CHEM& 121, CHEM& 131, GEOL& 110, PHYS& 114, ECON 101, ECON& 201 or ECON& 202
- 3 credits in College Success: COLL 102

Students pursuing an AAT or AAS-T degree must complete all college degree requirements prior to graduation. This includes courses that meet the capstone project, diversity, and computer literacy requirements.

Program Length: This program is approximately eight quarters long, depending on the time students need to satisfactorily complete all graduation requirements.

Admission Dates: Fall and spring quarters.

Prerequisite(s): COMPASS Reading 68 and Writing 33, or successful completion of ENG 082, and successful completion of MAT 082 by the end of the first quarter of the program or Instructor approval.

PROGRAM COURSE LIST

ACM 120	Composite Fabrication	4
ACM 125	Composite Assembly	4
ACM 130	Composite Repair	4
ACM 145	Special Projects	3
MS 123	Fundamentals of Welding for the Non-Welding Major	5
MS 131	Blueprint Reading Fundamentals	3
MS 145	Fundamentals of Composites	4
NDT 108	Introduction to NDT	5
NDT 113	Material and Processes for NDT I	5
NDT 120	Visual and Optical Testing	5
NDT 121	Materials and Processes for NDT II	5
NDT 135	NDI for Composite Structures	3
NDT 140	Eddy Current Testing I	5
NDT 150	Ultrasonic Testing I	5
NDT 170	Eddy Current Testing II	5
NDT 180	Ultrasonic Testing II	5
NDT 185	Physics for NDT Professionals	5
NDT 210	Eddy Current Testing III	5
NDT 220	Ultrasonic Testing III	5
NDT 240[CAP]	Capstone Project	3
Composites Electives (See list below)		10
English Composition (or higher) or Public Speaking		5
Math for Non-Science Majors or Precalculus		5
General Psychology (or other social science or humanities class)		5
Intro to Computing or Excel I		3
COLL 102	College Success for All	3

TOTAL CREDITS FOR DEGREE COMPLETION 119

Electives (Must choose a minimum of 10 credits)

MCH 101	Orientation/Machine Shop Safety	2
NDT 187	Inspection and Test Equipment	5

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NDT 189	Inspection Planning and Processes	4
NDT 191	Continuous Improvement Tools	4
NDT 193	Statistical Process Control	4
NDT 250	NDI Internship	1-11
NDT 255	NDT Special Projects	1-3

COMPOSITES

ADVANCED COMPOSITE MANUFACTURING

CERTIFICATE

The Advanced Composite Manufacturing Certificate is designed to prepare students to fabricate, assemble, and repair composite materials for a variety of industries, including aviation, automotive, marine, and recreation. The knowledge and skills gained through this program are those required for entry-level positions as composite technicians.

Program Length: The Advanced Composite Manufacturing certificate is a two-quarter program.

Admission Dates: Summer, fall, winter and spring quarters.

Prerequisite(s): None.

PROGRAM COURSE LIST

ACM 105	Basic Mathematics, Basic Physics, and Weight & Balance	5
ACM 110	Drawings, Blueprint Reading and Precision Measuring	4
ACM 115	Materials and Processes/Lab and Equipment Safety	5
ACM 120	Composite Fabrication	4
ACM 125	Composite Assembly	4
ACM 130	Composite Repair	4
ACM 145	Special Projects	3
COLL 102	College Success for All	3
TOTAL CREDITS FOR COMPLETION		32

COMPUTER NETWORKING & INFORMATION SYSTEMS SECURITY

ASSOCIATE OF APPLIED TECHNOLOGY DEGREE

ASSOCIATE IN APPLIED SCIENCE – T DEGREE

The CNISS program prepares students to pursue careers in a variety of entry- to mid-level positions including, but not limited to, help desk, network system administration and cyber security. Our instructors prepare students for careers involving the protection of information on computers and networks against unauthorized access or modification of information, and against the denial of service to authorized users. Includes those security measures, both physical and virtual, necessary to detect, document and counter such threats. Curriculum content includes basic and advanced computer and networking skills, physical and virtual security processes and procedures, and introduction to security management, planning and recovery.

The CNISS AAT/AAS-T program focuses primarily on the technical and problem-solving skills associated with PC and network management and cyber-security implementation but adds hands-on experience building computer and network systems. Additional skills include administration, configuration and security for Cisco, Linux and Microsoft products. Our focus also includes ethical hacking and prevention, assessing the security needs of computer networking systems, and developing safeguard solutions for computer and information-system infrastructures and countermeasures.

The AAT or AAS-T degree is earned by completing technical-core requirements, general-education requirements, and choosing one specialty option. (Option 1: Cisco Network Design Security; or Option 2: Computer & Communications Security.)

The program includes preparing students for the CompTIA A+, Security+, Linux+, Cisco CCENT, CCNA and Microsoft MCSA & MTA certification examinations and internship work experience

Employers include business and industrial firms, financial institutions, government agencies, consulting firms, software developers, health providers and Internet service providers. Innovations in computer technology continue to rapidly change and expand the computer security field. Therefore, the following courses of study may be subject to change in order to offer students training based on current industry standards.

The CNISS program has been reviewed and approved for cyber-security skills education through the National Security Agency's Committee on National Systems Security. The program has been awarded the NSTISSI 4011 National Training Standards for Information Systems Security Professionals.

In addition to the program course requirements, students must also complete the general education requirements for the degree they seek to obtain. The two degree options in this program are the Associate of Applied Technology (AAT) or the Associate in Applied Science-T (AAS-T). The different requirements for each degree are listed below:

AAT Degree General Education Requirements (18 credits):

- ENGL& 101 English Composition or CMST& 220 (or higher)
- Any 100 level math class
- PSYC& 100^{DIV} General Psychology (PSY 112^{DIV}, SOC& 101^{DIV}, or other humanities course that meets the diversity requirement)
- COLL 102 College Success for All

AAS-T Degree General Education Requirements (23 credits):

All AAS-T degrees must have a minimum of 20 credits of transferable general education. These credits replace the academic courses required for the AAT degree. Required credits include:

- 5 credits in communication: ENGL& 101
- 5 credits in quantitative reasoning: MAT 110, MATH& 141, MATH& 142, MATH& 146 or MATH& 151
- 5 credits in a social science that meets the diversity requirement: PSYC& 100^{DIV} or SOC& 101^{DIV}
- 5 credits in social science, humanities, or science; choose one from the following: PSYC& 100^{DIV}, PSYC& 200, PSY 210, PSYC& 220, SOC& 101 ^{DIV}, ART& 100, MUSC& 105, ASL& 121, BIOL& 160, BIOL& 175, BIOL& 241, BIOL& 242, CHEM& 110, CHEM& 121, CHEM& 131, GEOL& 110, PHYS& 114, ECON 101, ECON& 201 or ECON& 202
- 3 credits in College Success: COLL 102

Students pursuing an AAT or AAS-T degree must complete all college degree requirements prior to graduation. This includes courses that meet the requirements for diversity, computer literacy and the capstone project.

Program Length: This program is approximately six quarters long, depending on the time students need to satisfactorily complete all graduation requirements.

Admission Dates: Summer, fall, winter and spring quarters.

Prerequisite(s): COMPASS score of 68 in reading and 33 in writing, or successful completion of ENG 082. Prior to completion of first quarter, student must provide documentation of a background check with the Washington State Patrol.

PROGRAM COURSE LIST

NSS 101	IT Essentials I	5
NSS 105^{CL}	IT Essentials II	4
NSS 109	CISCO Networking I	5
NSS 120	MS Desktop Support I	5
NSS 125	MS Desktop Support II	4
NSS 135	Implementing System Security	4

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NSS 139	Server OS Installation and Configuration	4
NSS 140	Introduction to Data Analysis	5
NSS 144	Introduction to Microsoft SQL Server Administration	4
NSS 156	Cyber Security Fundamentals	4
NSS 160	Introduction to Linux	5
NSS 162	Administering Windows Server OS	4
NSS 164	Virtualization and Cloud Technologies	4
NSS 165	Contingency Planning	4
NSS 201	Advanced Linux	5
NSS 205	Advanced Windows Server Configuration	5
CNISS Program Option (See list below)		24-29
Technical Course Requirements		95-100

AAT PROGRAM REQUIREMENTS

Technical Course Requirements	95-100
AAT General Education Requirements (See list above)	18
TOTAL CREDITS FOR AAT COMPLETION	113-118

AAS-T PROGRAM REQUIREMENTS

Technical Course Requirements	95-100
AAS-T General Education Requirements (See list above)	23
TOTAL CREDITS FOR AAS-T COMPLETION	118-123

For an AAT or AAS-T degree, students must complete one of the specialty options listed below. These options may also be taken as a stand-alone certificate for those not pursuing a degree.

CNISS Program Options

Cisco Network Design & Security

NSS 180[CAP]	Internship I	2
NSS 250[CAP]	Internship II	2
NSSC 201	CISCO Networking II	5
NSSC 203	CISCO Networking III	5
NSSC 205	CISCO Networking IV	5
NSSC 208	Managing Network Security	5

Computer & Communications Security

NSS 180[CAP]	Internship I	2
NSS 250[CAP]	Internship II	2
NSSB 203	Penetration Testing and Security Analysis	5
NSSB 210	Security Learning Lab I	3
NSSB 215	Computer Forensics	4
NSSB 220	Security Learning Lab II	3
NSSB 232	Investigation and Response	5
NSSB 246	Scripting for Penetration Testers	5

COMPUTER NETWORKING & INFORMATION SYSTEMS SECURITY

ADVANCED CYBER INCIDENT RESPONDER

CERTIFICATE

This certificate is designed to upgrade junior system administrator professional's skills to begin a career as an Advanced Cyber Incident Responder in an enterprise environment. An Advanced Cyber Incident Responder (ACIR) performs a wide range of planning, investigation, analysis, research, documentation, reporting, recovery, and support tasks required to respond to a cyber incident. The ACIR may only be tasked to provide incident advice or have responsibility for completely restoring system functionality and data integrity. Students will complete ACIR 200, 210, 220, and 230 in a hybrid learning environment. Lectures, reading, exercises, and video demonstrations are all completed online. Students will typically spend three or more hours outside of the classroom doing online learning for every hour spent in the classroom. Students will spend their classroom time performing / demonstrating the hands-on skills that they learned online.

Program Length: This program is approximately two quarters long, depending on the time students need to satisfactorily complete all graduation requirements.

Admission Dates: Summer and winter quarters.

Prerequisite(s): Students should have two to three years' experience as a computer and/or network administrator or instructor permission.

PROGRAM COURSE LIST

ACIR 200	Introduction to Cyber Incident Response	3
ACIR 210	Response Planning and Network Protection	4
ACIR 220	Weaponized Malware and Network Attack Forensics	3
ACIR 230	Recovery Analysis and Report Writing	4
TOTAL CREDITS FOR COMPLETION		14

COMPUTER NETWORKING & INFORMATION SYSTEMS SECURITY

CISCO NETWORK DESIGN & SECURITY

CERTIFICATE

Clover Park Technical College is a member of the Cisco Networking Academy community in 165 different countries. Our Cisco program delivers a comprehensive, 21st-century learning experience to help students develop the foundational information and communication technology skills needed to design, build, secure, and manage networks. Our program also helps students develop career skills such as problem solving, collaboration, and critical thinking. The Cisco Academy uses a blended-learning model that combines face-to-face teaching with engaging online content and hands-on learning activities to help students prepare for industry-standard certifications such as CCENT and CCNA; entry-level and advanced careers; and higher education in engineering, computer science, information systems, and related fields.

As networking technologies bring new economic and social opportunities to communities throughout the world, businesses, nonprofits, hospitals, schools, and government organizations are experiencing growing demand for networking professionals to design, build, maintain, and secure their networks. Graduates are qualified to work as field-service and help-desk technicians, network support technicians, IT technicians and administrators, network security support technicians, network engineers, and administrators.

Program Length: This program is approximately two quarters long, depending on the time students need to satisfactorily complete all graduation requirements. The Cisco Networking Academy curriculum is used, and two additional lab courses prepare student for the CCENT and CCNA industry certification exams. All the courses in this certificate count toward the Computer Networking & Information Systems Security (CNISS) AAT or AAS-T degree program.

Admission Dates: Summer, fall, winter and spring quarters.

Prerequisite(s): Successful completion of NSS 109.

PROGRAM COURSE LIST

NSSC 201	CISCO Networking II	5
NSSC 203	CISCO Networking III	5
NSSC 205	CISCO Networking IV	5
NSSC 207	CISCO Learning Lab I	3
NSSC 208	Managing Network Security	5
NSSC 210	CISCO Learning Lab II	3
COLL 102	College Success for All	3

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TOTAL CREDITS FOR COMPLETION 29

Note: NSSC 201, 203 and 205 are articulated courses with high schools for dual enrollment.

COMPUTER NETWORKING & INFORMATION SYSTEMS SECURITY

COMPUTER & COMMUNICATIONS SECURITY

CERTIFICATE

Introduces Computer and Communications Security in an ever-changing environment where viruses, worms, and hazardous software compromise data integrity and create multiple issues with today's computer and network systems.

Analysis and understanding of security risks involved in operating a web site and developing appropriate levels of security will be covered. Additionally, students will be introduced to network defenses, computer forensics, scripting and hacking in its various forms.

Prior to completion, students must provide documentation of a background check with the Washington State Patrol. All courses in this certificate count toward the Computer Networking & Information Systems Security (CNISS) AAT or AAS-T degree program.

Program Length: This program is approximately two quarters long, depending on the time students need to satisfactorily complete all graduation requirements. Program hours are from 8 a.m. to 12 p.m., Monday through Friday.

Admission Dates: Summer, fall, winter and spring quarters.

Prerequisite(s): Students are required to have completed NSS 101, 105, or have obtained A+ and Net+ certifications. A meeting with the program instructor prior to enrollment is necessary for assessment purposes.

PROGRAM COURSE LIST

NSSB 203	Penetration Testing and Security Analysis	5
NSSB 210	Security Learning Lab I	3
NSSB 215	Computer Forensics	4
NSSB 220	Security Learning Lab II	3
NSSB 232	Investigation and Response	5
NSSB 246	Scripting for Penetration Testers	5
COLL 102	College Success for All	3

TOTAL CREDITS FOR COMPLETION 28

COMPUTER NETWORKING & INFORMATION SYSTEMS SECURITY

COMPUTER HELP DESK TECHNICIAN

CERTIFICATE

This certificate is designed to prepare students for entry-level careers supporting computer users as a Computer Help Desk Technician. A Computer Help Desk Technician performs a wide range of support tasks for the computer user including computer configuration, image deployment, troubleshooting, and training. Students will complete NSS 120 and NSS 125 (Desktop Support 1 and 2) in a hybrid learning environment. Lectures, reading, exercises, and video demonstrations are all completed online. Students will typically spend three or more hours outside of the classroom doing online learning for every hour spent in the classroom. They should budget at least 10 hours per week for homework. Students will meet in the classroom one day per week performing the hands-on skills they learned through the online exercises. The courses' learning objectives support the Microsoft Certified Solution Associate exam standards for the current desktop operating system, though this is not a certification preparation program.

Courses in this certificate transfer towards the Computer Networking & Information Systems Security (CNISS) AAT or AAS-T degree program.

Program Length: This program is approximately one quarter long, depending on the time students need to satisfactorily complete all graduation requirements.

Admission Dates: Fall, winter, and spring quarters (it is not offered in the summer quarter).

Prerequisite(s): Students should be familiar with navigating current Windows desktop operating systems.

PROGRAM COURSE LIST

NSS 120	MS Desktop Support I	5
NSS 125	MS Desktop Support II	4

TOTAL CREDITS FOR COMPLETION 9

COMPUTER NETWORKING & INFORMATION SYSTEMS SECURITY

COMPUTER NETWORKING & INFORMATION SYSTEM SECURITY PROFESSIONAL

CERTIFICATE

This certificate is designed to prepare students for entry-level careers involving the protection of computers, networks and information systems against unauthorized access or modification of information, and against the denial of service to authorized users. Includes those security measures, both physical and virtual, necessary to detect, document, and counter such threats.

Curriculum content includes basic computer and networking skills, physical and virtual security processes and procedures, and introduction to security management, planning, and recovery.

The program includes preparing students for the CompTIA A+, Security+, Linux+, and Microsoft MCSA & MTA certification examinations. Employers include business and industrial firms, financial institutions, government agencies, consulting firms, software developers, health providers, and Internet service providers.

Program Length: This program is approximately four quarters long, depending on the time students need to satisfactorily complete all graduation requirements.

Admission Dates: Summer, fall, winter, and spring quarters.

Prerequisite(s): COMPASS score of 68 in reading and 33 in writing, or successful completion of ENG 082. Prior to completion of first quarter, student must provide documentation of a background check with Washington State Patrol.

PROGRAM COURSE LIST

NSS 101	IT Essentials I	5
NSS 105[CL]	IT Essentials II	4
NSS 109	CISCO Networking I	5
NSS 120	MS Desktop Support I	5
NSS 125	MS Desktop Support II	4
NSS 139	Server OS Installation and Configuration	4

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NSS 135	Implementing System Security	4
NSS 140	Introduction to Data Analysis	5
NSS 144	Introduction to Microsoft SQL Server Administration	4
NSS 156	Cyber Security Fundamentals	4
NSS 160	Introduction to Linux	5
NSS 162	Administering Windows Server OS	4
NSS 164	Virtualization and Cloud Technologies	4
NSS 165	Contingency Planning	4
NSS 201	Advanced Linux	5
NSS 205	Advanced Windows Server Configuration	5
English Composition (or higher) or Public Speaking		5
Any 100-Level Math Class		5
General Psychology (or other social science or humanities class)		5
COLL 102	College Success for All	3
TOTAL CREDITS FOR COMPLETION		89

COMPUTER NETWORKING & INFORMATION SYSTEMS SECURITY

COMPUTER SUPPORT TECHNICIAN

CERTIFICATE

This certificate is designed to prepare students for entry-level careers supporting computer users as a Computer Support Technician. A Computer Support Technician performs a wide range of hands-on tasks for the computer user, including computer installation, maintenance, troubleshooting, repair, retirement, and training. Students will complete NSS 101 and NSS 105 (IT Fundamentals 1 and 2) in a hybrid learning environment. Lectures, reading, exercises, and video demonstrations are all completed online. Students will typically spend three or more hours outside of the classroom doing online learning for every hour spent in the classroom. They should budget at least 10 hours per week for homework. Students will meet in the classroom one day per week performing the hands-on skills they learned through the online exercises. The courses' learning objectives roughly parallel those of the CompTIA A+ certification exam objective, though this is not an exam preparation program. Courses in this certificate transfer towards the Computer Networking & Information Systems Security (CNISS) AAT or AAS-T degree program.

Program Length: This program is approximately one quarter long, depending on the time students need to satisfactorily complete all graduation requirements.

Admission Dates: Fall, winter, and spring quarters (it is not offered in the summer quarter).

Prerequisite(s): Students should be able to use a computer to read the courseware online and be able to send email.

PROGRAM COURSE LIST

NSS 101	IT Essentials I	5
NSS 105[CL]	IT Essentials II	4
TOTAL CREDITS FOR COMPLETION		9

COMPUTER NETWORKING & INFORMATION SYSTEMS SECURITY

SERVER ADMINISTRATOR

CERTIFICATE

This certificate is designed to upgrade an entry-level computer support professional's skills to begin a career as a Server Administrator in an enterprise environment. A Server Administrator performs a wide range of planning, configuration and support tasks required to administer a server(s). Students will complete NSS 139 (Server OS Installation and Configuration) and NSS 162 (Administering Windows Server OS) in a hybrid learning environment. Lectures, reading, exercises, and video demonstrations are all completed online. Students will typically spend three or more hours outside of the classroom doing online learning for every hour spent in the classroom. They should budget at least 10 hours per week for homework. Students will meet in the classroom one day per week performing the hands-on skills they learned through the online exercises. The courses' learning objectives support the Microsoft Certified Solution Associate exam standards for two of the three required exams for the current server operating system.

Courses in this certificate transfer towards the Computer Networking & Information Systems Security (CNISS) AAT or AAS-T degree program.

Program Length: This program is approximately one quarter long, depending on the time students need to satisfactorily complete all graduation requirements.

Admission Dates: Fall, winter, and spring quarters (it is not offered in the summer quarter).

Prerequisite(s): Students should be familiar with navigating current Windows Server operating systems.

PROGRAM COURSE LIST

NSS 139	Server OS Installation and Configuration	4
NSS 162	Administering Windows Server OS	4
TOTAL CREDITS FOR COMPLETION		8

COMPUTER PROGRAMMING AND WEB DEVELOPMENT

ASSOCIATE IN APPLIED SCIENCE – T DEGREE

This program is designed to prepare students planning to continue their education at a college or university that offers a Bachelor's degree in Computer Science, Information Systems Management or Computing & Software Systems.

Institutions currently accepting this degree are University of Washington-Tacoma, The Evergreen State University, Embry-Riddle University, University of Phoenix, Green River Community College and Renton Technical College.

In addition to the program course requirements, students must also complete the general education requirements for the degree they seek to obtain.

Students pursuing an AAS-T degree for transfer to the University of Washington-Tacoma are required to take additional core academic classes that may or may not be offered at Clover Park Technical College. Please see your instructor for the latest articulation requirements.

Students pursuing an AAT or AAS-T degree must complete all college degree requirements prior to graduation. This includes courses that meet the requirements for diversity, computer literacy, and the capstone project.

Program Length: Classes will be offered with sufficient frequency that, with reasonable schedule planning, this program may be completed in seven quarters of full-time effort. It may take longer, depending on the student's prior educational preparation and the time it takes to satisfactorily complete all graduation requirements.

Admission Dates: Summer, fall, winter, and spring quarters.

Prerequisite(s): COMPASS Reading 68, Writing 33, Algebra 32. Basic competencies with personal computers, and Windows-based word processing and spreadsheet software. Touch typing proficiency of 35 words per minute is recommended.

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PROGRAM COURSE LIST

ASL& 121	American Sign Language I	5
COLL 102	College Success for All	3
ENGL& 101	English Composition I	5
ENGL& 235	Technical Writing	5
MATH& 141	Precalculus I	5
MATH& 142	Precalculus II, Functional Trigonometry	5
MATH& 146 or higher		5
Introduction to Music or Introduction to Art		5
Any Lab-Based Science		5
General Psychology (or higher, but not PSY 112) or Introduction to Sociology		5
CPW 101[CL]	Programming Fundamentals	5
CPW 118	Web Design Principles	5
CPW 120	Web Graphics	5
CPW 142	Java Object-Oriented Programming	5
CPW 143	Java Object-Oriented Programming II	5
CPW 150	Principles of Relational Databases	5
CPW 205[CAP]	Object-Oriented Analysis & Design	5
CPW 206	Advanced Web Design	5
CPW 210	Advanced Database Programming	5
CPW 218	C++	5
CPW 222	Client-Side Web Programming	5
CPW 252	Phone Programming	5

TOTAL CREDITS FOR AAS-T DEGREE..... 108

COMPUTER PROGRAMMING AND WEB DEVELOPMENT

COMPUTER PROGRAMMING AND WEB DEVELOPMENT - . NET

ASSOCIATE OF APPLIED TECHNOLOGY DEGREE

This program is designed to prepare students for computer programming and web development positions with concentrations in web programming, database programming, or application systems programming.

The coursework prepares individuals for positions such as .NET developer, web programmers, application programmers, programmer/analysts, database designers, and other related information technology positions.

Employers may include business and industrial firms, banks and other financial institutions, government agencies, consulting firms, and software and web development companies.

Included in this program are academic courses in communication, quantitative reasoning, and social sciences that provide knowledge and abilities upon which technical skills are built and personal development is enhanced. Students must take all the academic and programming core courses.

AAT Degree General Education Requirements (18 credits):

- ENGL& 101 English Composition or CMST& 220 (or higher)
- MATH& 141 Pre-Calculus or higher
- PSYC& 100[DIV] General Psychology (PSY 112[DIV], SOC& 101[DIV], or other humanities course that meets the diversity requirement)
- COLL 102 College Success for All

Students pursuing an AAT or AAS-T degree must complete all college degree requirements prior to graduation. This includes courses that meet the requirements for diversity, computer literacy and the capstone project.

Program Length: Classes will be offered with sufficient frequency that, with reasonable schedule planning, this program may be completed in seven quarters of full-time effort. It may take longer, depending on the student's prior educational preparation and the time it takes to satisfactorily complete all graduation requirements.

Admission Dates: Summer, fall, winter, and spring quarters

Prerequisite(s): COMPASS Reading 68, Writing 33, Algebra 32, basic competencies with personal computers, and Windows-based word processing and spreadsheet software. Touch-typing proficiency of 35 words per minute is recommended.

PROGRAM COURSE LIST

COLL 102	College Success for All	3
ENGL& 101	English Composition I	5
MATH& 141	Pre-Calculus or higher	5
General Psychology (or SOC& 101 or PSY 112)		5
CPW 101[CL]	Programming Fundamentals	5
CPW 116	.NET Programming	5
CPW 118	Web Design Principles	5
CPW 120	Web Graphics	5
CPW 142	Java Object-Oriented Programming	5
CPW 143	Java Object-Oriented Programming II	5
CPW 150	Principles of Relational Databases	5
CPW 205[CAP]	Object-Oriented Analysis & Design	5
CPW 206	Advanced Web Design	5
CPW 210	Advanced Database Programming	5
CPW 212	Advanced .NET Programming	5
CPW 214	.NET Programming for the Web	5
CPW 217[CAP]	Portfolio	5
CPW 218	C++	5
CPW 220	Web Development I	5
CPW 222	Client-Side Web Programming	5
CPW 245	Data & Logic Structures	5
CPW 252	Phone Programming or CPW 180 Introduction to Game Programming	5

TOTAL CREDITS FOR AAT COMPLETION..... 108

COMPUTER PROGRAMMING AND WEB DEVELOPMENT

COMPUTER PROGRAMMING AND WEB DEVELOPMENT - WEB

ASSOCIATE OF APPLIED TECHNOLOGY DEGREE

This program is designed to prepare students for computer programming and web development positions with concentrations in web programming, database programming, or application systems programming.

The coursework prepares individuals for positions such as web programmers, application programmers, programmer/analysts, database designers, and other related information technology positions.

Employers may include business and industrial firms, banks and other financial institutions, government agencies, consulting firms, and software and web development companies.

Included in this program are academic courses in communication, quantitative reasoning, and social sciences that provide knowledge and abilities upon which technical skills are built and personal development is enhanced. Students must take all the academic and programming core courses and complete an area of specialization.

Elective classes may make up the required number of credit hours, furthering specialization, or completing an internship to develop professional work experience.

AAT Degree General Education Requirements (18 credits):

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- ENGL& 101 English Composition or CMST& 220 (or higher)
- MATH& 141 Pre-Calculus or higher
- PSYC& 100[DIV] General Psychology (PSY 112[DIV], SOC& 101[DIV], or other humanities course that meets the diversity requirement)
- COLL 102 College Success for All

Students pursuing an AAT or AAS-T degree must complete all college degree requirements prior to graduation. This includes courses that meet the requirements for diversity, computer literacy and the capstone project.

Program Length: Classes will be offered with sufficient frequency that, with reasonable schedule planning, this program may be completed in seven quarters of full-time effort. It may take longer, depending on the student's prior educational preparation and the time it takes to satisfactorily complete all graduation requirements.

Admission Dates: Summer, fall, winter, and spring quarters.

Prerequisite(s): COMPASS Reading 68, Writing 33, Algebra 32, basic competencies with personal computers, and Windows-based word processing and spreadsheet software. Touch-typing proficiency of 35 words per minute is recommended.

PROGRAM COURSE LIST

COLL 102	College Success for All	3
ENGL& 101	English Composition I	5
MATH& 141	Pre-Calculus or higher	5
General Psychology (or SOC& 101 or PSY 112)		5
CPW 101[CL]	Programming Fundamentals	5
CPW 116	.NET Programming	5
CPW 118	Web Design Principles	5
CPW 120	Web Graphics	5
CPW 142	Java Object-Oriented Programming	5
CPW 143	Java Object-Oriented Programming II	5
CPW 150	Principles of Relational Databases	5
CPW 206	Advanced Web Design	5
CPW 208	Emerging Technologies	5
CPW 210	Advanced Database Programming	5
CPW 217[CAP]	Portfolio	5
CPW 220	Web Development I	5
CPW 222	Client-Side Web Programming	5
CPW 225	Web Animation	5
CPW 227	Web Development II	5
CPW 229	Web Development III	5
CPW 231	Content Management Systems	5
CPW 250	User Interface Design	5
TOTAL CREDITS FOR COMPLETION		108

COMPUTER PROGRAMMING AND WEB DEVELOPMENT

.NET DEVELOPER

CERTIFICATE

This certificate program prepares students with professional programming experience or prior training in computer programming for positions as .NET developers. It is directed toward enabling them to refresh and extend their job skills to advance their career or to qualify for new employment opportunities.

Employers may include business and industrial firms, banks and other financial institutions, government agencies, consulting firms, and software and web development companies.

Program Length: Classes will be offered with sufficient frequency that, with reasonable schedule planning, this program may be completed in three quarters of full-time effort. It may take longer, depending on the student's prior educational and professional experience and the time it takes to satisfactorily complete all graduation requirements.

Admission Dates: Summer, fall, winter, and spring quarters.

Prerequisite(s): Instructor approval required.

PROGRAM COURSE LIST

CPW 116	.NET Programming	5
CPW 142	Java Object-Oriented Programming	5
CPW 150	Principles of Relational Databases	5
CPW 205[CAP]	Object-Oriented Analysis & Design	5
CPW 212	Advanced .NET Programming	5
CPW 214	.NET Programming for the Web	5
CPW 217[CAP]	Portfolio	5
CPW 218	C++	5
COLL 102	College Success for All	3
TOTAL CREDITS FOR COMPLETION		43

COSMETOLOGY

ASSOCIATE OF APPLIED TECHNOLOGY DEGREE

Trains students in all aspects of professional cosmetology and hair design, with emphasis on hair cutting and basic, trend, advanced, and corrective hair coloring procedures and texturizing applications. Successful graduates are prepared for the Washington State Department of Licensing Cosmetology examination, and upon licensing will be qualified for positions as cosmetologists. Students will participate in realistic training in the student-operated salon. Clover Park Technical College uses an interactive system of training, utilizing hands-on applications as well as up to 25 percent online training to support student learning. This model is considered a world leader in beauty education and provides innovative, high-quality educational systems that promote excellence in the hair and beauty industry. Included in this program are academic courses in communication (English composition, speech), quantitative reasoning (math), social sciences (psychology, sociology), and COLL 102 that provide knowledge and abilities that enhance personal development and serve as a foundation for technical skills.

Employability Requirements: To qualify for a cosmetologist license from the Washington State Department of Licensing, a student must successfully complete the technical courses offered in the program options and pass both the written and practical examinations required by the Washington Department of Licensing.

Program Length: This program is approximately six quarters long, depending on the time students need to satisfactorily complete all graduation requirements.

Admission Dates:

Day Program: Summer, fall, winter, and spring quarters.

Evening Program: Fall and TBD quarters.

Prerequisite(s): A mandatory orientation is required prior to admission to the program.

PROGRAM COURSE LIST

COSMO 112	Infection Control Principles & Practices	2
COSMO 116	General Science of Hair	5
COSMO 123	Cosmetology Fundamentals	2
COSMO 136	Application of Haircutting and Hairstyling	14
COSMO 142	Advanced Applications of Haircutting and Hairstyling	4
COSMO 146	Chemical Texture Services	5
COSMO 158	General Science of Hair Coloring	7
COSMO 164	Lab Clinic I	8
COSMO 163	Lab Clinic II	9
COSMO 172	Lab Clinic III	10
COSMO 175	Cosmetology Salon Business Practices	3
COSMO 181	Artificial Hair	2
COSMO 182	General Science of Nails	7
COSMO 188	General Science of Skin	7
COSMO 226	Advanced Hair Coloring	8
COSMO 229	State Board Practical Preparation	4

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COSMO 231	Lab Clinic IV	10
COSMO 233	Lab Clinic V	6
COSMO 236	State Board Written Test Review	3
COSMO 244[CAP]	Cosmetology Capstone	3
English Composition (or higher) or Public Speaking		5
Any 100-Level Math Class		5
General Psychology (or other social science or humanities class)		5
COLL 102	College Success for All	3
Computer Literacy Requirements (Computer Literacy Course that meets the degree requirement, or successfully pass the computer literacy exam)		3

TOTAL CREDITS FOR AAT COMPLETION 140

Students not meeting state licensure hours requirements will take one or more of the following internship courses:

COSMO 248	Industry Internship I	1
COSMO 250	Industry Internship II	2
COSMO 252	Industry Internship III	3
COSMO 254	Industry Internship IV	4
COSMO 256	Industry Internship V	5

COSMETOLOGY

HAIR DESIGNER

ASSOCIATE OF APPLIED TECHNOLOGY DEGREE

Trains students in all elements of professional hair design with emphasis on hair cutting and basic, trend, advanced, and corrective hair coloring procedures and texturizing applications. Successful graduates are prepared for the Washington State Department of Licensing examinations, and upon licensing will be qualified for positions as cosmetologists or hair designers. Students will participate in realistic training in the student-operated salon. Clover Park Technical College uses an interactive system of training, utilizing hands on applications as well as up to 25 percent online training to support student learning. This model is considered a world leader in beauty education and provides innovative, high-quality educational systems that promote excellence in the hair and beauty industry. Included in this program are academic courses in communication (English composition, speech), quantitative reasoning (math), social sciences (psychology, sociology), and COLL 102 that provide knowledge and abilities that enhance personal development and serve as a foundation for technical skills.

The hair designer license is a new option for those wanting to specialize in hair design; this option does not include nail or skin care. Hair designers may opt to return for the skin and nail care quarter and must pass the Washington State Department of Licensing written and practical exams if they so choose to return for training and receive their cosmetology licensure.

Many students want to specialize in all aspects of hair design only, and we are excited to present this option.

Employability Requirements: To qualify for a cosmetologist license from the Washington State Department of Licensing, a student must successfully complete the technical courses offered in the program options and pass both the written and practical examinations required by the Washington Department of Licensing.

Program Length: This program is approximately five quarters long, depending on the time students need to satisfactorily complete all graduation requirements.

Admission Dates:

Day Program: Summer, fall, winter, and spring quarters.

Evening Program: Fall and TBD quarters.

Prerequisite(s): A mandatory orientation is required before admission to the program.

PROGRAM COURSE LIST

COSMO 112	Infection Control Principles & Practices	2
COSMO 116	General Science of Hair	5
COSMO 123	Cosmetology Fundamentals	2
COSMO 136	Application of Haircutting and Hairstyling	14
COSMO 142	Advanced Applications of Haircutting and Hairstyling	4
COSMO 146	Chemical Texture Services	5
COSMO 158	General Science of Hair Coloring	7
COSMO 164	Lab Clinic I	8
COSMO 163	Lab Clinic II	9
COSMO 172	Lab Clinic III	10
COSMO 175	Cosmetology Salon Business Practices	3
COSMO 181	Artificial Hair	2
COSMO 226	Advanced Hair Coloring	8
COSMO 229	State Board Practical Preparation	4
COSMO 231	Lab Clinic IV	10
COSMO 236	State Board Written Test Review	3
COSMO 244[CAP]	Cosmetology Capstone	3
English Composition (or higher) or Public Speaking		5
Any 100-Level Math Class		5
General Psychology (or other social science or humanities class)		5
COLL 102	College Success for All	3
Computer Literacy Requirement (Complete an approved computer literacy course or successfully pass the computer literacy exam)		3

TOTAL CREDITS FOR AAT COMPLETION 120

Students not meeting state licensure hours requirements will take one or more of the following internship courses:

COSMO 248	Industry Internship I	1
COSMO 250	Industry Internship II	2
COSMO 252	Industry Internship III	3
COSMO 254	Industry Internship IV	4
COSMO 256	Industry Internship V	5

CULINARY ARTS

ASSOCIATE OF APPLIED TECHNOLOGY DEGREE

ASSOCIATE IN APPLIED SCIENCE – T DEGREE

Graduates are prepared to enter the fast-paced and exciting culinary field as entry-level cooks, lead cooks or kitchen station supervisors.

Emphasizes fine dining food production skills combined with professional service training and food-management techniques. Food production courses emphasize quality food preparation.

Potential employers include fine-dining establishments, hotels, resorts, catering kitchens, clubs, and executive dining services. In combination with additional study and experience, this degree can place graduates on a career ladder that could lead to positions such as restaurant manager, catering/banquet manager, sous-chef and executive chef.

Students train in aspects of culinary arts food service operations and management. The program emphasizes preparation of food for healthy lifestyles and is designed to exceed the standards set by the American Culinary Federation and the National Restaurant Association's Professional Management Development Program. The program combines classroom study and worksite learning in college restaurant operations.

The two degree options in this program are the Associate of Applied Technology (AAT) and the Associate in Applied Science–T (AAS-T). The different requirements for each degree are listed below.

AAT Degree General Education Requirements (18 credits):

- ENGL& 101 English Composition or CMST& 220 (or higher)
- Any 100 level math class
- PSYC& 100[DIV] General Psychology (PSY 112[DIV], SOC& 101[DIV], or other humanities course that meets the diversity requirement)
- COLL 102 College Success for All

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AAS-T Degree General Education Requirements (23 credits):

All AAS-T degrees must have a minimum of 20 credits of transferable general education. These credits replace the academic courses required for the AAT degree. Required credits include:

- 5 credits in communication: ENGL& 101
- 5 credits in quantitative reasoning: MAT 110, MATH& 141, MATH& 142, MATH& 146 or MATH& 151
- 5 credits in a social science that meets the diversity requirement: PSYC& 100[DIV] or SOC& 101[DIV]
- 5 credits in social science, humanities, or science; choose one from the following: PSYC& 100[DIV], PSYC& 200, PSY 210, PSYC& 220, SOC& 101 [DIV], ART& 100, MUSC& 105, ASL& 121, BIOL& 160, BIOL& 175, BIOL& 241, BIOL& 242, CHEM& 110, CHEM& 121, CHEM& 131, GEOL& 110, PHYS& 114, ECON 101, ECON& 201 or ECON& 202
- 3 credits in College Success: COLL 102

Students pursuing an AAT or AAS-T degree must complete all college degree requirements prior to graduation. This includes courses that meet the requirements for diversity, computer literacy, and the capstone project.

Physical Activity Requirements: This occupation requires the ability to stand, walk, and perform repetitive motions for extended periods of time and lift up to 50 pounds. Students must be able to meet these physical requirements in order to complete lab requirements and obtain employment in this field.

Employability Requirements: All food workers (includes those who work with unpackaged food, food equipment or utensils, or with any surface where people put unwrapped food) are required to have a valid food worker card to work in Washington. (Chapter 246-217 WAC.)

Program Length: This program is approximately five quarters long, depending on the time students need to satisfactorily complete all graduation requirements. In addition to the program course requirements, students must also complete the general education requirements for the degree they seek to obtain.

Admission Dates: Summer, fall, winter, and spring quarters.

Prerequisite(s): None.

PROGRAM COURSE LIST

CUL 104	Sanitation in Food Service Operations	3
CUL 107	Professional Cooking I	7
CUL 109	Cooking Methods I	7
CUL 111	Food Preparation I	3
CUL 113	Introduction to Baking	3
CUL 117	Professional Cooking II	7
CUL 119	Food Preparation II	3
CUL 123	Cooking Methods II	7
CUL 127	Professional Cooking III	7
CUL 132	American Regional Cuisine	3
CUL 135	Food Preparation III	3
CUL 139	Cooking Methods III	7
REST 103	Food & Beverage Cost Control	4
REST 107[CAP]	Kitchen & Dining Management	3
REST 109	Marketing/Public Relations	3
REST 112	Restaurant Dining	7
REST 115	Catering Production	3
REST 119	Operations Management	4
REST 122	Food Service Nutrition	4
REST 126	Finance & Accounting	4
REST 131	Business Plan Development	4
REST 133	Beverage Service Management	4
REST 137	Hospitality Law	4

TECHNICAL COURSE REQUIREMENTS 104

AAT PROGRAM REQUIREMENTS

Technical Course Requirements 104
AAT General Education Requirements (See list above) 18
Computer Literacy Requirement (CAS 130 (Excel I) recommended to meet computer literacy degree requirement or successful completion of computer literacy exam) 3

TOTAL CREDITS FOR AAT COMPLETION 125

AAS-T REQUIREMENTS

Technical Course Requirements 104
AAS-T Degree General Education Requirements (See list above) 23
Computer Literacy Requirement (CAS 130 (Excel I) recommended to meet computer literacy degree requirement or successful completion of computer literacy exam) 3

TOTAL CREDITS FOR AAS-T COMPLETION 130

CULINARY ARTS

BASIC COOKING SKILLS

CERTIFICATE

Designed to train students in basic cooking skills, this certificate program includes portions of the Culinary Arts Degree program.

Included in this program are academic courses in communication, quantitative reasoning, and social sciences that provide knowledge and abilities that enhance personal development and serve as a foundation for technical skills.

Physical Activity Requirements: This occupation requires the ability to stand, walk, and perform repetitive motions for extended periods of time and lift up to 50 pounds. Students must be able to meet these physical requirements in order to complete lab requirements and obtain employment in this field.

Employability Requirements: All food workers (includes those who work with unpackaged food, food equipment or utensils, or with any surface where people put unwrapped food) are required to have a valid food worker card to work in Washington. (Chapter 246-217 WAC.)

Program Length: This program is approximately three quarters long, depending on the time students need to satisfactorily complete all graduation requirements.

Admission Dates: Summer, fall, winter, and spring quarters.

Prerequisite(s): None.

PROGRAM COURSE LIST

CUL 104	Sanitation in Food Service Operations	3
CUL 107	Professional Cooking I	7
CUL 109	Cooking Methods I	7
CUL 111	Food Preparation I	3
CUL 113	Introduction to Baking	3
CUL 117	Professional Cooking II	7
CUL 119	Food Preparation II	3
CUL 123	Cooking Methods II	7
CUL 127	Professional Cooking III	7
CUL 132	American Regional Cuisine	3
CUL 135	Food Preparation III	3
CUL 139	Cooking Methods III	7
English Composition (or higher) or Public Speaking		5
Any 100-Level Math Class		5
General Psychology (or other social science or humanities class)		5
COLL 102	College Success for All	3

TOTAL CREDITS FOR COMPLETION 78

CULINARY ARTS

RESTAURANT MANAGEMENT

CERTIFICATE

Prepares student for management careers within the food and beverage industry. Coursework is based on the professional management development program endorsed by the National Restaurant Association.

Physical Activity Requirements: This occupation requires the ability to stand, walk, and perform repetitive motions for extended periods of time and lift up to 50 pounds. Students must be able to meet these physical requirements in order to complete lab requirements and obtain employment in this field.

Employability Requirements: All food workers (includes those who work with unpackaged food, food equipment or utensils, or with any surface where people put unwrapped food) are required to have a valid food worker card to work in Washington. (Chapter 246-217 WAC.)

Program Length: This program is approximately two quarters long, depending on the time students need to satisfactorily complete all graduation requirements.

Admission Dates: Summer, fall, winter, and spring quarters, based on availability.

Prerequisite(s): None.

PROGRAM COURSE LIST

REST 103	Food & Beverage Cost Control	4
REST 107[CAP]	Kitchen & Dining Management	3
REST 109	Marketing/Public Relations	3
REST 112	Restaurant Dining	7
REST 115	Catering Production	3
REST 119	Operations Management	4
REST 122	Food Service Nutrition	4
REST 126	Finance & Accounting	4
REST 131	Business Plan Development	4
REST 133	Beverage Service Management	4
REST 137	Hospitality Law	4
TOTAL CREDITS FOR COMPLETION		44

CULINARY ARTS

PASTRY ARTS

ASSOCIATE OF APPLIED TECHNOLOGY DEGREE

ASSOCIATE IN APPLIED SCIENCE – T DEGREE

The Pastry Arts program at Clover Park Technical College offers a five-quarter Associate in Applied Science - T degree, as well as a three-quarter certificate program for students seeking entry into, or career advancement in, the pastry arts job market, specifically as a pastry arts chef.

Prepares student for careers as bakers, pastry chefs and other pastry-arts positions. Students already working in the culinary arts field can select a study path that will expand their skills and further their employment potential. The Pastry Arts degree is designed to provide hands-on training that will prepare students for careers in pastry arts.

The two degree options in this program are the Associate of Applied Technology (AAT), and the Associate in Applied Science - T (AAS-T). The different requirements for each degree are listed below.

AAT Degree General Education Requirements (18 credits):

- ENGL& 101 English Composition or CMST& 220 (or higher)
- Any 100 level math class
- PSYC& 100[DIV] General Psychology (PSY 112[DIV], SOC& 101[DIV], or other humanities course that meets the diversity requirement)
- COLL 102 College Success for All

AAS-T Degree General Education Requirements (23 credits):

All AAS-T degrees must have a minimum of 20 credits of transferable general education. These credits replace the academic courses required for the AAT degree. Required credits include:

- 5 credits in communication: ENGL& 101
- 5 credits in quantitative reasoning: MAT 110, MATH& 141, MATH& 142, MATH& 146 or MATH& 151
- 5 credits in a social science that meets the diversity requirement: PSYC& 100[DIV] or SOC& 101[DIV]
- 5 credits in social science, humanities, or science; choose one from the following: PSYC& 100[DIV], PSYC& 200, PSY 210, PSYC& 220, SOC& 101 [DIV], ART& 100, MUSC& 105, ASL& 121, BIOL& 160, BIOL& 175, BIOL& 241, BIOL& 242, CHEM& 110, CHEM& 121, CHEM& 131, GEOL& 110, PHYS& 114, ECON 101, ECON& 201 or ECON& 202
- 3 credits in College Success: COLL 102

Physical Activity Requirements: This occupation requires the ability to stand, walk, and perform repetitive motions for extended periods of time and lift up to 50 pounds. Students must be able to meet these physical requirements in order to complete lab requirements and obtain employment in this field.

Employability Requirements: All food workers (includes those who work with unpackaged food, food equipment or utensils, or with any surface where people put unwrapped food) are required to have a valid food worker card to work in Washington. (Chapter 246-217 WAC.)

Program Length: The program is approximately five quarters long, depending on the time students need to satisfactorily complete all graduation requirements.

Admission Dates: Summer, fall, winter, and spring quarters.

Prerequisite(s): None.

PROGRAM COURSE LIST

CUL 104	Sanitation in Food Service Operations	3
BAKE 106	Chocolate I (Confections)	4
BAKE 110	Patisserie I	7
BAKE 113	Cakes I (Fillings and Icings)	4
BAKE 114	Dessert Alternatives (Sugar Free, Gluten Free)	3
BAKE 115	Patisserie II	7
BAKE 117	Frozen Desserts	3
BAKE 119	Yeast Breads	4
BAKE 121	Patisserie III	7
BAKE 131	Pies, Tarts, Custards and Fillings	4
BAKE 134	Quick Breads, Cookies, Brownies	3
BAKE 140	Restaurant (Individual) Desserts and Petit Fours	5
BAKE 153	Sugar Work	3
BAKE 157	Wedding Cakes	3
BAKE 162	Retail and Customer Service	7
BAKE 210	Cakes II	3
REST 103	Food & Beverage Cost Control	4
REST 107[CAP]	Kitchen & Dining Management	3
REST 109	Marketing/Public Relations	3
REST 115	Catering Production	3
REST 119	Operations Management	4
REST 122	Food Service Nutrition	4
REST 126	Finance & Accounting	4
REST 131	Business Plan Development	4
REST 133	Beverage Service Management	4
REST 137	Hospitality Law	4
TECHNICAL COURSE REQUIREMENTS		107

AAT REQUIREMENTS

Technical Course Requirements	107
AAT General Education Requirements (See list above)	18

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Computer Literacy Requirement (CAS 130 (Excel I) recommended to meet computer literacy degree requirement or successful completion of computer literacy exam).. 3

TOTAL CREDITS FOR AAT COMPLETION 128

AAS-T REQUIREMENTS

Technical Course Requirements..... 107
AAS-T Degree General Education Requirements (See list above)..... 23
Computer Literacy Requirement (CAS 130 (Excel I) recommended to meet computer literacy degree requirement or successful completion of computer literacy exam)..... 3

TOTAL CREDITS FOR AAS-T COMPLETION..... 133

CULINARY ARTS

PASTRY ARTS

CERTIFICATE

This program prepares students with the basic skills and knowledge required for entry-level positions in the baking and pastry industry. Students gain hands-on experience and theoretical training as they produce quality bakery products from scratch.

Included in this program are academic courses in communication, quantitative reasoning, and social sciences that provide knowledge and abilities that enhance personal development and serve as a foundation for technical skills.

Physical Activity Requirements: This occupation requires the ability to stand, walk, and perform repetitive motions for extended periods of time and lift up to 50 pounds. Students must be able to meet these physical requirements in order to complete lab requirements and obtain employment in this field.

Employability Requirements: All food workers (includes those who work with unpackaged food, food equipment or utensils, or with any surface where people put unwrapped food) are required to have a valid food worker card to work in Washington. (Chapter 246-217 WAC.)

Program Length: The program is approximately three quarters long, depending on the time students need to satisfactorily complete all graduation requirements.

Admission Dates: Summer, fall, winter, and spring quarters.

Prerequisite(s): None.

PROGRAM COURSE LIST

CUL 104	Sanitation in Food Service Operations	3
BAKE 106	Chocolate I (Confections)	4
BAKE 110	Patisserie I	7
BAKE 113	Cakes I (Fillings and Icings)	4
BAKE 114	Dessert Alternatives (Sugar Free, Gluten Free)	3
BAKE 115	Patisserie II	7
BAKE 117	Frozen Desserts	3
BAKE 119	Yeast Breads	4
BAKE 121	Patisserie III	7
BAKE 131	Pies, Tarts, Custards and Fillings	4
BAKE 134	Quick Breads, Cookies, Brownies	3
BAKE 140	Restaurant (Individual) Desserts and Petit Fours	5
BAKE 153	Sugar Work	3
BAKE 157	Wedding Cakes	3
BAKE 210	Cakes II	3
English Composition (or higher) or Public Speaking		5
MAT 110	Math for Non-Science Majors	5
PSYC& 100[DIV]	General Psychology	5
COLL 102	College Success for All	3

TOTAL CREDITS FOR COMPLETION 81

DENTAL ASSISTANT

DENTAL ASSISTANT

ADA ACCREDITED

ASSOCIATE OF APPLIED TECHNOLOGY DEGREE

Designed to prepare students for positions in the dental field, including both front-office and dental-assistant career tracks. Graduates of the program will have a foundation of knowledge of dental sciences, dental assisting skills, dental materials, dental laboratory procedures, radiography, infection control, and dental business office-management skills.

Students will develop an understanding of the role of the dental assistant and dental business office assistant within the dental care team. Graduates are qualified for entry-level positions as expanded-duties dental assistants and coordinating assistants, as well as dental business office assistants within a dental office.

This program is accredited through the American Dental Association (ADA). The last Friday in each of the final three quarters of study, students will be required to take one of the three components of the Dental Assistant National Board (DANB) Certification Examination. Completing the appropriate component of the exam is a prerequisite for continuing into the third and fourth quarters of study in the Dental Assistant program.

In addition, successful completion of the first component (Infection Control), completed at the end of the second quarter of study, is a prerequisite to entering the fourth quarter clinical experience. The second and third components of the exam are requirements for graduation from the program. Successfully completing these exams will result in the student receiving their national certification from DANB, entitling them to use the title of certified dental assistant.

Included in this program are academic courses in communication (English composition, speech), quantitative reasoning (math), and social sciences (psychology, sociology) that provide knowledge and abilities upon which technical skills are built and personal development is enhanced.

Students are strongly encouraged to carry personal health/medical insurance throughout their clinical rotations. Quarterly-based insurance for students may be purchased; further information is available through the Advising and Counseling Office.

Students pursuing an AAT or AAS-T degree must complete all college degree requirements prior to graduation. This includes courses that meet the requirements for diversity, computer literacy, and the capstone project.

Employability Requirements: To be employed as a dental assistant, you must apply for registration and become registered with the Washington Department of Licensing. You must also complete seven hours of AIDS/HIV education and hold a current and valid Health Care Provider Basic Life Support (BLS) certification. If newly hired, you must obtain the required certification within 45 days of the date hired (WAC 246-817-720).

Program Length: This program is approximately five quarters long, depending on the time students need to satisfactorily complete all graduation requirements.

Admission Dates: Fall and spring quarters.

Prerequisite(s): In order to participate in the program, students must have current immunizations or laboratory verification of immune status. This includes, but is not limited to, Hepatitis B series, including a positive titer, Tetanus/Diphtheria, Tuberculosis Test, Measles/Mumps/Rubella, and Varicella as required by contracts with clinical facilities and CDC recommendations. Students must have a current Basic Life Support (CPR) card for health care providers, a First Aid card, and a current dental examination form completed by their dentist.

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To enter the program, a student must be eligible the first quarter to take MAT 091, college-level English, and psychology or another social science or humanities course.

In order to participate in the externship, students must have all general education requirements completed and receive a "No Record On File" report related to crimes against persons from the Washington State Patrol. Students must be at least 18 years of age and have a high school diploma or high school equivalency diploma (per ADA standards).

PROGRAM COURSE LIST

DAS 103	General Studies	4
DAS 105	Biomedical Sciences	4
DAS 110	Dental Sciences I	5
DAS 113	Dental Assisting Skills I	4
DAS 116	Foundations of Clinical Dentistry	4
DAS 118	Principles of Radiography	1
DAS 120	Dental Sciences II	5
DAS 125	Dental Assisting Skills II	6
DAS 130	Dental Specialties I	3
DAS 135	Principles of Radiography II	5
DAS 140	Certification Review I	1
DAS 223	Dental Sciences III	3
DAS 224	Dental Assisting Skills III	7
DAS 226	Dental Specialties II	8
DAS 228	Certification Review II	1
DAS 237[CAP]	Clinical Experience I	1
DAS 239[CAP]	Clinical Experience II	10
DAS 243	Certification Review III	1
DBOA 103	Dental Terminology & Procedures	4
DBOA 111	Dental Charting, Scheduling and Recall Management	5
DBOA 119	Dental Documents and Inventory Systems	4
DBOA 135	Dentrix Advanced Training	2
Dental Assistant Computer Skills Elective (See list below)		4
English Composition (or higher) or Public Speaking		5
Any 100-Level Math Class		5
PSYC& 100[DIV]	General Psychology	5
COLL 102	College Success for All	3

TOTAL CREDITS FOR AAT COMPLETION 110

Recommended Electives

CAH 105[CL]	Computer Applications	5
CAS 105	Keyboarding	3
CAS 115[CL]	Introduction to Computing	3
CAS 121[CL]	Word I	3
CAS 125[CL]	Word II	3
CAS 130[CL]	Excel I	3
CAS 135[CL]	Excel II	3
CAS 141[CL]	PowerPoint	3
CAS 145[CL]	Publisher	5

DENTAL ASSISTANT

ADA ACCREDITED

CERTIFICATE

Designed to prepare students for positions in the dental-assistant field. Provides a foundation of knowledge of dental sciences, dental-assisting skills, dental materials, dental laboratory procedures, radiography, infection control, and office-management skills.

Students will develop an understanding of the role of the dental assistant within the dental care team. Graduates are qualified for entry-level positions and for positions as expanded-duties dental assistants and coordinating assistants in the dental office.

Accreditation: This program is accredited through the American Dental Association (ADA). The last Friday in each of the final three quarters of study, students will be required to take one of the three components of the Dental Assistant National Board (DANB) Certification Examination. Completion of the appropriate component of the exam will be a prerequisite for continuation into the third and fourth quarters of study in the Dental Assistant program.

In addition, successful completion of the first component (Infection Control), completed at the end of the second quarter of study, is a prerequisite to entering the fourth quarter clinical experience. The second and third components of the exam are requirements for graduation from the program. Successfully completing these exams will result in the student receiving his or her national certification from DANB, entitling him or her to use the title of certified dental assistant. Included in this program are academic courses in communication (English composition, speech), quantitative reasoning (math), and social sciences (psychology, sociology) that provide knowledge and abilities upon which technical skills are built and personal development is enhanced. Students are strongly encouraged to carry personal health/medical insurance throughout their clinical rotations. Quarterly-based insurance for students may be purchased; further information is available through the Advising and Counseling Office.

Students pursuing an AAT or AAS-T degree must complete all college degree requirements prior to graduation. This includes courses that meet the requirements for diversity, computer literacy and the capstone project.

Employability Requirements: To be employed as a dental assistant, you must apply for registration and become registered with the Washington Department of Licensing. You must also complete seven hours of AIDS/HIV education and hold a current and valid Health Care Provider Basic Life Support (BLS) certification. If newly hired, you must obtain the required certification within 45 days from the date hired (WAC 246-817-720).

Program Length: This program is approximately five quarters long, depending on the time students need to satisfactorily complete all graduation requirements.

Admission Dates: Fall and spring quarters.

Prerequisite(s): In order to participate in the program, students must have current immunizations or laboratory verification of immune status. This includes, but is not limited to, Hepatitis B series including a positive titer, Tetanus/Diphtheria, Tuberculosis Test, Measles/Mumps/Rubella, and Varicella as required by contracts with clinical facilities and CDC recommendations. Students must have a current Basic Life Support (CPR) card for health care providers, a First Aid card, and a current dental examination form completed by their dentist.

In order to participate in the externship, students must complete all general education requirements and receive a "No Record On File" report related to crimes against persons from the Washington State Patrol. Students must be at least 18 years of age and have a high school diploma or high school equivalency diploma (per ADA standards).

To enter the program, students must be eligible the first quarter to take MAT 091, college-level English, and psychology or another social science or humanities course.

PROGRAM COURSE LIST

DAS 103	General Studies	4
DAS 105	Biomedical Sciences	4
DAS 110	Dental Sciences I	5
DAS 113	Dental Assisting Skills I	4
DAS 116	Foundations of Clinical Dentistry	4
DAS 118	Principles of Radiography	1
DAS 120	Dental Sciences II	5
DAS 125	Dental Assisting Skills II	6
DAS 130	Dental Specialties I	3
DAS 135	Principles of Radiography II	5
DAS 140	Certification Review I	1
DAS 223	Dental Sciences III	3
DAS 224	Dental Assisting Skills III	7
DAS 226	Dental Specialties II	8
DAS 228	Certification Review II	1
DAS 237[CAP]	Clinical Experience I	1
DAS 239[CAP]	Clinical Experience II	10
DAS 241	Advanced Theory	4

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DAS 243	Certification Review III	1
English Composition (or higher) or Public Speaking		5
Any 100-Level Math Class		5
General Psychology (or other social science or humanities class)		5
COLL 102	College Success for All	3
TOTAL CREDITS FOR COMPLETION		95

DIGITAL ENTERTAINMENT DESIGN AND PRODUCTION

ASSOCIATE OF APPLIED TECHNOLOGY DEGREE

ASSOCIATE IN APPLIED SCIENCE – T DEGREE

Digital Entertainment Design and Production is a multidisciplinary subject combining elements of art, computer science and communications. If it is on a screen, we are the ones who put it there. From videos and commercials to ads and games, today's world is run by media.

The Clover Park Digital Entertainment Design and Production degree provides students with fundamental skills that apply to careers in the film, game design and digital illustration fields. We do this by giving the students a foundation in basic art and design skills before proceeding into the medium of their choice. Whether that medium is games, film, or digital illustration, students begin building skill sets that allow them the type of self-expression that makes a portfolio stand apart.

This program prepares students for a wide variety of career options, including production assistant, digital photographer, digital editor, digital effects artist, animator, video game developer, video game tester, level designer, and 3D artist.

In addition to the program course requirements, students must also complete the general education requirements for the degree they seek. The two degree options in this program are the Associate of Applied Technology (AAT) and the Associate in Applied Science – T (AAS-T). The different requirements for each degree are listed below:

AAT Degree General Education Requirements (18 credits):

- ENGL& 101 English Composition or CMST& 220 (or higher)
- Any 100 level math class
- PSYC& 100[DIV] General Psychology (PSY 112[DIV], SOC& 101[DIV], or other humanities course that meets the diversity requirement)
- COLL 102 College Success for All

AAS-T Degree General Education Requirements (23 credits):

All AAS-T degrees must have a minimum of 20 credits of transferable general education. These credits replace the academic courses required for the AAT degree. Required credits include:

- 5 credits in communication: ENGL& 101
- 5 credits in quantitative reasoning: MAT 110, MATH& 141, MATH& 142, MATH& 146 or MATH& 151
- 5 credits in a social science that meets the diversity requirement: PSYC& 100[DIV] or SOC& 101[DIV]
- 5 credits in social science, humanities, or science; choose one from the following: PSYC& 100[DIV], PSYC& 200, PSY 210, PSYC& 220, SOC& 101 [DIV], ART& 100, MUSC& 105, ASL& 121, BIOL& 160, BIOL& 175, BIOL& 241, BIOL& 242, CHEM& 110, CHEM& 121, CHEM& 131, GEOL& 110, PHYS& 114, ECON 101, ECON& 201 or ECON& 202
- 3 credits in College Success: COLL 102

Students pursuing an AAT or AAS-T degree must complete all college degree requirements prior to graduation. This includes courses that meet the requirements for diversity, computer literacy, and the capstone project.

Program Length: This program is approximately six quarters long, depending on the time students need to satisfactorily complete all graduation requirements.

Admission Dates: Fall and spring quarters. This is an afternoon program.

Prerequisite(s): Successful completion of ENG 082.

PROGRAM COURSE LIST

DED 102	Genre Studies	3
DED 104	General Art	4
DED 106[CL]	Digital Art I	4
DED 108	Screenwriting	3
DED 110	Digital Photography I	4
DED 112	Digital Art II	4
DED 120	Digital Photography II	4
DED 125	Digital Video I	4
DED 130	Storyboarding	3
DED 135	Motion Graphics I	4
DED 140	Digital Video II	4
DED 145	Digital Editing	4
DED 150	3D Modeling I	4
DED 152	Motion Graphics II	4
DED 154	Game Design I	3
DED 158	3D Modeling II	4
DED 172	Scene Design	4
DED Program Options (See list below)		32
TECHNICAL COURSE REQUIREMENTS		96

AAT REQUIREMENTS

Technical Course Requirements	96
AAT General Education Requirements (See list above)	18
TOTAL CREDITS FOR AAT COMPLETION	114

AAS-T REQUIREMENTS

Technical Course Requirements	96
AAS-T Degree General Education Requirements (See list above)	23
TOTAL CREDITS FOR AAS-T COMPLETION	119

DED PROGRAM OPTIONS

Option 1: Film Focus

DED 160	Motion Graphics III	4
DED 164	Digital Video III	4
DED 167	Acting for Directors	3
DED 170	3D Modeling III	4
DED 174	3D Animation	4
DED 178	Film Theory	4
DED 180	Digital Video Project	3
DED 185	Internship	3
DED 190[CAP]	Capstone	3
DED 170	3D Modeling III	4
DED 174	3D Animation	4
DED 185	Internship	3
DED 190[CAP]	Capstone	3

Option 2: Video Game Design

DED 170	3D Modeling III	4
DED 174	3D Animation	4
DED 178	Film Theory	4
DED 180	Digital Video Project	3
DED 185	Internship	3
DED 190[CAP]	Capstone	3
DED 170	3D Modeling III	4
DED 174	3D Animation	4
DED 185	Internship	3
DED 190[CAP]	Capstone	3
DED 194	Game Development Tools	4
DED 198	Game Design II	4
DED 200	Game Programming	3
DED 208	Game Design III	4
DED 210	Game Development Project	3

EARLY CARE & EDUCATION

ASSOCIATE OF APPLIED TECHNOLOGY DEGREE

ASSOCIATE IN APPLIED SCIENCE – T DEGREE

Prepares students for careers in the Early Care & Education field as child care directors, teachers, leads, and assistant child care providers.

To obtain the degree, a student must complete the required courses and elective credits. Students participate in practicum experiences at the Hayes Child Development Center on the Lakewood Campus or in an approved local child care center.

Students will complete four practicum experiences. The fourth practicum will be in an area of the student's choice: Leadership in ECE, Child Development – Infant/Toddler, Child Development – Preschool, Child Development – School Age, Family Childcare Professional, or Special Needs. Degree candidates may petition for credits based on possession of a current CDA credential.

Students are required to develop a program portfolio to be completed and presented prior to graduation.

The Foundation Certificate and Specialist Certificate are embedded in the degree program, so the student may earn stepping-stone credentials on their way to completing an associate degree.

Proficiency in reading, writing, and an understanding of the English language are required. ENGL& 101 must be completed by the end of the fourth quarter. Students are required to take the COMPASS test before entry into the program and must meet with an ECE faculty advisor. All degree students must fulfill portfolio requirements, which must be completed by the time of graduation from the program.

In addition to the program course requirements, students must also complete the general education requirements for the degree they seek to obtain. The two degree options in this program are the Associate of Applied Technology (AAT) or the Associate in Applied Science - T (AAS-T). The different requirements for each degree are listed below.

AAT Degree General Education Requirements (18 credits):

- ENGL& 101 English Composition or CMST& 220 (or higher)
- MAT 105 or higher
- PSYC& 100[DIV] General Psychology (PSY 112[DIV], SOC& 101[DIV], or other humanities course that meets the diversity requirement)
- COLL 102 College Success for All

AAS-T Degree General Education Requirements (23 credits):

All AAS-T degrees must have a minimum of 20 credits of transferable general education. These credits replace the academic courses required for the AAT degree. Required credits include:

- 5 credits in communication: ENGL& 101
- 5 credits in quantitative reasoning: MAT 110, MATH& 141, MATH& 142, MATH& 146 or MATH& 151
- 5 credits in a social science that meets the diversity requirement: PSYC& 100[DIV] or SOC& 101[DIV]
- 5 credits in social science, humanities, or science; choose one from the following: PSYC& 100[DIV], PSYC& 200, PSY 210, PSYC& 220, SOC& 101 [DIV], ART& 100, MUSC& 105, ASL& 121, BIOL& 160, BIOL& 175, BIOL& 241, BIOL& 242, CHEM& 110, CHEM& 121, CHEM& 131, GEOL& 110, PHYS& 114, ECON 101, ECON& 201 or ECON& 202
- 3 credits in College Success: COLL 102

Students pursuing an AAT or AAS-T degree must complete all college degree requirements prior to graduation. This includes courses that meet the requirements for diversity, computer literacy, and the capstone project.

Employability Requirements: To become a licensed child care provider in Washington, you must participate in a Department of Early Learning (DEL) licensing orientation and apply for and receive licensure. State law requires DEL to run background checks on anyone who is authorized to care for or has unsupervised access to children in licensed child care facilities.

Program Length: This program is approximately eight to ten quarters long, depending on the time students need to satisfactorily complete all graduation requirements and hours of enrollment. All courses must be completed with a minimum of a "C" grade to graduate.

Admission Dates: Summer, fall, winter, and spring quarters.

Prerequisite(s): COMPASS score of 68 in reading and 33 in writing, or successful completion of ENG 082.

PROGRAM COURSE LIST

ECE 120	Interpersonal Skills for the ECE Professional	2
ECE 141	ECE Curriculum: Math	2
ECE 142	ECE Curriculum: Science & Technology	2
ECE 230	Inclusion in ECE	3
ECE 245[DIV]	Diversity Awareness & Curriculum Development	3
ECE 290[CAP]	Portfolio Adventure	2
ECED& 100	Child Care Basics (STARS)	3
ECED& 105	Introduction to Early Childhood Education	5
ECED& 107	Health, Nutrition and Safety	5
ECED& 132	Infants & Toddlers — Nurturing Care	5
ECED& 160	Curriculum Development	5
ECED& 170	Environments for Young Children	3
ECED& 180	Language and Literacy Development	3
ECED& 190	Observation and Assessment	3
ECS 110[CL]	Computer Essentials for the ECE Professional	4
ECS 160	Music/Movement & Creativity: Creative Art Curriculum	5
ECS 181	ECE Practicum I	5
ECS 182	ECE Practicum II	5
ECS 183	ECE Practicum III	5
ECS 235	Issues & Trends	2
ECS 277	Professionalism & Ethics	2
ECS 292	Theories of Child Development	3
EDUC& 115	Child Development	5
EDUC& 130	Guiding Behavior	3
EDUC& 150	Child, Family and Community	3
ECE Practicum IV Elective (See list below)		3
ECE Electives (See list below)		6

TECHNICAL COURSE REQUIREMENTS 97

AAT REQUIREMENTS

Technical Course Requirements 97
ECE AAT General Education Requirements (See list above) 18

TOTAL CREDITS FOR AAT COMPLETION 115

AAS-T REQUIREMENTS

Technical Course Requirements 97
AAS-T Degree General Education Requirements (See list above) 23

TOTAL CREDITS FOR AAS-T COMPLETION 120

ECE Practicum IV Elective

ECE 190	Practicum 4: Green	3
ECE 194	Practicum 4: The Emotionally Intelligent Child	3
ECE 198	Practicum 4: Working with Families	3
ECE 219	Practicum 4: Responsive Caregiving for Infants and Toddlers	3
ECS 217	ECE Practicum IV Infants/Toddlers	3
ECS 230	ECE Practicum IV School Age	3
ECS 286	Practicum IV Leadership	3
ECS 287	Practicum IV Preschool	3
ECS 288	Practicum IV Family Childcare Professional	3
ECS 297	Practicum IV Special Needs	3

ECE Electives

ECE 102	Introduction to Apprenticeship	1
ECE 125	Just for the Fun of It: Preschool	1
ECE 126	Nature & Outdoors	2
ECE 132	Raising an Emotionally Intelligent Child	1
ECE 133	Emotionally Intelligent Parenting	1

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ECE 134	Issues & Trends Green	2
ECE 135	School Age Math, Science & Technology	3
ECE 136	Raising a Physically & Nutritionally Intelligent Child	1
ECE 143	Just for the Green of It	1
ECE 156	From Seed to Table: Gardening with Children	2
ECE 157	Just Recycle It!	1
ECED& 139	Administration of Early Learning Programs	3
ECS 149	ECE Curriculum — Health, Safety, Nutrition & Cooking Lab	4
ECS 202	Preschool Activities	2
ECS 206	Signing with Infants & Toddlers	2
ECS 220	Curriculum for School Age	2
ECS 225	School Age Environment	2
ECS 260	Curriculum for Family Child Care	2
ECS 266	Leadership in Early Childhood Education	4
ECS 290	Mentoring in ECE	1
ECS 295	Developmentally Appropriate Practices Special Needs	2
PARA 105	Introduction to Education	5
PARA 124	Introduction to Exceptional Children	5
PARA 133	Augmented & Alternative Communication	4
PARA 140	Strategies for Teaching Reading	4
PARA 201	Core Competencies Portfolio	5

EARLY CARE & EDUCATION

CHILDHOOD SPECIALIST

CERTIFICATE

Prepares students for careers in the Early Care & Education field as lead and assistant childcare providers. Students participate in experiential learning at the Hayes Child Development Center on the Lakewood Campus or in approved local child care centers.

ECED& 100 provides students with the basic 30-hour S.T.A.R.S. certification. The program is designed for students to earn a certificate while working in the field.

Included in this program are academic courses in communication, quantitative reasoning, and social sciences that provide knowledge and abilities upon which technical skills are built and personal development is enhanced.

Employability Requirements: To become a licensed child care provider in Washington, you must participate in a Department of Early Learning (DEL) licensing orientation and apply for and receive licensure. State law requires DEL to run background checks on anyone who is authorized to care for or has unsupervised access to children in licensed child care facilities.

Program Length: This program is approximately four to six quarters long, depending on the time students need to satisfactorily complete all graduation requirements and depending on hours of enrollment. All courses must be completed with a minimum of a "C" grade to graduate.

Admission Dates: Summer, fall, winter, and spring quarters.

Prerequisite(s): Proficiency in reading, writing, and understanding the English language is required. Students are required to take the COMPASS test before entry into the program. Students must have COMPASS scores of 68 in reading and 33 in writing, or they must successfully complete ENG 082.

PROGRAM COURSE LIST

ECE 120	Interpersonal Skills for the ECE Professional	2
ECE 141	ECE Curriculum: Math	2
ECE 142	ECE Curriculum: Science & Technology	2
ECED& 100	Child Care Basics (STARS)	3
ECED& 105	Introduction to Early Childhood Education	5
ECED& 107	Health, Nutrition and Safety	5
EDUC& 115	Child Development	5
ECS 110[CL]	Computer Essentials for the ECE Professional	4
ECS 160	Music/Movement & Creativity: Creative Art Curriculum	5
ECS 181	ECE Practicum I	5
ECS 182	ECE Practicum II	5
ECS 183	ECE Practicum III	5
English Composition (or higher) or Public Speaking		5
Any 100-Level Math Class		5
General Psychology (or other social science or humanities class)		5
COLL 102	College Success for All	3
TOTAL CREDITS FOR COMPLETION		66

*Articulated courses with high schools for dual enrollment

EARLY CARE & EDUCATION

CREATING A GREEN CLASSROOM

CERTIFICATE

Designed for beginning and experienced Early Care and Education teachers who are eager to increase their skill in creating and maintaining sustainable (green) practices in their work with children of all abilities.

Classes are offered in the evenings with an arranged practicum experience.

Employability Requirements: To become a licensed child care provider in Washington, you must participate in a Department of Early Learning (DEL) licensing orientation and apply for and receive licensure. State law requires DEL to run background checks on anyone who is authorized to care for or who has unsupervised access to children in licensed child care facilities.

Program Length: This program is approximately four quarters long, depending on the time students need to satisfactorily complete all graduation requirements and depending on hours of enrollment. All courses must be completed with a minimum of a "C" grade to graduate.

Admission Dates: Summer, fall, winter, and spring quarters.

Prerequisite(s): COMPASS score of 68 in reading and 33 in writing, or successful completion of ENG 082.

PROGRAM COURSE LIST

ECE 126	Nature & Outdoors	2
ECE 134	Issues & Trends Green	2
ECE 142	ECE Curriculum: Science & Technology	2
ECE 143	Just for the Green of It	1
ECE 156	From Seed to Table: Gardening with Children	2
ECE 157	Just Recycle It!	1
ECED& 170	Environments for Young Children	3
ECS 149	ECE Curriculum — Health, Safety, Nutrition & Cooking Lab	4
TOTAL CREDITS FOR COMPLETION		17

EARLY CARE & EDUCATION

EARLY CHILDHOOD FOUNDATION

CERTIFICATE

This program is offered only to CPTC-affiliated centers in the community. It prepares students for entry-level positions in the Early Care & Education field. Students participate in experiential learning in an approved local child care center.

ECED& 100 provides students with the basic 30-hour S.T.A.R.S. certification. ECS 121-127 prepares students for the CDA assessment. The program is designed for students to earn a certificate while working in the field.

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Employability Requirements: To become a licensed child care provider in Washington, you must participate in a Department of Early Learning (DEL) licensing orientation and apply for and receive licensure. State law requires DEL to run background checks on anyone who is authorized to care for or has unsupervised access to children in licensed child care facilities.

Program Length: This program is approximately two quarters long, depending on the time students need to satisfactorily complete all graduation requirements and depending on hours of enrollment. All courses must be completed with a minimum of a "C" grade to graduate.

Admission Dates: Summer, fall, winter, and spring quarters.

Prerequisite(s): Proficiency in reading, writing, and understanding the English language is required. Students are required to take the COMPASS test before entry into the program.

PROGRAM COURSE LIST

ECE 120	Interpersonal Skills for the ECE Professional	2
ECED& 100	Child Care Basics (STARS)	3
ECS 121	Introduction to the Early Childhood Profession	2
ECS 122	Ways to Study How Children Grow/Learn	2
ECS 123	Self, Social and Positive Guidance	2
ECS 124	Productive Relationships with Families	2
ECS 125	Program Management	2
ECS 127[CAP]	CDA Capstone	2
ECS 181	ECE Practicum I	5
ECS 182	ECE Practicum II	5

TOTAL CREDITS FOR COMPLETION 27

EARLY CARE & EDUCATION

EARLY CHILDHOOD LEADERSHIP

CERTIFICATE

Designed for experienced early care and education teachers seeking leadership positions in their career field. Classes are offered in the evenings with an arranged practicum experience.

Employability Requirements: To become a licensed child care provider in Washington, you must participate in a Department of Early Learning (DEL) licensing orientation and apply for and receive licensure. State law requires DEL to run background checks on anyone who is authorized to care for or who has unsupervised access to children in licensed child care facilities.

Program Length: This program is approximately two to four quarters long, depending on the time students need to satisfactorily complete all graduation requirements and depending on hours of enrollment. All courses must be completed with a minimum of a "C" grade to graduate.

Admission Dates: Summer, fall, winter and spring quarters.

Prerequisite(s): COMPASS score of 68 in reading and 33 in writing, or successful completion of ENG 082.

PROGRAM COURSE LIST

ECED& 139	Administration of Early Learning Programs	3
ECS 235	Issues & Trends	2
ECS 266	Leadership in Early Childhood Education	4
ECS 277	Professionalism & Ethics	2
ECS 286	Practicum IV Leadership	3
ECS 290	Mentoring in ECE	1
EDUC& 150	Child, Family and Community	3

TOTAL CREDITS FOR COMPLETION 18

EARLY CARE & EDUCATION

SCHOOL-AGE OUT-OF-SCHOOL PROGRAM

CERTIFICATE

Designed for staff/teachers of school-age children who are seeking a certificate for quality out-of-school programs.

Employability Requirements: To become a licensed child care provider in Washington, you must participate in a Department of Early Learning (DEL) licensing orientation and apply for and receive licensure. State law requires DEL to run background checks on anyone who is authorized to care for or who has unsupervised access to children in licensed child care facilities.

Program Length: This program is approximately four quarters long, depending on the time students need to satisfactorily complete all graduation requirements and depending on hours of enrollment. All courses must be completed with a minimum of a "C" grade to graduate.

Admission Dates: Summer, fall, winter, and spring quarters.

Prerequisite(s): COMPASS score of 68 in reading and 33 in writing, or successful completion of ENG 082.

PROGRAM COURSE LIST

ECE 135	School Age Math, Science & Technology	3
ECED& 190	Observation and Assessment	3
ECS 220	Curriculum for School Age	2
ECS 225	School Age Environment	2
ECS 230	ECE Practicum IV School Age	3
ECS 292	Theories of Child Development	3
EDUC& 115	Child Development	5
EDUC& 130	Guiding Behavior	3
EDUC& 150	Child, Family and Community	3

TOTAL CREDITS FOR COMPLETION 27

EARLY CARE & EDUCATION

SPECIAL NEEDS

CERTIFICATE

Designed for experienced Early Care and Education teachers who are eager to increase their skill in working with children of all abilities. Explores the many facets of leadership positions, how to lead staff, and how to advocate for the needs of young children. Classes are offered in the evenings with an arranged practicum experience.

Employability Requirements: To become a licensed child care provider in Washington, you must participate in a Department of Early Learning (DEL) licensing orientation and apply for and receive licensure. State law requires DEL to run background checks on anyone who is authorized to care for or who has unsupervised access to children in licensed child care facilities.

Program Length: This program is approximately four quarters long, depending on the time students need to satisfactorily complete all graduation requirements and depending on hours of enrollment. All courses must be completed with a minimum of a "C" grade to graduate.

Admission Dates: Summer, fall, winter, and spring quarters.

Prerequisite(s): COMPASS score of 68 in reading and 33 in writing, or successful completion of ENG 082. Students are required to take the COMPASS test before entry into the program. ASL& 121 American Sign Language requires college-level English.

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PROGRAM COURSE LIST

ASL& 121	American Sign Language I	5
ECE 120	Interpersonal Skills for the ECE Professional	2
ECE 230	Inclusion in ECE	3
ECED& 190	Observation and Assessment	3
EDUC& 115	Child Development	5
EDUC& 130	Guiding Behavior	3
EDUC& 150	Child, Family and Community	3
ECS 206	Signing with Infants & Toddlers	2
ECS 235	Issues & Trends	2
ECS 277	Professionalism & Ethics	2
ECS 295	Developmentally Appropriate Practices Special Needs	2
ECS 297	Practicum IV Special Needs	3
COLL 102	College Success for All	3

TOTAL CREDITS FOR COMPLETION 38

EARLY CARE & EDUCATION

SUSTAINING A GREEN PROGRAM

CERTIFICATE

Designed for beginning and experienced Early Care & Education teachers who are seeking or are currently in leadership positions in the field.

Classes are designed to promote awareness and increase skill in creating and maintaining sustainable (green) practices in teachers' programs. This certificate can be taken on its own or as a follow-up to the Creating a Green Classroom Certificate. Classes are offered in the evenings with an arranged practicum experience.

Employability Requirements: To become a licensed child care provider in Washington, you must participate in a Department of Early Learning (DEL) licensing orientation and apply for and receive licensure. State law requires DEL to run background checks on anyone who is authorized to care for or who has unsupervised access to children in licensed child care facilities.

Program Length: This program is approximately four quarters long, depending on the time students need to satisfactorily complete all graduation requirements and depending on hours of enrollment. All courses must be completed with a minimum of a "C" grade to graduate.

Admission Dates: Summer, fall, winter, and spring quarters.

Prerequisite(s): COMPASS score of 68 in reading and 33 in writing, or successful completion of ENG 082.

PROGRAM COURSE LIST

ECE 126	Nature & Outdoors	2
ECE 134	Issues & Trends Green	2
ECE 190	Practicum 4: Green	3
ECED& 170	Environments for Young Children	3
ECED& 139	Administration of Early Learning Programs	3
ECS 149	ECE Curriculum — Health, Safety, Nutrition & Cooking Lab	4
ECS 277	Professionalism & Ethics	2

TOTAL CREDITS FOR COMPLETION 19

ELECTRICIAN LOW VOLTAGE FIRE/SECURITY

ELECTRICIAN LOW VOLTAGE FIRE/SECURITY

ASSOCIATE OF APPLIED TECHNOLOGY DEGREE

Prepares students for positions in the electronic fire/security industry as low voltage electrician apprentices, service technicians, or installers.

Students participate in hands-on training with advanced equipment, techniques, and programming related to burglar alarms, fire alarms, card access, and closed-circuit TV. The program prepares students for careers as alarm-system installers and service technicians.

Included in this program are academic courses in communication (English composition, speech), quantitative reasoning (math), and social sciences (psychology, sociology) that provide knowledge and abilities that enhance personal development and serve as a foundation for technical skills.

The Electrician Low Voltage Fire/Security Degree Program is approved as a Limited Energy (06) specialty electrical training program in the state of Washington. Upon successful completion of the program, graduates applying to become a Limited Energy (06) specialty electrician can be credited with 1,815 hours of work experience.

Students pursuing an AAT or AAS-T degree must complete all college degree requirements prior to graduation. This includes courses that meet the requirements for diversity, computer literacy and the capstone project.

Program Length: This certificate program is approximately five quarters long, depending on the time students need to satisfactorily complete all graduation requirements.

Admission Dates: Fall, winter, spring, and summer quarters.

Prerequisite(s): Successful completion of the Electrician Low Voltage Fire/Security certificate, or by instructor permission. A mandatory orientation is required before admission to the program.

PROGRAM COURSE LIST

EFS 105	AC/DC Electricity: Basic Theory, Fractions & Ohm's Law	7
EFS 106	AC/DC Electricity: Series Parallel & Combination Circuits	7
EFS 107	AC/DC Electricity: Electrical & Power Applications	7
EFS 108	National Electrical Print Reading	7
EFS 109	National Alarm Installer Training Program	7
EFS 110	CCTV Application & Design	7
EFS 118	National Electrical Codes	6
EFS 119	National Fire Codes	6
EFS 121	CCTV Field Service & Installation	7
EFS 124	Washington Administrative Codes	2
EFS 207	Addressable Fire SLC Systems/Design	7
EFS 211	Biometrics Access	7
EFS 216	Advanced Voice Evacuation Fire Alarm Systems	7
EFS 221	Fire Codes, NICET, NFPA	7
EFS 226	High Security Structured Cabling	7
EFS 231[CAP]	CCTV Digital Network Solutions	7
CMST& 220	Public Speaking	5
Any 100-Level Math Class		5
PSY 112[DIV]	Psychology of the Workplace	5
COLL 102	College Success for All	3
Computer Literacy (Complete an approved computer literacy course or successfully pass the computer literacy exam)		3

TOTAL CREDITS FOR AAT COMPLETION 126

ELECTRICIAN LOW VOLTAGE FIRE/SECURITY

CERTIFICATE

Prepares students for positions as low voltage electrician apprentices specializing in the electronic fire/security industry as alarm-system installers and service technicians. Students participate in realistic hands-on training in the classroom on burglar alarms, fire alarms, card access, and closed circuit TV.

Included in this program are academic courses in communication

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(English composition, speech), quantitative reasoning (math), and social sciences (psychology, sociology) that provide knowledge and abilities that enhance personal development and serve as a foundation for technical skills.

The Electrician Low Voltage Fire/Security Certificate Program is approved as a Limited Energy (06) specialty electrical training program in the State of Washington.

Upon successful completion of the program, graduates applying to become a Limited Energy (06) specialty electrician can be credited with 1,089 hours of work experience.

Program Length: This certificate program is approximately three quarters long, depending on the time students need to satisfactorily complete all graduation requirements.

Admission Dates: Summer, fall, winter, and spring quarters.

Prerequisite(s): A mandatory orientation is required before admission to the program.

PROGRAM COURSE LIST

EFS 105	AC/DC Electricity: Basic Theory, Fractions & Ohm's Law	7
EFS 106	AC/DC Electricity: Series Parallel & Combination Circuits	7
EFS 107	AC/DC Electricity: Electrical & Power Applications	7
EFS 108	National Electrical Print Reading	7
EFS 109	National Alarm Installer Training Program	7
EFS 110	CCTV Application & Design	7
EFS 118	National Electrical Codes	6
EFS 119	National Fire Codes	6
EFS 121	CCTV Field Service & Installation	7
EFS 124	Washington Administrative Codes	2
CMST& 220	Public Speaking	5
Any 100-Level Math Class		5
PSY 112[DIV]	Psychology of the Workplace	5
COLL 102	College Success for All	3
TOTAL CREDITS FOR COMPLETION		81

ENVIRONMENTAL SCIENCES & TECHNOLOGY

ENVIRONMENTAL SCIENCES & TECHNOLOGY

ASSOCIATE OF APPLIED TECHNOLOGY DEGREE

ASSOCIATE IN APPLIED SCIENCE – T DEGREE

Provides the necessary skills for a wide range of positions in the environmental science field.

Students perform hands-on water-quality monitoring; soil, water, and air sampling; mineral identification; wetland delineation and restoration; geographic information system mapping; and simulated hazardous waste site cleanup operations.

Careers are available in both natural resource conservation and urban/remediation fields. This program will assist students in preparing for positions with both public and private sector employers. Potential future job titles include environmental technician, natural resource technician, hazardous waste worker, hazardous material handler, fisheries technician, and storm water remediation operator.

In addition to the program course requirements, students must also complete the general education requirements for the degree they seek to obtain. The two degree options in this program are the Associate of Applied Technology (AAT) and the Associate in Applied Science–T (AAS-T). The different requirements for each degree are listed below.

AAT Degree General Education Requirements (18 credits):

- ENGL& 101 English Composition or CMST& 220 (or higher)
- Any 100 level math class
- PSYC& 100[DIV] General Psychology (PSY 112[DIV], SOC& 101[DIV], or other humanities course that meets the diversity requirement)
- COLL 102 College Success for All

AAS-T Degree General Education Requirements (23 credits):

- Required credits include:
- 5 credits in communication: ENGL& 101
- 5 credits in quantitative reasoning: MAT 110, MATH& 141, MATH& 142, MATH& 146 or MATH& 151
- 5 credits in a social science that meets the diversity requirement: PSYC& 100[DIV] or SOC& 101[DIV]
- 3 credits in College Success: COLL 102

Students pursuing an AAT or AAS-T degree must complete all college degree requirements prior to graduation. This includes courses that meet the requirements for diversity, computer literacy, and the capstone project.

Note: 5 credits of Social Science required (PSYC& 100 OR SOC& 101). GEOL& 110 fulfills an AAS-T science requirement; therefore, only 15 additional credits of general education courses are required for the AAS-T degree.

Program Length: This program is approximately six quarters long, depending on the time students need to satisfactorily complete all graduations requirements.

Admission Dates: Summer, fall, winter, and spring quarters.

Prerequisite(s): None.

PROGRAM COURSE LIST

ENV 109	Introduction to Ecology	4
ENV 134	Hazardous Waste Site Operations	7
ENV 141	Orientation to Environmental Science	4
ENV 154	Site Characterization	4
ENV 157	Environmental Site Assessment	4
ENV 161	Environmental Law I	5
ENV 162	General Chemistry with Lab	6
ENV 163	Environmental Chemistry with Lab	6
ENV 230	Rural Technologies	4
ENV 231	Issues in the Urban Environment	5
ENV 240[CAP]	Internship	10
ENV 245[CL]	Environmental Law II	5
ENV 246[CAP]	Environmental Science Capstone	2
ENV 248	Hydrology	6
ENV 250	Introduction to Air Pollution	3
ENV 251	Environmental Critical Areas	7
ENV 260	Introduction to Soils	5
ENV 261	Watershed Analysis	4
ENV 270	Hazardous Materials Transportation	3
GEOL& 110	Environmental Geology with Lab	5
GEO 215	GPS Technologies	2
TECHNICAL COURSE REQUIREMENTS		101

AAT REQUIREMENTS

Technical Course Requirements	101
AAT General Education Requirements (See list above)	18
TOTAL CREDITS FOR AAT COMPLETION	119

AAS-T REQUIREMENTS

Technical Course Requirements	101
AAS-T General Education Requirements (See list above)	18
TOTAL CREDITS AAS-T COMPLETION	119

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ESTHETIC SCIENCES

ASSOCIATE OF APPLIED TECHNOLOGY DEGREE

The program prepares students for entry-level positions in salons, day spas, or medical settings such as medi-spas, dermatology offices, or plastic surgery centers. Future employment may include positions as estheticians, sales representatives for product lines, or makeup artists.

Students participate in realistic training through the student-operated clinic on campus. Students perform services on live models. Services performed include facials, temporary hair removal, makeup, body wrap techniques, chemical peels, electricity therapies, and microdermabrasion. Curriculum includes all related first aid, safety, and sanitation procedures.

Included in this program are academic courses in communication, quantitative reasoning, and social sciences that provide knowledge and abilities that enhance personal development and serve as a foundation for technical skills.

Students pursuing an AAT or AAS-T degree must complete all college degree requirements prior to graduation. This includes courses that meet the requirements for diversity, computer literacy, and the capstone project.

Employability Requirements: To qualify for an esthetician's license from the Washington State Department of Licensing, a student must successfully complete the technical courses offered in the program, complete 1,200 hours of technical instruction, and pass both the written and practical exams for the Department of Licensing.

Program Length: This program is approximately four quarters long, depending on the time students need to satisfactorily complete all graduation requirements.

Admission Dates: Summer, fall, winter, and spring quarters.

Prerequisite(s): A mandatory orientation is required before admission to the program.

PROGRAM COURSE LIST

ES 105	Anatomy and Physiology for Estheticians	2
ES 110	Histology and Physiology of the Skin	4
ES 113	Introduction to Cosmetic Chemistry	3
ES 116	Medical Chart Notation and Medical Terminology for Estheticians	4
ES 120	Skin Diseases or Disorders	5
ES 123	Bacteriology, Salon Safety and Sanitation	4
ES 125	Facial Procedures	4
ES 128	Temporary Hair Removal	5
ES 130	Makeup Applications	2
ES 132	Skin Care and Body Treatments	4
ES 134	Machine Facials	4
ES 136	Microdermabrasion and Superficial Peels	4
ES 137	Spa/Clinical Operations	1
ES 140	Clinical Applications I	7
ES 141[CL]	Clinical Applications II	5
ES 145	Corrective Concealing Makeup	3
ES 149	Laser Theory and Applications	5
ES 150	Medium Depth Peels	2
ES 153[CL]	Advanced Cosmetic Chemistry	3
ES 154	Advanced Skin Care and Massage Techniques	5
ES 157[CAP]	Business Plan and Professional Development	2
ES 158	State Board Prep	2
ES 159	Introduction to Business Planning and Professional Development	1
CMST& 220	Public Speaking	5
Any 100-Level Math Class		5
General Psychology (or other social science or humanities class)		5
BIOL& 175	Human Biology W/Lab	5
COLL 102	College Success for All	3

TOTAL CREDITS FOR AAT COMPLETION 104

ESTHETIC SCIENCES

MASTER ESTHETICIAN

CERTIFICATE

The evening certificate program prepares a currently-licensed esthetician to gain the knowledge and skill set for becoming a master esthetician in the State of Washington. Courses include business planning, advanced skin care services, laser theory, and preparation for state board exams. Additionally, courses will encompass hands-on components in a student-operated clinic. Clover Park Technical College Esthetic Sciences program is a highly-recognized and respected leader in advanced technical training.

Employability Requirements: To qualify for a master esthetician's license from the Washington State Department of Licensing, a student must successfully complete the technical courses offered in the program, complete 600 hours of technical instruction, and pass both the written and practical exams.

Program Length: This program is approximately three quarters long, depending on the time students need to satisfactorily complete all graduation requirements.

Admission Dates: Fall quarter.

Prerequisite(s): Student must be currently licensed by the Washington State Department of Licensing as an esthetician. High school diploma or equivalency required. A mandatory orientation is required before admission to the program.

PROGRAM COURSE LIST

ES 202	Advanced Esthetic Theory	2
ES 204	Wound Healing/Inflammation in Esthetics	2
ES 206	Advanced Cosmetic Chemistry	2
ES 208	Advanced Exfoliation Procedures	4
ES 210	Evening Clinical Applications I	3
ES 218	Medium Depth Peels	2
ES 220	Intro to Assessment and Business Practice	2
ES 222	Laser and Light Therapy	4
ES 224	Evening Clinical Applications II	5
ES 228	Evening State Board Preparation	4
ES 230	Corrective Concealing Makeup	2
ES 232	Advanced Assessment and Business Practice	3
ES 234	Pre/Post Procedures	2
ES 236	Evening Clinical Applications III	2

TOTAL CREDITS FOR COMPLETION 39

GRAPHIC TECHNOLOGIES

ASSOCIATE OF APPLIED TECHNOLOGY DEGREE

ASSOCIATE IN APPLIED SCIENCE – T DEGREE

Prepares students for careers at commercial printing companies, sign companies, quick print and copy shops, in-plant shops, specialty printing companies, advertising agencies, web design and e-publishing, and newspaper and magazine offices. Students participate in work-based learning activities.

Innovations in computer technology continue to rapidly change and expand the field of graphic technologies. Therefore, the following courses of study may be subject to change in order to offer training based on current industry standards.

In addition to the program course requirements, students must also complete the general education requirements for the degree they seek to obtain. The two degree options in this program are the Associate of Applied Technology (AAT) and the Associate in Applied Science–T (AAS-T). The different requirements for each degree are listed below.

AAT Degree General Education Requirements (18 credits):

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- ENGL& 101 English Composition or CMST& 220 (or higher)
- Any 100 level math class
- PSYC& 100[DIV] General Psychology (PSY 112[DIV], SOC& 101[DIV], or other humanities course that meets the diversity requirement)
- COLL 102 College Success for All

AAS-T Degree General Education Requirements (23 credits):

All AAS-T degrees must have a minimum of 20 credits of transferable general education. These credits replace the academic courses required for the AAT degree. Required credits include:

- 5 credits in communication: ENGL& 101
- 5 credits in quantitative reasoning: MAT 110, MATH& 141, MATH& 142, MATH& 146 or MATH& 151
- 5 credits in a social science that meets the diversity requirement: PSYC& 100[DIV] or SOC& 101[DIV]
- 5 credits in social science, humanities, or science; choose one from the following: PSYC& 100[DIV], PSYC& 200, PSY 210, PSYC& 220, SOC& 101 [DIV], ART& 100, MUSC& 105, ASL& 121, BIOL& 160, BIOL& 175, BIOL& 241, BIOL& 242, CHEM& 110, CHEM& 121, CHEM& 131, GEOL& 110, PHYS& 114, ECON 101, ECON& 201 or ECON& 202
- 3 credits in College Success: COLL 102

Students pursuing an AAT or AAS-T degree must complete all college degree requirements prior to graduation. This includes courses that meet the requirements for diversity, computer literacy, and the capstone project.

Program Length: This program is approximately five quarters long, depending on the time students need to satisfactorily complete all graduation requirements.

Admission Dates: Fall and spring quarters.

Prerequisite(s): None.

PROGRAM COURSE LIST

GTC 110	Art, Design & Visual Thinking	5
GTC 123[CL]	Macintosh Operations & Image Acquisition	5
GTC 130	Digital Imaging I: Photoshop	5
GTC 143	Electronic Publishing & Layout	5
GTC 149	Digital Imaging II: Photoshop	5
GTC 164	Prepress I	5
GTC 169	Intro to Vector-Based Illustration Software	5
GTC 174	InDesign I	5
GTC 203	Preflight	5
GTC 209	Advanced Vector Digital Illustration	5
GTC 210	Digital Imaging III: Photoshop	5
GTC 223	Prepress II	5
GTC 225	Advanced Page Layout Principles	5
GTC 254[CAP]	Capstone Class	5
GTC 260	Web Animation Design	5
GTC 264	Paper, Pricing & Estimating	5
GTC 265	Web Programming Basics	5
GTC 273	Web Graphic Design and User Experience	5
GTC 276	InDesign II	5
GTC 278	Independent Study or GTC 280 Internship	4

TECHNICAL COURSE REQUIREMENTS 99

AAT REQUIREMENTS

Technical Course Requirements 99
AAT General Education Requirements (See list above) 18

TOTAL CREDITS FOR AAT COMPLETION 117

AAS-T REQUIREMENTS

Technical Course Requirements 99
AAS-T Degree General Education Requirements (See list above) 23

TOTAL CREDITS FOR AAS-T COMPLETION 122

HEALTH UNIT COORDINATOR

CERTIFICATE

Health Unit Coordinators are an integral and valuable part of the medical team, providing such services as transcribing physicians' orders, scheduling diagnostic studies and appointments for follow-up care, ordering and maintaining supplies, and maintaining clerical and patient records. This program prepares students for positions as activity coordinators at nursing unit desks. The student will participate in realistic training in the classroom and clinical settings, practicing the responsibilities of the health unit coordinator. Students learn the competencies needed in communications, human relations, anatomy and physiology, medical terminology, health unit coordinator tasks, and unit management. As the communicator for the hospital unit, it is essential that the student has the ability to read, write, understand, and speak English, along with the ability to speak clearly to communicate instructions, directions, and telephone contacts. Health unit coordinators are sometimes referred to as HUC/monitor technicians, patient access technicians, patient assistance coordinators, administrative support partners, front desk receptionists, or scheduling coordinators.

Physical Activity Requirements: It is essential that Health Unit Coordinator students are able to perform a number of physical activities during the clinical portion of the program. This includes walking up and down stairs, lifting 20 pounds of office supplies, and carrying office supplies and patient charts. Students must also have the ability to sit 75 percent of the time to perform the majority of duties. The clinical experience places students under considerable mental and emotional stress as they undertake responsibilities and duties that impact patients' lives. Some hospitals may require a drug test before the student is permitted to practice in the hospital. Most clinical sites enforce a no-smoking policy. Smoking at a clinical site may hinder completion of the program.

Employability Requirements: High School diploma or equivalent, seven-hour HIV/Blood Borne Pathogens training, pass a criminal background check, current immunizations. Some employers also require drug screens and enforce a no-smoking or nicotine-free environment. Employees must pass a typing test with the ability to type 35 words per minute. Physical requirements can vary by employer. Successful graduates are eligible to take the certification exam by the National Association of Health Unit Coordinators. Persons with some types of criminal convictions may not be eligible for licensure.

Program Length: This program is approximately two quarters long, depending on the time students need to satisfactorily complete all graduation requirements.

Admission Dates:

Day Program: Fall and spring quarters.

Evening Program: Summer and winter quarters.

Prerequisite(s): Students must attend mandatory orientation/advising meeting with instructor. Students are required to display basic computer skills that include, but are not limited to, using email, typing 35 WPM, navigating the Internet, word processing, and inputting data into a spreadsheet and database. Students must obtain a current CPR card for health care providers. In order to participate in the clinical aspect of the program, students must receive, during the HUC 102 course, a "No Record On File" report from a certified background check related to crimes against persons. A non-refundable fee is charged to each student for the background check. Students must have current immunizations or laboratory verification of immune status. Immunizations could include, but are not limited to, Hepatitis B series, Tetanus/Diphtheria, Tuberculosis Test, Measles/Mumps/Rubella, Varicella, and yearly flu as required by contracts with clinical facilities and CDC recommendations.

Each student is required to carry personal health/medical insurance throughout the program and their clinical rotations. Quarterly-based

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insurance for students may be purchased; further information is available through the Advising and Counseling Office.

No student will be allowed at clinical sites without proof of insurance and having successfully passed a drug screen. Proof of immunizations should be submitted the first week of class unless arrangements have been made with the instructor.

Must be a high school graduate or have a high school equivalency diploma by completion of program. Students must be at least 17½ years of age to begin the program.

PROGRAM COURSE LIST

HUC 106	Anatomy & Physiology for Health Unit Coordinator	3
HUC 108	Introduction to Health Unit Coordinating	6
HUC 112	Unit Coordinator Tasks & Procedures II	4
HUC 113	Introduction to Communication in the Health Unit Coordinator Role	1
HUC 114	Unit Coordinator Tasks & Procedures I	7
HUC 118	Advanced Communications Application in the Health Unit Coordinator Role	2
HUC 120	Unit Management I	3
HUC 122	Unit Management II	3
HUC 126	Legal/Ethical Aspects of Unit Coordinating	2
HUC 132	Clinical Experience	7
HUC 204	Electrocardiogram Monitor Technician	3
COLL 102	College Success for All	3

TOTAL CREDITS FOR COMPLETION 44

Highly Recommended Class:

(class could be taken while waiting to start the program)
CAS 105 Keyboarding (or Orientation to Computers and MS Office) 3

HEATING & AIR CONDITIONING REFRIGERATION SERVICE TECHNICIAN

ASSOCIATE OF APPLIED TECHNOLOGY DEGREE

Prepares students for positions in the heating, air conditioning, and refrigeration industry. Graduates will be prepared for entry-level positions as service technicians, building maintenance technicians, equipment assemblers, and start-up residential and light commercial installers. Students will participate in work-based training through realistic training activities on campus.

Included in this program are academic courses in communication, quantitative reasoning, and social sciences that provide knowledge and abilities that enhance personal development and serve as a foundation for technical skills.

This program is approved as an HVAC/Refrigeration (06A) specialty electrical training program in the state of Washington.

Upon successful completion of the program, graduates applying to become an HVAC/Refrigeration (06A) specialty electrician can be credited with an estimated 1,178 hours of work experience. This program is not applicable to any other electrical specialty or sub-category.

AAT Degree General Education Requirements (18 credits):

- ENGL& 101 English Composition or CMST& 220 (or higher)
- Any 100 level math class
- PSYC& 100[DIV] General Psychology (PSY 112[DIV], SOC& 101[DIV], or other humanities course that meets the diversity requirement)
- COLL 102 College Success for All

Students pursuing an AAT or AAS-T degree must complete all college degree requirements prior to graduation. This includes courses that meet the requirements for diversity, computer literacy, and the capstone project. Students are required to pass seven nationally recognized certification exams during the program. All courses must be completed with a minimum "C" grade to receive the certificate.

Program Length: This program is approximately four quarters long, depending on the time students need to satisfactorily complete all graduation requirements.

Admission Dates: Summer, fall, winter, and spring quarters.

Prerequisite(s): None.

PROGRAM COURSE LIST

HAC 102	Basic Electricity	5
HAC 105	Electrical Circuits	4
HAC 120	Advanced Controls & Troubleshooting	4
HAC 160	Siemens Control	2
HAC 162	Electric Motors & Their Applications	4
HAC 164	Electric Motors & Troubleshooting	3
HAC 167	Green Awareness	3
HAC 170	Heating I	7
HAC 175	Heating Lab I	5
HAC 181	Heating II	6
HAC 183	Heating Lab II	4
HAC 201	Advanced Refrigeration	10
HAC 230	EPA Refrigerant Certification	1
HAC 237	Basic Refrigeration I	7
HAC 242	Basic Refrigeration Lab I	5
HAC 246	Basic Refrigeration II	6
HAC 249	Job Readiness	5
HAC 255[CAP]	Basic Refrigeration Lab II	3
HAC 256[CAP]	Commercial Heat Pumps	7
Computer Literacy Requirements (Complete an approved computer literacy course or successfully pass the computer literacy exam)		3

TECHNICAL COURSE REQUIREMENTS 94

AAT GENERAL EDUCATION REQUIREMENTS

Technical Course Requirements 94
AAT General Education Requirements (See list above) 18

TOTAL CREDITS FOR AAT COMPLETION 112

Note: HAC 102-167 are prerequisites for Heating & Refrigeration.

Highly Recommended Class

(class could be taken while waiting to start the program)
CAS 105 Keyboarding (or Orientation to Computers and MS Office) 3

HEATING & AIR CONDITIONING/ REFRIGERATION SERVICE TECHNICIAN

BASIC HVAC/REFRIGERATION SERVICE TECHNICIAN

CERTIFICATE

Provides students with the knowledge and skills necessary for entry-level employment in HVAC service and maintenance.

Included in this program are academic courses in communication, quantitative reasoning, and social sciences that provide knowledge and abilities that enhance personal development and serve as a foundation for technical skills. Students are required to pass six nationally recognized certification exams during the program. All courses must be completed with a minimum "C" grade to receive the certificate.

Program Length: This program is approximately three quarters long, depending on the time students need to satisfactorily complete all graduation requirements.

Admission Dates: Summer, fall, winter, and spring quarters.

Prerequisite(s): None.

PROGRAM COURSE LIST

HAC 102	Basic Electricity	5
HAC 105	Electrical Circuits	4

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HAC 120	Advanced Controls & Troubleshooting	4
HAC 160	Siemens Control	2
HAC 162	Electric Motors & Their Applications	4
HAC 164	Electric Motors & Troubleshooting	3
HAC 167	Green Awareness	3
HAC 170	Heating I	7
HAC 175	Heating Lab I	5
HAC 181	Heating II	6
HAC 183	Heating Lab II	4
HAC 230	EPA Refrigerant Certification	1
HAC 237	Basic Refrigeration I	7
HAC 242	Basic Refrigeration Lab I	5
HAC 246	Basic Refrigeration II	6
HAC 255[CAP]	Basic Refrigeration Lab II	3
English Composition (or higher) or Public Speaking		5
Any 100-Level Math Class		5
General Psychology (or other social science or humanities class)		5
COLL 102	College Success for All	3
TOTAL CREDITS FOR COMPLETION		87

Note: HAC 102-167 are prerequisites for Heating & Refrigeration.

HEATING & AIR CONDITIONING/ REFRIGERATION SERVICE TECHNICIAN

REFRIGERATION SPECIALIST

CERTIFICATE

Provides students with the knowledge and skills necessary for entry-level employment in Refrigeration service and maintenance.

Students are required to pass one (1) state recognized certification and four (4) nationally recognized certification exams during the program. All courses must be completed with a minimum "C" grade to receive the certificate.

Program Length: This program is approximately two quarters long, depending on the time students need to satisfactorily complete all graduation requirements.

Admission Dates: Summer and winter quarters.

Prerequisite(s): None.

PROGRAM COURSE LIST

HAC 102	Basic Electricity	5
HAC 105	Electrical Circuits	4
HAC 120	Advanced Controls & Troubleshooting	4
HAC 162	Electric Motors & Their Applications	4
HAC 164	Electric Motors & Troubleshooting	3
HAC 230	EPA Refrigerant Certification	1
HAC 237	Basic Refrigeration I	7
HAC 242	Basic Refrigeration Lab I	5
HAC 246	Basic Refrigeration II	6
HAC 255[CAP]	Basic Refrigeration Lab II	3
TOTAL CREDITS FOR COMPLETION		42

Note: HAC 102, HAC 105, HAC 120, HAC 162, and HAC 164 are prerequisites for HAC 237 Basic Refrigeration I.

HEMODIALYSIS

HEMODIALYSIS TECHNICIAN

CERTIFICATE

Prepares students for employment as hemodialysis technicians in outpatient settings such as hospitals or dialysis centers.

Focuses on the hemodialysis technician's role of providing basic renal care for clients under the supervision of a registered nurse or physician.

Students participate in theoretical and practical preparation in the duties and responsibilities of a hemodialysis technician. The program includes a practicum in a dialysis facility to provide students an opportunity to develop and practice the skills of the hemodialysis technician and participate as a team.

Clinical hours vary, depending on the facility assigned; students may be assigned to day or evening shifts. Clinical sites are located throughout Western Washington.

Physical Activity Requirements: This occupation requires medium physical activity and lifting/handling objects weighing 10-25 pounds (occasionally up to 50 pounds). Technicians are often standing for long periods of time. For safety and protection of patients, the student technician must be able to perform basic cardiac life support, including CPR, and function in stressful and/or emergency situations. Must be able to safely assist a patient in moving from a bed to a chair, commode, or cart.

Employability Requirements: Certified hemodialysis technicians must complete and pass approved program and certification exam. Graduates must meet state eligibility requirements, including a criminal background check. Persons with some types of criminal convictions may not be eligible for certification. Seven hours of AIDS education and training as required under WAC 246-827. Current cardiopulmonary resuscitation (CPR) certification is also required.

Program Length: This program is approximately three quarters long, depending on the time students need to satisfactorily complete all graduation requirements.

Admission Dates:

Day Program: Fall and spring quarters.

Prerequisite(s): Documentation of immunizations, include Hepatitis B series plus positive titer; Tetanus/Diphtheria; 2 step TB test; Measles/Mumps/Rubella (two injections or one injection plus a positive titer for measles, mumps, and rubella); Varicella immunization or positive titer; annual influenza immunization; and H1N1 immunization. Immunization requirements may change based on CDC guidelines and/or clinical facility policies. All immunization records will be uploaded to Certified Background within the first week of class.

Students are required to carry personal health/medical insurance throughout their clinical rotations. Quarterly-based insurance for students may be purchased; further information is available through the Advising and Counseling Office. No student will be allowed at clinical sites without proof of insurance.

Student must have a high school diploma or transcript or high school equivalency diploma prior to program entry. In order to participate in the clinical aspects of the program the student must receive a "No Record on File" report related to crimes against persons from the Washington State Patrol and meet the requirements for the facility that they may be assigned to. (Some clinic sites require that you pass a drug screening and their own background checks.) A non-refundable fee is charged to each student for the background check.

COMPASS score of 68 in reading and 33 in writing, or successful completion of ENG 082. COMPASS score of 30 for pre-algebra.

PROGRAM COURSE LIST

HDT 106	Patient Calculations	2
HDT 108	Health Information Technology in Patient Services	2
HDT 116	Computer Applications/Keyboarding	2
HDT 123	Hemodialysis Terms/Anatomy & Physiology	2
HDT 130	Hemodialysis Principles & Procedures I	5
HDT 142	Water Treatment for Hemodialysis	2
HDT 150	Vascular Access	2
HDT 151	Professional Interaction	3
HDT 153	Hemodialysis Principles & Procedures II	5
HDT 160	Clinical Practicum I	6

HDT 165	Clinical Practicum II	6
PHLEB 114	Phlebotomy Program	4
COLL 102	College Success for All	3

TOTAL CREDITS FOR COMPLETION 44

HUMAN SERVICES

ASSOCIATE OF APPLIED TECHNOLOGY DEGREE

ASSOCIATE IN APPLIED SCIENCE – T DEGREE

Prepares students for a variety of entry and mid-level positions within the field of human services, which focuses on helping others gain the skills to help themselves.

Students will participate in both classroom instruction and a community-based internship experience with a local human services provider. Students who intern at these agencies serve a variety of populations, including the mentally ill, the developmentally disabled, seniors, persons living with HIV/AIDS, homeless, incarcerated adults, at-risk youth, pregnant and parenting teens, foster families, persons with substance abuse issues, and numerous other specialty areas.

Students are responsible for choosing and securing their own internship placement and are primarily eligible for employment in the area in which they choose to complete their internship experience. Internship site choice requires instructor approval.

For an AAT or AAS-T degree, students must complete one of the following specialty options: 1) Human Services Generalist or 2) Human Services Chemical Dependency. The Human Services Generalist option can be completed in as little as four quarters, while the Human Services Chemical Dependency option will require a minimum of six quarters, plus prerequisites and general education courses. Program completion generally takes 1.5-2 years to satisfy all degree requirements.

Students receiving a "C-" or below in a human services class must repeat the class in order to satisfy the human services program requirements for graduation.

In addition to the program course requirements, students must also complete the general education requirements for the degree they seek to obtain. Students pursuing an AAT or AAS-T degree must complete all college degree requirements prior to graduation. This includes courses that meet the capstone-project, diversity, and computer-literacy requirements.

The different requirements for each degree are listed below.

AAT Degree General Education Requirements (23 credits):

- ENGL& 101 English Composition
- CMST& 220 Public Speaking
- MAT 103 Business Mathematics
- PSYC& 100[DIV] General Psychology
- COLL 102 College Success for All

AAS-T Degree General Education Requirements (28 credits):

All AAS-T degrees must have a minimum of 20 credits of transferable general education. These credits replace the academic courses required for the AAT degree. Required credits include:

- 5 credits in communication: ENGL& 101
- 5 credits in quantitative reasoning: MAT 110, MATH& 141, MATH& 142, MATH& 146 or MATH& 151
- 5 credits in a social science that meets the diversity requirement: PSYC& 100[DIV] or SOC& 101[DIV]
- 5 credits in social science, humanities, or science; choose one from the following: PSYC& 100[DIV], PSYC& 200, PSY 210, PSYC& 220, SOC& 101[DIV], ART& 100, MUSC& 105, ASL& 121, BIOL& 160, BIOL& 175, BIOL& 241, BIOL& 242, CHEM& 110, CHEM& 121, CHEM& 131, GEOL& 110, PHYS& 114, ECON 101, ECON& 201 or ECON& 202
- 5 credits in CMST& 220 Public Speaking
- 3 credits in College Success: COLL 102

Employability Requirements: A background check will be conducted in the first quarter of the program to screen for prior convictions prior to internship placement, for advising purposes. If pursuing the CD certificate, students will apply directly to the Department of Health for state certification. Persons with some types of criminal convictions may not be eligible for employment at the discretion of the individual employer.

Program Length: The human services core classes take four to six quarters to complete, depending on the degree option. The length for the completion of the associate degree may vary depending on the time students need to satisfactorily complete all prerequisites, electives and general academic classes to meet degree requirements, and may vary between one and two years.

Admission Dates: Fall and spring quarters.

Prerequisite(s): Prospective students must attend a mandatory orientation/advising meeting with the instructors prior to being admitted. Students must be high school graduates or have passed a high school equivalency test. Students must have a minimum COMPASS score of 81 for reading and 77 for writing, or have successfully completion of ENG 094. Students must also have a minimum COMPASS score of 30 for pre-algebra, or be eligible for MAT 82 or higher, prior to starting the program.

*Students must have an internship site secured no later than the end of the first week of the quarter for the Internship I, II and III courses. Students are advised that a "No Record on File" report related to crimes against persons is generally required by agencies offering internship or employment. A non-refundable fee is charged to each student for the background check. Students who do not meet the internship site requirement will be dropped from the course.

PROGRAM COURSE LIST

HS 110[CL]	Computer Applications for the Human Services Professional	3
HS 115	Therapeutic Communication Skills	5
HS 125	HIV, Blood-born Pathogens, Brief Risk Intervention for the Chemically Dependent	1
HS 127	Introduction to Human Services	5
HS 151	Internship I	5
HS 220	Theories of Counseling	5
HS 221	Family Systems	3
HS 225	Survey of Community Resources	3
HS 226	Mental Health Assessment & Evaluation	5
HS 227	Behavioral Health & Wellness	5
HS 228	Dynamics of Violence	3
HS 234[DIV]	Culturally Competent Practice	5
HS 237	Law & Ethics for Human Services	3
HS 244	Internship II	5
Human Services Program Requirement Options		26-50

TECHNICAL COURSE REQUIREMENTS 82-106

HUMAN SERVICES AAT GENERAL EDUCATION REQUIREMENTS

Technical Course Requirements	82-106
Human Services AAT General Education Requirements (See list above)	23

TOTAL CREDITS FOR AAT COMPLETION 105-129

HUMAN SERVICES AAS-T GENERAL EDUCATION REQUIREMENTS

Technical Course Requirements	82-106
Human Services AAS-T General Education Requirements (See list above)	28

TOTAL CREDITS FOR AAS-T COMPLETION 110-134

Option 1: Human Services Generalist

HS 230	Case Management	5
HS 240	Survey of Addiction	5

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HS 246	Group Process	3
HS 258[CAP]	Internship III	5
HS Electives	Approved Human Services Electives From List Below	8

Option 2: Human Services Chemical Dependency

HSCD 134	Introduction to Chemical Dependency	5
HSCD 180	Addictions Treatment: Law & Ethics	5
HSCD 215	Case Management & Record-Keeping for the CDP	5
HSCD 150	The Neuro-Pharmacology of Addition	5
HSCD 155	Chemical Dependency & Counseling I: Individuals & Groups	5
HSCD 227	Chemical Dependency Assessment & Evaluation	3
HSCD 229	Suicide Prevention for the CDP	1
HSCD 249	Chemical Dependency & Counseling II: Adolescents & Families	5
HSCD 251	Relapse Prevention	3
HSCD 235	Chemical Dependency Practicum	3
PSYC& 220	Abnormal Psychology	5
PSYC& 200	Lifespan Psychology	5

Approved Human Services Electives (8 Credits Needed For Option 1)

SOC& 101[DIV]	Introduction to Sociology	5
PSYC& 200	Lifespan Psychology	5
PSYC& 220	Abnormal Psychology	5
ASL& 121	American Sign Language I	5
HS 238	Special Projects	3-5
HS 239	Selected Topics	3-5
HSCD 256	Special Projects	3-5
HSCD 259	Selected Topics	3-5
SVL 101	Service Learning	3
LEADR 100	Leadership I	1-6
LEADR 101	Leadership II	1-6
LEADR 102	Leadership III	1-6
LEADR 103	Leadership IV	1-6
HS Biology	Any Biology Course	5
HS HSCD	Any HSCD Course	5

HUMAN SERVICES

CHEMICAL DEPENDENCY SPECIALIST

CERTIFICATE

Provides specialized knowledge and training about the generalist scope by introducing students to core concepts related to chemical dependency prevention and treatment for individuals, adolescents, groups, and families.

The certificate will provide students with the academic and technical training background to understand content, models, theories, and research relevant to working with chemically dependent persons and their families and will prepare students for specialized entry-level employment. It is ideal for working professionals who already have a degree but are in need of the specific coursework to obtain state credentials. The required certificate coursework covers the required content areas for the chemical dependency professional credential issued by the Washington State Department of Health. (See RCW 246.811 Washington Administrative Code [WAC] Chapter 246-811.)

Employability Requirements: Persons with some types of criminal convictions may not be eligible for employment as determined by the Washington State Department of Health.

Employability for the Chemical Dependency Professional Trainee (CDP-T) and Chemical Dependency Professional (CDP) is at the discretion of the Department of Health. The WA State DOH requires a background screening upon application for the CDP-T professional.

Students wishing to become a CDP are advised to apply in quarter one for the CDP-T through the WA State Department of Health credential to ensure enough time for the DOH background check and processing in time to utilize the CDP-T credential in quarter three of the program.

Program Length: This concentrated certificate program is three quarters long, depending on the time students need to satisfactorily complete all graduation requirements. Program completion generally takes 1.5-2 years to satisfy all degree requirements.

Admission Dates: Fall and spring quarters.

Prerequisite(s): This certificate is designed for employed human services professionals who are working to obtain their chemical dependency state credential, as well as students completing the human services degree at Clover Park Technical College. Students pursuing the certificate outside of Clover Park Technical College's degree program must have a completed degree from another institution.

A criminal background check is performed for all students enrolled in a human services internship class for the degree program in the first quarter. A non-refundable fee is charged to each student for the background check. Students with certain types of criminal convictions may not be eligible to participate at certain internship sites.

Note: The Human Services background check does not take the place of the CDP-T application. Students are expected to have their CDP-T credential in place before Quarter Three of the program and HSCD 235 CD Practicum.

PROGRAM COURSE LIST

PSYC& 220	Abnormal Psychology	5
PSYC& 200	Lifespan Psychology	5
HS 125	HIV, Blood-born Pathogens, Brief Risk Intervention for the Chemically Dependent	1
HSCD 134	Introduction to Chemical Dependency	5
HSCD 150	The Neuro-Pharmacology of Addition	5
HSCD 155	Chemical Dependency & Counseling I: Individuals & Groups	5
HSCD 180	Addictions Treatment: Law & Ethics	5
HSCD 215	Case Management & Record-Keeping for the CDP	5
HSCD 227	Chemical Dependency Assessment & Evaluation	3
HSCD 229	Suicide Prevention for the CDP	1
HSCD 249	Chemical Dependency & Counseling II: Adolescents & Families	5
HSCD 251	Relapse Prevention	3
HSCD 235	Chemical Dependency Practicum	3
TOTAL CREDITS FOR COMPLETION		51

Note: PSYC& 100[DIV] is a prerequisite to PSYC& 200 and 220.

INTERIOR DESIGN

ASSOCIATE OF APPLIED TECHNOLOGY DEGREE

ASSOCIATE IN APPLIED SCIENCE – T DEGREE

This program prepares students to work for design and architectural firms, home-furnishing venues, and contractors.

This program is for creative individuals who desire a career in the dynamic profession of interior design. Hospitality, residential, kitchen and bath, and sustainable design are just a few of the many paths an interior designer may pursue. The instructors are active in the design community, bring realistic projects to the classroom, and are committed to providing the most current materials and standards of the interior design profession.

In addition to the degree program, a Kitchen and Bath certificate option is offered every spring quarter. A Sustainable Interior Design certificate option is offered every quarter. New students or continuing program students may enroll for either option.

In addition to the program course requirements, students must also complete the general education requirements for the degree they seek to obtain. The two degree options in this program are the Associate of Applied Technology (AAT) and the Associate in Applied Science–T (AAS-T). The different requirements for each degree are listed below.

AAT Degree General Education Requirements (18 credits):

- ENGL& 101 English Composition or CMST& 220 (or higher)
- Any 100 level math class

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- PSYC& 100[DIV] General Psychology (PSY 112[DIV], SOC& 101[DIV], or other humanities course that meets the diversity requirement)
- COLL 102 College Success for All

AAS-T Degree General Education Requirements (23 credits):

All AAS-T degrees must have a minimum of 20 credits of transferable general education. These credits replace the academic courses required for the AAT degree. Required credits include:

- 5 credits in communication: ENGL& 101
- 5 credits in quantitative reasoning: MAT 110, MATH& 141, MATH& 142, MATH& 146 or MATH& 151
- 5 credits in a social science that meets the diversity requirement: PSYC& 100[DIV] or SOC& 101[DIV]
- 5 credits in social science, humanities, or science; choose one from the following: PSYC& 100[DIV], PSYC& 200, PSY 210, PSYC& 220, SOC& 101 [DIV], ART& 100, MUSC& 105, ASL& 121, BIOL& 160, BIOL& 175, BIOL& 241, BIOL& 242, CHEM& 110, CHEM& 121, CHEM& 131, GEOL& 110, PHYS& 114, ECON 101, ECON& 201 or ECON& 202
- 3 credits in College Success: COLL 102

Students pursuing an AAT or AAS-T degree must complete all college degree requirements prior to graduation. This includes courses that meet the requirements for diversity, computer literacy, and the capstone project.

Program Length: The degree program is approximately six quarters long, depending on the time students need to satisfactorily complete all graduation requirements.

Admission Dates: Fall and spring quarters.

Prerequisite(s): None.

PROGRAM COURSE LIST

DSN 105	Drafting I	6
DSN 119	Interior Design & the Creative Design Process	4
DSN 121	Drafting II	5
DSN 123	Materials, Methods and Techniques of Interior Design	4
DSN 124	Color Theory	4
DSN 132	Lighting	5
DSN 136	Introduction to Drawing & Rendering	4
DSN 140	Textiles	4
DSN 145	Residential Planning, Design & Exterior Spaces	5
DSN 152	Furniture & Cabinet Design	2
DSN 153	Drafting III	4
DSN 158	History of Interiors	4
DSN 159	Introduction to Technology for Interior Designers	3
DSN 204	Introduction to Commercial Interior Design	4
DSN 216	CAD I	5
DSN 225	Design I	5
DSN 227	Commercial Specifications	4
DSN 231	Historic Preservation 20th Century Design & Philosophy	3
DSN 236	Design II	7
DSN 239[CL]	CAD II	5
DSN 241	Business Practices	4
DSN 245	Internship	4
DSN 251	Contract Furniture	3
DSN 266[CAP]	Portfolio/Professional Presentation	7
TECHNICAL COURSE REQUIREMENTS		105

AAT REQUIREMENTS

Technical Course Requirements	105
AAT General Education Requirements (See list above)	18
TOTAL CREDITS FOR AAT COMPLETION	123

AAS-T REQUIREMENTS

Technical Course Requirements	105
AAS-T Degree General Education Requirements (See list above)	23
TOTAL CREDITS FOR AAS-T COMPLETION	128

Optional Electives

DSN 202	Elements of Kitchen and Bath Design	5
DSN 206	20/20 Drafting	5
DSN 208	Materials and Estimating	4
DSN 211	Business Procedures and Sales	4
DSN 215	Sustainable Design: An Overview	5
DSN 224	Sustainability for Residential & Commercial Applications	4
DSN 226	Sustainable Strategies in Design	5
DSN 229	Sustainable Interiors & the Integrated Design Process	5
DSN 265	Independent Study	3
DSN 270	Independent Study	4
DSN 275	Independent Study	5

INTERIOR DESIGN

KITCHEN & BATH

CERTIFICATE

This certificate program covers the principles and elements of design for kitchen and bathroom interiors.

Program Length: One quarter.

Admission Dates: Spring quarter.

Prerequisite(s): None.

PROGRAM COURSE LIST

DSN 202	Elements of Kitchen & Bath Design	5
DSN 206	20/20 Drafting	5
DSN 208	Materials & Estimating	4
DSN 211	Business Procedures & Sales	4
TOTAL CREDITS FOR COMPLETION		18

INTERIOR DESIGN

SUSTAINABLE INTERIOR DESIGN

CERTIFICATE

This certificate program covers sustainable design topics of the built environment with a focus on interiors.

Program Length: One quarter.

Admission Dates: Summer, fall, winter, and spring quarters.

Prerequisite(s): None.

PROGRAM COURSE LIST

DSN 215	Sustainable Design: An Overview	5
DSN 224	Sustainability for Residential & Commercial Applications	4
DSN 226	Sustainable Strategies in Design	5
DSN 229	Sustainable Interiors & the Integrated Design Process	5
TOTAL CREDITS FOR COMPLETION		19

MANUFACTURING TECHNOLOGIES

ASSOCIATE OF APPLIED TECHNOLOGY DEGREE

Provides students with the knowledge and skills necessary for employment in the manufacturing/metalworking industry as a machinist, machinist apprentice or machinist helper.

Responsible for setting up and operating conventional machine tools and Computer Numerical Control (CNC) machine tools.

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Advanced students will be proficient in programming, setting up, and operating CNC machining centers. Students will develop proficiency in blueprint reading, shop math, precision measuring, CAD/CAM (Computer-Aided Drawing & Computer-Aided Machining), and CNC turning centers and milling machines.

Included in this program are academic courses in communication, quantitative reasoning, and social sciences that provide knowledge and abilities that enhance personal development and serve as a foundation for technical skills.

Students pursuing an AAT or AAS-T degree must complete all college degree requirements prior to graduation. This includes courses that meet the capstone-project, diversity, and computer-literacy requirements.

Program Length: This program is approximately six to seven quarters long, depending on the time students need to satisfactorily complete all graduation requirements.

Admission Dates:

Day program: Summer, fall, winter, and spring quarters, or by instructor permission.

Prerequisites(s): None.

PROGRAM COURSE LIST

MCH 101	Orientation/Machine Shop Safety	2
MCH 105*	Shop Math/Blueprint I	6
MCH 107	Shop Math/Blueprint II	6
MCH 109	Shop Math/Blueprint III	6
MCH 111	Shop Machines & Tools	6
MCH 117*	Lathes I	6
MCH 121*	Mills I	6
MCH 122	Lathes & Mills II	8
MCH 125	Lathes & Mills III	10
MCH 126	Lathes & Mills IV	8
MCH 129	Surface Grinding	4
MCH 133	Tool & Cutter Grinding	5
MCH 202	Introduction to CNC	7
MCH 211	Intermediate CNC	10
MCH 216	Advanced CNC	12
MCH 219	Career Opportunities	4
MCH 223	Inspection Techniques	6
MCH 229	Metallurgy & Heat Treatment	4
MCH 231[CAP]	Manufacturing Resources & Research	4
English Composition (or higher) or Public Speaking		5
Any 100-Level Math Class		5
General Psychology (or other social science or humanities class)		5
Computer Literacy Requirements (Complete an approved computer literacy course or successfully pass the computer literacy exam)		3
COLL 102	College Success for All	3

TOTAL CREDITS FOR AAT COMPLETION 141

*Articulated courses with high schools for dual enrollment.

Optional Courses

MCH 201	CATIA I	5
MCH 203	CATIA II	3
MCH 206	CATIA III	3
MCH 240	Training & Practice	1-10

Note: MCH 240 Training & Practice is designed for specific skills enhancement with the purpose of reentering the manufacturing workforce. Mutually agreed-upon goals will be set and paid for at an hourly rate.

MANUFACTURING TECHNOLOGIES

CNC PROGRAMMER/CATIA

CERTIFICATE

Provides students with knowledge and understanding of CATIA for employment advancement as a Computer Numerical Control (CNC) programmer in the manufacturing industry.

Students will develop proficiencies in basic to more advanced functions of CATIA, including organization and navigation of model and assembly functions, managing profiles, saving parts in a CATIA environment, creating simple and complex parts and assemblies, understanding of CATIA's product hierarchy principles, and utilization of different tools and techniques for designing products using a variety materials. Students will also develop skills in programming, preparing, and operating CNC machining centers. Students will utilize knowledge in blueprint reading, shop math, precision measuring, and CAD/CAM (Computer-Aided Drawing & Computer-Aided Machining) to interpret data from CATIA and evaluate machining codes to manufacture designed products.

Program Length: This program is approximately three quarters long, depending on the time students need to satisfactorily complete all certificate requirements.

Admission Dates: Summer, fall, winter, and spring quarters, or by instructor permission.

Prerequisite(s): Instructor permission.

PROGRAM COURSE LIST

MCH 202	Introduction to CNC	7
MCH 201	CATIA I	5
MCH 211	Intermediate CNC	10
MCH 203	CATIA II	3
MCH 216	Advanced CNC	12
MCH 206	CATIA III	3
COLL 102	College Success for All	3

TOTAL CREDITS FOR COMPLETION 43

Optional Course

MCH 240	Training & Practice	1-10

MANUFACTURING TECHNOLOGIES

MACHINIST APPRENTICE

CERTIFICATE

Provides students with the knowledge and skills necessary for employment as a machinist apprentice in the manufacturing/metal-working industry.

Responsible for setting up and operating conventional machine tools and Computer Numerical Control (CNC) machine tools.

Students will develop proficiency in blueprint reading, shop math, precision measuring, conventional lathes and mills, surface and tool-cutter grinding, general shop machines, CAD/CAM (Computer-Aided Drawing & Computer-Aided Machining), and CNC-turning centers and milling machines.

Included in this program are academic courses in communication, quantitative reasoning, and social sciences that provide knowledge and abilities that enhance personal development and serve as a foundation for technical skills.

Program Length: This program is approximately four quarters long, depending on the time students need to satisfactorily complete all graduation requirements.

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Admission Dates: Summer, fall, winter, and spring quarters, or by instructor permission.

Prerequisite(s): None.

PROGRAM COURSE LIST

MCH 101	Orientation/Machine Shop Safety	2
MCH 105*	Shop Math/Blueprint I	6
MCH 107	Shop Math/Blueprint II	6
MCH 109	Shop Math/Blueprint III	6
MCH 111	Shop Machines & Tools	6
MCH 117*	Lathes I	6
MCH 121*	Mills I	6
MCH 122	Lathes & Mills II	8
MCH 125	Lathes & Mills III	10
MCH 126	Lathes & Mills IV	8
MCH 129	Surface Grinding	4
MCH 133	Tool & Cutter Grinding	5
MCH 202	Introduction to CNC	7
English Composition (or higher) or Public Speaking		5
Any 100-Level Math Class		5
General Psychology (or other social science or humanities class)		5
COLL 102	College Success for All	3
TOTAL CREDITS FOR COMPLETION		98

*Articulated courses with high schools for dual enrollment.

Optional Course

MCH 240 Training & Practice	1-10

Note: MCH 240 Training & Practice is designed for specific skills enhancement with the purpose of reentering the manufacturing workforce. Mutually agreed-upon goals will be set and paid for at an hourly rate.

MANUFACTURING TECHNOLOGIES

MACHINIST HELPER

CERTIFICATE

Provides students with the knowledge and necessary skills for employment in the manufacturing/metalworking industry. Students may enter the industry as a machinist helper responsible for helping set up and operate conventional machine tools.

Students will develop proficiency in blueprint reading; shop math; precision measuring; conventional lathes and mills; surface, tool, and cutter grinding; and general shop machines.

Program Length: This program is approximately two quarters long, depending on the time students need to satisfactorily complete all graduation requirements.

Admission Dates: Summer, fall, winter, and spring quarters, or by instructor permission.

Prerequisite(s): None.

PROGRAM COURSE LIST

MCH 101	Orientation/Machine Shop Safety	2
MCH 105*	Shop Math/Blueprint I	6
MCH 111	Shop Machines & Tools	6
MCH 117*	Lathes I	6
MCH 121*	Mills I	6
COLL 102	College Success for All	3
TOTAL CREDITS FOR COMPLETION		29

*Articulated courses with high schools for dual enrollment.

Optional Course

MCH 240 Training & Practice	1-10

Note: MCH 240 Training & Practice is designed for specific skills enhancement with the purpose of reentering the manufacturing workforce. Mutually agreed-upon goals will be set and paid for at an hourly rate.

MASSAGE

MASSAGE STUDIES

ASSOCIATE OF APPLIED TECHNOLOGY DEGREE

Prepares successful students for employment and practice in a variety of workplace settings. Graduates from this program are qualified for positions at spas, clinics, hospitals and successful private practices.

Students develop a strong foundation in Swedish massage and deep-tissue techniques. Clinical massage students benefit from advanced training in treatment applications and assessment. Teaching techniques are varied, addressing a wide variety of learning styles.

All students enrolled in the program are required to participate in the exchange of applied massage techniques in a supervised and professional setting. As part of the participation, students must be able to stand for up to two hours to perform massages. In addition, students must be able to support and smoothly move the limbs of their partner's body, including the head and neck. Participation in the student-operated massage clinic allows students to gain experience in the profession while under instructor supervision.

Topics covered include, but are not limited to, massage theory and practice, anatomy, physiology, pathology, kinesiology, orthopedic assessment, pregnancy massage, sports massage, deep tissue, myofascial techniques, lymphatic drainage, on-site seated massage, hydrotherapy, hot-stone massage, and mini-spa applications.

Business classes introduce the skills and theories necessary for successful employment, such as professional ethics, goal setting, business planning, insurance billing, networking and communicating with health care professionals, marketing, job networking, resume writing, and interviewing.

Included in the associate degree program are academic courses in communication (English composition, speech), quantitative reasoning (math), and social sciences (psychology, sociology) that provide knowledge and abilities that enhance personal development and serve as a foundation for technical skills. These classes are offered at various times outside the regular Massage program hours.

Students pursuing an AAT or AAS-T degree must complete all college degree requirements prior to graduation. This includes courses that meet the requirements for diversity, computer literacy and the capstone project.

Physical Activity Requirements: This occupation requires medium physical activity and lifting/handling objects weighing 10-25 pounds (occasionally up to 50 pounds). Massage practitioners are often standing and bending for long periods of time (up to two hours) while performing massages. This profession tends to stress the wrists, shoulders, back, and neck of practitioners.

Employability Requirements: Graduates are able to apply for licensure from Washington after passing the Federation of State Massage Board Examination (MBEX). State requirements include completion of a minimum 500-hour program, passing the exam, and applying for licensure. A Washington State Patrol background check will be conducted to screen for prior convictions prior to state licensing. Persons with some types of criminal convictions may not be eligible for licensure.

Program Length: The associate degree program may take up to eight quarters, depending on the time students need to satisfactorily complete all graduation requirements. Some students attending full-time day courses complete in four quarters.

Admission Dates:
Day program: Fall quarter.

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Evening Program: Spring quarter.

Prerequisite(s): A medical statement of health status from a primary care provider stating that the student is able to safely participate in all aspects of the class is required to enter the program. That statement must be submitted to the instructor during the first week of class.

Potential students entering the program must test at college level (81 or higher) in reading on the COMPASS or have completed ENG 094. Students must also have documentation of training in standard first aid and CPR and a four-hour HIV/AIDS/blood-borne pathogens class. A Washington State Patrol check will be required during the first quarter of study to progress to the second quarter. Some results from the background check may prevent individuals from participating in certain classes.

PROGRAM COURSE LIST

MASST 110	Anatomy, Physiology & Pathology I	5
MASST 111	Anatomy, Physiology & Pathology II	5
MASST 112	Swedish Massage Theory	4
MASST 115	Clinical Massage Techniques	4
MASST 116	Complementary Massage Modalities I	3
MASST 120	Swedish Massage Practice	4
MASST 123	Clinical Application of Massage Therapy	4
MASST 126	Kinesiology: Upper Extremity	2
MASST 130	Kinesiology: Trunk	1
MASST 131	Assessment & Treatment of the Back	2
MASST 132	Deep Tissue Massage Theory	3
MASST 135	Deep Tissue Massage Practice	4
MASST 136	Complementary Massage Modalities II	2
MASST 137	Kinesiology: Head and Neck	1
MASST 139	Clinical Massage Business & Ethics	1
MASST 143	Massage Business & Ethics I	2
MASST 145	Orthopedic Assessment	4
MASST 146	Kinesiology: Lower Extremity	2
MASST 147	Clinical Massage Anatomy & Physiology I	3
MASST 150	Clinical Massage Theory: Special Populations	4
MASST 148	Massage Business & Ethics II	1
MASST 151	Clinical Massage Practice: Special Populations	3
MASST 153	Assessment & Treatment: Upper Extremity	2
MASST 155	Assessment & Treatment: Lower Extremity	2
MASST 157	Assessment & Treatment: Head & Neck	2
MASST 158	Practicum I	3
MASST 159	Clinical Massage Business & Ethics II	1
MASST 160[CAP]	Practicum II	3
MASST 162	Student Clinic	2
MASST 163	Clinical Massage Anatomy & Physiology II	3
ENGL& 101	English Composition I	5
Any 100-Level Math Class		5
PSYC& 100[DIV]	General Psychology	5
Computer Literacy Requirements (Complete an approved computer literacy course or successfully pass the computer literacy exam)		3
COLL 102	College Success for All	3

TOTAL CREDITS FOR AAT COMPLETION 103

MASSAGE

CLINICAL MASSAGE PRACTITIONER

CERTIFICATE

This certificate provides advanced study for Licensed Massage Practitioners (LMP) and students who have completed the Swedish Practitioner portion of the Massage Studies program.

Successful students will graduate with a firm understanding of the injury and disease process and will possess the knowledge and treatment techniques to assess and effectively treat their clients.

Physical Activity Requirements: This occupation requires medium physical activity and lifting/handling objects weighing 10-25 pounds (occasionally up to 50 pounds). Massage practitioners are often standing and bending for long periods of time (up to two hours) while performing massages. This profession tends to stress practitioners' wrists, shoulders, back, and neck.

Employability Requirements: Graduates are able to apply for licensure from Washington state after passing the Federation of State Massage Board Examination (MBEX). State requirements include completion of a minimum 500-hour program, passing the exam, and applying for licensure. A Washington State Patrol background check will be conducted to screen for prior convictions prior to state licensing. Persons with some types of criminal convictions may not be eligible for licensure.

Program Length: This certificate can be completed in just over two quarters for those students in our day (full-time) section. Evening students can transfer to days in spring to pursue the clinical certificate.

Admission Dates:
Day program: Spring quarter.

Evening Program: Winter quarter.

Not all classes are offered in the evening.

Prerequisites: Successful completion of the Swedish Massage Practitioner program, completion of a similar program from another accredited institution, or current license as a Washington State massage practitioner.

PROGRAM COURSE LIST

MASST 115	Clinical Massage Techniques	4
MASST 123	Clinical Application of Massage Therapy	4
MASST 131	Assessment & Treatment of the Back	2
MASST 139	Clinical Massage Business & Ethics	1
MASST 145	Orthopedic Assessment	4
MASST 147	Clinical Massage Anatomy & Physiology I	3
MASST 150	Clinical Massage Theory: Special Populations	4
MASST 151	Clinical Massage Practice: Special Populations	3
MASST 153	Assessment & Treatment: Upper Extremity	2
MASST 155	Assessment & Treatment: Lower Extremity	2
MASST 157	Assessment & Treatment: Head & Neck	2
MASST 158	Practicum I	3
MASST 159	Clinical Massage Business & Ethics II	1
MASST 160[CAP]	Practicum II	3
MASST 163	Clinical Massage Anatomy & Physiology II	3

TOTAL CREDITS FOR COMPLETION 41

MASSAGE

SWEDISH PRACTITIONER

CERTIFICATE

The Swedish Practitioner certificate prepares the successful student to enter the massage profession with the knowledge and skills to perform full-body Swedish massage and deep tissue massage.

Completion of this certificate satisfies the Washington Department of Health hours and content requirement, allowing the graduate to take the certification exam and apply for Washington State licensure. In addition to massage theory and practice, we will also be covering all the systems in the body, with emphasis on the muscular system, and successful business practices.

Physical Activity Requirements: This occupation requires medium physical activity and lifting/handling objects weighing 10-25 pounds (occasionally up to 50 pounds). Massage practitioners are often standing and bending for long periods of time (up to two hours) while performing massages. This profession tends to stress practitioners' wrists, shoulders, back, and neck.

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Employability Requirements: Graduates are able to apply for licensure from Washington after passing the Federation of State Massage Board Examination (MBEX). State requirements include completion of a minimum 500-hour program, passing the exam, and applying for licensure. A Washington State Patrol background check will be conducted to screen for prior convictions prior to state licensing. Persons with some types of criminal convictions may not be eligible for licensure.

Program Length: This certificate can be completed in just over two quarters for those students in our day (full-time) section, or three quarters for our evening students.

Admission Dates:

Day Program: Fall quarter.

Evening Program: Spring quarter

Prerequisite(s): A medical statement of health status from a primary care provider stating that the student is able to safely participate in all aspects of the class is required to enter the program. That statement must be submitted to the instructor during the first week of class.

Potential students entering the program must test at college level (81 or higher) in reading on the COMPASS test or have completed English 094. Students must have documentation of training in standard first aid and CPR and a four-hour HIV/AIDS/blood-borne pathogens class. A background check from the Washington State Patrol is required to progress to the second quarter; some results may prevent individuals from participating in certain classes.

PROGRAM COURSE LIST

MASST 110	Anatomy, Physiology & Pathology I	5
MASST 111	Anatomy, Physiology & Pathology II	5
MASST 112	Swedish Massage Theory	4
MASST 116	Complementary Massage Modalities I	3
MASST 120	Swedish Massage Practice	4
MASST 126	Kinesiology: Upper Extremity	2
MASST 130	Kinesiology: Trunk	1
MASST 132	Deep Tissue Massage Theory	3
MASST 135	Deep Tissue Massage Practice	4
MASST 136	Complementary Massage Modalities II	2
MASST 137	Kinesiology: Head and Neck	1
MASST 143	Massage Business & Ethics I	2
MASST 148	Massage Business & Ethics II	1
MASST 146	Kinesiology: Lower Extremity	2
MASST 162	Student Clinic	2
COLL 102	College Success for All	3
TOTAL CREDITS FOR COMPLETION		44

MATERIAL SCIENCE

QUALITY ASSURANCE INSPECTOR

CERTIFICATE

Prepares students for employment opportunities in the manufacturing and aerospace industries, with transferable skills to other manufacturers requiring quality assurance. Students will gain foundational skills in manufacturing processes, safety, measuring instruments, blueprint reading, workplace psychology, report writing, and industrial math. Skills can be applied to quality assurance and inspection work at all stages of manufacturing, from examining materials received from a supplier or inspecting components and assemblies during production to performing final checks on finished products.

This program requires that students have a sound knowledge of trade math and blueprint reading and experience in a manufacturing environment. The program is structured in three progressive steps starting with the use of basic tools used in the lab and in the office; continuing through the use of statistics for process control and the development of inspection plans; and ending with advanced techniques, such as Six Sigma, and a capstone project.

Program Length: The certificate program is three quarters in length, depending on the time students need to satisfactorily complete all graduation requirements.

Admission Dates: Fall and spring quarters.

Prerequisites: COMPASS score of 68 in reading and 33 in writing, or successful completion of ENG 082 . COMPASS score of (algebra 76 or above or college algebra 48 or above) or successful completion of MAT 099 is required. Instructor permission required.

PROGRAM COURSE LIST

CAS 121[CL]	Word I	3
CAS 130[CL]	Excel I	3
CAS 135[CL]	Excel II	3
COLL 102	College Success for All	3
MATH& 146	Introduction to Stats	5
MEC 210	Metrology and Calibration	5
NDT 187	Inspection and Test Equipment	5
NDT 189	Inspection Planning and Processes	4
NDT 191	Continuous Improvement Tools	4
NDT 193	Statistical Process Control	4
NDT 195[CAP]	Quality Inspector Capstone Project	3
TOTAL CREDITS FOR COMPLETION		42

MECHATRONICS

ASSOCIATE IN APPLIED SCIENCE – T DEGREE

Mechatronics is a multidisciplinary subject combining mechanical engineering, electrical engineering, telecommunications engineering, control engineering, and computer engineering. This makes it applicable to a wide range of growing industries, including automation and robotics, advanced manufacturing, aerospace and transportation systems, instrumentation and process control, and supply chain and logistics equipment.

Clover Park Technical College's AAS-T Mechatronics degree provides the foundational skills needed to succeed in this exciting field. The program begins with courses that establish a solid base of technical skills and an understanding of modern quality principles. Subsequent courses then build expertise in electrical systems, electronics (analog and digital), programmable logic controllers, mechanical systems, sensors and actuators, pneumatics and hydraulics, and robotics.

AAS-T Degree General Education Requirements (20 credits):

All AAS-T degrees must have a minimum of 20 credits of transferable general education. Required credits include:

- 5 credits in communication: ENGL& 101
- 5 credits in quantitative reasoning: MATH& 141
- 5 credits in a social science or humanities: PSYC& 100[DIV], SOC& 101[DIV], or other social science or humanities course that meets the CPTC diversity requirement.
- 5 credits in science: PHYS& 114

Students pursuing an AAS-T degree must complete all college degree requirements prior to graduation. This includes courses that meet the capstone-project, diversity, and computer-literacy requirements.

Upon completion, students will be well-qualified for employment as technicians in any one of the industries listed above.

Program Length: The program is approximately seven quarters long, depending on the time students need to satisfactorily complete all graduation requirements.

Admission Dates: Fall and spring quarters.

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Prerequisite(s): To enter the program, a student must be eligible to take college-level English and college-level psychology, or another social science or humanities course.

This program assumes that students will be able to enroll in, or will have passed, MATH& 141 by the start of the second quarter of the program. Any developmental coursework that a student may be required to take to achieve this may increase the program length and is not reflected in credit counts as shown below. Math sequences to meet this requirement must be planned with your advisor prior to program enrollment.

Students must be at least 17½ years of age at the start of the program.

PROGRAM COURSE LIST

Quarter 1 - Preparation

FSME 101	Workshop Safety	3
FSME 111	Quality Principles, Inspection and Test	5
FSME 112	Fabrication Fundamentals I	5
FSME 113	Fabrication Fundamentals II	5

Program Core

MATH& 141	Precalculus I	5
PHYS& 114	General Physics I w/Lab	5
MEC 115	DC Circuits	5
MEC 116	AC Circuits	5
MEC 120	Computer Aided Design I	5
MEC 125	Hydraulics and Pneumatics	5
MEC 130	Electric Motors and Drives	5
MEC 135	Digital Electronics and Networks	5
MEC 140[CL]	Computer Programming and Logic	5
MEC 150	Mechanical Systems	5
MEC 160[CL]	Programmable Controls I	5
MEC 170	Sensors and Actuators	5
MEC 290[CAP]	Mechatronics Capstone Project	5
Mechatronics Technical Electives (See list below)		10
ENGL& 101	English Composition I	5
PSYC& 100[DIV]	General Psychology	5
COLL 102	College Success for All	3

TOTAL CREDITS FOR AAS-T COMPLETION 106

Technical Electives:

MEC 165	Robotics	5
MEC 200	Programmable Controls II	5
MEC 210	Metrology and Calibration	5
MEC 220	Maintenance Management	5
MEC 281	Independent Study I	2-5
MEC 282	Independent Study II	2-5
MEC 289	Internship/Work Experience	5

MECHATRONICS

ASSOCIATE OF APPLIED TECHNOLOGY DEGREE

Mechatronics is the combination of various engineering disciplines (specifically involving mechanical, electrical, hydraulics, pneumatics, and programmable logic control) taught to create a more well-grounded technician in a complex system, with responsibility for efficient operation of equipment with minimal downtime. The program will prepare students to install, repair, diagnose, and perform routine maintenance in a variety of industries.

AAT Degree General Education Requirements (18 credits):

- ENGL& 101 English Composition or CMST& 220 (or higher)
- Any 100 level math class
- PSYC& 100[DIV] General Psychology (PSY 112[DIV], SOC& 101[DIV], or other humanities course that meets the diversity requirement)
- COLL 102 College Success for All

Students pursuing an AAT degree must complete all college degree requirements prior to graduation. This includes courses that meet the capstone-project, diversity, and computer-literacy requirements.

Program Length: This program is approximately five quarters long, depending on the time students need to satisfactorily complete graduation requirements.

Admission Dates: Fall and spring quarters.

Prerequisite(s): To enter the program, a student must be eligible to take college-level English and college-level psychology, or another social science or humanities course.

Any developmental coursework that a student may be required to take to achieve this may increase the program length and is not reflected in credit counts as shown below. Math sequences to meet this requirement must be planned with your advisor prior to program enrollment.

Students must be at least 17½ years of age at the start of the program.

PROGRAM COURSE LIST

Quarter 1 - Preparation

FSME 101	Workshop Safety	3
FSME 111	Quality Principles, Inspection and Test	5
FSME 112	Fabrication Fundamentals I	5
FSME 113	Fabrication Fundamentals II	5

Program Core

MEC 115	DC Circuits	5
MEC 116	AC Circuits	5
MEC 120	Computer Aided Design I	5
MEC 125	Hydraulics and Pneumatics	5
MEC 130	Electric Motors and Drives	5
MEC 135	Digital Electronics and Networks	5
MEC 150	Mechanical Systems	5
MEC 160[CL]	Programmable Controls I	5
MEC 170	Sensors and Actuators	5
MEC 290[CAP]	Mechatronics Capstone Project	5
Mechatronics AAT Technical Electives (See list below)		5
AAT General Education Requirements (See list above)		18

TOTAL CREDITS FOR AAT COMPLETION 91

Technical Electives:

Students must take 5 or more credits from the following courses. Other related courses may be approved by faculty.

MEC 165	Robotics	5
MEC 281	Independent Study I	2-5
MEC 282	Independent Study II	2-5
MEC 289	Internship/Work Experience	5

MECHATRONICS

CERTIFICATE

Mechatronics is the combination of various engineering disciplines (specifically involving mechanical, electrical, hydraulics, pneumatics, and programmable logic control) taught to create a more well-grounded technician in a complex system, with responsibility for efficient operation of equipment with minimal downtime. The program will prepare students to install, repair, diagnose, and perform routine maintenance in a variety of industries.

Program Length: This program is approximately three quarters long, depending on the time students need to satisfactorily complete all graduation requirements.

Admission Dates: Fall and spring quarters.

Prerequisite(s): Students must be at least 17½ years of age at the start of the program.

PROGRAM COURSE LIST

MEC 115	DC Circuits	5

MEC 116	AC Circuits	5
MEC 120	Computer Aided Design I	5
MEC 125	Hydraulics and Pneumatics	5
MEC 130	Electric Motors and Drives	5
MEC 135	Digital Electronics and Networks	5
MEC 150	Mechanical Systems	5
MEC 160[CL]	Programmable Controls I	5
COLL 102	College Success for All	3

TOTAL CREDITS FOR COMPLETION 43

MECHATRONICS

FUNDAMENTAL SKILLS FOR MANUFACTURING AND ENGINEERING

CERTIFICATE

The Fundamental Skills for Manufacturing and Engineering (FSME) certificate is designed to provide students with a foundational set of skills and background knowledge that will equip them for an entry-level position in a manufacturing organization and provide a solid foundation for further technical studies.

Students will learn about occupational safety and health workers in manufacturing and engineering workshops; how to interpret manufacturing drawings and schematics; how to take measurements and analyze data; the properties of common materials used in manufacturing; and the quality principles and terminology employed in modern industry. Basic workshop skills needed to fabricate parts and structures will be covered, and students will be introduced to more advanced manufacturing and engineering fabrication techniques including welding, the use of machine tools, composites, and electrical wiring.

Program Length: This program is approximately one quarter long, depending on the time students need to satisfactorily complete all graduation requirements.

Admission Dates: Fall and spring quarters.

Prerequisite(s): None.

PROGRAM COURSE LIST

FSME 101	Workshop Safety	3
FSME 111	Quality Principles, Inspection and Test	5
FSME 112	Fabrication Fundamentals I	5
FSME 113	Fabrication Fundamentals II	5

TOTAL CREDITS FOR COMPLETION 18

MEDICAL ASSISTANT

MEDICAL ASSISTANT

ASSOCIATE OF APPLIED TECHNOLOGY DEGREE

Medical Assistant Program graduates may assume positions as multi-skilled allied health professionals who perform a wide range of duties in physicians' offices, clinics, and other outpatient health care settings.

The Medical Assistant program curriculum includes anatomy and physiology, medical terminology, medical law and ethics, oral and written communication, administrative procedures, financial record keeping, mathematics, insurance billing and medical coding, basic office diagnostic procedures, principles of pharmacology and medication administration, venipuncture, medical and surgical asepsis, and microbiology.

Students are trained in administrative and clinical procedures performed in physicians' offices and/or clinics. Graduates from this program are eligible to take the national certification exam through the American Association of Medical Assistants, which is one of the four authorized exams for certification through Washington State. Training will include, but is not limited to, professional telephone techniques, scheduling appointments, interviewing and educating patients, scheduling hospital admissions for patients, maintaining financial records and files, completing insurance forms, preparing and maintaining employees' payroll records, assisting patients in preparing for examinations and procedures, cleaning and sterilizing instruments and equipment, collecting specimens, performing electrocardiograms, and assisting physicians with examinations, treatments, procedures, and minor office surgeries.

Included in this program are general education courses in math, public speaking, and sociology. These courses broaden the student's foundation knowledge base and increase their success in the program. Students must earn a solid "C" (2.0) grade or better in these general education courses to graduate from the Medical Assistant program.

Additional courses included in the Medical Assistant program consist of the following: CAH 102 Medical Terminology, COLL 102 College Success for All and CAH 105 Computer Applications for Allied Health Professionals. Students must earn a "B" (3.0) grade or better in all technical courses to satisfy graduation requirements. No Medical Assistant program course may be taken more than twice.

Students will receive HIV/AIDS and HIPAA certifications through the program, but must obtain American Heart Association - CPR for Health Care Provider/First Aid cards external to the program and prior to externship.

Externship hours will vary and will be completed during the day hours for both day and evening students. With the assistance of the instructors and/or clinical placement coordinator, students will have the opportunity to choose and/or secure their own externship site if an affiliation agreement with that entity is made before the first day of externship. Upon completion of the MAP, students will graduate with an Associate of Applied Technology.

Program Accreditation: The Commission on Accreditation of Allied Health Education Programs (www.caahep.org) accredits the Medical Assistant program at Clover Park Technical College upon the recommendation of the Medical Assisting Education Review Board (MAERB). The program has been placed on Probationary Accreditation as of May 2013.

Commission on Accreditation of Allied Health Education Programs

1361 Park Street, Clearwater, FL 33756, 727-210-2350

Physical Activity Requirements: This occupation requires medium physical activity and lifting/handling objects weighing 10-25 pounds (occasionally up to 50 pounds) and handling body fluids. Medical Assistants are often standing for long periods of time. For safety and protection of patients, the student medical assistant must be able to perform basic cardiac life support, including CPR, and function in stressful and/or emergency situations. Students must be able to safely assist a patient in moving between an exam room table, chair, wheelchair and/or walker.

Employability Requirements: Graduates must pass one of four authorized exams to be certified in the State of Washington. Graduates must meet state eligibility requirements, including a criminal background check. Persons with some types of criminal convictions may not be eligible for certification. Graduates must have seven hours of AIDS education and training as required under WAC 246-827. Current cardiopulmonary resuscitation (CPR) certification is also required.

Program Length: This program is approximately five quarters long, depending on the time students need to satisfactorily complete all

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graduation requirements.

Admission Dates:
Day program: Summer quarter.

Evening program: Winter quarter.

Once a student begins in either the day or evening program section, they will be unable to change sections without authorization from an instructor. Changing program sections depends on available space.

Prerequisites: Students must attend a mandatory information session/advising meeting with an instructor once the student has registered for MAP 107.

Students are required to show proof of a high school diploma or high school equivalency diploma upon entry into the Medical Assistant program. All Medical Assistant program required courses in quarters one through four and general education courses must be successfully completed before entering the fifth quarter. Proof of current immunizations or laboratory verification of immune status, as well as other prerequisites listed in the college catalog, are also required before entering quarter five of the program. This includes, but is not limited to, Tetanus/Diphtheria, Hepatitis B, Measles/Mumps/Rubella, Tuberculosis skin testing, Flu, and Varicella, as required by contracts with clinical facilities and CDC recommendations.

In order to participate in the externship, students must receive a "No Record on File" report related to crimes against persons from the Washington State Patrol and/or a Criminal Background Check. A non-refundable fee is charged to each student for the background check. Students must also meet the requirements for the facility that they are assigned to. These requirements may include, but are not limited to, a drug screening and/or a no-smoking policy. Students are required to carry personal health/medical insurance throughout their clinical rotations.

Quarterly-based insurance for students may be purchased; further information is available through the Advising and Counseling Office. No student will be allowed at a clinical site without proof of insurance.

PROGRAM COURSE LIST

CAH 102	Medical Terminology I	5
COLL 102	College Success for All	3
CAH 105[CL]	Computer Applications	5
MAP 107	Introduction to Medical Assisting	3
MAP 121	Body Systems Theory 101	4
MAP 124	Body Systems Applications 101	3
MAP 146	Body Systems Applications 102	4
MAP 147	Body Systems Theory 102	4
MAP 164	Body Systems Applications 103	4
MAP 166	Body Systems Theory 103	4
MAP 171	Automated Computer Applications	4
MAP 173	Accounting Practices	4
MAP 177	Financial Practices	2
MAP 179	Health Insurance, Coding Practices & Billing & Collecting	5
MAP 182	Patient Reception & Legal Components	4
MAP 184	Medical Records Management	3
MAP 209	Externship Preparation 1	3
MAP 212	Externship Preparation 2	3
MAP 215	Externship	8
MAP 222	Community Employment Opportunities & Locations	1
CMST& 220	Public Speaking	5
MAT 108	Math for Health Occupations	5
SOC& 101[DIV]	Introduction to Sociology	5
TOTAL CREDITS FOR AAT COMPLETION		91

MEDICAL HISTOLOGY TECHNICIAN

ASSOCIATE OF APPLIED TECHNOLOGY DEGREE

ASSOCIATE IN APPLIED SCIENCE – T DEGREE

Trains students to prepare thin sections of human tissue for microscopic examination.

Prepares students for entry-level employment as medical histology technicians in clinical, veterinary, and research laboratories. This program also serves as a pathway for career advancement in specialized areas in the medical histotechnology profession.

The Medical Histology Technician program stresses practical application and the development of job skills as well as medical histotechnology theory.

Designed to enhance students' abilities to reason, understand and apply correct principles of medical histotechnology by teaching analytical and critical thinking skills, the Medical Histology Technician program prepares students to sit for the National Board Certification Exam.

New entrants into the field, as well as incumbent workers who have not had the advantage of receiving a strong theoretical foundation, will find this course of study beneficial. Students will be involved in classroom/lab work for the first three quarters of the program, with the remaining time spent in a clinical rotation.

Students are required to carry personal health/medical insurance throughout their clinical rotations. Quarterly insurance for students may be purchased; further information is available through the Advising and Counseling Office. No student will be allowed at a clinical site without proof of insurance.

AAT Degree General Education Requirements (23 credits):

- ENGL& 101 English Composition
- CMST& 220 (or higher)
- MAT 108 Math for Health Care Professionals (Preferred) or any 100 level math class
- PSYC& 100[DIV] General Psychology or other social science or humanities class
- COLL 102 College Success for All

AAS-T Degree General Education Requirements (28 credits):

All AAS-T degrees must have a minimum of 20 credits of transferable general education. These credits replace the academic courses required for the AAT degree. Required credits include:

- 10 credits in communication: ENGL& 101 and CMST& 220
- 5 credits in quantitative reasoning: MAT 110, MATH& 141, MATH& 142, MATH& 146 or MATH& 151
- 10 credits in social science, humanities, or science (choose two from the following): PSYC& 100, PSYC& 200, PSY 210, PSYC& 220, SOC& 101, ART& 100, MUSC& 105, ASL& 121, BIOL& 160, BIOL& 175, BIOL& 241, BIOL& 242, CHEM& 110, CHEM& 121, CHEM& 131, GEOL& 110, PHYS& 114, ECON 101, ECON& 201 or ECON& 202
- 3 credits in College Success: COLL 102

Students pursuing an AAT or AAS-T degree must complete all college degree requirements prior to graduation. This includes courses that meet the requirements for diversity, computer literacy, and the capstone project.

Program Accreditation: This program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences:

5600 N. River Road, Suite 720, Rosemont, IL 60018, 773-714-8880

Employability Requirements: Graduates are required to pass a national certification exam prior to employment. Students must pass a background check prior to being allowed to perform clinical rotations. Students are required to maintain immunizations and acquire an American Health Association CPR Health Care Provider card.

Program Length: This program is approximately four quarters long, depending on the time students need to satisfactorily complete all graduation requirements.

Admission Dates: Fall quarter.

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Prerequisite(s): Before starting the program, students must have a high school diploma or high school equivalency diploma.

In order to participate in the clinical aspect of the program, students must receive a "No Record on File" Report related to crimes against persons on a criminal background check. They must obtain CPR certification and have current immunizations or laboratory verification of immune status, which includes, but is not limited to, Hepatitis B series, Tetanus/Diphtheria, Tuberculosis Test, Measles/Mumps/Rubella, and Varicella, as required by contracts with clinical facilities and CDC recommendations. Proof of immunizations is required by the last day of class in fall quarter, without exception. Students are required to carry personal health/medical insurance throughout their clinical rotations. Quarterly insurance for students may be purchased; further information is available through the Advising and Counseling Office. No student will be allowed at a clinical site without proof of insurance.

DEGREE REQUIREMENTS

BIOL& 175	Human Biology W/Lab	5
CAH 102	Medical Terminology I	5
CAH 105[CL]	Computer Applications	5
CHEM& 110	Chemical Concepts W/Lab	5
CMST& 220	Public Speaking	5
ENGL& 101	English Composition I	5
HISTO 105	Orientation to the Histology Laboratory	2
HISTO 110	Histotechnology I	10
HISTO 115	Histotechnology Lab I	5
HISTO 120	Histotechnology II	10
HISTO 125	Histotechnology Lab II	5
HISTO 130	Math Applications for Histology	3
HISTO 135	Histotechnology III	10
HISTO 140	Histotechnology Lab III	5
HISTO 145	Immunohisto Chemistry	5
HISTO 150[CAP]	Histology Internship	10
HISTO 160	Histology Seminar	5
TECHNICAL COURSE REQUIREMENTS		100

AAT REQUIREMENTS

Technical Course Requirements	100
Math for Health Care Professionals or Any 100-Level Math Class	5
General Psychology (or other social science or humanities class)	5
COLL 102 College Success for All	3
TOTAL CREDITS FOR AAT COMPLETION	113

AAS-T REQUIREMENTS

Technical Course Requirements	100
5 Credits of Quantitative Reasoning	5
10 Credits in Social Science, Humanities, or Science	10
COLL 102 College Success for All	3
TOTAL CREDITS	118

Note: This program requires that three of the general education courses be taken prior to beginning the HISTO course sequence. Therefore, BIOL& 175, CHEM& 110, and ENGL& 101 need to be taken prior to fall quarter when the HISTO courses begin.

MEDICAL LABORATORY TECHNICIAN

ASSOCIATE OF APPLIED TECHNOLOGY DEGREE

Prepares students to work in clinical laboratories performing routine analyses on blood and body fluids.

During the academic phase (spring and summer quarters and three weeks of fall quarter), students are on campus in a simulated clinical laboratory; study focuses on the theory of laboratory testing of body fluids. Basic skills, normal values, the significance of abnormal values, and quality control are emphasized. Normal human anatomy and physiology and the changes that occur in disease states are also studied.

During the clinical phase (fall and winter quarters), students are assigned to affiliated clinical laboratories in the Puget Sound area. Each student rotates through all the departments of the clinical laboratory, spending appropriate lengths of time in each.

The affiliated laboratory assigns eight- or nine-hour day shifts during the clinical phase. Some clinical sites may also assign 1-2 weeks of either swing or night shifts as part of the clinical phase. Upon successful completion, graduates are eligible to take the ASCP Medical Laboratory Technician certification examination, qualifying them for employment as a medical laboratory technician with professional recognition of having achieved MLT (ASCP) status.

Included in this program are academic courses in communication (English composition, speech), quantitative reasoning (math), and social sciences (psychology) that provide knowledge and abilities that enhance personal development and serve as a foundation for technical skills.

Students are required to carry personal health/medical insurance throughout their clinical rotations. Quarterly-based insurance for students may be purchased; further information is available through the Advising and Counseling Office.

No student will be allowed at a clinical site without proof of insurance.

Students must complete all college degree requirements prior to graduation. Students must receive a 76 percent or better in all technical courses to satisfy graduation requirements. Students must receive a "C" or better to meet the requirements for diversity, computer literacy, and the capstone project. Upon successful completion of the MLT program, students will achieve an Associate in Applied Technology (AAT).

Program Accreditation: This program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences:

5600 N. River Road, Suite 720, Rosemont IL 60018, 847-939-3547

Employability Requirements: Graduates are required to pass a national certification exam (ASCP) prior to employment. Prior to being allowed to perform clinical rotations, students must pass a background check. Current immunizations and American Health Association CPR Health Care Provider card are also required.

Program Length: This program is four quarters long, offered in two phases: approximately 23 weeks of academics and approximately 19 weeks of clinical experience.

Admission Dates: Spring Quarter.

Prerequisite(s): High school diploma or high school equivalency diploma. College-level courses in both biology with a lab and chemistry with a lab completed within the last five years (unless they hold a bachelor's degree, then the five-year rule does not apply), and they must have received a grade of "B" (3.0) or better, prior to beginning the program. Speaking, understanding, and writing the English language are required. To enter the program, a student must meet the prerequisites for college-level reading, writing, and math. In order to participate in the clinical aspect of the program, students must receive a "No Record on File" report related to crimes against persons from the Washington State Patrol, and students must have current immunizations or laboratory verification of immune status. This includes, but is not limited to, Hepatitis B series, Tetanus/Diphtheria, Tuberculosis Test, Measles/Mumps/Rubella, and Varicella as required by contracts with clinical facilities and CDC recommendations. Proof of immunizations is required by the last day of class in spring quarter, without exception. CPR certification from the American Heart Association with the designation "Health Care Provider" is required prior to commencing clinical rotation. A non-refundable fee is charged to each student for the background check. Students are required to carry personal health/medical insurance throughout their clinical rotations. Quarterly-based insurance for students may be purchased; further information is available through the Advising and Counseling Office. Students must also pass a color blindness test given prior to entering the program.

PROGRAM COURSE LIST

MLT 110	Introduction to the Laboratory	2

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MLT 203	Hematology	10
MLT 204	Hemostasis	5
MLT 208	Phlebotomy/Processing	2
MLT 210	Immunology	7
MLT 214	Immunohematology	6
MLT 216	Clinical Blood Banking	5
MLT 217	Microbiology	10
MLT 218	Urinalysis	3
MLT 221	Body Fluids	1
MLT 227	Clinical Chemistry	8
MLT 232	Clinical Experience I	11
MLT 235	Clinical Experience II	9
MLT 236[CAP]	Clinical Experience III	7
ENGL& 101	English Composition I	5
MATH& 146	Introduction to Stats	5
PSYC& 100[DIV]	General Psychology	5
COLL 102	College Success for All	3
Computer Literacy Requirements (Complete an approved computer literacy course or successfully pass the computer literacy exam)		3
TOTAL CREDITS FOR AAT DEGREE		107

NONDESTRUCTIVE TESTING (NDT)

ASSOCIATE OF APPLIED TECHNOLOGY DEGREE

ASSOCIATE IN APPLIED SCIENCE – T DEGREE

The Nondestructive Testing (NDT) program at Clover Park Technical College provides training in a variety of analysis techniques used in industry to evaluate the properties of a material or structure without causing damage. Because NDT does not impair the usefulness of the object being inspected, it is a valuable process used in fields such as construction, manufacturing, civil engineering, and transportation. Nondestructive testing techniques are used to examine structures or vehicles such as aircraft, trains, nuclear reactors, bridges, dams, and pipelines.

This program prepares graduates to become active and successful professionals in nondestructive testing in a wide range of industries. Students will explore and receive hands-on technical training in blueprint reading, codes and specifications, composite fabrication, assembly and repair, materials, and the manufacturing process. Training will also include the major methods of NDT, such as visual and optical, magnetic particle, liquid penetrant, radiographic, ultrasonic and eddy current testing, along with an overview of other methods. The students will be introduced to advanced technologies, such ultrasonics (phase array and digital detector array DDA) and radiography (computerized radiography CR). Successful graduates are prepared with technical skills for entry-level positions, such as quality control technicians, NDT technicians, engineering technicians, and NDT equipment representatives.

AAT Degree General Education Requirements (18 credits):

- ENGL& 101 English Composition or CMST& 220 (or higher)
- Any 100 level math class
- PSYC& 100[DIV] General Psychology (PSY 112[DIV], SOC& 101[DIV], or other humanities course that meets the diversity requirement)
- COLL 102 College Success for All

AAS-T Degree General Education Requirements (23 credits):

All AAS-T degrees must have a minimum of 20 credits of transferable general education. These credits replace the academic courses required for the AAT degree. Required credits include:

- 5 credits in communication: ENGL& 101
- 5 credits in quantitative reasoning: MAT 110, MATH& 141, MATH& 142, MATH& 146 or MATH& 151
- 5 credits in a social science that meets the diversity requirement: PSYC& 100[DIV] or SOC& 101[DIV]
- 5 credits in social science, humanities, or science; choose one from the following: PSYC& 100[DIV], PSYC& 200, PSY 210, PSYC& 220, SOC& 101 [DIV], ART& 100, MUSC& 105, ASL& 121, BIOL& 160, BIOL& 175, BIOL& 241, BIOL& 242, CHEM& 110, CHEM& 121, CHEM& 131, GEOL& 110, PHYS& 114, ECON 101, ECON& 201 or ECON& 202
- 3 credits in College Success: COLL 102

Students pursuing an AAT or AAS-T degree must complete all college degree requirements prior to graduation. This includes courses that meet the requirements for diversity, computer literacy, and the capstone project.

This degree is offered at the South Hill Campus in Puyallup.

Program Length: This program is approximately eight quarters long, depending on the time students need to satisfactorily complete all graduation requirements.

Admission Dates: Fall and spring quarters.

Prerequisite(s): COMPASS score of 68 in reading and 33 in writing, or successful completion of ENG 082. Successful completion of MAT 099 by the end of the first quarter of the program or instructor approval.

PROGRAM COURSE LIST

MS 123	Fundamentals of Welding for the Non-Welding Major	5
MS 126	Fundamentals of Composites for the Non-Composites Technician	4
MS 131	Blueprint Reading Fundamentals	3
NDT 108	Introduction to NDT	5
NDT 113	Material and Processes for NDT I	5
NDT 120	Visual and Optical Testing	5
NDT 121	Materials and Processes for NDT II	5
NDT 125	Magnetic Particle Testing	5
NDT 130	Liquid Penetrant Testing	5
NDT 140	Eddy Current Testing I	5
NDT 150	Ultrasonic Testing I	5
NDT 160	Radiographic Testing I	5
NDT 170	Eddy Current Testing II	5
NDT 180	Ultrasonic Testing II	5
NDT 185	Physics for NDT Professionals	5
NDT 190	Radiographic Testing II	5
NDT 210	Eddy Current Testing III	5
NDT 220	Ultrasonic Testing III	5
NDT 230	Radiographic Testing III	5
NDT 240[CAP]	Capstone Project	3
Nondestructive Testing Required Electives listed below		10
TECHNICAL COURSE REQUIREMENTS		105

AAT REQUIREMENTS

Technical Course Requirements	105
AAT General Education Requirements (See list above)	18
Computer Literacy Requirement (Complete an approved computer literacy course or successfully pass the computer literacy exam).	3
TOTAL CREDITS FOR AAT COMPLETION	126

AAS-T REQUIREMENTS

Technical Course Requirements	105
AAS-T Degree General Education Requirements (See list above)	23
Computer Literacy Requirement (Complete an approved computer literacy course or successfully pass the computer literacy exam).	3
TOTAL CREDITS FOR AAS-T COMPLETION	131

Electives:

ACM 120	Composite Fabrication	4
ACM 125	Composite Assembly	4
ACM 130	Composite Repair	4
ACM 145	Special Projects	3
ENV 131	Hazardous Waste Site Operations — 40 Hours	4
CAS 115[CL]	Introduction to Computing	3
MATH& 146	Introduction to Stats	5
MCH 101	Orientation/Machine Shop Safety	2

MS 128	OSHA, Occupational, Health and Safety	3
NDT 187	Inspection and Test Equipment	5
NDT 189	Inspection Planning and Processes	4
NDT 191	Continuous Improvement Tools	4
NDT 193	Statistical Process Control	4
NDT 250	NDI Internship	1-11
NDT 255	NDT Special Projects	1-3
PHYS& 114	General Physics I w/Lab	5
PSY 112[DIV]	Psychology of the Workplace	5
SVL 101	Service Learning	3

NONDESTRUCTIVE TESTING
EDDY CURRENT TESTING

CERTIFICATE

This certificate provides students with foundational knowledge related to nondestructive testing (NDT) and offers the opportunity to gain hands-on training in the NDT method of eddy current inspection. Eddy current inspection applies electrical currents to an object to create electromagnetic fields. This type of testing can detect manufacturing defects and corrosion damage or cracking for many nonmagnetic metals and alloys.

Program Length: The certificate program is two to three quarters in length, depending on the time students need to satisfactorily complete all graduation requirements.

Admission Dates: Instructor permission.

Prerequisite(s): Successful completion of NDT 185 prior to enrolling in NDT 140. NDT 185 requires MAT 099 prerequisite and COMPASS score of 68 in reading and 33 in writing, or successful completion of ENG 082.

PROGRAM COURSE LIST

NDT 108	Introduction to NDT	5
NDT 113	Material and Processes for NDT I	5
NDT 121	Materials and Processes for NDT II	5
NDT 140	Eddy Current Testing I	5
NDT 170	Eddy Current Testing II	5
NDT 210	Eddy Current Testing III	5
NDT 240[CAP]	Capstone Project	3
COLL 102	College Success for All	3

TOTAL CREDITS FOR COMPLETION 36

NONDESTRUCTIVE TESTING
MAGNETIC PARTICLE & LIQUID PENETRANT TESTING

CERTIFICATE

Provides foundational knowledge related to nondestructive testing (NDT) and offers the opportunity to gain hands-on training in the NDT methods of magnetic particle inspection, liquid penetrant inspection, and visual inspection.

Program Length: The certificate program is two to three quarters in length, depending on the time students need to satisfactorily complete all graduation requirements.

Admission Dates: Instructor Permission

Prerequisite(s): Instructor permission and COMPASS score of 68 in reading and 33 in writing, or successful completion of ENG 082, and successful completion of MAT 082 by the end of the first quarter of the program.

PROGRAM COURSE LIST

NDT 108	Introduction to NDT	5
NDT 113	Material and Processes for NDT I	5
NDT 121	Materials and Processes for NDT II	5
NDT 120	Visual and Optical Testing	5
NDT 125	Magnetic Particle Testing	5
NDT 130	Liquid Penetrant Testing	5
NDT 240[CAP]	Capstone Project	3
COLL 102	College Success for All	3

TOTAL CREDITS FOR COMPLETION 36

NONDESTRUCTIVE TESTING
RADIOGRAPHIC TESTING

CERTIFICATE

Provides foundational knowledge related to nondestructive testing (NDT) and offers the opportunity to gain hands-on training in the NDT method of radiographic inspection. Radiography uses X-rays or gamma rays to show defects that might otherwise be invisible. A vast array of material can be examined in this efficient and reliable way, ranging from tiny electronic components to 20-foot freestanding concrete slabs.

Program Length: The certificate program is two to three quarters in length, depending on the time students need to satisfactorily complete all graduation requirements.

Admission Dates: Instructor Permission.

Prerequisite(s): Successful completion of NDT 185 prior to enrolling in NDT 160. NDT 185 requires MAT 099 prerequisite and COMPASS score of 68 in reading and 33 in writing, or successful completion of ENG 082.

PROGRAM COURSE LIST

NDT 108	Introduction to NDT	5
NDT 113	Material and Processes for NDT I	5
NDT 121	Materials and Processes for NDT II	5
NDT 160	Radiographic Testing I	5
NDT 190	Radiographic Testing II	5
NDT 230	Radiographic Testing III	5
NDT 240[CAP]	Capstone Project	3
COLL 102	College Success for All	3

TOTAL CREDITS FOR COMPLETION 36

NONDESTRUCTIVE TESTING
ULTRASONIC TESTING

CERTIFICATE

Provides students with foundational knowledge related to nondestructive testing (NDT) and offers the opportunity to gain hands-on training in the NDT method of ultrasonic testing. With this method, NDT inspectors need access to only one side of a material. A transducer sends the ultrasound through the sample and the inner wall of a defect surface will send the wave bouncing back. Ultrasonic testing is a portable and efficient way to measure thickness, detect corrosion, and examine groove welds in many materials.

Program Length: The certificate program is two to three quarters in length, depending on the time students need to satisfactorily complete all graduation requirements.

Admission Dates: Instructor permission.

Prerequisite(s): Successful completion of NDT 185 prior to enrolling in NDT 140. NDT 185 requires MAT 099 prerequisite and COMPASS score of 68 in reading and 33 in writing, or successful completion of ENG 082.

PROGRAM COURSE LIST

NDT 108	Introduction to NDT	5
NDT 113	Material and Processes for NDT I	5
NDT 121	Materials and Processes for NDT II	5
NDT 150	Ultrasonic Testing I	5
NDT 180	Ultrasonic Testing II	5
NDT 220	Ultrasonic Testing III	5
NDT 240[CAP]	Capstone Project	3
COLL 102	College Success for All	3

TOTAL CREDITS FOR COMPLETION 36

NURSING ASSISTANT

CERTIFICATE

The Nursing Assistant Certificate Program prepares students for employment as nursing assistants.

Physical Activity Requirements: This occupation requires medium physical activity and lifting/handling objects weighing 10-25 pounds and standing for long periods of time.

Employability Requirements: Upon completion of this course, the student will be eligible to sit for the State Certification Examination - the National Nurse Aide Assessment Program Exam (NNAAP). Graduates must pass the NNAAP exam and meet the state eligibility requirements, in order to apply for licensure.

Program Length: The total number of hours to complete the course is 185 hours. NAC 101 involves 65 hours of nursing assistant theory, which includes HIV/AIDS and CPR. NAC 102 includes 60 hours of nursing skills. NAC 107 includes 60 hours of unit-based clinical experience in a long-term care facility, using the knowledge and skills acquired from NAC 101 and NAC 102. Mandatory attendance is required for all nursing laboratory and clinical days.

For additional inquiries regarding the program or orientation, email nursingprogram@cptc.edu or call 253-589-6013.

Admission Dates: Summer, fall, winter, and spring quarters. It is a day program.

Prerequisite(s): Students must pass a criminal background check performed by the Washington State Patrol and DSHS and have a "No Record on File" report. A non-refundable fee is charged to each student for the background check. Students must have current immunizations, including Measles/Mumps/Rubella, Hepatitis B series, Tdap (within the last 10 years), TWO-PPD/Tuberculosis Tests (the second PPD should occur 10-14 days after the reading of the first PPD), and Varicella, as required by affiliation agreements with clinical facilities and CDC recommendations. Proof of immunizations should be submitted the first day of class, unless arrangements have been made with the instructor.

PROGRAM COURSE LIST

NAC 101	Nursing Assistant Theory	6
NAC 102	Nursing Skills Fundamentals	4
NAC 107	Unit Based Clinical Experience	3

TOTAL CREDITS FOR COMPLETION 13

NURSING ASSISTANT

CERTIFICATE (I-BEST)

Students must be screened using the CASAS assessment to meet eligibility requirements. Prepares students for employment as nursing assistants. The integrated nursing assistant program combines basic skills instruction with the health care curriculum.

Physical Activity Requirements: This occupation requires medium physical activity and lifting/handling objects weighing 10-25 pounds and standing for long periods of time.

Employability Requirements: Upon completion of this course, the student will be eligible to sit for the State Certification Examination — the National Nurse Aide Assessment Program Exam (NNAAP). Graduates must pass the NNAAP exam and meet state eligibility requirements.

Program Length: This program is approximately two quarters long, depending on the time students need to satisfactorily complete all graduation requirements.

Admission Dates: Fall and spring quarters. It is held in the evening.

Prerequisite(s): Students must pass a criminal background check performed by the Washington State Patrol and DSHS and have a "No Record on File" report. A non-refundable fee is charged to each student for the background check. Students must have current immunizations including Measles/Mumps/Rubella, Hepatitis B series, Tdap (within the last 10 years), TWO-PPD/Tuberculosis Tests (the second PPD should occur 10-14 days after the reading of the first PPD), and Varicella, as required by contracts with clinical facilities and CDC recommendations. Proof of immunizations should be submitted the first day of class, unless arrangements have been made with the instructor.

PROGRAM COURSE LIST

NAC 126	Nursing Assistant Theory I	3
NAC 131	Nursing Skill Fundamentals I-BEST	4
NAC 133	Nursing Assistant Theory II	3
NAC 139	Unit Based Clinical Experience I-BEST	3

TOTAL CREDITS FOR COMPLETION 13

PRACTICAL NURSING

CERTIFICATE

The Practical Nursing (PN) certificate program at Clover Park Technical College prepares graduates for entry into the nursing profession as practical nurses and to work under the direction of a licensed registered nurse, licensed physician or dentist. Graduates are eligible to take the NCLEX PN exam.

Clover Park Technical College's Practical Nursing Certificate program consists of 60 credits of nursing courses and 45 credits of general education courses. Students must receive a "B-" or better in all technical courses to satisfy graduation requirements. In addition, all students entering the practical nurse program must have completed a state-approved nursing assistant program (NA-C), successfully passed the state exam, and maintained a current unencumbered nursing assistant license throughout the program.

This PN program focuses on the art and science of nursing. Students learn in the classroom, by simulation in the skills laboratory, and in clinical practice settings. Clinical learning experiences are obtained in various health care settings in the community under the guidance of nursing faculty. Clinical experiences are largely scheduled between 6:30 a.m. and 11:30 p.m. The college reserves the right to schedule clinical experiences during evening and/or on weekends if necessary, and students may be required to travel up to 50 miles for clinical site.

To apply, download and complete the LPN Admission Packet and follow the directions given in the packet to submit. This program does not have an application submission deadline; applications are accepted year-round.

Physical Activity Requirements: This occupation requires medium physical activity and lifting/handling objects weighing 10-25 pounds (occasionally up to 50 pounds) and handling body fluids. Nurses are often standing for long periods of time. For safety and protection of patients, the student nurse must be able to perform basic cardiac life support, including CPR, and function in stressful and/or emergency situations.

Employability Requirements: Graduates must pass the NCLEX-PN

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exam and meet state eligibility requirements, including a criminal background check, in order to apply for licensure. Persons with some types of criminal convictions may not be eligible for licensure.

Program Length: This program is designed to be completed in four quarters. This is an academically rigorous program that requires a high degree of ability to read, understand, and critically think about and apply complex concepts in order to provide quality patient care. Students can expect 3-4 hours per week per class for homework and study (e.g., 15-20 hours per week for five classes) in addition to actual class time. It is strongly recommended that students not work more than 20 hours per week while in the nursing program to allow for adequate study time.

Admission Dates: Fall and spring quarters.

Important Note: If the student is taking prerequisites at CPTC, students must meet COMPASS scores required for placement into the core academic courses.

If the student is taking or has taken prerequisite courses at another educational institution, (s)he must have credits evaluated prior to submitting the application. The student must request an official college transcript be sent to CPTC Enrollment Services for evaluation and complete a transfer credit request form. Mail your official transcript to Clover Park Technical College ATTN: Credential Evaluator.

It is the student's responsibility to ensure their application is complete and the nursing program receives the required documents. Instructions for submitting applications are included in the application packet.

Prerequisite(s): CPTC courses with an "&" in the course name are transferable to other Washington State educational institutions.

Provide documentation of proof of successful completion of the following:

- High school transcript or high school equivalency diploma

Completion of the following academic prerequisites:

- General Education Courses: You must achieve a "B" or better in the following:
- BIOL& 241 Human A & P 1 w/Lab (5 Cr.)
- BIOL& 242 Human A & P 2 w/Lab (5 Cr.)
- BIOL& 260 Microbiology with lab (5 Cr.)
- CHEM& 121 Intro to Chemistry with lab (5 Cr.)
- ENGL& 101 English Composition or ENGL& 235 Technical Writing (5 Cr.)
- MATH& 141 Pre-calculus I or MATH& 146 Introduction to Stats (5 Cr.) or MATH& 151 Calculus I
- NUTR& 101 Nutrition (5 Cr.)
- PSYC& 100^{DIV} General Psychology (5 Cr.)
- PSYC& 200 Lifespan Psychology (developmental psychology) (5 Cr.)
- COLL 102 College Success for All (3 Cr.)

Speaking, understanding, and writing the English language is required.

State-approved nursing assistant course (NA-C), and current unencumbered/unrestricted NA-C certification from the state. American Heart Association CPR for the Health Care Provider. This includes adult, child, and infant, under the guidelines of the American Heart Association. Online CPR courses are not accepted.

Students are required to carry personal health/medical insurance throughout their clinical rotations.

The student must receive a "No Record on File" Report Related to crimes against persons from the Washington State Patrol. A non-refundable fee is charged to each student for the background check.

Immunization documentation will be required by Jan. 25 for a spring quarter start and June 25 for a fall quarter start in the year of your expected start.

PROGRAM COURSE LIST

NURS 117	Fundamentals of Nursing	4
NURS 120	Medical/Surgical Nursing I	3
NURS 122	Pre-Pharmacology	2
NURS 123	Basic Health Assessment and Nursing Skills I	5
NURS 124	Mental Health Nursing	3
NURS 125	Pharmacology in Nursing	3
NURS 126	Basic Health Assessment and Nursing Skills II	3
NURS 128	Contemporary Maternity Nursing	3
NURS 130	Nursing of Children	3
NURS 131	Medical/Surgical Nursing II	3
NURS 133	Medical/Surgical Nursing III	4
NURS 145	Medical Surgical Nursing IV	4
NURS 149	Clinical Practicum I	5
NURS 153	Clinical Practicum II	5
NURS 154	Issues & Trends in Nursing	2
NURS 161	Clinical Practicum III	4
NURS 164	Clinical Practicum IV	4
TOTAL CREDITS FOR COMPLETION		60

NURSING RN OPTION DEGREE

ASSOCIATE DEGREE IN NURSING

Graduates of this program are educated in the duties and responsibilities of a Registered Nurse in accordance with the Washington Administrative Code.

The program is designed to meet the needs of LPNs who desire additional education to progress to the role of a registered nurse. The student will receive the AAS-T degree upon successful completion of all prerequisites, nursing courses, and general educational courses required. Students must receive a "B-" or better in all technical courses to satisfy graduation requirements. After receiving the degree, the student is eligible to take the NCLEX-RN exam.

The RN Option program complies with all the guidelines set forth in WAC 246-840-575. The curriculum contains theory and clinical experiences in the areas of medical/surgical nursing, obstetric nursing, nursing of children, and psychiatric nursing. Clinical experiences will include opportunities for students to have direct involvement in and accountability for nursing care for patients with acute and chronic illnesses. Clinical experiences will include opportunities for the student to demonstrate assessment, planning, implementation, and evaluation of nursing care of diverse individuals and groups.

Students are required to carry personal health/medical insurance throughout their clinical rotations.

All prerequisites must be completed before you apply.

Students pursuing an AAT or AAS-T degree must complete all college degree requirements prior to graduation. This includes courses that meet the requirements for diversity, computer literacy, and the capstone project.

Application Process: There is often an extensive wait list. For additional inquiries regarding the program, orientation, or application acceptance, email nursingprogram@cptc.edu or call 253-589-6013.

Physical Activity Requirements: This occupation requires medium physical activity and lifting/handling objects weighing 10-25 pounds (occasionally up to 50 pounds) and handling body fluids. Nurses are often standing for long periods of time. For safety and protection of patients, the student nurse must be able to perform basic cardiac life support, including CPR, and function in stressful and/or emergency situations.

Employability Requirements: Graduates must pass the NCLEX-RN exam and meet state eligibility requirements, including a criminal background check, in order to apply for licensure.

Program Length: This four-quarter program is a combination of classroom, laboratory, and clinical experience.

Admission Dates: Fall quarter.

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This is a full-time evening program with clinical rotations on weekends (both Saturday and Sunday). The preceptorship could happen during evenings and/or weekends.

No part-time option is currently available. This is an academically rigorous program that requires a high degree of ability to read, understand, and critically think about and apply complex concepts in order to provide quality patient care. Students can expect 3-4 hours per week per class for homework and study (e.g., 15-20 hours per week for five classes) in addition to actual class time. It is strongly recommended that students not work more than 20 hours per week while in the nursing program to allow for adequate study time.

Prerequisite(s): CPTC courses with an "&" in the course name are transferable to other Washington State educational institutions. Students must complete the following:

(1) General education courses

(2) Certifications

(3) Required immunizations

1. General educational courses: Students must receive a grade of "B" (3.0) or higher in the following required prerequisite courses:

- ENGL& 101 English Composition (5 Cr.)
- BIOL& 241 Human A & P 1 and (5 Cr.)
- BIOL& 242 Human A & P 2 (5 Cr.)
- BIOL& 260 Microbiology (5 Cr.)
- PSYC& 100^{DIV} General Psychology (5 Cr.)
- PSYC& 200 Lifespan Psychology (developmental psychology) (5 Cr.)
- CHEM& 121 Intro to Chemistry (5 Cr.)

And one of the following math courses: MATH& 141 Pre-Calculus I, or MATH& 146 Introduction to Statistics, or MATH& 151 Calculus I.

Speaking, understanding, and writing the English language is required.

2. Certifications and background check(s): The student must have an active, unrestricted LPN license in Washington State and 500 hours of verified employment experience as an LPN. Students are required to pass a national and local background check with a result of "No Record on File." A non-refundable fee is charged to each student for the background check. Students must maintain a current CPR for the Health Care Provider training that includes adult, child, infant, and AED under the guidelines of the American Heart Association. Online CPR courses are not accepted.

3. Documentation of Immunizations: Documentation will be required by June 25 of the year the student is expected to start.

Immunization requirements are based on CDC guidelines and/or clinical facility policies and may change. Please check the college website for current requirements.

PROGRAM COURSE LIST

NURS 204	PN to RN Transition	1
NURS 229	Psychosocial Issues in Health Care	2
NURS 231	Nursing Concepts IV	3
NURS 239	Nursing Concepts IV Lab	3
NURS 243	Nursing Concepts V	4
NURS 244	Ethics and Policy in Health Care	2
NURS 245	Nursing Concepts VI	4
NURS 246	Nursing Concepts VI Clinical	3
NURS 248	Nursing Concepts VII	3
NURS 250	Nursing Concepts VIII	4
NURS 252^{CAP}	Practical Capstone	4
NURS 254	Nursing Concepts IX	4
TOTAL CREDITS FOR COMPLETION		37

PHARMACY TECHNICIAN

ASHP/ACPE ACCREDITED

ASSOCIATE OF APPLIED TECHNOLOGY – T DEGREE

Pharmacy technicians process prescriptions, prepare intravenous drugs, order and stock medications, prepare billing, and operate and troubleshoot automated drug-dispensing systems.

Successful graduates of this program are educated and trained in pharmacy technician duties and responsibilities under the guidelines of the American Society of Health-System Pharmacists.

The structured classroom curriculum includes customer service, communication, prescription processing, aseptic technique, human relations, and pharmacy calculations. The clinical component of the program gives students the chance to practice the skills received in the classroom and laboratory environment. This prepares students to assume the role of a pharmacy technician in a variety of pharmacy settings.

Included in this program are academic courses in communication, quantitative reasoning, and social sciences that provide knowledge and abilities that enhance personal development and serve as a foundation for technical skills.

This program is a combination of classroom, laboratory, and clinical experience. During the clinical experience quarter, students are required to attend 32 hours per week of clinical experience, Tuesday through Friday. Actual times may vary by pharmacy; most will be day shift hours. Students are required to carry personal health/medical insurance throughout their clinical rotations. No student will be allowed at clinical sites without proof of insurance.

Students pursuing an AAT or AAS-T degree must complete all college degree requirements prior to graduation. This includes courses that meet the requirements for diversity, computer literacy, and the capstone project.

Employability Requirements: Graduation from a Washington State Pharmacy Quality Assurance Commission (PQAC) approved technical training program. The PQAC requires all applicants to provide proof of passing a national pharmacy technician certification examination. Four hours of AIDS education and training as required under WAC 246-901-120. A comprehensive background check will be conducted to screen for prior convictions prior to state licensing. Persons with some types of criminal convictions may not be eligible for licensure.

Physical Requirements: The students of the pharmacy technician program are required to be able to discriminate increment readings on syringes and discriminate different colored and shaped objects. The student needs to be able to recognize and respond to voices under protective garb and on the phone. Excellent fine motor skills are required. Must be able to type 35 WPM. Standing for long periods of time (8-12 hours) and manipulating needles and syringes while holding their arms out in front of them is required. Ability to stand and work for long periods of time in safety equipment and garb is required. Students are expected to be able to lift 25 pounds and push and pull carts up to 100 pounds.

Program Length: This program is approximately three to five quarters long, depending on the time students need to satisfactorily complete all graduation requirements.

Admission Dates: Fall and spring starts are daytime face-to-face. Summer start is online with evening labs on campus.

Prerequisite(s): Before starting the program, a student must have a high school diploma or high school equivalency diploma.

To enter the program, students must meet the prerequisites for college-level reading, writing, and math. They must have completed a college-level math course within the last 5 years (unless they hold a bachelor's degree, then the rule does not apply), CAH 105 Computer Applications or equivalent, and a 5-credit Medical Terminology course.

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Students must maintain a "B" or above in all technical and general education courses to enter and continue in the program.

Students will have a comprehensive background check performed by the PQAC as well as Certified Background prior to their clinical rotation. A non-refundable fee is charged to each student for the background check. Students must be at least 18 years of age by the time clinical experience starts. Students must have current immunizations or laboratory verification of immune status. This could include, but is not limited to, Measles/Mumps/Rubella, Hepatitis B series and titer, Tetanus/ Diphtheria, Tuberculosis Test, Current Flu and Varicella, as required by contracts with clinical facilities and CDC recommendations.

Students must have current American Heart Association CPR for the Healthcare Professional. Proof of immunizations should be submitted the first day of class unless arrangements have been made with instructor.

PROGRAM COURSE LIST

BIOL& 175	Human Biology W/Lab	5
CAH 102	Medical Terminology I	5
CAH 105[CL]	Computer Applications	5
CMST& 220	Public Speaking	5
ENGL& 101	English Composition I	5
Math for Health Occupations or Alternative		5
General Psychology (or higher)		5
SOC& 101[DIV]	Introduction to Sociology	5
COLL 102	College Success for All	3
PT 121	Introduction to Pharmacy & Pharmacy Law	5
PT 124	Pharmacology, Part I	5
PT 128	Pharmacology, Part II	5
PT 131	Community Pharmacy Practice	5
PT 144	Generic Drug Names Part I	3
PT 145	Hospital Practice	4
PT 148	Clinical Capstone Research	4
PT 153	Generic Drug Names Part II	3
PT 156	Pharmaceutical Calculations	2
PT 160	Sterile Parenteral Preparation Production	3
PT 163[CAP]	Community Pharmacy Clinical Capstone	7
PT 165	Institutional Clinical Capstone	7

TOTAL CREDITS FOR AAT COMPLETION 96

PHARMACY TECHNICIAN

ASHP/ACPE ACCREDITED

CERTIFICATE

Pharmacy Technicians process prescriptions, prepare intravenous drugs, order and stock medications, prepare billing, and operate and troubleshoot automated drug-dispensing systems.

Successful graduates of this program are educated and trained in pharmacy technician duties and responsibilities under the guidelines of the American Society of Health-System Pharmacists.

The structured classroom curriculum includes customer service, communication, prescription processing, aseptic technique, human relations, and pharmacy calculations. The clinical component of the program gives students the chance to practice the skills received in the classroom and laboratory environment. This prepares students to assume the role of a pharmacy technician in a variety of pharmacy settings.

Included in this program are academic courses in communication, quantitative reasoning, and social sciences that provide knowledge and abilities that enhance personal development and serve as a foundation for technical skills.

This program is a combination of classroom, laboratory, and clinical experience. During the clinical experience quarter students are required to attend 32 hours per week of clinical experience, Tuesday through Friday. Actual times may vary by pharmacy; most will be day shift hours. Students are required to carry personal health/medical insurance throughout their clinical rotations. No student will be allowed at clinical sites without proof of insurance.

Employability Requirements: Graduation from a Washington State Pharmacy Quality Assurance Commission (PQAC) approved technical training program. The PQAC requires all applicants to provide proof of passing a national pharmacy technician certification examination. Four hours of AIDS education and training as required under WAC 246-901-120. A comprehensive background check will be conducted to screen for prior convictions prior to state licensing. Persons with some types of criminal convictions may not be eligible for licensure.

Physical Requirements: The students of the pharmacy technician program are required to be able to discriminate increment readings on syringes and discriminate different colored and shaped objects. The student needs to be able to recognize and respond to voices under protective garb and on the phone. Excellent fine motor skills are required. Must be able to type 35 WPM. Standing for long periods of time (8-12 hours) and manipulating needles and syringes while holding their arms out in front of them is required. Ability to stand and work for long periods of time in safety equipment and garb is required. Students are expected to be able to lift 25 pounds and push and pull carts up to 100 pounds.

Program Length: This program is approximately three to four quarters long, depending on the time students need to satisfactorily complete all graduation requirements.

Admission Dates: Fall and spring starts are daytime face-to-face. Summer start is online with evening labs on campus.

Prerequisite(s): Before starting the program, a student must have a high school diploma or high school equivalency diploma. To enter the program, a student must meet the prerequisite for college-level reading, writing, and math. They must have completed a college-level math course within the last 5 years (unless they hold a bachelor's degree then the rule does not apply), CAH 105 Computer Applications or equivalent, and a 5-credit Medical Terminology course. Students must maintain a "B" or above in all technical and general education courses to enter and continue in the program.

Students will have a comprehensive background check performed by the PQAC as well as Certified Background prior to their clinical rotation. A non-refundable fee is charged to each student for the background check. Students must be at least 18 years of age by the time clinical experience starts. Students must have current immunizations or laboratory verification of immune status. This could include, but is not limited to, Measles/Mumps/Rubella, Hepatitis B series, Tetanus/ Diphtheria, Current Flu, Tuberculosis Test, and Varicella, as required by contracts with clinical facilities and CDC recommendations.

Students must have current American Heart Association CPR for the Healthcare Professional. Proof of immunizations should be submitted the first day of class, unless arrangements have been made with the instructor.

PROGRAM COURSE LIST

CAH 105[CL]	Computer Applications	5
English Composition (or higher) or Public Speaking		5
Math for Health Occupations or Alternative		5
General Psychology (or higher, but not PSY 112) or Introduction to Sociology		5
CAH 102	Medical Terminology I	5
COLL 102	College Success for All	3
PT 121	Introduction to Pharmacy & Pharmacy Law	5
PT 124	Pharmacology, Part I	5
PT 128	Pharmacology, Part II	5
PT 131	Community Pharmacy Practice	5
PT 144	Generic Drug Names Part I	3
PT 145	Hospital Practice	4
PT 148	Clinical Capstone Research	4
PT 153	Generic Drug Names Part II	3
PT 156	Pharmaceutical Calculations	2
PT 160	Sterile Parenteral Preparation Production	3

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PT 163[CAP] Community Pharmacy Clinical Capstone 7
PT 165 Institutional Clinical Capstone 7

TOTAL CREDITS FOR COMPLETION 81

PROFESSIONAL PILOT

ASSOCIATE OF APPLIED TECHNOLOGY DEGREE

ASSOCIATE IN APPLIED SCIENCE – T DEGREE

A professional pilot possesses a commercial pilot certificate issued by the Federal Aviation Administration (FAA).

Students graduating from this course usually begin their careers as flight instructors. After working as a flight instructor for one to two years, most progress into charter flight, corporate flying, and commuter or major commercial airlines.

In addition to the program course requirements, students must also complete the general education requirements for the degree they seek to obtain. The two degree options in this program are the Associate of Applied Technology (AAT) and the Associate in Applied Science – T (AAS-T). The different requirements for each degree are listed below.

AAT Degree General Education Requirements (18 credits):

- ENGL& 101 English Composition or CMST& 220 (or higher)
- Any 100 level math class
- PSYC& 100[DIV] General Psychology (PSY 112[DIV], SOC& 101[DIV], or other humanities course that meets the diversity requirement)
- COLL 102 College Success for All

AAS-T Degree General Education Requirements (23 credits):

All AAS-T degrees must have a minimum of 20 credits of transferable general education. These credits replace the academic courses required for the AAT degree. Required credits include:

- 5 credits in communication: ENGL& 101
- 5 credits in quantitative reasoning: MAT 110, MATH& 141, MATH& 142, MATH& 146 or MATH& 151
- 5 credits in a social science that meets the diversity requirement: PSYC& 100[DIV] or SOC& 101[DIV]
- 5 credits in social science, humanities, or science; choose one from the following: PSYC& 100[DIV], PSYC& 200, PSY 210, PSYC& 220, SOC& 101 [DIV], ART& 100, MUSC& 105, ASL& 121, BIOL& 160, BIOL& 175, BIOL& 241, BIOL& 242, CHEM& 110, CHEM& 121, CHEM& 131, GEOL& 110, PHYS& 114, ECON 101, ECON& 201 or ECON& 202
- 3 credits in College Success: COLL 102

Students pursuing an AAT or AAS-T degree must complete all college degree requirements prior to graduation. This includes courses that meet the requirements for diversity, computer literacy, and the capstone project.

*PROFESSIONAL PILOT AIRCRAFT RENTAL RATES

PLANE	RATE	*FUEL COST PER GALLON	FUEL CONSUMPTION RATE	HOURLY RATE WITH FUEL
CESSNA 172	$80.13	$4.05	9 GPH	$116.58
CESSNA 182RG	$124.36	$4.05	14 GPH	$181.06

*Aircraft costs vary with the current fuel market price.

PROFESSIONAL PILOT FLIGHT FEES

***Commercial Pilot Certificate**

	FLIGHT HOURS	HOURLY RATE WITH FUEL	TOTAL
AIRCRAFT RENTAL	102 minimum flight hours	$116.58	$11,891.16
	18 minimum flight hours	$181.06	$3,259.08
PRE AND POST BRIEFINGS	120 hours	$12.00	$1,440.00
DUAL INSTRUCTION	55 hours	$40.00	$2,200.00
TOTAL FLIGHT FEE COSTS		**$18,790.24**	

*Aircraft costs vary with the current fuel market price.

***Instrument Pilot Certificate**

	FLIGHT HOURS	HOURLY RATE WITH FUEL	TOTAL
AIRCRAFT RENTAL	60 minimum hours	$116.58	$6,994.80
PRE AND POST BRIEFINGS	60 hours	$12.00	$720.00
DUAL INSTRUCTION	60 hours	$40.00	$2,400.00
TOTAL FLIGHT FEE COSTS		**$10,114.80**	

*Aircraft costs vary with the current fuel market price.

***Private Pilot Certificate**

	FLIGHT HOURS	HOURLY RATE WITH FUEL	TOTAL
AIRCRAFT RENTAL	60 minimum hours	$116.58	$6,994.80
PRE AND POST BRIEFINGS	60 hours	$12.00	$720.00
DUAL INSTRUCTION	47 hours	$40.00	$1,880.00
TOTAL FLIGHT FEE COSTS		**$9,514.80**	

*Aircraft costs vary with the current fuel market price.

Other Exams

FAA Knowledge Test – 3 @ $150.00 each Check for current cost with instructor.	$450.00
FAA Medical exam Check with FAA examiner for current cost. FAA medical and examiner fee paid to provider.	$150.00
FAA Check Ride – 3 @ Examiner Fee (approximately $500.00 each)	$1,500.00
FAA Check Ride – 3 @ Aircraft Rental Fee (approximately $200.00 each)	$600.00

Employability Requirements: To be employed as a professional pilot, at the minimum, one must possess a commercial pilot certificate. This certificate is obtained by passing a Federal Aviation Administration written test and flight test and obtaining a Federal Aviation Administration medical certificate.

Program Length: This certificate program is approximately eight quarters long, depending on the time students need to satisfactorily complete all graduation requirements.

Admission Dates: Summer, fall, winter, and spring quarters

Prerequisite(s): A mandatory orientation is required prior to admission to the program. Must be at least 16 1/2 years of age. Must comply with FAA licensing standards, and must obtain a second-class FAA medical examination prior to the first day of class. Please contact instructor for details.

The Transportation Security Administration (TSA) requires that U.S. citizens prove citizenship status before beginning flight training by providing a current passport or birth certificate and driver's license. Non-U.S. students must submit to a background and fingerprint check from the TSA prior to beginning training. Contact instructor for details.

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PROGRAM COURSE LIST

AVP 105	Private Pilot I	4
AVP 110	Private Pilot II	4
AVP 115	Private Pilot III	4
AVP 125	Private Pilot IV	4
AVP 130	Private Pilot V	4
AVP 135[CAP]	Private Pilot VI	4
AVP 140	Instrument Pilot I	4
AVP 145	Instrument Pilot II	4
AVP 150	Instrument Pilot III	4
AVP 155	Instrument Pilot IV	4
AVP 160	Instrument Pilot V	4
AVP 170[CAP]	Instrument Pilot VI	4
AVP 175	Commercial Pilot I	4
AVP 180	Commercial Pilot II	4
AVP 185	Commercial Pilot III	4
AVP 210	Commercial Pilot IV	4
AVP 215	Commercial Pilot V	4
AVP 220	Commercial Pilot VI	4
AVP 230	Commercial Pilot VII	4
AVP 235	Commercial Pilot VIII	4
AVP 240	Commercial Pilot IX	4
AVP 245	Commercial Pilot X	4
AVP 250	Commercial Pilot XI	4
AVP 255[CAP]	Commercial Pilot XII	4

TECHNICAL COURSE REQUIREMENTS 96

AAT REQUIREMENTS

Technical Course Requirements 96
AAT General Education Requirements (See list above) 18
Computer Literacy Requirement (Complete an approved computer literacy course or successfully pass the computer literacy exam). 3

TOTAL CREDITS FOR AAT COMPLETION 117

AAS-T REQUIREMENTS

Technical Course Requirements 96
AAS-T Degree General Education Requirements (See list above) 23
Computer Literacy Requirement (Complete an approved computer literacy course or successfully pass the computer literacy exam) 3

TOTAL CREDITS FOR AAS-T COMPLETION 122

Note: Students complete the Professional Pilot Program requirements at different rates due to their own skills and abilities, availability of planes and weather conditions that can alter scheduled flying times. Thus, the number of quarters needed to satisfactorily complete all graduation requirements may exceed those listed above. Students must meet FAA flight time requirements prior to graduation.

Optional Training

AVP 190	Crew Resource Management I	3
AVP 195	Crew Resource Management II	3
AVP 218	Multi-Engine Instructor Certification MEI	3
AVP 260	Certified Flight Instructor I	4
AVP 265	Certified Flight Instructor II	4
AVP 268	Instrument Flight Instructor	4
AVP 271	Multi-Engine Certification	3

Optional Elective Courses

AVP 118	Private Pilot Practical Test Standards I	4
AVP 138	Private Pilot Practical Test Standards II	4
AVP 152	Instrument Pilot Practical Test Standards III	4
AVP 172	Instrument Pilot Practical Test Standards IV	4
AVP 223	Commercial Pilot Practical Test Standards V	4
AVP 257	Commercial Pilot Practical Test Standards VI	4

PROFESSIONAL PILOT

AIRLINE MULTI-ENGINE CREW RESOURCE MANAGEMENT 1 (CRM 1)

CERTIFICATE

The multi-engine training allows the holder to update their knowledge and skills to meet Federal Aviation Administration multi-engine requirements.

The multi-engine training provides the student with the principles of multi-engine flight and multi-engine instrument flight, including the operation, use, and limitations of the flight instruments and instrument navigation systems with a glass cockpit. The student will also learn how to deal with engine-out and the changes in aerodynamics. Multi-engine operations, systems, performance, instruments, and aerodynamics will be examined. Emergency operations including engine-out performance, aerodynamics, decision-making, and instrument flight will be studied.

Program Length: This certificate program is approximately one quarter long, depending on the time students need to satisfactorily complete all graduation requirements.

Admission Dates: Summer, fall, winter, and spring quarters.

Prerequisite(s): Must be at least 18 years of age, comply with FAA licensing standards and possess an FAA private pilot certificate and instrument rating. Second-class FAA medical certificate required prior to the first day of class. The Transportation Security Administration (TSA) requires that U.S. citizens prove citizenship status before beginning flight training by providing a current passport or birth certificate and driver's license. Non-U.S. students must submit to a background and fingerprint check from the TSA prior to beginning training. Contact instructor for details.

PROGRAM COURSE LIST

AVP 190	Airline Multi-Engine CRM (Crew Resource Management) 1	3

TOTAL CREDITS FOR COMPLETION 3

Note: Students often complete their program or course requirements at different rates due to their own skills and abilities and the availability of aircraft and suitable weather. Thus, the number of quarters needed to satisfactorily complete all of the requirements may exceed those listed above in some cases.

PROFESSIONAL PILOT

AIRLINE MULTI-ENGINE CREW RESOURCE MANAGEMENT 2 (CRM 2)

CERTIFICATE

The multi-engine training allows the holder to update their knowledge and skills to meet Federal Aviation Administration multi-engine requirements.

The multi-engine training provides the student with the principles of multi-engine flight and multi-engine instrument flight, including the operation, use, and limitations of the flight instruments and instrument navigation systems with a glass cockpit. The student will also learn how to deal with engine-out and the changes in aerodynamics. Multi-engine operations, systems, performance, instruments, and aerodynamics will be examined. Emergency operations including engine-out performance,

aerodynamics, decision-making, and instrument flight will be studied.

Program Length: This certificate program is approximately one quarter long, depending on the time students need to satisfactorily complete all graduation requirements.

Admission Dates: Summer, fall, winter, and spring quarters.

Prerequisite(s): Must be at least 18 years of age, comply with FAA licensing standards and possess an FAA private pilot certificate and instrument rating. Second-class FAA medical certificate required prior to the first day of class. The Transportation Security Administration (TSA) requires that U.S. citizens prove citizenship status before beginning flight training by providing a current passport or birth certificate and driver's license. Non-U.S. students must submit to a background and fingerprint check from the TSA prior to beginning training. Contact instructor for details.

PROGRAM COURSE LIST

AVP 195 Airline Multi-Engine CRM (Crew Resource Management) 2 3

TOTAL CREDITS FOR COMPLETION 3

Note: Students often complete their program or course requirements at different rates due to their own skills and abilities and the availability of aircraft and suitable weather. Thus, the number of quarters needed to satisfactorily complete all of the requirements may exceed those listed above in some cases.

PROFESSIONAL PILOT

COMMERCIAL PILOT

CERTIFICATE

The Commercial Pilot Certificate allows the holder to fly for hire in a variety of pilot positions. Content of the course includes advanced aircraft performance maneuvers and cross-country flight. Students receive advanced training in aircraft systems, meteorology, and aircraft performance.

Included in this program are academic courses in communication (English composition, speech), quantitative reasoning (math), and social sciences (psychology, sociology) that enhance personal development and provide knowledge and abilities upon which technical skills are built.

PROFESSIONAL PILOT AIRCRAFT RENTAL RATES

PLANE	RATE	*FUEL COST PER GALLON	FUEL CONSUMPTION RATE	HOURLY RATE WITH FUEL
Cessna 172	$80.13	$4.05	9 GPH	$116.58
Cessna 182RG	$124.36	$4.05	14 GPH	$181.06

*Aircraft costs vary with the current fuel market price.

PROFESSIONAL PILOT FLIGHT FEES

***Commercial Pilot Certificate**

	FLIGHT HOURS	HOURLY RATE WITH FUEL	TOTAL
AIRCRAFT RENTAL	102 minimum hours	$116.58	$11,891.16
	18 minimum hours	$181.06	$3,259.08
PRE AND POST BRIEFINGS	120 hours	$12.00	$1,440.00
DUAL INSTRUCTION	55 hours	$40.00	$2,200.00
TOTAL FLIGHT FEE COSTS		**$18,790.24**	

*Aircraft costs vary with the current fuel market price.

Other Exams

FAA Knowledge Test – 1 @ $150.00 each Check for current cost with instructor.	$150.00
FAA Medical exam Check with FAA examiner for current cost. FAA medical and examiner fee paid to provider.	$150.00
FAA Check Ride – 1 @ Examiner Fee (approximately $500.00 each)	$500.00
FAA Check Ride – 1 @ Aircraft Rental Fee (approximately $200.00 each)	$200.00

Employability Requirements: To be employed as a professional pilot, at the minimum, one must possess a commercial pilot certificate. This certificate is obtained by passing a Federal Aviation Administration written test and flight test and obtaining a Federal Aviation Administration medical certificate.

Program Length: This certificate program is approximately four quarters long, depending on the time students need to satisfactorily complete all graduation requirements.

Admission Dates: Summer, fall, winter, and spring quarters.

Prerequisite(s): A mandatory orientation is required prior to admission to the program.

Must be at least 17 years of age. Must comply with FAA licensing standards and possess an FAA private pilot certificate and FAA instrument rating. Second-class FAA medical certificate required prior to the first day of class. Please contact instructor for details.

The Transportation Security Administration (TSA) requires that U.S. citizens prove citizenship status before beginning flight training by providing a current passport or birth certificate and driver's license. Non-U.S. students must submit to a background and fingerprint check from the TSA prior to beginning training. Contact instructor for details.

FAA minimum flight and ground hours required for certification.

Prerequisite is a Private Pilot Certificate and Instrument Rating. Minimum course requirements consist of an additional 120 hours of flight time consisting of 65 hours solo time and 55 hours of dual instruction. Required ground training is 35 hours and pre- and post-flight briefings—11 hours.

Please note that many students need additional training hours to master the required competencies.

PROGRAM COURSE LIST

AVP 175 Commercial Pilot I 4
AVP 180 Commercial Pilot II 4
AVP 185 Commercial Pilot III 4
AVP 210 Commercial Pilot IV 4
AVP 215 Commercial Pilot V 4
AVP 220 Commercial Pilot VI 4
AVP 230 Commercial Pilot VII 4
AVP 235 Commercial Pilot VIII 4
AVP 240 Commercial Pilot IX 4
AVP 245 Commercial Pilot X 4
AVP 250 Commercial Pilot XI 4
AVP 255CAP Commercial Pilot XII 4
English Composition (or higher) or Public Speaking 5
Any 100-Level Math Class 5
General Psychology (or other social science or humanities class) 5
COLL 102 College Success for All 3

TOTAL CREDITS FOR COMPLETION 66

Optional Elective Courses

AVP 223 Commercial Pilot Practical Test Standards V 4
AVP 257 Commercial Pilot Practical Test Standards VI 4

Note: Students often complete their program requirements at different rates due to their own skills and abilities and the availability of aircraft and suitable weather. Thus, the

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number of quarters needed to satisfactorily complete all of the requirements may exceed those listed above in some cases.

PROFESSIONAL PILOT

FLIGHT INSTRUCTOR

CERTIFICATE

The flight instructor certificate allows a commercial and instrument-rated pilot to train flight students in acquiring their private and commercial pilot certificates. The instrument flight instructor rating allows the holder to train students working toward their instrument rating. Flight instructors can also teach aviation ground schools.

Employability Requirements: To be employed as a professional pilot, at the minimum, one must possess a commercial pilot certificate. This certificate is obtained by passing a Federal Aviation Administration written test and flight test and obtaining a Federal Aviation Administration medical certificate.

Program Length: This certificate program is approximately one quarter long, depending on the time students need to satisfactorily complete all graduation requirements.

Admission Dates: Summer, fall, winter, and spring quarters.

Prerequisite(s): A mandatory orientation is required prior to admission to the program.

Must be at least 18 years of age. Must comply with FAA licensing standards and possess an FAA Commercial certificate with Instrument Rating. Second-class FAA medical certificate required prior to first day of class. Please contact instructor for details.

The Transportation Security Administration (TSA) requires that U.S. citizens prove citizenship status before beginning flight training by providing a current passport or birth certificate and driver's license. Non-U.S. students must submit to a background and fingerprint check from the TSA prior to beginning training. Contact instructor for details.

PROGRAM COURSE LIST

AVP 260	Certified Flight Instructor I	4
AVP 265	Certified Flight Instructor II	4
AVP 268	Certified Instrument Flight Instructor	4
TOTAL CREDITS FOR COMPLETION		12

Note: Students often complete their program requirements at different rates due to their own skills and abilities and the availability of aircraft and suitable weather. Thus, the number of quarters needed to satisfactorily complete all of the requirements may exceed those listed above in some cases.

PROFESSIONAL PILOT

INSTRUMENT PILOT

CERTIFICATE

The Instrument Rating is added to either a private or commercial pilot certificate. It allows the holder to fly in clouds and weather, navigating and controlling the aircraft exclusively by reference to the aircraft flight instruments.

Content includes basic attitude instrument flying, advanced radio navigation, instrument approaches, and cross-country flight.

*PROFESSIONAL PILOT AIRCRAFT RENTAL RATES

PLANE	RATE	*FUEL COST PER GALLON	FUEL CONSUMPTION RATE	HOURLY RATE WITH FUEL
Cessna 172	$80.13	$4.05	9 GPH	$116.58
Cessna 182RG	$124.36	$4.05	14 GPH	$181.06

*Aircraft costs vary with the current fuel market price.

***Instrument Pilot Certificate**

	FLIGHT HOURS	HOURLY RATE WITH FUEL	TOTAL
AIRCRAFT RENTAL	60 minimum hours	$116.58	$6,994.80
PRE AND POST BRIEFINGS	60 hours	$12.00	$720.00
DUAL INSTRUCTION	60 hours	$40.00	$2,400.00
TOTAL FLIGHT FEE COSTS			$10,114.80

*Aircraft costs vary with the current fuel market price.

Other Exams

FAA Knowledge Test – 1 @ $150.00 each Check for current cost with instructor.	$150.00
FAA Medical exam Check with FAA examiner for current cost. FAA medical and examiner fee paid to provider.	$150.00
FAA Check Ride – 1 @ Examiner Fee (approximately $500.00 each)	$500.00
FAA Check Ride – 1 @ Aircraft Rental Fee (approximately $200.00 each)	$200.00

Employability Requirements: To be employed as a professional pilot, at the minimum, one must possess a commercial pilot certificate. This certificate is obtained by passing a Federal Aviation Administration written test and flight test and obtaining a Federal Aviation Administration medical certificate.

Program Length: This certificate program is approximately two quarters long, depending on the time students need to satisfactorily complete all graduation requirements.

Admission Dates: Summer, fall, winter, and spring quarters.

Prerequisite(s): A mandatory orientation is required prior to admission to the program.

Must be at least 17 years of age. Must comply with FAA licensing standards and possess an FAA private pilot certificate or FAA commercial certificate. Second-class FAA medical certificate required prior to the first day of class. Please contact instructor for details.

The Transportation Security Administration (TSA) requires that U.S. citizens prove citizenship status before beginning flight training by providing a current passport or birth certificate and driver's license. Non-U.S. students must submit to a background and fingerprint check from the TSA prior to beginning training. Contact instructor for details.

FAA minimum flight and ground hours required for certification.

Instrument Pilot: 35 hours total flight time, all of which is dual instruction. Ground training required is 30 hours. Pre- and post-flight briefings time—7 hours.

Industry average flight time is 40-45 hours for Instrument Pilot Certification is 40-45 hours.

Please note that many students need additional training hours to master the required competencies.

PROGRAM COURSE LIST

AVP 140	Instrument Pilot I	4
AVP 145	Instrument Pilot II	4
AVP 150	Instrument Pilot III	4
AVP 155	Instrument Pilot IV	4
AVP 160	Instrument Pilot V	4
AVP 170[CAP]	Instrument Pilot VI	4
COLL 102	College Success for All	3

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TOTAL CREDITS FOR COMPLETION 27

Optional Elective Courses

AVP 152	Instrument Pilot Practical Test Standards III	4
AVP 172	Instrument Pilot Practical Test Standards IV	4

Note: Students often complete their program requirements at different rates due to their own skills and abilities and the availability of aircraft and suitable weather. Thus, the number of quarters needed to satisfactorily complete all of the requirements may exceed those listed above in some cases.

PROFESSIONAL PILOT

MULTI-ENGINE INSTRUCTOR TRAINING (MEI)

The multi-engine instructor training allows the holder to update their knowledge and skills to meet Federal Aviation Administration multi-engine requirements.

The multi-engine instructor training provides the student with the principles of multi-engine flight and multi-engine instrument flight, including the operation, use, and limitations of the flight instruments and instrument navigation systems with a glass cockpit. The student will also learn how to deal with engine-out and the changes in aerodynamics. Multi-engine operations, systems, performance, instruments, and aerodynamics will be examined. Emergency operations, including engine-out performance, aerodynamics, decision-making, and instrument flight will be studied.

Program Length: This certificate program is approximately one quarter long, depending on the time students need to satisfactorily complete all graduation requirements.

Admission Dates: Summer, fall, winter, and spring quarters.

Prerequisite(s): Must be at least 18 years of age, comply with FAA licensing standards and possess an FAA private pilot certificate and instrument rating. Second-class FAA medical certificate required prior to the first day of class. The Transportation Security Administration (TSA) requires that U.S. citizens prove citizenship status before beginning flight training by providing a current passport or birth certificate and driver's license. Non-U.S. students must submit to a background and fingerprint check from the TSA prior to beginning training. Contact instructor for details.

PROGRAM COURSE LIST

AVP 218	Multi-Engine Instructor Certification MEI	3

TOTAL CREDITS FOR COMPLETION 3

PROFESSIONAL PILOT

MULTI-ENGINE TRAINING

The multi-engine training allows the holder to update their knowledge and skills to meet Federal Aviation Administration multi-engine requirements.

The multi-engine training provides the student with the principles of multi-engine flight and multi-engine instrument flight, including the operation, use, and limitations of the flight instruments and instrument navigation systems with a glass cockpit. The student will also learn how to deal with engine-out and the changes in aerodynamics. Multi-engine operations, systems, performance, instruments, and aerodynamics will be examined. Emergency operations, including engine-out performance, aerodynamics, decision-making, and instrument flight will be studied.

Program Length: This certificate program is approximately one quarter long, depending on the time students need to satisfactorily complete all graduation requirements.

Admission Dates: Summer, fall, winter, and spring quarters.

Prerequisites: Must be at least 18 years of age, comply with FAA licensing standards and possess an FAA private pilot certificate and instrument rating. Second-class FAA medical certificate required prior to the first day of class. The Transportation Security Administration (TSA) requires that U.S. citizens prove citizenship status before beginning flight training by providing a current passport or birth certificate and driver's license. Non-U.S. students must submit to a background and fingerprint check from the TSA prior to beginning training. Contact instructor for details.

PROGRAM COURSE LIST

AVP 271	Multi-Engine Certification	3

TOTAL CREDITS FOR COMPLETION 3

Note: Students often complete their program or course requirements at different rates due to their own skills and abilities and the availability of aircraft and suitable weather. Thus, the number of quarters needed to satisfactorily complete all of the requirements may exceed those listed above in some cases.

PRIVATE PILOT

CERTIFICATE

Private pilots are able to fly with passengers aboard an aircraft and have no limitations on where they can fly.

This is the first FAA certificate students obtain if they eventually want to upgrade to higher certificates and ratings. Content includes basic maneuvering flight, takeoffs, landings, and cross-country flying. Ground training includes in-depth training on meteorology, aerodynamics, national airspace structure and navigation, and aircraft systems.

*PROFESSIONAL PILOT AIRCRAFT RENTAL RATES

PLANE	RATE	*FUEL COST PER GALLON	FUEL CONSUMPTION RATE	HOURLY RATE WITH FUEL
Cessna 172	$80.13	$4.05	9 GPH	$116.58
Cessna 182RG	$124.36	$4.05	14 GPH	$181.06

*Aircraft costs vary with the current fuel market price.

****Private Pilot Certificate**

	FLIGHT HOURS	HOURLY RATE WITH FUEL	TOTAL
AIRCRAFT RENTAL	60 minimum hours	$116.58	$6,994.80
PRE AND POST BRIEFINGS	60 hours	$12.00	$720.00
DUAL INSTRUCTION	47 hours	$40.00	$1,880.00
TOTAL FLIGHT FEE COSTS		**$9,514.80**	

*Aircraft costs vary with the current fuel market price.

Other Exams

FAA Knowledge Test – 1 @ $150.00 each Check for current cost with instructor.	$150.00
FAA Medical exam Check with FAA examiner for current cost. FAA medical and examiner fee paid to provider.	$150.00
FAA Check Ride – 1 @ Examiner Fee (approximately $500.00 each)	$500.00
FAA Check Ride – 1 @ Aircraft Rental Fee (approximately $200.00 each)	$200.00

Employability Requirements: To be employed as a professional

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pilot, at the minimum, one must possess a commercial pilot certificate. This certificate is obtained by passing a Federal Aviation Administration written test and flight test and obtaining a Federal Aviation Administration medical certificate.

Program Length: This certificate program is approximately two quarters long, depending on the time students need to satisfactorily complete all graduation requirements.

Admission Dates: Summer, fall, winter, and spring quarters.

Prerequisite(s): Must be at least 16 1/2 years of age. Must comply with FAA licensing standards and obtain a second-class FAA medical certificate with student pilot certificate prior to the first day of class.

Please contact instructor for details. The Transportation Security Administration (TSA) requires that U.S. citizens prove citizenship status before beginning flight training by providing a current passport or birth certificate and driver's license. Non-U.S. students must submit to a background and fingerprint check from the TSA prior to beginning training. Contact instructor for details.

A mandatory orientation is required prior to admission to the program.

FAA minimum flight and ground hours required for certification.

Please note that many students need additional training hours to master the required competencies.

35 hours total flight time. 24 hours dual and 11 hours solo. Ground instruction—49 hours. Pre- and post-flight briefings—4.8 hours.

Industry average flight time for Private Pilot certification is 60-75 hours.

PROGRAM COURSE LIST

AVP 105	Private Pilot I	4
AVP 110	Private Pilot II	4
AVP 115	Private Pilot III	4
AVP 125	Private Pilot IV	4
AVP 130	Private Pilot V	4
AVP 135[CAP]	Private Pilot VI	4
COLL 102	College Success for All	3
TOTAL CREDITS FOR COMPLETION		27

Optional Elective Courses

AVP 118	Private Pilot Practical Test Standards I	4
AVP 138	Private Pilot Practical Test Standards II	4

Note: Students often complete their Program Requirements at different rates due to their own skills and abilities and the availability of aircraft and suitable weather. Thus, the number of quarters needed to satisfactorily complete all of the requirements may exceed those listed above in some cases.

RETAIL BUSINESS MANAGEMENT

ASSOCIATE OF APPLIED TECHNOLOGY DEGREE

The AAT Retail Business Management degree prepares students for careers in marketing, sales, retailing, customer service, entrepreneurship, and general business applications. Students develop both the technical and human relations skills necessary to succeed in today's competitive work environment. Current business procedures and computer applications, including online retail services, are covered.

The program combines business theory with practical applications that include the proper use of technology in today's workplace, ensuring students are making appropriate decisions in business settings. Students are introduced to e-commerce concepts and applications and learn how to use social media to invite potential customers to interact with their company.

This program has a built-in certificate component approved by the Western Association of Food Chains. This certificate prepares individuals to manage a variety of retail sales or lines of merchandise operations. The program serves both entry-level job candidates and incumbent employees. This certificate, endorsed by the Western Association of Food Chains (WAFC), provides grocery employees in Washington access to a consistent curriculum and also meets the needs of other segments of the retail industry.

Important Note: Students may take the following courses in order to complete the Retail Management Certificate prior to taking the COMPASS test for general education placement.

PROGRAM COURSE LIST

RBM 105*	Fundamentals of Organizational Behavior	3
RBM 107	Marketing	3
RBM 109*	Principles of Retailing	3
RBM 111	Essentials of Business Communication	3
RBM 113[CL]	Business Technology for Retail Applications	3
RBM 115	Human Resource Management	3
RBM 117	Principles of Management	3
RBM 119	Financial Management	3

*Articulated courses with high schools for dual enrollment.

Included in this program are academic courses in communication (English Composition, Speech), Quantitative Reasoning (Math), and Social Sciences (Psychology, Sociology) that provide knowledge and abilities upon which technical skills are built and personal development is enhanced.

This degree has been designed to meet the educational needs of working adults. It is 100 percent web-based instruction with face-to-face interaction when requested by students.

Program Length: This program is approximately five to six quarters long, depending on the time students need to satisfactorily complete all graduation requirements.

Admission Dates: Summer, fall, winter, and spring quarters.

Prerequisite(s): None.

PROGRAM COURSE LIST

RBM 105*	Fundamentals of Organizational Behavior	3
RBM 107	Marketing	3
RBM 109*	Principles of Retailing	3
RBM 111	Essentials of Business Communication	3
RBM 113[CL]	Business Technology for Retail Applications	3
RBM 115	Human Resource Management	3
RBM 117	Principles of Management	3
RBM 119	Financial Management	3
RBM 123	Customer Service	5
RBM 129	Speaking for Success	5
RBM 133	Effective Selling	5
RBM 159	E-Commerce Principles & Applications	4
RBM 162	Social Media Marketing	5
RBM 164	Marketing Communications	5
RBM 166[CAP]	Successful Career Development	5
RBM 168	Consumer Behavior	5
RBM 201	Introduction to Business Etiquette	5
CAS 105	Keyboarding	3
BUS& 201	Business Law	5
Any 100-Level Math Class		5
English Composition (or higher) or Public Speaking		5
General Psychology (or other social science or humanities class)		5
COLL 102	College Success for All	3
TOTAL CREDITS FOR AAT COMPLETION		94

*Articulated courses with high schools for dual enrollment.

RETAIL MANAGEMENT

CERTIFICATE

This certificate endorsed by the Western Association of Food Chains (WAFC) provides grocery employees access to a consistent curriculum and also meets the needs of other segments of the retail industry.

The program serves both entry-level job candidates and incumbent employees.

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Program Length: The program is approximately three to six quarters long, depending on full or part-time attendance and the time students need to satisfactorily complete all graduation requirements.

Admission Dates: Summer, fall, winter, and spring quarters.

Prerequisite(s): None.

Important Note: Taking the COMPASS test is not required for this certificate.

PROGRAM COURSE LIST

RBM 105*	Fundamentals of Organizational Behavior	3
RBM 107	Marketing	3
RBM 109*	Principles of Retailing	3
RBM 111	Essentials of Business Communication	3
RBM 113[CL]	Business Technology for Retail Applications	3
RBM 115	Human Resource Management	3
RBM 117	Principles of Management	3
RBM 119	Financial Management	3
COLL 102	College Success for All	3
TOTAL CREDITS FOR COMPLETION		27

*Articulated courses with high schools for dual enrollment.

Optional Electives

CAS 105	Keyboarding	3
RBM 123	Customer Service	5
RBM 129	Speaking for Success	5
RBM 133	Effective Selling	5
RBM 159	E-Commerce Principles & Applications	4
RBM 162	Social Media Marketing	5
RBM 164	Marketing Communications	5
RBM 166[CAP]	Successful Career Development	5
RBM 168	Consumer Behavior	5
RBM 201	Introduction to Business Etiquette	5

SURGICAL TECHNOLOGY

ASSOCIATE OF APPLIED TECHNOLOGY DEGREE

Prepares students to work as part of a team of surgeons and registered nurses in the operating room. Successful graduates of this program are educated in surgical technology under the guidelines of the Association of Surgical Technologists.

The structured curriculum includes basic sciences, patient care, surgical procedures, and human anatomy combined with clinical rotations in area health care facilities. Classroom instruction, labs, and clinical internships prepare students to assume the role of a perioperative team member in a variety of health care delivery settings.

Included in this program are academic courses in communication, quantitative reasoning, and social sciences that provide knowledge and abilities that enhance personal development and serve as a foundation for technical skills.

Students are required to carry personal health/medical insurance throughout their clinical rotations. Quarterly-based insurance for students may be purchased; further information is available through the Advising and Counseling Office.

No student will be allowed at a clinical site without proof of insurance.

Program Accreditation: The Commission on Accreditation of Allied Health Education Programs (www.caahep.org) has granted accreditation to the Surgical Technology program upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA).

Commission on Accreditation of Allied Health Education Programs

1361 Park Street, Clearwater, FL 33756

727-210-2350 www.caahep.org

Physical Activity Requirements: Students cannot require use of assistive devices. This occupation requires the ability to stand, sit, and walk for extended periods of time and the ability to lift and hold 50 pounds. Students must be able to meet these physical requirements in order to complete lab requirements, be assigned to a clinical rotation and get a job in this field.

Employability Requirements: Most employers prefer national certification. Seven hours of AIDS education and training as required under WAC 246-939. A comprehensive background check will be conducted to screen for prior convictions prior to state registration. Persons with some types of criminal convictions may not be eligible for employment.

Note: This program requires that all general education courses be completed prior to beginning the first quarter of SURG courses. General education courses are CAH 102, CAH 105, BIOL& 175 or higher A&P, SOC& 101, ENGL& 101, and MAT 108 or higher math.

Program Length: This program is six quarters long, depending on the time students need to satisfactorily complete all graduation requirements.

Admission Dates: Summer and winter quarters.

Prerequisite(s): Students pursuing the AAT degree must have a high school diploma or high school equivalency diploma, per the governing body for surgical technology, AST. In order to participate in the clinical aspect of the program, students must pass multiple background checks. A non-refundable fee is charged to each student for the background check. Students must have current American Heart Association CPR for the Healthcare Provider and immunizations or laboratory verification of immune status. This includes, but is not limited to, Hepatitis B series, Tetanus/Diphtheria, Tuberculosis Test, Measles/Mumps/Rubella, and Varicella, as required by contracts with clinical facilities and CDC recommendations.

Proof of immunizations and CPR should be completed by the first day of class of the third quarter of the SURG courses. No student will be allowed at a clinical site without completion of immunizations.

A physical is required for each student prior to clinical rotation.

Must be at least 18 years of age by the time clinical experience starts, usually in September and April.

Students must maintain a "B" or better in all general education and Core Allied Health courses to start the SURG courses.

Students must receive a "C" or better in all technical courses to satisfy graduation requirements.

Students pursuing an AAT or AAS-T degree must complete all college degree requirements prior to graduation. This includes courses that meet the requirements for diversity, computer literacy and the capstone project.

PROGRAM COURSE LIST

BIOL& 175	Human Biology W/Lab	5
CAH 102	Medical Terminology I	5
CAH 105[CL]	Computer Applications	5
ENGL& 101	English Composition I	5
MAT 108	Math for Health Occupations	5
SOC& 101[DIV]	Introduction to Sociology	5
COLL 102	College Success for All	3
SURG 126	Patient Care Theory	5
SURG 127	Pharmacology & Anesthesia	5
SURG 130	Patient Care Theory II	5
SURG 136	Operating Room Theory I	8
SURG 137	Introduction to Surgery	5
SURG 138	Introduction to Asepsis & Instrumentation	5
SURG 141	Operating Room Theory II	8
SURG 146	Surgical Lab I	5
SURG 151	Surgical Lab II	5
SURG 206	Operating Room Theory III	8
SURG 207	Microbiology	5
SURG 211	Surgical Lab III	5
SURG 215	Clinical Applications I	5

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SURG 220	Clinical Applications II	5
SURG 225	Clinical Applications III	5
SURG 230	Clinical Applications IV	5
SURG 235	Seminar I	3
SURG 240[CAP]	Seminar II	3

TOTAL CREDITS FOR AAT COMPLETION 128

SUSTAINABLE BUILDING SCIENCE

ASSOCIATE OF APPLIED TECHNOLOGY DEGREE

ASSOCIATE IN APPLIED SCIENCE – T DEGREE

This program is designed to train construction professionals and facilities managers for building applications and systems that consume a minimal amount of non-renewable resources and contribute to environmental and personal health.

This program will prepare graduates for careers in resource energy management, indoor air quality, solar installation, home energy rating systems, and other specialties that support the design, building, and maintenance of sustainable living environments.

Participants will receive a solid foundation in applied mathematics, applied physics, and communication. Students will also receive training in industry-specific applications using energy efficiency technology to diagnose building deficiencies. Advanced training in sustainable systems, solar (photovoltaic) systems, resource conservation management, and weatherization will prepare graduates for a variety of careers within the construction and utilities industries, including careers as resource conservation managers, energy auditors, weatherization specialists, solar energy specialists and home energy raters.

AAT Degree General Education Requirements (18 credits):

- ENGL& 101 English Composition or CMST& 220 (or higher)
- Any 100 level math class
- PSYC& 100[DIV] General Psychology (PSY 112[DIV], SOC& 101[DIV], or other humanities course that meets the diversity requirement)
- COLL 102 College Success for All

AAS-T Degree General Education Requirements (23 credits):

All AAS-T degrees must have a minimum of 20 credits of transferable general education. These credits replace the academic courses required for the AAT degree. Required credits include:

- 5 credits in communication: ENGL& 101
- 5 credits in quantitative reasoning: MAT 110, MATH& 141, MATH& 142, MATH& 146 or MATH& 151
- 5 credits in a social science that meets the diversity requirement: PSYC& 100[DIV] or SOC& 101[DIV]
- 5 credits in social science, humanities, or science; choose one from the following: PSYC& 100[DIV], PSYC& 200, PSY 210, PSYC& 220, SOC& 101 [DIV], ART& 100, MUSC& 105, ASL& 121, BIOL& 160, BIOL& 175, BIOL& 241, BIOL& 242, CHEM& 110, CHEM& 121, CHEM& 131, GEOL& 110, PHYS& 114, ECON 101, ECON& 201 or ECON& 202
- 3 credits in College Success: COLL 102

Students pursuing an AAS-T degree must complete all college degree requirements prior to graduation. This includes courses that meet the requirements for diversity, computer literacy, and the capstone project.

Physical Activity Requirements: Should be able to lift 40 pounds.

Program Length: This program is approximately five quarters long, depending on the time students need to satisfactorily complete all graduation requirements.

Admission Dates: Summer, fall, winter, and spring quarters.

Prerequisite(s): None.

PROGRAM COURSE LIST

CONST 105*	Measurement, Tools & Safety	2
CONST 108*	Site Leveling, Plans, Codes & Materials	2
CONST 112*	Footing & Foundation	3
CONST 116*	Floor Framing	3
CONST 120*	Wall Framing, Sheeting & Ceilings	5
CONST 122*	Roof Framing	5
CONST 126	Roofing Materials & Installation	3
CONST 134	Exterior Finish	3
SBS 105	Introduction to Sustainability	3
SBS 110	Green Building Design	4
SBS 115	Sustainable Materials in Construction	4
SBS 120	Survey of Energy Ratings	4
SBS 125	Alternative Energy Systems	4
SBS 140	Insulation Basics	4
SBS 145	Building Envelope	5
SBS 150	Moisture Mitigation	3
SBS 155	Solar Basics	4
SBS 170	Diagnostics and Testing	3
SBS 175	Indoor Air Testing	3
SBS 180	Thermography	3
SBS 185[CAP]	Service Learning Project	3
Computer Literacy Requirement (Complete an approved computer literacy course or successfully pass the computer literacy exam)		3

TECHNICAL COURSE REQUIREMENTS 76

AAT REQUIREMENTS

Technical Course Requirements	76
AAT General Education Requirements (See list above)	18

TOTAL CREDITS FOR AAT COMPLETION 94

AAS-T REQUIREMENTS

Technical Course Requirements	76
AAS-T Degree General Education Requirements (See list above)	23

TOTAL CREDITS FOR AAS-T COMPLETION 99

Note: CONST 105-122 are articulated courses with high schools for dual enrollment.

Optional Electives

CONST 130	Stairway Construction	4
CONST 138	Interior Finish I	3
CONST 142	Interior Finish II	3
CONST 146	Deck Construction	3
CONST 150	Carpentry Trades	1

SUSTAINABLE BUILDING SCIENCE

RESIDENTIAL CONSTRUCTION

CERTIFICATE

This pre-apprentice program prepares students with the knowledge and skills necessary for employment in the residential construction industry.

The first quarter covers safety, hand and power tool use, math, carpentry trades, plan reading, foundation form work, floor systems and framing, wall and roof framing, leveling and aligning, and sheeting. Second quarter expands into residential exterior and interior finish, including window and door installation, exterior siding, trim, stair construction, roofing application, interior and exterior trim, and cabinet installation.

Physical Activity Requirements: Should be able to lift 40 pounds.

Program Length: This program is approximately two quarters long, depending on the time students need to satisfactorily complete all graduation requirements.

Admission Dates: Summer, fall, winter, and spring quarters.

Prerequisite(s): None.

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PROGRAM COURSE LIST

CONST 105*	Measurement, Tools & Safety	2
CONST 108*	Site Leveling, Plans, Codes & Materials	2
CONST 112*	Footing & Foundation	3
CONST 116*	Floor Framing	3
CONST 120*	Wall Framing, Sheeting & Ceilings	5
CONST 122*	Roof Framing	5
CONST 126	Roofing Materials & Installation	3
CONST 130	Stairway Construction	4
CONST 134	Exterior Finish	3
CONST 138	Interior Finish I	3
CONST 142	Interior Finish II	3
CONST 146	Deck Construction	3
CONST 150	Carpentry Trades	1
COLL 102	College Success for All	3
TOTAL CREDITS FOR COMPLETION		43

*__Note:__ CONST 105-122 are articulated courses with high schools for dual enrollment.

WELDING

ASSOCIATE OF APPLIED TECHNOLOGY DEGREE

ASSOCIATE IN APPLIED SCIENCE – T DEGREE

Designed to develop the technical knowledge and skills required for employment in welding, metal fabrication, and related occupations. Graduates may qualify for many different opportunities within manufacturing, industrial maintenance, and construction.

Students will develop skills in a variety of welding and metal cutting processes common to industry and are also able to gain practical experience through realistic projects.

In addition to the program course requirements, students must also complete the general education requirements for the degree they seek to obtain. The two degree options in this program are the Associate of Applied Technology (AAT) and the Associate in Applied Science – T (AAS-T). The different requirements for each degree are listed below.

AAT Degree General Education Requirements (18 credits):

- ENGL& 101 English Composition or CMST& 220 (or higher)
- Any 100 level math class
- PSYC& 100^{DIV} General Psychology (PSY 112^{DIV}, SOC& 101^{DIV}, or other humanities course that meets the diversity requirement)
- COLL 102 College Success for All

AAS-T Degree General Education Requirements (23 credits):

All AAS-T degrees must have a minimum of 20 credits of transferable general education. These credits replace the academic courses required for the AAT degree. Required credits include:

- 5 credits in communication: ENGL& 101
- 5 credits in quantitative reasoning: MAT 110, MATH& 141, MATH& 142, MATH& 146 or MATH& 151
- 5 credits in a social science that meets the diversity requirement: PSYC& 100^{DIV} or SOC& 101^{DIV}
- 5 credits in social science, humanities, or science; choose one from the following: PSYC& 100^{DIV}, PSYC& 200, PSY 210, PSYC& 220, SOC& 101 ^{DIV}, ART& 100, MUSC& 105, ASL& 121, BIOL& 160, BIOL& 175, BIOL& 241, BIOL& 242, CHEM& 110, CHEM& 121, CHEM& 131, GEOL& 110, PHYS& 114, ECON 101, ECON& 201 or ECON& 202
- 3 credits in College Success: COLL 102

Students pursuing an AAT or AAS-T degree must complete all college degree requirements prior to graduation. This includes courses that meet the requirements for diversity, computer literacy, and the capstone project.

Program Length: This program is approximately five quarters long, depending on the time students need to satisfactorily complete all graduation requirements.

Admission Dates:
Day/Afternoon/Evening programs: Summer, fall, winter, and spring quarters, or by instructor permission.

Prerequisite(s): COMPASS algebra score of 32 or successful completion of MAT 082.

PROGRAM COURSE LIST

WLD 105	Welding Theory I	5
WLD 110	Thermal Cutting & Gouging	3
WLD 112	Oxyacetylene Welding & Brazing	4
WLD 117	Shielded Metal Arc Welding I	7
WLD 123	Shielded Metal Arc Welding II	7
WLD 142	Welding Theory II	5
WLD 144	Print Reading for Welders	5
WLD 152	Gas Metal Arc Welding	7
WLD 157	Metallurgy	5
WLD 168	Flux Cored Arc Welding I	7
WLD 210	Gas Tungsten Arc Welding	7
Welding Capstone Electives		7
Welding Electives		28
TECHNICAL COURSE REQUIREMENTS		97

AAT REQUIREMENTS

Technical Course Requirements	97
AAT General Education Requirements (See list above)	18
Computer Literacy Requirement (Complete an approved computer literacy course or successfully pass the computer literacy exam).	3
TOTAL CREDITS FOR AAT COMPLETION	118

AAS-T REQUIREMENTS

Technical Course Requirements	97
AAS-T Degree General Education Requirements (See list above)	23
Computer Literacy Requirement (Complete an approved computer literacy course or successfully pass the computer literacy exam).	3
TOTAL CREDITS	123

Welding Capstone Electives

Students must select one of the capstone classes listed below:

WLD 175^{CAP}	WABO Test Prep	7
WLD 180^{CAP}	Layout and Fabrication	7
WLD 217^{CAP}	Special Projects	1-5

Welding Electives

Students must select four elective courses from the list below:

WLD 172	Flux Cored Arc Welding II	7
WLD 175^{CAP}	WABO Test Prep	7
WLD 180^{CAP}	Layout and Fabrication	7
WLD 211	Advanced Gas Tungsten Arc Welding I	7
WLD 214	Gas Tungsten Arc Welding II	7
WLD 215	Cooperative Work Experience	1-5
WLD 217^{CAP}	Special Projects	1-5
WLD 219	Special Projects II	1-5
WLD 223	GTAW Pipe Welding	7
WLD 225	Shielded Metal Arc Welding Pipe	7
WLD 227	Advanced Pipe Welding	7
WLD 229	Metal Forming	7

WELDING

BASIC WELDING

CERTIFICATE

Prepares students for entry-level positions in welding as an apprentice or shop helper. The competency-based curriculum combines classroom instruction with hands-on training to develop foundational knowledge

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and skill in select welding and cutting processes.

Program Length: This certificate program is approximately one quarter long, depending on the time students need to satisfactorily complete all graduation requirements.

Admission Dates:
Day/Afternoon/Evening programs: Summer, fall, winter, and spring quarters, or by instructor permission.

Prerequisite(s): COMPASS algebra score of 32 or successful completion of MAT 082.

PROGRAM COURSE LIST

WLD 105	Welding Theory I	5
WLD 110	Thermal Cutting & Gouging	3
WLD 112	Oxyacetylene Welding & Brazing	4
WLD 117	Shielded Metal Arc Welding I	7

TOTAL CREDITS FOR COMPLETION 19

WELDING

FLUX CORED ARC WELDING

CERTIFICATE

Prepares students for employment in positions requiring specialization in Flux Cored Arc Welding (FCAW). The competency-based curriculum combines classroom instruction with extensive hands-on training to develop the essential knowledge and skills for industry.

Program Length: This certificate program is approximately two quarters long, depending on the time students need to satisfactorily complete all graduation requirements.

Admission Dates:
Day/Afternoon/Evening programs: Summer, fall, winter, and spring quarters, or by instructor permission.

Prerequisite(s): COMPASS algebra score of 32 or successful completion of MAT 082.

PROGRAM COURSE LIST

WLD 105	Welding Theory I	5
WLD 110	Thermal Cutting & Gouging	3
WLD 112	Oxyacetylene Welding & Brazing	4
WLD 117	Shielded Metal Arc Welding I	7
WLD 142	Welding Theory II	5
WLD 168	Flux Cored Arc Welding I	7
WLD 172	Flux Cored Arc Welding II	7
COLL 102	College Success for All	3

TOTAL CREDITS FOR COMPLETION 41

WELDING

GAS METAL ARC WELDING

CERTIFICATE

Prepares students for employment in positions requiring specialization in gas metal arc welding (GMAW). The competency-based curriculum combines classroom instruction with extensive hands-on training to develop the essential knowledge and skills for industry.

Program Length: This certificate program is approximately two quarters long, depending on the time students need to satisfactorily complete all graduation requirements.

Admission Dates:
Day/Afternoon/Evening programs: Summer, fall, winter, and spring quarters, or by instructor permission.

Prerequisite(s): COMPASS algebra score of 32 or successful completion of MAT 082.

PROGRAM COURSE LIST

WLD 105	Welding Theory I	5
WLD 110	Thermal Cutting & Gouging	3
WLD 112	Oxyacetylene Welding & Brazing	4
WLD 117	Shielded Metal Arc Welding I	7
WLD 123	Shielded Metal Arc Welding II	7
WLD 142	Welding Theory II	5
WLD 152	Gas Metal Arc Welding	7
COLL 102	College Success for All	3

TOTAL CREDITS FOR COMPLETION 41

WELDING

GAS TUNGSTEN ARC WELDING

CERTIFICATE

Prepares students for employment in positions requiring specialization in gas tungsten arc welding (GTAW). The competency-based curriculum combines classroom instruction with extensive hands-on training to develop the necessary knowledge and skills for industry.

Program Length: This certificate program is approximately two quarters long, depending on the time students need to satisfactorily complete all graduation requirements.

Admission Dates:
Day/Afternoon/Evening programs: Summer, fall, winter, and spring quarters, or by instructor permission.

Prerequisite(s): COMPASS algebra score of 32 or successful completion of MAT 082.

PROGRAM COURSE LIST

WLD 105	Welding Theory I	5
WLD 110	Thermal Cutting & Gouging	3
WLD 112	Oxyacetylene Welding & Brazing	4
WLD 117	Shielded Metal Arc Welding I	7
WLD 142	Welding Theory II	5
WLD 210	Gas Tungsten Arc Welding	7
WLD 211	Advanced Gas Tungsten Arc Welding I	7
COLL 102	College Success for All	3

TOTAL CREDITS FOR COMPLETION 41

WELDING

SHIELDED METAL ARC WELDING

CERTIFICATE

Prepares students for employment in positions requiring specialization in shielded metal arc welding (SMAW). The competency-based curriculum combines classroom instruction with extensive hands-on training to develop the essential knowledge and skills for industry.

Program Length: This certificate program is approximately two quarters long, depending on the time students need to satisfactorily complete all graduation requirements.

Admission Dates:

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Day/Afternoon/Evening programs: Summer, fall, winter, and spring quarters, or by instructor permission.

Prerequisite(s): COMPASS algebra score of 32 or successful completion of MAT 082.

PROGRAM COURSE LIST

WLD 105	Welding Theory I	5
WLD 110	Thermal Cutting & Gouging	3
WLD 112	Oxyacetylene Welding & Brazing	4
WLD 117	Shielded Metal Arc Welding I	7
WLD 123	Shielded Metal Arc Welding II	7
WLD 142	Welding Theory II	5
WLD 225	Shielded Metal Arc Welding Pipe	7
COLL 102	College Success for All	3
TOTAL CREDITS FOR COMPLETION		41

Short-Term Training Programs

Students interested in part-time training may choose from several short-term training programs, courses, and workshops. Courses may be offered in a traditional classroom environment, online, or in a hybrid format. Some short-term training programs are composed of a course or series of courses mapped to an industry-recognized certification, such as forklift or flagger certification. Such courses often use curriculum and materials specified by industry associations to assist students to prepare for proctored certification examinations.

Other short-term training programs include training in the skills necessary for specific entry-level job opportunities, such as medical billing or transcription. Programs are usually offered 3-4 evenings per week for 8-11 weeks. The menu of courses changes frequently, as labor-market demands change, and courses may not be offered every quarter.

Additional short-term training courses vary in length from 4 to 40 hours in length, change quarterly, and often may be applied to various industry requirements for continuing education or professional development. The college offers a variety of courses in health care, human resources, information technology, hospitality and food, and construction trades. Consult the quarterly class schedule for short-term options and costs.

911 Emergency Dispatch Operator ..... Credits – 6

Prepares graduates for the testing/intake procedures to become a 911 Emergency call taker. This class exposes students to various types of emergency situations, call sorting and prioritizing, interviewing callers to obtain necessary information, and use of CAD/E911/Phone Systems and Incident Command systems. Pre-registration requirements: Students must be 18 years or older and have received their high school diploma or high school equivalency diploma. Students must contact CPTC's Continuing Education department for additional pre-registration requirements.

Apprenticeship & Non-Traditional Employment for Women (ANEW) ..... Credits – 18

Open to all students, the Apprenticeship & Non-Traditional Employment for Women (ANEW) Certificate of Completion is a pre-apprenticeship designed to provide students with a set of skills and knowledge to be successful competitors for construction, aerospace, manufacturing, and utilities apprenticeships and jobs. The ANEW program is a hybrid of classroom training, hands-on training, technical skills, and life skills. Students are provided with a foundational body of knowledge covering core training topics including: construction terminology; basic hand and power tool identification, safety, and use; blueprint reading; industrial safety; trades fitness; and trades math. Students will also earn certifications in CPR/First Aid, OSHA 10, forklift operation, and road flagging. As part of the curriculum, students will visit training programs and job sites as well as participate in community service learning projects.

Basic Fire Alarm Systems for Trainees & Journey Level
This course provides the eight hours of Continuing Education Units (CEU) required by the State of Washington.

Bonding & Grounding Circuits for Trainees & Journey Level
This course provides the eight hours of Continuing Education Units (CEU) required by the state of Washington. This course covers a basic understanding of grounding and bonding of electrical circuits.

CPR & First Aid for Health Care Providers
This American Heart Association-approved course consists of adult, child, and infant CPR and First Aid and an overview of AED procedures. Class meets OSHA and WISHA requirements. The Health Care Provider Basic Life Support and the First Aid cards are valid for two years. Recertify with us! You must pay for the class and pass both the written and skills exams to receive your certifications. Students must read, write and understand the English language well enough to pass a written exam.

Flagger Training
Flaggers direct traffic for road construction crews, set up cones, barrels, barricades and signs to warn drivers that a construction zone is ahead and to merge traffic into specified lanes. Flaggers are also employed in the construction industry. To receive your flagger certification, you must pay for and complete our eight-hour training course. Certification is valid for three years.

Forklift Operations & Safety
Created for those who might be using forklifts on the job – with a strong emphasis on safety. Our thorough course is Washington State Department of Labor and Industries approved. Text required. Forklift card presented after payment and successful completion in class.

Forklift Recertification
For those who need to update their certification and who have taken a Washington State Department of Labor and Industries-approved operation and safety course over the past three years. Text included. Forklift card presented after payment and successful completion in class.

Fundamental Skills for Manufacturing and Engineering (FSME) ..... Credits – 18
The Fundamental Skills for Manufacturing and Engineering (FSME) Certificate of Completion is designed to provide students with a foundational set of skills and background knowledge that will equip them for an entry-level position in a manufacturing organization, and also provide a solid foundation for further technical studies. The FSME certificate is also the first quarter of CPTC's AAS-T Mechatronics program.

Introduction to Flight
Take a flight with an experienced pilot and learn about different high-demand, high-paying jobs in aviation. Call the Clover Park Aviation Center at 253-583-8904 to reserve a date and time.

National Electrical Code Update for Trainees or Journey Level
Provides the eight hours of Continuing Education Units (CEU) required by the state of Washington. Covers instructions on the latest National Electrical Code Changes.

Phlebotomy Program (PHLEB 120).....Credits – 4
This class is designed to develop basic phlebotomy skills for blood collection and safe handling. Students will learn proper technique and order of draw for venipuncture, using a variety of collection methods (syringes, vacutainers and butterfly needle). Student will also learn proper techniques for collecting blood specimens using finger and heel sticks. Students will have lab time to practice their skills on other students in a mock laboratory setting. **Please note:** *This is a basic skills course, aimed toward health care professionals currently employed in the field. It is composed of lecture and lab times. There is no clinical component to this course.* **Prerequisites:** At least three months of work experience and/or formal training in a health care field. Students must provide documentation of work or training in order to enroll in the Continuing Education Phlebotomy Program.

Washington RCW-WAC Review for Trainees
Provides the eight hours of Continuing Education Units (CEU) required by the State of Washington.

Course Descriptions

ACCOUNTING

ACCT& 201
PRINCIPLES OF ACCOUNTING I 5CR
Covers fundamentals of accounting theory and practice, including a study of the accounting cycle and the use of special journals. Focus is on double-entry accounting system and financial statement preparation. Covers transactions for a business organized as a sole proprietorship and the effects of transactions on balance sheet accounts.

Prerequisite(s): ACTG 115 or instructor approval.

ACCT& 202
PRINCIPLES OF ACCOUNTING II 5CR
Covers fundamentals of accounting theory and practice, continued from ACCT& 201. Focus is on issues related to businesses organized as a partnership or corporation and their effects on balance sheet accounts. Also covers investment, dissolution and distribution of income.

Prerequisite(s): Successful completion of ACCT& 201 or instructor approval.

ACCT& 203
PRINCIPLES OF ACCOUNTING III 5CR
Introduces the theory of cost accounting and an analysis of accounting data as a part of the managerial process of planning, decision-making and control. Emphasizes job order, process, standard-cost accounting data, and the preparation and use of budgets and internal control reports necessary for making economic decisions for manufacturing businesses.

Prerequisite(s): Successful completion of ACCT& 201 or instructor approval.

ACTG 110
BOOKKEEPING I 4CR
Introduces fundamental principles of full-cycle, double-entry accounting, including maintaining journals, ledgers, and banking records to prepare basic financial statements for service and retail businesses organized as sole proprietorships or partnerships. Covers basics of payroll accounting and payroll tax reports. Explores the concepts and terminology required to perform specific accounting functions accurately.

Prerequisite(s): COMPASS score equivalent to completion of MAT 082 and ENG 082 (68 in reading, 33 in writing) or higher, or instructor approval.

ACTG 115
BOOKKEEPING II 4CR
Introduces continued principles of full cycle, double-entry accounting. Covers specialty issues such as uncollectible accounts, depreciation, inventory, notes, interest, accruals, and end-of-period work for corporations. Explores concepts and terminology required to perform specific accounting functions accurately.

Prerequisite(s): Successful completion of ACTG 110.

ACTG 120
ELECTRONIC BUSINESS MATH 2CR
Covers business math applications, including payroll, percentages, merchandising, consumer credit, simple and compound interest, prorating, stocks and bonds, and the metric system, using keyboard functions and the touch method of electronic calculator operation.

Prerequisite(s): COMPASS score equivalent to completion of MAT 082 and ENG 082 (68 in reading, 33 in writing) or higher, or instructor approval.

ACTG 135
ACCOUNTING SPREADSHEETS I 5CR
Introduces electronic spreadsheets (Microsoft Office Excel). Covers creating business forms and spreadsheets to prepare financial statements.

Prerequisite(s): Successful completion of CAS 115, CAS 121 or instructor approval. Concurrent with ACTG 110 or instructor approval.

ACTG 141
QUICKBOOKS I 2CR
Covers principal applications, basic operating commands, and functions necessary to use QuickBooks automated accounting software. Basic applications include, but are not limited to, vendor, customer, and banking activities and creating files.

Prerequisite(s): Successful completion of ACTG 110 and ACTG 135 or instructor approval.

ACTG 143
QUICKBOOKS II 3CR
Covers continued applications for vendor and customer activities using QuickBooks automated accounting software. Also covers starting up companies, inventory management, sales tax, payroll, and working with balance sheet accounts.

Prerequisite(s): Successful completion of ACTG 115 and ACTG 141 or instructor approval.

ACTG 160
PAYROLL & BUSINESS TAXES 5CR
Provides practice in all payroll operations, the recording of accounting entries involving payroll, and the preparation of required payroll and business tax returns. Covers the concepts, laws, and terminology required to perform specific payroll accounting functions.

Prerequisite(s): Successful completion of ACTG 110 or instructor approval.

ACTG 211
PRINCIPLES OF ACCOUNTING I LAB 2CR
Provides instructional activities that support material covered in ACCT& 201 in a supervised lab environment. Concurrent with ACCT& 201 or instructor approval.

Prerequisite(s): Successful completion of ACTG 135 or instructor approval.

ACTG 212
PRINCIPLES OF ACCOUNTING II LAB 3CR
Provides instructional activities that support material covered in ACCT& 202 in a supervised lab environment.

Prerequisite(s): Successful completion of ACTG 211 and 135 or instructor approval.

Co-requisites: ACCT& 202

ACTG 213
PRINCIPLES OF ACCOUNTING III LAB 3CR
Provides instructional activities that support material covered in ACCT& 203 in a supervised lab environment.

Prerequisite(s): Successful completion of ACTG 211 and 135 or instructor approval.

Co-requisites: ACCT& 203.

ACTG 222
FUNDAMENTALS OF INDIVIDUAL INCOME TAX ACCOUNTING 4CR
Introduces the fundamentals of individual income tax accounting theory and practice, including a study of the rules and regulations for preparation of the most common forms and schedules, a brief review of the history of income taxation, tax laws in the United States, and the differences between generally accepted accounting principles and income-tax accounting.

Prerequisite(s): Successful completion of ACTG 115 or instructor approval.

ACTG 224
FUNDAMENTALS OF GOVERNMENTAL/NONPROFIT ACCOUNTING 5CR
Introduces the fundamentals of accounting theory and practice of government/nonprofit accounting, including a study of accounting methods; the reasons for and the use of the various funds; the purpose and use of budgets in this field of accounting; and the differences between generally accepted accounting principles, GASB standards, and fund/governmental accounting.

Prerequisite(s): Successful completion of ACTG 115 and ACCT& 201 or instructor approval.

ACTG 236
ACCOUNTING SPREADSHEETS II 3CR
Provides advanced instruction in electronic worksheets, various business spreadsheets, 3D worksheets, and various functions, including the conditional function and accounting schedules.

Prerequisite(s): Successful completion of ACTG 135 or instructor approval.

ACTG 241
QUICKBOOKS III 4CR
Covers advanced accounting activities using QuickBooks automated accounting software. Topics focus on starting up companies in mid-cycle of the fiscal period. Covers setting up prior balances with accounts receivable, accounts payable, checking, inventory, payroll, and fixed assets.

Prerequisite(s): Successful completion of ACTG 143, and ACCT& 201 or instructor approval.

ACTG 260
BUSINESS OFFICE I 5CR
Provides an opportunity for students to experience and participate in a realistic office environment by providing financial statements, completing financial examinations, preparing payroll, and furnishing other similar financial accounting work products to the public.

Prerequisite(s): Successful completion of ACTG 143, ACTG 235, CAS 121, and ACCT& 201, or instructor approval.

ACTG 262CAP
BUSINESS OFFICE II 5CR
Provides an opportunity for students to experience and participate in a realistic office environment by providing financial statements, completing financial examinations, preparing payroll, and furnishing other similar financial accounting work products to the public.

Prerequisite(s): Successful completion of ACTG 143, ACTG 235, CAS 121, and ACCT& 201, or instructor approval.

ACTG 271
INTERNSHIP I 5CR
Provides students with practical on-the-job field experience. Program offers students a way to combine classroom study with related work experience under the supervision of an employer. Work experience must be related to the student's educational and career objectives. Must be approved by the instructor and includes a weekly seminar component.

Prerequisite(s): Instructor approval.

ACTG 291
INDIVIDUAL INCOME TAX ACCOUNTING 5CR
Continues the study of the fundamentals of individual income tax accounting theory and practice, including a detailed study of the rules and regulations for preparation of the most common forms and schedules, preparation of these forms and schedules, tax laws in the United States, and the differences between generally accepted accounting principles and income-tax accounting.

Prerequisite(s): Successful completion of ACTG 222 and ACCT& 201, or instructor approval. Concurrent with ACTG 293.

ACTG 293
INDIVIDUAL INCOME TAX ACCOUNTING LAB 5CR
Provides a supervised setting, with instructional support, to apply understanding of federal individual income-tax rules and regulations to specific tax problems.

Prerequisite(s): Successful completion of ACTG 222 and ACCT& 201, or instructor approval. Concurrent with ACTG 291.

ACTG 295
INDIVIDUAL INCOME TAX INTERNSHIP 5CR
Provides on-the-job practical field experience. Program offers students a way to combine classroom study with related work experience under the supervision of an employer. Work experience must be related to the student's educational and career objectives. Must be approved by the instructor and includes a weekly seminar component.

Prerequisite(s): Successful completion of ACTG 291 and 293 or instructor approval.

BUS& 201
BUSINESS LAW 5CR
Introduces students to business law as it applies to the business world through the Uniform Commercial Code. Examines legal institutions and processes, legal reasoning, and the interaction of law and business. Laws pertaining to business contracts, sales, bailments, commercial paper, employment, agency, business organization, insurance, and property are reviewed.

Prerequisite(s): Successful completion of ACTG 115 or instructor approval.

AMERICAN SIGN LANGUAGE

ASL& 121
AMERICAN SIGN LANGUAGE I 5CR
Informs students about deafness, deaf culture, the deaf community, and American Sign Language. Learn to communicate both expressively and receptively in American Sign Language in basic conversation situations.

Prerequisite(s): Appropriate COMPASS (81 in reading, 77 in writing) placement score or successful completion of ENG 094.

ARCHITECTURAL ENGINEERING DESIGN

ARC 121
ARCHITECTURAL DRAFTING & DESIGN 5CR
Overview of floor plans, line types, and line weights; introduction to media, computer-aided drafting, codes, basic design concepts, and presentation drawings and techniques.

Prerequisite(s): English reading with comprehension, composition, and basic verbal skills.

ARC 123
CIVIL ENGINEERING SITE DESIGN 5CR
Overview of site design and planning, lot, subdivision and road layouts, contouring, slopes and profiles, and zoning regulations.

Prerequisite(s): Successful completion of ARC 121.

ARC 125
RESIDENTIAL DESIGN & DRAFTING 5CR
Overview of basic residential design and specialized floor plans and exterior and interior elevations.

Prerequisite(s): Successful completion of ARC 123.

ARC 141
ARCHITECTURAL REPORTING I 3CR
Includes investigation, research, and report preparation on materials, methods, and trends in construction.

Prerequisite(s): English reading with comprehension, composition, and basic verbal skills, and computer keyboarding skills of 30 WPM.

ARC 142
ARCHITECTURAL REPORTING II 5CR
Includes investigation, research, diagrams, and report preparation on basic framing systems in house construction.

Prerequisite(s): Successful completion of ARC 141.

ARC 152
CONSTRUCTION MATERIALS RESEARCH I 2CR
Requires research of manufacturer and supplier information, and assembly of Construction Specifications Institute (CSI) materials Divisions 1 through 14.

Prerequisite(s): English reading with comprehension, composition, and basic verbal skills.

ARC 171
DRAFTING TECHNOLOGIES I 5CR
Basic manual drafting skills, orthographics, isometrics, and roof plans for basic design and construction necessary for residential design.

Prerequisite(s): English reading with comprehension, composition, and basic verbal skills.

ARC 173
DRAFTING TECHNOLOGIES II 5CR
Basic drafting skills for civil engineering and profiles for subdivisions. Includes basic design drawings necessary for residential design, and also includes printing completed drawings on industry-standard hardware.

Prerequisite(s): Successful completion of ARC 171.

ARC 181[CL]
INTRODUCTION TO AUTOCAD 5CR
Use Windows-based AutoCAD applications to produce basic design and production drawings and details, and to save and print drawings on industry-standard hardware.

Prerequisite(s): English reading with comprehension, composition, and basic verbal skills and basic keyboarding skills (30 WPM), or instructor permission.

ARC 191
ENGINEERING MECHANICS OF MATERIALS 5CR
Analysis of loading conditions and selection of wood-member sizes and materials for house design. Material stress and strain are computed.

Prerequisite(s): Successful completion of ARC 125, MAT 099 or higher.

ARC 221
DETAILING & LIGHT COMMERCIAL 5CR
Overview of specialized floor plan types, framing, sections, detailing, and specifications for light-framing and commercial buildings.

Prerequisite(s): Successful completion of ARC 125.

ARC 223
DESIGN PROJECT I 5CR
Project management and design of basic architectural drafting project. Project includes a one-story house and placement on a subdivision lot, conforming to regulatory codes, hypothetical client needs, and established schedules. Students will produce a complete set of computer-drafted construction drawings. Students will give effective oral reports of progress.

Prerequisite(s): Successful completion of ARC 173, ARC 181.

ARC 225[CAP]
DESIGN PROJECT II 5CR
Project management and design of an intermediate architectural drafting project. Project conforms to regulatory codes, hypothetical client needs, and established schedules. Producing a complete set of computer-drafted construction drawings. Give effective oral reports of progress.

Prerequisite(s): Successful completion of ARC 223, ARC 281.

ARC 227
SPECIAL INTERN PROJECT 5CR
Complete the written work-based learning experience plan.

Prerequisite(s): Instructor permission required.

ARC 229
SPECIAL DESIGN PROJECT 5CR
Complete special design project as approved by the instructor to aid in realistic training.

Prerequisite(s): Successful completion of ARC 225, ARC 231, ARC 281.

ARC 231
COST ESTIMATING I 3CR
Completion of a computerized, detailed cost estimate for a one-story house with site development.

ARC 237
ENERGY ANALYSIS 1CR
Completion of two computerized energy analyses for a one-story house.

ARC 255
EMPLOYMENT RESEARCH 1CR
Basic job-seeking skill activities, including résumé preparation, employer contacts, presentation activities, and employment opportunities.

ARC 262
INTRO TO 3D MODELING 3CR
Advanced concepts and sketches of residential projects using Google Sketch-Up.

Prerequisite(s): Successful completion of ARC 181.

ARC 281
INTERMEDIATE AUTOCAD 5CR
Use Windows-based AutoCAD applications to produce intermediate design and production drawings and details and save and print drawings on industry-standard hardware.

Prerequisite(s): Successful completion of ARC 181.

ARC 283
BUILDING INFORMATION MODELING 5CR
Use Windows-based Revit applications to produce three-dimensional building models and production drawings. Explores integration of building systems in a three-dimensional virtual environment.

Prerequisite(s): Successful completion of ARC 262, ARC 281.

ARC 284[CL]
APPLIED AUTOCAD 5CR
Use Windows-based AutoCAD applications to a create a complete set of design and production drawings and details for a design project, and save and print the drawings on industry-standard hardware.

Prerequisite(s): Successful completion of ARC 281.

ARC 293
ENGINEERING STATICS 5CR
Beam loading, shear and moment diagrams, analysis, calculations, and selection of wood members for light framing. Material stress is computed.

Prerequisite(s): Successful completion of ARC 191.

ART

ART& 100
ART APPRECIATION 5CR
Introduction to the diversity of the art world from ancient civilizations to contemporary society. A discussion of art terminology and methods will be covered in an overview of art materials and techniques.

Prerequisite(s): Appropriate COMPASS (81 in reading) score; or successful completion of ENG 094 is required.

AUTOMOTIVE COLLISION

ACT 102
AUTOMOTIVE COLLISION TECHNICIAN FUNDAMENTALS OF COLLISION REPAIR 3CR
Explores career safety, industry certifications, vehicle construction, and an overview of the career field.

Prerequisite(s): Successful completion of IAUT 102, IAUT 104, IAUT 115, IAUT 130, and IAUT 139.

ACT 106
BODY SHOP EQUIPMENT 3CR
Covers operating hand tools, power tools, and shop equipment. Explores air systems and their design and function.

Prerequisite(s): Successful completion of IAUT 102, IAUT 104, IAUT 115, IAUT 130, and IAUT 139.

ACT 110
WELDING, HEATING & CUTTING 4CR
Covers the skills of welding, heating, and cutting as they relate to the collision industry.

Prerequisite(s): Successful completion of IAUT 102, IAUT 104, IAUT 115, IAUT 130, and IAUT 139.

ACT 115
PLASTICS/SMC REPAIR 4CR
Explores plastic, fiberglass and SMC repairs as they relate to the collision industry.

Prerequisite(s): Successful completion of IAUT 102, IAUT 104, IAUT 115, IAUT 130, and IAUT 139.

ACT 120
GLASS, TRIM & HARDWARE 5CR
Covers the practical skills used to repair and replace door locks and windows and to repair water leaks on car and truck bodies, interior parts, and door skin.

Prerequisite(s): Successful completion of IAUT 102, IAUT 104, IAUT 115, IAUT 130, and IAUT 139.

ACT 125
INTRODUCTION TO METAL STRAIGHTENING 3CR
Introduces basic body-panel straightening techniques.

Prerequisite(s): Successful completion of IAUT 102, IAUT 104, IAUT 115, IAUT 130, and IAUT 139.

ACT 132
PANEL REPLACEMENT 6CR
Covers the fundamentals of replacing hoods, bumpers, fenders, grilles, lids, and other bolted-on panels.

Prerequisite(s): Successful completion of IAUT 102, IAUT 104, IAUT 115, IAUT 130, and IAUT 139.

ACT 133
PANEL REPAIR 6CR
Covers metal-straightening fundamentals, including proper tool usage; application of fillers; and sanding for proper size, shape, and texture.

Prerequisite(s): Successful completion of IAUT 102, IAUT 104, IAUT 115, IAUT 130, and IAUT 139.

ACT 134CAP
AUTO COLLISION MAJOR REPAIR 5CR
Introduces vehicle damage measuring systems, straightening auto body structure, and replacing structural components.

Prerequisite(s): Successful completion of IAUT 102, IAUT 104, IAUT 115, IAUT 130, and IAUT 139.

ACT 140
AUTOMOTIVE SYSTEMS REPAIR 4CR
Explores basic mechanical repairs, wheel alignments, electrical repairs, and restraint system repairs.

ACT 141
AUTO BODY ALUMINUM REPAIR 4CR
This course is an introduction to aluminum body repair.

Prerequisite(s): ACT 102-125.

ACT 145
COLLISION ESTIMATING 5CR
Covers collision damage estimating, reviewing work orders, and acquiring work skills for job success.

Prerequisite(s): Successful completion of IAUT 102, IAUT 104, IAUT 115, IAUT 130, and IAUT 139.

ACT 151
REFINISH EQUIPMENT PREPARATION 6CR
Covers paint-shop equipment and painting fundamentals.

Prerequisite(s): Successful completion of IAUT 102, IAUT 104, IAUT 115, IAUT 130, and IAUT 139.

ACT 154
TOPCOAT REFINISHING 8CR
Covers color matching, final masking, surface cleaning, and topcoat finishing.

Prerequisite(s): Successful completion of IAUT 102, IAUT 104, IAUT 115, IAUT 130, and IAUT 139.

ACT 156
PRE-PRIME PREPARATION 5CR
Explores corrosion protections and vehicle refinish preparation.

Prerequisite(s): Successful completion of IAUT 102, IAUT 104, IAUT 115, IAUT 130, and IAUT 139.

ACT 157
POST-PRIME PREPARATION 5CR
Explores final preparations, blocking, and final sanding for application of topcoat.

Prerequisite(s): Successful completion of IAUT 102, IAUT 104, IAUT 115, IAUT 130, and IAUT 139.

ACT 166CAP
SURFACE IMPERFECTIONS/ EXTERIOR TRIM 5CR
Covers paint-application problem solving, final detailing, decals, and trimming.

Prerequisite(s): Successful completion of IAUT 102, IAUT 104, IAUT 115, IAUT 130, and IAUT 139.

ACT 171
PLASTIC REFINISHING 5CR
Covers paint-shop equipment and painting fundamentals as they relate to plastics.

Prerequisite(s): Successful completion of IAUT 102, IAUT 104, IAUT 115, IAUT 130, and IAUT 139.

IAUT 102
INTRODUCTION TO AUTOMOTIVE TRADES 3CR
This course is an introduction to the automotive industry. Students will learn about the industry, automobile safety, pollution and hygiene, basic hand tools, fasteners, and resume preparation.

Co-requisites: IAUT 104, IAUT 115, IAUT 130, and IAUT 139.

IAUT 104
INTRODUCTION TO AUTOMOTIVE ELECTRICAL 4CR
This course is an introduction to automotive electrical systems. Students will learn electrical theory, basic electrical testing equipment and procedures, and proper wire splicing and repairs.

Co-requisites: IAUT 102, IAUT 115, IAUT 130, and IAUT 139.

IAUT 115
INTRODUCTION TO AUTOMOTIVE STEERING, SUSPENSION & BRAKES 5CR
This course is an introduction to automotive steering, suspension, and braking systems. Students will learn the basic theory of these systems, how to put a vehicle on a lift and perform inspections, and how to perform a four-wheel alignment.

Co-requisites: IAUT 102, IAUT 104, IAUT 130, and IAUT 139.

IAUT 130
AUTOMOTIVE HVAC 2CR
Students will learn auto HVAC system diagnosis and proper service techniques.

Co-requisites: IAUT 102, IAUT 104, IAUT 115, and IAUT 139.

IAUT 139
BASIC AUTOMOTIVE WELDING 5CR
This course is an introduction to automotive welding. Includes basic welding using Oxy-Fuel, MIG, and other processes used in automotive repair.

Co-requisites: IAUT 102, IAUT 104, IAUT 115, and IAUT 130.

AUTOMOTIVE RESTORATION & CUSTOMIZATION - FINISHING

ARCF 103
FUNDAMENTALS & SHOP EQUIPMENT 3CR
Covers shop safety, fundamentals of tool use, and proper use of shop equipment.

Prerequisite(s): Successful completion of IAUT 102, IAUT 104, IAUT 115, IAUT 130, and IAUT 139.

ARCF 109
WELDING & METAL SKILLS 4CR
Covers welding, heating, and cutting techniques using MIG and oxyacetylene equipment. Students will learn safe handling and correct metal-forming techniques of sheet metal.

Prerequisite(s): Successful completion of IAUT 102, IAUT 104, IAUT 115, IAUT 130, and IAUT 139.

ARCF 114
BASIC REPAIRS & ASSEMBLY 8CR
Covers basic repair and assembly procedures for bolt-on body components.

Prerequisite(s): Successful completion of IAUT 102, IAUT 104, IAUT 115, IAUT 130, and IAUT 139.

ARCF 119
CUSTOM FABRICATION 6CR
Explores basic customizing techniques used on original factory parts, as well as fabrication of custom parts.

Prerequisite(s): Successful completion of IAUT 102, IAUT 104, IAUT 115, IAUT 130, and IAUT 139.

ARCF 124
REFINISHING EQUIPMENT 4CR
Explores refinishing equipment use and maintenance.

Prerequisite(s): Successful completion of IAUT 102, IAUT 104, IAUT 115, IAUT 130, and IAUT 139.

ARCF 129
REFINISH PREPARATION 7CR
Explores corrosion protection and vehicle refinish preparation.

Prerequisite(s): Successful completion of IAUT 102, IAUT 104, IAUT 115, IAUT 130, and IAUT 139.

ARCF 130
ADVANCED PAINT APPLICATION 4-6CR
Covers application of advanced masking, topcoat shading, and graphics on a restoration or custom project.

Prerequisite(s): Successful completion of IAUT 102, IAUT 104, IAUT 115, IAUT 130, and IAUT 139.

ARCF 133
FIBERGLASS/COMPOSITES TECHNIQUES 4-6CR
Further develop skills in customizing techniques used on original factory parts, as well as fabrication of custom parts.

Prerequisite(s): Successful completion of IAUT 102, IAUT 104, IAUT 115, IAUT 130, and IAUT 139.

ARCF 134
CUSTOM REFINISHING 6CR
Covers topcoat, clear coat, and custom refinishing.

Prerequisite(s): Successful completion of IAUT 102, IAUT 104, IAUT 115, IAUT 130, and IAUT 139.

ARCF 141
SURFACE IMPERFECTIONS/ SHOW & SHINE 4CR
Covers paint-application problem-solving and show detailing.

Prerequisite(s): Successful completion of IAUT 102, IAUT 104, IAUT 115, IAUT 130, and IAUT 139.

ARCF 154
AUTOMOTIVE RESTORATION & CUSTOMIZATION FINISHING LAB 4-9CR
Finish projects and competencies in restoration and/or customizing. Nine credits in summer quarter; variable credit other three quarters.

Prerequisite(s): Successful completion of IAUT 102, IAUT 104, IAUT 115, IAUT 130, and IAUT 139.

ARCF 159
METAL STRAIGHTENING & SHAPING 4-6CR
Metal straightening and shaping techniques on a custom or restoration project.

Prerequisite(s): Successful completion of IAUT 102, IAUT 104, IAUT 115, IAUT 130, and IAUT 139.

ARCF 167
CUSTOM PAINT APPLICATION 3CR
Covers application of custom masking, topcoat shading and graphics.

Prerequisite(s): Successful completion of IAUT 102, IAUT 104, IAUT 115, IAUT 130, and IAUT 139.

ARCF 168
APPLIED METAL SKILLS 3CR
Covers application of previously acquired metal skills as they relate to the student's project work.

Prerequisite(s): Successful completion of IAUT 102, IAUT 104, IAUT 115, IAUT 130, and IAUT 139.

ARCF 170
CUSTOM REFINISHING SPECIAL PROJECTS 4-6CR
Develop skills in advanced custom and/or restoration techniques. Students will have the opportunity to apply knowledge to projects of personal interest, as assigned, and/or job shadowing.

Prerequisite(s): Successful completion of IAUT 102, IAUT 104, IAUT 115, IAUT 130, and IAUT 139.

AUTOMOTIVE TECHNICIAN

AUT 147
AUTOMOTIVE BRAKES 6CR
Theory and troubleshooting of hydraulic systems, disc brake systems, drum brake systems, power booster systems and antilock brake systems.

Prerequisite(s): Must have required tools and textbooks. Successful completion of IAUT 102, IAUT 104, IAUT 115, IAUT 130, and IAUT 139.

Co-requisites: AUT 157.

AUT 149
AUTOMOTIVE SUSPENSION, STEERING & WHEEL ALIGNMENT 7CR
Theory and troubleshooting of front suspension systems, steering systems, rear suspension systems, and computer-controlled systems. This course will also cover basic wheel alignment, including two- and four-wheel alignment.

Prerequisite(s): Must successfully complete AUT 147 and have required tools and textbooks. Completion of introduction to automotive courses.

Co-requisites: AUT 157.

AUT 157
AUTOMOTIVE BRAKES, SUSPENSION, STEERING & WHEEL ALIGNMENT LAB 6CR
Repair automotive brakes, steering, and suspension systems by applying knowledge attained in required courses. This is a hands-on class that uses live projects.

Co-requisites: AUT 147 and AUT 149.

AUT 174
ENGINE MINOR MECHANICAL REPAIR 6CR
Diagnose and repair general engine mechanical, lubrication, and cooling-system problems. Upon completion of this course, the student will be familiar with the terminology, basic theory, diagnostics, and minor engine mechanical service and repair procedures.

Prerequisite(s): Must have required tools and textbooks. Successful completion of IAUT 102, IAUT 104, IAUT 115, IAUT 130, and IAUT 139.

Co-requisites: AUT 175 and AUT 178.

AUT 175
ENGINE MAJOR MECHANICAL REPAIR 7CR
Diagnose and repair engine blocks, heads, and valve trains. Upon completion of this course, the student will be familiar with the terminology, basic theory, diagnostics, and removal and installation procedures to successfully diagnose and repair automobiles and light truck engines.

Prerequisite(s): Must have required tools and textbooks.

Co-requisites: AUT 178.

AUT 178
ENGINE MECHANICAL LAB 3CR
Repair engine components by applying knowledge attained in required courses. This is a hands-on class that uses live projects. Upon completion of this course, the student will be familiar with diagnosis, maintenance and repair of automobile and light truck engines.

Prerequisite(s): Must have required tools and textbooks.

Co-requisites: AUT 174 and AUT 175.

AUT 209
ELECTRONIC SYSTEMS 7CR
Diagnose and repair automotive electronic systems and study basic application of computerized electronic control systems. Upon completion of this course, the student will be familiar with the terminology, basic theory, diagnostics, removal, and installation procedures used on automobiles and light trucks.

Prerequisite(s): Must successfully complete AUT 204 and must have required tools and textbooks.

Co-requisites: AUT 212.

AUT 212
ELECTRICAL SYSTEMS 9CR
Diagnose and repair automotive electrical systems and study basic application of computerized electronic control systems. Upon completion of this course, the student will be familiar with the terminology, basic theory, diagnostics, removal, and installation procedures used on automobiles and light trucks.

Prerequisite(s): Must have required tools and textbooks. Successful completion of IAUT 102, IAUT 104, IAUT 115, IAUT 130, and IAUT 139.

Co-requisites: AUT 209.

AUT 217
AUTOMOTIVE IGNITION SYSTEMS 7CR
Diagnose and repair electronic and computer-controlled automotive ignition systems. Upon completion of this course, students will be familiar with the terminology, basic theory, and diagnostic and repair procedures used on automobiles and light trucks.

Prerequisite(s): Must successfully complete courses AUT 174, 175, 178, 209, and 212 and must have required tools and textbooks.

Co-requisites: AUT 223 and AUT 236.

AUT 223
AUTOMOTIVE FUEL SYSTEMS 7CR
Diagnose and repair fuel management systems. Upon completion of this course, the student will be familiar with the terminology, basic theory, and diagnostic and repair procedures used on automobiles and light trucks.

Prerequisite(s): Must successfully complete courses AUT 174, 175, 178, 209, and 212, and must have required tools and textbooks.

Co-requisites: AUT 217 and AUT 236.

AUT 236
AUTOMOTIVE EMISSIONS SYSTEMS 7CR
Diagnose and repair emissions control systems. Upon completion of this course, the student will be familiar with the terminology, basic theory, and diagnostic and repair procedures used on automobiles and light trucks.

Prerequisite(s): Must successfully complete courses AUT 174, 175, 178, 209, and 212, and must have required tools and textbooks.

Co-requisites: AUT 217 and AUT 223.

AUT 239
AUTOMOTIVE CLUTCHES & MANUAL TRANSMISSIONS 9CR
Provides the student with the knowledge and skills to competently repair automotive clutches and manual transmissions/transaxles. Upon completion of the course, the student will be familiar with the terminology, basic theory, diagnostics, maintenance, and repair of automobile/light truck clutches and manual transmissions/transaxles.

Prerequisite(s): Must have required tools and textbooks. Successful completion of IAUT 102, IAUT 104, IAUT 115, IAUT 130, and IAUT 139.

AUT 243
AUTOMOTIVE AXLES, DRIVELINES, DIFFERENTIALS & TRANSFER CASES 6CR
Provides the student with the knowledge and skills to competently repair automotive axles, drivelines, differentials, and transfer cases. Upon completion of the course, the student will be familiar with the terminology, basic theory, diagnostics, maintenance, and repair of automobile/light truck axles, drivelines, differentials, and transfer cases.

Prerequisite(s): Must successfully complete AUT 239 and have required tools and textbooks.

AUT 246
MANUAL DRIVE TRAINS & AXLES LAB 4CR
This course is designed to teach the student to competently repair drive-train components by applying knowledge attained in required courses. This is a hands-on class that uses live projects. Upon completion of this course, students will be familiar with diagnosis, maintenance, and repair of automobile/light truck manual drive trains.

Prerequisite(s): Must successfully complete courses AUT 239 and 243, and must have required tools and textbooks.

AUT 247
AUTOMATIC TRANSMISSIONS 7CR
This course provides students with the knowledge and skills to competently repair automatic transmissions. Upon completion of the course, students will be familiar with the terminology, basic theory, diagnostics, maintenance, and repair of automobile/light truck automatic transmissions.

Prerequisite(s): Must have required tools and textbooks. Successful completion of IAUT 102, IAUT 104, IAUT 115, IAUT 130, and IAUT 139.

AUT 250
AUTOMATIC TRANSAXLES 7CR
This course provides students with the knowledge and skills to competently repair automatic transaxles. Upon completion of the course, students will be familiar with the terminology, basic theory, diagnostics, maintenance, and repair of automobile transaxles.

Prerequisite(s): Must successfully complete AUT 247 and have required tools and textbooks.

AUT 251CAP
AUTOMATIC TRANSMISSION/ TRANSAXLE LAB 4CR
This course is designed to teach students to competently repair automatic transmission/ transaxle assemblies by applying knowledge attained in required courses. This is a hands-on class that uses live projects. Upon completion of this course, students will be familiar with diagnosis, maintenance, and repair of automobile/light truck drive trains by applying academic knowledge to hands-on projects.

Prerequisite(s): Must successfully complete courses AUT 247 and 250, and must have required tools and textbooks prior to entering this course.

AUT 255
AUTOMOTIVE AIR CONDITIONING, HEATING & VENTILATION 6CR
Theory, troubleshooting, and repair of automotive air-conditioning systems, heating systems, and ventilation systems. Also covers recovery and recycling of both R-12 and R134A refrigerants.

Prerequisite(s): Must successfully complete AUT 209 and 212 and have required tools and textbooks.

AUT 270
INTRODUCTION TO HYBRID SAFETY 4CR
This course is an introduction to the safety precautions required when working on hybrid and electric vehicles. Students will learn about the basics of hybrid electrical systems, personal protective equipment (PPE), and how to power down the most common hybrid vehicles. Offered only during winter quarter.

Prerequisite(s): Successful completion of IAUT 102, IAUT 104, IAUT 115, IAUT 130, IAUT and 139.

AUT 295
ON-THE-JOB TRAINING/WORK-BASED LEARNING 1-2CR
Provides advanced students with realistic training at work site. Dates and times will be determined.

Prerequisite(s): Instructor permission required.

AUTH 105
HYBRID/ALTERNATE FUEL INTRODUCTION & SAFETY 2CR
Covers the history, evolution, and general safety precautions for servicing.

Prerequisite(s): Students must have completed an ASE/NATEF certified automotive training program or have instructor's permission with two years of automotive experience.

AUTH 110
ALTERNATE FUEL VEHICLE SYSTEMS 2CR
Covers diesel, E85, CNG, and hydrogen systems in use today.

Prerequisite(s): Students must have completed an ASE/NATEF-certified automotive training program or have instructor's permission with two years of automotive experience.

AUTH 115
TOYOTA HYBRID SYSTEM OVERVIEW 2CR
Covers the Toyota systems in use today with a focus on the Prius model.

Prerequisite(s): Students must have completed an ASE/NATEF-certified automotive training program or have instructor's permission with two years of automotive experience.

AUTH 120
TOYOTA PRIUS HYBRID SYSTEM 2CR
Covers the Toyota systems in use today with a focus on the Prius model.

Prerequisite(s): Students must have completed an ASE/NATEF-certified automotive training program or have instructor's permission with two years of automotive experience.

AUTH 125
HONDA HYBRID SYSTEM OVERVIEW 2CR
Covers the Honda hybrid systems in use today with a focus on the Civic model.

Prerequisite(s): Students must have completed an ASE/NATEF-certified automotive training program or have instructor's permission with two years of automotive experience.

AUTH 130
HONDA CIVIC IMA HYBRID SYSTEM 2CR
Covers the Honda Civic Integrated Motor Assist systems in use today.

Prerequisite(s): Students must have completed an ASE/NATEF-certified automotive training program or have instructor's permission with two years of automotive experience.

AUTH 135
FORD ESCAPE/MERCURY MARINER HYBRID SYSTEM OVERVIEW 2CR
Covers the Ford Escape/Mercury Mariner Hybrid systems in use today with a focus on the Escape model.

Prerequisite(s): Students must have completed an ASE/NATEF-certified automotive training program or have instructor's permission with two years of automotive experience.

AUTH 140
GENERAL MOTORS & OTHER HYBRID SYSTEMS OVERVIEW 2CR
Covers General Motors and other systems in use today with a focus on the GM Dual Mode model system.

Prerequisite(s): Students must have completed an ASE/NATEF-certified automotive training program or have instructor's permission with two years of automotive experience.

AUTH 145
ADVANCED LAB & FINAL EXAM PREPARATION 2CR
Gives students a hands-on opportunity for preparation for the final exam.

Prerequisite(s): Students must have completed an ASE/NATEF-certified automotive training program or have instructor's permission with two years of automotive experience.

FAUT 120
FORD INTRODUCTION TO AUTOMOTIVE 2CR
Students will be preparing for working in a shop environment by covering HAZMAT issues, equipment safety and operation, hand tool selection and use, and service information selection and use. Students will also become familiar with employment opportunities and expectations and certification requirements.

Prerequisite(s): Students must have required textbooks and tools prior to entering this course. Students must have a valid driver's license per the Ford MLR agreement.

Co-requisites: Concurrent enrollment in FAUT 149, FAUT 179 and FAUT 172 required.

FAUT 144
FORD BASIC ELECTRICAL SYSTEMS DIAGNOSIS AND TESTING 6CR
Diagnose and repair automotive electrical systems using the Symptom-to-System-to-Component-to-Cause process. Use special tools and service equipment associated with electrical diagnosis and repair. Use all service publications in their available formats to obtain needed information for diagnosis.

Perform diagnosis test procedures. Perform repair procedures. Students will become familiar with the tools, terminology, basic theory, diagnostics, removal, and installation procedures used during common service operations and will have the opportunity to practice procedures identified as priority tasks in the NATEF (ASE) task list.

Prerequisite(s): Students must have required textbooks and tools prior to entering this course. Students must have a valid driver's license per the Ford MLR agreement.

Co-requisites: Concurrent enrollment in FAUT 212 and FAUT 209 is required.

FAUT 147
FORD AUTOMOTIVE BRAKES 6CR
Covers brake system theory and operation, diagnostic strategies, and component removal/reinstallation. Students will become familiar with the tools, terminology, and procedures used during routine brake service operations and have the opportunity to practice procedures identified as priority tasks in the NATEF (ASE) task list. (See syllabus).

Prerequisite(s): Students must have required textbooks and tools prior to entering this course. Students must have a valid driver's license per the Ford MLR agreement.

Co-requisites: Concurrent enrollment in FAUT 157, FAUT 185, and FAUT 255 is required.

FAUT 149
FORD AUTOMOTIVE SUSPENSION, STEERING, & WHEEL ALIGNMENT 7CR
Students will learn suspension and steering principles, diagnostic strategies, and component removal/reinstallation. Alignment geometry and service procedures are also covered. Students will become familiar with the tools, terminology, and procedures used during routine brake service operations and have the opportunity to practice procedures identified as priority tasks in the NATEF (ASE) task list (see syllabus).

Prerequisite(s): Students must have required textbooks and tools prior to entering this course. Students must have a valid driver's license per the Ford MLR agreement.

Co-requisites: Concurrent enrollment in FAUT 120, FAUT 172, and FAUT 179 is required.

FAUT 157
FORD AUTOMOTIVE BRAKES, SUSPENSION, STEERING & ALIGNMENT LAB 5CR
Provides students with the opportunity to practice the skills covered in FAUT 147 and FAUT 149. Students will become familiar with the tools, terminology, and procedures used during common service operations and have the opportunity to practice procedures identified as priority tasks in the NATEF (ASE) task list.

Prerequisite(s): Students must have required textbooks and tools prior to entering this course. Students must have a valid driver's license per the Ford MLR agreement.

Co-requisites: Concurrent enrollment in FAUT 147, FAUT 185, and FAUT 255 is required.

FAUT 172
FORD BASE STEERING, SUSPENSION, & ALIGNMENT 6CR
Students will learn suspension and steering principles, alignment geometry, and service procedures to diagnose and correct excessive tire wear and pull concerns. Students will perform suspension adjustments using an alignment machine; perform power steering service and tests; correctly inspect steering and suspension system components; and flush, fill and inspect power steering systems. Students will become familiar with the tools, terminology, and procedures used during common steering and suspension service operations and will have the opportunity to practice procedures identified as priority tasks in the NATEF (ASE) task list.

Prerequisite(s): Students must have required textbooks and tools prior to entering this course. Students must have a valid driver's license per the Ford MLR agreement.

Co-requisites: Concurrent enrollment in FAUT 120, FAUT 149, and FAUT 179 is required.

FAUT 179
AUTOMOTIVE GENERAL MAINTENANCE & TIRES 7CR
Topics covered include shop safety practices, general automotive maintenance, vehicle checkups, and multi-point inspections.

Students will perform scheduled maintenance on items such as fluid and filter changes and learn wheel and tire service procedures. Students will use all available service publications to identify automotive systems and components and become familiar with the tools, terminology, and procedures used during routine maintenance, inspections and wheel and tire service. Students will have the opportunity to practice the procedures identified as priority tasks in the NATEF (ASE) task list.

Prerequisite(s): Students must have required tools and textbooks. Students must have a valid driver's license per the Ford MLR agreement.

Co-requisites: Concurrent enrollment in FAUT 120, FAUT 149, and FAUT 179 is required.

FAUT 185
FORD BRAKE SYSTEMS DIAGNOSIS 2CR
Topics covered include brake-system diagnosis and testing and brake-system service. Students will diagnose brake concerns using all available service publications. Identify brake-system components and perform brake-system inspections; machine rotors using an on-car lathe; and become familiar with the tools, terminology, and procedures used during routine brake service operations. Students will have the opportunity to practice procedures identified as priority tasks in the NATEF (ASE) task list.

Prerequisite(s): Students must have required tools and textbooks. Students must have a valid driver's license per the Ford MLR agreement.

Co-requisites: Concurrent enrollment in FAUT 147, FAUT 157, and FAUT 255 is required.

FAUT 209
FORD ELECTRONIC SYSTEMS 7CR
Diagnose and repair automotive electronic systems and basic application of computerized electronic systems. Students will become familiar with the tools, terminology, basic theory, diagnostics, removal, and installation procedures used during common service operations and have the opportunity to practice procedures identified as priority tasks in the NATEF (ASE) task list.

Prerequisite(s): Students must have required tools and textbooks. Students must have a valid driver's license per the Ford MLR agreement.

Co-requisites: Concurrent enrollment in FAUT 144 and FAUT 212 is required.

FAUT 212
FORD ELECTRICAL SYSTEMS 9CR
Diagnose, repair and basic application of automotive electrical systems. Students will become familiar with the tools, terminology, basic theory, diagnostics, removal, and installation procedures used during common service operations and have the opportunity to practice procedures identified as priority tasks in the NATEF (ASE) task list.

Prerequisite(s): Students must have required tools and textbooks. Students must have a valid driver's license per the Ford MLR agreement .

Co-requisites: Concurrent enrollment in FAUT 144 and FAUT 209 is required.

FAUT 255
FORD AIR-CONDITIONING, HEATING & VENTILATION 6CR
Provides students with theory, troubleshooting, and repair of automotive air-conditioning systems, heating systems, and ventilation systems. Also covers recovery and recycling of both R-12 and R-134A refrigerants and procedures used during common service operations and have the opportunity to practice procedures identified as priority tasks in the NATEF (ASE) task list.

Prerequisite(s): Students must have required tools and textbooks. Students must have a valid driver's license per the Ford MLR agreement .

Co-requisites: Concurrent enrollment in FAUT 147, FAUT 157 and FAUT 185 is required.

IAUT 102
INTRODUCTION TO AUTOMOTIVE TRADES 3CR
This course is an introduction to the automotive industry. Students will learn about the industry, automobile safety, pollution and hygiene, basic hand tools, fasteners, and resume preparation.

Co-requisites: IAUT 104, IAUT 115, IAUT 130, and IAUT 139.

IAUT 104
INTRODUCTION TO AUTOMOTIVE ELECTRICAL 4CR
This course is an introduction to automotive electrical systems. Students will learn electrical theory, basic electrical testing equipment and procedures, and proper wire splicing and repairs.

Co-requisites: IAUT 102, IAUT 115, IAUT 130, and IAUT 139.

IAUT 115
INTRODUCTION TO AUTOMOTIVE STEERING, SUSPENSION & BRAKES 5CR
This course is an introduction to automotive steering, suspension, and braking systems. Students will learn the basic theory of these systems, how to put a vehicle on a lift and perform inspections, and how to perform a four-wheel alignment.

Co-requisites: IAUT 102, IAUT 104, IAUT 130, and IAUT 139.

IAUT 130
AUTOMOTIVE HVAC 2CR
Students will learn auto HVAC system diagnosis and proper service techniques.

Co-requisites: IAUT 102, IAUT 104, IAUT 115, and IAUT 139.

IAUT 139
BASIC AUTOMOTIVE WELDING 5CR
This course is an introduction to automotive welding. Includes basic welding using Oxy-Fuel, MIG and other processes used in automotive repair.

Co-requisites: IAUT 102, IAUT 104, IAUT 115, and IAUT 130.

AVIATION MAINTENANCE TECHNICIAN

AMT 104
BASIC MATHEMATICS, BASIC PHYSICS, AND WEIGHT & BALANCE5CR
Perform all of the mathematical computations required in the Aviation Maintenance Technician curriculum. Understand the scientific principles that apply to the operation of aircraft, engines, and the equipment that aviation maintenance technicians are in daily contact with. Develop a comprehensive understanding of the importance of weight and balance to aircraft safety, and make all of the required calculations for weight and balance checks, equipment changes, extreme loading checks, and the addition of ballast.

AMT 109
BASIC ELECTRICITY 4CR
Covers direct-current circuits, series, and parallel-circuit arrangements and their application. Includes the relationship between voltage, current, resistance, and power. Students will calculate and measure these values and understand the operation of the multimeter and its use in troubleshooting.

AMT 116
AIRCRAFT DRAWINGS, CLEANING & CORROSION CONTROL, GROUND OPERATIONS & SERVICING, AND FLUID LINES & FITTINGS 5CR
Sketch aircraft repairs and alterations and understand information presented on typical aircraft blueprints, graphs, and charts. Recognize types of corrosion and know their causes, identify and use the proper materials and processes to remove corrosion byproducts, treat corroded areas, and apply proper protection. Gain a thorough understanding of the importance of safe ground handling procedures, aircraft movement, and storage, and identify aviation fuels. Identify fluid line components, fabricate rigid and flexible fluid lines, and properly install fluid lines on aircraft.

AMT 119
MATERIALS & PROCESSES 5CR
Learn about identification and selection of non-destructive testing methods, dye-penetrant, eddy current, ultra-sound, and magnetic particle inspections, as well as basic heat-treated processes, aircraft hardware and materials. Inspect and check welds. Perform precision measurements.

AMT 125
ADVANCED ELECTRICITY 4CR
Understand the effect of resistance, capacitance, and inductance in AC circuits, and understand transformers. Learn about basic semi-conductor devices (diodes and transistors), and be able to explain their function in simple circuits.

AMT 127
MAINTENANCE FORMS & RECORDS, PUBLICATIONS, AND MECHANICS PRIVILEGES & LIMITATIONS 4CR
Use maintenance records and entries, maintenance forms, and inspection reports. Requires reading, comprehension, and application of information from the FAA and manufacturer's maintenance specifications, data sheets, manuals, publications, related FAA regulations, airworthiness directives, and advisory material. Apply mechanic privileges within the limitations prescribed by FAR Part 65.

AMT 132
WOOD STRUCTURES, AIRCRAFT COVERINGS, & FINISHES 4CR
Covers wood aircraft construction, repair and inspection. Students will select, apply, inspect, test, and repair aircraft fabric and fiberglass covering materials. Become familiar with types of aircraft protective coatings, trim applications, markings, finish problems, and the inspection of finishes.

AMT 133
AIRCRAFT FUEL SYSTEMS, ICE & RAIN CONTROL SYSTEMS, & FIRE PROTECTION SYSTEMS 4CR
Covers principles of operation and configuration of warning systems, electrical brake controls, anti-skid systems, and landing gear position indicating and warning systems. Learn the effects of ice and rain on aircraft during operations in inclement weather, the equipment and materials used to counter ice and rain, and the maintenance of this equipment. Explore components and operation of fire detection and extinguishing equipment, as well as smoke and toxic gas detection systems.

AMT 135
SHEET METAL STRUCTURES 4CR
Inspection and repair of all types of sheet metal. Information regarding the fabrication, construction and repair of sheet-metal aircraft structures.

AMT 136
WELDING, POSITION & WARNING SYSTEMS 3CR
Principles regarding the fabrication, construction and repair of welded aircraft structures. Principles of operation of speed and configuration warning systems, electrical brake controls, anti-skid systems, and landing-gear position indicating and warning systems.

AMT 137
NON-METALLIC STRUCTURES 4CR
Covers inspection and repair of all types of non-metallic and composite structures, including transparent plastic enclosures and interiors.

AMT 138
AIRCRAFT INSPECTIONS 4CR
Lecture, demonstration and practical application are used to train students in the methods and techniques of all phases of aircraft inspections, federal aviation regulations, maintenance record entries and disposition of those records.

AMT 139
ASSEMBLY & RIGGING 4CR
Covers basic information regarding the assembly of aircraft, components, rigging of all flight control surfaces, balancing and inspection of flight controls, alignment of aircraft structures and jacking of aircraft.

AMT 140
AIRCRAFT LANDING GEAR 3CR
Inspect, check, service and repair landing gear retraction systems, shock struts, brakes, wheels, tires, and steering systems.

AMT 141
HYDRAULIC & PNEUMATIC POWER SYSTEMS 3CR
Inspect, check, service, troubleshoot, and repair hydraulic and pneumatic power systems and components. Identify and select hydraulic fluids.

AMT 142
HANGAR OPERATIONS & MAINTENANCE 3CR
Perform maintenance on items of shop equipment used in the day-to-day operation of the aircraft maintenance hangar, calibrate precision tools as needed, and assist in repair station operations. Note: Offered winter quarter. Not FAA approved.

AMT 143
AIRFRAME ELECTRICAL SYSTEMS 5CR
Learn about operation of AC and DC electrical systems used on large and small aircraft, generating and starting systems, AC and DC electric motors, wiring, controls, switches, indicators, and protective devices, and constant speed and integrated drive generators.

AMT 144
ENGINE ELECTRICAL SYSTEMS 5CR
Develop an understanding of the operation of generators, alternators, DC motors, and AC motors, and their repair and overhaul. Learn the special requirements of electrical components operating in high-temperature areas and how to install wiring, controls, switches, and indicators, and to protect them from the effects of high temperatures.

AMT 145
CABIN ATMOSPHERE CONTROL SYSTEMS 3CR
Physiological aspects of flight. Inspection and maintenance of oxygen, pressurization, heating, cooling and air-conditioning systems.

AMT 146
AIRCRAFT INSTRUMENT, COMMUNICATION & NAVIGATION SYSTEMS 3CR
Learn principles of operation of common aircraft instruments, air- or vacuum-driven gyros, pilot-static systems, and static system leak tests. Gain operating principles of common avionics equipment, antennas, autopilots, servos, approach coupling systems, interphones, static discharge devices, and ground proximity warning systems. Inspect and repair antennas and electronic equipment.

AMT 208
HELICOPTER OPERATIONS & MAINTENANCE PRACTICES 4CR
Covers history, operations, regulations, publications, records, special-use equipment and basic maintenance fundamentals as they relate to rotorcraft.

AMT 210
BASIC ROTOR SYSTEMS MAINTENANCE & REPAIR 4CR
Covers history of rotorcraft and principles of flight, types, and function of rotor systems, overhaul of rotor hub assemblies, installation and static balancing of rotors, types and function of anti-torque control systems, and inspection of rotor blades using manufacturer's data.

AMT 212
ADVANCED ROTOR SYSTEMS MAINTENANCE & REPAIR 4CR
Covers vibration analysis, installation and dynamic balancing of rotor systems, tracking of helicopter rotor blades, principles of helicopter autorotation, and adjustment of autorotation RPM for power-off operations.

AMT 215
HELICOPTER SYSTEMS 4CR
Covers helicopter power plants and controls; fuel systems, turbine fuels, and fuel system components; oil systems and types of oils; mechanical drives, clutches, drive shafts, freewheeling units, and transmissions; flight controls, hydraulic, and instrument systems; rotor RPM, engine out, and master caution and warning systems; electrical systems, NiCad batteries, and starter generators; fuselage structures; and landing gear.

AMT 217
FAA TESTING & TURBINE ENGINES 7CR
Covers preparation for and completion of FAA certification examinations. FAA written examinations are accomplished outside of CPTC at an FAA Designated Written Examination Center. After successful completion of written examinations, students must pass an oral and practical examination administered by an FAA Designated Maintenance Examiner. Students are charged a fee for these examinations. Note: Fees for these examinations are not included in the college tuition or lab fees. The remaining 120 hours of training concentrate on turbine engines, including their history, different types, the theory of operation of turbine engines, the Brayton cycle, Bernoulli's theory, and turbine engine air-flow characteristics. Learn the theory of operation of different types of compressors, combustion chambers, turbines and turbine stator vanes (nozzles). Learn the exhaust sections maintenance of turbine engines, including turbine engine removal, overhaul, inspection, and repair procedures. Learn to install turbine engines; make adjustments; troubleshoot; test and check run procedures; and become familiar with regulations, publications, and records for turbine engines.

AMT 219
ENGINE LUBRICATION SYSTEMS 4CR
Covers the components and the operation of engine lubrication systems. Introduction to the requirements and characteristics of engine lubricants and lubrication systems.

AMT 221
ENGINE INSTRUMENT SYSTEMS 4CR
Covers the theory and principles of operation of electrical and mechanical fluid rate of flow indicating systems. Covers electrical and mechanical temperature, pressure, and RPM-indicating systems.

AMT 224
POWERPLANT RECIPROCATING ENGINE THEORY 6CR
Covers the history of aircraft engines, principles of energy transformation, theory of operation, engine requirements and configuration, and overhaul of horizontally opposed engines.

AMT 225
POWERPLANT MAINTENANCE & OPERATION 6CR
Powerplant maintenance and operation consists of theory of operation; engine requirements, configuration and installation; and troubleshooting and removal of horizontally opposed engines.

AMT 226
ENGINE FUEL SYSTEM & FIRE PROTECTION 1CR
Fuel systems and fire protection consists of transformation of energy, chemistry of combustion, and thermal efficiency of fuel-air mixtures. Fire protection covers the components and the operation of fire-detection and extinguishing equipment.

AMT 228
ENGINE FUEL METERING SYSTEMS 5CR
Fuel metering consists of the principles of fuel metering for float carbs, pressure carb, fuel injection, anti-detonation injection, turbine fuel controls and electronic engine-fuel controls.

AMT 229CAP
PROPELLERS & FAA FINAL TESTING 4CR
Consists of the theory of operation and nomenclature; propeller controls and instrumentation; fixed pitch, controllable pitch, constant speed, and feathering propellers; governors, anti-ice, phasing, and synchronization systems; and inspection, maintenance, and repairs to propellers and related systems, including familiarization with unducted fan engines. At the end of the course, six hours are devoted to preparation for FAA certification examinations. FAA written examinations are taken at an FAA Designated Written Examination Center. After successful completion of written examinations, students must pass an oral and practical examination administered by an FAA Designated Mechanics Examiner. Students are charged a fee for these examinations administered by FAA designated examiners and centers. Fees for theses examinations are not included in the college tuition or lab fees systems.

AMT 231
ENGINE INSPECTION 4CR
Engine inspection consists of detailed work with FAA regulations, types of inspections, conformance to type certificate data sheets and major alterations, airworthiness directives, and maintenance record entries.

AMT 233
ENGINE IGNITION & STARTING SYSTEMS 4CR
Covers the operation, maintenance, and overhaul of magnetos and ignition; harnesses; the inspection, servicing, troubleshooting, and repair of reciprocating and turbine engine ignition system; and components and turbine engine electrical and pneumatic starting systems.

AMT 235
INDUCTION, AIRFLOW, COOLING & EXHAUST SYSTEMS 3CR
Learn about the maintenance of carburetors and fuel-injected, naturally aspirated, turbo-charged, and super-charged induction systems. Learn about maintenance of ice and rain control systems as well as principles of air-cooled engines and problems that can occur with an air-cooled engine. Study the history, development, and function of exhaust systems. Students will describe, inspect, maintain, troubleshoot, and repair components of exhaust systems. Learn operation principles of turbine-engine reversing systems and power recovery turbines.

AMT 239
ADVANCED HANGAR OPERATIONS & MAINTENANCE 3CR
Advanced hangar operations and maintenance is designed for students currently enrolled in the helicopter and powerplant classes. It includes servicing and repair of shop equipment, calibration of precision tools, and assisting in the repair station operations. Note: This course work is only offered winter quarter. This class is not FAA approved.

BIOLOGY

BIOL& 160
GENERAL BIOLOGY W/LAB 5CR
Provides an introduction to cellular biology for students preparing for the health professions. Major concepts include the structure, reproduction, and metabolism of cells; genetics; ecological perspectives; and evolutionary biology.

Prerequisite(s): COMPASS reading score of 81 and writing score of 77 or successful completion of ENG 094.

BIOL& 175
HUMAN BIOLOGY W/LAB 5CR
This course is an in-depth approach to body systems, emphasizing the relationship between structure and functions. This is a laboratory course appropriate for non-science majors or for students beginning study in life sciences.

Prerequisite(s): COMPASS reading score of 81 and writing score of 77 or successful completion of ENG 094.

BIOL& 241
HUMAN A & P 1 5CR
Provides students with the first course of the two-quarter study of body structure and related physiology on cellular through system levels. Includes an in-depth study of cells; tissues; and integumentary, skeletal, muscular, nervous, and sensory systems. Laboratory component included.

Prerequisite(s): Successful completion of BIOL& 160 with a grade of 2.0 or better and CHEM& 110 with a grade of 2.0 or better.

BIOL& 242
HUMAN A & P 2 5CR
Provides students with the second course of the two-quarter study of body structure and related physiology on cellular through system levels. Includes an in-depth study of body organization and cardiovascular and lymphatic physiological processes. Includes immunology, respiratory, digestive, metabolic, excretory, reproductive, and endocrine systems. Laboratory component included.

Prerequisite(s): Successful completion of BIOL& 241 with a grade of 2.0 or better.

BIOL& 260
MICROBIOLOGY 5CR
Provides students with the content of diversity, structure, and physiology of beneficial and harmful microbes. Laboratory practice in identification of microbial species through culturing, staining, and biochemical testing. Includes laboratory.

Prerequisite(s): Successful completion of BIOL& 160 with a grade of 2.0 or better and CHEM& 110 with a grade of 2.0 or better.

CENTRAL SERVICE/ STERILE PROCESSING

MMN 103
INTRODUCTION TO THE PROGRAM & THE HEALTH CARE INDUSTRY 3CR
Covers overall program content, including policies, procedures, philosophy, and terminal objectives. Explores the history and evolution of the central service profession, human relations, legal issues, and regulatory agencies affecting the field. Web enhanced.

MMN 106
ANATOMY & PHYSIOLOGY/ MEDICAL TERMINOLOGY 4CR
Explores the overall makeup of the human body, its systems and functions, and related medical and surgical terminology. Surgical instrumentation is introduced. Web enhanced.

Prerequisite(s): Successful completion of MMN 103.

MMN 111
MICROBIOLOGY/INFECTION CONTROL 3CR
Covers the examination of human pathogens in microbiology. Students will learn about infection control as it relates to the sterilization process. Safety issues in the health care environment are covered. Web enhanced.

Prerequisite(s): Successful completion of MMN 103, MMN 106.

MMN 124
SURGICAL INSTRUMENTATION 4CR
In this course, students learn to identify basic and complex surgical instruments. They will demonstrate thorough knowledge of the manufacture, care, and processing of surgical, endoscopic, and power instruments. In addition, students will have an understanding of special protocols required with loaner instruments. Web enhanced.

Prerequisite(s): Successful completion of MMN 103, MMN 106, MMN 111.

MMN 126
PRINCIPLES AND METHODS OF CLEANING & DISINFECTING 6CR
Includes classroom and laboratory experience in the fundamentals of cleaning and disinfection. Topics include water quality, water purification systems, chemical cleaning and disinfecting agents, handling and transporting of patient care equipment, and general cleaning protocols for instruments and equipment. The proper and safe handling of infectious waste is included. Web enhanced.

Prerequisite(s): Successful completion of MMN 103, MMN 106, MMN 111, MMN 124.

MMN 129
PRINCIPLES AND PRACTICES OF STERILIZATION 6CR
This class includes classroom and laboratory experience in the packaging, assembly, and sterilization of procedural trays, instrument sets, and sterile supplies. Major topics include methods of high- and low-temperature sterilization, sterilization chemicals, and packaging materials. Guidelines for point of use processing are discussed. Operations, parameters, and maintenance of various sterilizers are included, as well as monitoring of the sterilization process and quality control. Proper storage and storage concerns for sterile supplies are included.

Prerequisite(s): Successful completion of MMN 103, MMN 106, MMN 111, MMN 124, MMN 126.

MMN 132 MATERIeL MANAGEMENT/ CENTRAL SERVICE APPLICATIONS 3CR This course is an overview of the handling and distribution of materiels in a medical facility. Topics covered include inventory management, replenishment methods, and tracking systems. Students become familiar with quality assurance measures and techniques.

Prerequisite(s): Successful completion of MMN 103, MMN 106, MMN 111, MMN 124, MMN 126, MMN 129.

MMN 213
CLINICAL INTERNSHIP I 6CR
Provides the student with the opportunity to apply the theories and principles of central service and sterilization learned in the classroom to the actual work experience in a central service, sterile processing, or distribution department. The role of the central service technician in a hospital central service/sterile processing department will be the focus. In order to participate in the clinical aspect of the program, students must receive a clear background check as required by the health care facilities, have proof of current immunizations, complete CPR for health care professionals, be able to lift 50 pounds, and be able to work on their feet for up to eight hours.

Prerequisite(s): Successful completion of MMN 103, MMN 106, MMN 111, MMN 124, MMN 126, MMN 129, MMN 132.

MMN 215
CLINICAL INTERNSHIP II 6CR
Continued participation in the clinical setting at local facilities allows the student to gain a variety of experiences in Central Service/ Sterile Processing and Materiel Management. Requirements are the same as MMN 213.

Prerequisite(s): Successful completion of MMN 213.

CHEMISTRY

CHEM& 110
CHEMICAL CONCEPTS W/LAB 5CR
An introduction to chemistry intended for non-science majors. This course looks at how models of atoms, bonding, and the structures of materials provide an understanding of common chemical properties and reactions.

Winter Quarter Lab Times
For Winter Quarter 2016, section 0513 will have lab times on Fridays from 12:00 p.m. to 1:50 p.m.

For Winter Quarter 2016, section 0514 will have lab times on Fridays from 10:00 a.m. to 11:50 a.m.

Co-requisites: Students who have not completed MAT 099 or achieved a COMPASS score of 76 or higher on College Algebra must take MAT 099 concurrently with this course.

CHEM& 121
INTRO TO CHEMISTRY 5CR
Understanding the metric system, atomic theory, bonding, quantitative relationships, solutions, gases, acids and bases, salts, and nuclear chemistry. Lab included.

Winter Quarter Lab Times
For Winter Quarter 2016, section 0515 will have lab times on Fridays from 8-9:50 a.m.

Prerequisite(s): Successful completion of CHEM& 110 or high school chemistry; co-requisite: MAT 099 or higher or appropriate COMPASS placement concurrently with this course.

CHEM& 131
INTRODUCTION TO ORGANIC/ BIOCHEMISTRY 5CR
This course is a survey of organic and biochemistry. The following topics are covered: Nomenclature of organic matter, alcohols, alkenes, organic acids and bases, amines and amides, carbohydrates, proteins, enzymes, nucleic acids, and metabolic pathways.

Winter Quarter Lab Times
For Winter Quarter 2016, section 0571 will have lab times on Fridays from 2-3:50 p.m. from 1/8/16-3/15/16.

Prerequisite(s): Successful completion of CHEM& 121.

CHEM& 161
GENERAL CHEMISTRY WITH LAB I 5CR
Course covers methods and measurements, including significant figures and scientific notation, states of matter, atomic structure, the periodic table, ionic and covalent bonding, and calculations and chemical equations, including the mole.

Prerequisite(s): Successful completion of MATH& 141 and one year of high school chemistry or CHEM& 121, ENV 153, or other college-level chemistry class.

CHEM& 162
GENERAL CHEMISTRY WITH LAB II 5CR
A continuation of general chemistry with instruction in properties of solutions, calculation of solution concentrations, thermodynamics, acids and bases, oxidation and reduction and radioactivity. Also covers the structure, properties, and nomenclature of organic molecules.

Prerequisite(s): Successful completion of CHEM& 161 or acceptable equivalent.

COLLEGE SUCCESS

COLL 101
FOUNDATION FOR COLLEGE SUCCESS 2CR
Learn the skills needed to succeed at Clover Park Technical College. This class is designed to prepare students to succeed in college. This course emphasizes college success strategies, study habits and campus resources. Jump-start your college career with a class that 80 percent of the students who have taken it say contributed to their success at CPTC. Anyone is welcome in Foundation for College Success, but it is required for certificate- and degree-seeking students with COMPASS placement at or below MAT 082 and/or ENG 082 (68 in reading, 33 in writing).

SVL 101
SERVICE LEARNING 3CR
Participate in organized service that addresses local community needs — specifically, the issue of poverty — while developing academic and professional skills. Work directly with community partners to link community activities and projects to academic growth and self-discovery through reflection. Relate service experience to local and global social issues, and broaden knowledge of your chosen profession. Requires a minimum of 20 hours of community service work in addition to class assignments and activities.

COLL 102
COLLEGE SUCCESS FOR ALL 3CR
College Success for All prepares students for success at Clover Park Technical College and beyond. This class is offered pass/fail and utilizes CANVAS, CPTC's online learning management system, to get students familiar with this learning environment. Designed to provide students with the basic skills to be successful in college by developing connections with campus resources, faculty, staff, and peers. The course includes 20 hours of classroom instruction and 20 hours of online and computer work. It includes, but is not limited to: study skills, learning styles, communication skills, time management, campus resources, test taking strategies, diversity, and campus policies and procedures. This class also includes mandatory safety and FERPA training, along with a component on using SALT for financial planning. Beginning in Fall 2016, this course is mandatory for all new students.

Prerequisite(s): None, but required for all students.

COMMUNICATION

CMST& 220
PUBLIC SPEAKING 5CR
An Open Course Library class with inexpensive course materials. Assists students in developing real-world oral communication skills. Capture the dynamics of today's business realities and see the benefits of effective communication. Selection of topics, library research, analysis, oral style, use of visual aids, and preparation and delivery of various types of speeches and oral presentations are included. The Internet, email, community interaction, and other practical tools support student learning and increase public speaking skills. Emphasis is placed on principles of cultural diversity.

Prerequisite(s): Appropriate COMPASS (81 in reading) placement score or successful completion of ENG 094.

COMPOSITES

ACM 105
BASIC MATHEMATICS, BASIC PHYSICS, AND WEIGHT & BALANCE 5CR
Perform all of the mathematical computations required in the Advanced Manufacturing curriculum. Understand the scientific principles that apply to the operation of aircraft, engines, and the equipment that Advanced Composite Manufacturers will be in daily contact with. Students will develop a comprehensive understanding of the importance of weight and balance to aircraft safety and make all of the required calculations for weight and balance checks, equipment changes, extreme loading checks, and the addition of ballast.

ACM 110
DRAWINGS, BLUEPRINT READING AND PRECISION MEASURING 4CR
Determine and identify dimensions of a part from drawings, including orthographic and isometric projections. Sketch objects/parts in either orthographic or isometric views.

ACM 115
MATERIALS AND PROCESSES/LAB AND EQUIPMENT SAFETY 5CR
Students will identify and determine the proper use of fasteners, demonstrate a basic understanding of aircraft hardware identification and terminology, learn about lab safety and the proper use of tools, calculate/apply torque values, and perform precision measurements.

ACM 120
COMPOSITE FABRICATION 4CR
Learn manufacturing methods and processes commonly used for the fabrication of composite materials. Instruction includes material choices, fabrication techniques, material handling, and safety procedures.

Prerequisite(s): Successful completion of ACM 105, ACM 110, ACM 115 (GPA 2.0 or better).

ACM 125
COMPOSITE ASSEMBLY 4CR
Identify and use appropriate materials and processes to assemble structures made of composite materials. Includes room temperature and elevated temperature bonding, drilling, countersinking, and installing mechanical fasteners and potted fasteners.

Prerequisite(s): Successful completion of ACM 105, ACM 110, ACM 115 (GPA 2.0 or better).

ACM 130
COMPOSITE REPAIR 4CR
Inspect, test, and repair composite structures. This course explains how imperfections affect composite properties and provides hands-on training for the repair of defects.

Prerequisite(s): Successful completion of ACM 105, ACM 110, ACM 115 (GPA 2.0 or better).

ACM 145
SPECIAL PROJECTS 3CR
Develops skills in print reading, project planning, layout, distortion control, fixturing, and other fabrication techniques. Students will have the opportunity to apply knowledge to projects of personal interest and/or as assigned.

MS 115
INTRO TO REPORT/FORMS WRITING 3CR
Introduces students to the technical style of report and test procedure writing commonly used in nondestructive testing.

NDT 135
NDI FOR COMPOSITE STRUCTURES 3CR
Implement techniques and processes utilized for nondestructive inspection of composite and bonded materials. Learn theory, principles, techniques and applications of NDT methods for composite structures.

COMPUTER APPLICATIONS

CAS 103CL
ONLINE LEARNING WITH CANVAS 3CR
Online Learning with Canvas uses the new, open-source online-learning management system that will be used to distribute college courses over the Internet. This orientation course is designed to help students learn how to use and navigate Canvas. This three-credit pass/fail course will be organized around the use of the system, applications, and resources. Prior computer skills are helpful but not required. Topics will include, but are not limited to, online management systems, navigation tools, creating profiles, how to access files, computer literacy, locating resources, and more.

CAS 105
KEYBOARDING 3CR
Use computers to develop touch control and proper keyboarding techniques; introduction to basic word-processing functions.

CAS 115CL
INTRODUCTION TO COMPUTING 3CR
Explore personal computer concepts from a user's perspective. In this introductory course, learn computer terminology; run programs; save, retrieve, and search for files; use help; and perform computer maintenance. Develop basic skills in word processing, Internet, email, and PowerPoint.

CAS 121
WORD I 3CR
Use beginning word-processing techniques while creating and editing business documents. Create tables, columns, envelopes, and mailing labels. Work with special features to track and review changes and compare documents.

CAS 125CL
WORD II 3CR
Explore advanced word processing with Microsoft Word. Perform mail merges, create styles, use advanced graphics tools, create basic forms with formulas, and use advanced report functions, including indexes. Create macros and modify the Word environment.

Prerequisite(s): Successful completion of CAS 121.

CAS 130CL
EXCEL I 3CR
Create and analyze professionally formatted spreadsheets. Enter data, formulas, and functions. Create charts and insert graphics. Sort and filter lists.

Prerequisite(s): MAT 082 skills preferred.

CAS 135CL
EXCEL II 3CR
Use advanced spreadsheet features and functions to analyze and project data. Learn how to use what-if analysis tools, such as scenarios and solver. Create macros; validate data; link worksheets/books; use pivot tables; find errors; and share, merge, and protect workbooks.

Prerequisite(s): Successful completion of CAS 130.

CAS 141CL
POWERPOINT 3CR
Create professionally formatted presentations that include animation and transitions. Insert and format charts, graphics, diagrams and pictures. Save presentations for various delivery options.

CAS 145CL
PUBLISHER 5CR
Explore desktop publishing in this project-based class. Create and edit flyers, newsletters, brochures, logos, calendars, and various business publications. Use mail merge to create letters and labels. Use tools to edit text, colors, graphic-design objects, and logos. Prepare files for commercial printing.

CAS 151
ACCESS I 3CR
Develop basic relational databases as you create, edit, format, and print tables, queries, forms, and reports. Copy records and import tables from another Access database. Define field properties and create relationships. Run, sort, and filter queries. Use comparison and logical operators and perform calculations. Explore the basics of creating a cohesive database.

COMPUTER NETWORKING & INFORMATION SYSTEMS SECURITY

ACIR 200
INTRODUCTION TO CYBER INCIDENT RESPONSE 3CR
Introduces basic concepts of Cyber Incident Response. Identify what an incident response team is, selection of team members, and skills needed as members of an incident response team.

Prerequisite(s): Prior to enrollments, it is advised that prospective student should have two to three years of experience in Computer and Network Administration, Cyber Security, and an instructor(s) interview/permission.

ACIR 210
RESPONSE PLANNING AND NETWORK PROTECTION 4CR
Students will develop a strong course of action for Incident response, identify major decision points, and identify acceptable methods. Help Management and the Incident Response team develop effective mitigation strategies, identify a defensive network posture, and determine acceptable risks to computers, networks, and networked devices.

Prerequisite(s): Successful completion or concurrent enrollment in ACIR 200 (Introduction to Cyber Incident Responder) prior to enrolling in this course or with instructor interview/permission.

ACIR 220
WEAPONIZED MALWARE AND NETWORK ATTACK FORENSICS 3CR
Introduces Cyber Incident Response team members to identifying, finding, and eradicating malicious software and network attacks. Also includes delivery methods, payloads, and the forensic examination of their content.

Prerequisite(s): Successful completion of ACIR 210 (Response Planning and Network Protection) prior to enrolling in this course or an instructor(s) interview/permission.

ACIR 230
RECOVERY ANALYSIS AND REPORT WRITING 4CR
Introduces the student to recovering computer and network systems after responding to a Cyber Incident or breach. Introduces the NIST standards of Cyber Incident Response reporting and responsibilities inherent with this role.

Prerequisite(s): Successful completion or concurrent enrollment in ACIR 220 (Weaponized Malware and Network Attack Forensics) prior to enrolling in this course or an instructor(s) interview/permission.

NSS 101
IT ESSENTIALS I 5CR
Introduces students to the knowledge and skills necessary to competently install, build, configure, upgrade, troubleshoot, and repair PC-compatible hardware, including troubleshooting basic networks and Internet connectivity. Additionally, this course will cover the latest memory, bus, peripherals, and wireless technologies.

NSS 105CL
IT ESSENTIALS II 4CR
Introduces students to the knowledge and skills necessary to competently use, install, configure, upgrade, and troubleshoot current operating systems technologies.

Prerequisite(s): Successful completion of NSS 101 or instructor permission.

NSS 109
CISCO NETWORKING I 5CR
The first of four courses in the new Cisco NetAcad CCNA Routing and Switching curriculum, which teaches basics of Ethernet technologies, cabling LANS and WANS, network media, basics of TCP/IP and IP addressing, and routing fundamentals.

NSS 120
MS DESKTOP SUPPORT I 5CR
Introduces students to the knowledge, skills, and tasks necessary to troubleshoot basic problems computer users will face while running a desktop operating system.

NSS 125
MS DESKTOP SUPPORT II 4CR
Introduces students to the knowledge, skills, and tasks necessary to troubleshoot basic problems computer users will face related to configuring and maintaining applications running on a desktop operating system.

Co-requisites: Concurrently enrolled in NSS 120 or instructor permission.

NSS 135
IMPLEMENTING SYSTEM SECURITY 4CR
Capstone course of general security concepts, communications security, infrastructure security, basics of cryptography, and organizational security. Includes access, attacks, auditing, vulnerabilities, devices, algorithms, protocols, disaster recover, and documentation.

NSS 139
SERVER OS INSTALLATION AND CONFIGURATION 4CR
Introduces knowledge, skills, and tasks necessary to deploy, support, and secure windows server network operating systems in a variety of stand-alone and enterprise network environments. Provides hands-on training for Information Systems Security professionals responsible for managing accounts and resources, maintaining server resources, monitoring server performance, safeguarding data, and securing server network operating systems. Provides guidance for students pursuing industry certification.

NSS 140
INTRODUCTION TO DATA ANALYSIS 5CR
Introduces the use of software to perform recovery of deleted or corrupted data. Techniques will be used to demonstrate the use of statistical analysis practices to predict or show trends involving security issues of access, crime, or loss prevention.

NSS 144
INTRODUCTION TO MICROSOFT SQL SERVER ADMINISTRATION 4CR
Introduces students to the development and skills required to successfully administer an SQL Server database. This course covers installing and configuring Microsoft SQL Server and managing and maintaining databases and multidimensional databases, user accounts, database availability, recovery, and reporting. Additional topics include system installation and configuration/ architecting, implementation and monitoring security controls, configuring and managing network communications, automating administrative task, disaster prevention and recovery, performance monitoring, optimizing and ensuring high availability.

NSS 156
CYBER SECURITY FUNDAMENTALS 4CR
This course introduces students to the evolving field of cybersecurity. Students will learn about common cyber-attacks and the techniques used to identify, detect, and defend against cybersecurity threats. They will also gain a basic understanding of personal, physical, network, Internet, and enterprise security. This course also provides a foundation for more advanced study of cybersecurity.

NSS 160
INTRODUCTION TO LINUX 5CR
Introduces the fundamentals of the Unix/Linux operating system, concepts, architecture, and administration. The student will practice these basic concepts and approaches using LINUX.

NSS 162
ADMINISTERING WINDOWS SERVER OS 4CR
Introduces the knowledge and skills necessary for systems administrators to successfully implement core services in windows server operating systems. Provides hands-on exercises where students learn to configure and manage a wide range of services, including Windows deployment services, distributed file systems, and backup and recovery procedures. Provides guidance for students pursuing industry certification.

Prerequisite(s): Successful completion of NSS 139 or instructor permission.

NSS 164
VIRTUALIZATION AND CLOUD TECHNOLOGIES 4CR
Introduces virtualization and cloud technologies needed to advance in today's technology workplace. Provides an overview of virtualization and cloud technologies focusing on using virtualization software in networked environments in building virtual networks, implementing clusters, enhancing performance and security, and using virtualization and cloud management tools to centralize management of multiple virtual servers. This class includes opportunities for hands-on learning experiences to build the skills necessary for a successful career in the computer industry, which is increasingly focused on virtualization.

Prerequisite(s): Successful completion of CompTIA's A+ and Network+ certifications or equivalent training.

NSS 165
CONTINGENCY PLANNING 4CR
Course consists of an introduction to disaster recovery and contingency planning from an information technology (IT) perspective. It covers risk assessment, hazard analysis, business impact analysis, basic plan development, and long-range contingency planning, all of which provide basic concepts and recommended processes for long-range contingency planning.

NSS 180CAP
INTERNSHIP I 2CR
On-the-job practical field experience combining classroom study with related work experience under the supervision of an employer. Includes scheduled seminars.

Prerequisite(s): Instructor permission.

NSS 201
ADVANCED LINUX 5CR
Advanced fundamentals of the Linux operating system, servers and desktop computers. This course is a hands-on, practical approach to the advanced abilities and usage of Linux system concepts, architecture and administration.

Prerequisite(s): Successful completion of NSS 160 or basic understanding of the Linux Operating System.

NSS 205
ADVANCED WINDOWS SERVER CONFIGURATION 5CR
Introduces the knowledge and skills necessary for systems administrators to successfully implement advanced services in Windows server operating systems. Provides extensive hands-on exercises where students learn to configure and manage a wide range of services, including network load balancing, clustering, DHCP, DNS, and direct access. Provides guidance for students pursuing industry certification.

Prerequisite(s): Successful completion of NSS 162 Administering Windows Server OS or instructor permission.

NSS 250CAP
INTERNSHIP II 2CR
This course provides practical field experience in a security-related specialty area. Includes scheduled seminar.

NSSB 203
PENETRATION TESTING AND SECURITY ANALYSIS 5CR
Introduces the history of hacking, its various forms, examples of the latest attacks, tools, and techniques employed by today's hackers. Includes countermeasures that help illustrate how to protect against these devastating maneuvers.

Prerequisite(s): Successful completion of NSS 135.

NSSB 210
SECURITY LEARNING LAB I 3CR
Provides opportunities for students to gain the knowledge, enhance their skills, and provide hands-on experience needed or required within the industry to be successful in the security field.

Co-requisites: Concurrently enrolled in NSSB 203 and NSSB 232.

NSSB 215
COMPUTER FORENSICS 4CR
Basic practices and techniques used in computer forensics. This course introduces the chain of custody and determination of the sequence of events when a misuse or crime is suspected. Topics include evidence collection and analysis, interpretation of clues from mail messages, news posting, and file signatures on hard drives and other computer storage media.

Prerequisite(s): Successful completion of NSS 140.

NSSB 220
SECURITY LEARNING LAB II 3CR
Provides opportunities for students to gain the knowledge, enhance their skills, and provide hands-on experience needed or required within the industry to be successful in the security field.

Co-requisites: Concurrently enrolled in NSSB 215 and NSSB 246.

NSSB 232
INVESTIGATION AND RESPONSE 5CR
Analyze the risks involved and determine what level of security is needed to operate a website. Topics include how to protect a web setup from intrusion, sabotage, eavesdropping and tampering, and view the website with existing tools and techniques of hackers. Develop a secure website plan to select, secure, configure, and set up firewalls, as well as secure an extended and distributed enterprise network or Virtual Private Network.

NSSB 246
SCRIPTING FOR PENETRATION TESTERS 5CR
Introduces scripting languages used for one-off programming jobs or prototyping, its use for large generic applications as a flexible way to configure and secure generic software components to fit specialist requirements. This class will illustrate some practical applications of scripting and provide an introduction to some of the most widely used scripting languages.

NSSC 201
CISCO NETWORKING II 5CR
The second of four courses in the new Cisco NetAcad CCNA Routing and Switching curriculum. Includes the basics of configuring routers, routing protocols, TCP/IP concepts, access control lists and network troubleshooting skills.

Prerequisite(s): Successful completion of NSS 109.

NSSC 203
CISCO NETWORKING III 5CR
The third of four courses in the new Cisco NetAcad CCNA Routing and Switching curriculum. Includes VLSM, basics of OSPF and EIGRP, switch concepts and configuration, Spanning Tree Protocols, VLANs and VTP.

Prerequisite(s): Successful completion of NSSC 201.

NSSC 205
CISCO NETWORKING IV 5CR
The last of four courses in the new Cisco NetAcad CCNA Routing and Switching curriculum. Includes IPSEC, VPN, Frame Relay, PPP, NAT, PAT, DHCP, and WAN technologies.

Prerequisite(s): Successful completion of NSSC 203.

NSSC 207
CISCO LEARNING LAB I 3CR
Provides opportunities for students to gain the knowledge, skills, and hands-on experience needed to prepare for the Cisco CCENT certification exam.

Co-requisites: Concurrently enrolled in NSSC 201 (Cisco Networking II) & NSSC 203 (Cisco Networking III).

NSSC 208
MANAGING NETWORK SECURITY 5CR
Introduces knowledge and skills needed to install, configure, operate, manage, and verify network security products and security features. The course focuses on implementing IP network security.

Prerequisite(s): Successful completion of NSSC 205 or current CCENT certification.

NSSC 210
CISCO LEARNING LAB II 3CR
Provides opportunities for students to gain the knowledge, skills, and hands-on experience needed to prepare for the Cisco CCNA certification exam.

Co-requisites: Concurrently enrolled in NSSC 205 (Cisco Networking IV) & NSSC 208 (Managing Network Security).

COMPUTER PROGRAMMING AND WEB DEVELOPMENT

CPW 101[CL]
PROGRAMMING FUNDAMENTALS 5CR
This course is an introduction to programming concepts that enforces good programming style and logical thinking. Designed for students with little or no programming language experience, it begins with basic general programming concepts and key concepts of structure. Course then progresses to the intricacies of decision-making, looping, array manipulation, and methods.

CPW 116
.NET PROGRAMMING 5CR
Learn to program using .NET Framework, with focus on desktop and console applications. Use decision structures, loops, and arrays to solve problems. Apply exception handling and data validation to programs. Use the predefined libraries in .NET Framework to solve problems. Create methods and learn to pass and return arguments. Create classes, and use the classes as objects in programming. Use databases to store and retrieve the data from the applications.

Prerequisite(s): CPW 142, CPW 150.

CPW 118
WEB DESIGN PRINCIPLES 5CR
Explores how the web works and methods and limitations of delivering content on the web. Examines usability issues such as interface design and structure and how to accommodate a wide variety of viewports, from smartphones to cinema screen computer monitors. Students will build a four-page portfolio style website using Notepad and PhotoShop and post it to the Internet.

CPW 120
WEB GRAPHICS 5CR
Use PhotoShop to make your website attractive and fast loading. Use Illustrator to make logos and graphical elements for both interface design and vector animations. Use Flash for banner and sidebar advertisements.

CPW 142
JAVA OBJECT-ORIENTED PROGRAMMING 5CR
Construct a foundation of procedural programming concepts and skills requisite for professional object-oriented software development. Use Java, a modern-structured, object-oriented language, to develop your problem-solving and algorithm formulation skills.

Prerequisite(s): Successful completion of CPW 101.

CPW 143
JAVA OBJECT-ORIENTED PROGRAMMING II 5CR
Build your problem-solving skills with the fundamental concepts and techniques of object-oriented Java programming in analyzing, designing, and implementing computer programs. Practice problem-solving methods and algorithm development to analyze, design, implement, modify, verify, and document computer programs that solve real-world problems. Develop a good conceptual understanding of data and functional abstraction.

Prerequisite(s): Successful completion of CPW 142.

CPW 150
PRINCIPLES OF RELATIONAL DATABASES 5CR
Delve into the fundamental concepts, terminologies, methodologies, and system organizations of database management systems. Develop the theoretical foundation of understanding necessary to design, implement, optimize, query and maintain a database system. Propose, design and develop a database, using a relational database management system to reinforce the theoretical concepts.

CPW 180
INTRODUCTION TO GAME PROGRAMMING 5CR
Experience the ultimate challenge of computer gaming: designing and creating your own computer games. Develop an introductory academic understanding of the various aspects of the game development process, while applying basic object-oriented programming techniques to create your own tangible first product.

Prerequisite(s): Successful completion of CPW 143 or CPW 116.

CPW 205CAP
OBJECT-ORIENTED ANALYSIS & DESIGN 5CR
Explore methodologies and technologies used in analyzing, designing, and developing object-oriented software systems intended to solve real-world problems. Build on the Systems Development Life Cycle model initially presented in the CPW 101 course to model and design systems using tools such as CRC cards and the Unified Modeling Language, which includes class, use case, and sequence diagrams. Discuss the theoretical and practical aspects of object orientation.

Prerequisite(s): Successful completion of CPW 143.

CPW 206
ADVANCED WEB DESIGN 5CR
Provides demonstrations and practical exercises for using HTML and CSS to create attractive and well-formed web documents.

Prerequisite(s): Successful completion of CPW 118, CPW 120. For graphics students GTC 265 and GTC 273.

CPW 208
EMERGING TECHNOLOGIES 5CR
Introduces emerging technologies such as website usability, usability testing, keyword analysis, website optimization, web payment systems, search engine optimization (SEO), and search engine marketing (SEM). New technologies are always changing and therefore the material is subject to change based on instructor discretion.

Prerequisite(s): Successful completion of CPW 118, CPW 120. For graphics students GTC 265, GTC 273.

CPW 210
ADVANCED DATABASE PROGRAMMING 5CR
Advanced database programming using a commercial relational database management system. Perform object creation, manipulation, and control using SQL. Write simple and complex queries to solve problems. Create advanced objects like stored procedures and triggers. Explore non-relational systems and business intelligence.

Prerequisite(s): Successful completion of CPW 101, CPW 150.

CPW 212
ADVANCED .NET PROGRAMMING 5CR
Learn advanced .NET programming — writing classes, working with indexers, overloading operators, and other advanced object-oriented concepts. Work with databases using ADO.NET, databinding, and object-relational mappers. Learn techniques for working non-relational data storage.

Prerequisite(s): Successful completion of CPW 116.

CPW 214
.NET PROGRAMMING FOR THE WEB 5CR
Earn professional experience in analyzing, designing, and developing dynamic, data-driven, commercial web applications using Microsoft ASP.NET. Gain a solid foundation in web development covering topics from state management, security, using various data stores, working with forms, and more.

Prerequisite(s): Successful completion of CPW 116.

CPW 217CAP
PORTFOLIO 5CR
Build a portfolio website showcasing skills developed in the Computer Programming and Web Development program. Create a fully functional website from start to finish. Analyze and derive requirements by creating a project proposal or by working with an actual client. Larger projects will utilize source control and emphasize team work.

Prerequisite(s): Or Co-requisite CPW 229 or CPW 214.

CPW 218
C++ 5CR
Deals with learning programming using C++ as the primary language, with a focus on problem-solving and introduction to object-oriented concepts and terms.

Prerequisite(s): Successful completion of CPW 143.

CPW 220
WEB DEVELOPMENT I 5CR
Introduction to PHP scripting, one of the most popular development tools on the web. This course demonstrates using this tool to create dynamic web-based applications. Provides experience using sessions, cookies, and web forms to build easily maintainable, interactive and e-commerce enabled sites.

Prerequisite(s): Successful completion of CPW 206.

CPW 222
CLIENT-SIDE WEB PROGRAMMING 5CR
Introduces the fundamentals of working with JavaScript. Applies variables, objects, arrays, strings, conditional statements, and external data to create dynamic, interactive web pages.

Prerequisite(s): Successful completion of CPW 118, CPW 120, CPW 142.

CPW 225
WEB ANIMATION 5CR
Build complex animated advertisements, interactive games and slideshows in both jQuery and Flash. Animate menu and DIV box transitions using HTML5, CSS3, and jQuery.

Prerequisite(s): Successful completion of CPW 118, CPW 120.

CPW 227
WEB DEVELOPMENT II 5CR
Provides practical experience in integrating PHP and MySQL to create dynamic websites, including database-driven content pages, content management systems, and interactive forms.

Prerequisite(s): Successful completion of CPW 150, CPW 220.

CPW 229
WEB DEVELOPMENT III 5CR
Combines further studies using PHP scripting and MySQL, one of the most popular open-source database management systems on the web. Explores back-end functionality, interacting with databases and creating dynamic web pages.

Prerequisite(s): Successful completion of CPW 227.

CPW 231
CONTENT MANAGEMENT SYSTEMS 5CR
Design, create, and manage custom WordPress websites and themes using HTML, CSS, JavaScript and PHP.

Prerequisite(s): Successful completion of CPW 118, CPW 120.

CPW 245
DATA & LOGIC STRUCTURES 5CR
Expand your understanding of object-oriented programming techniques by implementing abstract data types as data structures in solving complex computing problems. Study the fundamental algorithms of computer science while using mathematical principles to analyze the efficiency of their implementation.

Prerequisite(s): Successful completion of CPW 143.

CPW 250
USER INTERFACE DESIGN 5CR
Build a web interface structure that uses the principles of responsive web design and allows the structure to automatically reformat itself based on the size of the viewport (smartphone, computer, iPad). Use a combination of HTML 5, CSS3, media queries, and jQuery, working together to make a responsive web design

Prerequisite(s): Successful completion of CPW 118, CPW 120.

CPW 252
PHONE PROGRAMMING 5CR
Covers the concepts involved with programming on the phone — source control, phone emulators, phone APIs, and deployment.

Prerequisite(s): Successful completion of CPW 143.

CPW 299CAP
INTERNSHIP 5CR
Earn college credit by applying learned technical skills in professional work experiences directly related to your studies in Computer Programming and Web Development. Perform 165 hours of part-time or full-time labor as an intern with a public or private enterprise, as a paid employee, or as a volunteer. Study and practice in resume building, interviewing, and job-search skills by actually identifying and then applying for an intern position. Work site supervisor and CPW faculty will jointly evaluate your performance.

Prerequisite(s): Instructor's permission.

CORE ALLIED HEALTH

CAH 102
MEDICAL TERMINOLOGY I 5CR
Provides students with the basic techniques of medical word building using basic word elements. The class will be organized according to specific body systems and will include key terms and the introduction of anatomical, physiological and pathological terms.

CAH 103
INTRODUCTION TO HEALTH PROFESSIONS 5CR
Provides an overview of the law and ethics a student should know to help provide competent, compassionate care to patients.

CAH 105CL
COMPUTER APPLICATIONS 5CR
Provides training in the uses of Microsoft Windows and related programs with an introduction to Electronic Health Records. Students will use computers to develop touch control and proper keyboarding and 10-key techniques.

COSMETOLOGY

COSMO 112
INFECTION CONTROL PRINCIPLES & PRACTICES 2CR
Acquire knowledge for successful and responsible infection control, first aid, and safety. Learn concepts of microbiology, safe handling of tools, proper dispensing of chemicals, Barbicide certification and how to prevent the spread of bacteria in a school or salon.

COSMO 116
GENERAL SCIENCE OF HAIR 5CR
Learn why professional hair services must be based on an understanding of the growth, structure, and composition of hair. Gain skills in evaluating various hair and scalp conditions. Understand the purpose for draping and scalp massage as a foundation for attentive client care services.

COSMO 123
COSMETOLOGY FUNDAMENTALS 2CR
Learn design and art principles as guidelines to assist you in achieving designs for the client. Gain skills in the consultation portion of hair design and practice good life skills and professional behaviors for salon success and effective communication.

COSMO 136
APPLICATION OF HAIRCUTTING AND HAIRSTYLING 14CR
This course introduces foundational haircutting techniques and tools that other hairstyling is built upon. Covers safe tool usage, including shears, taper shears, razor, and clippers. Reinforces the practice of infection control and safety processes required by salon standards as well as state board regulations.

COSMO 142
ADVANCED APPLICATIONS OF HAIRCUTTING AND HAIRSTYLING 4CR
Presents advanced skills and techniques that enable students to remain current with haircutting trends. Procedures and theory are reinforced to achieve desired effect. Infection control principles and practices are reinforced.

Prerequisite(s): Successful completion of COSMO 136.

COSMO 146
CHEMICAL TEXTURE SERVICES 5CR
Presents the three main concepts of chemical texturizing: perming, relaxing with chemicals, and reforming curls. This course covers the theory of chemical texturizing, tools used to achieve desired effects, infection control principles and practices, and client consultation.

Prerequisite(s): Successful completion of COSMO 112, COSMO 116, COSMO 123, and COSMO 136.

COSMO 158
GENERAL SCIENCE OF HAIR COLORING 7CR
Introduces the creative artistry of color through the study of color theory, the color wheel, basic color applications and techniques, and basic formulation.

Prerequisite(s): Successful completion of COSMO 116, COSMO 123, and COSMO 136.

COSMO 163
LAB CLINIC II 9CR
Experience hands-on learning in a realistic salon setting. Fundamental and developing skills are reinforced and expanded as students provide services on live models/clients in CPTC's cosmetology clinic. Effective client/student interaction will be practiced.

Prerequisite(s): Successful completion of COSMO 164 and COSMO 158, or instructor approval.

COSMO 164
LAB CLINIC I 8CR
Expand skills and knowledge by offering services to live models/clients in CPTC's student clinic, a realistic salon environment. This course reinforces skills learned within the Cosmetology program and provides practice in advanced hairstyling and haircutting.

Prerequisite(s): Successful completion of COSMO 112, COSMO 116, COSMO 123, and COSMO 136.

COSMO 172
LAB CLINIC III 10CR
Gain hands-on experience in Clover Park Technical College's student clinic. Skills learned in previous quarters will be reinforced, in additional to chemical texturizing and nail care services.

Prerequisite(s): Successful completion of COSMO 163 or instructor approval.

COSMO 175
COSMETOLOGY SALON BUSINESS PRACTICES 3CR
This course introduces the topics of salon business, going in to business for yourself, operating a successful salon, and building your business. Topics include identifying options for going into business for yourself, basic factors to consider when opening a salon, business plans, the importance of record keeping, elements of successful salon operations, and why selling services and products is a vital aspect of a salon's success.

Prerequisite(s): Successful completion of COSMO 112, COSMO 116, COSMO 123, COSMO 136, COSMO 142, COSMO 158, and COSMO 164 or instructor approval.

COSMO 181
ARTIFICIAL HAIR 2CR
Provides an overview of basic alternatives in artificial hair products and services. Students learn application and removal techniques and select appropriate forms of attachment to achieve intended outcomes.

Prerequisite(s): Successful completion of COSMO 172 or instructor approval.

COSMO 182
GENERAL SCIENCE OF NAILS 7CR
Learn to work with the tools required for nail services and practice fundamental techniques for providing clients with a professional manicure and pedicure on natural nails. Develop skills in safety and sanitation associated with nail care. Topics include basic nail theory, nail disease, disorders, and anatomy of the hands.

Students will engage in 100 hours of natural nail training as well as preparation for the Washington Department of Licensing State Board Cosmetology written and practical exams.

COSMO 188
GENERAL SCIENCE OF SKIN 7CR
Provides an introduction to esthetic sciences. Presents applications in temporary hair removal, skin care, and cosmetic applications. Emphasizes histology and the recognition of disease and disorders of the skin. Students will apply infection control principles and practices.

Prerequisite(s): Successful completion of COSMO 112, COSMO 116, COSMO 123, COSMO 136, COSMO 142, COSMO 158, and COSMO 164 or instructor approval.

COSMO 226
ADVANCED HAIR COLORING 8CR
Reinforce skills and learn the rationale for advanced hair-color techniques. Students will use current trend applications and corrective techniques. Students will determine and implement all aspects of hair coloring.

Prerequisite(s): Successful completion of COSMO 158 and COSMO 172, or instructor approval.

COSMO 229
STATE BOARD
PRACTICAL PREPARATION 4CR
Prepares students to take the Washington State Cosmetology Practical Board Exam.

Prerequisite(s): Successful completion of COSMO 112, COSMO 116, COSMO 123, COSMO 136, COSMO 142, COSMO 146, COSMO 158, COSMO 163, COSMO 164, COSMO 172, COSMO 175, COSMO 181, and COSMO 226 or instructor approval.

COSMO 231
LAB CLINIC IV 10CR
Hands-on learning experience in Cosmetology clinic. Students will reinforce skills and knowledge through client and student interactions.

Prerequisite(s): Successful completion of COSMO 172 or instructor approval.

COSMO 233
LAB CLINIC V 6CR
Students opting for the full Washington State Cosmetology License option will complete 130 hours of realistic training in our beautiful state-of-the-art Cosmetology Clinic. Students opting for the full scope of Cosmetology training will engage in 130 hours of training with emphasis on developing skills and techniques in natural nail care and basic Esthetics training.

Nail care will include manicuring, pedicuring, and safety, as well as infection control.

Esthetics training will include the study of skin and its disorders, superfluous hair removal by means of waking or tweezing, massage, product application and removal.

Prerequisite(s): Successful completion of COSMO 231 or instructor approval.

COSMO 236
STATE BOARD
WRITTEN TEST REVIEW 3CR
Prepares students to take the Washington State Cosmetology Written Board Exam.

Prerequisite(s): Successful completion of COSMO 172 or instructor approval.

COSMO 244CAP
COSMETOLOGY CAPSTONE 3CR
Independently demonstrate knowledge and integration of cosmetology skills and concepts gained through the program. In this course, students submit a cumulative portfolio that demonstrates achievement of the program's student learning outcomes. Students may also participate in work experience opportunities that will round out their skills and prepare them for employment.

Prerequisite(s): Successful completion of COSMO 112, COSMO 116, COSMO 123, COSMO 136, COSMO 142, COSMO 146, COSMO 158, COSMO 163, COSMO 164, COSMO 172, COSMO 175, COSMO 181, and COSMO 226 or instructor approval.

COSMO 248
INTERNSHIP I 1CR
Provides on-the-job experience for students in the cosmetology field. This is an optional 33-hour course for students who want an internship experience or who need additional hours to meet the state licensing requirements.

Prerequisite(s): Instructor approval.

COSMO 250
INTERNSHIP II 2CR
Provides on-the-job experience for students in the cosmetology field. This is an optional 66-hour course for students who want an internship experience or who need additional hours to meet the state licensing requirements.

Prerequisite(s): Instructor approval.

COSMO 252
INTERNSHIP III 3CR
Provides on-the-job experience for students in the field of cosmetology. This is an optional 99-hour course for students who want an internship experience or who need additional hours to meet the state licensing requirements.

Prerequisite(s): Instructor approval.

COSMO 254
INTERNSHIP IV 4CR
Provides on-the-job experience for students in the field of cosmetology. This is an optional 132-hour course for students who want an internship experience or who need additional hours to meet the state licensing requirements.

Prerequisite(s): Instructor approval.

COSMO 256
INTERNSHIP V 5CR
Provides on-the-job experience for students in the field of cosmetology. This is an optional 160-hour course for students who want an internship experience or who need additional hours meet the state licensing requirements.

Prerequisite(s): Instructor approval.

CULINARY ARTS

CUL 104
SANITATION IN FOOD SERVICE
OPERATIONS 3CR
Presents the principles of food microbiology, food-borne illness and the standards enforced by regulatory agencies. Incorporates applied measures for the prevention of food-borne illness and other microbiological factors. Includes National Restaurant Association ServSafe Certification.

CUL 107
PROFESSIONAL COOKING I 7CR
Provides the student with a general understanding of the professional kitchen. Topics include kitchen safety; dishwasher procedures; how to handle food in a safe environment; selection of and caring for knives; understanding how a professional kitchen is organized; and the rationale, cleaning, and function of kitchen equipment. Students will learn to cut foods in a variety of shapes and to recognize and use a variety of herbs and spices.

CUL 109
COOKING METHODS I 7CR
Introduces students to the experience of preparing and cooking meals for restaurant service. Students will be given assignments and will rotate through restaurant stations throughout the quarter. Students will learn dishwashing and basic food preparation, how to read and follow standardized recipes, deli operations, and station organization.

CUL 111
FOOD PREPARATION I 3CR
Practice and apply the skills of a restaurant cook. Students will learn the importance of organizing and planning their work stations, as well as preparing items needed prior to actual cooking. Topics include fruit and vegetable varieties, uses and preparation.

CUL 113
INTRODUCTION TO BAKING 3CR
Introduces culinary students to the fundamentals of baking and to scientific principles. Students will learn different mixing and production methods in producing quick breads, pastries, cakes, pies, soufflés, mousses, and custards.

CUL 117
PROFESSIONAL COOKING II 7CR
Covers the procedures and techniques of sauces and stocks. Students will learn how to prepare a variety of classic hot and cold sauces, use thickening agents properly, recognize and classify sauces, and prepare a variety of stocks.

CUL 119
FOOD PREPARATION II 3CR
Provides practice in the fundamental techniques related to hot food cooking. Students will perform specific competencies to develop their proficiency in the techniques and science of cooking. Topics that will be covered are pasta, potatoes and grain cookery.

CUL 123
COOKING METHODS II 7CR
Introduces the experience of preparing and cooking meals for restaurant service. Students will be given assignments and will rotate through restaurant stations throughout the quarter. They will be expected to practice a high level of previously learned competencies in knife skills, sanitation, proper handling and storage of product, and working under stringent time guidelines.

Prerequisite(s): Successful completion of CUL 109.

CUL 127
PROFESSIONAL COOKING III 7CR
Introduces students to basic meat cooking procedures, breakfast cookery, and dairy products. Students will learn the composition of meats, eggs, and dairy products and will apply various cooking methods.

CUL 132
AMERICAN REGIONAL CUISINE 3CR
Explores the history and styles of food from the Pacific Northwest, California, the Southwest, New England, and Florida. Students will create regionally-inspired dishes with continued emphasis on solid cooking methodologies.

CUL 135
FOOD PREPARATION III 3CR
Focuses on beef, chicken, and fish cookery and fabrication. Instruction will center on understanding the structure and composition of meats, being able to identify a variety of fish and shellfish, use of proper storage, and application of various cooking methods.

CUL 139
COOKING METHODS III 7CR
Introduces students to the experience of preparing and cooking meals for restaurant service. Students will be given assignments and will rotate through restaurant stations throughout the quarter. Students will be expected to practice a high level of previously learned competencies in knife skills, sanitation, proper handling and storage of product, and working under stringent time guidelines.

Prerequisite(s): Successful completion of CUL 123.

REST 103
FOOD & BEVERAGE COST CONTROL 4CR
Outlines the fundamentals of food costing in relation to writing menus. Students will be responsible for pricing out each item on the menu, as well as preparing yield tests and standardizing recipes.

REST 107CAP
KITCHEN & DINING MANAGEMENT 3CR
Learn how to communicate with, lead, and manage different types of people. This entails how to hire and fire, inventory control, writing job descriptions, and creating performance reviews for both front and back of the house.

Prerequisite(s): Successful completion of REST 112.

REST 109
MARKETING/PUBLIC RELATIONS 3CR
Learn how to create a marketing concept for your restaurant. Learn to define your target market and understand the importance of effective marketing in the industry. We will also look at current market trends, consumer behavior, market segmentation, and positioning your business in the market to get the desired results.

REST 112
RESTAURANT DINING 7CR
Familiarizes students with all aspects of running a casual-style dining room open to the public. Included are opening/closing procedures, table setup, customer-service techniques, leadership, sanitation, and safety procedures.

REST 115
CATERING PRODUCTION 3CR
Emphasis will focus on buffet preparation and presentation. Students will receive hands-on experience creating and executing catering requisitions. Students will explore designing menus for various events, functions, and price limits.

REST 119
OPERATIONS MANAGEMENT 4CR
Explore all aspects of running a successful operation in the hospitality industry. Students will learn how to create a positive work environment, team building, and leadership skills. Students will also learn how to recruit new team members, hiring procedures, how to organize and implement systems and controls, and how to handle issues that arise daily. Students will also explore how to use Excel and the benefits of using Excel for restaurants.

REST 122
FOOD SERVICE NUTRITION 4CR
Learn the basics of food service nutrition for culinary professionals. This class will teach students about the biological process that occurs as you eat, and what constitutes a healthy diet. Students will gain an understanding of the structure and functions of food.

REST 126
FINANCE & ACCOUNTING 4CR
Prepares students to understand, interpret, and analyze financial statements, budgeting, cash flow, and cash management. This gives students a chance to become familiar with financial statements prior to entering the workforce.

REST 131
BUSINESS PLAN DEVELOPMENT 4CR
Develop a restaurant concept from start to finish, including a hands-on look at how to develop a business plan to present to possible investors. Students will practice decision-making and problem-solving skills by creating and planning their own concept.

REST 133
BEVERAGE SERVICE MANAGEMENT 4CR
Learn to successfully set up and manage a beverage service operation. Includes the history of bar service, beverage-making ingredients and processes, safety, and sanitation in the bar.

REST 137
HOSPITALITY LAW 4CR
Learn about laws affecting the hospitality industry on both a national and state level. This class will look at operating an establishment according to government regulations regarding sales, civil rights, liability, administration issues, and organization.

DENTAL ASSISTANT

DAS 103
GENERAL STUDIES 4CR
Introduces the student to the dental profession and cultural diversity, including how to correctly recognize and identify the various occupations within the dental field, as well as the terminology necessary to complete all other courses.

DAS 105
BIOMEDICAL SCIENCES 4CR
Introduces the student to the sciences of microbiology, disease transmission, occupational health and safety, ergonomics, and the processes and procedures for infection prevention, disinfection, instrument processing, and sterilization. Students will be able to demonstrate how to prevent disease transmission and the proper handling of infectious and hazardous materials.

DAS 110
DENTAL SCIENCES I 5CR
Students will explore information that will assist in accurately identifying oral anatomy, oral embryology, histology, common facial landmarks, and key elements of personal oral hygiene and nutrition.

DAS 113
DENTAL ASSISTING SKILLS I 4CR
Introduces the student to the techniques that will enable them to successfully achieve the goal of proper moisture control to provide better visibility in the operating field, reduce the transmission of infectious diseases, and maintain a safe laboratory environment. Students will learn to take alginate impressions, pour and trim diagnostic study casts, and to accurately record vital signs, including blood pressure, pulse, and respiration. Students will be able to accurately identify dental charting symbols.

DAS 116
FOUNDATIONS OF CLINICAL DENTISTRY 4CR
Introduces the student to the management of a medical or dental emergency in the dental office. In addition, the student will be introduced to the dental treatment room, including the proper names, descriptions, use and care of dental instruments and equipment used in restorative dental procedures.

DAS 118
PRINCIPLES OF RADIOGRAPHY 1CR
Introduces the student to the theory of radiographic techniques, including patient and operator safety while exposing radiographs.

DAS 120
DENTAL SCIENCES II 5CR
Explores the general characteristics and uses of dental materials and covers oral pathology conditions in the oral cavity. This course is also designed to provide the necessary information to accurately identify each of the body's systems and functions and how they interact with each other. The student will explore the structures of the head and oral cavity.

Prerequisite(s): Students must successfully complete DAS 103, 105, 110, 113, 116, and 118 prior to continuing in the Dental Assistant Program.

DAS 125
DENTAL ASSISTING SKILLS II 6CR
Introduces students to advanced study model principles, coronal polish and fluoride treatments, and advanced moisture control, including the application of rubber dams, intermediate charting, and dental instruments and hand pieces.

Prerequisite(s): Students must successfully complete DAS 103, 105, 110, 113, 116, and 118 prior to continuing in the Dental Assisting Program.

DAS 130
DENTAL SPECIALTIES I 3CR
Explores in depth the dental specialties of endodontics, orthodontics, and periodontics. This course introduces the students to periodontal charting.

Prerequisite(s): Students must successfully complete DAS 103, 105, 110, 113, 116, and 118 prior to continuing in the Dental Assistant Program.

DAS 135
PRINCIPLES OF RADIOGRAPHY II 5CR
Introduces students to intraoral and extraoral radiographic imaging, legal issues associated with radiography, and manual and automatic processing techniques.

Prerequisite(s): Students must successfully complete DAS 103, 105, 110, 113, 116, and 118 prior to continuing in the Dental Assistant Program.

DAS 140
CERTIFICATION REVIEW I 1CR
Prepares students to take the Infection Control Exam through the Dental Assistant National Board.

Prerequisite(s): Students must successfully complete DAS 103, 105, 110, 113, 116, and 118 prior to continuing in the Dental Assistant Program.

DAS 223
DENTAL SCIENCES III 3CR
Introduces students to the science of pharmacology, including the recognition of potential drug interactions and the subject of anesthesia and pain control as it applies to dentistry. It also introduces students to anesthesia and pain control, lab and impression materials, and the medically and physically compromised patient.

Prerequisite(s): Students must successfully complete DAS 103, 105, 110, 113, 116, 118, 120, 125, 130, 135, and 140 and complete the Infection Control component of the DANB certification exam prior to continuing in the Dental Assistant Program.

DAS 224
DENTAL ASSISTING SKILLS III 7CR
Introduces the theory and practice of chair-side assisting, including oral evacuation and instrument exchange. Students are introduced to advanced chair-side instruments, tray systems, charting, study models, and rubber-dam application techniques. This course covers the assembly and placement of matrix systems. Students will expose, process, and mount a minimum of three full-mouth series of radiographic images, both on film and digitally. This course's culminating project covers the operatory preparation and assisting during restorative procedures.

Prerequisite(s): Students must successfully complete DAS 103, 105, 110, 113, 116, 118, 120, 125, 130, 135, and 140 and complete the Infection Control component of the DANB certification exam prior to continuing in the Dental Assistant Program.

DAS 226
DENTAL SPECIALTIES II 8CR
This course provides an in-depth exploration of the dental specialties of fixed prosthodontics, removable prosthodontics and dental implants, oral and maxillofacial surgery, and pediatric dentistry. Students will also be introduced to the expanded function of pit and fissure sealants, construction and placement of provisional crowns and bridges, polishing full and partial dentures, and retraction cord placement. Students will also prepare the operatory, give post-operatory instructions, and document in the patient chart a variety of specialty procedures.

Prerequisite(s): Students must successfully complete DAS 103, 105, 110, 113, 116, 118, 120, 125, 130, 135, and 140 and complete the Infection Control component of the DANB certification exam prior to continuing in the Dental Assistant Program.

DAS 228
CERTIFICATION REVIEW II 1CR
Prepares students to take the Radiation Health and Safety exam through the Dental Assistant National Board.

Prerequisite(s): Students must successfully complete DAS 103, 105, 110, 113, 116, 118, 120, 125, 130, 135, and 140 and complete the Infection Control component of the DANB certification exam prior to continuing in the Dental Assistant Program.

DAS 237CAP
CLINICAL EXPERIENCE I 1CR
Provides Dental Assistant students with the opportunity to use the skills and information acquired in DAS 103-228. Students will spend three hours per week — for a total of 30 hours — volunteering in an infection-control assistant capacity in a private office or dental clinic.

Prerequisite(s): Students must successfully complete DAS 103, 110, 113, 116, 118, 120, 125, 130, 135, and 140 and complete the Infection Control certification prior to continuing in the Dental Assistant Program.

DAS 239CAP
CLINICAL EXPERIENCE II 10CR
Provides Dental Assistant students with the opportunity to use the advanced skills and information acquired in DAS 103-237. Students will spend 270 hours rotating through a minimum of two private offices or dental clinics.

Prerequisite(s): Student must successfully complete DAS 103, 105, 110, 113, 116, 118, 120, 125, 130, 135, 140, 223, 224, 226, 228, and 237, Infection Control certification, all college-level general education courses, and the Radiation Health & Safety component prior to continuing in the Dental Assistant Program.

DAS 241
ADVANCED THEORY 4CR
Introduces students to dental business administration procedures.

Prerequisite(s): Students must successfully complete DAS 103-237, their Infection Control certification and the Radiation Health & Safety component prior to continuing in the Dental Assistant Program.

DAS 243
CERTIFICATION REVIEW III 1CR
Prepares the student to take the final component of the Dental Assistant National Board exam, General Chairside. Upon successful completion of the exam and all Dental Assistant courses, students will receive their Certified Dental Assistant credentials and will be eligible for graduation.

Prerequisite(s): Students must successfully complete DAS 103, 105, 110, 113, 116, 118, 120, 125, 130, 135, 140, 223, 224, 226, 228, and 237, their Infection Control certification, and their Radiation Health & Safety component prior to continuing in the Dental Assistant Program.

DBOA 103
DENTAL TERMINOLOGY & PROCEDURES 4CR
Introduces information to correctly recognize and identify various occupations within the dental environment. Students will also learn terminology necessary to complete the other courses in the program. Students will learn to accurately identify the names and numbers of teeth in the primary and permanent dentition. Students will complete the Washington State Dental Association (WSDA) HIV/AIDS course.

DBOA 111
DENTAL CHARTING, SCHEDULING AND RECALL MANAGEMENT 5CR
Explores dental charting symbols and treatment descriptions. Students will develop, decipher, and present a comprehensive treatment plan. Covers the necessary information to accurately develop a patient recall system and maintain productive and effective patient scheduling. Students will have training and 24-hour access to the Dentrix Dental Software to learn and practice dental charting, scheduling & recall procedures.

Prerequisite(s): DBOA 103 (or co-requisite).

DBOA 119
DENTAL DOCUMENTS AND INVENTORY SYSTEMS 4CR
Explores a wide variety of dental office forms and the development of manual and computerized inventory filing systems. Organizational skills are the primary emphasis of this course.

Prerequisite(s): DBOA 103 (or co-requisite).

DBOA 135
DENTRIX ADVANCED TRAINING 2CR
Provides expanded Dentrix software skills to students with basic Dentrix Dental Software training or experience. Students will have training and 24-hour access to the software. Students will demonstrate setting up practice defaults in the Office Manager module, manage electronic charting in the Dentrix Dental Software, pursue dental insurance claims processing and payment posting processes, and explore and generate management reports.

Prerequisite(s): DBOA 111 or industry experience with the Dentrix Dental Software (or co-requisite).

DIGITAL ENTERTAINMENT DESIGN AND PRODUCTION

DED 102
GENRE STUDIES 3CR
This course covers history of film and how economy and politics affect films through hidden symbolism.

DED 104
GENERAL ART 4CR
This course covers the fundamentals of traditional art and basic skills of visual expression.

DED 106CL
DIGITAL ART I 4CR
This course is an overview of the primary industry software tools used in the creation of 2D computer graphics: Adobe Photoshop and Adobe Illustrator. Students will learn the commands and the interfaces of industry-standard raster graphics and vector graphics with photo modification.

DED 108
SCREENWRITING 3CR
This course introduces the fundamentals of writing and working with scripts for many different media projects. This will include, but is not limited to, the creation and breakdown of scenes using voice, action, and dialogue.

Co-requisites: ENG 094.

DED 110
DIGITAL PHOTOGRAPHY I 4CR
This is an introductory-level course that will familiarize students with the basics of cameras, the new features of today's DSLRs, and the basic elements of taking a good photograph. Students will explore the work of great artists of the medium, learn the elements of composition, and begin working with light and shadow to create visually interesting images.

DED 112
DIGITAL ART II 4CR
This course focuses on Adobe Illustrator and learning to use the advanced tools within this professional vector editing software. Students will learn how to create high-quality illustrations, logos, graphs, diagrams, adverts, web sites, and web or print layouts for clients, while increasing their productivity and incorporating best practice into their workflow.

Prerequisite(s): Successful completion of DED 106.

DED 120
DIGITAL PHOTOGRAPHY II 4CR
This course will build on the previous course concentrating on using light effectively. Students will begin to use photographic lights to take studio-style photographs of still life, working up to portrait photography.

Prerequisite(s): Successful completion of DED 110.

DED 125
DIGITAL VIDEO I 4CR
This course introduces students to digital video equipment and proper handling. Hands-on work will involve 3-point lighting, continuity, sound, and basic editing. Students will complete a variety of technical exercises, which will familiarize them with terms and equipment.

DED 130
STORYBOARDING 3CR
This course teaches students learn how to break down a script into shots and create a visual storyboard that shows actor and camera movements while showing the type of camera angle and shot.

Prerequisite(s): Successful completion of DED 104.

DED 135
MOTION GRAPHICS I 4CR
This course uses 2D and 3D compositing, animation, and visual effects tools to allow students to create innovative graphics and visual effects for film, video, broadcast, DVD, and the web. Using After Effects, students will learn the concepts of video, time-based animation, and special effects. They will explore program features that include key framing, editing, masking, type, 3D environment, and tools. Importing media from a wide variety of applications, including Adobe PhotoShop and QuickTime files will also be covered.

DED 140
DIGITAL VIDEO II 4CR
This course furthers students' education from Digital Video I by extending their knowledge to more hands-on lessons of film production. This includes, but is not limited to, creating master shots and the use of common shot types.

Prerequisite(s): Successful completion of DED 125.

DED 145
DIGITAL EDITING 4CR
This course covers digital editing using Adobe Premiere Pro. Students will work with nested, single-frame, and multiple-sequencing editing tools to export to a variety of formats and for websites like YouTube, adding multi-track audio, transitions, and simple effects.

DED 150
3D MODELING I 4CR
This course uses 3D Studio Max, specialized software that is commonly used to create 3-Dimensional graphics. The majority of the class is spent becoming familiar with the software through class tutorials and weekly assignments and learning basic techniques, such as box modeling. By completing this class, students will able to create models that can be used in film or games.

DED 152
MOTION GRAPHICS II 4CR
This course builds on Motion Graphics I by working on more advance features in Adobe After Effects. Students will go more in-depth with the features, such as particles, photo replacements, and integrating 3D models into scenes to create digital effects.

Prerequisite(s): Successful completion of DED 135.

DED 154
GAME DESIGN I 3CR
This course introduces the fundamentals of game design and development with a focus on rapid prototyping through pen and paper design. Students will also build a foundational knowledge of genre and basic elements of games and their interaction with each other.

DED 158
3D MODELING II 4CR
This course expands into the 3D world by teaching students to create textures for their 3D Models. This class will discuss the importance of file size and formats for a variety of purposes that go into creating detailed textures for an abstract style or gritty look. Students will create a variety of texture, maps such as UV Mapping, diffused, opacity, bump, normal, specular, and reflection maps to really bring models to life.

Prerequisite(s): Successful completion of DED 150.

DED 160
MOTION GRAPHICS III 4CR
This course focuses on the advanced features of Adobe After Effects to teach students compositing, intergrading 3D models, and working with green-screened scenes.

Prerequisite(s): Successful completion of DED 125 and DED 152.

DED 164
DIGITAL VIDEO III 4CR
This course covers hands-on training and critiques as students work on individual short film projects.

Prerequisite(s): Successful completion of DED 140.

DED 167
ACTING FOR DIRECTORS 3CR
This course explores the basics of acting, as well as examining scripts, understanding challenges and actions, rehearsal techniques, beats, and forming an opinion or point of view. To know how to direct, students must be able to communicate with and understand actors.

DED 170
3D MODELING III 4CR
This course teaches students advanced techniques in modeling using 3D Studio Max such as NURBS, lighting and reflection effects, and particle systems. Students will apply these methods to create organic and hard-surface models

Prerequisite(s): Successful completion of DED 106 and DED 158.

DED 172
SCENE DESIGN 4CR
This course covers the use of lighting and design to create environments that enhance the story while providing optimum shooting potential.

Prerequisite(s): Successful completion of DED 120 and DED 125.

DED 174
3D ANIMATION 4CR
This course introduces the methods and techniques of animating virtual objects and environments using 3D Studio Max. Students will bring life to 3D Models with basic animation techniques using and combining modifiers to control the animation. They will explore the features, such as key frames, track view, function curves, animation constraints, and controllers.

Prerequisite(s): Successful completion of DED 158.

DED 178
FILM THEORY 4CR
This course introduces the concepts and practices associated with how written word is translated into visual language. During this course, students will have the opportunity to learn the art and theory behind films, including how lighting and cameras are used to create emotion, setting, and drama. The course will also discuss how independent films are able to keep up with the masters in Hollywood.

Prerequisite(s): Successful completion of DED 102, DED 140, DED 145, and DED 152.

DED 180
DIGITAL VIDEO PROJECT 3CR
This course is an instructor-led major project involving the full class. Each student will be given a role to fulfill in the project, just as in a professional production studio.

Prerequisite(s): Successful completion of DED 164.

DED 185
INTERNSHIP 3CR
All students finishing the program are required to complete an internship. This is a temporary full-time or part-time position in the public or private sector, where the student gains confidence and experience in a chosen area of employment. Students experience on-the-job opportunities, as well as making a skilled contribution to the internship provider. Opportunities to find internships are provided, but students are in charge of finding their own internships.

DED 190CAP
CAPSTONE 3CR
This course consists of a final project representing the culmination of a student's learning in the program, as well as focusing on their chosen discipline. The project must be approved by the instructor and show the breadth of skill acquired in the program and requires the student to use the entire production cycle, including their pre-production paperwork. The students will also be required to keep an online journal of their projects and report in on a weekly basis with updates on their progress.

Prerequisite(s): Successful completion of DED 164 or DED 198.

DED 194
GAME DEVELOPMENT TOOLS 4CR
This course offers students experience with the various tools of game development. These include game engines, such as Unreal and Unity 3D, and development environments, such as Pygame and Visual Studio.

Co-requisites: DED 198.

DED 198
GAME DESIGN II 4CR
This course focuses on the specific process and design choices in the creation of environments and levels of a game. Students will use level creation tools to design and build functioning levels.

Prerequisite(s): Successful completion of DED 154.

DED 200
GAME PROGRAMMING 3CR
This course introduces the basic concepts of object-oriented programming and the fundaments of programming. Students will review basic programming logic and tools including the stack, loops, and routines through the use of industry-standard game development tools and programming environments.

Prerequisite(s): Successful completion of MAT 103 or other 100 level Math Course.

DED 208
GAME DESIGN III 4CR
This course explores some of the more advanced theories of game and game development. Students will begin looking at common games in new ways and exploring ideas like emergence and game theory mathematics, along with looking at the roles that games play in society. Students will explore how games are a reflection of the world we live in and how they affect the world we live in.

Prerequisite(s): Successful completion of DED 198.

DED 210
GAME DEVELOPMENT PROJECT 3CR
This course is an instructor-led major project involving the full class. Each student will be given a role to fulfill in the project, just as in a professional production studio. Students will be expected to fulfill the duties of their roles in the SCRUM model of development.

Prerequisite(s): Successful completion of DED 112, DED 150, DED 198, and DED 200.

EARLY CARE & EDUCATION

ECE 102
INTRODUCTION TO APPRENTICESHIP 1CR
Introduces beginning apprentices to apprenticeship training, state requirements, apprentice responsibilities, and professional and ethical conduct in the workplace.

ECE 120
INTERPERSONAL SKILLS FOR THE ECE PROFESSIONAL 2CR
Covers human relations roles and workplace skills. Discusses balancing individual technical skills with human relations and competencies.

ECE 125
JUST FOR THE FUN OF IT: PRESCHOOL 1CR
Students will explore the use and development of age-appropriate curriculum, creative ideas, projects, and activities that will make planning for the individual child and group fun and exciting. A fun hands-on class that will inspire you and enrich the lives of children in your program. Meets STARS continuing education requirements.

ECE 126
NATURE & OUTDOORS 2CR
Gain skills and knowledge on the components of an outdoor classroom. Includes ways to incorporate creativity while supporting children as they explore nature in the environment, as well as sustainable practices for young children.

ECE 132
RAISING AN EMOTIONALLY INTELLIGENT CHILD 1CR
This course will focus on teaching parents, teachers and providers how to use emotion-coaching techniques that foster emotional intelligence in children.

ECE 133
EMOTIONALLY INTELLIGENT PARENTING 1CR
Examine the developmental needs across all domains from conception through infancy. Explore parenting/caregiving skills, how they are formed from prior experiences, and how they are affected by a deeper understanding of the child and oneself.

ECE 134
ISSUES & TRENDS GREEN 2CR
Research topics that cover some of the current sustainable practices and trends in the ECE field.

ECE 135
SCHOOL AGE MATH, SCIENCE & TECHNOLOGY 3CR
Explore the different aspects of the school age curriculum in science, math, and technology.

ECE 136
RAISING A PHYSICALLY & NUTRITIONALLY INTELLIGENT CHILD 1CR
Explore different aspects of health and nutrition in young children.

ECE 141
ECE CURRICULUM: MATH 2CR
Explore the different aspects of early childhood curriculum in mathematics.

ECE 142
ECE CURRICULUM: SCIENCE & TECHNOLOGY 2CR
Explore the different aspects of early childhood curriculum in science and technology.

ECE 143
JUST FOR THE GREEN OF IT 1CR
Student will explore the use of developing sustainable "green" curriculum ideas, including age-appropriate creative projects and activities to use in your work with young children. This is a fun hands-on class that will inspire you and enrich the lives of children in your program.

ECE 156
FROM SEED TO TABLE: GARDENING WITH CHILDREN 2CR
Discover how important connecting with nature and caring for living plants can be for children. Students will learn techniques to create plantings and cooking items grown to serve at the snack table.

ECE 157
JUST RECYCLE IT! 1CR
Students will explore the use of developing sustainable "green" curriculum ideas that use recyclable materials to make creative projects and activities to use in your work with young children.

ECE 190
PRACTICUM 4: GREEN 3CR
Provides the student with the opportunity for practical field experience with a sustainable practices or "green" specialization. Includes a seminar component.

ECE 194
PRACTICUM 4: THE EMOTIONALLY INTELLIGENT CHILD 3CR
Provides the student with the opportunity for practical field experience with an emotional intelligence specialization. Includes a seminar component.

ECE 198
PRACTICUM 4: WORKING WITH FAMILIES 3CR
Provides the student with the opportunity for practical field experience with a specialization in working with families. Includes a seminar component.

ECE 219
PRACTICUM 4: RESPONSIVE CAREGIVING FOR INFANTS AND TODDLERS 3CR
Explores responsive caregiving for infants and toddlers, including best practices, building trust, environments, creating lesson plans, theories of development, and collaborating with families.

ECE 230
INCLUSION IN ECE 3CR
Introduction to including children with special needs in the ECE field.

ECE 245DIV
DIVERSITY AWARENESS & CURRICULUM DEVELOPMENT 3CR
Exploring our own cultural awareness supports our work with diverse populations and is paramount to planning for and interacting with young children and their families. In this course, you will explore the various aspects of bias to develop strategies and an anti-bias approach within the early childhood curriculum.

ECE 290CAP
PORTFOLIO ADVENTURE 2CR
Provides the student with the opportunity to compile their Early Care and Education degree portfolio. The portfolio adventure is an opportunity for the student to establish self-marketing goals in the field and to produce an end-product that reflects the student's best practice, passion, and experience to date in the program and field. Students will receive instructor guidance and feedback and will participate in the ECE portfolio review process prior to graduation.

ECED& 100
CHILD CARE BASICS (STARS) 3CR
Designed to meet licensing requirements for early learning teachers and family home child care providers, the STARS 30-hour basics course is recognized in the MERIT system. Topics include child growth/development, cultural competency, community resources, guidance, health/safety/nutrition, and professional practice.

ECED& 105
INTRODUCTION TO EARLY CHILDHOOD EDUCATION 5CR
Explore the foundations of early childhood education. Examine theories defining the field, issues and trends, best practices, and program models. Observe children, professionals, and programs in action.

ECED& 107
HEALTH, NUTRITION AND SAFETY 5CR
Develop knowledge and skills to ensure good health, nutrition, and safety of children in group care and education programs. Recognize the signs of abuse and neglect, responsibilities for mandated reporting, and available community resources.

ECED& 132
INFANTS & TODDLERS — NURTURING CARE 5CR
Examine the unique developmental needs of infants and toddlers. Study the role of the caregiver, relationships with families, developmentally-appropriate practices, nurturing environments for infants and toddlers, and culturally relevant care.

ECED& 139
ADMINISTRATION OF EARLY LEARNING PROGRAMS 3CR
Develop administrative skills required to develop, open, operate, manage, and assess early childhood education and care programs. Explore techniques and resources available for Washington State licensing and National Association for the Education of Young Children (NAEYC) standard compliance.

ECED& 160
CURRICULUM DEVELOPMENT 5CR
Investigate learning theory, program planning, and tools for curriculum development promoting language; fine/gross motor, social-emotional, cognitive and creative skills; and growth in young children.

ECED& 170
ENVIRONMENTS FOR YOUNG CHILDREN 3CR
Design, evaluate and improve indoor and outdoor environments that ensure quality learning and nurturing experiences and optimize the development of young children.

ECED& 180
LANGUAGE AND LITERACY DEVELOPMENT 3CR
Develop teaching strategies for language acquisition and literacy skill development at each developmental stage (birth through age 8) through the four interrelated areas of speaking, listening, writing, and reading.

ECED& 190
OBSERVATION AND ASSESSMENT 3CR
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.

ECS 110[CL]
COMPUTER ESSENTIALS FOR THE ECE PROFESSIONAL 4CR
Covers the essential computer tools and techniques necessary for the ECE professional. Covers designing forms, parent newsletters, fliers, brochures, and other materials needed to smoothly run a child care center.

ECS 121
INTRODUCTION TO THE EARLY CHILDHOOD PROFESSION 2CR
Examines professional characteristics, responsibilities and rewards for individuals working with young children. Ethics and workplace skills will be examined. Washington State Minimum Licensing Requirements for Child Care Centers and Family Child Care Homes will be covered. ECS 121 is the foundation course for series ECS 121-127.

ECS 122
WAYS TO STUDY HOW CHILDREN GROW/LEARN 2CR
Examines theory and field practices to facilitate physical and intellectual development of young children. Ethics and workplace skills will be examined. Washington State Minimum Licensing Requirements for Child Care Centers and Family Child Care Homes will be covered.

ECS 123
SELF, SOCIAL AND POSITIVE GUIDANCE 2CR
Examines theory and field practices to support social and emotional development of young children and provide positive guidance. Ethics and workplace skills will be examined. Washington State Minimum Licensing Requirements for Child Care Centers and Family Child Care Homes will be covered.

ECS 124
PRODUCTIVE RELATIONSHIPS WITH FAMILIES 2CR
Examines theory and field practices to establish positive and productive relationships with families. Ethics and workplace skills will be examined. Washington State Minimum Licensing Requirements for Child Care Centers and Family Child Care Homes will be covered.

ECS 125
PROGRAM MANAGEMENT 2CR
Examines theory and field practices to ensure a well-run purposeful program that is responsive to participant needs. Ethics and workplace skills will be examined. Washington State Minimum Licensing Requirements for Child Care Centers and Family Child Care Homes will be covered.

ECS 126
PROFESSIONALISM 2CR
Examines theory and field practices necessary to maintain knowledge of and commitment to professionalism in the early learning field. Ethics and workplace skills will be examined. Washington State Minimum Licensing Requirements for Child Care Centers and Family Child Care Homes will be covered.

ECS 127[CAP]
CDA CAPSTONE 2CR
Reviews the six CDA competency areas and prepares students for the CDA application and testing process.

ECS 149
ECE CURRICULUM — HEALTH, SAFETY, NUTRITION & COOKING LAB 4CR
Explore the different aspects of early childhood curriculum in health, safety, and nutrition, as well as cooking with young children.

ECS 160
MUSIC/MOVEMENT & CREATIVITY: CREATIVE ART CURRICULUM 5CR
Explore the different aspects of the early childhood curriculum in creative art, music, movement, and creativity.

ECS 181
ECE PRACTICUM I 5CR
Provides students with practical field experience. Students will work at community child care centers or the Hayes Child Development Center on the Lakewood Campus, allowing them to apply classroom study to on-the-job situations. Includes a scheduled seminar.

ECS 182
ECE PRACTICUM II 5CR
Provides students with practical field experience. Students will work at community child care centers or the Hayes Child Development Center on the Lakewood campus, allowing them to apply classroom study to on-the-job situations. Includes a scheduled seminar.

ECS 183
ECE PRACTICUM III 5CR
Provides students with practical field experience. Students will work at community child care centers or the Hayes Child Development Center on the Lakewood campus, allowing them to apply classroom study to on-the-job situations. Includes a scheduled seminar.

ECS 202
PRESCHOOL ACTIVITIES 2CR
Covers developmentally appropriate activities for preschoolers. This is a hands-on class that will provide a chance for making and sharing samples.

ECS 206
SIGNING WITH INFANTS & TODDLERS 2CR
Signing for basic communication with infants and toddlers with an emphasis on working with children who exhibit language delays.

ECS 217
ECE PRACTICUM IV INFANTS/ TODDLERS 3CR
Provides students with the opportunity for practical field experience with specialization in infants and toddlers.

ECS 220
CURRICULUM FOR SCHOOL AGE 2CR
Focuses on curriculum suitable for the development of school-age children.

ECS 225
SCHOOL AGE ENVIRONMENT 2CR
Focuses on suitable environments for the development of school-age children.

ECS 230
ECE PRACTICUM IV SCHOOL AGE 3CR
Provides students with opportunities for practical field experience with school-age specialization.

ECS 235
ISSUES & TRENDS 2CR
Research that covers some of the current issues and trends in the ECE field.

ECS 260
CURRICULUM FOR FAMILY CHILD CARE 2CR
A focus on developmentally appropriate curriculum for children in family child care settings with multiple ages.

ECS 266
LEADERSHIP IN EARLY CHILDHOOD EDUCATION 4CR
Designed for leaders in the early childhood field. Essential skills for effective leadership will be covered: creating a shared vision, team building, managing change, personal development, communication, conflict management, staff development, and empowerment strategies.

ECS 277
PROFESSIONALISM & ETHICS 2CR
Examines NAEYC's Code of Ethical Conduct. Includes determining an Early Childhood professional's responsibilities to children, families, colleagues, and the community, using frameworks for ethical decision-making and exploration of personal and professional growth.

ECS 286
PRACTICUM IV LEADERSHIP 3CR
Provides students with the opportunity for practical field experience with a leadership specialization. Includes a seminar component and observations. Focuses on emotional intelligence and conducting meetings.

ECS 287
PRACTICUM IV PRESCHOOL 3CR
Provides students with opportunities for a practical field experience with a preschool specialization. Includes a seminar component and observations.

ECS 288
PRACTICUM IV FAMILY CHILDCARE PROFESSIONAL 3CR
Provides students with the opportunity for a practical field experience with a family child care specialization. Includes a seminar component and observations.

ECS 290
MENTORING IN ECE 1CR
Learn fundamental skills needed for early childhood mentors who practice as trainers and coaches. Covers concepts of adult learning, communication, observation, feedback, and conflict resolution.

ECS 292
THEORIES OF CHILD DEVELOPMENT 3CR
Exploration of child development theories and their application to the education of young children.

ECS 295
DEVELOPMENTALLY APPROPRIATE PRACTICES SPECIAL NEEDS 2CR
Designed for caregivers of children with special needs. Specific techniques for working with these children and how their cognitive, physical, social, and emotional development is affected. Impact on the family and attempts at regular classroom inclusion will also be covered.

ECS 297
PRACTICUM IV SPECIAL NEEDS 3CR
Provides the student with the opportunity for a practical field experience with specialization in special needs. Includes a seminar component.

EDUC& 115
CHILD DEVELOPMENT 5CR
Build a functional understanding of the foundation of child development, prenatal to early adolescence. Observe and document physical, social, emotional and cognitive development of children, reflective of cross-cultural and global perspectives.

EDUC& 130
GUIDING BEHAVIOR 3CR
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.

EDUC& 150
CHILD, FAMILY AND COMMUNITY 3CR
Students working with children ages birth through school age and their families will learn how to integrate the family and community contexts in which a child develops. The students will learn how to explore cultures and demographics of families in society, community resources, strategies for involving families in the education of their child, and tools for effective communication.

PARA 105
INTRODUCTION TO EDUCATION 5CR
Explores teaching as a profession, as well as the history and philosophy of education. Includes classroom procedures, reports, and research.

PARA 124
INTRODUCTION TO EXCEPTIONAL CHILDREN 5CR
Focuses on human development risk factors and early intervention. Includes cultural perspectives and family dynamics. Covers specific disability information.

PARA 133
AUGMENTED & ALTERNATIVE COMMUNICATION 4CR
Assist special needs learners with various educational software programs designed to improve basic skills. Discusses best practices in CAI.

PARA 140
STRATEGIES FOR TEACHING READING 4CR
Techniques to aid special needs children's reading comprehension and gifted children's ability to elevate to a higher level of comprehension. Covers general principles for teaching reading.

PARA 201
CORE COMPETENCIES PORTFOLIO 5CR
Students prepare portfolios documenting completion for the 14 Washington State Core Competencies required for paraeducators working with special needs children.

ECONOMICS

ECON 101
PRINCIPLES OF ECONOMICS 5CR
An overview of both micro and macroeconomics. Topics include organization and operation of the U.S. economy, including unemployment, inflation, and GDP issues; fiscal and monetary policies; supply and demand; market structures; determination of prices in a market economy; and income distribution.

Prerequisite(s): Appropriate COMPASS placement score or successful completion of MAT 099.

ECON& 201
MICROECONOMICS 5CR
Study of scarcity; the allocation of resources; supply and demand; production; market structures; determination of output and prices with emphasis on a market economy; labor and capital markets; role of government in a market economy; comparative advantage; international trade; and distribution of income.

Prerequisite(s): Appropriate COMPASS placement score or successful completion of MAT 099.

ECON& 202
MACROECONOMICS 5CR
Study of the organization and operation of the U.S. economy, including unemployment, inflation and GDP issues; the business cycle and long-run growth; national income accounting; aggregate supply and aggregate demand; government spending, taxation, and budget deficit/surplus; fiscal policy; the monetary system and the Federal Reserve Banking System; monetary policy; interest rates; and international trade.

Prerequisite(s): Appropriate COMPASS placement score or successful completion of MAT 099..

ELECTRICIAN LOW VOLTAGE FIRE/ SECURITY

EFS 105
AC/DC ELECTRICITY: BASIC THEORY, FRACTIONS & OHM'S LAW7CR
Introduces basic theory of electricity, electrical measurements of circuits, fractions, Ohm's law, decimals, and decimal fractions. Covers formulas in electrical work, positive and negative numbers, exponents, powers of 10, and solving Ohm's law.

EFS 106
AC/DC ELECTRICITY: SERIES PARALLEL & COMBINATION CIRCUITS 7CR
Introduces students to voltage, current, resistance, total values, and control of current in a series circuit. Introduction to parallel circuits, current and resistance, and voltage in a parallel circuit.

Prerequisite(s): EFS 105, or instructor's permission.

EFS 107
AC/DC ELECTRICITY: ELECTRICAL & POWER APPLICATIONS 7CR
Introduces electric power in electric circuits, solving the power formula for current and voltage. Algebra for complex electric circuits. Resistance of wire of different sizes and length, sizing wire for a given load. Instantaneous values, maximum values and phase angles of an AC sine wave.

Prerequisite(s): Successful completion of EFS 106, or instructor's permission.

EFS 108
NATIONAL ELECTRICAL PRINT READING 7CR
Introduces students to practical print reading as it applies to the National Electrical Code.

Prerequisite(s): Successful completion of EFS 105, EFS 106, and EFS 107, or instructor's permission.

EFS 109
NATIONAL ALARM INSTALLER TRAINING PROGRAM 7CR
Introduces students to basic alarm systems through comprehensive lessons, videos, and lesson tests. With final test, the student will have a thorough exposure to alarm systems.

Prerequisite(s): Successful completion of EFS 105, EFS 106, and EFS 107, or instructor's permission.

EFS 110
CCTV APPLICATION & DESIGN 7CR
Introduces students to basics of CCTV systems design and applications.

Prerequisite(s): Successful completion of EFS 105, EFS 106, and EFS 107, or instructor's permission.

EFS 118
NATIONAL ELECTRICAL CODES 6CR
Introduces National Electrical Codes. Through individual tests, students will be able to research applicable electrical codes.

Prerequisite(s): Successful completion of EFS 108, EFS 109, and EFS 110, or instructor's permission.

EFS 119
NATIONAL FIRE CODES 6CR
Introduces the National Fire Codes. Through individual tests, students will be able to research applicable fire codes.

Prerequisite(s): Successful completion of EFS 108, EFS 109, and EFS 110, or instructor's permission.

EFS 121
CCTV FIELD SERVICE & INSTALLATION 7CR
Introduces basic systems service and installation of CCTV systems. Through individual lessons, students will be exposed to the basics of CCTV field service and installation.

Prerequisite(s): Successful completion of EFS 108, EFS 109, and EFS 110, or instructor's permission.

EFS 124
WASHINGTON ADMINISTRATIVE CODES 2CR
Introduces students to the Washington Administrative Codes pertaining to industrial safety and to electrical installations in the state of Washington.

Prerequisite(s): Successful completion of EFS 108, EFS 109, and EFS 110, or instructor's permission.

EFS 207
ADDRESSABLE FIRE SLC SYSTEMS/DESIGN 7CR
Introduces Addressable and Intelligent Fire Alarm Systems using Signaling Line Circuits (SLC). Includes comprehensive lessons, lecture, and hands-on practical application and design.

Prerequisite(s): Successful completion of the 78-credit hour Electrician Low Voltage Fire/Security Certificate, or instructor's permission.

EFS 211
BIOMETRICS ACCESS 7CR
Introduces Biometrics Access Control. Various Biometrics Systems are explored, as well as Computer Programmed Access-Control Systems. Includes comprehensive lessons and lecture, as well as hands-on practical application, installation, and design.

Prerequisite(s): Successful completion of EFS 207 or instructor's permission.

EFS 216
ADVANCED VOICE EVACUATION FIRE ALARM SYSTEMS 7CR
Introduces Advanced Voice Evacuation Fire Alarm Systems as used in high-rise applications. Includes comprehensive lessons, lecture, and hands-on practical application, installation, and design.

Prerequisite(s): Successful completion of EFS 211 or instructor's permission.

EFS 221
FIRE CODES, NICET, NFPA 7CR
Introduces Fire Codes, AHJ (Authority Having Jurisdiction), NICET (National Institute for Certification of Engineering Technologies), and NFPA (National Fire Protection Association). Includes comprehensive lessons, lecture, and hands-on practical application, installation, and design.

Prerequisite(s): Successful completion of EFS 216 or instructor's permission.

EFS 226
HIGH SECURITY STRUCTURED CABLING 7CR
Introduces High Security Structured Cabling in residential and commercial applications. Explores cabling as a total package. Includes most applications of security and low voltage needs. Includes comprehensive lessons, lecture, and hands-on practical application, installation, and design.

Prerequisite(s): Successful completion of EFS 221 or instructor's permission.

EFS 231CAP
CCTV DIGITAL NETWORK SOLUTIONS 7CR
Introduces Closed Circuit Television (CCTV) Digital Network Solutions. Explores applications that require the camera to be recorded and viewed digitally or remotely via various networks. Includes comprehensive lessons, lecture, and hands-on practical application, installation, and design.

Prerequisite(s): Successful completion of EFS 226, or instructor's permission.

ENGLISH

ENG 082
BASIC READING & WRITING 5CR
Introduces and develops basic reading and writing skills. Focus is on writing proper sentences and sound paragraphs that express a main idea clearly and fully with a minimum of errors in sentence structure, punctuation, and spelling. Coursework emphasizes writing from observation, as well as writing in response to reading. Helps refine reading comprehension and increase vocabulary for college-level reading requirements.

Prerequisite(s): Appropriate COMPASS (41 in reading, 13 in writing) placement score.

ENG 092
SPEAKING AND LISTENING FOR ESL STUDENTS IN PROF-TECH PROGRAMS 5CR
This course works with non-native speakers to improve their speaking. Idioms, pronunciation, and clarity of spoken English will be demonstrated and practiced. Vocabulary for different situations will be discussed and used. Students will practice many levels of both personal and professional conversation.

Prerequisite(s): Successful completion of ENG 094 and instructor's approval.

ENG 094
ADVANCED READING & WRITING 5CR
Enhances writing ability with emphasis on organization, unity, coherence, and adequate development of short essays. Introduction to various types of paragraphs and essays and review of the rules and conventions of standard written English. Both paper and electronic communication tools will be used.

Prerequisite(s): Appropriate COMPASS (68 in reading, 33 in writing) placement score or successful completion of ENG 082.

ENG 102
COMPOSITION: ARGUMENTATION & RESEARCH 5CR
Continues to develop student writing skills practiced in ENGL& 101 with an emphasis on writing research papers and writing argumentative/persuasive essays. Through lecture, discussion, research, collaboration, reading, and writing, students will become familiar with the types of reasoning and other classical elements of argument.

Prerequisite(s): Successful completion of ENGL& 101.

ENG 104
BUSINESS WRITING 5CR
Review structure, content, and usage as applied to business correspondence. Emphasis will be placed on writing clear, effective written communication, including memoranda, email, letters, resumes, and feasibility reports. Students will compile a portfolio. Course requires researching and documenting data using electronic databases and the Internet.

Prerequisite(s): Appropriate COMPASS (81 in reading, 77 in writing) placement score or successful completion of ENG 094.

ENGL& 101
ENGLISH COMPOSITION I 5CR
Utilize the writing process to write clearly with consideration of audience, purpose, and tone, using standard grammar and punctuation conventions along with common discourse modes and patterns of organization. Read and process sources using independent and critical thinking skills, following established conventions for incorporating and documenting sources in writing.

Prerequisite(s): COMPASS score of 77 in writing and 81 in reading. Placement score or successful completion of ENG 094.

ENGL& 235
TECHNICAL WRITING 5CR
Focuses on technical writing skills and projects for industry and professions. Strong emphasis will be placed on principles of good writing and research techniques. Students will use appropriate technology and research to prepare letters, resumes, reports, proposals, newsletters, specifications, and other writing tasks typically required in a technical work setting. Discovery and knowledge of workplace ethics and guidelines as they pertain to writing will be researched, discussed, and used to enhance research. Requires use of technology including, but not limited to, computers, printers, and scanners.

Prerequisite(s): Successful completion of ENGL& 101.

ENG 310
BUSINESS COMMUNICATIONS 5CR
Focuses on audience-oriented communication in the business environment. Course content includes writing reports, proposals, memoranda, and emails; graphical presentation of data using Excel; and developing and delivering presentations using PowerPoint and other visual aids.

Prerequisite(s): Successful completion of ENGL& 101.

ENVIRONMENTAL SCIENCES & TECHNOLOGY

ENV 109
INTRODUCTION TO ECOLOGY 4CR
Covers the basic topics of ecology, including population biology, plant and animal species characterization, and habitat restoration.

ENV 131
HAZARDOUS WASTE SITE OPERATIONS — 40 HOURS 4CR
Provides 40 hours of instruction and mandated training in hazardous materials, personal protection, and safety, in compliance with Occupational Safety and Health Administration (29 CRF 1910.120 HAZWOPER) for hazardous waste site operations. Training shall include theory and application of incident management/command structures, response operation, toxicology, and planning, in addition to the statutory requirements.

ENV 134
HAZARDOUS WASTE SITE OPERATIONS 7CR
Training provided in accordance with 29 CFR 1910.120 HAZWOPER Standard and WAC 296-843-20010. Training includes theory and application of incident management/command structures, response operation, toxicology, and planning, in addition to statutory requirements.

ENV 141
ORIENTATION TO ENVIRONMENTAL SCIENCE 4CR
Survey the wide range of duties and career choices available to environmental technicians.

ENV 154
SITE CHARACTERIZATION 4CR
Course focuses on providing students with a wide variety of mapping skills necessary for many phases of environmentally-related investigations. Course also will provide hands-on application of established methods for evaluation of water, soil, and air. Biological, chemical, and physical investigations in accordance with generally accepted methodologies will be studied and conducted. This will be accomplished using hands-on training, with a wide variety of map resources and texts.

ENV 157
ENVIRONMENTAL SITE ASSESSMENT 4CR
Includes studying potential liability associated with property transfers. Students learn and implement historical research, site investigation, liability assessment, and regulatory assessment.

ENV 161
ENVIRONMENTAL LAW I 5CR
Provides an overview of the American legal system and how the branches of government work together to create and enforce laws. Focuses on environmental legislation and case law.

ENV 162
GENERAL CHEMISTRY WITH LAB 6CR
This course provides the basic concepts, principles and applications of inorganic chemistry germane to the environmental field. Related instruction includes mathematics used in designing, conducting, and interpreting analytical procedures. Laboratory methods, chemical calculations, properties of solutions, and properties of acids and bases are also covered.

ENV 163
ENVIRONMENTAL CHEMISTRY WITH LAB 6CR
This is a continuation of ENV 162 General Chemistry with progressive instruction in laboratory methods; chemical calculations; properties of solutions, acids and bases; and an introduction to organic chemistry.

ENV 230
RURAL TECHNOLOGIES 4CR
Explores potential job areas in which the student might seek employment. The rural aspect examines agriculture, forestry, fish, and wildlife.

Prerequisite(s): Successful completion of all ENV 100-level courses, except ENV 134.

ENV 231
ISSUES IN THE URBAN ENVIRONMENT 5CR
Course explores a variety of urban environmental issues. Storm-water management, sewage treatment, drinking-water treatment, and waste disposal.

Prerequisite(s): Successful completion of all ENV 100-level courses, except ENV 134.

ENV 240CAP
INTERNSHIP 10CR
All students finishing the program are required to complete an internship. This is a temporary full-time position in the public or private sector where the student gains confidence and experience in a chosen area of employment. Students experience on-the-job opportunities and make a skilled contribution to the internship provider. Opportunities to find internships are provided, but the student is in charge of finding his or her own internship.

Prerequisite(s): Successful completion of ENV 231, ENV 245, ENV 260, and ENV 270, or instructor permission. Enrollment in ENV 246, Environmental Science Capstone required.

ENV 245CL
ENVIRONMENTAL LAW II 5CR
Course places an emphasis on correct, accurate interpretation of environmental regulations and their applications. Students will be able to research, interpret, and use a variety of regulations upon completion. Regulations include RCRA; CERCLA; CWA; Washington Drinking Water Rules; Washington State Water Quality regulations; SDWA; and other applicable state, federal and local regulations. Course also covers Federal Energy Policy, including development of fossil fuels and alternative energy sources.

Prerequisite(s): Successful completion of all ENV 100-level courses, except ENV 134.

ENV 246CAP
ENVIRONMENTAL SCIENCE CAPSTONE 2CR
This course accompanies ENV 240 Internship. The Capstone Project integrates the CPTC core abilities with the internship and identification of how core abilities apply in the workforce.

Prerequisite(s): Successful completion of ENV 231, ENV 245, ENV 260, and ENV 270, or instructor permission. Enrollment in ENV 240, Internship required.

ENV 248
HYDROLOGY 6CR
Provides the basic principles of applied surface-water hydrology, ground-water hydrology, and water quality. Emphasis is placed on a watershed-based approach that uses water-quality standards to regulate surface-water quality. The concepts and principles of biologically-based water quality standards are also introduced. Covers the occurrence, movement, and quality of water beneath the earth's surface; aquifers; well-testing methods; and sampling techniques.

Prerequisite(s): Successful completion of all ENV 100-level courses, except ENV 134.

ENV 250
INTRODUCTION TO AIR POLLUTION 3CR
Provides a basic knowledge of the sources, mechanisms, and health effects of noise and atmospheric air pollution and their interaction with the weather and other climatological conditions. Methods of regulatory-required air monitoring, sampling, and data interpretation will also be introduced.

Prerequisite(s): Successful completion of all ENV 100-level courses, except ENV 134.

ENV 251
ENVIRONMENTAL CRITICAL AREAS 7CR
Covers environmental critical areas, including wetlands, wildlife conservation areas, aquifer recharge areas, flood hazard and landslide areas. Focus is on wetland delineation and reporting. Appropriate sections of federal, state, and local regulations are addressed. Includes field trips to local sites and delineation projects on the campus wetland.

ENV 260
INTRODUCTION TO SOILS 5CR
Course focuses on basic physical, biological, and chemical concepts of soil science. Practical exercises and projects will be used to demonstrate how soil data is commonly used in regulatory, legal, and scientific land-use interpretations and decisions.

Prerequisite(s): Successful completion of all ENV 100-level courses, except ENV 134.

ENV 261
WATERSHED ANALYSIS 4CR
Focuses on issues associated with timber, fish, and wildlife watershed analysis. Study various modules and make an in-depth presentation to the class using visual aids. Monitoring and analytical skills will be covered and demonstrated through the collection of field data in remote areas. Willingness to be outdoors in rough terrain is a consideration.

Prerequisite(s): Successful completion of all ENV 100-level courses, except ENV 134.

ENV 270
HAZARDOUS MATERIALS TRANSPORTATION 3CR
Covers the requirements associated with transportation of hazardous materials as defined in Title 49 Code of Federal Regulations (49CFR) and 171.8 (not including radioactive). Meets the hazmat employee training requirements found in 49 CFR 172 Subpart H.

GEO 215
GPS TECHNOLOGIES 2CR
Use global positioning system equipment to create maps and files for use in ArcGIS (geographic information system). Focuses on Trimble GPS technologies. Covers analysis tools and layout features for map creation.

ESTHETIC SCIENCES

ES 105
ANATOMY AND PHYSIOLOGY FOR ESTHETICIANS 2CR
A comprehensive survey of the body systems and how they work as they relate to the practice of esthetics. Class projects include eukaryotic cell, cranial puzzle, muscles of the head and neck, and muscle flash cards.

ES 110
HISTOLOGY AND PHYSIOLOGY OF THE SKIN 4CR
A comprehensive examination of the epidermis, dermis, and hypodermis, including specialty cells and dermal adnexa. Examination of the physiology of the epidermal basement membrane, accessory organs of skin, and epidermal differentiation as they relate to the practice of esthetics.

ES 113
INTRODUCTION TO COSMETIC CHEMISTRY 3CR
Fundamentals of chemistry, including differences between organic and inorganic matter, simple chemical reactions, pH for estheticians, and composition of, as well as indications for, commonly used products for esthetic salon services.

ES 116
MEDICAL CHART NOTATION AND MEDICAL TERMINOLOGY FOR ESTHETICIANS 4CR
Survey of common medical charting notations and terminology employed in medical practice, particularly as they relate to spa, salon, and medical office environments.

ES 120
SKIN DISEASES OR DISORDERS 5CR
Identify normal skin and anomalies of skin, including primary, secondary, and vascular lesions, as well as irregularities of skin pigmentation. Identification of skin diseases and differentiating from common noncontagious lesions is included.

ES 123
BACTERIOLOGY, SALON SAFETY AND SANITATION 4CR
Overview of pathological and non-pathological microorganisms including bacteria, viruses, endoparasites and ectoparasites, disease vectors, and transmission. Covers levels of decontaminations pertaining to salons, spas, and medical offices.

ES 125
FACIAL PROCEDURES 4CR
Introduction to facial procedures, including client intake and assessment, skin analysis, clinical indications and contraindications, European facial instruction, product selections, and recommendations.

Prerequisite(s): Successful completion of ES 105, ES 110, ES 113, ES 116, ES 120, and ES 123.

Co-requisites: ES 128, ES 130, ES 132, ES 134, ES 137.

ES 128
TEMPORARY HAIR REMOVAL 5CR
Survey of temporary hair removal to include: contraindications, methods of epilation using multiple modalities, including, but not limited to, hard wax, soft wax, and sugaring. All related safety and sanitation employed in the esthetics profession.

Prerequisite(s): Successful completion of ES 105, ES 110, ES 113, ES 116, ES 120, and ES 123.

Co-requisites: ES 125, ES 130, ES 132, ES 134, and ES 137.

ES 130
MAKEUP APPLICATIONS 2CR
History of makeup application. Course includes color theory and basic makeup application techniques.

Prerequisite(s): Successful completion of ES 105, ES 110, ES 113, ES 116, ES 120, and ES 123.

Co-requisites: ES 125, ES 128, ES 132, ES 134, ES 137.

ES 132
SKIN CARE AND BODY TREATMENTS 4CR
Body treatments to include mud wraps, body scrubs, wet and dry room techniques, back treatments, and cellulite body treatments.

Prerequisite(s): Successful completion of ES 105, ES 110, ES 113, ES 116, ES 120, and ES 123.

Co-requisites: ES 125, ES 128, ES 130, ES 134, and ES 137.

ES 134
MACHINE FACIALS 4CR
Includes indications, contraindications and safety for electrical modalities, including galvanic, high frequency, and microcurrent.

Prerequisite(s): Successful completion of ES 105, ES 110, ES 113, ES 116, ES 120, and ES 123.

Co-requisites: ES 125, ES 128, ES 130, ES 132, ES 137.

ES 136
MICRODERMABRASION AND SUPERFICIAL PEELS 4CR
Covers clinical exfoliation and desquamation techniques employing chemical and mechanical methods.

Prerequisite(s): Successful completion of ES 125, ES 128, ES 130, ES 132, ES 134, and ES 137.

Co-requisites: ES 140, ES 141, ES 145, ES 152, ES 159.

ES 137
SPA/CLINICAL OPERATIONS 1CR
Realistic training in our student-run clinic, incorporating point of sale, dispensary, laundry, spa and clinical operations, and management positions.

Prerequisite(s): Successful completion of ES 105, ES 110, ES 113, ES 116, ES 120, and ES 123.

Co-requisites: ES 125, ES 128, ES 130, ES 132, ES 134.

ES 140
CLINICAL APPLICATIONS I 7CR
Realistic training in our student-run clinic, incorporating every aspect of an exemplar esthetics practice.

Prerequisite(s): Successful completion of ES 125, ES 128, ES 130, ES 132, ES 134, and ES 137.

Co-requisites: ES 136, ES 141, ES 145, ES 152, and ES 159.

ES 141[CL]
CLINICAL APPLICATIONS II 5CR
Realistic training in our student-run clinic, incorporating every aspect of an exemplar esthetics practice and advanced modalities.

Prerequisite(s): Successful completion of ES 125, ES 128, ES 130, ES 132, ES 134, and ES 137.

Co-requisites: ES 136, ES 140, ES 145, ES 152, and ES 159.

ES 145
CORRECTIVE CONCEALING MAKEUP 3CR
Theory and application of corrective and concealing techniques for makeup applications.

Prerequisite(s): Successful completion of ES 125, ES 128, ES 130, ES 132, ES 134, and ES 137.

Co-requisites: ES 136, ES 140, ES 141, ES 152 and ES 159.

ES 149
LASER THEORY AND APPLICATIONS 5CR
Didactic and hands-on applications of multiple laser modalities. Course will include all related safety and first aid components.

Prerequisite(s): Successful completion of ES 136, ES 140, ES 141, ES 145, ES 152, and ES 159.

Co-requisites: ES 158, ES 150, ES 153, ES 154, and ES 157.

ES 150
MEDIUM DEPTH PEELS 2CR
Didactic and hands-on applications of clinical-based medium depth peels. Course includes all related safety and first aid measures.

Prerequisite(s): Successful completion of ES 136, ES 140, ES 141, ES 145, ES 152, and ES 159.

Co-requisites: ES 149, ES 153, ES 154, ES 157, and ES 158.

ES 152
PHARMACOLOGY FOR ESTHETICIANS 1CR
This course includes common medications and drug interactions as they pertain to esthetic skin-care services.

Prerequisite(s): Successful completion of ES 125, ES 128, ES 130, ES 132, ES 134, and ES 137.

Co-requisites: ES 136, ES 140, ES 141, ES 145, and ES 159.

ES 153[CL]
ADVANCED COSMETIC CHEMISTRY 3CR
In-depth study of cosmetic chemicals and product knowledge. Students will write research papers on chemical products, ingredients, and contraindications that may occur during an esthetic treatment.

Prerequisite(s): Successful completion of ES 136, ES 140, ES 141, ES 145, ES 152, and ES 159.

Co-requisites: ES 149, ES 150, ES 154, ES 157, and ES 158.

ES 154
ADVANCED SKIN CARE AND MASSAGE TECHNIQUES 5CR
This course includes advanced modalities of skin care, including MLD and other industry-related techniques.

Prerequisite(s): Successful completion of ES 136, ES 140, ES 143, ES 146, ES 152, and ES 159.

Co-requisites: ES 158, ES 149, ES 150, ES 155, ES 157.

ES 157[CAP]
BUSINESS PLAN AND PROFESSIONAL DEVELOPMENT 2CR
Independent research and preparation of a business plan and portfolio as capstone project.

Prerequisite(s): Successful completion of ES 136, ES 140, ES 141, ES 145, ES 152, and ES 159.

Co-requisites: ES 149, ES 150, ES 153, ES 154, and ES 158.

ES 158
STATE BOARD PREP 2CR
This course includes kit preparation and simulation of state board examinations.

Prerequisite(s): Successful completion of ES 136, ES 140, ES 141, ES 145, ES 152, and ES 159.

Co-requisites: ES 149, ES 150, ES 153, ES 154, and ES 157.

ES 159
INTRODUCTION TO BUSINESS PLANNING AND PROFESSIONAL DEVELOPMENT 1CR
This course introduces the learner to outlining business plans by obtaining demographics, researching profit and loss statements, and outlining startup costs.

Prerequisite(s): Successful completion of ES 125, ES 128, ES 130, ES 132, ES 134, and ES 137.

Co-requisites: ES 136, ES 140, ES 141, ES 145, and ES 152.

ES 202
ADVANCED ESTHETIC THEORY 2CR
Covers advanced anti-aging modalities of skin care. Students will learn and practice advanced and holistic practices of face and body to benefit both themselves and their clients.

Prerequisite(s): Valid Washington State Esthetics License.

ES 204
WOUND HEALING/ INFLAMMATION IN ESTHETICS 2CR
Course covers the theory and application process of how wound healing occurs with advanced modalities and the use of proper ingredients in skin care products to reduce effects of aggressive treatments.

Prerequisite(s): Valid Washington State Esthetics License.

ES 206
ADVANCED COSMETIC CHEMISTRY 2CR
In-depth study of cosmetic chemicals and product knowledge. Research papers produced consisting of chemical products, ingredients, and contraindications that may occur during an esthetic treatment.

Prerequisite(s): Valid Washington State Esthetics License.

ES 208
ADVANCED EXFOLIATION PROCEDURES 4CR
Course covers the theory and application of multiple advanced exfoliation techniques as they pertain to esthetic skin care practices.

ES 210
EVENING CLINICAL APPLICATIONS I 3CR
Course covers realistic training in our student-run clinic, incorporating the point of sale, dispensary, laundry, spa and clinical operations, retail sales, and clinic management. Services will include every aspect of an exemplar esthetics practice and advanced modalities performed in a safe and sanitary manner.

Prerequisite(s): Valid Washington State Esthetics License.

ES 218
MEDIUM DEPTH PEELS 2CR
Introduces and covers didactic and hands on applications of clinical-based medium-depth chemical peels. Student learns and practices all related safety and first aid measures.

Prerequisite(s): Valid Washington State Esthetics License.

ES 220
INTRO TO ASSESSMENT AND BUSINESS PRACTICE 2CR
Covers clinical client charting practices and advanced skin analysis techniques in theory and practical applications. Students prepare research for a business plan and client portfolio of clinical treatments as the foundation of their second quarter capstone project.

Prerequisite(s): Valid Washington State Esthetics License.

ES 222
LASER AND LIGHT THERAPY 4CR
Covers didactic and hands-on applications of LED and other light therapy modalities, including all related safety and first aid components.

Prerequisite(s): Valid Washington State Esthetics License.

ES 224
EVENING CLINICAL APPLICATIONS II 5CR
Participate in realistic training in our student-run clinic, incorporating every aspect of an exemplar esthetics practice and advanced modalities performed in a safe and sanitary manner.

Prerequisite(s): Valid Washington State Esthetics License.

ES 228
EVENING STATE BOARD PREPARATION 4CR
Prepares students for state board examinations. Course covers state board kit preparation and simulation of state board examinations.

Prerequisite(s): Valid Washington State Esthetics License

ES 230
CORRECTIVE CONCEALING MAKEUP 2CR
Prepares students for state board examinations. Course covers state board kit preparation and simulation of state board examinations.

Prerequisite(s): Valid Washington State Esthetics License

ES 232
ADVANCED ASSESSMENT AND BUSINESS PRACTICE 3CR
Covers advanced diseases and disorders with in-depth study of cosmetic chemicals and product knowledge. Students prepare research papers consisting of chemical products, ingredients, and contraindications that may occur during an esthetic treatment. Students complete a business plan and portfolio as capstone project.

Prerequisite(s): Valid Washington State Esthetics License.

ES 234
PRE/POST PROCEDURES 2CR
Determining what procedures will be appropriate for patients preparing for more invasive services – for example, laser or plastic surgery – and how the esthetician plays a vital role in the successful outcome of these advanced services.

Prerequisite(s): Valid Washington State Esthetics License.

ES 236
EVENING CLINICAL APPLICATIONS III 2CR
Participate in realistic training in our student-run clinic, incorporating every aspect of an exemplar esthetics practice and advanced modalities performed in a safe and sanitary manner.

Prerequisite(s): Valid Washington State Esthetics License.

FUNDAMENTAL SKILLS FOR MANUFACTURING AND ENGINEERING

FSME 101
WORKSHOP SAFETY 3CR
Covers occupational safety and health for workers in manufacturing and engineering workshop environments.

Prerequisite(s): Instructor permission.

FSME 111
QUALITY PRINCIPLES, INSPECTION AND TEST 5CR
Provides students with a foundational set of measurement, data analysis, and documentation skills. Teaches students how to interpret manufacturing drawings and schematics, how to take measurements and analyze data, and introduces quality principles and terminology used in industry.

Prerequisite(s): Instructor permission.

FSME 112
FABRICATION FUNDAMENTALS I 5CR
Teaches students the basic workshop skills needed to fabricate parts and structures. Also introduces students to the properties of common materials used in manufacturing and engineering.

Prerequisite(s): Instructor permission.

FSME 113
FABRICATION FUNDAMENTALS II 5CR
Introduces students to more advanced manufacturing and engineering fabrication techniques, including welding, the use of machine tools, composites, and electrical wiring.

Prerequisite(s): Instructor permission.

GEOLOGY

GEOL& 110
ENVIRONMENTAL GEOLOGY WITH LAB 5CR
Focuses on the geological impacts associated with human activities. Emphasis includes internal and surface processes and the basic formation of the earth. Also covers conflicts associated with resource development and human responses to natural hazards.

GRAPHIC TECHNOLOGIES

GTC 110
ART, DESIGN & VISUAL THINKING 5CR
Introduction to visual arts and design principles. Stresses the components of visual thinking and visual language underlying design for digital media. A series of real-life case studies and exercises applies the design process and use of basic elements of design, typography, images, color, and layout.

GTC 123CL
MACINTOSH OPERATIONS & IMAGE ACQUISITION 5CR
Introduction to Macintosh computer operations and file management. Covers image acquisition and archiving from Internet and analog sources.

GTC 130
DIGITAL IMAGING I: PHOTOSHOP 5CR
Introduces the fundamentals of PhotoShop to include basic tools, image editing, painting, and the creation, use, and management of layers and channels.

GTC 143
ELECTRONIC PUBLISHING & LAYOUT 5CR
Apply typographic terms, vocabulary, and concepts; examine type identification and explore the relationships or essence of typographic design. Apply and solve mathematical problems common to typography. Apply basic page layout and create files. Explore proofreading and correcting copy changes.

GTC 149
DIGITAL IMAGING II: PHOTOSHOP 5CR
Builds on the fundamentals of PhotoShop and introduces advanced imagery to include blending, advanced layers, advanced selections, vector tools, filters, and tonal correction.

Prerequisite(s): Successful completion of GTC 130 or instructor approval.

GTC 164
PREPRESS I 5CR
Students will learn how to create, edit, and manipulate PDF files; combine files into portfolios; and secure PDF documents. They will also learn how to work with many of the advanced features of Adobe Acrobat, including OCR text recognition, pre-flight, print production tasks, touch-up and commenting, proofing, live review, and collaboration.

GTC 169
INTRO TO VECTOR-BASED ILLUSTRATION SOFTWARE 5CR
Vector-based software, tools and features will be used to create text and logos, apply image effects and design web graphics. The course incorporates branding and identifiers when designing products and enables students to design for both print and web.

GTC 174
INDESIGN I 5CR
Covers InDesign techniques as performed on Macintosh computers. Students will create files for electronic output and create documents using color and color separations for creating ads, brochures, menus, and other documents. Course explores PDF files, EPS files and production work.

Prerequisite(s): Successful completion of GTC 143 or instructor approval.

GTC 203
PREFLIGHT 5CR
Use applications on the Macintosh computer to create high-level graphics, images, logos, and projects in color. Perform graphic manipulation, computer output, PDF formats, and postscript files.

Prerequisite(s): Successful completion of GTC 223, GTC 276 or instructor approval.

GTC 209
ADVANCED VECTOR DIGITAL ILLUSTRATION 5CR
Students will perform advanced techniques using Adobe Illustrator; create documents using color swatches and color separations for a variety of projects; explore the abilities of different tools, panels, effects, and filters; and integrate Adobe Acrobat Pro as soft-proofing software from within Illustrator and prepare files for electronic output ready for a service provider.

Prerequisite(s): Successful completion of GTC 169, or instructor approval.

GTC 210
DIGITAL IMAGING III: PHOTOSHOP 5CR
Building on a solid knowledge of PhotoShop's basic functions, this course explores advanced color theory and use of PhotoShop for color correction. Students will learn efficient use of layers, masks, and channels for photo retouching and special effects. Covers optimization for production, importing, and exporting of images.

Prerequisite(s): Successful completion of GTC 149, or instructor approval.

GTC 223
PREPRESS II 5CR
Covers the digital production of printing jobs through the use of Adobe PDF and raster image processing.

Prerequisite(s): Successful completion of GTC 164 or instructor approval.

GTC 225
ADVANCED PAGE LAYOUT PRINCIPLES 5CR
Students will apply advanced page layout techniques using industry-standard software to produce files for output. Covers the creation of preflight and package press-ready files. Also includes outputting composite and separations to postscript and imposing jobs for output service provider.

Prerequisite(s): Successful completion of GTC 276, GTC 209, GTC 164 or instructor approval.

GTC 254CAP
CAPSTONE CLASS 5CR
Preparation of personal job-hunting package of student's chosen specialty within the graphic technologies program, including industry research, business cards, cover letters, envelopes, resumes, personal sales pitches, and portfolios.

Prerequisite(s): Successful completion of GTC 223 or instructor approval.

GTC 260
WEB ANIMATION DESIGN 5CR
Offers experience using industry-standard tools for basic web animation. Students will develop familiarity with a timeline, layers, symbols, vector tools, and introductory animation techniques.

Prerequisite(s): Successful completion of GTC 276 or instructor approval.

GTC 264
PAPER, PRICING & ESTIMATING 5CR
Explores paper choices and cost within the printing industry. Students will learn to estimate both materials and time for various printing processes.

GTC 265
WEB PROGRAMMING BASICS 5CR
Apply basic programming and graphical user-interface techniques for developing effective and useful websites. Become familiar with current HTML code syntax and CSS code for styling. Through progressive enhancement of skills, students will build multi-page websites, culminating in a personal portfolio website.

Prerequisite(s): Successful completion of GTC 276 or instructor approval.

GTC 273
WEB GRAPHIC DESIGN AND USER EXPERIENCE 5CR
Learn techniques and best practices for designing graphics to be used on the web. Build website layout mock-ups, style guides, and user interface elements using Adobe PhotoShop and Illustrator. Using modern design principles, create layouts that are both appealing and easy to use.

Prerequisite(s): Successful completion of GTC 276 or instructor approval.

GTC 276
INDESIGN II 5CR
Students will perform advanced techniques with InDesign, create documents, use color and color separations for a variety of projects, and prepare files for electronic output.

Prerequisite(s): Successful completion of GTC 174 or instructor approval.

GTC 278
INDEPENDENT STUDY 4CR
This course explores student competency in the student's specialty skills area of the Graphic Technologies program. Students will produce a capstone project showing work accomplished and skills summarized.

Prerequisite(s): Successful completion of GTC 254 Capstone class or instructor approval.

GTC 280
INTERNSHIP 4CR
Provides on-the-job field experience relevant to visual communications. Apply classroom skills to work-related supervised learning experience. Internships may be paid or non-paid assignments and occur at on- or off-campus locations.

Prerequisite(s): Successful completion of GTC 254 Capstone class or instructor approval.

HEALTH UNIT COORDINATOR

HUC 106
ANATOMY & PHYSIOLOGY FOR HEALTH UNIT COORDINATOR 3CR
Introduces basic word elements used in building medical terminology and identifies the different types of word elements present in each medical term by name. Introduces medical terms, body structure and pathology in relation to each body system: integumentary, musculoskeletal, sensory, circulatory, nervous, endocrine, and digestive systems.

Prerequisite(s): Successful completion of HUC 116.

HUC 108
INTRODUCTION TO HEALTH UNIT COORDINATING 6CR
This course will focus on orientation and introduction to campus policies and rules of conduct. This course will also introduce the student to program policies, dress code, attendance, classroom, and workplace rules of conduct, program goals, and grading system. This course also focuses on the use of various communication devices and introduces the EMR/HER and related Windows programs used in the hospital.

HUC 112
UNIT COORDINATOR TASKS & PROCEDURES II 4CR
Focuses on cognitive knowledge and performance skills in the computer laboratory. The student will demonstrate performance skills for maintaining medical records, accurately transcribing physicians' orders to the appropriate chart forms and Kardex, as well as completion of pseudo patient charts.

Prerequisite(s): HUC 108, HUC 106, HUC 114, HUC 113, and HUC 120.

HUC 113
INTRODUCTION TO COMMUNICATION IN THE HEALTH UNIT COORDINATOR ROLE 1CR
Students will learn to describe and use good listening skills as a means of preventing and/or solving conflicts with a variety of people in different situations. This course also focuses on developing skills for the role of the communicator for the nursing unit. The student will also be given the tools for developing and practicing assertive communication, interpersonal relationships and confidentiality skills.

Prerequisite(s): Successful completion of HUC 108.

HUC 114
UNIT COORDINATOR TASKS & PROCEDURES I 7CR
Enables identification of the forms commonly used in the patient's chart. Students will learn to explain the purpose of a patient's chart and recognize the charting responsibilities for each health care team member. Presents instruction and procedures for scheduling appointments by telephone, computer, and writing. Also focuses on students' performance in the computer-skill laboratory, demonstrating their cognitive knowledge for maintaining medical records; ordering laboratory and diagnostic exams; accurately transcribing physicians' orders; recognizing treatment orders; ordering nursing supplies; identifying abbreviations, symbols, and terms used in a medication order; and charting information accurately to the appropriate forms and the Kardex for their pseudo patients.

Prerequisite(s): HUC 108; enrollment in HUC 106.

HUC 118
ADVANCED COMMUNICATIONS APPLICATION IN THE HEALTH UNIT COORDINATOR ROLE 2CR
Improves communication among diverse cultures and incorporates the relevant needs of culturally diverse groups in the medical field. Provide students with an overview and understanding of the fundamentals of communication.

Prerequisite(s): Successful completion of HUC 108, HUC 106, HUC 114, HUC 113 and HUC 120.

HUC 120
UNIT MANAGEMENT I 3CR
Covers management responsibilities for the nursing unit, including time management and identification of possible fire and safety hazards on the nursing unit.

Prerequisite(s): HUC 108; enrollment in HUC 106, HUC 114 and HUC 113.

HUC 122
UNIT MANAGEMENT II 3CR
Focuses on cognitive knowledge for managing the nursing unit and developing verbal and written communication skills. Students will develop leadership and performance skills by practicing classroom management.

Prerequisite(s): Successful completion of HUC 113 and HUC 120.

HUC 126
LEGAL/ETHICAL ASPECTS OF UNIT COORDINATING 2CR
Enables students to identify legal elements that are necessary in regard to preparing legal documents, discussing hospital and patient confidentiality, or witnessing signatures on consents for treatment. The ethics of this profession will be explored, and students will learn how to apply these ethics in professional behaviors. Covers AIDS education, blood-borne pathogens, HIPAA and hepatitis information.

Prerequisite(s): Successful completion of HUC 108, HUC 106, HUC 114, HUC 113, and HUC 120; enrollment in HUC 112, 118, and 122.

HUC 132
CLINICAL EXPERIENCE 7CR
Enables students to use the cognitive and performance objectives from courses HUC 102 through 126 in the clinical setting. The course focuses on resume preparation, employment application and an employment interview. In order to participate in the clinical aspect of the program, students must receive a "No Record on File" report from the Washington State Patrol regarding crimes against persons. Clinical hours vary from six to eight hours per day, four days per week. Students unable to complete course HUC 132 will have the option of completing a clinical rotation with the next available program, on approval from the instructors, within six months.

Prerequisite(s): Successful completion of HUC 106, HUC 108, HUC 114, HUC 113, HUC 120, HUC 112, HUC 122, and HUC 126.

HUC 204
ELECTROCARDIOGRAM MONITOR TECHNICIAN 3CR
This course will examine basic cardiac function, normal and abnormal cardiac rhythms, etiology of arrhythmias and interpretation of EKG tracing. Class time will consist of lectures, identifying rhythms and group challenges. This course provides students with an excellent baseline understanding of both simple and more complex rhythms.

HEATING & AIR CONDITIONING SERVICE TECHNICIAN

HAC 102
BASIC ELECTRICITY 5CR
Discusses the structure of matter, movement, electrons, conductors, insulators, direct and alternating currents, and electrical units of measurement. Students will also study electrical circuits and measurements, Ohm's law, series and parallel circuits, and electrical power. Also includes magnetic fields, inductance, transformers, capacitance, impedance, sine waves and using electrical measuring instruments.

Co-requisites: HAC 105, HAC 120, HAC 160, HAC 162, HAC 164, HAC 167 or instructor permission.

HAC 105
ELECTRICAL CIRCUITS 4CR
Discusses types of automatic control devices that respond to thermal change, the bimetal device, control by fluid expansion, the thermocouple and electronic sensing devices. Covers space temperature controls (both high and low voltage), sensing temperatures of solids, pressure-sensing devices, oil-pressure safety controls, air-pressure controls, devices that control fluid flow, and maintenance of mechanical and electromechanical controls.

Co-requisites: HAC 102, HAC 120, HAC 160, HAC 162, HAC 164, HAC 167 or instructor permission.

HAC 120
ADVANCED CONTROLS & TROUBLESHOOTING 4CR
Covers control terminology, applications and electronic control circuits. Pneumatic controls and direct digital controls are also explored, along with programmable thermostats. Also covers procedures for troubleshooting basic and complex circuits, thermostats, and high-voltage circuits controlled by thermostats. Describes procedures for measuring amperage and voltage in low-voltage circuits and discusses pictorial and line diagrams.

Co-requisites: HAC 102, HAC 105, HAC 160, HAC 162, HAC 164, HAC 167 or instructor permission.

HAC 160
SIEMENS CONTROL 2CR
Serves as an introduction to the concepts of direct digital controls (DDC). The course is a generic approach to understanding DDC terminology, the fundamentals of today's new building control systems, how they work, features, and troubleshooting.

Co-requisites: HAC 102, HAC 105, HAC 120, HAC 160, HAC 164, HAC 167.

HAC 162
ELECTRIC MOTORS & THEIR APPLICATIONS 4CR
Discusses types of electric motors, along with starting and running components and characteristics, motor speeds, and power supplies. Specific topics also included are single and split-phase motors, the centrifugal switch, electronic replay, capacitor start motors, capacitor run motors, permanent split capacitor motors, shaded pole motors, single-phase hermetic motors, positive temperature coefficient motors, and variable speed motors. Includes discussions of various characteristics and insulations, bearings, mountings, and motor drives.

Co-requisites: HAC 102, HAC 105, HAC 120, HAC 160, HAC 164, HAC 167 or instructor permission.

HAC 164
ELECTRIC MOTORS & TROUBLESHOOTING 3CR
Discusses mechanical and electrical motor troubleshooting. This includes drive assemblies, belt tension, pulley alignment, open and shorted windings, shorts to ground, capacitor problems, wiring and connectors, and troubleshooting hermetic motors.

Co-requisites: HAC 102, HAC 105, HAC 120, HAC 160, HAC 162, HAC 167 or instructor permission.

HAC 167
GREEN AWARENESS 3CR
When it comes to HVAC/R electrical, "green" means maximizing the energy efficiency of existing equipment, specifying the most efficient systems available for the application and the available budget using renewable and sustainable fuel sources, and conserving water. This course discusses those items, along with the core knowledge of energy management and analysis, green heating, ventilation, air conditioning, refrigeration, electrical generation and consumption, and "green" plumbing.

Co-requisites: HAC 102, HAC 105, HAC 120, HAC 160, HAC 162, HAC 164.

HAC 170
HEATING I 7CR
Covers controls, thermal physics, electric heating, and equipment for residential and light commercial heating system installation and servicing with emphasis on electric heating and gas heating.

Prerequisite(s): Successful completion of HAC 102, HAC 105, HAC 120, HAC 160, HAC 162, HAC 164, HAC 167.

Co-requisites: HAC 170, HAC 175, HAC 181, HAC 183.

HAC 175
HEATING LAB I 5CR
Teaches students to troubleshoot and repair electric heating and gas-burning appliances. Also covers thermal physics and equipment for heating-system analysis and efficiency. This is a hands-on class using live projects.

Prerequisite(s): Must have required hand tools of the trade and be enrolled in Heating I.

HAC 181
HEATING II 6CR
Covers controls, thermal physics, and equipment for residential and light commercial heating system installation and servicing with emphasis on oil and hydronic heating.

Prerequisite(s): Must have required hand tools of the trade and be enrolled in Heating I.

HAC 183
HEATING LAB II 4CR
Teaches students to troubleshoot and repair oil and hydronic heating equipment. Also covers thermal physics and equipment for heating-system analysis and efficiency. This is a hands-on class using live projects.

Prerequisite(s): Must have required hand tools of the trade and be enrolled in Heating I.

HAC 201
ADVANCED REFRIGERATION 10CR
Covers troubleshooting and repair of refrigeration equipment, thermal physics, equipment for refrigeration systems analysis and efficiency.

Prerequisite(s): Must have required hand tools of the trade. Must be enrolled in HAC 249 and HAC 256.

HAC 230
EPA REFRIGERANT CERTIFICATION 1CR
Mandatory course designed to provide EPA nationally recognized certification required for purchasing, removing and recycling refrigerants. This class is a 12-hour training session with the certification test upon completion and is taught by a registered proctor. Required to attain degree.

HAC 237
BASIC REFRIGERATION I 7CR
Introduction to controls, thermal physics, and equipment for air conditioning system installation and servicing.

Prerequisite(s): HAC 101 through 167 and must be registered in HAC 237, HAC 242, HAC 246, and HAC 255 or instructor permission.

HAC 242
BASIC REFRIGERATION LAB I 5CR
Hands-on experience with introduction to controls, thermal physics, and equipment for air conditioning system installation and servicing.

Prerequisite(s): Must have required hand tools of the trade and must be enrolled in the Basic Refrigeration I course.

HAC 246
BASIC REFRIGERATION II 6CR
Introduction to controls, thermal physics, and equipment for air-conditioning system installation and servicing.

Prerequisite(s): Must have required hand tools of the trade and must be enrolled in the Basic Refrigeration I course.

HAC 249
JOB READINESS 5CR
Covers resume writing, cover letter preparation, Internet job search, Work Source job readiness workshop, and tips on filling out job applications.

Prerequisite(s): Must be enrolled in HAC 201 and HAC 256.

HAC 255CAP
BASIC REFRIGERATION LAB II 3CR
Hands-on experience with introduction to controls, thermal physics, and equipment for air-conditioning system installation and servicing.

Prerequisite(s): Must have required hand tools of the trade and must be enrolled in the Basic Refrigeration I course.

HAC 256CAP
COMMERCIAL HEAT PUMPS 7CR
Troubleshoot and repair residential and commercial heat pumps through study material and DVDs. Explores heat pump fundamentals, heat pump electrical, and heat pump charging.

Prerequisite(s): Must have required hand tools of the trade. Must be enrolled in HAC 201 and HAC 249.

HEMODIALYSIS

HDT 106
PATIENT CALCULATIONS 2CR
Emphasis on fractions, combined percentages, the metric system, apothecary measurements and conversions, Roman numerals and dosage calculation formulas. Self-paced lab. (For hemodialysis students only).

Prerequisite(s): COMPASS score of 68 in reading and 33 in writing, or successful completion of ENG 082. COMPASS score of 37 for pre-algebra.

HDT 108
HEALTH INFORMATION TECHNOLOGY IN PATIENT SERVICES 2CR
Covers the issues, trends, and impacts of electronic and networked information technology on health care services in general. Explores specific issues related to the hemodialysis technician profession.

HDT 116
COMPUTER APPLICATIONS/ KEYBOARDING 2CR
Students will use computers to develop touch control and proper keyboarding and keypad techniques with emphasis on alpha/numeric data entry. Course includes skill building; keyboarding alphabetic, figure, and symbol keys; and continued keyboarding drills and practice to develop a minimum speed and accuracy of 45 WPM/150 KSPM at 98 percent accuracy. Includes an introduction to MS Office Suite for basic business correspondence. Students will use Internet navigation for research projects.

HDT 123
HEMODIALYSIS TERMS/ ANATOMY & PHYSIOLOGY 2CR
Provides the basic techniques of medical word building to be applied in acquiring an extensive medical vocabulary. Introduces anatomical, physiological, and pathological terms relating to body systems and medical abbreviations.

HDT 130
HEMODIALYSIS PRINCIPLES & PROCEDURES I 5CR
Defines the basic principles of diffusion, filtration, fluid dynamics, and osmosis relating to the dialysis process. Includes overviews of the dialysis environment and kidney functions. Covers patient vitals and monitoring treatment, including identification of normal and abnormal values. Students will perform laboratory tests and use patient documentation procedures. Students will learn to identify causes, signs, symptoms, preventions and interventions for medical and technical complications that may occur during dialysis. Includes patient dietary and nutrition requirements.

HDT 142
WATER TREATMENT FOR HEMODIALYSIS 2CR
Basic concepts of water treatment and dialyzer reuse are covered, including instruction on the varied devices used in hemodialysis. Also studied are advantages and disadvantages of filters, carbon tanks, deionizers, ultraviolet light, and reverse osmosis in the treatment of water for dialysis. Students will work in small groups to build a model of water treatment room as their final project.

Prerequisite(s): Students must successfully complete HDT 106, 108, 116, 123, and 130 prior to continuing in the Hemodialysis Program.

HDT 150
VASCULAR ACCESS 2CR
This course covers the history and importance of vascular access, including the major types of permanent and temporary vascular access. Covers use of appropriate needle insertion for arteriovenous fistulae and grafts; catheter care and connections; use of the four types of anastomosis used for internal arteriovenous fistulae; and management of thrombosis, infection, hematoma, bleeding, steal syndrome, aneurysm, and catheter dislodgement.

Prerequisite(s): Students must successfully complete HDT 106, 108, 116, 123, and 130 prior to continuing in the Hemodialysis Program.

HDT 151
PROFESSIONAL INTERACTION 3CR
Explores the relationship and psychological boundaries between the technician, the patient and the renal facility. Includes concepts of patient education. Covers basic interpersonal verbal and non-verbal communication, with a focus on adapting to an individual's special needs or cultural orientation. Students will be given the tools to develop listening skills by practicing assertive communication and developing appropriate interpersonal relationships using the concepts of patient confidentiality.

Prerequisite(s): Students must successfully complete HDT 106, 108, 116, 123, and 130 prior to continuing in the Hemodialysis Program.

HDT 153
HEMODIALYSIS PRINCIPLES & PROCEDURES II 5CR
Defines the basic principles of diffusion, filtration, fluid dynamics, and osmosis relating to the dialysis process. Includes overviews of the dialysis environment and kidney functions. Covers patient vitals and monitoring treatment, including identification of normal and abnormal values. Students will perform laboratory tests and use patient documentation procedures. Students will learn to identify causes, signs, symptoms, preventions, and interventions for medical and technical complications that may occur during dialysis. Includes patient dietary and nutrition requirements.

HDT 160
CLINICAL PRACTICUM I 6CR
During the clinical experience, students will participate in a dialysis facility as a member of the health care team in applying principles of hemodialysis, standard precautions, fluid management, initiating and concluding a dialysis treatment, patient and equipment monitoring, and treatment of routine hemodialysis problems in accordance with the standard dialysis procedures and policies of the facilities. Student will need to complete a total of 300 hours in the clinic.

Prerequisite(s): Students must successfully complete HDT 106, 108, 116, 123, and 130 prior to continuing in the Hemodialysis Program.

HDT 163
FIELD STUDY 1CR
Familiarizes students with various dialysis companies in the greater Puget Sound area. Students will explore the field of dialysis by researching companies, field trips, and interviews. Students will collect the information in a notebook to be submitted at the end of the class. Information to be included is interview notes, locations of individual dialysis units, maps to each unit, contact person for each of the units, size of the company, etc. The notebook will be a reference for students when seeking a dialysis technician position at the end of the course.

HDT 165
CLINICAL PRACTICUM II 6CR
During the clinical experience, students will participate in a dialysis facility as a member of the health care team in applying principles of hemodialysis, standard precautions, fluid management, initiating and concluding a dialysis treatment, patient and equipment monitoring, and treatment of routine hemodialysis problems in accordance with the standard dialysis procedures and policies of the facilities. Student will need to complete a total of 300 hours in the clinic.

Prerequisite(s): Students must successfully complete HDT 106, 108, 116, 123, and 130 prior to continuing in the Hemodialysis Program.

PHLEB 114
PHLEBOTOMY PROGRAM 4CR
Develop the skills necessary to draw blood specimens for analysis in a laboratory. Includes an introduction to the structure and function of a clinical laboratory. Safety procedures and universal precautions are included. Provides hands-on practice in phlebotomy.

Prerequisite(s): Students must successfully complete HDT 104, 107, 116, 122, 131, and 163 prior to continuing in the Hemodialysis Program.

HUMAN SERVICES

HS 110CL
COMPUTER APPLICATIONS FOR THE HUMAN SERVICES PROFESSIONAL 3CR
Introduce students to the uses of Microsoft Windows and related programs. Students will become familiar with community resources for career and educational opportunities and will develop proficiency in the use of technology.

Prerequisite(s): Students must be a high school graduate or have passed a high school equivalency test and have COMPASS scores of 81 for reading and 77 for writing or successful completion of ENG 094. Students must have a COMPASS pre-algebra score of 37 or higher prior to starting the course.

HS 115
THERAPEUTIC COMMUNICATION SKILLS 5CR
Acquaints students with the basic methods of therapeutic communication. Emphasis is placed on building basic active listening skills. Students will demonstrate mastery of theory through classroom activities, including mock interviews and videotaping.

Prerequisite(s): Students must be high school graduates or have passed a high school equivalency test and have COMPASS scores of 81 for reading or 77 for writing, or have successfully completed ENG 094. Students must have a COMPASS pre-algebra score of 30 or higher or be eligible to take MAT 82 or higher prior to starting the program. Students must consent to and receive a "No Record on File" report related to crimes against persons from the Washington State Patrol.

HS 123
HIV/AIDS & BLOOD BORNE PATHOGENS 1CR
Increases students' knowledge of HIV/AIDS and blood-borne pathogens. Students will gain knowledge of the history of HIV/AIDS and related issues. Provides ten hours of HIV/AIDS training in the areas of transmission, occupational safety and standard precautions.

Prerequisite(s): Students must be a high school graduate or have passed a high-school equivalency test and have COMPASS scores of 81 for reading and 77 for writing or have successfully completed ENG 094. Students must have a COMPASS pre-algebra score of 30 or higher or be eligible to take MAT 82 or higher prior to starting the program.

HS 125
HIV, BLOOD-BORN PATHOGENS, BRIEF RISK INTERVENTION FOR THE CHEMICALLY DEPENDENT 1CR
Material will increase student's knowledge of HIV/AIDS & blood borne pathogens. Students will gain knowledge of the history of HIV/AIDS and related issues. The curriculum provides training in the areas of transmission, occupational safety, and standard precautions for the human services professional. Students will utilize the proper screening tools employed by chemical dependency and health agencies in the screening and intake process for higher-risk clientele and the chemically dependent.

Prerequisite(s): Completion of a terminal degree (A.A., B.A., M.S., etc.), OR student is entering their fourth quarter of the Human Services associate degree program.

HS 127
INTRODUCTION TO HUMAN SERVICES 5CR
Introduces students to human services as a profession and includes a historical and philosophical framework of human service delivery. Contemporary roles and the human service worker will be covered, including areas such as typical duties and tasks of human service workers, income, maintenance, children's services, family services, aging, substance abuse, mental health, services for persons with disabilities, and the sociocultural aspects of providing services in a multiculturally diverse society. Students will also examine the competencies and qualifications required to become an effective human services worker, as well as the occupational and educational alternatives for graduates.

Prerequisite(s): Students must be high school graduates or have passed a high-school equivalency test and have COMPASS scores of 81 for reading and 77 for writing or have successfully completed ENG 094. Students must have a COMPASS pre-algebra score of 30 or higher or be eligible to take MAT 82 or higher prior to starting the program.

HS 151
INTERNSHIP I 5CR
Students will participate in on-the-job training in the human services field of their choice. Duties and tasks are supervised. Students will perform relevant job duties and tasks within an agency of their choice, attend supervision meetings, identify applicable community resources, and perform other job duties as assigned. Instructor permission is required for site choice.

Prerequisite(s): Students must consent to and receive a "No Record on File" report related to crimes against persons in order to be accepted at many clinical sites. Students must complete the following first-quarter Human Services courses with a C grade or above to be eligible to take this course: HS 237, HS 127, HS 123, HS 115, HS 225, HS 110.

HS 220
THEORIES OF COUNSELING 5CR
Increases student knowledge of a variety of counseling theories, theorists, and techniques from both a historical and contemporary viewpoint. Students will explore the practical application and appropriate uses of these theories in the human services system.

Prerequisite(s): Students must complete the following second-quarter Human Services courses with a "C" grade or above to be eligible to take this course: HS 226, HS 234, HS 228, HS 151.

HS 221
FAMILY SYSTEMS 3CR
Explores the dynamics of healthy and unhealthy family systems in both traditional and alternative families. Students will study a variety of approaches to assist families in managing and coping with the stressors of family life in contemporary society. Introduces family intervention strategies and the development of human service skills to service families.

Prerequisite(s): Students must complete the following second-quarter Human Services courses with a "C" grade or above to be eligible to take this course: HS 226, HS 234, HS 228, HS 151.

HS 225
SURVEY OF COMMUNITY RESOURCES 3CR
Introduces students to a variety of community-based human service agencies through examination of their services, functions, and service populations. The class will participate in field visits, guest lectures, and exercises designed to assist them in understanding the relevance of each service component to the whole community, regional, and state system.

Prerequisite(s): Students must be a high school graduate or have passed a high-school equivalency test and have COMPASS scores of 81 for reading and 77 for writing or have successfully completed ENG 094. Students must have a COMPASS pre-algebra score of 30 or higher or be eligible to take MAT 82 or higher prior to starting the program.

HS 226
MENTAL HEALTH ASSESSMENT & EVALUATION 5CR
Explores current perspectives of mental health in the helping professions by focusing on the identification, definition, diagnostic criteria, and assessment and evaluation of psychological disorders. Emphasizes the continuum between normal and abnormal behavior by examining biological, psychological and sociocultural causal factors as they relate to adults and children.

Prerequisite(s): Students must complete the following first-quarter Human Services courses with a "C" grade or above to be eligible to take this course: HS 237, HS 127, HS 123, HS 115, HS 225, HS 110.

HS 227
BEHAVIORAL HEALTH & WELLNESS 5CR
Introduces students to the dimensions of wellness, including physical, emotional, social, and spiritual components. Students explore strategies for personal behavioral health and wellness, including coping strategies, personal boundaries, self-awareness, and how to avoid burnout on the job.

Prerequisite(s): Students must complete the following second-quarter Human Services courses with a "C" grade or above to be eligible to take this course: HS 226, HS 234, HS 228, HS 151.

HS 228
DYNAMICS OF VIOLENCE 3CR
Presents an overview of the dynamics of violence in relationship to both the perpetrator and the victim. Areas of emphasis include child neglect, child sexual and physical abuse, missing and exploited children and adolescents, domestic violence, the cycle of violence, elder abuse, and violence's impact on the family system. Strategies for treatment and community intervention are explored.

Prerequisite(s): Students must complete the following first-quarter Human Services courses with a "C" grade or above to be eligible to take this course: HS 237, HS 127, HS 123, HS 115, HS 225, HS 110.

HS 230
CASE MANAGEMENT 5CR
This course introduces students to the fundamentals of case management practice. Students will review different models of case management and learn about common case management functions such as outreach, engagement, assessment, planning, accessing resources, coordination, and advocacy.

Prerequisite(s): Students must complete the following third-quarter Human Services courses with a "C" grade or above to be eligible to take this course: HS 220, HS 227, HS 221, HS 244.

HS 234[DIV]
CULTURALLY COMPETENT PRACTICE 5CR
Provides students with an awareness of the historical, cultural, socioeconomic, biological, and psychosocial influences that define diversity. Examines culturally competent standards that influence best practice standards for human service workers.

Students will explore culture, guidelines for culturally sensitive practices, the impact of inequality on a variety of service populations, racism, prejudice, and inclusion strategies.

Prerequisite(s): Students must complete the following first-quarter Human Services courses with a "C" grade or above to be eligible to take this course: HS 237, HS 127, HS 123, HS 115, HS 225, HS 110.

HS 237
LAW & ETHICS FOR HUMAN SERVICES 3CR
Presents an overview of the ethical and professional issues that human services workers face in the field. Includes ethical decision-making, professional responsibilities, liability, confidentiality, records and rights of clients, professional codes of ethics, core values and personal issues, supervision, leadership, and the legal system.

Prerequisite(s): Students must be high school graduates or have passed a high-school equivalency test and have COMPASS scores of 81 for reading and 77 for writing or have successfully completed ENG 094. Students must have a COMPASS pre-algebra score of 30 or higher or be eligible to take MAT 82 or higher prior to starting the program.

HS 238
SPECIAL PROJECTS 3CR
Increases students' knowledge and skill by formulating and implementing a special project related to the Human Services field. Students must obtain authorization from the instructor for the project prior to enrolling in course.

HS 239
SELECTED TOPICS 3CR
Students will be responsible for performing either a literature review and/or a research paper on a human services-related topic. Students must obtain authorization from the instructor for the project prior to enrolling in the course.

HS 240
SURVEY OF ADDICTION 5CR
Focuses on addiction in modern society by surveying prevalent addictions and common co-occurring disorders. Students will gain an overview of causal factors and the consequences of addiction as they relate to the individual, family and community. A strengths-based perspective will focus on the biological, psychological, and sociocultural factors influencing addiction and recovery.

Prerequisite(s): Students must complete the following third-quarter Human Services courses with a "C" grade or above to be eligible to take this course: HS 220, HS 227, HS 221, HS 244.

HS 244
INTERNSHIP II 5CR
Students will participate in on-the-job training in the human services field of their choice. Duties and tasks are supervised.

Students perform relevant job duties and tasks within their agency of choice, attend supervision meetings, identify applicable community resources, and perform other job duties as assigned. Instructor permission is required for site choice. Successful completion of Internship I is required.

Prerequisite(s): Students must consent to and receive a "No Record on File" report related to crimes against persons in order to be accepted at many clinical sites. Students must complete the following second-quarter Human Services Program courses with a "C" grade or above to be eligible to take this course: HS 226, HS 234, HS 228, HS 151.

HS 246
GROUP PROCESS 3CR
An introduction to the dynamics of group interaction with emphasis on the student's firsthand experience as a group leader and member. Highlights the factors involved in problems of communication, effective emotional responses and personal growth. Emphasizes group process as a means of changing behavior. This course is designed to assist human services students who will function as group leaders and co-leaders.

Prerequisite(s): Students must complete the following third-quarter Human Services courses with a "C" grade or above to be eligible to take this course: HS 220, HS 227, HS 221, HS 244.

HS 258CAP
INTERNSHIP III 5CR
Students will participate in on-the-job training in the human services field of their choice. Duties and tasks are supervised.

Students perform relevant job duties and tasks within their agency of choice, attend supervision meetings, identify applicable community resources, and perform other job duties as assigned. Instructor permission is required for site choice. Successful completion of Internship II is required.

Prerequisite(s): Students must consent to and receive a "No Record on File" report related to crimes against persons in order to be accepted at many clinical sites. Students must complete the following third-quarter Human Services courses with a "C" grade or above to be eligible to take this course: HS 220, HS 227, HS 221, HS 244.

HSCD 134
INTRODUCTION TO CHEMICAL DEPENDENCY 5CR
Focuses on substance and behavioral addictions in modern society by surveying prevalent addiction trends and common co-occurring disorders. Students will gain an overview of causal factors and the consequences of addiction as they relate to the individual, family, and community. A strengths-based perspective will focus on the biological, psychological, and sociocultural factors influencing addiction and recovery.

Prerequisite(s): Completion of a terminal degree (A.A., B.A., M.S., etc.), OR student is entering their fourth quarter of the Human Services associate degree program.

HSCD 135
INTRODUCTION TO CHEMICAL DEPENDENCY 3CR
Introduction to the field of chemical dependency with emphasis on the roles and responsibilities of the addiction paraprofessional counselor, ethical issues, pharmacology, family dynamics, dual diagnosis, intervention techniques, self-help groups, levels of care, symptom identification, and conducting alcohol/drug histories. Interactive work emphasized.

HSCD 140
ETHICS FOR CHEMICAL DEPENDENCY PROFESSIONALS 2CR
Focuses on understanding the obligations to adhere to ethical and behavioral standards of conduct in the helping relationship, as well as the importance of supervision and continuing education.

HSCD 145
PHYSIOLOGICAL ACTIONS OF DRUG & ALCOHOL 3CR
Students will learn to identify the physiological effects of psychoactive substances on the user. Management of chronic and acute conditions and drug interactions are covered.

HSCD 150
THE NEURO-PHARMACOLOGY OF ADDITION 5CR
This course provides an overview of the effects of drug use and chemical dependency on the body, including physiological, emotional, and behavioral implications . Topics include drug interactions, brain-body chemistry, and the management of chronic and acute conditions of drug misuse.

Prerequisite(s): Completion of HSCD Quarter 1 classes: HS 125, HSCD 134, HSCD 180, HSCD 215, or their equivalent from another institution.

HSCD 155
CHEMICAL DEPENDENCY & COUNSELING I: INDIVIDUALS & GROUPS 5CR
This course explores learning in a collaborative process that facilitates the client's progress toward mutually determined treatment goals and objectives. Students will learn counseling competencies that will include sensitivity to the client's individual characteristics and culture, the role of the counselor, approaches to counseling and addiction disorders, use of warmth, respect, genuineness, concreteness and empathy, and the therapeutic use of power and authority. Group dynamics and CD group counseling requirements as per the WAC and RCW will be covered.

Prerequisite(s): Completion of HSCD Quarter 1 classes: HS 125, HSCD 134, HSCD 180, HSCD 215, or their equivalent from another institution.

HSCD 180
ADDICTIONS TREATMENT: LAW & ETHICS 5CR
This course examines the federal and state laws that pertain to chemical dependency for individuals, families, and service agencies, including the relevant WAC and RCW. Students will be introduced to the local criminal, civil, and juvenile court systems. Core topics include the examination and adherence of the ethical standards for chemical dependency professionals in the helping relationship, including implications for clinical supervision and continuing education. Includes ethical decision-making, professional responsibilities, liability, confidentiality, records and rights of clients, professional codes of ethics, core values and personal issues, supervision, leadership, and the legal system.

Prerequisite(s): Completion of a terminal degree (A.A., B.A., M.S., etc.), OR student is entering their fourth quarter of the Human Services associate degree program.

HSCD 215
CASE MANAGEMENT & RECORD-KEEPING FOR THE CDP 5CR
This course provides basic chemical dependency case management skills of service coordination, referral practices, community services, ongoing evaluation of treatment progress, client needs, HIV Brief risk intervention for the chemically dependent, and learning documentation standards and applicable laws.

Prerequisite(s): Completion of a terminal degree (A.A., B.A., M.S., etc.), OR student is entering their fourth quarter of the Human Services associate degree program.

HSCD 226
CHEMICAL DEPENDENCY ASSESSMENT & EVALUATION 2CR
Students learn how to use screening, evaluation, and assessment techniques. Covers determining a client's readiness for treatment and change, and determining an appropriate level of care for the client.

HSCD 227
CHEMICAL DEPENDENCY ASSESSMENT & EVALUATION 3CR
Students will be introduced to a variety of industry-standard screening, evaluation and assessment tools for both adolescents and adults. Students will be able to determine a client's readiness for treatment and change, and have an understanding of the appropriate levels of care. ASAM placement and the stages of change will be focal topics.

Prerequisite(s): Completion of HSCD Quarter 1 classes: HS 125, HSCD 134, HSCD 180, HSCD 215, or their equivalent from another institution.

HSCD 228
CHEMICAL DEPENDENCY & THE LAW 2CR
Examines the federal and state laws that pertain to chemical dependency for individuals and facilities. Students also become familiar with the criminal, civil, and juvenile court systems.

HSCD 229
SUICIDE PREVENTION FOR THE CDP 1CR
This course provides an overview of contributing factors to suicidality, including mental health, substance use, and lifespan development. Evidenced-based prevention strategies for adolescents, adults, and older adults are discussed, including differentiations between Death with Dignity statutes for the terminally ill.

Prerequisite(s): Completion of HSCD Quarter 1 classes: HS 125, HSCD 134, HSCD 180, HSCD 215, or their equivalent from another institution.

HSCD 235
CHEMICAL DEPENDENCY PRACTICUM 3CR
Students will work in a supervised chemical dependency agency, as approved by the internship supervisor. Students adhere to ethical and professional responsibilities as per their agency, WAC, RCW, and NAADAC guidelines. The course will provide both individual and group supervision provided by agency and instructional professionals to share experiences and further develop work–related skills. Students will complete 115 hours of supervised clinical experience.

Co-requisites: Completion of HSCD Quarter 1 & 2 classes: HS 125, HSCD 134, HSCD 180, HSCD 215, HSCD 150, HSCD 155, HSCD 229, HSCD 227 or their equivalent from another institution.

HSCD 249
CHEMICAL DEPENDENCY & COUNSELING II: ADOLESCENTS & FAMILIES 5CR
Acquaints students with culturally competent models of diagnosis and intervention for families and adolescents, as well as building an understanding for the dynamics among family members impacted by chemical dependency. Provides an overview of adolescent psychology and development and family systems theory. Discusses client, family, and community education for substance misuse.

Prerequisite(s): Completion of HSCD Quarter 1 & 2 classes: HS 125, HSCD 134, HSCD 180, HSCD 215, HSCD 150, HSCD 155, HSCD 229, HSCD 227 or their equivalent from another institution.

HSCD 251
RELAPSE PREVENTION 3CR
Familiarizes students with the basic philosophy and techniques of relapse prevention for substance abuse and the ongoing process that involves all aspects of the person's wellness and culture. Learn to recognize the warnings signs for relapse, the 12-step approach to recovery and general wellness concepts.

Prerequisite(s): Completion of HSCD Quarter 1 & 2 classes: HS 125, HSCD 134, HSCD 180, HSCD 215, HSCD 150, HSCD 155, HSCD 229, HSCD 227 or their equivalent from another institution.

HSCD 256
SPECIAL PROJECTS 3CR
Students will be responsible for formulating and implementing ideas to complete a special project related to the human services field.

Students must obtain authorization from the instructor for the project prior to enrolling in the course.

HSCD 259
SELECTED TOPICS 3CR
Students explore a human services/chemical dependency topic by performing either a literature review and/or research. Students must obtain authorization from the instructor for the project prior to enrolling in the course.

INTERIOR DESIGN

DSN 105
DRAFTING I 6CR
This course introduces students to the fundamental skills and concepts necessary for interior design planning and drawing, including use of drafting tools, exercises in line weight and line type quality, architectural scale, dimensioning, and architectural lettering.

DSN 119
INTERIOR DESIGN & THE CREATIVE DESIGN PROCESS 4CR
This course will introduce the student to concepts to successfully steer an idea on its journey from imagination to object and to focus on where the idea is going. This introduction describes the nature of a designer's journey, maps the path a designer will take, and explores the path of what happens along the way. This course is an introduction to inspiration, conceptualization, communication, and elements and principles of design and trend spotting.

DSN 121
DRAFTING II 5CR
This course introduces students to the fundamental principles needed to create an as-built plan set to include floor plan, power/mechanical plan and elevation. Introduces field surveys, symbols and graphics, and formatting of drawings.

Prerequisite(s): Successful completion of DSN 105.

DSN 123
MATERIALS, METHODS AND TECHNIQUES OF INTERIOR DESIGN 4CR
This course is an introduction to the fundamental design materials and applications for interior environments, including hard and resilient flooring, soft flooring, paint, wall coverings, cladding, acoustics, metal, plaster, glass, and millwork. Students will also learn to visually present material selections in a professional manner.

DSN 124
COLOR THEORY 4CR
This course is an introduction to the world of color, encompassing the following: the three dimensions of color, color systems, color theory, coloring agents, dimensions of color in compositions, principles and elements of design in color, color interactions, symbolisms, influence of color, and exercises of putting color to use.

DSN 132
LIGHTING 5CR
This course introduces students to the fundamental skills and concepts of lighting design. It is an approach to quality lighting with a primary focus on the design process. Covers basic lighting, human factors, sustainability, products and design fundamentals.

DSN 136
INTRODUCTION TO DRAWING & RENDERING 4CR
Introduction to Drawing and Rendering is a beginning look at some of the drawing methods and materials used by interior designers. This course begins with the fundamental concepts of freehand sketching and gaining the ability to think three-dimensionally. It is also an introduction for methods to communicate your design vision through hand-drawn renderings. This is shown by the use of shade, shadow, texture, pattern, color, and material qualities.

DSN 140
TEXTILES 4CR
This course is a comprehensive study of the textile products available for use in residential interior design, with an emphasis on window treatments, upholstery, the proper selection of materials, and working with drapery and upholstery showrooms and workrooms.

DSN 145
RESIDENTIAL PLANNING, DESIGN & EXTERIOR SPACES 5CR
Completion of this course will provide students with the understanding of interior space planning basics and concepts using diagrams, residential codes, planning guidelines, and presentation techniques. Students will also learn exterior elements and finishes that help to enclose the space.

Prerequisite(s): Successful completion of DSN 105, DSN 121.

DSN 152
FURNITURE & CABINET DESIGN 2CR
This course covers the fundamentals of custom furniture and cabinet design. Students will design a unique custom piece of furniture based on the study of furniture design theory, function, social use, materials, and fabrication.

DSN 153
DRAFTING III 4CR
Completion of this course provides students with an understanding of typical planning dimensions and guidelines for residential interiors, as well as proper techniques to combine cabinetry, appliances, and applied measurements for graphic presentation standards.

Prerequisite(s): Successful completion of DSN 105, DSN 121.

DSN 158
HISTORY OF INTERIORS 4CR
This course is a comprehensive overview of the history of interior design and furniture from antiquity to the present day, with special emphasis on design elements.

DSN 159
INTRODUCTION TO TECHNOLOGY FOR INTERIOR DESIGNERS 3CR
This course covers basic computer skills for interior designers. Contents include computer use for file management and Internet research, as well as introductions to SketchUp and Adobe design software for editing and presentation.

DSN 202
ELEMENTS OF KITCHEN & BATH DESIGN 5CR
This course is an introduction to the principles and elements of design for kitchens and bathrooms, including basic components, mechanical and lighting systems, color theory and construction applications.

DSN 204
INTRODUCTION TO COMMERCIAL INTERIOR DESIGN 4CR
This course provides an introduction to commercial interiors. Contents include areas of practice, ADA and code compliance, and commercial design case studies.

DSN 206
20/20 DRAFTING 5CR
Learn to design kitchen and bath spaces using 20-20 Design software. Skills learned include the execution of floor plans, elevation drawings, rendered perspectives, reports, and design layouts.

DSN 208
MATERIALS & ESTIMATING 4CR
This course is an introduction to recommending and calculating quantities for cabinetry, appliances, plumbing fixtures, lighting, hardware, and surfacing materials for kitchens and bathrooms.

DSN 211
BUSINESS PROCEDURES & SALES 4CR
This course provides students with the understanding of business practices generally conducted by interior designers. The study will acquaint students with the basic procedures, documents, ethical conduct, associations, and certification requirements within various business formats. This course is designed to address current topics on interior design and help prepare students for a professional job search.

DSN 215
SUSTAINABLE DESIGN: AN OVERVIEW 5CR
Explores the history and principles associated with green and sustainable design. This course uncovers how the built environment affects people and the natural environment, environmental movements throughout history, green building assessment methods and certification programs, and the environmental responsibilities associated with the interior design profession.

Prerequisite(s): Basic competency with computers and navigating the web.

DSN 216
CAD I 5CR
Introduction to CAD (computer-aided drafting). Students will learn the basic functions and commands to produce drawings for interior design.

DSN 224
SUSTAINABILITY FOR RESIDENTIAL & COMMERCIAL APPLICATIONS 4CR
Examines sustainable approaches to the built environment including preservation, rehabilitation, restoration, and reconstruction. This course also looks at applying sustainable design elements to residential and a variety of commercial project types.

Prerequisite(s): It is recommended to have completed or be concurrently enrolled in DSN 215 Sustainable Design: An Overview. Basic competency with computers and navigating the web.

DSN 225
DESIGN I 5CR
Using provided programming information, students will be introduced to space planning for commercial interiors, including programming, design schematics, ADA standards for accessibility, and code considerations.

Prerequisite(s): Successful completion of DSN 216.

DSN 226
SUSTAINABLE STRATEGIES IN DESIGN 5CR
Introduces sustainable strategies for the integrated interior environment, including identifying materials, products, lighting systems, and building components that embody the principles of sustainability.

Prerequisite(s): It is recommended to have completed or be concurrently enrolled in DSN 215 Sustainable Design: An Overview. Basic competency with computers and navigating the web.

DSN 227
COMMERCIAL SPECIFICATIONS 4CR
This course covers general notes used within construction documents, the specification of products, fabrication, and applications for commercial interior design. It also covers the liabilities of the designer in regard to specification writing for codes, standards, and federal regulations that are an essential part of designing building interiors.

Prerequisite(s): Successful completion of DSN 225.

DSN 229
SUSTAINABLE INTERIORS & THE INTEGRATED DESIGN PROCESS 5CR
Covers the steps to design and present a green interior space. Students will learn more about the integrated design process, develop their own sustainable interior design, and present it in a professional manner in preparation for real-life sustainable design proposals.

Prerequisite(s): Completed or concurrently enrolled in DSN 215, 224, 226. Basic competency with computers and navigating the web.

DSN 231
HISTORIC PRESERVATION 20TH CENTURY DESIGN & PHILOSOPHY 3CR
Includes the study of historically significant 20th- and 21st-century designers and architects, their philosophies, and the role of their significant historic works.

DSN 236
DESIGN II 7CR
Through site visits, research and building plans, students will develop and present a space plan and design concept incorporating sustainable practices for a project of commercial nature, using an existing space as a model. Students will also be introduced to building code topics such as occupant load and means of egress. Upon completion of the project, students will give a verbal and visual presentation of their design concept.

Prerequisite(s): DSN 225.

DSN 239CL
CAD II 5CR
This course includes the intermediate level use of 2-dimensional CAD (computer-aided drafting). To develop increased knowledge, speed and accuracy, students will use AutoCAD software to develop an interior drawing set using AutoCAD layouts.

Prerequisite(s): Successful completion of DSN 216.

DSN 241
BUSINESS PRACTICES 4CR
This course is an introduction to business practices as generally conducted by interior designers. The intent of this study is to acquaint students with some of the daily basic procedures, documents, ethical conduct, associations, certification requirements, and fees associated with the profession of interior design within various business formats. This course is designed to address current topics within the profession and help prepare students for internships and the job search.

DSN 245
INTERNSHIP 4CR
Interact with established businesses or related businesses of interior design by going to a place of business and working in the field. Students will arrange to work with a sponsor, and will observe and assist the sponsor with meaningful design activities for a total of 80 hours.

Prerequisite(s): Successful completion of DSN 119, DSN 123, DSN 124, DSN 132, DSN 136, DSN 140, DSN 145, DSN 152, DSN 153, DSN 158, DSN 159, DSN 204, DSN 227, DSN 231, DSN 236, and DSN 239 or instructor permission.

DSN 251
CONTRACT FURNITURE 3CR
This course provides an introduction to the various types of furniture used in commercial design. Concentrates on the selection, specification and use of furnishings as well as contracts, documents, and the procurement of contract furniture.

DSN 265
(OPTIONAL) INDEPENDENT STUDY 3CR
Explore or expand knowledge of interior design within an independent study format. With guidance and instructor approval, the student will select a meaningful project within an area of interest to strengthen their range of abilities. Students will fulfill several pre-approved objectives at the conclusion of the course, completing a self-assessment and final presentation to the instructor.

Prerequisite(s): Instructor approval.

DSN 266CAP
PORTFOLIO/PROFESSIONAL PRESENTATION 7CR
Create and present a professional portfolio of work illustrating your level of design and technical skills. Students will learn to present themselves and their work professionally to prepare for the job search, interviews and employment in the interior design industry.

Prerequisite(s): Successful completion of DSN 119, DSN 124, DSN 136, DSN 145, DSN 153, DSN 159, DSN 227, DSN 236, and DSN 239 or instructor permission.

DSN 270
(OPTIONAL) INDEPENDENT STUDY 4CR
Explore or expand knowledge of interior design within an independent study format. With guidance and instructor approval, students will select a meaningful project within an area of interest to strengthen their range of abilities. Students will fulfill several pre-approved objectives at the conclusion of the course, where they will complete a self-assessment and final presentation to the instructor.

Prerequisite(s): Instructor approval.

DSN 275
(OPTIONAL) INDEPENDENT STUDY 5CR
Explore or expand knowledge of interior design within an independent study format. With guidance and instructor approval, students will select a meaningful project within an area of interest to strengthen their range of abilities. Students will fulfill several pre-approved objectives at the conclusion of the course, when they will complete a self-assessment and final presentation to the instructor.

Prerequisite(s): Instructor approval.

LEADERSHIP

LEADR 100
LEADERSHIP I 1CR
Students taking this course will gain a basic understanding of the concept of leadership theory while developing a personal philosophy of leadership, an awareness of the moral and ethical responsibilities of leadership, and developing and improving their own leadership skills. This course integrates leadership studies through study, observation and application. This course will encourage a high level of class discussion and active participation. You will have a chance to work through case studies, participate in simulations, interact with experienced leaders, analyze popular films using leadership themes, and discuss the impact of current events and the realities of leadership.

LEADR 101
LEADERSHIP II 1CR
Students taking this course will gain a basic understanding of the concept of leadership theory while developing a personal philosophy of leadership, an awareness of the moral and ethical responsibilities of leadership, and developing and improving their own leadership skills. This course integrates leadership studies through study, observation and application. This course will encourage a high level of class discussion and active participation. You will have a chance to work through case studies, participate in simulations, interact with experienced leaders, analyze popular films using leadership themes, and discuss the impact of current events and the realities of leadership.

LEADR 102
LEADERSHIP III 1CR
Students taking this course will gain a basic understanding of the concept of leadership theory while developing a personal philosophy of leadership, an awareness of the moral and ethical responsibilities of leadership, and developing and improving their own leadership skills. This course integrates leadership studies through study, observation and application. This course will encourage a high level of class discussion and active participation. You will have a chance to work through case studies, participate in simulations, interact with experienced leaders, analyze popular films using leadership themes, and discuss the impact of current events and the realities of leadership.

LEADR 103
LEADERSHIP IV 1CR
Students taking this course will gain a basic understanding of the concept of leadership theory while developing a personal philosophy of leadership, an awareness of the moral and ethical responsibilities of leadership, and developing and improving their own leadership skills. This course integrates leadership studies through study, observation and application. This course will encourage a high level of class discussion and active participation. You will have a chance to work through case studies, participate in simulations, interact with experienced leaders, analyze popular films using leadership themes, and discuss the impact of current events and the realities of leadership.

MANUFACTURING

MCH 101
MANUFACTURING TECHNOLOGIES ORIENTATION/ MACHINE SHOP SAFETY 2CR
Provides an overview of the program, orientation to shop procedures, and the responsibilities associated with personal safety and the safety of others.

Prerequisite(s): Instructor's permission.

MCH 105
SHOP MATH/BLUEPRINT I 6CR
Provides a review of basic arithmetic: addition, subtraction, fractions, and decimal fractions. Includes a study of drawings and prints and an overview of basic measuring tools.

Prerequisite(s): Instructor's permission and MCH 101.

MCH 107
SHOP MATH/BLUEPRINT II 6CR
Provides study of basic geometry concepts and introduction to calculators. Includes advanced study of prints and reading of machine details.

Prerequisite(s): Instructor's permission and MCH 101.

MCH 109
SHOP MATH/BLUEPRINT III 6CR
An introduction to trigonometric functions, practical machine mathematical applications, the Cartesian coordinate system, geometric dimensioning, and tolerancing.

Prerequisite(s): Instructor's permission and MCH 101.

MCH 111
SHOP MACHINES & TOOLS 6CR
Use and care of hand and machine tools used in measurement, layout, and inspection. Beginning machine tool operation of pedestal grinders, drill presses, and power saws.

Prerequisite(s): Instructor's permission and MCH 101.

MCH 117
LATHES I 6CR
Progressively difficult operations on lathes with emphasis on setups, speeds, and feeds, turning, facing, grooving, threading, and tapers. Actual turning jobs from industry may be used.

Prerequisite(s): Instructor's permission and MCH 101.

MCH 121
MILLS I 6CR
Progressively difficult operations on milling machines, with emphasis on setups, speeds, and feeds, end milling, side milling, shell milling, drilling, and tapping. Actual machining jobs from industry may be used.

Prerequisite(s): Instructor's permission and MCH 101.

MCH 122
LATHES & MILLS II 8CR
Intermediate calculations and machining operations, with emphasis on accessories for lathes and milling machines. Actual machining jobs from industry may be used.

Prerequisite(s): Instructor's permission and MCH 101.

MCH 125
LATHES & MILLS III 10CR
Progressively advanced turning and milling techniques, with emphasis placed on precision setup using geometric dimensioning and tolerancing. Actual machining jobs from industry may be used.

Prerequisite(s): Instructor's permission and MCH 101.

MCH 126
LATHES & MILLS IV 8CR
Progressively advanced turning and milling techniques, with emphasis placed on the use of all shop equipment to complete advanced precision projects. Actual machining jobs from industry may be used.

Prerequisite(s): Instructor's permission and MCH 101.

MCH 129
SURFACE GRINDING 4CR
Progressively difficult grinding operations, with emphasis on surface grinding, mounting, dressing, and truing grinding machine wheels.

Prerequisite(s): Instructor's permission and MCH 101.

MCH 133
TOOL & CUTTER GRINDING 5CR
Progressively difficult tool and cutter grinding, with emphasis on milling cutters, reamers, and form tools.

Prerequisite(s): Instructor's permission and MCH 101.

MCH 201
CATIA I 5CR
Gain introductory knowledge of 3D and parametric design using CATIA V5 software to create basic parts and assemblies in solids and wireframe.

Prerequisite(s): Instructor permission required.

MCH 202
INTRODUCTION TO CNC 7CR
Introduction to CNC programming software and setups using CAD/CAM interfacing and project milling, drilling, and lathe turning. Actual machining jobs from industry may be used.

Prerequisite(s): Instructor's permission and MCH 101.

MCH 203
CATIA II 3CR
Build upon modeling and parametric design using CATIA V5 software to apply graphic skills to create parts, assemblies, and profiles in solids and wireframe.

Prerequisite(s): Instructor permission required.

MCH 206
CATIA III 3CR
Apply more advanced modeling and parametric design using CATIA V5 software to create complex parts and assemblies in solids and wireframes.

Prerequisite(s): Instructor permission required.

MCH 211
INTERMEDIATE CNC 10CR
Covers understanding and operating Computer Numerical Control (CNC) machinery. Also includes writing programs and manual data input. Actual machining jobs from industry may be used.

Prerequisite(s): Instructor's permission and MCH 101.

MCH 216
ADVANCED CNC 12CR
Covers progressively advanced CNC machining techniques, with emphasis placed on program troubleshooting and increased production. Actual machining jobs from industry may be used.

Prerequisite(s): Instructor's permission and MCH 101.

MCH 219
CAREER OPPORTUNITIES 4CR
Covers writing a resume, researching employers and job search techniques.

Prerequisite(s): Instructor's permission and MCH 101.

MCH 223
INSPECTION TECHNIQUES 6CR
Covers proper use of inspection tools and equipment. Emphasis is on applied use of geometric dimensioning and tolerancing, with use of granite layout surfaces.

Prerequisite(s): Instructor's permission and MCH 101.

MCH 229
METALLURGY & HEAT TREATMENT 4CR
Provides insight into the study of the properties and compositions of metals. Emphasis is on heat treatment of metals.

Prerequisite(s): Instructor's permission and MCH 101.

MCH 231CAP
MANUFACTURING RESOURCES & RESEARCH 4CR
This course is a study of resources for machining information, with emphasis on methods of research.

Prerequisite(s): Instructor's permission and MCH 101.

MCH 240
TRAINING & PRACTICE 1-10CR
Special instruction to suit the individual's needs. Repeated enrollment ensures progressively advanced training. The number of times a student may enroll is based on the student's needs and is at the instructor's advisement.

Prerequisite(s): Instructor's permission and MCH 101.

MASSAGE

MASST 110
ANATOMY, PHYSIOLOGY & PATHOLOGY I 5CR
Introduces the student to anatomy and physiology, cytology, integumentary, osteology, myology, and the nervous system.

MASST 111
ANATOMY, PHYSIOLOGY & PATHOLOGY II 5CR
Explores endocrinology, cardiovascular, digestive, and respiratory systems.

Prerequisite(s): Successful completion of MASST 110.

MASST 112
SWEDISH MASSAGE THEORY 4CR
Introduces students to the history, application, and principles of Swedish massage. This includes not only the massage strokes, but also client safety, communication, and charting of results.

Prerequisite(s): Students will have submitted a medical statement of health from a primary care provider verifying their ability to safely participate in all aspects of the program prior to admission.

Co-requisites: MASST 112 must be taken concurrently with MASST 120.

MASST 115
CLINICAL MASSAGE TECHNIQUES 4CR
Covers a variety of massage techniques used in clinical massage. Students will learn and practice when and how to employ these techniques in order to safely and effectively treat their clients.

Prerequisite(s): Successful completion of the Swedish Massage Practitioner program, completion of a similar program from another accredited institution, or current Washington State massage practitioner license.

MASST 116
COMPLEMENTARY MASSAGE MODALITIES I 3CR
Introduces the student to a variety of massage modalities that can be safely integrated into a massage practice. Modalities covered include fascial techniques, acupressure, seated massage, and side-lying. Indications, contra-indications, and treatment modifications will be identified.

Prerequisite(s): Successful completion of MASST 112 and MASST 120.

MASST 120
SWEDISH MASSAGE PRACTICE 4CR
Students will apply knowledge and techniques taught in Swedish Massage Theory. This class prepares students to practice safe, relaxing, therapeutic, and effective Swedish massage. In addition to proper use and application of Swedish massage strokes, students will also practice proper self-care techniques and learn how to care for their equipment.

Co-requisites: MASST 120 must be taken concurrently with MASST 112.

MASST 123
CLINICAL APPLICATION OF MASSAGE THERAPY 4CR
Introduces and prepares students to recognize, assess, and effectively treat common musculoskeletal pathologies. Other information covered is scope of practice, tissue healing, defining causes of injury, stages of rehabilitation, and common mistakes that massage therapists make.

Prerequisite(s): Successful completion of Swedish Practitioner course or equivalent, or current Washington State massage practitioner license.

MASST 126
KINESIOLOGY: UPPER EXTREMITY 2CR
Introduces students to the study of movement. Presents the beginning principles and skills for locating and identifying bony landmarks and muscles of the upper extremity using palpation techniques, movement, and anatomical terminology.

MASST 130
KINESIOLOGY: TRUNK 1CR
This course continues the study of movement. Builds upon the principles and skills for locating and identifying bony landmarks and muscles of the trunk using palpation techniques, movement, and anatomical terminology.

Prerequisite(s): Successful completion of MASST 126.

MASST 131
ASSESSMENT & TREATMENT OF THE BACK 2CR
Detailed and extensive review of the structure and function of the back. Students will explore common musculoskeletal and neurological pathologies that can affect the back and will formulate a treatment plan to safely and effectively assess and treat those conditions.

Prerequisite(s): Successful completion of MASST 115 and MASST 123.

MASST 132
DEEP TISSUE MASSAGE THEORY 3CR
Introduces students to a variety of massage treatment techniques, providing groundwork for clinical massage applications. Indications, contraindications, and treatment modifications will be identified and discussed.

Prerequisite(s): Successful completion of MASST 112 and MASST 120. MASST 132 must be taken concurrently with MASST 135.

MASST 135
DEEP TISSUE MASSAGE PRACTICE 4CR
Building on the massage techniques learned in Swedish massage theory and practice, students become proficient in a variety of deep-tissue techniques.

Prerequisite(s): Successful completion of MASST 112 and MASST 120.

Co-requisites: MASST 135 must be taken concurrently with MASST 132.

MASST 136
COMPLEMENTARY MASSAGE MODALITIES II 2CR
Introduces students to a variety of massage modalities that can be safely integrated into a massage practice. Modalities covered include pregnancy massage, sports massage, and hydrotherapy, including hot stone massage. Indications, contraindications, and treatment modifications will be identified.

Prerequisite(s): Successful completion of MASST 112 and MASST 120.

MASST 137
KINESIOLOGY: HEAD AND NECK 1CR
Continues the study of movement. This course builds on the principles and skills for locating and identifying bony landmarks and muscles of the head and neck, using palpation techniques, movement, and anatomical terminology.

Prerequisite(s): Successful completion of MASST 126.

MASST 139
CLINICAL MASSAGE BUSINESS & ETHICS 1CR
Prepares students to communicate with other health care practitioners through proper and thorough documentation.

Prerequisite(s): Successful completion of Swedish Massage Practitioner program, completion of a similar program from another accredited institution, or currently a Washington State licensed massage practitioner.

MASST 143
MASSAGE BUSINESS & ETHICS I 2CR
Introduces the learner to important business knowledge, skills, and professional ethics vital to the successful practice of massage therapy after licensure. Students will know and follow professional ethics as related to massage, learn and practice universal safety precautions, use and understand common medical terms, research the different avenues of employment available, and begin the process of building a successful massage business.

MASST 145
ORTHOPEDIC ASSESSMENT 4CR
Detailed analysis of joints, ligaments, and how surrounding structures affect movements. Integrating basic assessment and treatment of common musculoskeletal injuries and conditions.

Prerequisite(s): Successful completion of MASST 126, MASST 130, MASST 137 and MASST 146 or current Washington state massage practitioner license.

MASST 146
KINESIOLOGY: LOWER EXTREMITY 2CR
Continue the study of movement. This course builds on the principles and skills for locating and identifying bony landmarks and muscles of the lower extremity using palpation techniques, movement, and anatomical terminology.

Prerequisite(s): Successful completion of MASST 126.

MASST 147
CLINICAL MASSAGE ANATOMY & PHYSIOLOGY I 3CR
Explores body systems with an emphasis on the common pathologies of those systems. In addition to covering the cause and effect of those pathologies, students will also be presented with common allopathic treatments their clients may be receiving for those conditions. Pharmacology will include effects and side-effects of medications, and how those relate to the indications and contraindications of massage.

Prerequisite(s): Successful completion of Swedish Massage Practitioner program, completion of a similar program from another accredited institution, or current Washington State massage practitioner license.

MASST 148
MASSAGE BUSINESS & ETHICS II 1CR
Learn and demonstrate a variety of successful business strategies, from marketing to record keeping, in addition to becoming knowledgeable regarding state and local laws that govern massage therapy in Washington state.

Prerequisite(s): Successful completion of MASST 143.

MASST 150
CLINICAL MASSAGE THEORY: SPECIAL POPULATIONS 4CR
Explores how massage can be modified to safely and effectively treat individuals who have unique situations that could include physical, emotional, and health-related challenges. Indications and contraindications will be discussed as they apply to each population. To be taken concurrently with MASST 152.

Prerequisite(s): Successful completion of Swedish Massage Practitioner program, completion of a similar program from another accredited institution, or current Washington State massage practitioner license.

MASST 151
CLINICAL MASSAGE PRACTICE: SPECIAL POPULATIONS 3CR
Students will practice techniques and positioning to adapt massage to safely and effectively treat individuals who have unique situations that could include physical, emotional, and health-related challenges. Indications and contraindications will be discussed as they apply to each population. To be taken concurrently with MASST 149.

Prerequisite(s): Successful completion of Swedish Massage Practitioner program, completion of a similar program from another accredited institution, or current Washington State massage practitioner license.

MASST 153
ASSESSMENT & TREATMENT: UPPER EXTREMITY 2CR
Detailed and extensive review of the structure and function of the upper extremity. Students will explore common musculoskeletal and neurological pathologies that can affect the arm and shoulder and will learn how to safely and effectively assess and treat those conditions.

Prerequisite(s): Successful completion of MASST 115 and MASST 123, or current Washington State massage practitioner license.

MASST 155
ASSESSMENT & TREATMENT: LOWER EXTREMITY 2CR
Detailed and extensive review of the structure and function of the lower extremity. Students will explore common musculoskeletal and neurological pathologies that can affect the lower extremity and will learn how to safely and effectively assess and treat those conditions.

Prerequisite(s): Successful completion of MASST 115 and MASST 123, or current Washington State massage practitioner license.

MASST 157
ASSESSMENT & TREATMENT: HEAD & NECK 2CR
Detailed and extensive review of the structure and function of the head and neck. Students will explore common musculoskeletal and neurological pathologies that can affect the head and neck and formulate a treatment plan to safely and effectively assess and treat those conditions.

Prerequisite(s): Successful completion of MASST 115 and MASST 123, or current Washington State massage practitioner license.

MASST 158
PRACTICUM I 3CR
Allows the student to choose and pursue individual workplace experience opportunities. This opportunity may be in a supervised internship setting, at on-site events, or at Clover Park Technical College's student-run massage clinic.

Prerequisite(s): Successful completion of Swedish Massage Practitioner program, completion of a similar program from another accredited institution, or current Washington State massage practitioner license.

MASST 159
CLINICAL MASSAGE BUSINESS & ETHICS II 1CR
Prepares the learner to communicate with insurance companies and leads the learner through the process of billing insurance companies for services, from codes to filling out forms and follow-up.

Prerequisite(s): Successful completion of MASST 139, or current Washington State massage practitioner license.

MASST 160CAP
PRACTICUM II 3CR
Allows students to choose and pursue individual workplace experience opportunities. This opportunity may be in a supervised internship setting, at on-site events, and/or at Clover Park Technical College's student-run massage clinic.

Prerequisite(s): Successful completion of Swedish Massage Practitioner program, completion of a similar program from another accredited institution, or current Washington State massage practitioner license.

MASST 162
STUDENT CLINIC 2CR
Students will gain first-hand knowledge and experience by running a massage clinic. In addition to providing relaxation and deep-tissue massage, each student will also have an opportunity to experience the administrative positions in a clinic by rotating through the receptionist, cashier and scheduling manager positions.

Prerequisite(s): Successful completion of MASST 114 and MASST 117. Student must have current First Aid/CPR certification and must have completed a minimum of four hours of HIV-AIDS training. Students must have a report from the Washington State Patrol. Some results from the background check may prevent individuals from participating in the student clinic.

MASST 163
CLINICAL MASSAGE ANATOMY & PHYSIOLOGY II 3CR
Continues the exploration of body systems, with an emphasis on the common pathologies of those systems started in MASST 147. In addition to covering the cause and effect of those pathologies, this course will also present students with the common allopathic treatments their clients may be receiving for those conditions. Pharmacology will include effects and side-effects of the medications and how those relate to the indications and contraindications of massage.

Prerequisite(s): Successful completion of MASST 147.

MATERIAL SCIENCE

MS 110
BLUEPRINT READING AND SKETCHING 3CR
Introduces principles, terms, and definitions of reading and understanding blueprints.

MS 120
INTRO TO CODES & SPECIFICATIONS 2CR
Introduces codes and specifications terms, definitions, and applications. Students will learn how to use and interpret terms in specific applications in field situations.

MS 123
FUNDAMENTALS OF WELDING FOR THE NON-WELDING MAJOR 5CR
Students will identify, perform, or witness various basic welding processes for prospective visual and non-destructive inspectors.

MS 125
FUNDAMENTALS OF METALLURGY 5CR
Provides an overview of metallurgy and its application in industry. Topics covered include metallographic sample preparation, hardness and tensile testing, fundamentals of physical metallurgy, and heat treating.

MS 126
FUNDAMENTALS OF COMPOSITES FOR THE NON-COMPOSITES TECHNICIAN 4CR
Introduces the various kinds of composite parts. This course explores the different types of resin, matrices, fibers, cores, and laminates. Students will explore their mechanical properties and the advantages of each type of composite structure. Covers the layup, winding, molding, curing, and repair of composite parts. Explores the role of NDT in testing composite parts after fabrication and after repair and the kinds of defects found.

MS 128
OSHA, OCCUPATIONAL, HEALTH AND SAFETY 3CR
Introduces OSHA policies, procedures, and standards, as well as construction safety and health principles. Topics include scope and application of the OSHA construction standards. Special emphasis is placed on those areas that are the most hazardous and includes hazard identification, avoidance, control, and prevention using OSHA standards as a guide.

MS 130
MANUFACTURING PROCESSES 5CR
Provides an overview of manufacturing processes. Topics include material properties, machining, joining, casting, forming, heat treating, and finishing. Emphasis is placed on fundamental parameters of each process and advantages, limitations, and factors that should be considered when choosing a manufacturing process.

MS 131
BLUEPRINT READING FUNDAMENTALS 3CR
Covers basic lines and views of drawings, identifying and interpreting weld and fabrication symbols, and locating NDT requirements.

MS 135
PRINCIPLES OF TROUBLESHOOTING 3CR
Students will gain knowledge and understanding of troubleshooting processes and procedures. Identifies thought processes used when troubleshooting and gives students the opportunity to put theory into practice.

MS 140
STATISTICS FOR MATERIAL ENGINEERING TECHNICIANS 3CR
Students will learn to apply statistical concepts to the principles of material testing. Topics in statistics include analysis of data, measures of central tendency and dispersion, probability and theoretical frequency distributions, confidence intervals and hypothesis testing for means and proportions of samples, correlation and regression, and statistical process control.

MS 145
FUNDAMENTALS OF COMPOSITES 4CR
Learn the fundamental construction of composites, advantages of composites over traditional materials, manufacturing methods, fabrication and assembly, testing and quality assurance, damage control, and repair.

MATHEMATICS

MAT 060
FUNDAMENTALS OF ARITHMETIC 5CR
Comprehensive instruction in basic arithmetic, including whole numbers, fractions, decimals, ratios, proportions, and percentages. Math vocabulary and problem-solving strategies and approaches are taught.

Prerequisite(s): Appropriate COMPASS placement score (pre-algebra 29 or below) is required.

MAT 082
PRE-ALGEBRA 5CR
Covers basic operations with whole numbers, fractions, decimals, percentages, ratios and proportions, signed numbers, algebraic expressions, linear equations, order of operations, basic geometry, units of measurement, and introduction to statistics.

Prerequisite(s): COMPASS pre-algebra 30 or higher or successful completion of MAT 060 is required.

MAT 088
INTRODUCTION TO ALGEBRA FOR INDUSTRIAL AND BUSINESS MATH 5CR
Develops algebraic topics, including polynomials, factoring, and rational expressions. This class can be used as a prerequisite for MAT 105 and MAT 103.

Prerequisite(s): COMPASS algebra score of 32 or successful completion of MAT 082 is required.

MAT 091
INTRODUCTION TO ALGEBRA 5CR
Develops algebraic topics, including algebraic expressions, solving linear equations and inequalities, coordinate graphing, systems of equations, polynomials, factoring, and introduction to rational expressions.

Prerequisite(s): COMPASS algebra score of 32 or successful completion of MAT 082 is required.

MAT 099
INTERMEDIATE ALGEBRA 5CR
Expands on algebraic topics, including solving equations and inequalities, graphing of linear and nonlinear equations, and rational expressions. Develops topics, including roots and radicals; solving absolute value equations and inequalities; solving quadratic, exponential and logarithmic equations; and introduction to functions.

Prerequisite(s): COMPASS algebra score of 62 or college algebra score of 40 or above or successful completion of MAT 091.

MAT 103
BUSINESS MATHEMATICS 5CR
Develops elements of algebra applied to percentages, markup and markdown, discounts, payroll, and simple and compound interest. Scientific calculator required.

Prerequisite(s): COMPASS algebra score of 62 or college algebra score of 40 or above or successful completion of MAT 088 or MAT 091.

MAT 104
INTRODUCTORY COMPUTER MATHEMATICS 5CR
Develops techniques in discrete mathematics common to computers, electronic communications, and digital electronics. Discusses scientific notation; introductory trigonometry; logarithms; analog-to-digital conversion; decimal, binary, octal, and hexadecimal number systems; introductory Boolean algebra; and binary arithmetic as core elements.

Prerequisite(s): COMPASS algebra score of 62 or above or college algebra score of 40 or above, or successful completion of MAT 091.

MAT 105
MATHEMATICS FOR INDUSTRIAL PROFESSIONALS 5CR
Develops elements of algebra, geometry, metric measure, and trigonometry to calculate areas, volumes, and angles for polygonal objects, objects with smooth curves, and composite objects. Includes applications to material strength, tapers, pulleys, gears, screw threads, and elementary engines. Scientific calculator required.

Prerequisite(s): COMPASS algebra score of 62 or above or college algebra score of 40 or above, or successful completion of MAT 088 or MAT 091.

MAT 106
MATH FOR ELECTRONICS 5CR
Covers elements of algebra, geometry, and trigonometry; trigonometric, exponential, and logarithmic functions; and current, voltage, resistance, power, reactance, capacitance, and inductance, focusing on DC and AC electronics. Introduces logic gates and Boolean algebra as applied to logic controllers. Scientific calculator required.

Prerequisite(s): COMPASS algebra score of 62 or above or college algebra score of 40 or above, or successful completion of MAT 091.

MAT 108
MATH FOR HEALTH OCCUPATIONS 5CR
Develops elements of algebra, including quadratic equations with real roots and unit conversion processes applied to U. S. and metric measure, calculation of dosages, and intravenous infusions. Covers solutions and dilutions, elementary chemical calculations, and elementary non-linear functions. Scientific calculator required.

Prerequisite(s): COMPASS algebra score of 62 or above or college algebra score of 40 or above, or successful completion of MAT 091.

MAT 110
MATH FOR NON-SCIENCE MAJORS 5CR
Covers a variety of topics, including probability, statistics, finance, modeling, sets and counting, matrix operations, and exponential and logarithmic functions. Graphing calculator required.

Prerequisite(s): Appropriate COMPASS placement score (algebra 76 or above or college algebra 40 or above) or successful completion of MAT 099.

MAT 210
DISCRETE MATHEMATICS 5CR
Students will develop tools for reasoning about discrete mathematical objects. Topics include counting and combinations, laws of logic, methods of proof, set theory, cardinality, proof by induction, recursion and relations/functions.

Prerequisite(s): COMPASS college algebra score of at least 53 or successful completion of MATH& 141.

MATH& 141
PRECALCULUS I 5CR
Covers linear, quadratic, polynomial, rational, absolute value, exponential, logarithmic, and inverse functions and equations; composite functions, linear and quadratic inequalities, graphs of functions, relations, and inequalities; and graphic transformations. Introduces limits, linear and quadratic curve fitting, and mathematical modeling, including exponential growth and decay. Graphing calculator required.

Prerequisite(s): Appropriate COMPASS placement score (algebra 76 or above or, college algebra 48 or above) or successful completion of MAT 099.

MATH& 142
PRECALCULUS II, FUNCTIONAL TRIGONOMETRY 5CR
Covers circular, trigonometric, and inverse-trigonometric functions and graphs; trigonometric and inverse trigonometric identities; trigonometric equations; vectors and elementary vector operations; De Moivre's theorem and equations with complex solutions; and polar and parametric equations and their graphs. Graphing calculator required.

Prerequisite(s): Appropriate COMPASS placement score (college algebra 53 or higher) or successful completion of MATH& 141 or equivalent.

MATH& 146
MATH& 146 OR HIGHER 5CR
Descriptive and inferential statistics, including measures of central tendency, dispersion or variation, and skewness. Students are introduced to basic concepts in probability, as well as discrete and continuous probability distribution functions. Statistical inference includes sampling, elementary experimental design, and hypothesis testing using normal, student's T, and F-distributions; linear regression and correlation; and the chi-square distribution. Graphing calculator is required.

Prerequisite(s): Appropriate COMPASS placement score (algebra 76 or above or college algebra 48 or above) or successful completion of MAT 099 is required.

MATH& 151
CALCULUS I 5CR
Covers algebraic and transcendental functions, continuity, limits (including indeterminate forms), derivatives and differentials of algebraic and transcendental functions (e.g., exponential, logarithmic, and trigonometric forms), applications of differential calculus, and an introduction to antiderivatives or indefinite integrals. Graphing calculator is required.

Prerequisite(s): Successful completion of MATH& 142 or equivalent is required.

MATH& 152
CALCULUS II 5CR
Topics of calculus are presented geometrically, numerically and symbolically. MATH& 152 topics include applications of integration, differentiation, and methods of integration including improper integrals. Graphing calculator required.

Prerequisite(s): Successful completion of MATH& 151 or equivalent is required.

MAT 311
MATHEMATICAL TECHNIQUES FOR OPERATIONS MANAGEMENT 5CR
Provides students with the foundational mathematical tools required for operations management, including acceptance sampling, decision theory, probability theory, and linear programming.

Prerequisite(s): Successful completion of MATH& 146.

MECHATRONICS

MEC 115
DC CIRCUITS 5CR
Covers DC electrical terms, equations and theory. Presents techniques used for solving problems involving resistance, voltage, and current in circuits. Presents fundamental laws and relationships applied to the analysis of circuits, including capacitors and/or inductors. Basic circuit fabrication techniques and standard instrumentation used in test and measurement of DC circuits will also be covered.

Prerequisite(s): Successful completion of FSME 113, PHYS& 114, MATH& 141.

MEC 116
AC CIRCUITS 5CR
Covers AC circuit analysis. Network theorems are applied to the solution of AC circuits. Resonance, filters, AC power and three-phase circuits are covered in detail. Introduces standard instrumentation used in testing AC circuits and measurement of AC circuits and systems. Discusses wiring techniques for AC power systems.

Prerequisite(s): Successful completion of MEC 115.

MEC 120
COMPUTER AIDED DESIGN I 5CR
Introduces the use of parametric computer-aided design (CAD) software to design parts working from engineering sketches and/or prototypes.

Prerequisite(s): Successful completion of FSME 113.

MEC 125
HYDRAULICS AND PNEUMATICS 5CR
Provides students with an understanding of design, installation, maintenance, and repair techniques for the hydraulic and pneumatic systems used in automated systems.

Prerequisite(s): Successful completion of FSME 113, PHYS& 114, MATH& 141.

MEC 130
ELECTRIC MOTORS AND DRIVES 5CR
Gives a broad perspective of DC motors, AC motors (both single- and three-phase), and variable speed drives. Industrial applications of variable speed drives for constant torque, constant horsepower, and variable torque/variable horsepower are covered. Stepper Motors and Servo Motors are discussed, along with their advantages and applications.

Prerequisite(s): Successful completion of MEC 115.

MEC 135
DIGITAL ELECTRONICS AND NETWORKS 5CR
Introduces logic fundamentals, numbering systems, codes, gates, truth tables, basic Boolean theorems, and combination logic circuits. Also introduces the elements used to create TCP/IP-based industrial networks, including switches, routers, and firewalls. The course will include network troubleshooting and the use of network diagnostic tools.

Prerequisite(s): Successful completion of MEC 115.

MEC 140CL
COMPUTER PROGRAMMING AND LOGIC 5CR
Introduces computer programming and problem solving. Topics include language syntax, data types, program organization, algorithm design, and logic control structures. Also covers program design techniques, such as flowcharts and the use of pseudocode.

Prerequisite(s): Successful completion of MATH& 141.

MEC 150
MECHANICAL SYSTEMS 5CR
Develops an understanding of mechanical components used in typical mechatronic systems, such as positioning mechanisms, cranks and sliders, and belts and pulleys. Includes fabrication, test, and troubleshooting of prototype devices.

Prerequisite(s): Successful completion of FSME 113, PHYS& 114, MATH& 141.

MEC 160[CL]
PROGRAMMABLE CONTROLS I 5CR
Covers programmable logic controller (PLC) architecture, configuration, and programming. Teaches students what PLCs do and where they are used. Introduces the Relay Ladder Diagram (RLD) programming language. Students will write and test PLC RLD programs and create a PLC system using digital and analog I/O simulators.

Prerequisite(s): Successful completion of MEC 140.

MEC 165
ROBOTICS 5CR
Covers basic robot terminology and operational skills, including safety, moving a robot in joint and world modes, and creating Teach Pendant programs. Students will also learn about preventative maintenance and will program a robot to carry out simple tasks representative of industrial practice.

Prerequisite(s): Successful completion of MEC 140.

MEC 170
SENSORS AND ACTUATORS 5CR
Students will develop an understanding of how actuators and sensors are chosen for and used in automated systems. Students will demonstrate understanding by integrating actuators and sensors into prototype equipment.

Prerequisite(s): Successful completion of MEC 115 and MEC 125.

MEC 200
PROGRAMMABLE CONTROLS II 5CR
Exercises students' PLC programming and integration skills through the completion of a project representative of modern industrial control practice. Students will also learn about installation, maintenance, and troubleshooting of PLC systems.

Prerequisite(s): Successful completion of MEC 160.

MEC 210
METROLOGY AND CALIBRATION 5CR
Introduces students to basic concepts of metrology, including common technical terms, basic measurement concepts, electronics related to measurement instruments, and math used in calibration. Also teaches various techniques used to make good measurements using calibration equipment and the standards and requirements for implementation and maintenance of calibration and measurement equipment.

Prerequisite(s): Successful completion of MEC 115 or instructor permission.

MEC 220
MAINTENANCE MANAGEMENT 5CR
Introduces students to some of the tools used to plan and manage the maintenance function in manufacturing organizations, including consideration of Total Productive Maintenance (TPM) and corrective, preventative, risk-based, and condition-based maintenance strategies. Students will also be introduced to Computerized Maintenance Management Software (CMMS) and will demonstrate their understanding of the subject by developing a maintenance plan for a typical manufacturing organization.

Prerequisite(s): Successful completion of MEC 125, MEC 130, and MEC 150.

MEC 281
INDEPENDENT STUDY I 2-5CR
A theoretical and/or lab-based investigation into a topic directly related to Mechatronics. Students meet in person with an instructor and agree to an appropriate course of study. Students registering for independent study must submit, at or before registration, a description and timetable for completion, signed by both the instructor supervising the independent study and the student.

Prerequisite(s): Successful completion of ENGL& 101, MATH& 141, PHYS& 114, and instructor permission.

MEC 282
INDEPENDENT STUDY II 2CR
A theoretical and/or lab-based investigation into a topic directly related to mechatronics. Students meet in person with an instructor and agree to an appropriate course of study. Students registering for independent study must submit, at or before registration, a description and timetable for completion, signed by both the instructor supervising the independent study and the student.

Prerequisite(s): Successful completion of ENGL& 101, MATH& 141, PHYS& 114, and instructor permission.

MEC 289
INTERNSHIP/WORK EXPERIENCE 5CR
Provides students with practical on-the-job experience and offers students a way to combine classroom study with related work experience under the supervision of an employer. Work experience must be related to the student's educational and career objectives in the field of mechatronics. Includes a weekly seminar component. Students must submit, at or before registration, a description of the proposed internship, signed by the employer, the instructor, and the student.

Prerequisite(s): Instructor permission.

MEC 290[CAP]
MECHATRONICS CAPSTONE PROJECT 5CR
A required capstone project to be completed prior to graduation as a final check of competency. Students meet in person with an instructor and agree to a project that will apply the skills and competencies that students have acquired in the program, and that will result in a portfolio piece showcasing their abilities. Students must submit, at or before registration, a description and timetable for completion, signed by both the instructor supervising the capstone project and the student. This course is to be taken the final quarter of the program.

Prerequisite(s): Instructor permission.

MEDICAL ASSISTANT

MAP 107
INTRODUCTION TO MEDICAL ASSISTING 3CR
Learn and demonstrate asepsis and infection control. Perform anthropometric measurements, vital signs and physical examination. Instruction and discussion also includes the overall function of the medical assistant within the health care team, including legal responsibilities and limitations. College and program policies and procedures are extensively discussed. This course must be successfully completed in order to proceed in the program.

Prerequisite(s): Students must attend a mandatory information session/advising meeting with an instructor once the student has registered for MAP 107.

Co-requisites: CAH 102, CAH 105 and COLL 102.

MAP 121
BODY SYSTEMS THEORY 101 4CR
Caring for patients with disorders associated with hematology, endocrinology, obstetrics and gynecology, urology and male reproduction, and gastroenterology. Instruction will include anatomy and physiology, pathophysiology, pharmacology, and terminology.

Prerequisite(s): Successful completion of CAH 102, CAH 105, COLL 102 and MAP 107.

Co-requisites: MAP 124.

MAP 124
BODY SYSTEMS APPLICATIONS 101 3CR
Practice fundamental skills relating to Body Systems Theory 101. Skills include blood glucose monitoring, care and use of the microscope, blood typing, cell identification and staining, along with physical and chemical urinalysis and UA slide preparation.

Prerequisite(s): Successful completion of CAH 102, CAH 105CL, COLL 102 and MAP 107.

Co-requisites: MAP 121.

MAP 146
BODY SYSTEMS APPLICATIONS 102 4CR
Practice fundamental skills relating to Body Systems Theory 102. Skills include practicing care and usage of the otoscope, ear/eye exams, audiometry, peak flow meters and small volume nebulizers, and performing ECG's, as well as phlebotomy skills.

Prerequisite(s): Successful completion of MAP 121 and MAP 124.

Co-requisites: MAP 147.

MAP 147
BODY SYSTEMS THEORY 102 4CR
Caring for patients with disorders associated with ophthalmology and otolaryngology, pulmonary medicine, neurology and mental health, cardiology, phlebotomy, and microbiology. Instruction will include anatomy and physiology, pathophysiology, pharmacology, and terminology.

Prerequisite(s): Successful completion of MAP 121 and MAP 124.

Co-requisites: MAP 146.

MAP 164
BODY SYSTEMS APPLICATIONS 103 4CR
Practice fundamental skills relating to Body Systems Theory 103. Skills include wound and burn care, assisting with sutures and suture removal, fiberglass cast application and removal, asepsis and infection control, identifying surgical instruments and proper care of instruments, assisting with minor office surgery, and operating autoclave. Also includes activities related to safety and emergency practices.

Prerequisite(s): Successful completion of MAP 146 and MAP 147.

Co-requisites: MAP 166 and MAP 209.

MAP 166
BODY SYSTEMS THEORY 103 4CR
Caring for patients with disorders associated with dermatology, orthopedic medicine, and surgical asepsis, as well as learning procedures and safety and emergency practices. Instruction will include anatomy and physiology, pathophysiology, pharmacology, injections, and terminology.

Prerequisite(s): Successful completion of MAP 147 and MAP 146.

Co-requisites: MAP 164 and MAP 209.

MAP 171
AUTOMATED COMPUTER APPLICATIONS 4CR
Practice fundamental skills relating to ICD9 and CPT coding using computers. Includes computerized patient scheduling and procedures for accounts receivable management for both private patients and insurance companies.

Prerequisite(s): Successful completion of MAP 182 and MAP 184.

Co-requisites: MAP 179.

MAP 173
ACCOUNTING PRACTICES 4CR
Covers basics of accounting and bookkeeping. Includes expanded discussion on manual procedures for accounts receivable management for both private patients and insurance companies.

Prerequisite(s): MAT 082 or higher. Completion of MAP 171 and MAP 179.

Co-requisites: MAP 177 and MAP 209.

MAP 177
FINANCIAL PRACTICES 2CR
Continues developing skills from Accounting Practices course. Instruction also includes bank accounts, cash funds, and methods of preparation for employee and employer payroll and business taxes.

Prerequisite(s): MAT 082 or higher. Successful completion of MAP 171 and MAP 179.

Co-requisites: MAP 173 and MAP 209.

MAP 179
HEALTH INSURANCE, CODING PRACTICES & BILLING & COLLECTING 5CR
Acquire information regarding private and public insurance programs. Practice fundamental skills relating to ICD-10 and CPT coding utilizing the computer and specific software. Included are patient scheduling and procedures for accounts receivable management for both private patients and insurance companies.

Prerequisite(s): Successful completion of MAP 182 and MAP 184.

Co-requisites: MAP 171.

MAP 182
PATIENT RECEPTION & LEGAL COMPONENTS 4CR
Emphasis on customer service within the health care field, focusing on effective communication with the patient while projecting and promoting a positive image of the profession and the office. This course also includes telephone techniques, patient scheduling, introduction to chart management, and business correspondence for the medical office, including cover letter and resume preparation. Define law and ethics relating to the health care field focusing on components specific to medical assistants.

Prerequisite(s): Successful completion of CAH 102, CAH 105CL, COLL 102, and MAP 107.

Co-requisites: MAP 184.

MAP 184
MEDICAL RECORDS MANAGEMENT 3CR
Instruct and apply knowledge relating to medical records, including the creation, management, and legality of both the paper and electronic record, as well as filing systems utilized within the health care office. Focus will also include assisting patients in obtaining health and community services, as well as supplies and inventory control.

Prerequisite(s): Successful completion of CAH 102, CAH 105CL, COLL 102 and MAP 107.

Co-requisites: MAP 182.

MAP 209
EXTERNSHIP PREPARATION 1 3CR
Introduction of pharmacology math (with estimation components), administering oral and parental (intramuscular, subcutaneous, and intradermal) medications, performance of phlebotomy and microbiology while adhering to medical/surgical asepsis and universal/standard precautions. Also included are student demonstrations of patient flow and uploading immunizations into the college designated database.

Prerequisite(s): Successful completion of MAP's 121, 124, 147 , 146, 179, 171, 182, and 184. This course must be taken the quarter immediately prior to Quarter 5 courses. If more than one quarter passes before beginning Quarter 5, students will have to repeat this course.

Co-requisites: MAP's 164, 166, 173, and 177.

MAP 212
EXTERNSHIP PREPARATION 2 3CR
Demonstrate competencies of skills acquired throughout the Medical Assistant program. Each student will perform and must pass the following skills at a mastery level while adhering to standard precautions: medical/surgical asepsis, blood pressures, patient workups, growth charting, phlebotomy skills, urinalysis, hematocrit, blood glucose check, audio and visual exam, electrocardiogram, telephone techniques and appointment scheduling used within the medical office, computerized accounts payable/receivable, the electronic record, and chart management. Instruction will include caring for pediatric patients and geriatric patients.

Prerequisite(s): Successful completion of MAP 164, MAP 166, MAP 173, MAP 177, and MAP 209. Successful completion of general education courses and compliance with the MAP immunization policy and personal health insurance policy.

Co-requisites: MAP's 215 & 222.

MAP 215
EXTERNSHIP 8CR
Capstone course gives students practical experiences in physician offices and/or clinics. Student must successfully pass MAP 212 in order to be eligible for this course.

Co-requisites: MAP 212 and 222.

MAP 222
COMMUNITY EMPLOYMENT OPPORTUNITIES & LOCATIONS 1CR
Locates the major medical employers (including hospitals) in the student's community, along with their human resources departments. This course also includes interviewing techniques, updating your resume, and methods of applying for employment through a variety of sources.

Prerequisite(s): Successful completion of MAP 215.

Co-requisites: MAP 212 and MAP 215.

MEDICAL HISTOLOGY TECHNICIAN

HISTO 105
ORIENTATION TO THE HISTOLOGY LABORATORY 2CR
Introduces laboratory and chemical safety, as well as universal precautions. Covers basic overview of standard histology instrumentation, quality-control procedures, specimen accessioning, record keeping, and documentation. Explores laboratory and personnel certification requirements.

Prerequisite(s): Successful completion of BIOL& 175, CHEM& 110, and ENGL& 101.

HISTO 110
HISTOTECHNOLOGY I 10CR
Explores the theory and principles of fixation, processing, embedding, sectioning, and cover slipping of tissue sections.

Prerequisite(s): Successful completion of BIOL& 175, CHEM& 110, and ENGL& 101.

HISTO 115
HISTOTECHNOLOGY LAB I 5CR
Explores work in a simulated histology laboratory on campus. Students will participate in hands-on training in basic grossing techniques, as well as in-depth training in processing, embedding, and cutting tissue sections. Students will also learn to identify basic tissue structures using a light microscope.

Co-requisites: HISTO 110.

HISTO 120
HISTOTECHNOLOGY II 10CR
Covers and expands upon the knowledge and skills learned in Histotechnology I. Students will begin to learn the theory and principles of hematoxylin and eosin staining, as well as the basic principles and procedures of carbohydrate stains.

Prerequisite(s): Successful completion of HISTO 105, HISTO 110 and HISTO 115.

HISTO 125
HISTOTECHNOLOGY LAB II 5CR
Expands upon the knowledge and skills learned in Histotechnology Lab I. Students will continue to increase their skills in embedding and tissue sectioning, including the cutting and staining of frozen tissue specimens. Students will learn to do carbohydrate and Amyloid stains.

Co-requisites: HISTO 120.

HISTO 130
MATH APPLICATIONS FOR HISTOLOGY 3CR
Introduces laboratory mathematics with an emphasis on solution preparation.

Co-requisites: HISTO 120 and HISTO 125.

HISTO 135
HISTOTECHNOLOGY III 10CR
Covers theory and techniques learned in Histotechnology I and II. Students will study more complicated special stains, focusing on methods used for microorganisms, pigments, minerals, the nervous system, connective tissue, and muscle stains.

Prerequisite(s): Successful completion of HISTO 120, HISTO 125 and HISTO 130.

HISTO 140
HISTOTECHNOLOGY LAB III 5CR
Expands upon the knowledge and techniques learned in Histotechnology Lab I and II. Students will perform more complicated special stains focusing on methods used to demonstrate microorganisms, pigments and minerals. Students also perform special stains commonly run on brain, muscle and connective tissue.

Co-requisites: HISTO 135.

HISTO 145
IMMUNOHISTO CHEMISTRY 5CR
Covers basic immunohistochemistry theory and techniques.

Co-requisites: HISTO 135 and HISTO 140.

HISTO 150[CAP]
HISTOLOGY INTERNSHIP 10CR
Covers the clinical phase of working in an affiliated histology laboratory. The staff of the affiliated laboratory directly supervise students. A report of "No Record on File" related to crimes against persons from the Washington State Patrol is required for participation in this class.

Prerequisite(s): Successful completion of HISTO 135, HISTO 140 and HISTO 145.

HISTO 160
HISTOLOGY SEMINAR 5CR
Covers what students have learned while working in an affiliated histology laboratory. Students will also review for their certification exam.

Co-requisites: HISTO 150.

MEDICAL LABORATORY TECHNICIAN

MLT 110
INTRODUCTION TO THE LABORATORY 2CR
Orients students to the campus, the program, and the laboratory field. Covers school and program policies, the metric system, basic techniques, microscopy, physiological processes, medical terminology, and laboratory organization. A large block of time is dedicated to discussing laboratory safety and standard precautions, HIPAA, and professionalism. These topics are then integrated into the applied academic courses for the remainder of the program. This course is presented spring quarter.

Prerequisite(s): Completion of a college course in biology with lab and a college course in chemistry with lab within the last five years, with a grade of "B" or better. If you have already obtained your bachelor's degree, then the five-year stipulation does not apply.

MLT 203
HEMATOLOGY 10CR
Explores the role of the circulatory system and heart before beginning an in-depth study of blood cells: erythrocytes and leukocytes. For each cell group, principles of production, function, normal numbers, and associated diseases are covered. Laboratory practice includes manual and automated counting of all cell types and routine procedures associated with each. This course is offered spring quarter.

Prerequisite(s): Successful completion of MLT 110.

MLT 204
HEMOSTASIS 5CR
Covers the processes involved in coagulation (hemostasis), both primary and secondary, and fibrinolysis. Normal coagulation activities, as well as coagulation deficiencies, are presented, and routine coagulation procedures are performed in the student laboratory. This course is offered spring quarter.

Prerequisite(s): Successful completion of MLT 203.

MLT 208
PHLEBOTOMY/PROCESSING 2CR
Learn to collect both venous and capillary blood specimens, as well as to separate plasma or serum from cells, when necessary for testing. The color-coding of evacuated tubes, the specimen requirements for major procedures, and, particularly, the practice of standard precautions are all stressed throughout the course. This course is offered spring quarter, and skills development continues through summer and fall quarters prior to the clinical experience.

Prerequisite(s): Successful completion of MLT 110.

MLT 210
IMMUNOLOGY 7CR
Covers the immune process in terms of active-versus-passive, innate-versus-acquired, and humoral-versus-cell-mediated immunities. Laboratory procedures employing a variety of in vitro demonstrations of antigen-antibody reactions are performed. This course is offered spring quarter.

Prerequisite(s): Successful completion of MLT 204.

MLT 214
IMMUNOHEMATOLOGY 6CR
Applies the principles of antigens and antibodies covered in MLT 210 to red blood cell antigens and antibodies, with emphasis on blood banking procedures, and culminating in performance of pre-transfusion cross matching. This course is offered summer quarter.

Prerequisite(s): Successful completion of MLT 210 and MLT 217.

MLT 216
CLINICAL BLOOD BANKING 5CR
Experience a mock clinical training rotation in blood banking under the direction of a currently practicing blood banking specialist. Building on the procedures mastered in MLT 214, students will solve real-world blood banking problems, including identification of antibodies. Students will deal with daily inventory and temperature record-keeping, perform quality assurance procedures, and receive and complete stat orders. This course is offered summer quarter.

Prerequisite(s): Successful completion of MLT 214.

MLT 217
MICROBIOLOGY 10CR
This course begins with an introduction to bacterial growth, culture requirements, sterilization procedures, and biochemical activity. This introductory material is followed by detailed study of the gram positive cocci, the gram negative cocci, the enterobacteriaceae, and the non-fermentative gram negative bacilli. Particular attention is paid to human pathogenic versus normal flora organisms depending on body site. Identification by classical and packaged systems is followed by susceptibility studies. Brief presentations on anaerobes, parasitology and mycology conclude the course. This course is offered summer quarter.

Prerequisite(s): Successful completion of MLT 218.

MLT 218
URINALYSIS 3CR
Perform routine urine analysis, both macroscopic and microscopic, with attention to abnormal results and their possible cause. An overview of the anatomy and physiology of the excretory system and the normal and abnormal constituents of urine accompany laboratory practice. This course is presented summer quarter.

Prerequisite(s): Successful completion of MLT 210.

MLT 221
BODY FLUIDS 1CR
Introduces the production, collection, and analyses of various body fluids, including cerebrospinal and synovial fluids. This course is offered on Wednesday afternoons during the fall quarter clinical phase.

Prerequisite(s): Successful completion of MLT 218 and MLT 227.

MLT 227
CLINICAL CHEMISTRY 8CR
Beginning with an overview of the digestive system, students will study the relationship between blood levels of many substances and normal-versus-abnormal physiology. In the student laboratory, students will perform manual and semi-automated procedures for the assay of commonly measured blood components. Preventative maintenance of instruments, troubleshooting, and quality assurance are stressed throughout the course. This course is offered fall quarter.

Prerequisite(s): Successful completion of MLT 216 and MLT 218.

MLT 232
CLINICAL EXPERIENCE I 11CR
This course begins the clinical phase of training in an affiliated laboratory. During this course, students will complete eight weeks of the experience (either five eight-hour days each week or four nine-hour days each week). Some clinical sites may assign 1-2 weeks of either swing or night shift as part of the clinical phase. In the next courses (MLT 235 and 236), they will continue training for eleven more weeks. Over the course of the nineteen weeks of clinical training, students will rotate through all departments and perform current routine procedures by state-of-the-art methodologies. Appropriate amounts of time are spent working in each particular discipline; to accomplish this, some students rotate through two or three different laboratories. Staff of the affiliated laboratory directly supervise students; there is ongoing contact with the instructor in the form of bimonthly site visits and Wednesday afternoon class sessions. A report of "No Record on File" related to crimes against persons from a background check is required for participation in this training. This course is offered fall quarter.

Prerequisite(s): Successful completion of MLT 227.

MLT 235
CLINICAL EXPERIENCE II 9CR
Continues the clinical training begun in MLT 232. Students continue for six weeks of training (either five eight-hour days each week or four nine-hour days each week), rotating through those departments not yet experienced and continuing to meet objectives listed in the MLT 232 syllabus. Some clinical sites may assign 1-2 weeks of either swing or night shift as part of the clinical phase. As in MLT 232, staff of the affiliated laboratory directly supervise students, and there is ongoing contact with the instructor in the form of bimonthly site visits, as well as Wednesday afternoon class sessions. This course is offered winter quarter.

Prerequisite(s): Successful completion of MLT 221 and MLT 232.

MLT 236CAP
CLINICAL EXPERIENCE III 7CR
Complete the clinical training begun in MLT 232 and continued in 235. Students complete five more weeks of training (either five eight-hour days or four nine-hour days each week), completing the remainder of the objectives in the MLT 232 syllabus. Some clinical sites may also assign 1-2 weeks of either swing or night shift as part of the clinical phase. As in MLT 235, staff of the affiliated laboratory directly supervise students, and there is ongoing contact with the instructor in the form of bimonthly site visits, as well as Wednesday afternoon class sessions. This course is offered winter quarter. Near the end of the quarter students will be given a cumulative final exam to prepare them for the ASCP national board exam.

Prerequisite(s): Successful completion of MLT 235.

MUSIC

MUSC& 105
MUSIC APPRECIATION 5CR
Learn about elements of music, that is, the building blocks: pitch, melody, harmony, rhythm, texture, timbre, and dynamics. Study the evolution of music through the ages. This will not be a music history class, but rather an investigation of how music changed through time.

Prerequisite(s): Appropriate COMPASS (81 in reading, 77 in writing) score; or successful completion of ENG 094.

NONDESTRUCTIVE TESTING

MS 123
FUNDAMENTALS OF WELDING FOR THE NON-WELDING MAJOR 5CR
Students will identify, perform or witness various basic welding processes for prospective visual and non-destructive inspectors.

MS 126
FUNDAMENTALS OF COMPOSITES FOR THE NON-COMPOSITES TECHNICIAN 4CR
Introduces the various kinds of composite parts. This course explores the different types of resin, matrices, fibers, cores, and laminates. Students will explore their mechanical properties and the advantages of each type of composite structure. Covers the layup, winding, molding, curing, and repair of composite parts. Explores the role of NDT in testing composite parts after fabrication and after repair and the kinds of defects found.

MS 131
BLUEPRINT READING FUNDAMENTALS 3CR
Covers basic lines and views of drawings, identifying and interpreting weld and fabrication symbols, and locating NDT requirements.

NDT 108
INTRODUCTION TO NDT 5CR
This course is an introduction to terms and definitions and a method overview of nondestructive testing. Methods include eddy current, visual liquid penetrant, magnetic particle, radiography, and ultrasonic testing.

NDT 113
MATERIAL AND PROCESSES FOR NDT I 5CR
Explores the properties of materials, both metals and non-metals, and their applications in design and manufacturing. Introduction to Lean Concepts and applications.

NDT 115
NDT WELDING 3CR
Presents structural profile and dimensional discontinuities as they relate to the oxyacetylene process for welding, brazing, and cutting. Shielded metal arc welding (SMAW) exercises are also included as they relate to visual inspection for nondestructive testing technology.

NDT 120
VISUAL AND OPTICAL TESTING 5CR
Visual inspection is the most widely used method of nondestructive testing. Learn to detect various discontinuances related to the power-plant industry, structural steel fabrication and construction industries, aerospace industry, petrochemical industry, and manufacturing processes. Exercises are performed using many visual inspection tools.

Prerequisite(s): Successful completion of NDT 115 and NDT 185.

NDT 121
MATERIALS AND PROCESSES FOR NDT II 5CR
Learn the major manufacturing processes used to fabricate parts, their possible discontinuities, and how to choose the appropriate NDT methods to inspect them.

NDT 125
MAGNETIC PARTICLE TESTING 5CR
Covers the principles of magnetization, the selection of equipment, and the type of indications found. Students will operate, test, and maintain quality control of the equipment and report results.

NDT 130
LIQUID PENETRANT TESTING 5CR
Covers principles and practices of liquid penetrant inspection. Students will learn why and when to use various types of penetrant materials and the proper techniques necessary for reliable inspection. Addresses the evaluation of liquid penetrant indications, interpreting standards and specifications, and checking penetrant system quality. Students will review fundamental liquid penetrant principles and techniques; develop and write procedures; and inspect welds, castings, forgings, and machined components. Parts are evaluated according to relevant codes and/or standards.

NDT 140
EDDY CURRENT TESTING I 5CR
Covers electromagnetic theory, types of Eddy Current sensing elements, selection of inspection parameters, readout mechanism and applications. Successful students will pass a simulated Level 1 general exam.

Prerequisite(s): Successful completion of NDT 125, NDT 185, CAS 121.

NDT 145
NDT WELDING & WELD INSPECTION 5CR
Presents structural profile and dimensional discontinuities as they relate to the oxyacetylene process for welding, brazing, and cutting. Shielded metal arc welding (SMAW) exercises are also included as they relate to visual inspection for nondestructive testing technology. Includes an overview of techniques related to weld inspection.

NDT 150
ULTRASONIC TESTING I 5CR
Covers the principles of acoustics. Introduces the basic pulse echo instruments, transducers and couplants. Covers the basic testing methods, calibration, and examinations to specific procedures. Successful students will pass a simulated Level 1 general examination.

Prerequisite(s): Successful completion of MS 123, MS 126, NDT 185, CAS 121.

NDT 160
RADIOGRAPHIC TESTING I 5CR
Introduces students to basic principles and theory of radiography, methods and applications, safety, image quality and formation, exposure parameters and techniques, dark room and film processing techniques, and film characteristics.

Prerequisite(s): Successful completion of MS 123, MS 126, NDT 185.

NDT 170
EDDY CURRENT TESTING II 5CR
Covers a continuation of Eddy Current theory: factors that affect coil impedance, signal-to-noise ratio, selection test frequency, coupling and field strength. Includes an explanation of standards and specifications used in eddy current testing. Students will learn about the selection of the appropriate instruments, probes and standards necessary to perform the required tests. Successful students will pass a simulated Level II general and specific exam.

NDT 180
ULTRASONIC TESTING II 5CR
Introduces the operation of various ultrasonic equipment and transducers in a variety of testing methods. Students will calibrate, test, and evaluate various product forms per procedures, standards, and codes. Successful students will pass a simulated Level II general and specific exam.

Prerequisite(s): Successful completion of NDT 185.

NDT 185
PHYSICS FOR NDT PROFESSIONALS 5CR
Covers physics concepts used in nondestructive testing, including right-triangle trigonometry, waves, sound, electric fields, electric current, resistance, circuits, magnetism, and the electromagnetic spectrum.

Prerequisite(s): Successful completion of MAT 099.

NDT 187
INSPECTION AND TEST EQUIPMENT 5CR
Teaches students about the use and care of inspection tools, including surface plates, height gauges, indicators, coordinate measuring machines (CMM), and electrical and electronic test instruments. Includes the use of Excel to gather, analyze, and present inspection data; and the development of professional reports for the presentation of this information.

NDT 189
INSPECTION PLANNING AND PROCESSES 4CR
Covers the development of acceptance sampling plans and processes for quality control. Includes the use of sampling tables and standards in preparing inspection plans for new product design, product improvement, incoming material control, and vendors' parts supply.

Prerequisite(s): Successful completion of NDT 187.

NDT 190
RADIOGRAPHIC TESTING II 5CR
Students will explore more advanced radiographic theory. Students will develop radiographic techniques commonly used in industrial testing. Includes a review of types and characteristics of defects and manufacturing processes. Students will explore safety principles and practices in working with radiographic equipment and isotopes. Covers the practical applications of radiographic evaluation and interpretation per applicable standards, codes, and procedures. Successful students will pass a simulated Level II general and specific exam.

Prerequisite(s): Successful completion of NDT 160.

NDT 191
CONTINUOUS IMPROVEMENT TOOLS 4CR
Introduction to key tools used for continuous improvement, including Six Sigma and Lean. Students will learn the background behind, and the terminology associated with, these tools, along with how to apply the define, measure, analyze, improve, and control (DMAIC) model to improve production outcomes.

Prerequisite(s): Successful completion of MATH& 146 and NDT 189.

NDT 193
STATISTICAL PROCESS CONTROL 4CR
Covers the use of statistical techniques for quality improvement. Includes the use of control charts for variable and attribute data, and interpretation of the charts for process capability and probability of occurrences analysis. Also studied are ANOVA, R&R gage capability, and sampling strategies.

Prerequisite(s): Successful completion of MATH& 146 Introduction to Statistics.

NDT 195CAP
QUALITY INSPECTOR CAPSTONE PROJECT 3CR
A required capstone project to be completed prior to completion of the program as a final check of competency. Students meet in person with an instructor and agree to a project that will apply the skills and competencies that students have acquired in the program and that will result in a portfolio piece showcasing their abilities. Students must submit a description and timetable for completion, signed by both the instructor supervising the capstone project and the student. This course is to be taken in the final quarter of the program.

Prerequisite(s): Instructor permission and successful completion of MATH& 146 Introduction to Statistics.

Co-requisites: NDT 191 Continuous Improvement tools.

NDT 210
EDDY CURRENT TESTING III 5CR
Covers an extension of advanced Eddy Current theory. Students will simulate a Level II practice exam through development of a technique and evaluation per applicable standards, codes and procedures.

Prerequisite(s): Successful completion of NDT 170.

NDT 220
ULTRASONIC TESTING III 5CR
Covers an overview of the basic principles and theories of Phased Array. Students will simulate a Level II practical exam through development of a technique and evaluation per applicable standards, codes and procedures.

Prerequisite(s): Successful completion of MAT 099, NDT 180.

NDT 230
RADIOGRAPHIC TESTING III 5CR
Covers an overview of non-film radiography: computed radiography (CR), digital detector arrays (DDA), and computed tomography (CT), with emphasis on CR. Students will perform practical exercises to reinforce their understanding of the principles of CR. Students will take a simulated Level II practical exam with film radiography through development of a technique and evaluation per applicable standards, codes and procedures.

Prerequisite(s): Successful completion of NDT 190.

NDT 240CAP
CAPSTONE PROJECT 3CR
Designed to synthesize and integrate the knowledge gained in all previous courses and demonstrate the application of theory and practice through a project.

NDT 250
NDI INTERNSHIP 1CR
Provides on-the-job practical experience under the supervision of an employer. Instructor permission is required for site choice.

Prerequisite(s): Advanced standing and instructor's permission.

NDT 255
NDT SPECIAL PROJECTS 1CR
Strengthen technical skills in NDT topics by applying knowledge to projects of personal interest and/or assigned projects.

Prerequisite(s): Advanced standing with instructor's permission.

NURSING

NAC 101
NURSING ASSISTANT THEORY 6CR
The Nursing Assistant Certified program prepares students to take the state examination for nursing assistant certification licensure. All three courses in the program must be successfully completed for students to be eligible to take the state examination. This course provides an introduction to the role and responsibilities of being a nursing assistant and meets the theory requirements for Washington State Nursing Assistant training.

Prerequisite(s): Ability to lift up to 25 pounds.

NAC 102
NURSING SKILLS FUNDAMENTALS 4CR
This course covers instruction and practice of nursing assistant skills. Students will not be allowed to participate in the final skills exam unless attendance for all clinical hours has been fulfilled.

Prerequisite(s): Documentation of required immunizations, ability to lift up to 25 pounds, and "No Record on File" from the Washington State Patrol and DSHS. Successful completion of NAC 101.

NAC 107
UNIT BASED CLINICAL EXPERIENCE 3CR
This course includes clinical experience in a long-term facility under the supervision of an instructor.

Prerequisite(s): Documentations of required immunizations, ability to lift up to 25 pounds. Students must have "No Record on File" related to crimes against children or vulnerable adults from the Washington State Patrol and DSHS. Successful completion of NAC 101.

NAC 126
NURSING ASSISTANT THEORY I 3CR
Introduction to the role and responsibilities of a nursing assistant. Includes the following topics: resident/work environment, infection control, special needs of the elderly, communication and interpersonal skills, body systems (introduction to key anatomical, physiological, and pathological terms), documentation responsibilities, residents' rights, long-term care setting, legal/ethical issues, and stages of death and dying. This course will meet the didactic portion of Washington State and Omnibus Budget Reconciliation Act (OBRA) requirements for Nursing Assistant Training.

NAC 131
NURSING SKILL FUNDAMENTALS I-BEST 4CR
Explore the principles of providing basic patient care; includes the minimum requirements for skill competencies as required under the Washington State and Omnibus Budget Reconciliation Act (OBRA) requirements for the nursing assistant. Students must correctly demonstrate 100 percent of the steps for each of the skills tested.

Prerequisite(s): Documentation of required immunizations, ability to lift up to 25 pounds, and a "No Record on File" from the Washington State Patrol and DSHS.

NAC 133
NURSING ASSISTANT THEORY II 3CR
Covers infection control, documentation responsibilities, first aid & CPR training, HIPAA, and HIV training.

NAC 139
UNIT BASED CLINICAL EXPERIENCE I-BEST 3CR
The course includes clinical experience in a long-term care facility under the supervision of an instructor.

Prerequisite(s): Documentation of required immunizations, ability to lift up to 25 pounds. Students must have "No Record on File" related to crimes against children or vulnerable adults from the Washington State Patrol and DSHS. Successful completion of NAC 126, NAC 131, and NAC 133.

NURS 117
FUNDAMENTALS OF NURSING 4CR
Explores the health care system and the profession of nursing with emphasis on care with a diverse population of clients. Introduces the beginning practical nurse student to essential nursing concepts, such as therapeutic communication, infection control, patient safety, patient education, evidence-based practice, scope of practice, legal and ethical issues, principles of caring, promotion of comfort, and the nursing process.

Prerequisite(s): Admission to Practical Nursing program.

NURS 120
MEDICAL/SURGICAL NURSING I 3CR
Focuses on the use of the nursing process in care of clients with selected health disturbances. Emphasis is given to psychological, sociocultural, and developmental factors. Nursing interventions, pharmacological considerations, and client teaching are integrated.

Prerequisite(s): Admission to Practical Nursing program.

NURS 122
PRE-PHARMACOLOGY 2CR
Prepares students to calculate drug dosages in order to accurately prepare and administer medications to a varied client population. Basic principles for client safety are reviewed.

Prerequisite(s): Admission to Practical Nursing program.

NURS 123
BASIC HEALTH ASSESSMENT AND NURSING SKILLS I 5CR
Provides laboratory demonstration and supervised practice of nursing skills discussed in NURS 117 and NURS 120. Students will demonstrate competence in selected skills using principles taught. During laboratory practice, students will use simulated equipment and classmates as patients.

Prerequisite(s): Admission to Practical Nursing program.

NURS 124
MENTAL HEALTH NURSING 3CR
Focuses on the continuum between mental health and illness and the therapeutic nurse-client relationship. Selected mental disorders will be discussed with emphasis on nursing interventions, common interdisciplinary treatments, and services available for clients in inpatient and outpatient settings.

Prerequisite(s): Admission to Practical Nursing program.

NURS 125
PHARMACOLOGY IN NURSING 3CR
Presents pharmacological concepts and principles for preparation and administration of medications, along with related client assessment and teaching. The role and responsibility of the practical nurse in drug therapy is emphasized. Students are prepared to participate safely and effectively in medication therapy.

Prerequisite(s): Successful completion of NURS 117, NURS 120, NURS 122, NURS 123 and NURS 124.

NURS 126
BASIC HEALTH ASSESSMENT AND NURSING SKILLS II 3CR
Students will demonstrate competence in selected nursing skills, using simulation equipment or other nursing students as clients. Students will also have a clinical experience focusing on safe nursing practice, nursing process, communication, documentation, and client teaching.

Prerequisite(s): Successful completion of NURS 117, NURS 120, NURS 122, NURS 123 and NURS 124.

NURS 128
CONTEMPORARY MATERNITY NURSING 3CR
Focuses on the care of childbearing women and their families through all stages of pregnancy and childbirth, as well as the first six weeks after birth.

Prerequisite(s): Successful completion of NURS 117, NURS 120, NURS 122, NURS 123 and NURS 124.

NURS 130
NURSING OF CHILDREN 3CR
Presents the principles necessary for the student to care for clients throughout the age continuum, with special emphasis on developmental stages and how they impact self-care. Common diseases and disorders related to each developmental stage are explored.

Prerequisite(s): Successful completion of NURS 117, NURS 120, NURS 122, NURS 123 and NURS 124.

NURS 131
MEDICAL/SURGICAL NURSING II 3CR
Focuses on use of the nursing process in care of clients with selected health disturbances. Emphasis is given to psychological, sociocultural, and developmental factors. Pharmacologic and nutritional consideration and client teaching are integrated.

Prerequisite(s): Successful completion of NURS 117, NURS 120, NURS 122, NURS 123 and NURS 124.

NURS 133
MEDICAL/SURGICAL NURSING III 4CR
Focuses on the use of the nursing process in care of clients with selected health disturbances. Emphasis is given to psychological, sociocultural, and developmental factors. Pharmacologic and nutritional considerations and client teaching are integrated.

Prerequisite(s): Successful completion of NURS 125, NURS 126, NURS 128, NURS 130 and NURS 131.

NURS 145
MEDICAL SURGICAL NURSING IV 4CR
Using a physiological systems approach, this class focuses on implementation of the nursing process in care of a diverse population of clients with health disturbances.

Prerequisite(s): Successful completion of NURS 133, NURS 149 and NURS 153.

NURS 149
CLINICAL PRACTICUM I 5CR
Provides an opportunity for students to provide care to clients in long-term care, acute, and community settings. Experience involves direct client care, nursing procedures, and administration of medications to diverse clients of every stage of life. Focuses on safe nursing practice, nursing process, communication, documentation, and client teaching.

Prerequisite(s): Successful completion of NURS 125, NURS 126, NURS 128, NURS 130 and NURS 131.

NURS 153
CLINICAL PRACTICUM II 5CR
Provides an opportunity for students to provide care to clients in long-term care, acute, and community settings. Experience involves direct client care, nursing procedures, and administration of medications to diverse clients of every stage of life. Focuses on safe nursing practice, nursing process, communication, documentation, and client teaching.

Prerequisite(s): Successful completion of NURS 125, NURS 126, NURS 128, NURS 130 and NURS 131.

NURS 154
ISSUES & TRENDS IN NURSING 2CR
Prepares students for entry into nursing practice. Emphasis is on concepts of leadership, role of the practical nurse, and nursing laws governing practice. Career opportunities, preparation for licensure, and opportunities for further education in nursing are explored.

Prerequisite(s): Successful completion of NURS 133, NURS 149 and NURS 153.

NURS 161
CLINICAL PRACTICUM III 4CR
Provides an opportunity for students to provide care to clients in long-term care and acute and community settings. Experience involves direct client care, nursing procedures, and administration of medication to diverse clients of every stage of life. Focus is on safe nursing practices, nursing process, communication, and practice in providing complete care for two or more clients.

Prerequisite(s): Successful completion of NURS 133, NURS 149 and NURS 153.

NURS 164
CLINICAL PRACTICUM IV 4CR
Provides an opportunity for students to provide care to clients in long-term care and acute and community settings. Experience involves direct client care, nursing procedures, and administration of medication to diverse clients of every stage of life. Focus is on safe nursing practices, nursing process, communication, and practice in providing complete care for two or more clients.

Prerequisite(s): Successful completion of NURS 133, NURS 149 and NURS 153.

NURS 204
PN TO RN TRANSITION 1CR
This is a self-paced course that offers the introduction to the transition process of the Licensed Practical Nurse to the Registered Nurse student. Students will be provided an opportunity to remediate on skills and knowledge learned in Practical Nurse training. Students will be introduced to the scope of practice decision tree. Students will be required to demonstrate competency in identified practical nurse skills and knowledge before continuing into the RN program.

Prerequisite(s): Admission to Associate Degree in Nursing (ADN) program.

NURS 229
PSYCHOSOCIAL ISSUES IN HEALTH CARE 2CR
Utilizes a concept-based approach and focuses on the emotional, mental, and social well-being of the client throughout the lifespan within a diverse population.

Prerequisite(s): Admission to Associate Degree in Nursing (ADN) program and NURS 204.

NURS 231
NURSING CONCEPTS IV 3CR
Utilizes a concept-based approach to explore the nursing process in providing safe patient care for clients with complex health care issues. The focus of this course will be on assessment, clinical decision making, evidence based practice, and managing care.

Prerequisite(s): Admission to Associate Degree in Nursing (ADN) program and NURS 204.

NURS 239
NURSING CONCEPTS IV LAB 3CR
Utilizes a concept-based approach to learn, practice and demonstrate competency on identified nursing skills within the scope of practice for the Registered Nurse.

Prerequisite(s): Admission to Associate Degree in Nursing (ADN) program and NURS 204.

NURS 243
NURSING CONCEPTS V 4CR
Utilizes a concept-based approach to explore the nursing process in providing safe patient care for clients with complex health care issues. The focus of this course will be on provision of comfort, mobility, health wellness and illness, safety, development, and elimination.

Prerequisite(s): Admission to Associate Degree in Nursing (ADN) program and NURS 204.

NURS 244
ETHICS AND POLICY IN HEALTH CARE 2CR
Utilizes a concept-based approach to address ethical issues and policies in health care.

Prerequisite(s): Successful completion of NURS 229, NURS 231, NURS 239, and NURS 243.

NURS 245
NURSING CONCEPTS VI 4CR
Utilizes a concept-based approach to explore the nursing process in providing safe patient care for clients with complex health care issues. The focus of this course will be on health and illness-related concepts of infection, inflammation, and immunity.

Prerequisite(s): Successful completion of NURS 229, NURS 231, NURS 239, and NURS 243.

NURS 246
NURSING CONCEPTS VI CLINICAL 3CR
Provides the student with opportunities to learn and have direct involvement in responsibility and accountability for the provision of basic nursing care and comfort of clients with acute and chronic illnesses, pharmacological and parenteral therapies, and pain management.

Prerequisite(s): Successful completion of NURS 229, NURS 231, NURS 239, and NURS 243.

NURS 248
NURSING CONCEPTS VII 3CR
Utilizes a concept-based approach to explore the nursing process in providing safe patient care for clients with complex health care issues. The focus of this course will be on health and illness-related concepts: reproduction, tissue integrity, oxygenation, and perioperative care.

Prerequisite(s): Successful completion of NURS 229, NURS 231, NURS 239, and NURS 243.

NURS 250
NURSING CONCEPTS VIII 4CR
Utilizes a concept-based approach to explore the nursing process in providing safe patient care for clients with complex health care issues. The focus of this course will be on health and illness-related concepts: perfusion, digestion, acid based balance, fluid and electrolytes, and metabolism.

Prerequisite(s): Successful completion of NURS 244, NURS 245, NURS 246 and NURS 248.

NURS 252CAP
PRACTICAL CAPSTONE 4CR
Provides the student with an opportunity to learn and have direct involvement in responsibility and accountability for the provision of care, within the scope of practice of a Registered Nurse, in a mentored clinical experience. Each student will be assigned a preceptor to work with for a minimum of 145 hours.

Prerequisite(s): Successful completion of NURS 244, NURS 245, NURS 246 and NURS 248.

NURS 254
NURSING CONCEPTS IX 4CR
Utilizes a concept-based approach to explore the nursing process in providing safe patient care for clients with complex health care issues. The focus of this course will be on health and illness related concepts: intracranial regulation, sensory perception, thermoregulation, and cellular regulation.

Prerequisite(s): Successful completion of NURS 244, NURS 245, NURS 246 and NURS 248.

NUTRITION

NUTR& 101
NUTRITION 5CR
An exploration of macronutrients (carbohydrates, proteins, and fats) and micronutrients (vitamins and minerals) and their role in growth, development, and optimal health throughout the lifespan. A study in the anatomy and physiology of the gastrointestinal tract and its relation to digestion, absorption, and metabolism of nutrients will be completed. Students will explore the role of nutrition in preventing nutrition-related diseases. A healthy dietary plan will be developed to assist students in making healthy changes in their nutritional status for themselves and other members of their community.

Prerequisite(s): Successful completion of ENGL& 101.

OPERATIONS MANAGEMENT

BUS 310
PROJECT MANAGEMENT 5CR
Teaches students some of the techniques necessary to develop realistic and comprehensive project plans, identify risk areas, monitor the plans, and deal with problems. The course will also cover management of the procurement process and communication with project stakeholders.

Prerequisite(s): Successful completion of ENGL& 101.

ECON 310
MANAGERIAL ECONOMICS 5CR
Focuses on forecasting and estimating techniques and on tools used to analyze projects, compare alternatives, and make sound business decisions based on economic principles, such as time value of money, internal rate of return, and cost-benefit ratios.

Prerequisite(s): Successful completion of ENGL& 101 and MATH& 146.

OPM 312
FORECASTING AND SYSTEM DESIGN 5CR
Introduces students to forecasting and capacity planning tools for manufacturing and service organizations. Covers the selection of appropriate processes and facility layouts, the design of work systems, and maintenance planning.

Prerequisite(s): Successful completion of OPM 311 or instructor permission.

OPM 313
QUALITY MANAGEMENT 5CR
Equips students with the tools used to plan, implement, and manage quality management programs with special emphasis on process documentation, staff training, and communication of results to management and auditors.

Prerequisite(s): Successful completion of OPM 311 or instructor permission.

OPM 314
LOGISTICAL PLANNING & SUPPLY CHAIN MANAGEMENT 5CR
Introduces students to the complexities of domestic and global supply chains, including consideration of make/buy and outsourcing decisions. Explores the importance of the inventory control and procurement functions and discusses the use of materials resource planning (MRP), manufacturing resource planning (MRPII), and enterprise resource planning (ERP) systems.

Prerequisite(s): Successful completion of OPM 311 or instructor permission.

OPM 315
LEAN CONCEPTS AND APPLICATIONS 5CR
Introduces students to the theory behind Lean, including concepts such as value stream mapping, workplace organization and standardization, 5-S and cellular flow. Covers Lean terminology, including kanban and total production maintenance, and tools, such as gap analysis, "5 Why's," root cause analysis, Pareto charts, and cause-effect diagrams.

Prerequisite(s): Successful completion of OPM 311 or instructor permission.

OPM 411
FACILITY LAYOUT AND MATERIALS HANDLING 5CR
Covers the design and optimal layout of industrial facilities, materials handling systems, and warehousing for the most efficient flow of raw materials, work-in-process, and completed product.

Prerequisite(s): Successful completion of OPM 311 or instructor permission.

OPM 412
WORKPLACE HEALTH AND SAFETY MANAGEMENT 5CR
Provides a foundation for students to take on responsibility for the management of health and safety in the workplace. Covers OSHA and the inspection process, identification of safety hazards and implementation of preventative measures, and developing a formal health and safety training program.

Prerequisite(s): Successful completion of OPM 311 or instructor permission.

OPM 413
MEASUREMENT AND STATISTICAL PROCESS CONTROL 5CR
Introduces key tools used in statistical process control, including control charts, continuous improvement, acceptance sampling, and the design of experiments. Also covers fundamental metrology principles, including error measurement and analysis, the impact of temperature and pressure on precision measurement, equipment calibration, and advanced test and measurement techniques.

Prerequisite(s): Successful completion of OPM 311 or instructor permission.

OPM 491
FOCUSED STUDY I 5CR
Provides students with an opportunity to explore an area of professional interest and to develop a greater understanding of that area through focused study and applied research under the direction of a faculty member and/or industry mentor. The topic to be studied will be agreed on in conjunction with program faculty and approved by the program director, and each course will require both a written report and an oral presentation of the research findings.

Prerequisite(s): Successful completion of OPM 311, OPM 312, ENG 310, instructor permission.

OPM 492
FOCUSED STUDY II 5CR
Provides students with an opportunity to explore an area of professional interest and to develop a greater understanding of that area through focused study and applied research under the direction of a faculty member and/or industry mentor. The topic to be studied will be agreed on in conjunction with program faculty and approved by the program director, and each course will require both a written report and an oral presentation of the research findings.

Prerequisite(s): Successful completion of OPM 311, OPM 312, ENG 310, instructor permission.

OPM 493
FOCUSED STUDY III 5CR
Provides students with an opportunity to explore an area of professional interest and to develop a greater understanding of that area through focused study and applied research under the direction of a faculty member and/or industry mentor. The topic to be studied will be agreed on in conjunction with program faculty and approved by the program director, and each course will require both a written report and an oral presentation of the research findings.

Prerequisite(s): Successful completion of OPM 311, OPM 312, ENG 310, instructor permission.

OPM 498CAP
INDIVIDUAL CAPSTONE PROJECT 5CR
Involves the self-directed execution of a project in the field of operations management, employing elements from many of the courses the student has already taken linked together in a methodical, systematic way. The topic to be studied will be agreed in conjunction with program faculty and approved by the program director. The course requires both a written report and an oral presentation of the project results.

Prerequisite(s): Successful completion of OPM 491 and OPM 492.

OPM 499CAP
GROUP CAPSTONE PROJECT 5CR
Involves working as a team on a project in the field of operations management. The topic to be studied will be chosen by the group, agreed on in conjunction with program faculty, and approved by the program director. The project may be carried out with an industry partner/employer. The course requires a written project report, an oral presentation of the project results by the group, and individual summary reports by each student.

Prerequisite(s): Successful completion of OPM 491 and OPM 492.

PHIL 310DIV
PROFESSIONAL ETHICS 5CR
This course increases students' awareness of ethical dilemmas that might occur at work to show how such ethical issues are subject to management analysis and decision-making action and to provide students with the conceptual tools necessary to identify and then develop an acceptable resolution to these dilemmas.

Prerequisite(s): Successful completion of

ENGL& 101.

PASTRY ARTS

BAKE 106
CHOCOLATE I (CONFECTIONS) 4CR
Explores the different types of chocolate used in making assorted treats, candies, and garnishes. Various methods of tempering, chocolate decorating, fudges, truffles, and other candies will be identified.

BAKE 110
PATISSERIE I 7CR
Provides students with the opportunity to attain fundamental cooking, time-management, and production competencies in the program-run bistro. These include making scones, muffins, and cookies; demonstrating how to read, write and follow a standard recipe; and understanding the basic principles of various cooking methods. Students will uphold a high level of professionalism. Instructor permission required.

BAKE 113
CAKES I (FILLINGS AND ICINGS) 4CR
Introduces students to mixing methods, their ingredients and their function in cake baking. Correct scaling, portioning, baking, and determining doneness of assorted cakes. Fillings and icings will be introduced in the presentation of basic cakes.

BAKE 114
DESSERT ALTERNATIVES (SUGAR FREE, GLUTEN FREE) 3CR
Covers how to make sugar-free, vegan and gluten-free desserts. Students will explore how to develop and use special ingredients, techniques, and methods when making desserts not using standard ingredients, such as eggs, butter, white flour, and milk.

BAKE 115
PATISSERIE II 7CR
Provides students with the opportunity to refine fundamental cooking, time-management and production competencies in the program-run bistro. These include making scones, muffins, cookies, and cake; demonstrating how to read, write, and follow a standard recipe; and understanding the basic principles of various cooking methods. Students will uphold a high level of professionalism.

BAKE 117
FROZEN DESSERTS 3CR
Explores the world of frozen desserts. Students will develop recipes for various frozen desserts, such as gelato, sorbets, parfaits, and ice creams, along with savory desserts with the use of herbs, spices, and vegetables.

BAKE 119
YEAST BREADS 4CR
Introduces students to the techniques used with starters and yeasts. Students will demonstrate how to cultivate yeast with proper proofing and baking techniques, along with completing a variety of yeast breads.

BAKE 121
PATISSERIE III 7CR
Introduces students to the experience of managing, training, and mentoring fellow classmates. Provides students with the opportunity to further refine fundamental cooking, time-management and production competencies in the program-run bistro. These include making scones, muffins, cookies, and cake; demonstrating how to read, write, and follow a standard recipe; and understanding the basic principles of various cooking methods. Students will uphold a high level of professionalism. Instructor permission required.

BAKE 131
PIES, TARTS, CUSTARDS AND FILLINGS 4CR
Introduces students to a variety of pie crusts and the preparation of assorted fruit fillings. Tarts, custards, and pastry cream will also be explored. Instructor permission required.

BAKE 134
QUICK BREADS, COOKIES, BROWNIES 3CR
Introduces students to the ingredients and function in preparation of quick breads and cookies. Students will explore the assorted doughs, shapes, and baking and finishing methods. Instructor permission required.

BAKE 140
RESTAURANT (INDIVIDUAL) DESSERTS AND PETIT FOURS 5CR
Introduces students to the challenges of creating individual desserts for restaurants. Students will make individual desserts for the college restaurant and learn the detailed art of the Petit Fours.

BAKE 153
SUGAR WORK 3CR
Introduces students to the stages of sugar work. Students will demonstrate how to make various sugar-based candies and pulled sugar items. The coloring and handling of sugar flowers and ribbons will also be demonstrated.

BAKE 157
WEDDING CAKES 3CR
Covers elaborate techniques used in the composition, design, and execution of wedding cakes. Explores the use of gum paste, fondant, and modeling chocolate. Students will develop a cake rendering on the spot with a customer.

BAKE 162
RETAIL AND CUSTOMER SERVICE 7CR
Familiarizes students with all aspects of retail service, cashierin,g and retail displays. Included are opening/closing procedures, retail layout and presentation, customer service, leadership, sanitation and safety, proper cash handling, and sales techniques. Instructor permission required.

BAKE 210
CAKES II 3CR
Introduces students to advanced cakes, such as high ratio, chiffon cakes, and torts, along with buttercream icings and fondant. Temperature and environmental factors in cake making will also be covered.

PHARMACY TECHNICIAN

PT 121
INTRODUCTION TO PHARMACY & PHARMACY LAW 5CR
Orients students to the work of pharmacy technicians and the context in which technicians' work is performed. Covers the study of pharmacy law as it pertains to the practice of pharmacy in the state of Washington compared to the United States as a whole.

Prerequisite(s): High school diploma or high school equivalency diploma. Computer literacy. Ability to speak, read, and write the English language. Successful completion of a college-level math course within the last five years. Successful completion of a 5-credit Medical Terminology course. Successful completion of CAH 105 Computer Applications. All courses must be completed with a "B" or above.

PT 124
PHARMACOLOGY, PART I 5CR
Explores drug action mechanisms, the routes of administration, and the effects on body systems. Emphasis on the uses, effects, and side effects of the major drug classes.

Prerequisite(s): High school diploma or high school equivalency diploma. Computer literacy. Ability to speak, read, and write the English language. Successful completion of a college-level math course within the last five years. Successful completion of a 5-credit Medical Terminology course. Successful completion of CAH 105 Computer Applications. All courses must be completed with a "B" or above.

PT 128
PHARMACOLOGY, PART II 5CR
Continues the exploration of drug action mechanisms, the routes of administration, and the effects on body systems. Emphasis on the uses, effects, and side effects of the major drug classes and the systems they are used on.

Prerequisite(s): Successful completion of PT 121, PT 124, PT 131, PT 144, and PT 156 with grades of B or above in all courses.

PT 131
COMMUNITY PHARMACY PRACTICE 5CR
Introduces the retail pharmacy experience. Explores all aspects of community pharmacy practice, including keyboarding, prescription filling, and compounding. Customer service is explored as well.

Prerequisite(s): High school diploma or high school equivalency diploma. Computer literacy. Ability to speak, read, and write the English language. Successful completion of a college-level math course within the last five years. Successful completion of a 5-credit Medical Terminology course. Successful completion of CAH 105 Computer Applications. All courses must be completed with a "B" or above.

PT 144
GENERIC DRUG NAMES PART I 3CR
Introduces the top 200 drugs prescribed in the United States each year.

Prerequisite(s): High school diploma or high school equivalency diploma. Computer literacy. Ability to speak, read, and write the English language. Successful completion of a college-level math course within the last five years. Successful completion of a 5-credit Medical Terminology course. Successful completion of CAH 105 Computer Applications. All courses must be completed with a "B" or above.

PT 145
HOSPITAL PRACTICE 4CR
Introduces students to formularies, manual and electronic distribution systems, and procedures for hospital practice.

Prerequisite(s): Successful completion of PT 121, PT 124, PT 131, PT 144, and PT 156 with grades of "B" or above in all courses.

PT 148
CLINICAL CAPSTONE RESEARCH 4CR
Discover local pharmacies and the requirements for internship. Explore professional conduct and appearance.

Prerequisite(s): Successful completion of PT 121, PT 124, PT 131, PT 144 and PT 156 with grades of "B" or above in all courses.

PT 153
GENERIC DRUG NAMES PART II 3CR
Continues the exploration of the top 200 drugs prescribed in the United States each year, adding the component of drugs used specifically in the hospital setting.

Prerequisite(s): Successful completion of PT 121, PT 124, PT 131, PT 144 and PT 156 with a grade of "B" or above.

PT 156
PHARMACEUTICAL CALCULATIONS 2CR
Explores math specific to the practice of pharmacy.

Prerequisite(s): High school diploma or high school equivalency diploma. Computer literacy. Ability to speak, read, and write the English language. Successful completion of a college-level math course within the last five years. Successful completion of a 5-credit Medical Terminology course. Successful completion of CAH 105 Computer Applications. All courses must be completed with a "B" or above.

PT 160
STERILE PARENTERAL PREPARATION PRODUCTION 3CR
Students will apply techniques learned to prepare sterile compounding products. Emphasis will be on aseptic technique and USP <797>.

Prerequisite(s): Successful completion of PT 121, PT 124, PT 131, PT 144 and PT 156 with grades of "B" or above in all courses.

PT 163CAP
COMMUNITY PHARMACY CLINICAL CAPSTONE 7CR
Students will spend five-and-a-half weeks in a community pharmacy setting. While in this capstone experience, students will perform the duties of a community pharmacy technician under the direct supervision of a pharmacist preceptor. There will be ongoing contact with the instructor in the form of site visits and seminars.

Prerequisite(s): Successful completion of all in-class pharmacy technician requirements with grades of "B" or above in all courses.

PT 165
INSTITUTIONAL CLINICAL CAPSTONE 7CR
Students will spend five-and-a-half weeks in an institutional pharmacy setting. While in this capstone experience, students will perform the duties of an institutional pharmacy technician under the direct supervision of a pharmacist preceptor. There will be ongoing contact with the instructor in the form of site visits and seminars.

Prerequisite(s): Successful completion of all in-class pharmacy technician requirements with grades of "B" or above in all courses.

PHYSICS

PHYS& 114
GENERAL PHYSICS I WITH LAB 5CR
Covers problem-solving concepts in physics, including one- and two-dimensional kinematics, force, Newton's laws of motion, uniform circular motion, universal gravitation, work, energy, linear momentum, rotational motion, and angular momentum in an algebra-based approach.

Prerequisite(s): Successful completion of MAT 099.

PROFESSIONAL PILOT

AVP 105
PRIVATE PILOT I 4CR
Training in basic aircraft control, aircraft systems, airport procedures, and traffic pattern operations.

Prerequisite(s): FAA Class II Medical with Student Pilot Certificate prior to the first day of class. Instructor permission only.

AVP 105	Flight Training		
	Flight Hours	Aircraft*	Dual
DUAL-172	10	$1,165.80	$400.00
SOLO	0	$0.00	
PRE/POST	10	$120.00	
TOTAL		$1,285.80	$400.00
COMBINED TOTAL		$1,685.80	

*Aircraft costs vary with the current fuel market price.

AVP 110
PRIVATE PILOT II 4CR
Covers aircraft control, establishing and maintaining specific flight attitudes, and ground reference maneuvers.

Prerequisite(s): Successful completion of AVP 105 or equivalent. Instructor permission only.

AVP 110	FLIGHT TRAINING		
	FLIGHT HOURS	AIRCRAFT*	DUAL
DUAL-172	10	$1,165.80	$400.00
SOLO	.5	$58.29	
PRE/POST	10.5	$126.00	
TOTAL		$1,350.09	$400.00
COMBINED TOTAL		$1,750.09	

*Aircraft costs vary with the current fuel market price.

AVP 115
PRIVATE PILOT III 4CR

Basic performance maneuvers, traffic pattern procedures, and takeoffs and landings. Upon successful completion, students will solo the aircraft.

Prerequisite(s): Successful completion of AVP 110 or equivalent. Instructor permission only.

AVP 115	FLIGHT TRAINING		
	FLIGHT HOURS	AIRCRAFT*	DUAL
DUAL-172	7.5	$874.35	$300.00
SOLO	2.0	$233.16	
PRE/POST	9.5	$114.00	
TOTAL		$1,221.51	$300.00
COMBINED TOTAL		$1,521.51	

*Aircraft costs vary with the current fuel market price.

AVP 118
PRIVATE PILOT PRACTICAL TEST STANDARDS I 4CR

Receive additional flight and ground training as required to meet pilot certification requirements.

Prerequisite(s): Solo endorsement and completion of a solo flight. Instructor permission only.

AVP 125
PRIVATE PILOT IV 4CR

Introduces knowledge, skills and aeronautical experience necessary to successfully complete the navigation and cross-country flight portion of flight training.

Prerequisite(s): Grade of "C" or better in AVP 115 or equivalent. Pre-solo written exam must be completed with a passing grade. Instructor permission only.

AVP 125	Flight Training		
	Flight Hours	Aircraft*	Dual
DUAL-172	5.5	$641.19	$220.00
SOLO	4.5	$524.61	
PRE/POST	10	$120.00	
TOTAL		$1,285.80	$220.00
COMBINED TOTAL		$1,505.80	

*Aircraft costs vary with the current fuel market price.

AVP 130
PRIVATE PILOT V 4CR

Provides the knowledge, skill, and aeronautical experience necessary to read and understand disseminated weather reports and forecasts. Meets the requirements for cross-country navigation and basic instrument flight.

Prerequisite(s): Successful completion of AVP 125 or equivalent. Pre-solo written exam must be completed with a passing grade. Instructor permission only.

AVP 130	Flight Training		
	Flight Hours	Aircraft*	Dual
DUAL-172	4	$466.32	$160.00
SOLO	6	$699.48	
PRE/POST	10	$120.00	
TOTAL		$1,285.80	$160.00
COMBINED TOTAL		$1,445.80	

*Aircraft costs vary with the current fuel market price.

AVP 135CAP
PRIVATE PILOT VI 4CR

Gain the proficiency to meet the requirements necessary for FAA Private Pilot Certification with an Airplane Category and Single-Engine Class Rating.

Prerequisite(s): Successful completion of AVP 130 or equivalent. Pre-solo written exam must be completed with a passing grade. Instructor permission only.

AVP 135	Flight Training		
	Flight Hours	Aircraft*	Dual
DUAL-172	10	$1,165.80	$400.00
SOLO	0	$0.00	
PRE/POST	10	$120.00	
TOTAL		$1,285.80	$400.00
COMBINED TOTAL		$1,685.80	

*Aircraft costs vary with the current fuel market price.

AVP 138
PRIVATE PILOT PRACTICAL TEST STANDARDS II 4CR

Receive additional flight and ground training as required to meet pilot certification requirements.

Prerequisite(s): Solo endorsement and completion of a solo flight. Instructor permission only.

AVP 140
INSTRUMENT PILOT I 4CR

Introduces skills that will establish a strong foundation in basic attitude instrument flying and basic instrument navigation.

Prerequisite(s): FAA Private Pilot Certificate. Instructor permission only.

AVP 140	Flight Training		
	Flight Hours	Aircraft*	Dual
DUAL-172	10	$1,165.80	$400.00
PRE/POST	10	$120.00	
TOTAL		$1,285.80	$400.00
COMBINED TOTAL		$1,685.80	

*Aircraft costs vary with the current fuel market price.

AVP 145
INSTRUMENT PILOT II 4CR

Perform precision attitude instrument flight, including advanced navigation techniques and procedures.

Prerequisite(s): Successful completion of AVP 140 or equivalent. Instructor permission only.

AVP 145	Flight Training		
	Flight Hours	Aircraft*	Dual
DUAL-172	9	$1,049.22	$360.00
PRE/POST	9	$108.00	
TOTAL		$1,157.22	$360.00
COMBINED TOTAL		$1,517.22	

*Aircraft costs vary with the current fuel market price.

AVP 150
INSTRUMENT PILOT III 4CR

Apply advanced navigation techniques and perform holding pattern entry procedures.

Prerequisite(s): Successful completion of AVP 145 or equivalent. Instructor permission only.

AVP 150	Flight Training		
	Flight Hours	Aircraft*	Dual
DUAL-172	11	$1,282.38	$440.00
PRE/POST	11	$132.00	
TOTAL		$1,414.38	$440.00
COMBINED TOTAL		$1,854.38	

*Aircraft costs vary with the current fuel market price.

AVP 152
INSTRUMENT PILOT PRACTICAL STANDARDS III 4CR

Receive additional flight and ground training as required to meet pilot certification requirements.

Prerequisite(s): Instructor permission only.

AVP 155
INSTRUMENT PILOT IV 4CR

Perform holding patterns and instrument approach procedures.

Prerequisite(s): Grade of "C" or better in AVP 150 or equivalent. Instructor permission only.

AVP 155	Flight Training		
	Flight Hours	Aircraft*	Dual
DUAL-172	10	$1,165.80	$400.00
PRE/POST	10	$120.00	
TOTAL		$1,285.80	$400.00
COMBINED TOTAL		**$1,685.80**	

*Aircraft costs vary with the current fuel market price.

AVP 160
INSTRUMENT PILOT V 4CR

Perform cross-country flight using advanced navigation procedures. Use ATC communication procedures and conduct instrument departures, arrivals, and approaches.

Prerequisite(s): Successful completion of AVP 155 or equivalent. Instructor permission only.

AVP 160	Flight Training		
	Flight Hours	Aircraft*	Dual
DUAL-172	8	$932.64	$320.00
PRE/POST	8	$96.00	
TOTAL		$1,028.64	$320.00
COMBINED TOTAL		$1,348.64	

*Aircraft costs vary with the current fuel market price.

AVP 170CAP
INSTRUMENT PILOT VI 4CR

Acquire the flight and aeronautical knowledge proficiency required for the issuance of the FAA Instrument-Airplane Rating.

Prerequisite(s): Successful completion of AVP 160 or equivalent. Instructor permission only.

AVP 170	Flight Training		
	Flight Hours	Aircraft*	Dual
DUAL-172	12	$1,398.96	$480.00
PRE/POST	12	$144.00	
TOTAL		$1,542.96	$480.00
COMBINED TOTAL		$2,022.96	

*Aircraft costs vary with the current fuel market price.

AVP 172
INSTRUMENT PILOT PRACTICAL STANDARDS IV 4CR

Receive additional flight and ground training as required to meet pilot certification requirements.

Prerequisite(s): Instructor permission only.

AVP 175
COMMERCIAL PILOT I 4CR

Acquire initial VFR cross-country flight training. Pilotage, dead-reckoning, and radio navigation will be covered.

Prerequisite(s): FAA Private Pilot Certificate, Instrument-Airplane Rating. Instructor permission only.

AVP 175	Flight Training		
	Flight Hours	Aircraft*	Dual
DUAL-172	8	$932.64	$320.00
SOLO	3	$349.74	
PRE/POST	11	$132.00	
TOTAL		$1,414.38	$320.00
COMBINED TOTAL		**$1,734.38**	

*Aircraft costs vary with the current fuel market price.

AVP 180
COMMERCIAL PILOT II 4CR

Receive additional VFR cross-country flight training. Additional flight training will encompass mountain flying techniques and local night flight operations.

Prerequisite(s): Successful completion of AVP 175 or equivalent. Instructor permission only.

AVP 180	Flight Training		
	Flight Hours	Aircraft*	Dual
DUAL-172	0	$0.00	$0.00
SOLO	10.5	$1,224.09	
PRE/POST	10.5	$126.00	
TOTAL		$1,350.09	$0.00
COMBINED TOTAL		**$1,350.09**	

*Aircraft costs vary with the current fuel market price.

AVP 185
COMMERCIAL PILOT III 4CR

Receive final training in VFR cross-country flight and night operations. The cross-country flight hours required for Commercial Pilot Certification will be completed.

Prerequisite(s): Successful completion of AVP 180 or equivalent. Instructor permission only.

AVP 185	Flight Training		
	Flight Hours	Aircraft*	Dual
DUAL-172	0	$0.00	$0.00
SOLO	8.5	$990.93	
PRE/POST	8.5	$102.00	
TOTAL		$1,092.93	$0.00
COMBINED TOTAL		**$1,092.93**	

*Aircraft costs vary with the current fuel market price.

AVP 190
AIRLINE MULTI-ENGINE CRM (CREW RESOURCE MANAGEMENT) 1 3CR

Update your knowledge and skills in multi-engine and advanced avionics operations, systems, performance, instrument, and airline crew operations. Operate a multi-engine aircraft as a crew and log no less than 10 hours of multi-engine Pilot in Command time.

Prerequisite(s): Must be at least 18 years of age and be able to read, speak, write, and understand the English language. Must comply with FAA licensing standards and possess an FAA Commercial multi-engine Certificate. Second-class FAA medical certificate required prior to the first day of class. Please contact instructor for details. Must have instructor permission.

AVP 195
AIRLINE MULTI-ENGINE CRM (CREW RESOURCE MANAGEMENT) 2 3CR

Update your knowledge and skills in multi-engine and advanced avionics operations, systems, performance, instrument, and airline crew operations. Operate a multi-engine aircraft as a crew and log no less than 20 hours of multi-engine Pilot in Command time.

Prerequisite(s): Must be at least 18 years of age and be able to read, speak, write, and understand the English language. Must comply with FAA licensing standards and possess an FAA Commercial multi-engine Certificate. Second-class FAA medical certificate required prior to the first day of class. Please contact instructor for details. Must have instructor permission.

AVP 210
COMMERCIAL PILOT IV 4CR

Receive initial flight and ground training in high-performance Commercial Pilot Certification maneuvers. Flight maneuver training includes chandelles, lazy eights, steep power turns, and accuracy landings.

Prerequisite(s): Grade of "C" or better in AVP 185 or equivalent. Instructor permission only.

AVP 210	Flight Training		
	Flight Hours	Aircraft*	Dual
DUAL-172	0	$0.00	$0.00
SOLO	11	$1,282.38	
PRE/POST	11	$132.00	
TOTAL		$1,414.38	$0.00
COMBINED TOTAL		**$1,414.38**	

*Aircraft costs vary with the current fuel market price.

AVP 215
COMMERCIAL PILOT V 4CR

Gain additional aeronautical knowledge and flying skills necessary for advanced precision flight maneuvers.

Prerequisite(s): Successful completion of AVP 210 or equivalent. Instructor permission only.

AVP 215	Flight Training		
	Flight Hours	Aircraft*	Dual
DUAL-172	3	$349.74	$120.00
SOLO	7	$816.06	
PRE/POST	10	$120.00	
TOTAL		$1,285.80	$120.00
COMBINED TOTAL		**$1,405.80**	

*Aircraft costs vary with the current fuel market price.

AVP 218
MULTI-ENGINE INSTRUCTOR CERTIFICATION MEI 3CR

Obtain and/or update knowledge and skills to meet Federal Aviation Administration multi-engine instructor requirements. Multi-engine operations, systems, performance, instrument, and aerodynamics will be examined. Emergency operations, including engine-out performance, aerodynamics, decision making, and instrument flight, will be studied.

Prerequisite(s): Must be at least 18 years of age and be able to read, speak, write, and understand the English language. Must comply with FAA licensing standards and possess an FAA private pilot certificate. Second-class FAA medical certificate required prior to the first day of class. Please contact instructor for details. The Transportation Security Administration (TSA) requires that U.S. citizens prove citizenship status before beginning flight training by providing a current passport or birth certificate and driver's license. Non-U.S. students must submit to a background and fingerprint check from the TSA prior to beginning training. Contact instructor for details. Must have instructor permission.

AVP 220
COMMERCIAL PILOT VI 4CR

Receive advanced training in all the required Commercial Pilot Certification maneuvers. Flying proficiency in these maneuvers will meet the requirements set forth in the FAA Practical Test Standards.

Prerequisite(s): Successful completion of AVP 215 or equivalent.

AVP 220	Flight Training		
	Flight Hours	Aircraft*	Dual
DUAL-172	5	$582.90	$200.00
SOLO	4	$466.32	
PRE/POST	9	$108.00	
TOTAL		$1,157.22	$200.00
COMBINED TOTAL		**$1,357.22**	

*Aircraft costs vary with the current fuel market price.

AVP 223
COMMERCIAL PILOT PRACTICAL STANDARDS V 4CR

Receive additional flight and ground training as required to meet pilot certification requirements.

Prerequisite(s): Instructor permission only.

AVP 230
COMMERCIAL PILOT VII 4CR

Operate a high-performance aircraft with retractable landing gear and constant-speed propeller. Basic flight maneuvers and aircraft systems will be covered.

Prerequisite(s): Grade of "C" or better in AVP 220 or equivalent. Instructor permission only.

AVP 230	Flight Training		
	Flight Hours	Aircraft*	Dual
DUAL-172	4.5	$524.61	$180.00
SOLO	5.0	$582.90	
PRE/POST	9.5	$114.00	
TOTAL		$1,221.51	$180.00
COMBINED TOTAL		**$1,401.51**	

*Aircraft costs vary with the current fuel market price.

AVP 235
COMMERCIAL PILOT VIII 4CR

Operate a high-performance aircraft with retractable landing gear and constant-speed propeller. Advanced flight maneuvers, as well as emergency procedures, will be mastered.

Prerequisite(s): Successful completion of AVP 230 or equivalent. Instructor permission only.

AVP 235	Flight Training		
	Flight Hours	Aircraft*	Dual
DUAL-172	6.5	$757.77	$260.00
SOLO	4.0	$466.32	
PRE/POST	10.5	$126.00	
TOTAL		$1,350.09	$260.00
COMBINED TOTAL		**$1,610.09**	

*Aircraft costs vary with the current fuel market price.

AVP 240
COMMERCIAL PILOT IX 4CR

Operate a high-performance aircraft with retractable landing gear and constant-speed propeller. Increase proficiency in advance flight maneuvers and emergency procedures. Obtain logbook endorsement for the operation of High Performance Airplanes.

Prerequisite(s): Successful completion of AVP 235 or equivalent. Instructor permission only.

AVP 240	Flight Training		
	Flight Hours	Aircraft*	Dual
DUAL-172	4	$466.32	$160.00
SOLO	6	$699.48	
PRE/POST	10	$120.00	
TOTAL		$1,285.80	$160.00
COMBINED TOTAL		**$1,445.80**	

*Aircraft costs vary with the current fuel market price.

AVP 245
COMMERCIAL PILOT X 4CR

Receive initial preparative training to increase aeronautical skills and experience to meet the requirements for the issuance of a Commercial Pilot Certificate.

Prerequisite(s): Grade of "C" or better in AVP 240 or equivalent. Instructor permission only.

AVP 245	Flight Training		
	Flight Hours	Aircraft*	Dual
DUAL-172	4	$466.32	$160.00
SOLO	6	$699.48	
PRE/POST	10	$120.00	
TOTAL		$1,285.80	$160.00
COMBINED TOTAL		**$1,445.80**	

*Aircraft costs vary with the current fuel market price.

AVP 250
COMMERCIAL PILOT XI 4CR

Receive additional preparative training to increase aeronautical skills and experience to meet the requirements for the issuance of a Commercial Pilot Certificate.

Prerequisite(s): Successful completion of AVP 245 or equivalent. Instructor permission only.

AVP 250	FLIGHT TRAINING		
	FLIGHT HOURS	Aircraft*	DUAL
DUAL-172	2	$233.16	$80.00
SOLO	0	$0.00	
DUAL-182	8	$1,448.48	$320.00
PRE/POST	10	$120.00	
TOTAL		$1,801.64	$400.00
COMBINED TOTAL		$2,201.64	

*Aircraft costs vary with the current fuel market price.

AVP 255CAP
COMMERCIAL PILOT XII 4CR

Receive final advanced preparative training to increase aeronautical skills and experience to meet the requirements for the issuance of a Commercial Pilot Certificate.

Prerequisite(s): AVP 250 or equivalent. Instructor permission only.

AVP 255	Flight Training		
	Flight Hours	Aircraft*	Dual
DUAL-172	0	$0.00	$0.00
SOLO	0	$0.00	
DUAL-182	10	$1,810.60	$400.00
PRE/POST	10	$120.00	
TOTAL		$1,930.60	$400.00
COMBINED TOTAL		$2,330.60	

*Aircraft costs vary with the current fuel market price.

AVP 257
COMMERCIAL PILOT PRACTICAL STANDARDS VI 4CR

Receive additional flight and ground training as required to meet pilot certification requirements.

Prerequisite(s): Instructor permission only.

AVP 260
CERTIFIED FLIGHT INSTRUCTOR I 4CR

Receive initial training in teaching and learning theory, as well as overall review of commercial pilot aeronautical knowledge subject areas. Student will be trained to fly the aircraft from the right seat to Commercial Pilot Practical Test Standards.

Prerequisite(s): FAA Commercial Pilot, Airplane Certificate and Instrument Airplane Rating. Instructor permission only.

AVP 265
CERTIFIED FLIGHT INSTRUCTOR II 4CR

Master proper teaching techniques from the right seat of the training aircraft. Develop proficiency in conducting aeronautical knowledge briefings. Successful completion will result when knowledge and proficiency meet and/or exceed FAA Practical Test Standards.

Prerequisite(s): Successful completion of AVP 260 or equivalent. Instructor permission only.

AVP 268
CERTIFIED INSTRUMENT FLIGHT INSTRUCTOR 4CR

Acquire the aeronautical knowledge, skills, and experience necessary to obtain an FAA Instrument Flight Instructor Rating added to student's Certified Flight Instructor Certificate.

Prerequisite(s): FAA Commercial Pilot Airplane Certificate with Instrument Airplane Rating Certified Flight Instructor-Airplane Certificate. Instructor permission only.

AVP 271
MULTI-ENGINE CERTIFICATION 3CR

Obtain and/or update their knowledge and skills to meet Federal Aviation Administration multi-engine requirements. Multi-engine operations, systems, performance, instrument, and aerodynamics will be examined. Emergency operations, including engine-out performance, aerodynamics, decision-making, and instrument flight, will be studied.

Prerequisite(s): Must be at least 18 years of age and be able to read, speak, write, and understand the English language. Must comply with FAA licensing standards and possess an FAA private pilot certificate and Instrument rating. Second-class FAA medical certificate required prior to the first day of class. Please contact instructor for details. The Transportation Security Administration (TSA) requires that U.S. citizens prove citizenship status before beginning flight training by providing a current passport or birth certificate and driver's license. Non-U.S. students must submit to a background and fingerprint check from the TSA prior to beginning training. Contact instructor for details. Must have instructor permission.

PSYCHOLOGY

PSY 112DIV
PSYCHOLOGY OF THE WORKPLACE 5CR

Introduces general psychological principles and their application to the workplace, emphasizing critical thinking with regard to self-awareness, interpersonal relations, motivation, and teamwork.

Prerequisite(s): Appropriate COMPASS (81 in reading) placement score or successful completion of ENG 094.

PSY 210
PSYCHOLOGY OF ADJUSTMENT 5CR

Emphasizes the practical application of knowledge and techniques within various theoretical frameworks. These frameworks are applied to normal adjustment situations in human lifespan, such as gender role development, love, sex, relationships, work, marriage, separation and divorce, and death and loss. Students will explore methods of effecting change in their lives.

Prerequisite(s): Successful completion of PSYC& 100 or PSY 112.

PSYC& 100DIV
GENERAL PSYCHOLOGY 5CR

Surveys the knowledge and methods of the discipline of psychology. Presents a broad view of this subject and establishes the foundation for further study of the discipline. Emphasis will be placed on applying psychological knowledge to daily situations and on accessing and assessing information about behavior from a variety of sources. Skills in scientific reasoning and critical thinking will be developed.

Prerequisite(s): Appropriate COMPASS (81 in reading, 77 in writing) placement score or successful completion of ENG 094.

PSYC& 200
LIFESPAN PSYCHOLOGY 5CR

Introduces the milestones of human development from conception to death. It describes the physical, cognitive, and social growth of people, with special attention to various cultural contexts of development and the rich diversity of individuals. The content is drawn from research and theories in developmental psychology. Students are expected to integrate their personal experiences, knowledge of psychology, and their observations of human development with the content of this course. Implications for parenting, education, and social policy making will be discussed, so that students may apply course information to meaningful problems.

Prerequisite(s): Successful completion of PSYC& 100.

PSYC& 220
ABNORMAL PSYCHOLOGY 5CR
A study of the development and symptoms of mental health disorders. Topics covered include schizophrenia, mood disorders, anxiety disorders, personality disorders, psychosomatic disorders, sexual deviation, organic disorders, and the process of adjustment to stress. Attention is given to biosocial, cognitive, and cultural factors and their role in mental health.

Prerequisite(s): Successful completion of PSYC& 100 or PSY 112.

PSYC 311[DIV]
INDUSTRIAL/ORGANIZATIONAL PSYCHOLOGY 5CR
Examines how people behave and interact with each other at work, with an emphasis on the way that this affects job performance. Topics covered in this course include the development of leadership skills, recruitment and retention, motivation and team building, managing change, and conflict resolution.

Prerequisite(s): Successful completion of ENGL& 101.

RETAIL BUSINESS MANAGEMENT

RBM 105
FUNDAMENTALS OF ORGANIZATIONAL BEHAVIOR 3CR
Emphasizes the human factor in business, the job of the supervisor, human relations, the art of leadership and converting policy into action, job analysis and performance, how and when to discipline, and effective supervising techniques for a diverse workplace.

RBM 107
MARKETING 3CR
Discover the methods and techniques of marketing research and the principles on which they are based. Includes the elements of the research process, evaluation, and effective presentation of findings.

RBM 109
PRINCIPLES OF RETAILING 3CR
Provides an introduction to retail management operations and merchandising. Covers retail target markets, trading area analysis and site selection, retail organization, buying, handling financial management of merchandise, development of retail image, customer service, and control of retail operations.

RBM 111
ESSENTIALS OF BUSINESS COMMUNICATION 3CR
Prepares students to communicate effectively in business settings by helping them develop superior written and oral communication skills. This course focuses on traditional and web-based forms of communication, as seen in business today, including email, letters, memos, reports, proposals, and presentations. Upon completion of Business Communications, students will know how to plan, write, and revise communications for a variety of audiences, both in print and online.

RBM 113[CL]
BUSINESS TECHNOLOGY FOR RETAIL APPLICATIONS 3CR
Gain hands-on experience with the fundamentals of Microsoft Office, such as entering data, formatting, copying and pasting, basic formula construction, auto summing and more. This course will not only teach you the basics of Office but will also teach you the thinking and mechanics of how to apply it to your everyday retail problems.

RBM 115
HUMAN RESOURCE MANAGEMENT 3CR
Identify the role of human resource management, including its scope and responsibilities. Students will examine the principles and methods used in the recruitment, selection, placement, and training of employees. Major laws, trends, and issues related to human resource administration will be discussed.

RBM 117
PRINCIPLES OF MANAGEMENT 3CR
Learn essential skills for operating an effective business. Topics include employee productivity, project management, human resources and job design, forecasting, statistical process control, and supply chain management.

RBM 119
FINANCIAL MANAGEMENT 3CR
Introduces students to key financial management topics that give insight into the issues and challenges facing financial managers every day. Examines the latest financial developments, including a discussion on IPOs as a broad topic and the sale of stock. This course delivers the solid understanding of financial management that a business student needs for future success.

RBM 123
CUSTOMER SERVICE 5CR
Introduces concepts of effective customer service, step-by-step suggestions for improving communication, and valuable references for delivering exceptional internal and external customer-service skills.

RBM 129
SPEAKING FOR SUCCESS 5CR
Theory and practice in composing and presenting oral business communications, both impromptu and prepared. Effective writing of business documents, methods of research, and presentation of oral class reports.

RBM 133
EFFECTIVE SELLING 5CR
Nature and scope of selling and understanding buying motives, with strong emphasis on the selling process, prospecting, pre-approach, demonstration of products and services, and closing. While we use the traditional selling tenets as a foundation, this course adapts the concepts to the rapidly changing world of business in today's environment, including the use of Twitter, LinkedIn, Facebook, blogs, wikis, and other interactive ways of connecting with customers.

RBM 159
E-COMMERCE PRINCIPLES & APPLICATIONS 4CR
This introduction to the world of electronic commerce provides the tools necessary to understand and capitalize on the explosion of Internet-based business in today's economy. Study the technologies used to create new opportunities for business-to-business and business-to-customer services.

RBM 162
SOCIAL MEDIA MARKETING 5CR
Social Media Marketing will give you a practical approach to developing successful social media marketing plans. A proven eight-step social-media planning model provides students with a cumulative learning experience, showing them how to construct social media strategies that achieve desired marketing goals.

RBM 164
MARKETING COMMUNICATIONS 5CR
Developed with real-world examples to illustrate the concepts of promotion and gives students a glimpse into industry and the challenges it faces. This course will introduce concepts on developing a target market, how to find your target market, and how to effectively build relationships through research and branding to the company's core customer.

RBM 166[CAP]
SUCCESSFUL CAREER DEVELOPMENT 5CR
Participate in self-analysis, goal setting, career exploration, personal appearance and grooming; resume writing, application letter writing, and the employment interview; and communication of ideas, interviewing practice, and other techniques of successful career development.

RBM 168
CONSUMER BEHAVIOR 5CR
Introduction to the core concepts and applications of contemporary consumer behavior as it is practiced today with the latest consumer behavior statistics, examples, and trends. This course emphasizes how the recent recession, green marketing, and natural disasters all impact contemporary consumer behavior.

RBM 201
INTRODUCTION TO BUSINESS ETIQUETTE 5CR
A professional class designed to give an understanding of business etiquette. Put your best professional foot forward with Introduction to Business Etiquette. This course covers all the important issues and concepts without confusing students with excess material. This class covers basic digital etiquette and provides information on how to create and maintain business relationships.

SOCIOLOGY

SOC& 101[DIV]
INTRODUCTION TO SOCIOLOGY 5CR
Focuses on understanding and applying the sociological perspective, which stresses the importance of the impact of social forces external to the individual in shaping people's lives and experiences. Topics studied will include socialization, social interaction, culture, groups, social structure, deviance, social inequality, social class, race, gender, institutions (political, economic, educational, and family), collective behavior, and social change. Students will be asked to learn the basic concepts, theories, and perspectives of sociology; to see how these operate in terms of social processes, structures, and events; and to apply this knowledge to better understand the social world.

Prerequisite(s): Appropriate COMPASS (81 in reading, 77 in writing) placement score or successful completion of ENG 094.

SURGICAL TECHNOLOGY

SURG 126
PATIENT CARE THEORY 5CR
Covers surgical attire, instrument groups, OR preparation and equipment, case selection, patient transfer, positioning, skin preparation and draping concepts, patient identification, and consent.

Prerequisite(s): Successful completion of SURG 136, SURG 137, SURG 138 and SURG 146.

SURG 127
PHARMACOLOGY & ANESTHESIA 5CR
Introduces students to basic surgical-related pharmacologic and anesthetic principles, including drug classification, proper medication labeling and handling, aseptic medication preparation, and usage principles of anesthesia administration and monitoring, including complications and intervention.

Prerequisite(s): Successful completion of SURG 136, SURG 137, SURG 138 and SURG 146.

SURG 130
PATIENT CARE THEORY II 5CR
Develops students' understanding of the surgical patient, the needs of special patient populations, and basic biomedical science. Students will complete their HIPAA and AIDS/HIV training.

Prerequisite(s): Successful completion of SURG 126, SURG 127, SURG 141 and SURG 151.

SURG 136
OPERATING ROOM THEORY I 8CR
Introduces students' to the OR environment, aseptic principles and practices, scrubbing, gowning, gloving, preparation of the sterile field, abdominal incisions, ob-gyn, general, ophthalmic, and genitourinary surgeries.

Prerequisite(s): Successful completion of MAT 108, ENGL& 101, BIOL& 175, CAH 102, CAH 103 and SOC& 101.

SURG 137
INTRODUCTION TO SURGERY 5CR
Orients the student to the field of surgical technology, including history, working conditions, personal characteristics, professionalism, health care facilities, standards of conduct, the physical environment, and safety standards.

Prerequisite(s): Successful completion of MAT 108, ENGL& 101, BIOL& 175, CAH 102, CAH 103, and SOC& 101.

SURG 138
INTRODUCTION TO ASEPSIS & INSTRUMENTATION 5CR
Orients students to the principles of asepsis and sterile technique; surgical case management; instrumentation; supplies; and wound healing related to sutures, needles, and stapling devices.

Prerequisite(s): Successful completion of MAT 108, ENGL& 101, BIOL& 175, CAH 102, CAH 103, and SOC& 101.

SURG 141
OPERATING ROOM THEORY II 8CR
Classroom and lab presentations of surgical specialties to include otorhinolaryngologic, orthopedic, oral/maxillofacial, plastic/reconstructive procedures, and surgical anatomy.

Prerequisite(s): Successful completion of SURG 136, SURG 137, SURG 138 and SURG 146.

SURG 146
SURGICAL LAB I 5CR
Introduces students to the OR environment, aseptic principles and practices, scrubbing, gowning, gloving, and preparation of the sterile field.

Prerequisite(s): Successful completion of MAT 108, ENGL& 101, BIOL& 175, CAH 102, CAH 103, and SOC& 101.

SURG 151
SURGICAL LAB II 5CR
Lab presentations and practice of surgical procedures to include otorhinolaryngologic, oral/maxillofacial, and plastic/reconstructive procedures.

Prerequisite(s): Successful completion of SURG 136, SURG 137, SURG 138 and SURG 146.

SURG 206
OPERATING ROOM THEORY III 8CR
Classroom and lab presentations of surgical procedures.

Prerequisite(s): Successful completion of SURG 126, SURG 127, SURG 141 and SURG 151.

SURG 207
MICROBIOLOGY 5CR
Students will discuss the historical background of microbiology and be able to identify basic equipment used to identify microorganisms. We will go into many aspects of microbiology, including the description of structure and characteristics of different microorganisms, conditions that affect the life and the death of microorganisms, the relationships between humans and pathogenic and nonpathogenic bacteria, and factors that enable pathogens to invade a host and cause a disease.

Prerequisite(s): Successful completion of SURG 126, SURG 127, SURG 141 and SURG 151.

SURG 211
SURGICAL LAB III 5CR
Lab presentations and practice of surgical procedures to include cardiothoracic, peripheral vascular, laparoscopic, emergent and neurosurgical procedures.

Prerequisite(s): Successful completion of SURG 126, SURG 127, SURG 141 and SURG 151.

SURG 215
CLINICAL APPLICATIONS I 5CR
Provides the framework for students to receive experience in the operating room. Through one-on-one training in a perioperative setting, students will develop the professional attitude, behavior and skills to reinforce their role as a member of the perioperative team.

Prerequisite(s): Successful completion of SURG 130, SURG 206, SURG 207 and SURG 211.

SURG 220
CLINICAL APPLICATIONS II 5CR
See Clinical Applications.

Prerequisite(s): Successful completion of SURG 130, SURG 206, SURG 207, SURG 211 and SURG 215.

SURG 225
CLINICAL APPLICATIONS III 5CR
See Clinical Applications.

Prerequisite(s): Successful completion of SURG 215, SURG 220 and SURG 235.

SURG 230
CLINICAL APPLICATIONS IV 5CR
See Clinical Applications.

Prerequisite(s): Successful completion of SURG 215, SURG 220, SURG 225 and SURG 235.

SURG 235
SEMINAR I 3CR
Classroom presentations on health and wellness and death and dying. Classroom preparation for the NBSTSA Certification Exam.

Prerequisite(s): Successful completion of SURG 130, SURG 206, SURG 207 and SURG 211.

SURG 240CAP
SEMINAR II 3CR
Classroom presentations of employability skills, preoperative routines, and transportation. Classroom preparation for the NBSTSA Certification Exam.

Prerequisite(s): Successful completion of SURG 215, SURG 220 and SURG 235.

SUSTAINABLE BUILDING SCIENCE

CONST 105
MEASUREMENT, TOOLS & SAFETY 2CR
Introduction to residential and light construction applications and trades. Explores and applies safety standards to the use of various hand and power tools associated with the carpentry field.

CONST 108
SITE LEVELING, PLANS, CODES & MATERIALS 2CR
Introduction to use and operation of a builder level, including leveling and squaring a building site. Covers building plans, codes and inspections, and construction materials.

CONST 112
FOOTING & FOUNDATION 3CR
Introduction to the methods of construction footing and foundation forms, terminology, and inspections for the typical residential home.

CONST 116
FLOOR FRAMING 3CR
Introduction to the construction procedures and terminology used in framing a residential wood floor.

CONST 120
WALL FRAMING, SHEETING & CEILINGS 5CR
Introduction to wall-framing construction procedures and terminology, the application of ceiling and/or two-story framing, inspections, sheeting, and aligning.

CONST 122
ROOF FRAMING 5CR
Introduction to roof framing and the use of a framing square, including both truss roof and stick-built residential roofs.

CONST 126
ROOFING MATERIALS & INSTALLATION 3CR
Introduction to various roofing materials, including proper installation techniques.

CONST 130
STAIRWAY CONSTRUCTION 4CR
Introduction to basic stair construction, including the application of building codes, stairway arrangements, components, and layout.

CONST 134
EXTERIOR FINISH 3CR
Introduction to the installation of exterior trim, siding, window and door installation, or the equivalent on typical residential homes.

CONST 138
INTERIOR FINISH I 3CR
Introduction to interior wall and ceiling finish, interior doors and hardware, cabinet and countertop installation, interior trim and finish flooring.

CONST 142
INTERIOR FINISH II 3CR
Continuation of interior wall and ceiling finish, interior doors and hardware, cabinet and countertop installation, interior trim and finish flooring.

CONST 146
DECK CONSTRUCTION 3CR
Introduction to outside deck construction, including types, code requirements, and safety.

CONST 150
CARPENTRY TRADES 1CR
Introduction to trade regulations, other building trades workers, industry and standards organization, and entering the carpentry trade.

SBS 105
INTRODUCTION TO SUSTAINABILITY 3CR
A survey of economic, environmental, and human health principles behind the different approaches to sustainability in the workforce.

SBS 110
GREEN BUILDING DESIGN 4CR
Overview of sustainable green building models, with a focus on energy, indoor health, natural resources, and other environmental impact.

SBS 115
SUSTAINABLE MATERIALS IN CONSTRUCTION 4CR
Introduction to the construction materials used in sustainable building design and their impact on a structure's initial and long-term costs, as well as considerations for the local environment and economy.

SBS 120
SURVEY OF ENERGY RATINGS 4CR
An overview of the current and emerging efficiency standards for measuring energy usage and consumption, including, but not limited to, Energy Star, BPI, LEED, Built Green, etc.

SBS 125
ALTERNATIVE ENERGY SYSTEMS 4CR
An overview of existing and emerging approaches to energy production for use in residential and commercial structures, including, but not limited to, solar/photovoltaics, wind, geothermal, biofuels, etc.

SBS 140
INSULATION BASICS 4CR
Introduction to the different types of insulation commonly used in homes and businesses, with comparisons for their respective costs and levels of energy efficiency.

SBS 145
BUILDING ENVELOPE 5CR
Introduction to the principles of heat, light, sound, moisture, and air movement within a residential structure, including an overview of external factors that impact a building's energy integrity.

SBS 150
MOISTURE MITIGATION 3CR
Introduction to practices in construction that prevent moisture intrusion, as well as techniques for maintaining healthy living environments free from the destructive impacts of moisture.

SBS 155
SOLAR BASICS 4CR
Introduction to the basic concepts, components, and uses of photovoltaic technology, as well as costs, benefits, and drawbacks of sustainable construction.

SBS 170
DIAGNOSTICS AND TESTING 3CR
Overview of the equipment, technology, systems, and software used to measure a building's energy usage and loss.

SBS 175
INDOOR AIR TESTING 3CR
An introduction to understanding and diagnosing environmental problems in residential structures and the means for mitigating those issues.

SBS 180
THERMOGRAPHY 3CR
Introduction to infrared thermography, its principles, and the proper operations of IR camera equipment for diagnosing problems that lead to energy loss in a building.

SBS 185CAP
SERVICE LEARNING PROJECT 3CR
A capstone project that gives students an opportunity to apply their sustainable building science knowledge in a real-life setting, focusing on helping nonprofit organizations achieve sustainability in the buildings where they live, work, and serve the public.

WELDING

WLD 105
WELDING THEORY I 5CR
Introduces the tools and equipment used in welding. Includes safety considerations, electrical principles, weld quality, and technical orientation for select welding and cutting processes.

Co-requisites: WLD 110 and WLD 112.

WLD 110
THERMAL CUTTING & GOUGING 3CR
Develops the knowledge and skills for manual and machine-guided oxyfuel cutting, manual plasma arc cutting, and carbon arc gouging.

Co-requisites: WLD 105.

WLD 112
OXYACETYLENE WELDING & BRAZING 4CR
Develops the knowledge and skill for welding, brazing, and braze welding various joint designs using oxyacetylene equipment.

Co-requisites: WLD 105.

WLD 117
SHIELDED METAL ARC WELDING I 7CR
Introduces the shielded metal arc welding (SMAW) process with emphasis on skill development using deep penetrating electrodes in the flat and horizontal positions, deep penetrating electrodes by welding various joints in the vertical and overhead positions.

Prerequisite(s): Completion of or concurrent enrollment in WLD 105.

WLD 123
SHIELDED METAL ARC WELDING II 7CR
Develops understanding of the applications and techniques for using low-hydrogen SMAW electrodes in the flat and horizontal positions, low-hydrogen electrodes by welding various joint designs in the vertical and overhead positions.

Prerequisite(s): Successful completion of WLD 105.

WLD 142
WELDING THEORY II 5CR
Explores methods of weld inspection and testing and continues the technical orientation to select welding processes.

Prerequisite(s): Successful completion of WLD 105.

WLD 144
PRINT READING FOR WELDERS 5CR
Develops the ability to interpret prints used in welding and fabrication. Introduction to sketching, lines, views, visualization, dimensioning, applied math, and welding symbols.

Prerequisite(s): Successful completion of WLD 105.

WLD 152
GAS METAL ARC WELDING 7CR
Develops the ability to use the gas metal arc welding process to join carbon steels and aluminum with various joint designs in all positions.

Prerequisite(s): Completion of or concurrent enrollment in WLD 142.

WLD 157
METALLURGY 5CR
Examines metal identification and classification, mechanical properties, crystalline structures, heat treatments, and metallurgical effects of welding.

Prerequisite(s): Successful completion of WLD 142.

WLD 168
FLUX CORED ARC WELDING I 7CR
Develops the ability to use gas-shielded flux cored arc welding electrodes to join carbon steels with various joint designs in all positions.

Prerequisite(s): Completion of or concurrent enrollment in WLD 142.

WLD 172
FLUX CORED ARC WELDING II 7CR
Develops the ability to use self-shielded flux cored arc welding to join carbon steels with various joint designs in all positions.

Prerequisite(s): Completion of or concurrent enrollment in WLD 142.

WLD 175CAP
WABO TEST PREP 7CR
Develops skill in preparation for employer, Washington Association of Building Officials (WABO), or similar welder qualification tests. Covers welding techniques required to pass 3G, 4G, 5G, and 6G weld test using a variety of welding processes.

Prerequisite(s): WLD 142, or instructor's permission.

WLD 180CAP
LAYOUT AND FABRICATION 7CR
Develops knowledge in project planning, layout methods, fixturing, distortion control, and the use of tools and equipment for metal fabrication.

Prerequisite(s): Successful completion of WLD 142 or instructor permission.

WLD 210
GAS TUNGSTEN ARC WELDING 7CR
Develops the ability to use the gas tungsten arc welding process to join carbon and stainless steels with various joint designs in all positions.

Prerequisite(s): Completion of, or concurrent enrollment in, WLD 142.

WLD 211
ADVANCED GAS TUNGSTEN ARC WELDING I 7CR
Develops the welding techniques in all positions for Gas Tungsten Arc Welding for a variety of light gauge steel and aluminum joint designs.

Prerequisite(s): Successful completion of WLD 210 or instructor permission.

WLD 214
ADVANCED GAS TUNGSTEN ARC WELDING II 7CR
Develops the welding techniques in all positions for Gas Tungsten Arc Welding for a variety of light gauge exotic metals joint designs.

Prerequisite(s): Completion of, or concurrent enrollment in, WLD 211.

WLD 215
COOPERATIVE WORK EXPERIENCE 1-5CR
Provides on-the-job practical experience under the supervision of an employer. Instructor permission is required for site choice.

Prerequisite(s): Advanced standing with instructor's permission.

WLD 217[CAP]
SPECIAL PROJECTS 1-5CR
Develops skills in print reading, project planning, layout, distortion control fixturing, and other fabrication techniques. Students will have the opportunity to apply knowledge to projects of personal interest and/or as assigned.

Prerequisite(s): Advanced standing with instructor's permission.

WLD 219
SPECIAL PROJECTS II 1-5CR
Develops additional skills in print reading, project planning, layout, distortion control, and other fabrication techniques. Students will have the opportunity to apply knowledge to projects of personal interest and/or assigned.

Prerequisite(s): Advanced standing with instructor's permission.

WLD 223
GTAW PIPE WELDING 7CR
Develops welding techniques required to make sound GTAW welds on steel plate and pipe in the 2G, 3G, 4G, & 5G positions.

Prerequisite(s): Successful completion of WLD 142 or instructor permission.

WLD 225
SHIELDED METAL ARC WELDING PIPE 7CR
Develop welding techniques required to make sound SMAW welds using E6010 and E7018 electrodes on steel pipe in the 2G & 5G positions.

Prerequisite(s): Successful completion of WLD 142 or instructor permission.

WLD 227
ADVANCED PIPE WELDING 7CR
Develops welding techniques required to make sound welds on pipe in a variety of joints and positions.

Prerequisite(s): Successful completion of WLD 142 or instructor permission.

WLD 229
METAL FORMING 7CR
Develops techniques, tools, and equipment necessary to form metal into a variant of shapes.

Prerequisite(s): Successful completion of WLD 157 Metallurgy or instructor permission.

POLICIES & PROCEDURES

Northwest Career & Technical High School
Nursing Assistant Certificate Program.
For more info www.cptc.edu/catalog or call 253-589-5800.

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Academic Standards

Clover Park Technical College is committed to facilitating the academic success of students. The primary purpose of Academic Standards is to provide guidance in academic processes and procedures, which govern student progress through programs of study.

STUDENT ACADEMIC RESPONSIBILITIES

Admission to Clover Park Technical College carries with it the understanding that students will conduct themselves as responsible members of the college community. This includes an expectation that students will obey appropriate laws, comply with the rules of the college and its departments, and maintain a high standard of integrity and honesty.

1. Dishonesty: Honest assessment of student performance is of crucial importance to all members of the college community. Acts of dishonesty are serious breaches of honor and shall be dealt with in the following manner:
   a. It is the responsibility of the college administration and faculty to provide reasonable and prudent security measures designed to minimize opportunities for acts of dishonesty that occur at the college.
   b. Any student who, for the purpose of fulfilling any assignment or task required by a staff member as part of the student's program of study, shall knowingly tender any work product that the student fraudulently represents to the staff member as the student's work product, shall be deemed to have committed an act of dishonesty. Acts of dishonesty shall be cause for disciplinary action and be subject to the processes described in the catalog.
   c. Any student who aids or abets the accomplishment of an act of dishonesty, as described in sub-paragraph b) above, shall be subject to disciplinary action.
   d. This section shall not be construed as preventing an instructor from taking immediate disciplinary action when the instructor is required to act upon such breach of dishonesty in order to preserve order and prevent disruptive conduct in the classroom. This section shall also not be construed as preventing an instructor from adjusting the student's grade on a particular project, paper, test, or class grade for dishonesty.
2. Classroom Conduct: Faculty members and instructional administrators are authorized to take appropriate action to maintain order and proper conduct in the classroom and the cooperation of students in fulfilling course objectives. See Code of Student Conduct WAC 455c-R-1-070.
3. Any student who substantially disrupts any college class by engaging in conduct that renders it difficult or impossible to maintain the decorum of the class shall be subject to disciplinary action.

ATTENDANCE POLICY

The student is expected to attend all classes for which the student is registered in order to gain the maximum benefit. The instructor may establish an attendance policy for the program. It is the responsibility of the student to know and comply with the policy. Programs having established attendance policies will include relevant information in course syllabi. Financial aid recipients are subject to the Student Progress Policy as stated in the financial aid section of this catalog.

A student who does not attend the first two class sessions and/or comply with the established attendance policy for the class or program may forfeit the right to continue and may be subject to administrative withdrawal.

GRADES

The quality of a student's performance is measured by a grading system using grades "A" through "F." The grade for a course is calculated into a student's GPA as 4 to 0 grade points. Faculty may choose to utilize or not utilize the + or - designation with grades.

Each individual program establishes criteria for achieving each grade based on percentage scores and specific assessment criteria as listed in the course syllabi.

The grade points allotted to each grade are as follows:

A	4.0	C	2.0
A-	3.7	C-	1.7
B+	3.3	D+	1.3
B	3.0	D	1.0
B-	2.7	F	0.0
C+	2.3		

Some programs require that the student complete each individual course with a "C" (2.0) or better grade in order to progress in the program. Programs with this requirement will have it noted in the program description section of the catalog and in the course syllabus. Financial aid recipients are subject to the Student Progress Policy on page 166 of this catalog.

OTHER GRADE INDICATORS

* Course not graded. No grade point assigned.

I Incomplete. An incomplete grade indicates that the student completed most of the course requirements at a passing level and intends to complete missing course work. Prior to the last day of the quarter, the instructor must complete a Clover Park Technical College Agreement for Incomplete Grades form indicating the work to be completed and the expected completion date, not to exceed one academic quarter from the date of issue. The form must be signed by both the instructor and the student. A grade of "I" reverts to an "F" if work has not been satisfactorily completed by the end of the following quarter.

N Audit Course. No grade point assigned.

P Pass. No grade point assigned. A "P" grade indicates passing with a "C" (2.0) in courses designated as pass/fail. Courses graded with "P" may not meet program

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requirements for graduation.

R Repeated Courses. The "R" will be placed next to the lowest grade, and only the highest grade received for the course will be used in GPA calculation.

V Unofficial Withdrawal. No grade point assigned. Instructor-initiated, a "V" appears on the transcript when an instructor withdraws a student who has never attended (No Show) or has discontinued participation without initiating official withdrawal.

W Official Withdrawal. No grade point assigned. Student-initiated, a "W" appears on the transcript when a student officially withdraws from a course in accordance with the college Drop/Withdrawal procedure.

COURSE NUMBERING

Courses numbered below 100 are not considered college level and do not meet degree/certification requirements.

CRITERION FOR GOOD STANDING

A student is in good academic standing when his or her quarterly grade point average remains at or above 2.0. Financial aid recipients are subject to the Student Progress Policy as stated on page 166 of this catalog.

GRADE CHANGES

Students who believe that an error has been made in the grade received for a course should contact the instructor as soon as possible to discuss the issue. Requests for grade changes will be accepted no later than one quarter from the date the grade was issued. Appeals will be addressed through the Academic Appeal Process described in this catalog.

ADDING A COURSE

Students may add courses online through the second day of the quarter without faculty permission. After that date, faculty permission is required. Add/Drop forms are available in the Enrollment Services Office.

WITHDRAWING FROM A COURSE

Students dropping or withdrawing from any course or program must complete an official Add/Drop Form in Enrollment Services on their last day in class. If an emergency occurs preventing the student from coming to the college, withdrawals may be made on the web at www.cptc.edu/drop. Failure by the student to officially withdraw will affect grades and possible refunds. Financial Aid recipients are subject to the Satisfactory Academic Progress Policy and should contact the Financial Aid Office prior to withdrawing from a program or course.

Withdrawals through the fifth class day after the start of a course or program will be considered a drop and will not appear on the student transcript. Students receiving aid will be subject to the fifth day overpayment policy.

Withdrawals after the fifth class day, and through the 35th class day of a quarter, may receive a "W" grade. Students withdrawing after the end of the 35th class day of a quarter will receive the grade earned for the quarter at the time of withdrawal.

Students re-enrolling in a course or program for which a "W," "F," or "V" was assigned must begin the course or program in the first week of the quarter and in accordance with established prerequisites.

ADMINISTRATIVE WITHDRAWAL

Clover Park Technical College reserves the right to administratively withdraw students under the following conditions:

1. Student has not attended the first two class sessions and/or complied with the established attendance policy for the class or program
2. Student has not successfully fulfilled the prerequisites for the class or program. Student will be notified of the withdrawal and provided registration options.
3. If a student violates the Student Code of Conduct, an administrative withdrawal may be done. Student will be notified of this action.

AUDITING A COURSE

A student may enroll to audit a course with permission of the program faculty. The auditing student is expected to pay tuition and fees but is not required to take examinations and will not receive credit for the course. A grade of "N" will be listed on the student's transcript and will not be computed in the GPA.

Registration status changes from audit to credit or from credit to audit are not allowed after the start of the course.

REPEATING A COURSE

Students may repeat a course in which they have not received a passing grade, unless prohibited by program policy. To repeat a course, a student must register for the course on a space-available basis, complete a Course Repeat form at the time of registration, and pay all necessary fees.

A course may be repeated no more than twice (this is defined as two repeats in addition to the original enrollment). All courses and earned grades will remain on the student's transcript, with only the highest grade received for a repeated course used in the calculation of the GPA.

Financial aid recipients and veterans should check with the Financial Aid and Enrollment Services (veteran's) offices regarding funding for repeated courses.

Other colleges may not accept a grade earned in a repeated course.

GENERAL EDUCATION

All degree or certificate programs of 45 credits or longer require a minimum of five credits each in three college-level (100 level or above) General Education areas: communication, quantitative reasoning (math), and social sciences. Students are responsible for registering and completing these courses prior to graduation. Specific courses are identified in the program descriptions. General Education courses are offered at convenient hours throughout the day each quarter.

Students must earn a grade of "C" (2.0) in all development courses in order to advance to the next level course or any 100 level course.

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CORE ABILITIES

Clover Park Technical College has identified four core abilities that all certificate- and degree-seeking students should possess upon completion of their program. These competencies represent workplace skills that will prepare graduates to be valued employees and will contribute to their success.

Communication: Students will receive and deliver written, spoken, and visual information clearly and accurately.

Critical Thinking/Problem Solving: Students will apply principles and strategies of purposeful, active, organized thinking.

Personal/Professional Responsibility: Students will apply effective work habits and attitudes within an organizational setting and work successfully with others as part of the total team, both inside and outside the workplace.

Information/Technological Literacy: Students will use modern electronic and industrial devices to accomplish tasks in today's workplace.

COLLEGE SUCCESS COURSE

A course entitled "College 102 – College Success for All" is required for all students entering the educational area in a program over two quarters in length and over 20 credits for completion. For exceptions, please speak with your advisor/counselor. The course should be completed during the first two quarters of study at CPTC.

ADDITIONAL DEGREE REQUIREMENTS

To receive an Associate of Applied Technology degree (AAT), an Associate in Applied Science – T (AAS-T) degree, or an Associate of Arts and Science Degree Direct Transfer Agreement/Major Related Program (DTA/MRP) at Clover Park Technical College, the following degree requirements must be met:

- Completion of a high school diploma or high school equivalency exam. Students who do not have a high school diploma or high school equivalency exam may request one at the time that they apply for their degree.
- Completion of a capstone project course. Courses that satisfy the degree requirement for a capstone project are identified in the catalog with a CAP postscript following the course number.
- Completion of a diversity requirement. Courses that satisfy the diversity degree requirement are identified in the catalog with a "DIV" postscript following the course number.
- Completion of a computer literacy requirement. Computer literacy may be demonstrated by either passing a competency test or successfully completing a computer literacy course designated with a "CL" postscript following the course number.

TRANSFER OF CREDIT TO CLOVER PARK TECHNICAL COLLEGE

Total combined credit granted from all external sources shall not exceed 50 percent of the credits needed for program completion.

Programs may have exceptions to the maximum credits accepted in transfer due to special articulations or consortium agreements. These exceptions will be noted in the program description section of this catalog.

CREDIT FROM COLLEGES & UNIVERSITIES

Clover Park Technical College curriculum is based on current industry standards. Transfer credit from an accredited institution may be accepted if the course work:

1. Was college level.
2. Was graded as "C" (2.0) or better.
3. Meets required time limitations:
   a. Technical Courses: Must meet the program's requirements as described in the Clover Park Technical College catalog.
   b. General Education Courses do not have a required time limitation, unless specified by an individual program. Requirements can be found in the program description section of this catalog.
4. Transfer credit combined with all sources may constitute no more than 50 percent of the credits needed for program completion.
5. Transfer of credit for programs with license requirements are subject to current licensing laws.

HIGH SCHOOL LEARNING EXPERIENCE/DUAL CREDIT

Credit/dual credit may be accepted for high school learning experience where formal articulation agreements are in place. Courses that have Dual Credit Articulation agreements are marked with an asterisk * in both program and course description. Please contact Enrollment Services at 253-589-6003 for specific agreements.

MILITARY EXPERIENCE

Credit may be accepted for military experience or education based on guidelines from the American Council on Education.

PRIOR LEARNING ASSESSMENT (PLA) CREDIT

Students who wish to receive credit for prior learning will complete the Prior Learning Assessment Request Form available from the Enrollment Services Office and pay the following fees for assessment services: $50 evaluation fee and $20 for each course for which prior learning credit is requested.

Instructors will evaluate the prior learning of a student in relation to the competencies of the program and will award credit for demonstrated learning outcomes appropriate to the subject, course or program offered. Credit for prior learning may constitute no more than 25 percent of the credits needed for program completion.

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CLEP & DSST CREDIT
The College-Level Examination Program (CLEP) is a way to earn credit for comprehensive knowledge you may have acquired through independent or prior study, cultural pursuits, work, or other life experiences. If you successfully pass the CLEP tests, you may receive credit for completing certain certificate or degree requirements.

Clover Park Technical College (CPTC) accepts the following subject tests when passed with the recommended American Council on Education (ACE) score: College Mathematics, College Algebra, Introductory Psychology, and English Composition. Information about CLEP tests and testing sites can be obtained on the College Board website at www.collegeboard.com.

DSST (formerly known as DANTES Subject Standardized Tests) is also accepted as a way to earn credit for prior knowledge or experience. The subject must be equivalent to CPTC courses and will be accepted according to the ACE recommendations for passing and credit value. Information about DSST tests and testing sites can be obtained online at www.dantes.doded.mil.

ADVANCED PLACEMENT (AP)
Clover Park Technical College (CPTC) grants credits to students who have earned a score of three or more on the Advanced Placement Tests of the College Board in the following subject areas: English, Mathematics, Psychology, and Environmental Studies. For more information about AP study and testing, please see the AP counselor at your high school or go to www.collegeboard.com and search for Advanced Placement. When you take your test, be sure to indicate that the results should be sent to CPTC.

INTERNATIONAL BACCALAUREATE (IB) International Baccalaureate students who have earned successful IB higher-level test scores may request college credit for IB higher-level work that is the equivalent of CPTC degree and certificate course requirements. For more information, please contact the Credentials Evaluator at 253-589-6003 or email beverly.custard@cptc.edu.

ALTERNATIVE CREDIT OPTIONS
CPTC accepts many alternative credit options for completion of degrees and certificates; however, if your plans include transfer to another college or university, they may not provide the same credit, and you should check with their admissions office to determine your best options for meeting your educational goals.

TRANSFERABILITY OF CLOVER PARK TECHNICAL COLLEGE CREDIT

Many Clover Park Technical College programs have individual agreements with other academic institutions that provide for the transfer of credits. Acceptance of credit taken at one educational institution is always at the discretion of the receiving institution. Students are advised to contact the registrar of the receiving institution to discuss its policies and procedures for transfer credit.

TRANSFER RIGHTS AND RESPONSIBILITIES

STUDENT RIGHTS AND RESPONSIBILITIES

1. Students have the right to clear, accurate, and current information about their transfer admission requirements, transfer admission deadlines, degree requirements, and transfer policies that include course equivalencies.
2. Transfer and freshman-entry students have the right to expect comparable standards for regular admission to programs and comparable program requirements.
3. Students have the right to seek clarification regarding their transfer evaluation and may request the reconsideration of any aspect of that evaluation. In response, the college will follow established practices and processes for reviewing its transfer credit decisions.
4. Students who encounter other transfer difficulties have the right to seek resolution. Each institution will have a defined process for resolution that is published and readily available to students.
5. Students have the responsibility to complete all materials required for admission and to submit the application on or before the published deadlines.
6. Students have the responsibility to plan their courses of study by referring to the specific published degree requirements of the college or academic program in which they intend to earn a bachelor's degree.
7. When a student changes a major or degree program, the student assumes full responsibility for meeting the new requirements.
8. Students who complete the general education requirements at any public four-year institution will have met the lower division general education requirements of the institution to which they transfer.

COLLEGE AND UNIVERSITY RIGHTS AND RESPONSIBILITIES

1. Colleges and universities have the right and authority to determine program requirements and course offerings in accordance with their institutional missions.
2. Colleges and universities have the responsibility to communicate and publish their requirements and course offerings to students and the public, including information about student transfer rights and responsibilities.
3. Colleges and universities have the responsibility to communicate their admission and transfer-related decisions to students in writing (electronic or paper).

CLOVER PARK TECHNICAL COLLEGE DEGREES

The Bachelor of Applied Science in Operations Management (BAS-OPM) degree is awarded for completion of at least 90 credits of appropriate 300- and 400-level coursework. An applied associate degree (AAS or equivalent) with the required distribution of academic core coursework in written communication, quantitative reasoning, social science, and humanities is a prerequisite for program admission. Other program admission requirements can be found online.

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The Associate of Applied Technology (AAT) degree is awarded to students who satisfactorily complete the competencies and requirements in programs approved by the college's Curriculum Committee and by the State Board for Community and Technical Colleges. AAT degree options are available in programs 90 credits or more in length, containing a core of 15 college-level academic credits. College-level academic courses in communication, quantitative reasoning, and social sciences required for AAT degrees are designed to prepare students for work. While they meet program graduation requirements, they are not likely to transfer to other colleges or universities.

The Associate in Applied Science - T (AAS-T) degree is awarded to students who satisfactorily complete the competencies and requirements in programs approved by the college's Curriculum Committee and by the State Board for Community and Technical Colleges. AAS-T degrees are workforce degrees with a core of General Education courses commonly accepted in transfer. The General Education component of the AAS-T degree is composed of not less than 20 credits of courses, including a minimum of 5 credits in communication; 5 credits in quantitative reasoning; and 10 credits in social science, humanities, or science. It is assumed that many AAS-T degrees will have significantly more than the minimum 20 credits of General Education courses.

The Associate in Pre-Nursing (DTA/MRP) and the **Associate of Applied Technology (DTA/MRP)** are degrees awarded by Clover Park Technical College to students who have completed specified curriculum with the intent of transferring to one of Washington's four-year institutions. Direct Transfer Agreement/Major Related Program (DTA/MRP) degrees prepare students with general education requirements necessary to pursue further study. They do not alter the admission criteria established by the baccalaureate institution, nor do they guarantee admission to the institution. Students should contact an advisor at the potential transfer institution regarding their interests and specific course choices.

Degree options are indicated on individual program descriptions in this catalog.

SERVICEMEMBER OPPORTUNITY COLLEGE (SOC)

Clover Park Technical College has been designated as a member of Servicemembers Opportunity Colleges (SOC), a group of more than 1,900 colleges and universities that provide educational opportunities for servicemembers and their families throughout the world.

Recognizing the problems faced by military students whose jobs require frequent moves, SOC member schools make it easier to obtain college degrees rather than just accumulate course credit by:

- limiting the amount of course work students must take at a single college to no more than 25 percent of degree requirements;
- designing transfer practices to minimize loss of credit and avoid duplication of course work;
- awarding credit for military experience;
- and awarding credit for tests such as CLEP and DSST (formerly DANTES).

CLOVER PARK TECHNICAL COLLEGE TRANSFER AGREEMENTS

In general, Clover Park Technical College's Associate of Applied Technology (AAT) degrees are not designed with the intent for transfer to other colleges or universities. However, Clover Park Technical College has established transfer agreements with specific baccalaureate programs. Graduates of our Associate in Applied Science – T (AAS-T) degrees, the Associate in Pre-Nursing (DTA/MRP), and the Associate in Technology (DTA/MRP) programs may find opportunities to further their education at these institutions. Students desiring to transfer to a bachelor's program are encouraged to contact the desired colleges and universities early in their studies to ensure the best possibility of transfer upon completion of an AAS-T or DTA/MRP.

Ashford University
Ashford University (AU) offers 50-plus degree programs (undergraduate and graduate) both on-site and online. Students can keep in touch with professors and classmates "on-the-go" with the Ashford mobile app. CPTC students earning an approved associate degree may qualify for a "block" of credits to transfer to Ashford University. Ashford is regionally accredited by the Western Association of Schools and Colleges (WASC). Contact AU at www.ashford.edu to learn more about transfer opportunities and requirements.

Bellevue College
Bellevue College (BC) is an open-access, community-based public institution. BC offers a pathway for qualifying Clover Park Interior Design graduates (AAS-T) to pursue a Bachelor of Applied Arts in Interior Design (BAA). Bellevue College is accredited by the Northwest Commission on Colleges and Universities (NWCCU). Contact BC at www.bellevuecollege.edu for details about transfer.

Brandman University
Brandman University (BU) is a private, non-profit, accredited university in the Chapman University System that serves the unique needs of the working adult. Current CPTC students may apply for entrance to Brandman's Early Advantage Program (EAP), which is designed to maximize transfer success and minimize the time and costs involved in attaining a bachelor's degree in various disciplines. EAP students receive comprehensive advising and planning services and will be able to precisely map their transfer plan to BU while continuing to take transferrable coursework at CPTC. They may also qualify for a one-time scholarship. BU is accredited by the Western Association of Schools and Colleges (WASC). Contact BU at www.brandman.edu for more information about the Early Advantage Program.

Capella University
Capella University (CU) is an accredited online university that combines foundational theory with real-world application to ensure students receive a high-quality education. If CPTC graduates of approved programs (including Computer Information Technology, Human Services, and Nursing) meet Capella's admissions requirements, they may apply for specific upper-division bachelor's degree programs at CU. Self-identifying students may be eligible to receive a tuition discount. CU offers additional benefits to U.S. Armed Forces learners. Capella University is accredited by the Higher

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Learning Commission (North Central Association). Contact www.capella.edu for details and admission requirements.

Central Washington University
Central Washington University (CWU) provides a pathway to a baccalaureate degree for Clover Park students. Your applied associate degree provides you the skills to work in your chosen field. The Bachelor of Applied Science (BAS) degree in Information Technology and Administrative Management (ITAM) at CWU complements that degree with the management/leadership skills to help you become a leader in your knowledge area. Students with degrees in Accounting, Aviation Maintenance, Human Services, and Medical Laboratory Technology (to name a few) will benefit from a university degree that gives them the skills to manage people and projects. Many more career opportunities will be available with the BAS-ITAM degree. CWU is accredited by the Northwest Commission on Colleges and Universities (NWCCU). For information about CWU, visit the website at www.cwu.edu. For specific information about the BAS-ITAM program, please visit www.cwu.edu/it-management/bas-overview.

CWU is a participant in a direct transfer agreement through the Washington State Board for Community and Technical Colleges (SBCTC) that allows graduates of CPTC's Associate in Technology (DTA/MRP) degree to apply to specific Bachelor of Science in Technology degree programs at participating institutions.*

* The DTA/MRP degree pathway streamlines preparation for the basic technology pathways across the state. It does not, however, guarantee acceptance into a program.

Chamberlain College of Nursing
As part of the DeVry Education Group, Chamberlain College of Nursing is committed to graduating compassionate, ethical, and knowledgeable nurse leaders who are empowered to transform healthcare. CPTC graduates earning an associate degree in Nursing who are accepted into Chamberlain's Bachelor of Science in Nursing or Master of Science in Nursing may qualify to receive reduced tuition rates. Chamberlain is accredited by The Higher Learning Commission and is a member of the North Central Association of Colleges and Schools (NCACS). For more information on transfer requirements, contact Chamberlain at www.chamberlain.edu.

City University of Seattle
City University of Seattle (CityU) is a private nonprofit university regionally accredited through the doctorate level. It is dedicated to serving working adults and transfer students looking to start, change, or grow their career. CityU welcomes students from Clover Park Technical College and invites them to explore CityU's 60-plus degree and certificate programs offered online and on-site. U.S. News & World Report has ranked City University of Seattle as having one of the top 30 Best Online Bachelor Degree Programs in the U.S. and as being one of the top 20 online programs for veterans in the country. CityU is proud to be a top-ranked institution in the country and a top producer of teachers, counselors, and MBAs in Washington State. They offer a transfer scholarship of $5,680 to Washington students. City University of Seattle is accredited by the Northwest Commission on Colleges and Universities (NWCCU). Explore your opportunities at www.cityu.edu or stop by CityU's Tacoma campus at 1145 Broadway Plaza, Tacoma, WA, 98402.

Colorado Technical University
With a strong focus on technology and curriculum, Colorado Technical University (CTU) enables students to move upward while providing support from an experienced network of faculty and alumni. CPTC graduates completing a transfer program with a GPA of 2.0 or greater and meeting admission requirements will have the opportunity of admission into a baccalaureate degree program through CTU's Virtual Campus. CTU is accredited by the Higher Learning Commission and is a member of the North Central Association of Schools and Colleges. For full details, contact Colorado Technical University at www.coloradotech.edu

Eastern Washington University
Eastern Washington University (EWU) is a regional, comprehensive public university located in Cheney, Washington, with programs also offered at various locations across the state. EWU is a participant in a direct transfer agreement through the Washington State Board for Community and Technical Colleges (SBCTC) that allows graduates of CPTC's Associate in Technology (DTA/MRP) degree to apply to specific Bachelor of Science in Technology degree programs at participating institutions.* EWU is accredited through the Northwest Commission on Colleges and Universities (NWCCU). Contact EWU for more information about BSN transfer.

* This DTA/MRP degree pathway streamlines preparation for the basic technology pathways across the state. It does not, however, guarantee acceptance into a program.

Embry-Riddle Aeronautical University
Embry-Riddle Aeronautical University (ERAU) is the world's preeminent university for aviation and aerospace education offering associate through doctorate-level degrees. Transfer eligibility is determined upon transcript evaluation by ERAU (with over 100 CPTC courses on the Common Course/Equivalency List) and is based on the current catalog at the time of transfer. ERAU is accredited by the Southern Association of Colleges and Schools Commission on Colleges. To learn more about Embry-Riddle, go to www.erau.edu.

The Evergreen State College
The Evergreen State College (TESC) is a progressive, public liberal arts and sciences college located in Olympia, Washington. TESC reviews eligible transfer candidates (19 programs) for admission into either a Direct Transfer Degree (7 CPTC degrees) or the Upside Down Degree Program (from list of approved AAS-T degrees). The "Upside Down" degree allows CPTC graduates from approved technical degree programs to earn a bachelor's degree from TESC by taking a broad array of general education coursework in their final two years. The Evergreen State College is accredited by the Northwest Commission on Colleges and Universities (NWCCU). To learn more about eligible direct transfer programs and Upside Down degree opportunities, contact TESC at www.evergreen.edu.

Excelsior College
Excelsior College is a not-for-profit institution of higher education that provides educational opportunity to adult learners with an emphasis on those historically underrepresented in higher education whether wanting to finish a degree, earn a promotion at work, or change careers. Excelsior is chartered by the New York State Board of Regents and accredited by the Middle States Commission on Higher Education (CHE/MSA). Under an "umbrella" agreement, CPTC

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graduates meeting eligibility requirements will be considered for transfer. Contact Excelsior at www.excelsior.edu to obtain a transfer guide and more information about transfer opportunities.

Fashion Institute of Design and Merchandising
The Fashion Institute of Design and Merchandising (FIDM) educates students for professional careers in Fashion, Entertainment, and Digital Media. Transfer opportunities are available for approved Interior Design and General Studies courses toward FIDM core requirements. Additional courses may be considered on a case-by-case basis. FIDM is accredited by the Western Association of Schools and Colleges (WASC) and the National Association of Schools of Art and Design (NASAD). To learn more, contact the Fashion Institute at fidm.edu.

Green River College
Green River College is a public college where students from all over the world come together to learn, grow, and enrich their lives. Green River's main campus is located in the Lea Hill neighborhood of Auburn, with branch campuses in downtown Auburn, Kent, and Enumclaw. Transfer opportunities are available for CPTC graduates completing specific Computer Networking & Information Systems Security (CNISS) and Computer Programming & Web Development (CPW) degrees to transfer to Green River's Bachelor in Applied Science in Network Administration and Security or Bachelor in Applied Science in Software Development. Go to www.greenriver.edu to learn more about these transfer opportunities.

Northwest University
Northwest University (NWU) is a Christian coeducational institution awarding degrees through doctorate level. NWU is a participant in a direct transfer agreement through the Washington State Board for Community and Technical Colleges (SBCTC) that allows graduates of CPTC's Associate in Pre-Nursing (DTA/MRP) degree to apply to Bachelor of Science in Nursing (BSN) programs at participating institutions.* Northwest is accredited by the Northwest Commission on Colleges and Universities (NWCCU). Contact NWU at www.northwestu.edu to find out more about BSN transfer.

* The DTA/MRP degree pathway streamlines preparation for the basic BSN pathway across the state. It does not, however, guarantee acceptance into a BSN program. Due to high interest and limited space in BSN programs, admission to all BSN programs is highly competitive.

Pacific Lutheran University
Pacific Lutheran University (PLU), located in Tacoma, Washington, seeks to educate students for lives of thoughtful inquiry, service, leadership, and care for other people, for their communities, and for the earth. PLU is a participant in a direct transfer agreement through the Washington State Board for Community and Technical Colleges (SBCTC) that allows graduates of CPTC's Associate in Pre-Nursing (DTA/MRP) degree to apply to Bachelor of Science in Nursing (BSN) programs at participating institutions.* Pacific Lutheran University is accredited by the Northwest Commission on Colleges and Universities (NWCCU). For additional information about transfer, contact PLU at www.plu.edu.

* The DTA/MRP degree pathway streamlines preparation for the basic BSN pathway across the state. It does not, however, guarantee acceptance into a BSN program. Due to high interest and limited space in BSN programs, admission to all BSN programs is highly competitive.

Saint Martin's University
Saint Martin's University (SMU) is a Catholic Benedictine institution of higher education located in Lacey, Washington. The transfer agreement with SMU has the goal of increasing the number of nurses with a baccalaureate education in nursing to meet the needs of an increasingly complex health care system. SMU offers qualified students graduating from CPTC's Nursing degree programs and passing the NCLEX-RN exam the opportunity to seamlessly transition into their Bachelor of Science in Nursing (RN-to-BSN) program (dual admission). SMU is accredited by the Northwest Commission on Colleges and Universities (NWCCU). Contact SMU to find out which programs transfer and for specific requirements at www.stmartin.edu.

Seattle Pacific University
Seattle Pacific University (SPU) is a Christian university fully committed to engaging the culture and changing the world by graduating people of competence and character, becoming people of wisdom, and modeling grace-filled community. SPU is a participant in a direct transfer agreement through the Washington State Board for Community and Technical Colleges (SBCTC) that allows graduates of CPTC's Associate in Pre-Nursing (DTA/MRP) degree to apply to Bachelor of Science in Nursing (BSN) programs at participating institutions.* SPU is accredited by the Northwest Commission on Colleges and Universities (NWCCU). For additional information about transfer, contact SPU at www.spu.edu.

* The DTA/MRP degree pathway streamlines preparation for the basic BSN pathway across the state. It does not, however, guarantee acceptance into a BSN program. Due to high interest and limited space in BSN programs, admission to all BSN programs is highly competitive.

Seattle University
Seattle University (SU), a Jesuit Catholic university and law school located in Seattle's Capitol Hill neighborhood, is dedicated to educating the whole person, to professional formation, and to empowering leaders for a just and humane world. SU is a participant in a direct transfer agreement through the Washington State Board for Community and Technical Colleges (SBCTC) that allows graduates of CPTC's Associate in Pre-Nursing (DTA/MRP) degree to apply to Bachelor of Science in Nursing (BSN) programs at participating institutions.* SU is accredited by the Northwest Commission on Colleges and Universities (NWCCU). Those interested in transferring to pursue a baccalaureate degree in Nursing should contact SU at www.seattleu.edu.

* The DTA/MRP degree pathway streamlines preparation for the basic BSN pathway across the state. It does not, however, guarantee acceptance into a BSN program. Due to high interest and limited space in BSN programs, admission to all BSN programs is highly competitive.

South Seattle College
South Seattle College (SSC) is a constantly evolving educational community dedicated to providing quality learning experiences that prepare students to meet their goals for life and work. SSC offers transfer opportunities for qualified Accounting and Culinary Arts graduates (AAS-T) to pursue a Bachelor of Applied Science (BAS) in Hospitality Management. SSC is accredited by the Northwest Commission on Colleges and Universities (NWCCU). Contact SSC at www.southseattle.edu to find out more about transfer.

University of Phoenix
University of Phoenix (UP) offers online courses, as well as classes at more than 100 locations across the United States. UP will provide transcript evaluation for CPTC students

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interested in pursuing a Bachelor of Science in Management (BSM) degree. Qualifying students nearing completion (within 12 months of receiving degree) may pre-apply to a UP baccalaureate program. To find out more about the University of Phoenix, including accreditation, transfer opportunities, and to obtain a program transfer guide, go to www.phoenix.edu.

University of Washington (Seattle)
Founded in November 1861, the University of Washington is one of the oldest state-supported institutions of higher education on the Pacific coast with three campuses. The primary mission of the University of Washington is the preservation, advancement, and dissemination of knowledge. UW is a participant in a direct transfer agreement through the Washington State Board for Community and Technical Colleges (SBCTC) that allows graduates of CPTC's Associate in Pre-Nursing (DTA/MRP) degree to apply to Bachelor of Science in Nursing (BSN) programs at participating institutions.* UW is accredited through the Northwest Commission on Colleges and Universities (NWCCU). Contact UW for more information about BSN transfer at www.washington.edu.

* The DTA/MRP degree pathway streamlines preparation for the basic BSN pathway across the state. It does not, however, guarantee acceptance into a BSN program. Due to high interest and limited space in BSN programs, admission to all BSN programs is highly competitive.

University of Washington Tacoma
University of Washington Tacoma (UWT) serves a diverse student population creating a rich learning environment with many points of view where students will feel at home whether full-time or pursing a degree while juggling other responsibilities. CPTC graduates of the Environmental Sciences and Technology (AAS-T) program meeting transfer requirements will have the opportunity to apply to UWT's Bachelor of Arts in Interdisciplinary Arts and Sciences Environmental Studies Concentration degree program. UWT is accredited by the Northwest Commission on Colleges and Universities (NWCCU). Contact UWT for more information at www.tacoma.uw.edu.

Walla Walla University
Founded in 1892, Walla Walla University (WWU) is a private university affiliated with the Seventh-day Adventist Church that welcomes any student who desires an exceptional Christian education. WWU is a participant in a direct transfer agreement through the Washington State Board for Community and Technical Colleges (SBCTC) that allows graduates of CPTC's Associate in Pre-Nursing (DTA/MRP) degree to apply to Bachelor of Science in Nursing (BSN) programs at participating institutions.* Walla Walla is accredited by the Northwest Commission on Colleges and Universities (NWCCU). Contact WWU at www.wallawalla.edu to find out more about BSN transfer.

* The DTA/MRP degree pathway streamlines preparation for the basic BSN pathway across the state. It does not, however, guarantee acceptance into a BSN program. Due to high interest and limited space in BSN programs, admission to all BSN programs is highly competitive.

Washington State University
Washington State University (WSU) opened its doors in 1892 and is a nationally recognized research university enrolling more than 25,000 students worldwide. WSU is a participant in a direct transfer agreement through the Washington State Board for Community and Technical Colleges (SBCTC) that allows graduates of CPTC's Associate in Pre-Nursing (DTA/MRP) degree to apply to Bachelor of Science in Nursing (BSN) programs at participating institutions.* The Washington State University Intercollegiate College of Nursing (WSU-ICN), a consortium whose members include Eastern Washington University, Gonzaga University, and Whitworth University, admits associate degree transfers through WSU. WSU is accredited through the Northwest Commission on Colleges and Universities (NWCCU). Contact WSU for more information about BSN transfer at www.wsu.edu.

* The DTA/MRP degree pathway streamlines preparation for the basic BSN pathway across the state. It does not, however, guarantee acceptance into a BSN program. Due to high interest and limited space in BSN programs, admission to all BSN programs is highly competitive.

WGU Washington
Western Governors University (WGU) is an online university driven by a mission to expand access to higher education through online, competency-based degree programs. WGU has flourished into a national university, serving more than 40,000 students from all 50 states. WGU offers several pathways for transfer. WGU Washington actively encourages students to complete their associate degree before transferring to WGU, understanding that students with associate degrees are more likely to attain a bachelor degree. WGU Washington and the Washington Community and Technical Colleges executed a formal articulation agreement in May 2011 to assist associate degree graduates to transition into WGU bachelor programs.

WGU Washington also recognizes that some college students will enroll in WGU Washington before completing an associate degree; and during the course of completing their bachelor credentials at WGU will earn sufficient credits to complete an associate degree. In order to encourage degree completion among Washingtonians, WGU and the Community and Technical Colleges (CTC) have advanced their partnership by offering a reverse articulation agreement, whereby the CTCs will award an earned associate degree for students post-transfer. The Agreement enables eligible students who transfer credits from a community or technical college to receive their associate degree (from a CTC) while enrolled at WGU, once they have satisfied the degree requirements of the Community or Technical College. WGU is accredited through the Northwest Commission on Colleges and Universities (NWCCU). To learn more about transferring to WGU Washington, visit washington.wgu.edu/community colleges or washington.wgu.edu/admissions/transferring.

Western Washington University
Western Washington University (WWU), a public four-year institution in Bellingham, Washington, brings together individuals of diverse backgrounds and perspectives in an inclusive, student-centered university that develops the potential of learners and the well-being of communities. WWU is a participant in a direct transfer agreement through the Washington State Board for Community and Technical Colleges (SBCTC) that allows graduates of CPTC's Associate in Technology (DTA/MRP) degree to apply to specific Bachelor of Science in Technology degree programs at participating institutions.* WWU is accredited through the Northwest Commission on Colleges and Universities (NWCCU). Contact WWU at www.wwu.edu for more information about transfer.

*The DTA/MRP degree pathway streamlines preparation for the basic technology pathways across the state. It does not, however, guarantee acceptance into a program.

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HONORS

COMPLETION HONORS

The CPTC purple honor cord is worn during the annual graduation ceremony to recognize students who finish their coursework with the honors designation. The honors designation on a student's CPTC final transcript is based upon a cumulative 3.75 grade point average (GPA) or higher in all college-level courses for those students earning a college degree or a certificate of 45 credits or more. The winter quarter cumulative GPA will be used to determine honor cord eligibility. Students who meet the requirements to wear the honor cord will be notified by letter and through their student email account by May 20 of each year. The graduation honors is different than the quarterly president's and vice president's lists.

QUARTERLY DISTINCTION

Students who receive a quarterly grade point average (GPA) between 4.0-3.75 are eligible for one of the following lists of distinction:

President's List: Granted to students with a minimum quarterly enrollment of 12 college-level credits in courses receiving grades other than "V," "W," "N," or "I" and a minimum quarterly grade point average of 4.0.

Vice President's List: Granted to students with a minimum quarterly enrollment of 12 college-level credits in courses receiving grades other than "V," "W," "N," or "I" and a minimum quarterly grade point average of 3.75 – 3.99.

HONOR SOCIETIES

Phi Theta Kappa is the largest honor society in American higher education. Clover Park Technical College's Beta Omicron Gamma chapter is one of 1,200 chapters. Phi Theta Kappa's focus is on scholarship, leadership, service, and fellowship. Students with a 3.50 GPA are eligible to join Phi Theta Kappa. A one-time induction fee is required. Please contact a Phi Theta Kappa advisor at 253-589-5780 for more information.

STUDENT PROGRESS POLICY

Clover Park Technical College is a state technical college. Tuition covers about 46 percent of the cost of a student's education. State tax dollars provide the rest. Washington State Law (SB 5135. RCW 28B.10.695) requires all state colleges to adopt policies that ensure students seeking degrees and certificates complete in a timely manner.

Clover Park Technical College is in a partnership with students to work towards an educational plan that will assist them in making consistent progress. The following Student Progress Policy and Degree/Certification Completion Procedures will assist students with their responsibilities to make progress towards their goals.

DEGREE/CERTIFICATE COMPLETION PROCEDURES

The college requires that students complete their degree or certificate within 125 percent of the published length of the program. The college will take the following steps to ensure that students are completing programs within a timely manner:

Step 1 When a student has completed the credits of the published length of the program, registration will be restricted until the student has developed a completion plan in consultation with instructional faculty. The plan must show that the student will be able to complete within the 125 percent of the normal timeframe. If the student has mitigating circumstances, such as a disability, they must be documented with the Disabilities Specialist, and an appropriate plan should be in place.

Step 2 At 150 percent of credits required for the degree/certificate, the student will be blocked from further registration. The student may appeal to the appropriate dean for special circumstances.

ACADEMIC PROGRESS

These policies are intended to support a successful learning experience at Clover Park Technical College.

At the conclusion of each quarter, the grades of all students enrolled in that quarter will be reviewed. A student whose quarterly grade point average is less than 2.0 and who is taking six or more credits that quarter will be notified of his/her standing. Through this process the student will be alerted to potential problems in a timely manner, so that the student may take effective corrective action. Any student whose quarterly GPA is under 2.0 will be encouraged to take advantage of the assistance provided by the college to help ensure student success.

The following guidelines have been established to ensure that academic standards are maintained:

Step 1 The first quarter in which the grade point average is less than 2.0 will cause the student to receive notification of the level of academic achievement. The student may not be allowed to continue to the next course in accordance with established program prerequisites.

Step 2 If the student experiences two consecutive quarters of work in which the GPA is less than 2.0 (each quarter), the student will be placed on academic probation for the following quarter of attendance.

Step 3 If a student experiences three consecutive quarters of work in which the GPA is less than 2.0 (each quarter), the student will be suspended from attendance at the college and may not register for the next academic quarter.

Students placed on academic probation or suspension may appeal to the Academic Review Committee for reassessment if they believe that unusual circumstances beyond their control were the cause of their low academic achievement. Financial Aid recipients are subject to the Student Progress Policy.

Reinstatement to the college, following one quarter of academic suspension, requires the student to meet with advising/counseling staff to develop an educational plan. Upon reinstatement, the student will resume classes on academic probation.

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STUDENT CONCERNS

GENERAL INFORMATION

It is the policy of Clover Park Technical College to provide students with an opportunity to resolve any alleged violation of college academic policy, procedure, or regulation, or to resolve any alleged case of inequitable treatment. The college encourages informal resolution of disputes whenever possible, and also maintains fair and equitable procedures for formally expressing and resolving concerns. Student rights are protected in the concern process, and the college must ensure that a student will not suffer repercussions because he or she chooses to file a concern.

The process described below is not to be used for filing an appeal based on the outcome of a summary or disciplinary proceeding, financial appeal, or discrimination/sexual harassment complaint as described in other areas of the College Catalog or Student Handbook.

Federal and state laws, rules, and regulations, in addition to policies, regulations, and procedures adopted by the State Board for Community and Technical Colleges, shall not be grievable matters. Students shall use Chapter WAC 495C-300 and 495C-310 for grievances pertaining to sexual discrimination or equal opportunity discrimination based upon disability.

The following are guidelines for determining who can assist a student with a concern regarding:

Academic/Instructional	Division Dean/Instruction
Accommodations	Student Success
Disciplinary/ Student Code of Conduct	Student Success
Discrimination/ Sexual Harassment	Human Resources
Facilities/Bookstore	Business Office
Financial Aid	Financial Aid Office
Financial (College)	Business Office

ACADEMIC APPEAL PROCESS

Academic Appeal must be made within 15 instructional days following the issuance of the grade or decision.

Step 1 Before a student can file a written concern or appeal, he or she should try to resolve the problem informally. The college expects the student to address his/her concern by first meeting with the college employee(s) whose actions resulted in the concern, discussing the issue, and documenting the discussion with notes. If not resolved, the student may proceed to the next step.

Step 2 If, within five instructional days following the informal meeting, the student feels a satisfactory resolution has not been achieved, the student may file a written concern with the employee's immediate supervisor. The concern or appeal must be in writing, utilizing the Student Concern Form, and include the documentation from Step 1 as well as any supporting documentation as an attachment. A Student Concern Form is available from any instructor, division dean's office, or Advising and Counseling Office.

Step 3 Within five instructional days after receiving the concern or appeal in writing, the supervisor (or designee) will be responsible to investigate the concern. The supervisor (or designee) will provide the employee or instructor with a copy of the written concern or appeal; the employee or instructor will have five instructional days in which to provide a written response to their supervisor/dean.

Step 4 The supervisor (or designee) will convene a meeting of both parties in an attempt to resolve the issue, provided that the parties agree to meet for this purpose. In the event that one or both parties do not agree to meet, the supervisor (or designee) will investigate and render a decision based on the written statements and testimony of the parties. The supervisor (or designee) will impart this decision in writing to both parties within five instructional days. If the student feels a satisfactory resolution has not been achieved, the student may proceed to the next step.

Step 5 Within five instructional days after Step 4, the student will notify the appropriate vice president, in writing, to request a hearing before the Appeal Review Committee. The Committee will be chaired by the vice president for instruction (or designee) and will also include the vice president for student success (or designee), two student representatives appointed by the Student Council, and two faculty members appointed by the Faculty Union.

Step 6 Within 10 instructional days, the Appeal Review Committee will meet with the student, instructor or employee, and employee's supervisor (or designee) to hear the points at issue in the appeal. The Committee will provide its written decision to all parties within five instructional days following the hearing. The decision is final and may not be reviewed.

The process above is used for filing a concern in which a resolution has been requested that is specific to the student filing. If a student wishes to file an official complaint that has no personal resolution, that complaint will not follow the above steps.

ACADEMIC FORGIVENESS (FRESH START)

A student may petition the Director of Enrollment Services to have sub-standard Clover Park Technical College course work set aside.

- The student must be currently enrolled.
- The forgiveness date must be at least two years prior to the current quarter.
- All course work taken prior to the forgiveness will be set aside. The student may not elect to retain individual courses and set aside others.
- The academic forgiveness option may be exercised only once. Forgiven course work will remain on the transcript but will not be used in determining the cumulative grade point average or the calculation of honors. Forgiven course work may not be reinstated or used to satisfy prerequisites or degree/diploma requirements.

Students are advised that a decision to set aside course work may or may not be honored by other educational institutions, since each institution interprets transcripts according to its own policies.

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GRADUATION

Clover Park Technical College grants a Bachelor of Applied Science degree and three associate degrees: the Associate of Applied Technology degree, the Associate of Applied Science - T degree, and the Associate of Arts and Sciences (DTA/MRP). These degrees are defined in this catalog, and the degree programs are listed in the chapter Programs & Courses.

A certificate is awarded to students who satisfactorily complete the competencies and requirements for programs that are not defined as degree programs. General Education courses are required in certificate programs of 45 credits or more.

Courses numbered below 100 are not considered college level and do not meet degree/certificate requirements.

STANDARD FOR GRADUATION

To be eligible for graduation, a student must have:

- A cumulative grade point average of no less than 2.0;
- Met all of the program requirements;
- Completed 50 percent of the technical coursework at Clover Park Technical College; and

APPLICATION FOR GRADUATION AWARD

To receive an Associate degree or certificate from Clover Park Technical College, a student must complete an Application for Graduation Award form available from the Enrollment Services Office or online through MyCC. The application must be filed by the fourth week of the quarter in which the student expects to graduate.

COMMENCEMENT

Annually, Clover Park Technical College will offer an all-campus graduation ceremony at a local venue. Any eligible student completing a degree, certificate, high school diploma, or High School Equivalency diploma granted through Clover Park Technical College at any time during the academic year may participate. Students must submit an application to participate in the graduation ceremony. Graduation deadlines will be announced in March.

The ceremony is held each June. Please check the college website at www.cptc.edu/graduation for the ceremony date and time and participation deadlines.

TIME LIMITATION

Clover Park Technical College curriculum is based on current industry standards. Returning Clover Park Technical College students who left prior to completion of their program must meet the program's graduation requirements as described in the current Clover Park Technical College catalog.

Clover Park Technical College students who have completed the technical requirements of their program but have not completed the General Education requirements for a degree or certificate will have one year from their date of withdrawal to complete the required General Education classes. If a longer period of time elapses before General Education courses are completed, the student will be required to meet the program's graduation requirements as described in the current Clover Park Technical College catalog.

Enrollment Services

ANNUAL NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records:

1. The right to inspect and review the student's education records within 45 days of the day Clover Park Technical College receives a request for access.

   Students should submit to the registrar a written request that identifies the record(s) they wish to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the registrar, the student will be advised of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

   Students may ask Clover Park Technical College to amend a record that they believe is inaccurate or misleading. They should write to the CPTC official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

   If Clover Park Technical College decides not to amend the record as requested by the student, Clover Park Technical College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

   One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by CPTC in an administrative, supervisory, academic, research, or support staff position (including law enforcement personnel and health staff); clinical sites; nursing consortium; a person or company with whom CPTC has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; a volunteer or others performing institutional functions; a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

   A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

   Clover Park Technical College designates the following information as Directory Information: Student name, dates of attendance (quarter start and end dates only), full- or part-time enrollment status, certificates and degrees awarded, honors, eligibility for and participation in officially recognized activities and organizations.

   Directory Information may be released by Clover Park Technical College without student consent, unless the

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student specifically requests that such information, or portions thereof, not be released. Clover Park Technical College will not release Directory Information for commercial purposes or other purposes not related to the school program or the conduct of official government business. Students currently attending Clover Park Technical College should complete a Request to Prevent Disclosure of Directory Information form in the Enrollment Services Office if they do not wish Directory Information released.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Clover Park Technical College to comply with the requirements of FERPA. The name and address of the office that administers FERPA:

   Family Policy Compliance Office
   U.S. Department of Education
   600 Independence Avenue SW
   Washington DC 20202-4605

TRANSCRIPTS

A transcript is a copy of a student's academic record and is released only with written permission of the student. All students are eligible to receive a transcript if they have met their financial obligation with the college.

A $7.25 processing fee is charged for each transcript. Transcript Request forms are available in the Enrollment Services Office, Building 17, and on the Clover Park Technical College website at www.cptc.edu/transcript. Students may obtain an unofficial copy of their transcript at www.cptc.edu/mycc by selecting "View Unofficial Transcript."

CHANGE OF ADDRESS

Student information, admission letters, statements, and graduation awards are frequently mailed to students; therefore, it is important to maintain the student's current address.

Change of Address forms are available in the Enrollment Services Office in Building 17, or call 253-589-5666. Students may change their own address on the college Website at www.cptc.edu/mycc.

RESIDENCY REQUIREMENTS

Tuition for CPTC is calculated based on your residency status. CPTC follows state-regulated criteria for residency status and the documents needed to verify residency status. Please visit http://access.wa.gov/topics/living/becomeresident for official information on state residency requirements.

Student Code of Conduct

DEFINITIONS

The following definitions shall apply for the purposes of this student conduct code, chapter 495C-121 WAC:

(1) "College" means Clover Park Technical College, College District Twenty-nine.

(2) "College facilities" includes all campuses of the college, wherever located, and all land, buildings, vehicles, equipment, and other real and personal property which are owned, leased, used, or controlled by the college.

(3) "Committee" and "student conduct committee" means the committee which is formed under WAC 495C-121-140 and which hears the matters specified in WAC 495C-121-110.

(4) "Conduct review officer" is the vice-president of student services or other college administrator designated by the president to be responsible for receiving and then either reviewing or referring an appeal of student disciplinary action in accordance with WAC 495C-121-110 and following sections of this chapter. The president may reassign any and all of the conduct review officer's responsibilities as set forth in this chapter as he/she deems appropriate.

(5) "Day" means a calendar day, except that when a "business day" is specified, business day means a weekday, excluding weekends and college holidays.

(6) "Disciplinary action" is the process by which the student conduct officer, or the committee upon a referral, imposes discipline against a student for violation of WAC 495C-121-050. Disciplinary action does not include instructional decisions and actions which are under the authority of faculty members and instructional administrators, such as determinations of academic credit and grading; any such determinations, and any review or appeal of these, are outside the scope of this chapter.

(7) "Disciplinary appeal" is the process by which an aggrieved student can appeal discipline, as provided in WAC 495C-121-110 through 495C-121-180.

(8) "Family Educational Rights and Privacy Act" and "FERPA" mean the law and regulations known by those names (20 U.S.C. §1232g; 34 C.F.R. Part 99).

(9) "Filing" is delivery of a document to the college official who is designated under this chapter to receive it for the purpose of review of a disciplinary action. Unless otherwise provided, filing shall be accomplished by:

   (a) Hand delivery of the document to that official or the official's assistant during regular office hours; or

   (b) Sending the document both by first class mail postage prepaid to the official's office and by e-mail to his/her college e-mail address.

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(10) "Includes" and "including" means contained as part of a larger described whole or grouping, but these terms are not a limitation and mean "but not limited to."

(11) "President" is the president of the college. The president may delegate any of his or her responsibilities under this chapter as he/she deems appropriate.

(12) "Respondent" is the student against whom disciplinary action is initiated.

(13) "Service" is the delivery of a document or copy of a document to a party. Unless otherwise provided, service upon a party shall be accomplished by:

(a) Hand delivery of the document to the party; or

(b) Sending the document both by first class and/or certified mail postage prepaid to the party's last known address and by e-mail to the e-mail address shown in the college's records. Service is deemed complete either upon hand delivery or when the document has been both deposited in the mail and e-mailed.

(14) "Student" includes all persons taking courses at or through the college, whether on a full-time or part-time basis, and whether such courses are credit courses, noncredit courses, online courses, or otherwise. Persons who withdraw after allegedly violating the code, who are not officially enrolled for a particular term but who have a continuing relationship with the college, or who have been notified of their acceptance for admission are considered "students."

(15) "Student conduct officer" is a college administrator designated by the president or vice-president of student services to be responsible for investigating allegations of student misconduct and taking disciplinary action as provided in WAC 495C-121-100. The president or vice-president of student services may reassign any of the student conduct officer's responsibilities under this chapter as he/she deems appropriate.

(16) "Vice-president of student services" is the position which reports directly to the president and which the president assigns overall operational responsibility for this chapter. The president may reassign, or the vice-president may delegate, any such responsibility as he/she deems appropriate.

[Statutory Authority: RCW 28B.50.140. WSR 14-11-070, § 495C-121-010, filed 5/19/14, effective 6/19/14.]

AUTHORITY

The board of trustees, acting pursuant to RCW 28B.10.528 and 28B.50.140(14), delegates to the president the authority to administer student disciplinary actions and appeals. The president may delegate and/or further assign responsibilities related to student discipline to other college officials and positions.

[Statutory Authority: RCW 28B.50.140. WSR 16-06-026, § 495C-121-020, filed 2/22/16, effective 3/24/16; WSR 14-11-070, § 495C-121-020, filed 5/19/14, effective 6/19/14.]

JURISDICTION

(1) The student conduct code, chapter 495C-121 WAC, shall apply to student conduct that occurs:

(a) In or on college facilities;

(b) At or in connection with college-sponsored activities; or

(c) Off-campus when in the judgment of the college it adversely affects the college community or the pursuit of its objectives.

(2) This chapter applies to conduct which occurs at all locations where students are engaged in college activities, including foreign or domestic travel, activities funded or sponsored by the associated students, athletic or recreational events, training internships, cooperative and distance education, online education, practicums, supervised work experiences, or any other college-sanctioned activities.

(3) This chapter applies to conduct from the time of application for admission through the actual receipt of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment. This chapter shall apply to a student's conduct even if the student withdraws from college while a disciplinary matter is pending.

(4) The college has sole discretion, on a case-by-case basis, to determine whether this student conduct code will be applied to conduct that occurs off campus.

(5) In addition to initiating discipline proceedings for violation of the student conduct code, the college may refer any violations of federal, state, or local laws to civil and criminal authorities for disposition. The college may proceed with student disciplinary proceedings regardless of whether the underlying conduct is subject to civil proceedings or criminal prosecution.

[Statutory Authority: RCW 28B.50.140. WSR 14-11-070, § 495C-121-030, filed 5/19/14, effective 6/19/14.]

STUDENT RIGHTS

As members of the academic community, students are encouraged to develop the capacity for critical judgment and to engage in an independent search for truth. Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students should exercise their freedom with responsibility. The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the college community.

The following enumerated rights are guaranteed to each student within the limitations of statutory law and college policy which are deemed necessary to achieve the educational goals of the college:

(1) Academic freedom.

(a) Students are guaranteed the rights of free inquiry, expression, and assembly upon and within college facilities that are generally open and available to the public.

(b) Students are free to pursue appropriate educational objectives from among the college's curricula,

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programs, and services, subject to the limitations of RCW 28B.50.090 (3)(b).

(c) Students shall be protected from academic evaluation which is arbitrary, prejudiced, or capricious, but are responsible for meeting the standards of academic performance established by each of their instructors.

(d) Students have the right to a learning environment which is free from unlawful discrimination, inappropriate and disrespectful conduct, and any and all harassment, including sexual harassment.

(2) Due process.

(a) The rights of students to be secure in their persons, papers, and effects against unreasonable college searches and seizures are guaranteed.

(b) No disciplinary sanction may be imposed on any student without notice to the accused of the nature of the charges.

(c) A student accused of violating this code of conduct is entitled, upon request, to the procedural due process set forth in this chapter.

[Statutory Authority: RCW 28B.50.140. WSR 16-06-026, § 495C-121-040, filed 2/22/16, effective 3/24/16; WSR 14-11-070, § 495C-121-040, filed 5/19/14, effective 6/19/14.]

PROHIBITED STUDENT CONDUCT

The college may impose disciplinary sanctions against a student who commits, attempts to commit, or aids, abets, incites, encourages, or assists another person to commit any act of misconduct, which includes, but is not limited to, the following:

(1) Academic dishonesty. Any act of academic dishonesty, including cheating, plagiarism, and fabrication.

(a) Cheating includes any attempt to give or obtain unauthorized assistance relating to the completion of an academic assignment or requirement.

(b) Plagiarism includes taking and using as one's own, without proper attribution, the ideas, writings, or work of another person in completing an academic assignment or requirement.

(c) Fabrication includes falsifying data, information, or citations in completing an academic assignment or requirement, or providing false or deceptive information to an instructor concerning the completion of an assignment or requirement, including submitting for credit without authorization academic work also submitted for credit in another course.

(2) Other dishonesty. Any other act of dishonesty, including:

(a) Forgery, alteration, submission of falsified documents, or misuse of any college document, record, or instrument of identification;

(b) Tampering with an election conducted by or for college students; or

(c) Furnishing false information, or failing to furnish correct or complete information, in response to the request or requirement of a college official or employee.

(3) Conduct which significantly obstructs or disrupts any operation of the college, any college meeting, any college class or other activity, any activity authorized to occur at a college facility, or any college-sponsored activity, including obstructing the free flow of pedestrian or vehicular movement or blocking access to or from any college facility or college-sponsored event.

(4) Assault, physical abuse, verbal abuse, threat(s), intimidation, harassment, bullying, stalking, reckless conduct, or other conduct which harms, threatens, or is reasonably perceived as threatening the health or safety of another person or another person's property or which unreasonably disrupts the educational environment. For purposes of this subsection:

(a) Bullying is severe or pervasive physical or verbal abuse involving an apparent power imbalance between the aggressor and victim.

(b) Stalking is intentional and repeated following of another person, which places that person in reasonable fear that the perpetrator intends to injure, intimidate, or harass that person. Stalking also includes instances where the perpetrator knows or reasonably should know that the person is frightened, intimidated, or harassed, even if the perpetrator lacks such an intent.

(c) Reckless conduct means acts performed with a heightened degree of carelessness or indifference so as to create a significant risk of physical, mental, or emotional harm to another person.

(5) Cyber misconduct. Cyberstalking, cyberbullying or online harassment. Use of electronic communications including, but not limited to, electronic mail, instant messaging, texting, electronic bulletin boards, and social media sites, to harass, abuse, bully, or engage in other conduct which harms, threatens, or is reasonably perceived as threatening the health, safety, or well-being of another person. Prohibited activities include, but are not limited to, unauthorized monitoring of another's electronic communications directly or through spyware, sending threatening messages, disrupting electronic communications, sending a computer virus or malware, sending false messages to third parties using another's identity, nonconsensual recording of sexual activity, or nonconsensual distribution of a recording of sexual activity.

(6) Property violation. Damage to, or theft or misuse of, real or personal property or money of:

(a) The college or state, including college facilities;

(b) Any college student, official, employee, or organization; or

(c) Any other member of the college community or a college organization. Property violation also includes possession of such property or money after it has been stolen.

(7) Failure to comply with directive. Failure to comply with the direction of a college official or employee who is acting in the legitimate performance of his or her duties, including failure to properly identify oneself to such a person when requested to do so.

(8) Weapons. Holding, wearing, transporting, storing, or otherwise possessing any firearm, dagger, sword, knife or other cutting or stabbing instrument, club, explosive

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device, or any other weapon or device which is apparently capable of producing bodily harm, on or in any college facility, subject to the following exceptions:

(a) Commissioned law enforcement personnel or legally authorized military personnel while in performance of their duties;

(b) College-owned knives, tools, etc., that are being used for a legitimate educational purpose as part of a college instructional program;

(c) A student with a valid concealed pistol license may store a pistol in his or her vehicle parked on campus in accordance with RCW 9.41.050 (2) or (3), provided the vehicle is locked and the pistol is concealed from view;

(d) The president may grant permission to bring such a weapon or device on or into a college facility when he/she determines that it is reasonably related to a legitimate pedagogical purpose, provided that such permission shall be in writing and shall be subject to all terms and conditions incorporated in that writing; and

(e) This policy does not apply to the possession and/or use of disabling chemical sprays when possessed and/or used for self-defense.

(9) Hazing. Hazing includes, but is not limited to, any initiation into a student organization, or any pastime or amusement engaged in with respect to such an organization, that causes, or is likely to cause, bodily danger, physical harm, or serious mental or emotional harm to any student, regardless of whether the victim has consented.

(10) Alcohol, drug, and tobacco violations.

(a) Alcohol. Use, possession, delivery, sale, or being observably under the influence of any alcoholic beverage, except as permitted by law and applicable college policies.

(b) Marijuana. Use, possession, delivery, sale, or being observably under the influence of marijuana, the psychoactive compounds found in marijuana, or any product containing marijuana or such compounds that is intended for human consumption, regardless of form. While state law permits the recreational use of marijuana, federal law prohibits such use on college facilities or in connection with college activities.

(c) Drugs. The use, possession, delivery, sale, or being observably under the influence of any legend drug, including anabolic steroids, androgens, or human growth hormones as defined in chapter 69.41 RCW, or any other controlled substance under chapter 69.50 RCW, except as prescribed for a student's use by a licensed health care practitioner.

(d) Tobacco, electronic cigarettes, and related products. Use of tobacco, electronic cigarettes or smoking devices, and/or related products on or in any college facility is prohibited, except that such use in a designated smoking area or in a closed private vehicle is permitted when consistent with applicable law and rules. "Related products" include cigarettes, pipes, bidi, clove cigarettes, water pipes, hookahs, chewing tobacco, and snuff.

(11) Lewd conduct. Conduct which is lewd or obscene.

(12) Discriminatory conduct. Discriminatory conduct which harms or adversely affects any member of the college community because of her/his race; color; national origin; sensory, mental or physical disability; use of a service animal; gender, including pregnancy; marital status; age; religion; creed; genetic information; sexual orientation; gender identity; veteran's status; or any other legally protected classification.

(13) Sexual misconduct. Any act of sexual misconduct, including sexual harassment, sexual intimidation, and sexual violence.

(a) Sexual harassment means unwelcome conduct of a sexual nature, including unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature, that is sufficiently serious as to deny or limit, and that does deny or limit, based on sex, the ability of a student to participate in or benefit from the college's educational program or that creates an intimidating, hostile, or offensive environment for campus community members.

(b) Sexual intimidation. The term "sexual intimidation" incorporates the definition of "sexual harassment" and means threatening or emotionally distressing conduct based on sex including, but not limited to, nonconsensual recording of sexual activity or distribution of such a recording.

(c) Sexual violence is a type of sexual discrimination and harassment. Nonconsensual sexual intercourse, nonconsensual sexual contact, domestic violence, dating violence, and stalking are all types of sexual violence.

(i) Nonconsensual sexual intercourse is any sexual intercourse (anal, oral, or vaginal), however slight, with any object, 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.

(ii) Nonconsensual sexual contact is any intentional sexual touching, however slight, with any 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.

(iii) Domestic violence includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

(iv) Dating violence means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.

(v) Stalking means intentional and repeated

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harassment or following of another person, which places that person in reasonable fear that the perpetrator intends to injure, intimidate, or harass that person. Stalking also includes instances where the perpetrator knows or reasonably should know that the person is frightened, intimidated, or harassed, even if the perpetrator lacks such intent.

(vi) Consent means 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.

(14) Harassment. Unwelcome and offensive conduct, including verbal, nonverbal, or physical conduct, that is directed at a person because of such person's protected status and that is sufficiently serious as to deny or limit, and that does deny or limit, the ability of a student to participate in or benefit from the college's educational program or that creates an intimidating, hostile, or offensive environment for other campus community members. Protected status includes a person's race; color; national origin; sensory, mental or physical disability; use of a service animal; gender, including pregnancy; marital status; age; religion; creed; genetic information; sexual orientation; gender identity; veteran's status; or any other legally protected classification. See "Sexual misconduct" for the definition of "sexual harassment." Harassing conduct may include, but is not limited to, physical conduct, verbal, written, social media, and electronic.

(15) Retaliation. Taking adverse action against any individual for reporting, providing information, or otherwise participating in a process for addressing alleged violations of federal, state, or local law, or college policies, including allegations of discrimination or harassment.

(16) Misuse of electronic resources. Theft or other misuse of computer time or other electronic information resources of the college, which includes:

(a) Unauthorized use of such resources or opening of a file, message, or other item;

(b) Unauthorized duplication, transfer, or distribution of a computer program, file, message, or other item;

(c) Unauthorized use or distribution of someone else's password or other identification;

(d) Use of such time or resources to interfere with someone else's work;

(e) Use of such time or resources to send, display, or print an obscene or abusive message, text, or image;

(f) Use of such time or resources to interfere with normal operation of the college's computing system or other electronic information resources;

(g) Use of such time or resources in violation of applicable copyright or other law;

(h) Adding to or otherwise altering the infrastructure of the college's electronic information resources without authorization; or

(i) Failure to comply with the college's policies or procedures governing the use of such time or resources.

(17) Unauthorized access. Unauthorized possession, duplication, or other use of a key, keycard, or other restricted means of access to college property, or unauthorized entry onto or into college property.

(18) Safety violations. Any nonaccidental conduct that violates, interferes with, or otherwise compromises any law, rule, policy, procedure, or equipment relating to the safety and security of college facilities or the college community, including tampering with fire safety equipment or triggering false alarms or other emergency response systems.

(19) Motor vehicle operation. Operation of any motor vehicle in an unsafe manner or contrary to posted signs or college procedures.

(20) Violation of laws or policies. Violation of any federal, state, or local law or regulation, or college rule, policy, or procedure, which regulates the behavior of the college's students, including a parking rule.

(21) Student procedures violations. Misuse of or failure to follow any of the procedures relating to student complaints or misconduct, including:

(a) Falsification or misrepresentation of information;

(b) Failure to obey a subpoena;

(c) Disruption or interference with the orderly conduct of a proceeding;

(d) Destroying or altering potential evidence, or attempting to intimidate or otherwise improperly pressure a witness or potential witness;

(e) Attempting to influence the impartiality of, or harassing or intimidating, a student conduct committee member or other disciplinary official; or

(f) Failure to comply with any disciplinary action, term, or condition imposed under this chapter.

(22) Ethical violation. Ethical violations include, but are not limited to, breach of a generally recognized and published code of ethics or standard of professional practice that governs the conduct of a particular profession, which the student has been specifically informed about and is required to adhere to as a condition of enrolling in a course or participating in an educational program.

In addition to initiating discipline proceedings for

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violation of the student conduct code, the college may refer any violations of federal, state or local laws to civil and criminal authorities for disposition. The college shall proceed with student disciplinary proceedings regardless of whether the underlying conduct is subject to civil or criminal prosecution.

[Statutory Authority: RCW 28B.50.140. WSR 16-06-026, § 495C-121-050, filed 2/22/16, effective 3/24/16; WSR 14-11-070, § 495C-121-050, filed 5/19/14, effective 6/19/14.]

DISCIPLINARY SANCTIONS AND CONDITIONS

(1) Disciplinary sanctions. The following disciplinary sanctions may be imposed upon students found to have violated the student conduct code:

(a) Disciplinary warning. An oral statement to a student that there is a violation and that any further violation may be cause for further disciplinary action. Although verbal, the student conduct officer should make a record of the warning. The respondent cannot appeal a disciplinary warning.

(b) Written disciplinary reprimand. A written notice informing a student that he/she has violated one or more terms of the code of conduct and that future misconduct involving the same or similar behavior may result in the imposition of a more severe disciplinary sanction.

(c) Disciplinary probation. A written notice placing specific term(s) and condition(s) upon the student's continued attendance at the college. Disciplinary probation may be for a limited period of time or for the duration of the student's attendance at the college.

(d) Disciplinary suspension. Temporary revocation of enrollment and termination of student status, for a stated period of time. The student may be prohibited from coming onto any college facility and may be subject to law enforcement action for criminal trespass for violating that prohibition. There will be no refund of tuition or fees for the quarter in which the action is taken.

(e) Dismissal. Revocation of enrollment and of all rights and privileges of membership in the college community, and exclusion from college facilities, without any time limitation. There will be no refund of tuition or fees for the quarter in which the action is taken. The student may be subject to law enforcement action for criminal trespass for violating that exclusion. A dismissal may be rescinded only by a written decision of the president, for documented good cause.

(2) Disciplinary conditions. Disciplinary conditions that may be imposed alone or in conjunction with the imposition of a disciplinary sanction under subsection (1) of this section include:

(a) Restitution. Reimbursement for

(i) damage to, or theft or misuse of, real or personal property or money, or

(ii) injury to persons. This reimbursement may take the form of money, appropriate service, or other compensation.

(b) Professional evaluation. Referral for drug, alcohol, psychological, or medical evaluation, at the student's expense, by an appropriately certified or licensed professional. The student may choose the professional within the scope of practice and with the professional credentials as specified by the college. The student must sign all necessary releases to allow the college access to any such evaluation. The student's return to college may be conditioned upon compliance with recommendations set forth in the evaluation. If the student has been suspended, the student may remain suspended until the most recent evaluation finds that the student is capable of reentering the college and complying with the college's expectations for conduct.

(c) Restrictions on activities. A student may be subjected to the following restrictions:

(i) Ineligible to hold any college office or position or any office in any student organization;

(ii) Ineligible to participate in any college activity(ies); and/or

(iii) Ineligible to represent the college outside the college community, including at any event or in any form of competition.

(d) Required activities. Assignment of appropriate tasks or responsibilities, or required attendance at an appropriate program, instructional course, or other educational activity, which may be at the student's expense.

(e) Protective or no contact order. An order directing a student to have limited or no contact with any specified student(s), college employee(s), member(s) of the college community, or college facility.

(f) Loss of state funding. A student found to have committed hazing shall forfeit any entitlement to state-funded grants, scholarships, or awards, pursuant to RCW 28B.10.902.

[Statutory Authority: RCW 28B.50.140. WSR 16-06-026, § 495C-121-060, filed 2/22/16, effective 3/24/16; WSR 14-11-070, § 495C-121-060, filed 5/19/14, effective 6/19/14.]

FACULTY/ADMINISTRATOR AUTHORITY REGARDING CLASSROOM DISRUPTION

(1) Faculty members and instructional administrators are authorized to take appropriate action to maintain order and proper conduct in the classroom and the cooperation of students in fulfilling course objectives.

(2) If a faculty member or instructional administrator determines that a student has created a disruption which makes it unreasonably difficult to maintain the learning and teaching environment or the decorum of a class or activity, he/she may suspend that student from the class or activity for up to a total of one day per day of disruption. The faculty member or administrator shall report this suspension to the student conduct officer, who shall have the option, depending on the severity, to treat the suspension as insufficient and also initiate further discipline under this chapter.

(3) The suspension of up to one day per day of disruption shall not be subject to any further appeal or review. However, any further discipline imposed by the student

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conduct officer shall be processed in accordance with this chapter.

(4) Any suspension initiated by a faculty member or instructional administrator under this section will not affect any student grading that is based directly on attendance.

[Statutory Authority: RCW 28B.50.140. WSR 14-11-070, § 495C-121-070, filed 5/19/14, effective 6/19/14.]

DISCIPLINARY RECORDS

(1) Records of a disciplinary proceeding under this chapter are disciplinary records which must be maintained by the office of the vice-president of student services separately from student academic records and in accordance with applicable state records retention requirements.

(2) Disciplinary records are confidential to the extent required by applicable laws, including the Family Educational Rights and Privacy Act. To the extent permitted by such laws, the respondent, or if a minor, the student's parent, may review his/her disciplinary records, obtain a copy of such records upon payment of any lawful charges for duplication, and/or authorize disclosure of such records.

[Statutory Authority: RCW 28B.50.140. WSR 14-11-070, § 495C-121-080, filed 5/19/14, effective 6/19/14.]

INITIATION OF DISCIPLINARY ACTION

(1) All disciplinary actions will be initiated by the student conduct officer. If that officer is the subject of a complaint initiated by the respondent, the president shall, upon request and when feasible, designate another person to fulfill any such disciplinary responsibilities relative to the complainant.

(2) The student conduct officer shall initiate possible disciplinary action by serving the respondent with written notice directing him or her to attend a disciplinary meeting. The notice shall briefly describe the factual allegations, the specific apparent misconduct under WAC 495C-121-050, and the range of possible disciplinary sanctions, and specify the time and location of the meeting. At the meeting, the student conduct officer will present the allegations to the respondent and the respondent shall be afforded an opportunity to explain what took place. If the respondent fails to attend the meeting after proper service of notice, the student conduct officer may impose disciplinary sanction(s) and conditions based upon the available information.

(3) Within ten days of the scheduled initial disciplinary meeting, and after considering the information obtained by investigation and any information presented by the respondent, the student conduct officer shall serve the respondent with a written decision setting forth the facts and conclusions supporting his or her decision, the specific student conduct code provisions found to have been violated, the discipline imposed, if any, the consequences if a student fails to satisfy any disciplinary condition(s) which are being imposed, and a notice of the respondent's appeal rights, if any, with an explanation of the consequences of failing to file a timely appeal.

(4) The student conduct officer may take any of the following actions:

(a) Terminate the proceeding, with any appropriate exoneration of the respondent or counseling or advice to the respondent. The respondent cannot appeal a termination of the proceedings;

(b) Specify misconduct under WAC 495C-121-050 which he/she finds to have occurred and impose disciplinary sanction and/or condition(s), as described in WAC 495C-121-060; or

(c) Refer the matter directly to the student conduct committee for a hearing and imposition of such disciplinary sanction and/or condition(s) as the committee deems appropriate. Such referral shall be to the attention of the chair of the committee with a copy served on the respondent.

[Statutory Authority: RCW 28B.50.140. WSR 14-11-070, § 495C-121-100, filed 5/19/14, effective 6/19/14.]

APPEALS AND REFERRALS—ROUTING

(1) The respondent may appeal a disciplinary action by filing a written notice of appeal with the conduct review officer within twenty-one days of service of the student conduct officer's decision. Failure to file a timely notice of appeal constitutes a waiver of the right to appeal, and the student conduct officer's decision shall be deemed final.

(2) The notice of appeal must include a brief statement explaining why the respondent is seeking review.

(3) Except as provided in WAC 495C-121-230 or elsewhere in these rules, the parties to an appeal shall be the respondent and the student conduct officer.

(4) On appeal, the student conduct officer bears the burden of establishing the factual elements of the alleged misconduct by a preponderance of the evidence, i.e., that it is more likely than not that the respondent engaged in the alleged misconduct.

(5) Imposition of a disciplinary sanction and conditions shall be stayed during an appeal, except for a summary suspension that has been imposed under WAC 495C-121-190.

(6) The student conduct committee shall hear:

(a) Appeals from disciplinary suspensions in excess of ten instructional days, and any related disciplinary condition(s);

(b) Appeals from dismissals, and any related disciplinary condition(s); and

(c) Cases referred by the student conduct officer, the conduct review officer, or the president.

(7) Appeals from the following disciplinary sanctions and related disciplinary conditions shall be reviewed through a brief adjudicative proceeding:

(a) Written disciplinary reprimands, and any related disciplinary condition(s);

(b) Disciplinary probation, and any related disciplinary condition(s); and

(c) Disciplinary suspensions of ten instructional days or less, and any related disciplinary condition(s).

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(8) Except as provided elsewhere in these rules, disciplinary warnings and terminations of proceedings are final actions and are not subject to appeal.

[Statutory Authority: RCW 28B.50.140. WSR 14-11-070, § 495C-121-110, filed 5/19/14, effective 6/19/14.]

BRIEF ADJUDICATIVE PROCEEDINGS— INITIAL HEARING AND DECISION

(1) Brief adjudicative proceedings shall be conducted by a conduct review officer. The conduct review officer shall not participate in any case in which he/she is a witness, has direct or personal interest, prejudice, or bias, or has previously provided significant advice or direction to the student conduct officer.

(2) Before making a decision, the conduct review officer shall schedule an informal hearing to provide each party an opportunity (a) to be informed of the agency's view of the matter, and (b) to explain the party's view of the matter.

(3) The conduct review officer shall serve an initial decision upon the parties within ten days of the scheduled hearing. The initial decision shall contain a brief written statement of the reasons for the decision and information about how to seek review under WAC 495C-121-130.

(4) If the conduct review officer, upon review, determines that the respondent's conduct may warrant imposition of a disciplinary suspension of more than ten instructional days or a dismissal, he/she shall refer the matter to the student conduct committee for a disciplinary hearing.

[Statutory Authority: RCW 28B.50.140. WSR 14-11-070, § 495C-121-120, filed 5/19/14, effective 6/19/14.]

BRIEF ADJUDICATIVE PROCEEDINGS— REVIEW OF INITIAL DECISION

(1) A party may obtain review of an initial decision by the president, by filing a written request for review with the conduct review officer within twenty-one days of service of the initial decision. That officer shall promptly forward the request to the president. If no timely request for review is filed, the initial decision shall become the final decision.

(2) The president shall not participate in any case in which he/she is a witness, has direct or personal interest, prejudice, or bias, or has previously provided significant advice or direction.

(3) During the review, the president shall give each party an opportunity to file a written statement explaining their view of the matter and shall make any inquiries to the parties which are necessary to ascertain whether the discipline should be modified or whether the proceedings should be referred to the student conduct committee for a hearing.

(4) The president shall serve a written decision on review on all parties within twenty days of the later of the filing of the request for review or any deadline for parties' explanatory statements. A request for review may be deemed to have been denied if the president does not serve a decision within those twenty days. The decision shall include a brief statement of its reasoning. The president's decision shall be the final college action in the matter, and shall include notice of any right to request reconsideration and of the right to seek judicial review under chapter 34.05 RCW.

(5) If the president, upon review, determines that the respondent's conduct may warrant imposition of a dismissal or a disciplinary suspension of more than ten instructional days, he/she shall refer the matter to the student conduct committee for a disciplinary hearing.

[Statutory Authority: RCW 28B.50.140. WSR 14-11-070, § 495C-121-130, filed 5/19/14, effective 6/19/14.]

STUDENT CONDUCT COMMITTEE— FORMATION

(1) Proceedings of the student conduct committee shall be governed by the Administrative Procedure Act, chapter 34.05 RCW, and by the Model Rules of Procedure, chapter 10-08 WAC. To the extent there is a conflict between this chapter and chapter 10-08 WAC, this chapter shall control.

(2) The student conduct committee shall consist of five members:

(a) Two full-time students appointed by the student government to terms of up to one academic year;

(b) Two faculty members appointed by the president to terms of up to two academic years, beginning in alternating years;

(c) One faculty member or administrator, other than an administrator serving as a student conduct or conduct review officer, appointed as chair by the president for a term of up to two academic years.

Members may be reappointed for subsequent terms. Any member may be replaced by the appointing authority for the remainder of the term for good cause shown.

(3) The faculty member or administrator appointed as chair may take action on preliminary hearing matters prior to convening the committee. The chair shall receive annual training on protecting victims and promoting accountability in cases involving allegations of sexual misconduct.

(4) A member of the student conduct committee shall not participate in any case in which he/she is a party, complainant, or witness, has direct or personal interest, prejudice, or bias, or has previously provided significant advice or direction. Any party may petition for disqualification of a committee member pursuant to RCW 34.05.425(4).

(5) Hearings may be heard by a quorum of three members of the committee, so long as one faculty member and one student are included on the hearing panel. Committee action may be taken upon a majority vote of all committee members attending the hearing.

[Statutory Authority: RCW 28B.50.140. WSR 14-11-070, § 495C-121-140, filed 5/19/14, effective 6/19/14.]

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STUDENT CONDUCT COMMITTEE—PREHEARING PROCEEDINGS

(1) The student conduct committee chair shall serve all parties with written notice of the hearing not less than seven days in advance of the hearing date, as further specified in RCW 34.05.434 and WAC 10-08-040 and 10-08-045. The chair may shorten this notice period if both parties agree, and also may continue the hearing to a later time for good cause shown.

(2) The chair may conduct prehearing conferences and/or make prehearing decisions concerning the simplification of issues, the extent and form of any discovery, issuance of protective orders, and similar procedural matters.

(3) Discovery will be available as determined by the chair and in accordance with RCW 34.05.446. Upon request, the chair shall provide reasonable assistance to a party in obtaining relevant and admissible evidence that is within the college's control.

(4) The chair may provide to the committee members in advance of the hearing copies of (a) the conduct officer's notification of imposition of discipline or referral to the committee, and (b) the notice of appeal. If doing so, however, the chair should remind the members that these documents are not evidence of any facts they may allege.

(5) Upon request filed at least five business days before the hearing by any party, or at the direction of the committee chair, the parties shall exchange, no later than the third business day prior to the hearing, lists of potential witnesses and copies of potential exhibits that they reasonably expect to present to the committee. Failure to participate in good faith in such a requested exchange may be cause for exclusion from the hearing of any witness or exhibit not disclosed, absent a showing of good cause for such failure.

(6) The parties may agree before the hearing to designate specific exhibits as admissible without objection and, if they do so, whether the chair may provide copies of these admissible exhibits to the committee members before the hearing.

(7) Communications between a committee member and any other nonmember hearing participant regarding any issue in the proceeding, other than communications necessary to procedural aspects of maintaining an orderly process, are generally prohibited without notice and opportunity for all parties to participate. Any improper "ex parte" communication shall be placed on the record, as further provided in RCW 34.05.455.

[Statutory Authority: RCW 28B.50.140. WSR 14-11-070, § 495C-121-150, filed 5/19/14, effective 6/19/14.]

STUDENT CONDUCT COMMITTEE—HEARINGS

(1) Upon the failure of any party to attend or participate in a hearing, the chair may either:

(a) Proceed with the hearing; or

(b) Serve a default order in accordance with RCW 34.05.440.

(2) The committee will ordinarily be advised by an assistant attorney general.

(3) Each party may be accompanied at the hearing by a nonattorney assistant of his/her choice. A party other than the student conduct officer may elect to be represented by an attorney at his or her own cost, but will be deemed to have waived that right unless, at least four business days before the hearing, written notice of the attorney's identity and participation is filed with the chair, with a copy to the student conduct officer. If such a party is represented by an attorney, the student conduct officer may also be represented by a second, appropriately screened, assistant attorney general.

(4) The chair shall preside at the hearing and decide procedural questions that arise during the hearing, except as overridden by majority vote of the committee. Evidence shall be admitted or excluded in accordance with RCW 34.05.452. All testimony shall be given under oath or affirmation.

(5) The hearing will ordinarily be closed to the public, in light of the Family Educational Rights and Privacy Act. However, if all parties agree on the record to open some or all of the proceedings, the chair shall determine any extent to which the hearing will be open. If any person disrupts the proceedings, the chair may exclude that person from the hearing room.

(6) The chair shall afford opportunity to all parties to present their cases, and shall cause the hearing to be recorded by a method that he/she selects, in accordance with RCW 34.05.449. That recording, or a copy, shall be made available to any party upon request. Other recording shall also be permitted, in accordance with WAC 10-08-190.

(7) The chair shall assure maintenance of the record of the proceeding which is required by RCW 34.05.476. This record shall be available upon request by any party for inspection and copying, except as limited by FERPA.

[Statutory Authority: RCW 28B.50.140. WSR 14-11-070, § 495C-121-160, filed 5/19/14, effective 6/19/14.]

STUDENT CONDUCT COMMITTEE—INITIAL DECISION

(1) At the conclusion of the hearing, the committee shall permit the parties to make closing arguments in whatever form it wishes to receive them. The committee also may permit each party to propose findings, conclusions, and/or a proposed decision for its consideration. Only evidence presented at the hearing will be considered by the committee.

(2) Within twenty days following the later of the conclusion of the hearing or the committee's receipt of closing arguments, the committee shall issue an initial decision in accordance with RCW 34.05.461 and WAC 10-08-210. The initial order shall include:

(a) Findings on all material issues of fact and conclusions on all material issues of law, including which, if any, provisions of WAC 495C-121-050 were violated. Any findings based substantially on the credibility of evidence or the demeanor of witnesses shall be so identified.

(b) A determination on appropriate disciplinary sanction

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and/or disciplinary conditions, if any. The committee may affirm, reverse, modify, or supplement any disciplinary sanction and/or disciplinary condition(s) imposed by the student conduct officer.

(c) A statement that the initial order will become final unless a party seeks review of that decision in accordance with WAC 495C-121-180.

(3) The chair shall cause copies of the initial decision to be served on the parties, including any legal counsel of record. The committee chair shall also promptly transmit the record of the committee's proceedings and a copy of its decision to the president.

[Statutory Authority: RCW 28B.50.140. WSR 14-11-070, § 495C-121-170, filed 5/19/14, effective 6/19/14.]

STUDENT CONDUCT COMMITTEE—REVIEW OF INITIAL DECISION

(1) A party who is aggrieved by the committee's initial decision may obtain review of that decision by filing a notice of appeal with the president within twenty-one days after it was served on that party. If no timely notice of appeal is filed, the initial decision shall become the final decision.

(2) The notice of appeal must identify the specific findings of fact and/or conclusions of law in the initial decision that are challenged, and must contain an argument why the appeal should be granted.

(3) The president may ask for additional argument from the parties on the issues raised in the notice of appeal. The president's review will ordinarily be limited to those issues, and shall be restricted to the committee hearing record. The president shall not engage in ex parte communication with any of the parties regarding the appeal.

(4) The president shall serve a written decision on review on all parties within forty-five days after receipt of the notice of appeal. The decision shall include appropriate findings and conclusions. Unless it remands the case to the committee for further proceedings or gives a right to request reconsideration, the president's decision shall be the final college action in the matter and shall include notice of the right to seek judicial review under chapter 34.05 RCW.

[Statutory Authority: RCW 28B.50.140. WSR 14-11-070, § 495C-121-180, filed 5/19/14, effective 6/19/14.]

SUMMARY SUSPENSION

(1) Summary suspension is a temporary exclusion from specified college facilities and denial of access to all activities or privileges for which a respondent might otherwise be eligible, while an investigation, disciplinary procedures, and/or an appeal are pending.

(2) The student conduct officer may impose a summary suspension if there is probable cause to believe, i.e., there are reasonable grounds for believing, that the respondent has committed misconduct under WAC 495C-121-050 and that either:

(a) The situation involves an immediate danger to the public health, safety, or welfare which requires immediate college action; or

(b) The student's behavior poses an ongoing threat of substantial disruption of, or interference with, the operations of the college.

(3) A summary suspension shall be effective when the respondent receives written or oral notice of that suspension. If oral notice is given, a written notification must be served on the respondent within two business days of the oral notice. The written notification shall be entitled "Notice of Summary Suspension" and shall include:

(a) The reasons for imposing the summary suspension, including a description of the misconduct and specification of the provisions of WAC 495C-121-050 allegedly violated;

(b) The date, time, and location when the respondent must appear before the conduct review officer for a hearing on the summary suspension; and

(c) The conditions, if any, under which the respondent may physically access college facilities or communicate with members of the college community. If the respondent is prohibited from entering college facilities, he/she may be given a notice against trespass which warns that his/her privilege to enter college facilities has been withdrawn, subject to any specified exceptions such as an invitation to meet with the student conduct officer or conduct review officer or to attend a scheduled disciplinary hearing, and that he/she shall be considered to be trespassing and subject to arrest for criminal trespass for any violation.

(4) The hearing before the conduct review officer shall be scheduled as soon as practicable after service of the notice of summary suspension. If the respondent fails to appear at the scheduled time, the conduct review officer may order that the summary suspension remain in place. During the summary suspension hearing, the issues shall be:

(a) Whether the requirements under subsection (2) of this section are satisfied; and

(b) Whether the summary suspension should be continued pending the conclusion of disciplinary proceedings and/or should be less restrictive in scope.

(5) As soon as practicable following the hearing, the conduct review officer shall issue, and serve on the respondent and student conduct officer, a written decision which addresses the issues at the hearing. The conduct review officer shall also provide information about the decision, to the extent legally permissible under FERPA, to all persons and offices who may be bound or protected by it.

(6) The respondent may request a de novo review of the summary suspension hearing decision by the student conduct committee. The review will be scheduled promptly. Either party may request the review to be consolidated with any other disciplinary proceeding arising from the same matter.

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[Statutory Authority: RCW 28B.50.140. WSR 14-11-070, § 495C-121-190, filed 5/19/14, effective 6/19/14.]

SUPPLEMENTAL DEFINITIONS

The following supplemental definitions apply in student disciplinary matters involving allegations of sexual misconduct by a student:

(1) A "complainant" is an alleged victim of sexual misconduct.

(2) "Sexual misconduct" has the meaning ascribed to this term in WAC 495C-121-050.

(3) "Title IX compliance officer" is the college position designated by the president as having the primary direct responsibilities related to Title IX, 20 U.S.C. §§ 1681-88.

[Statutory Authority: RCW 28B.50.140. WSR 14-11-070, § 495C-121-200, filed 5/19/14, effective 6/19/14.]

SUPPLEMENTAL SEXUAL MISCONDUCT PROCEDURES

In student discipline matters involving allegations of sexual misconduct by a student:

(1) Both the respondent and the complainant shall be provided the same, or substantially equivalent, procedural rights to participate. For the complainant, this includes the rights to meet with the student conduct officer during the initial disciplinary process under WAC 495C-121-100 and to appeal as provided in WAC 495C-121-230.

(2) These rules shall supplement the foregoing student disciplinary rules in WAC 495C-121-010 through 495C-121-190. In the event of conflict between these supplemental sexual misconduct rules and the foregoing rules, these supplemental rules shall prevail.

[Statutory Authority: RCW 28B.50.140. WSR 14-11-070, § 495C-121-210, filed 5/19/14, effective 6/19/14.]

SUPPLEMENTAL COMPLAINT PROCESS

With respect to complaints or other reports of alleged sexual misconduct by a student:

(1) The college's Title IX compliance officer shall investigate, or assure investigation of, complaints or other reports of alleged sexual misconduct by a student. The investigation will be completed in a timely manner and the results of the investigation shall be referred to the student conduct officer for possible disciplinary action.

(2) Informal dispute resolution shall not be used to resolve sexual misconduct 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 the mediation at any time. Mediation shall not be used to resolve complaints involving allegations of sexual violence.

(3) College personnel will honor requests to keep sexual misconduct complaints confidential to the extent this can be done without unreasonably risking the health, safety, and welfare of the complainant or other members of the college community or compromising the college's duty to investigate and process such complaints.

(4) The student conduct officer, prior to serving a disciplinary decision under WAC 495C-121-100, will make a reasonable effort to contact the complainant to discuss the results of the investigation and possible disciplinary sanctions and/or disciplinary conditions that may be imposed.

(5) The student conduct officer, on the same date that a disciplinary decision is served on the respondent under WAC 495C-121-100, will serve a written notice, in compliance with FERPA, informing the complainant whether the allegations of sexual misconduct were found to have merit and describing any disciplinary sanctions and/or conditions which are being imposed upon the respondent for the complainant's protection. The notice will also inform the complainant of her/his rights to appeal as stated in WAC 495C-121-230. If protective disciplinary sanctions and/or conditions are imposed, the student conduct officer shall also make a reasonable effort to have the notice served upon the complainant prior to service upon the respondent.

[Statutory Authority: RCW 28B.50.140. WSR 14-11-070, § 495C-121-220, filed 5/19/14, effective 6/19/14.]

SUPPLEMENTAL APPEAL RIGHTS

In student discipline matters involving allegations of sexual misconduct by a student:

(1) The following actions by the student conduct officer may be appealed by the complainant:

(a) The dismissal of a sexual misconduct complaint; or

(b) Any disciplinary sanction(s) and conditions imposed against a respondent for a sexual misconduct violation, including a disciplinary warning.

(2) A complainant may appeal a disciplinary decision by filing a notice of appeal with the conduct review officer within twenty-one days of service of the notice of the discipline decision provided for in WAC 495C-121-220(5). The notice of appeal may include a written statement setting forth the grounds of appeal. Failure to file a timely notice of appeal constitutes a waiver of this right and the disciplinary decision shall be deemed final.

(3) If the respondent timely appeals a decision imposing discipline for a sexual misconduct violation, the college shall notify the complainant of the appeal and provide the complainant an opportunity to intervene as a party to the appeal.

(4) Except as otherwise specified in this supplemental procedure, a complainant who timely appeals a disciplinary decision or who intervenes as a party to the respondent's appeal of a disciplinary decision shall be afforded the same procedural rights as are afforded the respondent.

(5) An appeal by a complainant from the following disciplinary actions involving allegations of sexual misconduct against a student shall be handled as a brief adjudicative proceeding:

(a) Termination of the proceedings;

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(b) A disciplinary warning;

(c) A written disciplinary reprimand;

(d) Disciplinary probation;

(e) Suspensions of ten instructional days or less; and/or

(f) Any conditions or terms imposed in conjunction with one of the foregoing disciplinary actions.

(6) An appeal by a complainant from disciplinary action imposing a suspension in excess of ten instructional days or an expulsion shall be reviewed by the student conduct committee.

(7) In proceedings before the student conduct committee, respondent and complainant shall have the right to be accompanied by a nonattorney assistant of their choosing during the appeal process. Complainant may choose to be represented at the hearing by an attorney at his or her own expense, but will be deemed to have waived that right unless, at least four business days before the hearing, he or she files a written notice of the attorney's identity and participation with the committee chair, and with copies to the respondent and the student conduct officer.

(8) The complainant and respondent shall not directly question or cross-examine one another in either brief adjudicative proceedings or proceedings before the committee. In proceedings before the committee, all questions shall be directed to the chair, who will act as an intermediary and pose questions on the party's behalf.

(9) Student conduct hearings involving sexual misconduct allegations shall be closed to the public, unless respondent and complainant both waive this requirement in writing and request that the hearing be open to the public. Complainant, respondent and their respective nonattorney assistants and/or attorneys may attend portions of the hearing where argument, testimony, and/or evidence are presented to the student conduct committee.

(10) On the same date as the initial decision is served on the respondent under WAC 495C-121-120 or 495C-121-170, the conduct review officer or committee chair, as appropriate, will serve complainant with a written notice consistent with FERPA which states whether the allegations of sexual misconduct were found in the initial decision to have merit and describing any disciplinary sanction(s) and/or disciplinary condition(s) imposed upon the respondent for the complainant's protection. The notice will also inform the complainant of his/her appeal rights.

(11) Complainant, as a party, may appeal the initial decision to the president, under either WAC 495C-121-130, after a brief adjudicative proceeding, or WAC 495C-121-180, after a committee proceeding.

(12) On the same date that the president serves his/her decision on review on the other parties, under WAC 495C-121-130 or 495C-121-180, he/she shall serve complainant either with that decision, if allowed under FERPA, or with a written notice consistent with FERPA which both states whether the allegations of sexual misconduct were found to have merit and describes any disciplinary sanction(s) and/or disciplinary condition(s) imposed upon the respondent for the complainant's protection. This notice shall communicate the final college action in the matter and shall include notice of the right to seek judicial review under chapter 34.05 RCW.

[Statutory Authority: RCW 28B.50.140. WSR 14-11-070, § 495C-121-230, filed 5/19/14, effective 6/19/14.]

Campus Policies

CAMPUS SPEAKERS

1. Student organizations officially recognized by the college may invite speakers to the campus to address their own membership and other interested students and staff, if suitable space is available and there is no interference with the regularly scheduled program of the college. Although properly allowed by the college, the appearance of such speakers on the campus implies neither approval nor disapproval of them or their viewpoints. In the case of speakers who are candidates for political office, equal opportunities shall be available to opposing candidates if desired by them. Speakers are subject to the normal considerations for law and order and to the specific limitations imposed by the state constitution, which prohibits religious worship, exercise, or instruction on state property.

2. In order to ensure an atmosphere of open exchange and to ensure that the educational objectives of the college are not obscured, the president or designee, in a case attended by strong emotional feeling, may prescribe conditions for the conduct of the meeting, such as requiring a designated member of the staff as moderator, or requiring permission for comments and questions from the floor. Likewise, the president or designee may encourage the appearance of one or more additional speakers at any meeting or at a subsequent meeting, so that other points of view may be expressed. The president or designee may designate representatives to recommend conditions such as time, manner, and place for the conduct of particular meetings.

CATALOG POLICY

The college catalog provides an overview of the college's courses, programs, services, and policies. We make every effort to convey accurate information; however, the college's classes, and programs and other activities are subject to change at any time without notice. The catalog is not intended to create a contractual obligation.

CIVIL DISTURBANCES

In accordance with provisions contained in RCW 28B.10.571 and 28B.10.572:

1. It shall be unlawful for any person, singly or in concert with others, to interfere by force or violence with any employee or student of the college who is in the peaceful discharge or conduct of his/her duties or studies.

2. It shall be unlawful for any person, singly or in concert with others, to intimidate by threat of force or violence any employee or student of the college who is in the peaceful discharge of his/her duties or studies.
3. The crimes described in RCW 28B.10.571 and 28B.10.572 shall not apply to any employee who is engaged in the reasonable exercise of their disciplinary authority.
4. Any person or persons who violate the provisions of subparagraphs 1) and 2) above will be subject to disciplinary action and referred to the authorities for prosecution.

COMMERCIAL ACTIVITIES

1. College facilities will not be used for commercial solicitation, advertising, or promotional activities except when such activities clearly serve educational objectives, including but not limited to display of books of interest to the staff or the display or demonstration of technical or research equipment, and when such commercial activities relate to educational objectives and are conducted under the sponsorship or at the request of the college.
2. For the purpose of this regulation, the term commercial activities does not include handbills, leaflets, newspapers or similarly related materials as regulated in WAC 495C-120-100.

Crime Statistics

CRIMES REPORTED	'09	'10	'11	'12	'13
Murder	0	0	0	0	0
Rape	0	0	0	0	0
Robbery	0	2	0	0	1
Aggravated Rape	0	0	0	0	0
Burglary/Shoplifting	0	0	8	2/2	0/0
Motor Vehicle Theft	2	1	3	3	2

ARRESTS FOR THE FOLLOWING CRIMES	'09	'10	'11	'12	'13
Liquor Law Violations	0	0	0	0	0
Drug Abuse Violations	0	0	0	6	0
Weapons Possession	0	0	0	0	0

*Statistics provided are based on reported incidents to the Lakewood Police Department, Pierce County Sheriff's Department and CPTC Security.

DISTRIBUTION OF INFORMATION

1. Handbills, leaflets, newspapers, and similar materials may be sold or distributed free of charge by any student or students, or by members of recognized student organizations, or by college employees on or in college facilities at locations specifically designated by the president or designee; provided such distribution or sale does not interfere with the ingress or egress of persons or interfere with the free flow of vehicular or pedestrian traffic.
2. Such handbills, leaflets, newspapers, and related matter must bear identification as to the publishing agency and distributing organization or individual.
3. All non-students shall register with the president or designee prior to the distribution of any handbill, leaflet, newspaper, or related matter. Such distribution or sale must not interfere with the free flow of vehicular or pedestrian traffic.
4. Any person or persons who violate the provisions of subparagraphs 1) and 2) above will be subject to disciplinary action.

DRUG FREE ENVIRONMENT

Clover Park Technical College aims for a Drug-Free Environment. A program has been developed to prevent the illicit use of drugs and the abuse of alcohol by students and employees on college property or as any part of the college's activities. Possession and/or use of illicit drugs and alcohol is a violation of the Student Code of Conduct and subject to disciplinary action.

FREE MOVEMENT ON CAMPUS

The president or designee is authorized in the instance of any event that he or she deems impedes the movement of persons or vehicles, or which he or she deems to disrupt the ingress or egress of persons from the college facilities, to prohibit the entry of, or withdraw the license of, or privileges of a person or persons or any group of persons to enter onto or remain upon any portion of the college facilities.

SUSPENDED OPERATIONS

www.cptc.edu/risk/safety/emergency-management

CPTC will post inclement weather closures or delays to www.flashalert.net. This closure information is shared with news media for broadcast. Additionally, interested parties can subscribe to this site and receive notifications through email, text, Facebook or Twitter. The College website at www.cptc.edu will announce closures or delays using banners on the main page and the CPTC Warn notification system will push messages to subscribers as well. No announcement means normal operation. Announcements are for one day only.

NON-DISCRIMINATION POLICY

Clover Park Technical College provides equal opportunity and access in education and employment and does not discriminate on the basis of race, ethnicity, creed, color, sex, gender, gender identity, citizenship status, national origin, age, marital status, religious preference, the presence of any sensory, mental or physical disability, reliance on public assistance, sexual orientation, veteran status, political opinions or affiliations or genetic information in any of its programs, activities, and services. The following individual has been designated to handle inquiries regarding the non-discrimination policy:

Shelby Fritz, MBA, SPHR, SHRM-SCP
Director of Human Resources Title IX Coordinator
4500 STEILACOOM BLVD SW
LAKEWOOD WA 98499-4004

253-589-5533
shelby.fritz@cptc.edu

REGISTERED SEXUAL OFFENDER POLICY

The full policy and regulations for enrollment of registered sexual offenders is available in the College Policy and Procedures Handbook. When the college is notified by a law enforcement agency that a sexual offender is planning on attending or is attending the college, appropriate notification of the offender's presence will be made to faculty, staff, and students depending on the offender's classification level. For details, contact the office of the vice president for student success.

SAFETY AND HAZARDOUS MATERIALS

Safety procedures are posted next to the First Aid kits located in offices and classrooms of the college. Accidents should be immediately reported to a college staff member or security at 253-589-5682 and an Accident/Injury Report completed. Some program areas utilize materials which are classified as hazardous chemicals. The Occupational Safety Health Act (OSHA) Communication Standard 1910.120, and the State of Washington Right to Know Statutes require that chemicals be appropriately labeled and that the college has on file a Materials Safety Data Sheet (MSDS) for each of the hazardous chemical products being packaged, handled, or transferred. The MSDS provides a description of how the identified chemical is to be handled and is readily available in case of an emergency, or upon request. Questions or concerns regarding hazardous chemicals should be referred to the faculty for further information.

SMOKING POLICY

Smoking or the use of any tobacco product is permitted only in closed private vehicles and designated smoking shelters. Smoking or the use of any tobacco product will not be permitted in any state-owned building or vehicle. This includes e-cigarettes and similar devices.

STUDENT RIGHT TO KNOW

In compliance with the federal Student Right-to-Know (SR2K) and Campus Security Act of 1990 (Public Law 101-542), Clover Park Technical College makes available information about program completions on the college website, www.cptc.edu/right-to-know. A printed copy of this information may be obtained by calling 253-589-5570.

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 earning or profits.

PUBLICATION DISCLAIMER

Clover Park Technical College has made reasonable efforts to ensure the accuracy of the information throughout this catalog. However, the college reserves the right to make appropriate changes in procedures, policies, calendars, requirements, programs, courses and fees. When feasible, changes will be announced prior to their effective dates, but the college assumes no responsibility for giving particular notice of any such changes. Changes may apply not only to prospective students, but also to those who are currently enrolled. Nothing contained in this catalog shall be construed to create any offer to contract or any contractual rights. We encourage readers to contact the college or appropriate office to obtain current information.

2016-2017 Calendar

For some programs, calendar dates vary, depending on training schedules.

JULY 2016

Independence Day (College Closed) ..... Jul 4
Summer Quarter Start ..... Jul 5
Program Information Session (Classrooms@3 p.m.) ..... Jul 13
Financial Aid Deadline for Fall 2016 ..... Jul 22
Program Information Session (Classrooms@3 p.m.) ..... Jul 27

AUGUST 2016

Program Information Session (Classrooms@3 p.m.) ..... Aug 10
Program Information Session (Classrooms@3 p.m.) ..... Aug 24

SEPTEMBER 2016

Summer Quarter Ends ..... Sep 2
Labor Day (College Closed) ..... Sep 5
Summer Break ..... Sep 6-21
Fall Quarter Fees Due ..... Sep 9
Opening Session of College 102 ..... Sep 20
Professional Service Day ..... Sep 23
Fall Quarter Start ..... Sep 26
Program Information Session (Classrooms@3 p.m.) ..... Sep 28

OCTOBER 2016

2017-2018 FAFSA Available ..... Oct 1
Program Information Session (Classrooms@3 p.m.) ..... Oct 12
Program Information Session (Classrooms@3 p.m.) ..... Oct 26
Faculty In-Service ..... Oct 28
Financial Aid Deadline for Winter 2017 ..... Oct 28

NOVEMBER 2016

Veterans Day Ceremony ..... TBD
Program Information Session (Classrooms@3 p.m.) ..... Nov 9
Veterans Day Observed (College Closed) ..... Nov 11
Winter Quarter Registration
- Priority Registration (Running Start, High School, Continuing Veterans) .. Nov 14
- Continuing Student Registration ..... Nov 15-16
- New Student Registration ..... Nov 17-18
- Open Registration ..... Nov 21-Jan 4

Thanksgiving (College Closed) ..... Nov 24-25

DECEMBER 2016

Program Information Session (Classrooms@3 p.m.) ..... Dec 14
Last Day of Fall Quarter ..... Dec 16
Winter Quarter Fees Due ..... Dec 16
Professional Service Day ..... Dec 19
Opening Session of College 102 ..... Dec 19
Winter Break ..... Dec 19-Jan 2
Christmas Observed (College Closed) ..... Dec 26

JANUARY 2017

New Year's Day Observed (College Closed) ..... Jan 2
Winter Quarter Start ..... Jan 3
Program Information Session (Classrooms@3 p.m.) ..... Jan 11
Martin Luther King Day (College Closed) ..... Jan 16
Financial Aid Deadline for Spring 2017 ..... Jan 20
Program Information Session (Classrooms@3 p.m.) ..... Jan 25

FEBRUARY 2017

Program Information Session (Classrooms@3 p.m.) ..... Feb 8
President's Day (College Closed) ..... Feb 20
Spring Quarter Registration
- Priority Registration (Running Start/High School, Continuing Veterans) ... Feb 17
- Continuing Student Registration ..... Feb 21-22
- New Student Registration ..... Feb 23-24
- Open Registration ..... Feb 27–Apr 4

Program Information Session (Classrooms@3 p.m.) ..... Feb 22

MARCH 2017

Program Information Session (Classrooms@3 p.m.) ..... Mar 8
Spring Quarter Fees Due ..... Mar 17
Last day of Winter Quarter ..... Mar 21
Professional Service Day ..... Mar 22
Spring Break ..... Mar 23-Apr 2
Opening Session of College 102 ..... Mar 24

APRIL 2017

Spring Quarter Start ..... Apr 3
Program Information Session (Classrooms@3 p.m.) ..... Apr 12
Financial Aid Deadline for Summer ..... TBD
Program Information Session (Classrooms@3 p.m.) ..... Apr 26

MAY 2017

Program Information Session (Classrooms@3 p.m.) ..... May 10
Career Conference ..... May 11
College Transfer Fair ..... May 11
Summer/Fall Quarter Registration
- Priority Registration (Running Start, High School, Continuing Veterans) . May 4-5
- Continuing Student Registration ..... May 8-9
- New Student Registration ..... May 10-11
- Open Registration for Summer 2017 ..... May 12 – Jul 5
- Open Registration for Fall 2017 ..... May 12 – Sept 26

Faculty In-Service ..... May 19
Program Information Session (Classrooms@3 p.m.) ..... May 24
Memorial Day (College Closed) ..... May 29

JUNE 2017

Program Information Session (Classrooms@3 p.m.) ..... Jun 14
Summer Quarter Fees Due ..... Jun 16
Last day of Spring Quarter ..... Jun 20
Graduation Ceremony ..... TBD
Professional Service Day ..... Jun 21
Quarter Break ..... Jun 22-Jul 3
Opening Session of College 102 ..... Jun 27

Notes

"The instructors do a really good job focusing on what you want to accomplish."

-Aubrie Styger, Graphic Technologies Student

Full-Time Faculty & Administration

AMMONS, DOUG
Faculty Librarian
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HVAC
A.A.S., Tacoma Community College

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A.A.S., Clover Park Technical College

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BEACH, LISA
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B.A., Washington State University

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B.S., Northern Arizona University
Siemens Mechatronic Systems certification
Certified Architectural Drafter

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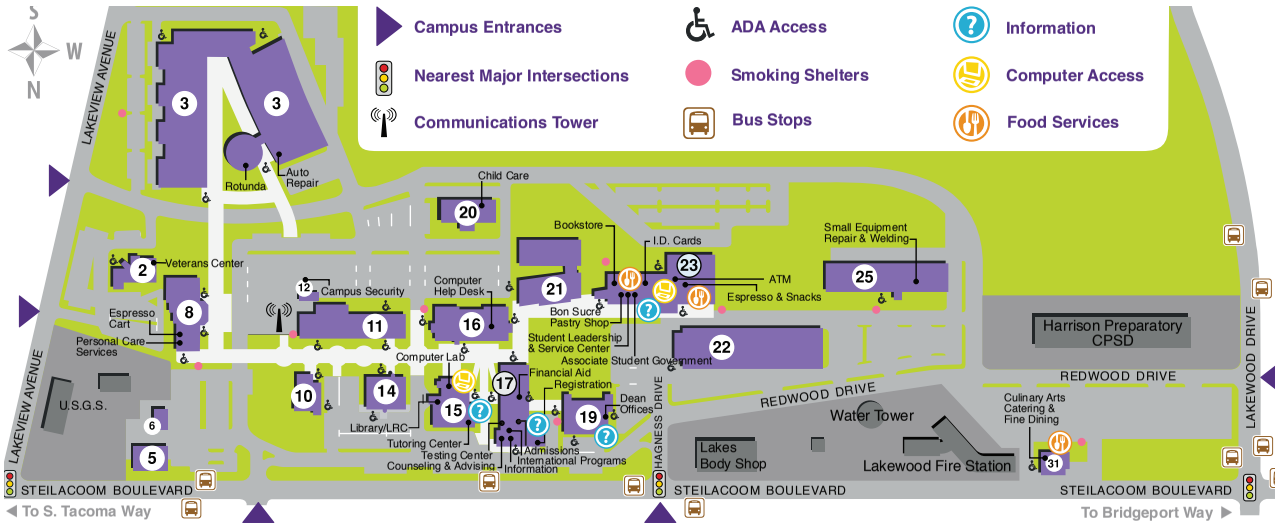

SHC = South Hill Campus

Accounting 11
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Medical Laboratory Technician 21
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Office of the Vice President for Student Success 17
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Workfirst Learning Center 16
Worksource 16

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