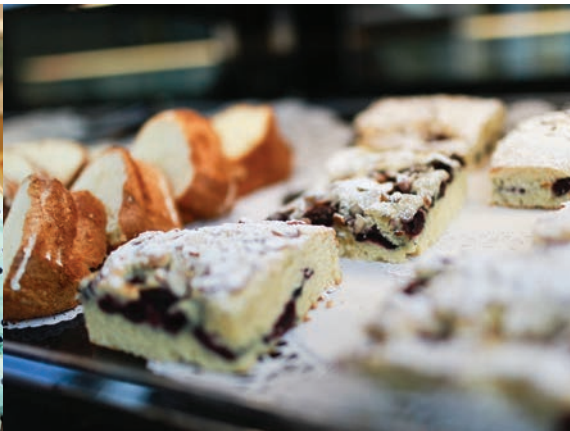


CATALOG



2013**2014**







2013-2014 Catalog

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, the basics, the art and the best practice for a profession that's fulfilling and in demand today. At Clover Park Technical College, we focus on excellence, experience and employment.

Redefine education. See what Clover Park has for you.

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Welcome to Clover Park Technical College

Welcome to Clover Park Technical College, a leading technical-education and career-training institution in the Tacoma-Pierce County region. Our caring and expertly-trained instructors and dedicated staff are here to assist you in ensuring your success as you pursue your educational goals.

Creating nationally-recognized programs, building strong partnerships with local businesses and industry, and taking aggressive steps to ensure all students receive expert, quality training demanded by employers are important components of our mission and are what you can expect when you walk through our doors. And vets coming onto the CPTC campus will be pleased to learn Clover Park Technical College has been designated a “Military-Friendly College.”



President John Walstrum

You will also have an opportunity to experience some of the new technologies used in today’s world: the hassle-free ability to register for classes online from our online catalog, WiFi access, your personal MyCC email account where you will receive important notices such as your personalized financial aid information, or the option to have important college information texted to you. Have fun with our college’s Facebook page, the college blog, and up-to-the-minute tweets about everything CPTC. These high-tech options complement your intellectual development, personal growth, and a college experience that is enriching, fun, and as comfortable and welcoming as we can make it.

The college’s unique “learn by doing” educational philosophy provides exceptional opportunities for students to receive hands-on training that can be applied directly to the needs of our growing economy. And because of our attention to the current needs of employers, as you enter the workforce you will find that Clover Park Technical College graduates are highly regarded by business and industry.

Thank you for choosing Clover Park Technical College. I wish you every success as you begin your studies with us, and I am confident your experience will be a positive one.

A handwritten signature in black ink, reading "John Walstrum". The signature is written in a cursive style and is flanked by short horizontal lines on both sides.

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Who, Where and What We Are

As a vital member of the state's higher education system Clover Park Technical College offers more than 45 programs in business, computer technology, allied health, manufacturing, media, communications, and more.

Clover Park Technical College offers courses on-line and on campus for students getting ready for their first career, their next step within their career and new careers. Clover Park Technical College is here to help students redefine education to meet their needs.

The college's rich history of professional and technical education dates back to the 1940s when the Clover Park School District established a War Production Program training civilians as auto mechanics for the Mt. Rainier Ordnance Depot; aircraft service mechanics for McChord Field and the Fort Lewis Army Post; and shipfitters, welders, and blueprint readers for Tacoma shipyards during World War II.

After the war, the popular aircraft service mechanic program was the first in the Northwest to offer Civil Aeronautics Administration certification. With the addition of other programs, including an electronics training course, the fledgling Clover Park Vocational Technical Institute was on its way to becoming a regional training facility.

In 1991, Clover Park Vocational Technical Institute became Clover Park Technical College and began to offer degree and transferable programs, so today's students could prepare for great jobs and great futures. Our main campus is in Lakewood, Washington, about eight miles southwest of downtown Tacoma, the state's second-largest city. Lakewood has a population of 63,000 and is near Joint Base Lewis-McChord.

The college also offers classes at its South Hill Campus.

Our Vision, Mission and Goals

Missions and Goals the help you succeed.

In 1997, Clover Park Technical College adopted what was then a new, forward-looking mission and goals. The college re-examined the important work we do and, in May 2013, the Board of Trustees approved the following:

VISION

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

MISSION

We are a values-driven institution that delivers quality education, training and support focused on student success in an evolving economy.

CORE THEMES

Workforce Preparation
Student Success
Institutional Excellence

VALUES

Clover Park Technical College 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 access
Champion equity
Build an educated community
Enhance institutional capacity
Promote innovation

Accreditation

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

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:

American Dental Association;

Commission on the Accreditation of Allied Health Education Programs;

EPA Refrigerant Recovery Certification;

National Accrediting Agency for Clinical Laboratory Sciences;

American Association of Medical Assistants;

National Automotive Technicians Educational Foundation;

Washington Association of Building Officials; NATEF.

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 three times each year to provide recommendations about methods, procedures, equipment, 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. The Foundation's mission is to raise friends and funds for the college to better enable the college to deliver quality education, training and support focused on student success in an evolving economy.

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.

Clover Park Technical College Foundation was founded in 1992. The Foundation is a public, non-profit corporation and is recognized by the Internal Revenue Code. Consequently, gifts made to the Foundation are tax-deductable.

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.

Lua Pritchard, Chair
Mary Moss, Vice Chair
Mark Martinez
Dr. Bob Lenigan
Bruce Lachney

Clover Park Technical College Foundation Board of Directors

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

Steven Crosby, President
Joyce Oubré, Vice President
Mary Green, Secretary
Matt Lane, Treasurer
Michael Block, Past President
Coy Anglin, Director-at-Large
David Harkness, Director-at-Large

Ex Officio Directors

Dr. Debbie Ranniger, Foundation Executive Director
Lua Pritchard, Chair, College Board Of Trustees
Dr. John Walstrum, College President
Linda Schoonmaker, College Vice President Of Administrative Services
Lisa Plair, President, Associated Student Government

Directors

Steve Brewer
Ty Cordova
Rhiannon Cupps
Harley Moberg
Katheryn Smith
Sommer Ueda
Shelia Winston

Emeriti Directors

Bill Hamilton
Philip S. Hayes
Sharon McGavick

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, other educational institutions, and advocates on behalf of the college. They also make recommendations to the President to strengthen the effectiveness in providing quality educational opportunities and services for the community.

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

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

STEP 1 **Paying for College/Apply 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.
- Go online to www.cptc.edu/money for Financial Aid Information & Deadlines

STEP 2 **Attend a Get Started Workshop and Program Information Session**

- Program Information Session is required for Cosmetology and Human Services programs.
- Learn more about programs, speak with the instructors and view the training areas.
- Professional Pilot, Aviation & Aerospace program sessions located at South Hill Campus, Puyallup.

STEP 3 **Apply for Admission and Pay the \$20 fee:**

- Mail the Admission Form with a check or money order to Clover Park Technical College.
- Deliver it in person to Student Records, Building 17.

STEP 4 **Take the COMPASS Placement Assessment: \$19 fee**

- Visit www.cptc.edu/compass for details.
- You can also use a prior assessment or college transcript – see www.cptc.edu/compass for details.

STEP 5 **Meet with a Counselor/Advisor for an Education Plan:**

- You will not be able to register for any courses until you meet with an Advisor.
- Come prepared, bring your:
 - Official COMPASS scores or prior assessment taken within the past two years, or
 - College transcripts from any Washington State college, or
 - Assessment Scores from Student Records for out-of-state transcripts.
- You may also schedule an appointment with Counseling & Advising at (253) 589-5548

STEP 6 **Register for Classes**

- Register for your classes during Open Registration online.
- You must register for all first quarter classes in your program as listed on your Education Plan.
- If earlier openings for your program occur, you will be informed by email or mail, so make sure you check your email regularly for possible updates on your program registration.

STEP 7 **Pay Tuition**

- To prevent your classes from being dropped for non-payment, make sure your tuition & fees are paid by the quarter-fee deadline.
- Contact Financial Aid or your funding agency.

Assessment

Students entering technical programs that have general education classes are required to take the COMPASS test.

COMPASS (Computerized-Adaptive Placement Assessment and Support System) is un-timed 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 English, Math, and Psychology 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 in general education prior to the beginning of a quarter.

COMPASS testing is conducted on a drop-in basis. No appointment is necessary. Pay the testing fee in the cashier's office located in Building 17, Room 102, and then present the receipt and picture I.D. to the Assessment Center staff on the second floor in room 210. To obtain a testing schedule go to: www.cptc.edu/assessment or visit the college's main campus.

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 the Assessment Center and evaluated by Advising/Counseling.

Advisors and Counselors are available in Building 17, Room 150, to evaluate assessment results by appointment or on a walk-in basis.

College Admission

Clover Park Technical College admissions applications are available at program information sessions, from Student Records, Building 17 or the Advising & Counseling office, Building 17.

The non-refundable admissions fee is: \$20

Program Admission

Some programs have mandatory advising prior to admissions as well as additional entrance requirements and fees, which can be found in the program description section of this catalog.

All members of the community are eligible for program admission to Clover Park Technical College if they:

1. Are competent to profit from the curricular offerings of the college; and
2. Are eighteen years of age or older; or
3. Are a high school graduate (diploma or GED certificate); or
4. Have applied for program admission under the provisions of Running Start, Elective High School, or other local enrollment option programs.

Exceptions: Those students aged 16 and over who meet the provision 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.

Persons not meeting the eligibility criteria for program admission may appeal for special program 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 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.

When To Register

Registration/Student Records: (253) 589-5666. Located in the lobby of Building 17.

Hours of Operation: Mon., Tues., Wed., Thurs 7:30 a.m. - 5 p.m. and Fri 9 a.m. - 5 p.m.

Open Late 2nd & 4th Wednesday 7:30 a.m. - 7 p.m.

2013-2014 Quarterly Registration Dates

	Fall 2013	Winter 2014	Spring 2014	Summer 2014
Priority Registration	Aug 8 - 9	Nov 14 - 15	Feb 13 - 14	N/A
Continuing Students Registration	Aug 12 - 13	Nov 18 - 19	Feb 18 - 19	May 19 - 20
Admitted Student Registration	Aug 14 - 15	Nov 20 - 21	Feb 20 - 21	May 21 - 22
Open Registration	Aug 16 - Sept 24	Nov 22 - Jan 3	Feb 24 - April 1	May 23 - July 1

Students can go online to register, pay fees, withdraw, print unofficial transcript, view automated waiting lists, check their class schedule and more. Go to the CPTC web site at www.cptc.edu and select Current Students then use your CPTC Student ID number and Student PIN to log in. *Note: Student PIN numbers are typically your six digit birth date in this format: MMDDYY.*

2013-2014 Tuition and Fee Payment Due Dates

	Fall 2013	Winter 2014	Spring 2014	Summer 2014
*TUITION & FEES DUE DATES	Sept. 5	Dec. 13	March 14	June 13
Last day to withdraw with 100% refund	Sept. 22	Jan. 1	March 30	June 29
FIRST DAY OF THE QUARTER	Sept. 23	Jan. 2	March 31	June 30
Last day to withdraw with 80% refund	Sept. 27	Jan. 8	April 4	July 7
Last day to withdraw with 40% refund	Oct. 14	Jan. 22	April 21	July 21
Graduation Application due date	Oct. 21	Jan. 30	April 28	July 28
Last day to withdraw with W grade	Nov. 12	Feb. 21	May 16	Aug. 18
LAST DAY OF THE QUARTER	Dec. 12	March 21	June 18	Aug. 19
Quarterly grades available online	Dec. 17	March 26	June 20	Sept 4

***Tuition & Fees Payment Due Dates:** All students with unpaid charges after the fee due date for the quarter will be automatically dropped from courses and open registration will continue with fees due at the time of registration.

Student Registration Dates are Scheduled on the Basis of Their Enrollment/Admission Status

Continuing Student Registration: Currently enrolled students are given priority for their next quarter online.

Admitted Student Registration: Students admitted with a targeted start date in their program for the next quarter register online.

Open Registration: Students that have completed the appropriate admission/educational planning process who are:

- on standby status seeking to register for technical career program courses to attempt to fill any openings or be put on the automatic waitlist for courses for that quarter, or
- seeking to register for General Education courses (English, Math, Social Science, etc.) for the first time, or
- Nursing Assistant - Certified (NA-C) Students register during open registration for each quarter.

Continuing Education Courses: Students may register for Continuing Education courses as soon as the quarterly class schedule is available. For questions about specific Continuing Education courses, contact Continuing Education Department (253) 589-5575.

2013-2014 Financial Aid Due Dates

	Fall 2013	Winter 2014	Spring 2014	Summer 2014
CPTC Financial Aid Application Process Due Dates	July 19, 2013	Nov 1, 2013	Jan 24, 2014	TBA

Students must complete the CPTC 5-step Financial Aid application process by the due dates listed above. The Financial Aid application process information is available online at: www.cptc.edu/money.

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, mailed or faxed to the funding coordinator at CPTC before starting class. If an agency is paying the assessment fee and/or the program admission fee, the student should take their contract to the funding coordinator prior to testing. The funding coordinator is available to answer your questions from 7:30 a.m. to 4:30 p.m., Monday through Friday in the cashier's office in Building 17 or may be reached at (253) 589-5663.

Continuing Education

Clover Park Technical College offers a wide variety of credit and non-credit classes through Continuing Education in the areas of Professional Development and Personal Enrichment.

Skill development classes are offered in various technical areas and are frequently changed based upon local industry and employment needs.

The majority of the classes are offered on a part-time basis, scheduled in the evening or on weekends. For a copy of the latest class schedule, please call (253) 589-5575 or find Continuing Education at www.cptc.edu/ContinuingEd.

Dual Credit for High School Students

Dual credit may be accepted for high school learning experiences where formal articulation agreements are in place. Contact Student Records 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 program and course description.

Northwest Career & Technical High School

(253) 589-5770

Northwest Career and 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 and Technical High School.
- Earn a certificate of initial competencies in their chosen career path.
- Are prepared to articulate into postsecondary education and training opportunities.
- Students who enroll in the Elective High School option can earn a certificate or a degree.

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 who 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 the Northwest Career and Technical High School at (253) 589-5770 or stop 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. High school students between the ages of 16 and 21 may be eligible to attend CPTC under the Running Start program.

Qualified students (juniors or seniors enrolled in area high schools) may enroll in programs tuition free up to a maximum of 15 credits as determined by their 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.

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 COMPASS testing scores
- Be identified as eligible by your school

Veterans

(253) 589-5581

Most programs offered by Clover Park Technical College are fully approved for benefits under the following Veterans Administration regulations: Chapter 31 (Vocational Rehabilitation), Chapter 30 (GI Bill), Chapter 32 (VEAP), Chapter 33 Post 9/11 (GI Bill), Chapter 35 (Survivors & Dependents) and Chapter 1606/1607 (Reserves) of Title 38, U.S. Code. For questions regarding eligibility, call the VA at 1 (888) 442-4551. Contact the Clover Park Technical College VA clerk at (253) 589-5581 for questions about your certification with the College.

WorkFirst

(253) 589-5503

WorkFirst participants are parents receiving Temporary Assistance to Needy Families from the Washington State Department of Social and Health Services. Workfirst students can participate in job skills training by:

- GED Prep Courses & High School completion
- enrolling in Customized Job Skills Training programs
- enrolling in High Wage High Demand career training
- Vocational Education training

To get started, call the WorkFirst Office or stop by the WorkFirst office on the main campus in Building 16, Monday through Friday from 8 a.m. to 5 p.m.

Worksource Affiliate Site (Career Center)

(253) 589-5548

The Career Center offers a self-service resource room and job search activities. One-on-one consultation on career interests as well as the use of computers and other career resources are available in Building 19, Room 260.

Ask Me Center

(253) 589-5961

The Ask Me Center is located in the lobby of Building 17. The Worker Retraining Intake Specialist is located in the Ask Me Center and is available to answer general questions regarding the Worker Retraining Program. Our representative from the Education Opportunity Center is available on select days to answer questions about the Financial Aid process and assist students with completing the FAFSA and with funding assistance to pay for COMPASS and Admissions Fees. Please call (253) 589-5548 for hours.

Worker Retraining Grant

(253) 589-5548

Worker Retraining is start-up funding dispersed by the Washington State Legislature to provide retraining opportunities for dislocated and unemployed workers in the state of Washington. The Advising Center determines eligibility and the Financial Aid Department awards the funds.

Am I eligible?

- I am being laid off from my job and may have a WARN notice.
- I am currently receiving Washington State unemployment benefits
- I exhausted my Washington State unemployment benefits in the past 24-months
- I am a displaced homemaker who has been dependent on the income of another family member, but I am no longer supported by that income
- I am a veteran who has separated from the armed services within the last 24 months and has been honorably discharged
- I am a vulnerable worker; underemployed
- I am a formerly self-employed worker

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 2012/2013 WRT Plan has targeted the programs below for funding. Programs specifically targeted by the WRT grant this year are:

- Residential Construction
 - Sustainable Building Science
 - Computer Information Systems
 - Material Science Technology – Non-destructive Testing
 - Aerospace Composite Technician
 - Nursing Assistant – Certified
 - Hemodialysis Technician
 - Material Science: Nondestructive Testing/Composites
- Other “in-demand” CPTC programs are also be eligible.

All the above programs also qualify for Opportunity Grant funding.

What does the funding cover?

100 percent of tuition and fees and funding for books and supplies may be awarded for the first quarter. (The Program Fee List for the applicable program reflects the 1st Quarter of books with an asterisk (*).

WRT funding assistance 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.

How do I apply?

Visit www.cptc.edu/workerretraining for a copy of the application or pick one up in the Advising Office, Building 17, Room 150. Once completed, the application should be submitted to Worker Retraining Intake Personnel in the Advising area of Building. 17.

If you are receiving Washington State unemployment benefits, you will need to provide your most recent Unemployment Insurance stub or WIA 001 form from the Worksource office. If you are a veteran you will need a UI stub and/or your DD 214. Please contact advising at (253) 589-5548 if you have any questions.

If you were formerly self-employed you will need to provide supporting documentation with your application such as W2's or current employment pay stubs.

If you are a displaced homemaker you will need to provide the following documentation with your application; divorce decree, or separation agreement, death certificate, and joint tax returns / W2's. In the event that you do not have tax returns or W2's, you will need to provide a statement about financial circumstances.

Getting Support

Explore Your Future at the Career Center

(253) 583-8765 or (253) 589-5548

The Career Center, a WorkSource Affiliate site, brings a variety of services to students and potential students. The center offers valuable resources such as a free CareerScope assessment to help you choose a program of study, labor market and occupational information, career-job search tools, job search assistance, interviewing tips, access to job postings, interest tests and one-on-one conversation. Staff are available to interpret assessment results and help you explore career options and appropriate educational opportunities. Contact the Advising/Counseling Center on the main campus in Building 17, (253) 589-5548, for hours of operation.

Advising/Counseling Center

(253) 589-5548

In addition to admissions counseling and academic advising, brief personal counseling is also available in the Advising/Counseling Office located at the Lakewood Campus Building 17, room 150. Walk-ins are welcome but to schedule an appointment call (253) 589-5548.

If you have a mental health emergency and need assistance please contact the Pierce County Crisis Line at (800) 576-7764 or the King County Crisis Center at (800) 244-5767

Get Started Workshop

(253) 589-5548

Workshops held most Wednesdays at 2 p.m. on the Lakewood Campus

Come learn about CPTC and the enrollment process, program information, campus support services and worker retraining. Questions? Call (253) 589-5548 for location.

Topics covered at this workshop:

- College enrollment/admission process
- Career exploration resources
- Federal Student Financial Aid application process (FAFSA)
- Scholarships & Educational Resources
- COMPASS Assessment process
- Cost for tuition/fees

Disabilities Accommodations

(253) 589-5767 or (253) 589-5826 TTY

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. TDD services are available in Human Resources.

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 medical documentation of disability is required.

To arrange accommodations, students should contact the Student Disability Specialist at (253) 589-5767. Requests for accommodations should be received by the college six weeks prior to the beginning of the program for which the request is made. 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 Building 17, Room 150.

Multicultural Student Services

(253) 589-5766

The Multicultural Student Services program offers assistance to meet the needs of students of color. The program promotes cultural pluralism throughout the campus with activities that provide awareness of the African American, Asian/Pacific Islander, Hispanic, Native American and the cultures of international communities. For assistance please visit building 17, room 200.

Adult Basic Skills

(253) 589-5760 or (253) 589-5702

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. 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 Washington State Learning Standards. Students are placed in classes based on their current skill level.

The program has a mandatory new student class, Tools for Success, which provides skills assessment and goal setting to promote a successful learning experience. New student classes are scheduled throughout the quarter and serve students on a first-come, first-served basis. More information is available in Building 37 or call (253) 589-5702 for more details. There is a \$25 program fee for each student enrolled in the ABE, GED and ESL classes per quarter.

Tutoring Services

(253) 589-5744 or (253) 589-5702

The College offers free tutoring to help students be more 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. For tutoring assistance, go directly to the Center. 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.

High School Equivalency Preparation Classes

What do I need to do to enroll in High School Equivalency preparation classes?

Call or stop by to sign up for Tools for Success, the orientation class for new students. This four day class allows students to become familiar with the learning environment as well as to complete the assessments necessary to enroll into the program. New students must complete all four days to be eligible for registration. Day and evening sessions are available.

Adult Basic Education

(253) 589-5760 or (253) 589-5702

High School Equivalency Testing

For accommodated testing or questions about High School Equivalency Testing, (253) 589-6045 To schedule a test, (253) 589-5702 or (253) 589-6045

Testing is administered on a set schedule each month. The current test expires in December 2013. The current test consists of five tests: Writing (including an essay: suggested length of 200-250 words), Reading, Social Studies, Science, and Math (through Algebra and Geometry). At least three sessions are necessary to complete all tests. There is a \$30 fee for each exam. Examinees must present approved photo ID and be 19 years of age or older (or have the appropriate release form if between 16 and 18 years old).

Orientation/Pre-Registration is mandatory for all new examinees. No appointment required for orientation. Appointment is REQUIRED for testing.

Bring a valid picture ID:

Driver's License, State ID, Military ID, Passport
Beginning January 2, 2014 the High School Equivalency will change. There will only be four tests, Language Arts, Social Studies, Science and Math. There will be short answer questions on all tests. All tests taken prior to January 2, 2014 will be invalid, and you will need to retest in all areas, for more information about the new tests go to www.gedtestingservices.com.

High School Equivalency Tests

Test	Time
Language Arts, Reading	1 hour, 5 min
Language Arts, Writing I & II	2 hours
Mathematics I & II	1 hour, 30 min
Science	1 hour, 20 min
Social Studies	1 hour, 10 min

Paying for College

Washington State & the Cost of Education

The State of Washington contributes approximately 62 percent of the cost of students' education through an allocation to the college. Students are responsible for the remaining 38 percent. Eligible students may also receive state-supported financial aid. Certain targeted programs mentioned above also help students pay for college and job training. Furthermore, federal, state, and foundation support is available. Please see Financial Aid, below.

Tuition and Fees 2013-2014 Academic Year

RESIDENT

1 - 10 credits	\$96.26 per credit
11 - 18 credits	\$46.38 per credit
19+ credits	\$96.26 per credit

NON-RESIDENT TUITION

1 - 10 credits	\$268.26 per credit
11 - 18 credits	\$51.85 per credit
19+ credits	\$268.26 per credit

ONE-TIME FEES

College Admission fee:	\$20 non-refundable
Assessment fee:	\$19 non-refundable
Graduation Award fee:	\$20 non-refundable

QUARTERLY FEES

Student Activities fee:	\$7.50 per credit to a maximum of \$90 per quarter
Security & Safety fee:	\$1.25 per credit to a maximum of \$15 per quarter
ASG Building fee:	\$3.75 per credit to a maximum of \$45 per quarter

ADDITIONAL FEES

Additional fees may be charged for a specific class and are listed at the end of the course descriptions in the Quarterly Class Schedule.

Students under age 21 who enroll under Running Start or Elective High School (EHS) do not pay an admission fee and are eligible for tuition waivers subject to the provisions of each program. Students enrolled in RS and EHS are expected to pay the Assessment Fee, lab/supply fees, safety/security fees, consumables, books, tools, transportation and other costs required for their program of study. The college may require students to pay a refundable deposit for tools loaned to them. Once a student graduates from high school, he or she is no longer eligible for these programs and will be required to pay the full tuition and fees.

Self-Support Classes are 100 percent funded through student fees and information on offerings is available in the quarterly class schedule. Fees vary by course.

A current fee list for each career program is available on Clover Park Technical College's website, www.cptc.edu, or by calling (253) 589-5548. Students should obtain all tuition and fee information prior to registration.

Acceptable payment methods are check, cash, money order, Visa or MasterCard. If an agency or scholarship is paying a student's tuition, the payment authorization must be on file at Clover Park Technical College in order to complete the registration process. Failure to meet financial obligations to the College will result in withdrawal from classes as well as the withholding of degrees and transcripts.

Tuition rates are set by the College in accordance with state law, and are subject to change for all enrolled students at the time of the change.

COLLECTION FEES

Students are responsible for all collection fees, attorney fees and court fees in accordance with RCW 28B.10.293 and RCW 19.16.500 should they default on any financial obligations to CPTC.

Refund Policy

1. The Assessment Test Fee is non-refundable.
2. All admission fees are non-refundable.
3. 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 twentieth 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.

4. For Self-Support classes, the following schedule will apply:

100% If the College cancels the class.

100% When you withdraw from the class on or before one business day prior to the first day of class. To officially withdraw from the class, you may come to the college in person, call registration at (253) 589-5666, fax your request to be withdrawn to (253) 589-5852, or withdraw online at www.cptc.edu/drop. The college must receive the fax or online drop on or before one business day prior to the first day of class.

0% When you register but do 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.

5. Programs cancelled by the College will be refunded at 100 % of the fees paid but unused as of the cancellation date.
6. Refunds will not be granted for students withdrawn for disciplinary reasons.
7. 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.
8. 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.
9. The graduation fee is non-refundable.
10. 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 Student Records 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.

Financial assistance may be available to you 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 your financial situation, taking into account your and/or your 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 (example Math 60 and Eng 79), GED prep, Quick Start programs, personal enrichment continuing education, Running Start or high school completion.

To qualify for financial aid, a student must:

- be enrolled or accepted for enrollment in an eligible degree or certificate program.
- have a high school diploma or GED.
- 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 you plan to enroll in fewer than 12 credits for any quarter, you must give the financial aid office advance notification to allow for your award to be revised.

How to Apply/Application Deadlines

We strongly recommend that you submit your FAFSA to the Federal Processor 3 MONTHS PRIOR TO OUR DEADLINE DATES or at a minimum, 2 weeks before the deadline dates below.

To apply for all available federal, state, and institutional financial assistance, you must complete steps 1- 5 of Clover Park'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/money.

1. New students must apply for Admission to a specific degree or certificate program.

2. Apply for a federal PIN number at www.pin.ed.gov.

A federal PIN number allows you to sign your FAFSA on the Web or Renewal FAFSA on the Web (see Step 3) electronically. If you are required to put your parents' information on your FAFSA, one of your parents will need to apply for a PIN also.

3. Complete one of the following and submit it to the Federal Processor:

2013-2014 FAFSA on the Web www.fafsa.ed.gov or

2013-2014 Renewal FAFSA on the Web www.fafsa.ed.gov or

(You do not need to wait to file a tax return to complete the FAFSA, income estimator is available)

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 e-mail address on your FAFSA. If you do not receive your SAR within 2 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 on the link to the Financial Aid Student Portal at www.cptc.edu/money

4. 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. (i.e. CPTC Data sheet, 2012 IRS Tax Transcript, Verification Worksheets). If you don't see 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 Registration and Financial Aid.

Submit all additional required documents/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.

Fall Quarter 2013

July 19, 2013

Winter Quarter 2014

November 1, 2013

Spring Quarter 2014

January 24, 2014

5. Complete Direct Stafford Loan application online (Required for LPN and RN pre-requisites if no conditional acceptance to the programs). If you would like to be considered for student loans, you must complete the loan application process (Entrance Counseling and Master Promissory Note) on-line from the college's website www.cptc.edu/money. Click read more under the "Apply for Federal Direct Stafford Loan" link.

Students taking nursing (LPN or RN) academic pre-requisites, and do not have a conditionally accepted LPN/RN application submitted to the Nursing department, who want financial assistance must apply for a student loan 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.)

	DEPENDENT Living with Parent/Relative	INDEPENDENT Living with Parent/Relative	RESIDENT Not Living with Parent/Relative
Tuition	\$5,367	\$5,367	\$5,367
Books & Supplies	\$1,026	\$1,026	\$1,026
Room & Board	\$3,174	\$7,392	\$9,492
Transportation	\$1,344	\$1,572	\$1,296
Personal	\$1,614	\$1,932	\$1,974
TOTAL	\$12,525	\$17,289	\$19,155

Determining Financial Need

The amount of assistance students receive is based on their 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).

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 is available every January 1st for the following academic year.

Description of Aid Programs

FEDERAL AND STATE GRANTS

Clover Park offers both federal grants (Pell Grant, Supplemental Educational Opportunity Grant, and Academic Competitiveness 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 5th 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.

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, service, 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 or www.washboard.org, 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) 589-5957

The Opportunity Grant allows low-income students to earn up to 45 credits in a job training program that is high wage and high demand with money to help cover tuition, books, and some additional financial support depending on need. Students also participate in personal and professional development workshops. Contact the Opportunity Grant Coordinator in Building 17, Room 130.

The career pathways covered under the Opportunity Grant are:

- Accounting
- Aerospace Composite Technician
- Aviation Maintenance
- CIT - Computer Information Tech
- Computer Networking & Information System Security
- Early Care & Education
- Environmental Science
- Dental Assistant
- Health Unit Coordinator
- Hemodialysis
- Human Services
- IBEST Chemical Dependency Specialist
- Histology Technician
- Licensed Practical Nurse
- Material Science Nondestructive Testing
- Medical Assistant
- Pharmacy Tech
- CAD I-BEST
- Nursing Assistant Certification/IBEST NAC
- Registered Nurse
- Residential Construction
- Surgical Technician
- Sustainable Building Science

WORKER RETRAINING

Worker Retraining is a Washington State program that targets dislocated/unemployed workers, displaced homemakers, or vulnerable workers and veterans honorably discharged within the last 24 months.

WORKFIRST

WorkFirst is a program that provides funding and support to students receiving Temporary Aid to Needy Families (TANF). The WorkFirst office is located in building 16. Please call (253) 589-5503 for assistance getting started.

Financial Aid Student Portal

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

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 which 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 and 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 2.00 or greater.
3. Credit limit requirement.

The credit completion requirement is different for State Need Grant (SNG) and College Bound Scholarship than for other types of aid.

Copies of the complete Satisfactory Academic Progress policy, are available on the Financial Aid Office web site at www.cptc.edu/money, and are available at the Financial Aid Office front counter.

Withdrawal & Repayment Policies

Students who either withdraw from all classes, stop attending all classes, or a combination of both before completing 60% 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 State Higher Education Coordinating Board. Students who owe a repayment are notified in writing. The complete repayment policy can be found on the Financial Aid Office web site at www.cptc.edu/financialaid.

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

Summer 2013	August 7, 2013
Fall 2013	November 11, 2013
Winter 2014	February 19, 2014
Spring 2014	May 18, 2014

International Students

We welcome students from many countries to Clover Park Technical College. We offer airport pick-up, free internet access and free tutoring to our international students.

Admissions

To start your application process, please contact us and take the first step towards a bright future. Join other American 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 Admissions Application and the Financial Responsibility forms:
 - a. Available online at www.cptc.edu/international, or
 - b. Request an application by mail at:

International Education Programs
4500 Steilacoom Blvd SW
Lakewood WA USA 98499
 - c. Email us at International@cptc.edu and we will send digital copies of the documents.
 - d. Request an application by fax at: (253) 589-6054
2. Send the Admission Application and the Financial Responsibility forms, along with other required documents, by mail with your \$50.00 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 I-20 Form to you. Take the I-20 Form 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: Email: International@cptc.edu or Tel: (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 23, 2013

Winter Quarter begins January 2, 2014

*Spring Quarter begins March 31, 2014

Summer Quarter begins June 30, 2014

Graduation is TBA.

**Please note that some programs have fall and spring start dates only.*

Plan to arrive at least several days before the quarter begins to rest and recuperate. For Winter quarter, plan to arrive after Christmas day (December 26-28).

Cost of Tuition & Fees

2013-2014 fees coming soon. Fees do not change until Fall quarter 2014.

1-10 credits	\$268.26 per credit
11-18 credits	\$51.85 per credit
19 credits and up	\$268.26 per credit

- International Student Health Insurance is \$288.35 per quarter (3 months) — subject to change.
- Computer Use Fee of \$4.75 per credit to a maximum of \$57 per quarter (depending on the program).
- 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.

- Security & Safety fee of \$1.25 per credit to a maximum of \$15 per quarter (if driving a car to college).
- Housing and other College fees are not inclusive.
- Non-refundable Clover Park Technical College admissions application fee is \$20.
- 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.).

There is a \$250.00 placement fee. The Traditional Homestay is \$600 a month for 3 meals/7days a 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)

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).

Independent Living in Apartments Near the College

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

- Housing and other College fees are not inclusive. The students who need assistance in finding apartments need to pay a \$100.00 housing application fee payable to CPTC.

Costs are subject to change based on the local housing market.

For Additional International Information

Contact the International Education 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 USA 98499

Website: www.cptc.edu/international

Campus Life & Services

Associated Student Government

(253) 589-5644

Associated Student Government (ASG) is the official governing organization for students at Clover Park Technical College. Serving on ASG gives student the opportunity to maximize their involvement and participation in the college. The ASG is organized as follows:

STUDENT COUNCIL

This council is composed of students who are selected by their peers to represent the entire student body in the positions of President, Vice President, Secretary and Student Activities Chair. Council meetings, which are open to the public, are held on a regular basis while CPTC is in session.

PROGRAMMING BOARD

The programming board primary function is to provide students with programs and activities that enhance their learning outside of the classroom. These programs include but are not limited to student involvement days, diversity and cultural events, lectures and workshops, concerts, welcome days, movie nights and more.

CLUBS & ORGANIZATIONS

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

For more information about Student Programs, call or stop by the Student Center, Building 23, Room 207. Students can meet with their student officers in Building 23, Room 209 or take a break in the game or TV areas in Rooms 214 or 215.

Student Center

(253) 589-5644

The Sharon McGavick Student Center is where students and the campus community connect via student services such entertaining and educational programs and services that both 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.

Bookstore

(253) 589-5614

In addition to textbooks, the Bookstore carries supplies, tools, and many other needed items 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, has extended hours at the beginning of each quarter and may run on a reduced schedule during all college breaks.

Food Services

Breakfast, lunch and snacks are served daily on campus when the College is in session at the Cascade Café and the Clover Perk Bistro in Building 23. The Clover Park Technical College Culinary Arts students offer lunch in the Rainier room in Building 31, Wednesday through Friday, from 11:15 a.m. to 12:45 p.m. (offered periodically during the quarter).

Health Services

The Advising and Counseling Office is home to the wellness committee that promotes safety and health issues. There are no health services on the campus. Referrals are made to local clinics.

Identification

(253) 589-5557

The Security and Safety Fee is mandatory for all students and covers the costs of student parking decals, student photo identification cards, and supports college security. All students are required to wear their student identification card when on campus unless it is a classroom safety hazard to do so. Student photo identification cards are available from Security (Building 23, Room 211) on Tuesdays and Thursdays from 2 to 4 p.m. Replacement cards cost \$5.00. Pay in advance at the Cashiers Office, Building 17, Room 102. Bring your receipt and completed application to Building 23, Room 211. You must have a picture ID and your Student ID number to be issued a Clover Park Technical College identification card.

Insurance

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

Parking & Transportation

(253) 589-5557

Pierce Transit Buses 202 and 3 stop at the College on a regular basis.

Students who park on College property must register their vehicle and display a current decal, which is issued annually and is valid from September to September. Decals are available in Building 23, Room 211. Bring picture identification, student identification number and proof of class registration. Hours of operation are: Tuesday and Thursday, 2-4 p.m. For the first week of each new quarter decals will be issued from 9am to noon and 1:30pm to 4pm. There is also a possibility to make arrangements for evening students to get decals and ID cards in the evening with instructor cooperation. Your first decal is included in your tuition expense, there is a \$7 charge for additional decals. If you are driving a temporary vehicle please come to the Security Office in Building 22, Room 127 between 7:30 a.m. and 4 p.m. to receive a temporary parking slip.

The 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 \$15 fine for each offense and/or towed at the owner's expense. Students are also subject to a \$15 fine for each offense for non-registered vehicles, parking in unauthorized areas, blocking or obstructing traffic, parking in fire lanes and 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 or loss to vehicles parked on the campus.

Library & Computer Labs

(253) 589-5544 for hours

(253) 589-5628 or (253) 589-6067 for Library Skills classes and individual orientations to library resources

The Clover Park Technical College Library and Hayes Computer Lab is located in the F.V. Miner Resource Center, Building 15. The library/computer lab is open from 7 a.m. to 7 p.m. Monday through Thursday, 7 a.m. to 4 p.m. on Fridays, and 9:30 a.m. to 2:30 p.m. on 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, computer applications, Internet access, and a variety of assistive technologies.

Other services include a coin-operated 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

Security personnel are on campus to assure your safety. They will deal with emergency situations and will assist with some vehicle problems, such as a dead battery.

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

On-Campus Child Care

(253) 589-5531 or 589-5511

Hayes Child Development Center is located in Building 20.

Daytime Care Provides services for ages 12 months to 12 years old. Hours of operation are 6 a.m. to 6:30 p.m. A full time schedule is required. There is a discounted rate available for students and staff of Clover Park Technical College. The center is also available to community members not enrolled or working at the college. We do accept D.S.H.S payments.

We are proud to be a N.A.E.Y.C accredited facility.

If you have question 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. Project Head Start has played a major role in focusing the attention of the nation on the importance of early childhood development, especially in the first five years of life. 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 info www.cptc.edu/catalog or call (253) 589-5800.



Programs & Courses

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Program Descriptions

Prerequisites: 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 or SLEP score. For course descriptions, see page 78.

Credits 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.

Associate in Pre-Nursing Degree

Associate of Arts and Science Degree

Direct Transfer Agreement/

Major Related Pathway (DTA/MRP)

The Associate in Pre-Nursing degree offers a broad spectrum of academic courses which 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 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 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's 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 that includes 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 pre-requisite to the math courses included in this program.

Admission Dates: Summer, Fall, Winter, Spring quarters.

PROGRAM REQUIREMENTS

¹Communication (10 Cr.)

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

²Quantitative & Symbolic Reasoning (5CR.)

MATH& 146 Statistics.....	5
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^{3, 6}Humanities (15CR.)

CMST& 220 Public Speaking.....	5
Elective humanities course.....	5
Elective humanities course.....	5

⁴Social Sciences (15CR.)

PSYC& 100 ^{DIV} General Psychology.....	5
PSYC& 200 Lifespan Psychology.....	5
SOC& 101 ^{DIV} Introduction to Sociology.....	5

⁵Natural Sciences (35CR.)

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 Intro to Organic/Biochem.....	5
NIURS 109 Nutrition for Nursing.....	5

⁶Electives (10 Cr.)

Elective.....	5
Elective.....	5

Computer Literacy Course (3 Cr.)

Complete an approved computer literacy course or successfully pass the computer literacy exam.....	3
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Total Program Credits..... 93

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.

1. Northwest University and Walla Walla College require that the second English composition class be a research writing class.
2. 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)
3. A curriculum that provides students with an understanding of and

continued from previous page

sensitivity to human diversity is encouraged (required by WSU). The credits gained in sociology and humanities courses provide opportunities for such a curriculum.

4. Northwest University requires Cultural Anthropology and does not accept a course in the sociology discipline as a substitute. Students may be admitted to the BSN without Cultural Anthropology if they agree to complete the course at NU in the summer prior to the junior year.
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 3 out of the 7 natural sciences courses (or 2.8 for 4 out of the 7) 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 the 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.

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)

Associate in Technology

Associate of Arts and Science Degree

Direct Transfer Agreement/Major Related Pathway (DTA/MRP)

The Associate in Technology degree is for students preparing to pursue a bachelor's degree 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 degree 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 colleges system. Baccalaureate institutions that are party to this agreement are: CWU, EWU, 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 includes 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 pre-requisite to the math courses listed below.

Admission Dates: Fall, Winter, Spring quarters.

PROGRAM REQUIREMENTS

Communication Skills (10 Cr.)

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

Quantitative Reasoning (Choose 10 credits from list below)

MATH& 141	Pre-calculus I.....	5
MATH& 142	Pre-calculus II	5
MATH& 151	Calculus I.....	5
MATH& 152	Calculus II.....	5

¹ Humanities (15CR.)

CMST& 220	Public Speaking	5
	Elective humanities course.....	5
	Elective humanities course.....	5

² Social Sciences (15CR.)

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 Phys I w/Lab.....	5
CHEM& 161	General Chemistry with Lab I.....	5
CIT 142	JAVA Object-oriented Programming I.....	5
CIT 143	JAVA Object-oriented Programming II.....	5

Technology Course Work (10 Cr.)

ENGR& 114	Engineering Graphics.....	5
MCH 201	CATIA I.....	5

³ Electives (10 Cr.)

Major-related Electives	10
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Computer Literacy Course (3 Cr.)

Complete an approved computer literacy course or successfully pass the computer literacy exam	3
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Technical Course Requirements (Total).....	98
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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 2 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 4-year institution you'll be 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 various other entry-level accounting clerks.

Participate in realistic training through internships. Technical course curriculum is based on current industry standards.

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

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 (15 credits):

- ENGL& 101 English Composition or CMST& 220 (or higher)
- MAT 105 Math for Industrial Professions (or higher)
- PSYC& 100^{DIV} General Psychology (PSY 112^{DIV}, SOC& 101^{DIV}, or other humanities course that meets the diversity requirement)

AAS-T Degree general education requirements (20 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, ART& 100, MUSC& 105, ASL& 121, BIOL 118, BIOL& 160, BIOL& 175, BIOL& 241, BIOL& 242, CHEM& 121, CHEM& 110, GEOL& 110, PHYS& 114, ECON 101, ECON& 201 or ECON& 202

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.

Prerequisites: COMPASS Reading 68 and Writing 33, or successful completion of ENG 82, and successful completion of MAT 91 during first quarter.

Admission Dates: Recommended Fall and Spring quarters or by Instructor permission. Course delivery varies between live, hybrid, and online methods. Students with prior learning or experience should contact the Instructor prior to enrolling for individual start dates, class schedule, and options.

AAT PROGRAM REQUIREMENTS

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
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 235	Accounting Spreadsheets II	4
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 ^C	MS Word I	3
CAS 141 ^C	MS PowerPoint	3
CAS 151 ^C	MS Access	3
Plus select 5 credits from Options (Below)		
ACTG 271	Internship I	5
ACTG 295	Individual Income Tax Preparation	5

Technical Course Requirements (Total)	104
General Education Requirements (See listing above)	15

TOTAL CREDITS FOR COMPLETION OF AAT DEGREE 119

* Articulated courses with High Schools for Dual Enrollment

AAS-T PROGRAM REQUIREMENTS

Credits

Technical Course Requirements (Same as AAT)	104
General Education Requirements (See listing above)	20

TOTAL CREDITS FOR COMPLETION OF AAS-T DEGREE 124

Accounting

Bookkeeping Clerk

Certificate

(253) 589-5621 or (253) 589-5691

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

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

Prerequisites: COMPASS Reading 68 and Writing 33, or successful completion of ENG 82, and successful completion of MAT 82.

Admission Dates: Recommended Fall and Spring quarters or by Instructor permission. Course delivery varies between live, hybrid, and online methods. Students with prior learning or experience should contact the Instructor prior to enrolling for individual start dates.

PROGRAM REQUIREMENTS

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 235	Accounting Spreadsheets II	4
CAS 121 ^C	MS Word I	3

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CAS 141 ^{CL} MS PowerPoint	3
TOTAL CREDITS FOR COMPLETION	42

Architectural Engineering Design

Associate of Applied Technology Degree

Associate in Applied Science – T Degree

(253) 589-5684 or 253-589-5681

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 and 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.

This program is approximately six quarters in length, 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. 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 (15 credits):

- ENGL& 101 English Composition or CMST& 220 (or higher)
- MAT 105 Math for Industrial Professions (or higher)
- PSYC& 100^{DIV} General Psychology (PSY 112^{DIV}, SOC& 101^{DIV}, or other humanities course that meets the diversity requirement)

AAS-T Degree general education requirements (20 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, ART& 100, MUSC& 105, ASL& 121, BIOL 118, BIOL& 160, BIOL& 175, BIOL& 241, BIOL& 242, CHEM& 121, CHEM& 110, GEOL& 110, PHYS& 114, ECON 101, ECON& 201 or ECON& 202

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.

Admission Dates: Fall and Spring quarters.

PROGRAM REQUIREMENTS

ARC 121 Architectural Drafting & Design	5
ARC 123 Civil Engineering Site Design	5
ARC 125 Residential Design & Drafting	5
ARC 141 Architectural Reporting	3

ARC 142 Architectural Reporting II	5
ARC 152 Construction Material Research	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 253 Employment Research	2
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 elective below	5

Subtotal Technical Core Credits 89

Electives:

ARC 227 Special Intern Project	5
ARC 229 Special Design Project	5
ARC 284* ^{CL} Applied AutoCAD	5
CIV 282 Intro to Civil 3D	4

AAT PROGRAM REQUIREMENTS

Credits

Technical Course Requirements (Total)	89
General Education Requirements (See listing above)	15

TOTAL CREDITS FOR COMPLETION OF AAT DEGREE 104

AAS-T PROGRAM REQUIREMENTS

Credits

Technical Course Requirements (Same as AAT)	89
General Education Requirements (See listing above)	20

TOTAL CREDITS FOR COMPLETION OF AAS-T DEGREE 109

Additional required lab time arranged with Instructor.

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 included essential details.

This 3-quarter certificate is specifically developed to provide students with assistance in gaining the skills they will need to be successful in the industry. In addition to the technical courses listed below, this program offers a basic skills component to help prepare students for success. The certificate is a pathway to the Architectural Engineering Design associate degree program.

Prerequisite: Student must be screened using CASAS assessment to meet eligibility requirements.

Admission Dates: Summer and Winter quarters.

PROGRAM REQUIREMENTS

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

(continues on next page)

ARC 171	Drafting Technologies I	5
ARC 173	Drafting Technologies II	5
ARC 181	Introduction to AutoCAD	5
ARC 253	Employment Research	2
ARC 281	Intermediate AutoCAD	5
ARC 283	Building Information Modeling	5
TOTAL CREDITS FOR COMPLETION		42

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 upon which technical skills are built and personal development enhanced.

This program is approximately four quarters in length, depending on the time students need to satisfactorily complete all 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 capstone project, diversity, and computer literacy requirements.

Admission Dates: Fall, Winter, Spring, and Summer quarters

PROGRAM REQUIREMENTS

ACT 102	Fundamentals of Collision Repair	3
ACT 106	Body Shop Equipment	3
ACT 110	Welding, Heat, & Cutting	4
ACT 115	Plastic/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	Auto Collision Major Repairs	5
ACT 140	Auto Systems Repair (Winter quarter only)	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 166	Surface Imperfections/Exterior Trim	5
ACT 171	Plastic Refinishing	5
ENG& 101	English Composition (or higher) or CMST& 220	5
MAT 105	Math for Industrial Professions (or higher)	5
PSYC& 100 ^{DN}	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
TOTAL CREDITS FOR COMPLETION		100

*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.

This program is approximately two quarters in length, depending on the time students need to satisfactorily complete all graduation requirements.

Admission Dates: Fall, Winter, Spring, and Summer quarters.

PROGRAM REQUIREMENTS

ACT 140	Auto Systems Repair (Winter quarter only)	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 166	Surface Imperfections/Exterior Trim	5
ACT 171	Plastic Refinishing	5
TOTAL CREDITS FOR COMPLETION		43

Automotive Collision Technician Structure Repair Technician

Certificate

Skilled automotive collision structure 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.

This program is approximately two quarters in length, depending on the time students need to satisfactorily complete all graduation requirements.

Admission Dates: Fall, Winter, Spring, and Summer quarters

PROGRAM REQUIREMENTS

ACT 102	Fundamentals of Collision Repair	3
ACT 106	Body Shop Equipment	3
ACT 110	Welding, Heat, & Cutting	4
ACT 115	Plastic/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	Auto Collision Major Repairs	5
ACT 140	Auto Systems Repair (Winter quarter only)	4
TOTAL CREDITS FOR COMPLETION		43

*Articulated courses 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 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 upon which technical skills are built and personal development enhanced.

This program is approximately four to six quarters in length, after meeting prerequisite, depending on the time students need to satisfactorily complete all graduation requirements and Prerequisites and master the skills and techniques covered and finish a capstone project.

Prerequisites: ACT 102-125, Automotive Collision Technician, or equivalent.

Admission Dates: Fall, Winter, Spring, and Summer quarters, by Instructor permission only

PROGRAM REQUIREMENTS

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	9
ARCF 167	Custom Paint Application	3
ARCF 168	Applied Metal Skills	3
ENG& 101	English Composition (or higher) or CMST& 220	5
MAT 105	Math for Industrial Professions (or higher)	5
PSYC& 100 ^{DIV}	General Psychology (or other social science or humanities class)	5

TOTAL CREDITS FOR COMPLETION 72

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 upon which technical skills are built and personal development enhanced.

This program is approximately six quarters in length, depending on the time students need to satisfactorily complete all graduation requirements. Must have required tools and textbooks.

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.

Admission Dates: Fall and Spring quarters, or Summer and Winter quarters with Instructor permission

PROGRAM REQUIREMENTS

AUT 120	Automotive Basics	2
AUT 132	Automotive Welding	4
AUT 147**	Automotive Brakes	6
AUT 149**	Automotive Brakes, Suspension, Steering, & Wheel Alignment	7
AUT 156**	Automotive Brakes, Suspension, Steering, & Wheel Alignment, Lab	5
AUT 174**	Engine Minor Mechanical Repair	6
AUT 175**	Engine Major Mechanical Repair	7
AUT 178**	Engine Mechanical Lab	3
AUT 203**	Electrical Systems	11
AUT 209**	Electronic Systems	7
AUT 217**	Automotive Ignition Systems	7
AUT 223**	Automotive Fuel Systems	7
AUT 236 ^{CAP} **	Automotive Emissions Systems	7
AUT 239	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***	Air-Conditioning, Heating, & Ventilation	6
ENGL& 101	English Composition (or higher) or CMST& 220	5
MAT 105	Math for Industrial Professions (or higher)	5
PSYC& 100 ^{DIV}	General Psychology (or other social science or humanities class that meets the diversity requirement)	5
	Computer Literacy Requirement (Complete an approved computer literacy course or successfully pass the computer literacy exam)	3

TOTAL CREDITS FOR COMPLETION 140

*Articulated courses with High Schools for Dual Enrollment

**These courses must be taken in consecutive order.

***Must take AUT 203 and AUT 209 prior to AUT 255

Optional

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

Automotive Technician

Ford Maintenance & Light Repair Technician

Certificate

Designed by Ford Motor Company to prepare the student with the basic skills needed to gain employment as 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.

Also, the 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.

This program is approximately three quarters in length, depending on the time students need to satisfactorily complete all graduation requirements. Students transferring to the degree program may need to withdraw for one or two quarters to finish their program of study.

Admission Dates: Fall, Winter, Spring quarters

PROGRAM REQUIREMENTS

AUT 120	Automotive Basics	2
AUT 144	Ford Basic Electrical System Diagnosis & Testing.....	6
**AUT 147*	Automotive Brakes.....	6
**AUT 149*	Automotive Brakes, Suspension, Steering, & Wheel Alignment	7
**AUT 156*	Automotive Brakes, Suspension, Steering, Wheel Alignment, Lab.....	5
AUT 172	Ford Base Steering, Suspension, & Align	6
AUT 179	Automotive General Maintenance & Tires.....	7
AUT 185	Ford Brake Systems Diagnosis	2
AUT 203	Electrical Systems.....	11
AUT 209	Electronic Systems	7
AUT 255	Air-Conditioning, Heating, & Ventilation	6
ENGL& 101	English Composition (or higher) or CMST& 220.....	5
MAT 105	Math for Industrial Professions (or higher).....	5
PSYC& 100 ^{DIV}	General Psychology (or other social science or humanities course).....	5
TOTAL CREDITS FOR COMPLETION		80

*Articulated courses with High Schools for Dual Enrollment

**These courses must be taken in consecutive order

Automotive Technician

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 a realistic training experience that prepares them for employment and ASE certification.

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

AAT Degree General Education Requirements (15 credits):

- ENGL& 101 English Composition or CMST& 220 (or higher)

- MAT 105 Math for Industrial Professions (or higher)
- PSYC& 100^{DIV} General Psychology (PSY 112^{DIV}, SOC& 101^{DIV}, or other humanities course that meets the diversity requirement)

AAS-T Degree general education requirements (20 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, ART& 100, MUSC& 105, ASL& 121, BIOL 118, BIOL& 160, BIOL& 175, BIOL& 241, BIOL& 242, CHEM& 121, CHEM& 110, GEOL& 110, PHYS& 114, ECON 101, ECON& 201 or ECON& 202

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.

Admission Dates: Fall and Spring quarters, or Summer and Winter quarters with Instructor permission. Hybrid courses are taught Summer Quarter only.

PROGRAM REQUIREMENTS

AUT 120	Automotive Basics	2
AUT 132	Automotive Welding.....	4
AUT 147**	Automotive Brakes.....	6
AUT 149**	Automotive Brakes, Suspension, Steering, & Wheel Alignment	7
AUT 156**	Automotive Brakes, Suspension, Steering, & Wheel Alignment, Lab.....	5
AUT 174**	Engine Minor Mechanical Repair	6
AUT 175**	Engine Major Mechanical Repair	7
AUT 178**	Engine Mechanical Lab	3
AUT 203**	Electrical Systems.....	11
AUT 209**	Electronic Systems	7
AUT 217**	Automotive Ignition Systems	7
AUT 223**	Automotive Fuel Systems.....	7
AUT 236** ^{CAP}	Automotive Emissions Systems.....	7
AUT 239	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***	Air-Conditioning, Heating, & Ventilation	6
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 Pruis 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 System Overview	2
AUTH 145**	Advanced Lab & Final Exam	2
Technical Course Requirements (Total).....		140

AAT PROGRAM REQUIREMENTS

Technical Course Requirements (Total).....		140
Computer Literacy Requirement (Complete an approved computer literacy course or successfully pass the computer literacy exam)		3
General Education Requirements (See listing above)		15
TOTAL CREDITS FOR COMPLETION OF AAT DEGREE		158

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AAS-T PROGRAM REQUIREMENTS

Credits

Technical Course Requirements (Same as AAT).....	140
Computer Literacy Requirement (Complete an approved computer literacy course or successfully pass the computer literacy exam)	3
General Education Requirements (See listing above)	20
TOTAL CREDITS FOR COMPLETION OF AAS-T DEGREE	163

*Articulated courses with High Schools for Dual Enrollment
 **These courses must be taken in consecutive order.
 ***Must take AUT 203 and AUT 209 prior to AUT 255

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 Auto Upholstery.

Automotive Technician Hybrid & Alternative Fuel Vehicle Technician

Certificate

History and evolution of hybrid, electric and alternate fuel vehicles will be covered as well as general safety precautions and procedures and required and recommended tools for servicing. It is designed to give students the theory and hands-on experience needed to safely and confidently service this growing vehicle population.

This program is approximately two quarters in length, depending on the time students need to satisfactorily complete all graduation requirements. Must have required tools and textbooks.

Prerequisites: Graduation from an ASE/NATEF certified program or two years industry experience with instructor's permission. Must have approved safety glasses, coveralls, and high voltage gloves.

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

PROGRAM REQUIREMENTS

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 System Overview.....	2
AUTH 145 Advanced Lab & Final Exam.....	2
Students will take a minimum of 18 credits of Automotive Technician courses.....	18

TOTAL CREDITS FOR PROGRAM COMPLETION36

*Articulated courses with High Schools for Dual Enrollment

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.

This program is approximately two quarters in length, depending on the time students need to satisfactorily complete all graduation requirements.

Admission Dates: Fall, Winter, Spring, and Summer quarters

PROGRAM REQUIREMENTS

AUT 239 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

TOTAL CREDITS FOR COMPLETION37

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.

This program is approximately one quarter in length, depending on the time students need to satisfactorily complete all graduation requirements.

Admission Dates: Fall and Spring quarters

PROGRAM REQUIREMENTS

AUT 203 Electrical Systems	11
AUT 209 Electronic Systems	7
AUT 255 Air-Conditioning, Heating, & Ventilation	6

TOTAL CREDITS FOR COMPLETION24

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 upon which technical skills are built and personal development enhanced.

This program is approximately three quarters in length, depending on the time students need to satisfactorily complete all graduation requirements.

Admission Dates: By Instructor approval.

PROGRAM REQUIREMENTS

AUT 174**	Engine Minor Mechanical Repair	6
AUT 175**	Engine Major Mechanical Repair	7
AUT 178**	Engine Mechanical Lab	3
AUT 203**	Electrical Systems	11
AUT 209**	Electronic Systems	7
AUT 217**	Automotive Ignition Systems	7
AUT 223**	Automotive Fuel Systems	7
AUT 236** ^{CAP}	Automotive Emissions Systems	7
ENGL& 101	English Composition (or higher) or CMST& 220.....	5
MAT 105	Math for Industrial Professions (or higher)	5
PSYC& 100 ^{DIV}	General Psychology (or other social science or humanities course).....	5
TOTAL CREDITS FOR COMPLETION		70

*Articulated courses with High Schools for Dual Enrollment

**These courses must be taken in consecutive order

Automotive Technician

Front End & Brakes

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.

This program is approximately one quarter in length, depending on the time students need to satisfactorily complete all graduation requirements.

Admission Dates: Fall and Spring quarters

PROGRAM REQUIREMENTS

AUT 120	Automotive Basics	2
**AUT 147*	Automotive Brakes.....	6
**AUT 149*	Automotive Brakes, Suspension, Steering, & Wheel Alignment	7
**AUT 156*	Automotive Brakes, Suspension, Steering, & Wheel Alignment Lab.....	5
TOTAL CREDITS FOR COMPLETION		20

*Articulated courses with High Schools for Dual Enrollment

**These courses must be taken in consecutive order.

Aerospace Composite Technician

Certificate

The Aerospace Composite Technician certificate is a two-quarter program designed to prepare students to fabricate, assemble, and repair composite materials on aircraft. The knowledge and skills gained through this program are those required for entry-level positions as composite technicians. The certificate also provides an opportunity for existing aircraft mechanics and service technicians to expand their education in the field of composite assembly and repair.

This certificate is offered from 4 p.m. to 8:15 p.m. Monday through Friday at the South Hill Campus in Puyallup. Courses in this certificate are not FAA approved.

Admission Dates: Fall and Spring quarters

PROGRAM REQUIREMENTS

ACM 120	Composite Fabrication.....	4
ACM 125	Composite Assembly.....	4
ACM 130	Composite Repair	4
ACM 145	Special Projects.....	3
AMT 104	Basic Mathematics, Basic Physics, & Weight & Balance	5
AMT 119	Materials & Processes.....	5
AMT 137	Non-Metallic Structures.....	4
TOTAL CREDITS FOR COMPLETION		29

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, 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 major and regional airlines, aircraft and rotorcraft repair and maintenance facilities, airline and corporate jet refurbishing repair stations, and aircraft and component manufacturing.

This program is approximately eight quarters in length, depending on the time students need to satisfactorily complete all graduation requirements. 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. 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 (15 credits):

- ENGL& 101 English Composition or CMST& 220 (or higher)
- MAT 105 Math for Industrial Professions (or higher)
- PSYC& 100^{DIV} General Psychology (PSY 112^{DIV}, SOC& 101^{DIV}, or other humanities course that meets the diversity requirement)

AAS-T Degree General Education Requirements (20 credits):

All AAS-T degrees must have a minimum of 20 credits of transferable

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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, ART& 100, MUSC& 105, ASL& 121, BIOL 118, BIOL& 160, BIOL& 175, BIOL& 241, BIOL& 242, CHEM& 121, CHEM& 110, GEOL& 110, PHYS& 114, ECON 101, ECON& 201 or ECON& 202

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.

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

Admission Dates: Fall, Winter, Spring, and Summer quarters

AAT PROGRAM REQUIREMENTS

AMT 104	Basic Mathematics, Basic Physics, & Weight & Balance.....	5
AMT 109	Basic Electricity.....	4
AMT 116	Aircraft Drawings, Cleaning & Corrosion Control, Ground Operations & Servicing, & Fluid Lines & Fittings.....	5
AMT 119	Materials & Processes.....	5
AMT 125	Advanced Electricity.....	4
AMT 127	Maintenance Forms & Records, Publications, & Mechanics Privileges & Limitations.....	4
AMT 131	Wood Structures, Coverings, & Aircraft Finishes.....	3
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.....	4
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 (Total).....	145
General Education Requirements (See listing above).....	15
Computer Literacy Requirement (Complete an approved computer literacy course or successfully pass the computer literacy exam).....	3
TOTAL CREDITS FOR COMPLETION OF AAT DEGREE.....	163

AAS-T PROGRAM REQUIREMENTS

Credits

Technical Course Requirements (Same as AAT).....	145
General Education Requirements (See listing above).....	20
Computer Literacy Requirement (Complete an approved computer literacy course or successfully pass the computer literacy exam).....	3
TOTAL CREDITS FOR COMPLETION OF AAS-T DEGREE.....	168

**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 Federal Aviation Administration 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 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 upon which technical skills are built and personal development enhanced.

This program is approximately five quarters in length, depending on the time students need to satisfactorily complete all graduation requirements.

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

Admission Dates: Fall, Winter, Spring, and Summer quarters

PROGRAM REQUIREMENTS

AMT 104	Basic Mathematics, Basic Physics, & Weight & Balance.....	5
AMT 109	Basic Electricity.....	4
AMT 116	Aircraft Drawings, Cleaning & Corrosion Control, Ground Operations & Servicing, & Fluid Lines & Fittings.....	5
AMT 119	Materials & Processes.....	5
AMT 125	Advanced Electricity.....	4
AMT 127	Maintenance Forms & Records, Publications & Mechanics, Privileges & Limitations.....	4
AMT 131	Wood Structures, Coverings, & Aircraft Finishes.....	3
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
ENGL& 101	English Composition (or higher) or CMST& 220.....	5
MAT 105	Math for Industrial Professions (or higher).....	5
PSYC& 100 ^{DIV}	General Psychology (or other social science or humanities course).....	5

TOTAL CREDITS FOR COMPLETION.....	104
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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 Federal Aviation Administration 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 upon which technical skills are built and personal development enhanced.

This program is approximately five quarters in length, depending on the time students need to satisfactorily complete all graduation requirements.

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

Admission Dates: Fall, Winter, Spring, and Summer quarters

PROGRAM REQUIREMENTS

AMT 104	Basic Mathematics, Basic Physics, & Weight & Balance	5
AMT 109	Basic Electricity	4
AMT 116	Aircraft Drawings, Cleaning & Corrosion Control, Ground Operations & Servicing, & Fluid Lines & Fittings	5
AMT 119	Materials & Processes	5
AMT 125	Advanced Electricity	4
AMT 127	Maintenance Forms & Records, Publications, & 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
ENGL& 101	English Composition (or higher) or CMST& 220	5
MAT 105	Math for Industrial Professions (or higher)	5
PSYC& 100 ^{DIV}	General Psychology (or other social science or humanities course)	5

TOTAL CREDITS FOR COMPLETION 98

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.

Central Service/Sterile Processing

Certificate

Graduates of this program are educated and trained in 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 of basic sciences, infection control, and sterilization, plus human relations and necessary job skills, combines with clinical internships in area healthcare facilities. There is a major 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 healthcare delivery settings.

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

Each student is 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 counseling office.

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

Upon graduation, students are eligible to sit for the International Association of Central Service/Materiel Management Certification Exam, which is honored throughout the world.

Prerequisites: COMPASS Reading 68 and Writing 33, or successful completion of ENG 82. 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 the Washington State Patrol (there are some exceptions; contact instructor for details), and students must have current immunizations or laboratory verification of immune status. This could include, but may not be limited to, Hepatitis B series, Tetanus/Diphtheria, 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 GED. Must complete CPR for Healthcare Professionals (Adult, Child, Infant and AED) prior to the last week of the first quarter (not included in the program).

Admission Dates: Fall and Spring quarters

PROGRAM REQUIREMENTS

MMN 103	Introduction to the Program and Health Care	3
MMN 106	Anatomy & Physiology/Medical Terminology	4
MMN 109	Microbiology/Infection Control	4
MMN 124	Surgical Instrumentation	4
MMN 126	Principles & Methods of Cleaning and Disinfection	6
MMN 129	Principles & Practices of Sterilization	6
MMN 131	Materiel Management, Central Service Applications	4
MMN 213	Clinical Internship I	6
MMN 215	Clinical Internship II	6
MMN 210	Job Skills	1

TOTAL CREDITS FOR COMPLETION 44

Computer Information Technology

Associate of Applied Technology Degree

This program is designed to prepare students for Computer Information Technology positions with concentrations in web programming, database programming, or application systems programming.

The coursework prepares individuals for positions such as web administrators, web programmers, application programmers, programmer/analysts, computer consultants, and application system & database designers and implementers, as well as other related information technology positions.

Employers may include business and industrial firms, banks and other financial institutions, government agencies, consulting firms, software developers, and Internet service providers.

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 enhance personal development. Students must take all the academic and programming core courses and complete an area of specialization.

They also have the option of selecting a couple of elective classes to make up the required number of credit hours, furthering their specialization, or perhaps completing an internship to develop professional work experience.

Classes will be offered with sufficient frequency that with reasonable schedule planning this program may be completed in six 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.

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 Prerequisites: 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.

Admission Dates: Fall, Winter, Spring, and Summer quarters

ACADEMIC CORE COURSES

ENGL& 101	English Composition (or higher) or CMST& 220	5
MATH& 141	PreCalculus I or higher	5
PSYC& 100 ^{DIV}	General Psychology (or other social science or humanities class)	5

Academic Core Credits Total 15

PROGRAMMING CORE COURSES

CIT 101 ^{CL}	Programming Fundamentals	5
CIT 118	Web Design Principles	5
CIT 120	Web Graphics	5
CIT 142	Java Object-Oriented Programming I	5
CIT 150	Principles of Relational Databases	5
CIT 210	Advanced Database Programming	5

Programming Core Credits Total 30

Choose one of the following two specialization sections:

Web Programming

CIT 206	Advanced Web Design	5
CIT 208	Emerging Technologies	5
CIT 220	Web Development I	5
CIT 222	Client-side Web Programming	5
CIT 225	Web Animation	5
CIT 227	Web Development II	5

CIT 229	Web Development III	5
CIT 233	Web Portfolio	5
Interest Electives (from list below)		20

Specialization Credits Total 60

.Net Programming

CIT 116	.Net Programming	5
CIT 143	Object-Oriented Programming II	5
CIT 206	Advanced Web Design	5
CIT 212	Advanced .Net Programming	5
CIT 214	.Net Programming for Web	5
CIT 216 ^{CAP}	.Net Portfolio	5
CIT 218	C++	5
Interest Electives (from list below)		25

Specialization Credits Total 60

Interest Electives

CIT 116	.Net Programming	5
CIT 143	Java Object-Oriented Programming II	5
CIT 180	Introduction to Game Programming	5
CIT 185	Introduction to Robotics	5
CIT 205 ^{CAP}	Object-Oriented Analysis & Design	5
CIT 208	Emerging Technologies	5
CIT 214	.Net Programming for Web	5
CIT 220	Web Development I	5
CIT 222	Client-side Web Programming	5
CIT 225	Web Animation	5
CIT 227	Web Development II	5
CIT 229	Web Development III	5
CIT 231	Content Management Systems	5
CIT 245	Data and Logic Structures	5
CIT 250	User Interface Design	5
CIT 252	Phone Programming	5
CIT 297	Special Topics	5
CIT 299 ^{CAP}	Internship	5

TOTAL CREDITS FOR COMPLETION 105

*Articulated courses with High Schools for Dual Enrollment

**Students may also choose to take one course outside the Computer Information Technology program by instructor permission and space availability.

Computer Information Technology

Associate in Applied Science - T Degree

This program is designed to prepare students planning to continue their education at a college or university offering a Bachelor 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, and University of Phoenix.

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 (15 credits):

- ENGL& 101 English Composition.
- MAT 105 Math for Industrial Professions (or higher).
- PSYC& 100^{DIV} General Psychology (PSY 112^{DIV}, SOC& 101^{DIV}, or other humanities course that meets the diversity requirement)

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AAS-T Degree General Education Requirements (20 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: 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, ART& 100, MUSC& 105, ASL& 121, BIOL 118, BIOL& 160, BIOL& 175, BIOL& 241, BIOL& 242, CHEM& 121, CHEM& 110, GEOL& 110, PHYS& 114, ECON 101, ECON& 201 or ECON& 202

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 capstone project, diversity, and computer literacy requirements.

Prerequisites: 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.

Admission Dates: Fall, Winter, Spring, and Summer quarters

ACADEMIC CORE CREDITS

ASL& 121	American Sign Language	5
ENGL& 101	English Composition	5
ENGL& 235	Technical Writing	5
MATH& 141	Precalculus I	5
MATH& 142	Precalculus II	5
MATH& 146	Introduction to Stats	5
MUSC& 105	Introduction to Music	5
or ART& 100	Introduction to Art	5
Any Lab based Science	5
PSYC& 100 ^{DIV}	General Psychology	5
Academic Core Credits		45

PROGRAMMING TRANSFER COURSES

CIT 142	Java Object-Oriented Programming I	5
CIT 143	Java Object-Oriented Programming II	5
Programming Transfer Credits		10

PROGRAMMING VOCATIONAL/TECHNICAL COURSES

CIT 101 ^{CI}	Programming Fundamentals	5
CIT 118	Web Design Principles	5
CIT 150	Fundamentals of Relational Databases	5
CIT 205	Object-Oriented Analysis & Design	5
CIT 210	Advanced Database Programming	5
CIT 218	C++	5
CIT 245	Data and Logic Structures	5
Electives	From any list below	15
Programming Vocational/Technical Credits		50

Choose one of the two specialization sections:

.Net Programming

CIT 116	.Net Programming	5
CIT 143	Object-Oriented Programming II	5
CIT 206	Advanced Web Design	5

CIT 212	Advanced .Net Programming	5
CIT 214	.Net Programming for Web	5
CIT 216 ^{CAP}	.Net Portfolio	5
CIT 218	C++	5

TOTAL CREDITS FOR COMPLETION

35

WEB PROGRAMMING

CIT 206	Advanced Web Design	5
CIT 208	Emerging Technologies	5
CIT 220	Web Development I	5
CIT 222	Client-side Web Programming	5
CIT 225	Web Animation	5
CIT 227	Web Development II	5
CIT 229	Web Development III	5
CIT 233	Web Portfolio	5

TOTAL CREDITS FOR COMPLETION

40

INTEREST ELECTIVES

CIT 116	.Net Programming	5
CIT 143	Java Object-Oriented Programming II	5
CIT 180	Introduction to Game Programming	5
CIT 185	Introduction to Robotics	5
CIT 205 ^{CAP}	Object-Oriented Analysis & Design	5
CIT 208	Emerging Technologies	5
CIT 214	.Net Programming for Web	5
CIT 220	Web Development I	5
CIT 222	Client-side Web Programming	5
CIT 225	Web Animation	5
CIT 227	Web Development II	5
CIT 229	Web Development III	5
CIT 231	Content Management Systems	5
CIT 245	Data and Logic Structures	5
CIT 250	User Interface Design	5
CIT 252	Phone Programming	5
CIT 297	Special Topics	5
CIT 299 ^{CAP}	Internship	5

TOTAL CREDITS FOR COMPLETION

105

*Articulated courses with High Schools for Dual Enrollment

**Students may also choose to take one course outside the Computer Information Technology program by instructor permission and space availability.

Computer Information Technology .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 towards 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, software developers, and internet service providers.

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.

Prerequisites: Instructor approval required

Admission Dates: Fall, Winter, Spring, and Summer quarters

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PROGRAM REQUIREMENTS

CIT 116	.NET Programming.....	5
CIT 142	Object-Oriented Programming I.....	5
CIT 143	Object-Oriented Programming II.....	5
CIT 150	Principles of Relational Databases.....	5
CIT 212	Advanced .NET Programming.....	5
CIT 214	.NET Programming for the Web.....	5
CIT 216 ^{CAP}	.NET Portfolio.....	5
CIT 218	C++.....	5

TOTAL CREDITS FOR COMPLETION 40

Computer Networking & Information Systems Security

Associate of Applied Technology Degree

Associate in Applied Science – T Degree

The CNISS program helps prepare 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.

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, and assessing the security needs of computer networking systems, developing safeguard solutions for computer and information system infrastructures and countermeasures.

Prepares 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 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; or Option 3: Microsoft Network Administration & Security).

The program includes preparing students for the CompTIA A+, Network+, Server+, Security+ and Linux+; Cisco CCENT and CCNA; and Microsoft MCTS & MCITP 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 is certified for cyber-security skills education through the National Security Agencies (NSA), Committee on National Systems Security. The program has been awarded CNSS 4011 National Training Standards for Information Systems Security Professionals and is currently working on the CNSS 4013 National Training Standard for System Administrators in Information Systems Security.

This program is approximately six quarters in length, depending on the time students need to satisfactorily complete all graduation requirements. Program hours are from 8 a.m. to 3 p.m.

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 (15 credits):

- ENGL& 101 English Composition or CMST& 220 (or higher)
- MAT 105 Math for Industrial Professions (or higher)
- PSYC& 100^{DIV} General Psychology (PSY 112^{DIV}, SOC& 101^{DIV}, or other humanities course that meets the diversity requirement)

AAS-T Degree General Education Requirements (20 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, ART& 100, MUSC& 105, ASL& 121, BIOL 118, BIOL& 160, BIOL& 175, BIOL& 241, BIOL& 242, CHEM& 121, CHEM& 110, GEOL& 110, PHYS& 114, ECON 101, ECON& 201 or ECON& 202

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.

Prerequisites: COMPASS Reading 68 and Writing 33, or successful completion of ENG 82. Prior to completion of first quarter, student must provide documentation of a background check with the Washington State Patrol.

Admission Dates: Fall, Winter, Spring, and Summer quarters

AAT PROGRAM REQUIREMENTS

NSS 101*	IT Essential I.....	5
NSS 105* ^{CL}	IT Essential II.....	4
NSS 110*	Networking Fundamentals I.....	4
NSS 115	Law & Ethics in the Workplace.....	4
NSS 120	MS Desktop Support I.....	5
NSS 125	MS Desktop Support II.....	4
NSS 130	Server Fundamentals.....	4
NSS 135	Implementing System Security.....	4
NSS 140	Introduction to Data Analysis.....	5
NSS 144	Intro to Microsoft SQL Server Admin.....	4
NSS 155	Computer Security Concepts.....	4
NSS 160	Introduction to Linux.....	5
NSS 163	Intro to Virtualization.....	4
NSS 165	Contingency Planning.....	4
NSS 201	Advanced Linux.....	5
NSS 211	Server Administration.....	5

Total Technical Course Requirements.....	70
General Education Requirements (See listing above).....	15
Program Option 1, 2, or 3 (See listing below).....	24-33

TOTAL CREDITS FOR COMPLETION OF AAT DEGREE 109-118

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AAS-T PROGRAM REQUIREMENTS

Credits

Technical Course Requirements (Same as AAT).....	70
General Education Requirements (See listing above)	20
Program Option (See listing below)	24-33

TOTAL CREDITS FOR COMPLETION OF AAS-T DEGREE 114-123

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.

Option 1: Cisco Network Design & Security

NSS 180 ^{CAP} Internship I.....	2
NSS 250 ^{CAP} Internship II	2
NSSC 200* Cisco Networking I.....	5
NSSC 201* Cisco Networking II	5
NSSC 203* Cisco Networking III	5
NSSC 205* Cisco Networking IV	5

Specialization Credits Subtotal 24

Option 2: Computer & Communications Security

NSS 180 ^{CAP} Internship I.....	2
NSS 250 ^{CAP} Internship II	2
NSSB 201 Overview of Hacking, Phreaking, & Cracking.....	5
NSSB 215 Computer Forensics	4
NSSB 225 Communications Best Practices	5
NSSB 231 Web Security.....	5
NSSB 238 Viruses, Worms, & Hazardous Software	5
NSSB 245 Scripting.....	5

Specialization Credits Subtotal 33

Option 3: Microsoft Network Administration & Security

NSS 180 ^{CAP} Internship I.....	2
NSS 250 ^{CAP} Internship II	2
NSSD 251 Securing Network Infrastructure	6
NSSD 254 Active Directory Configuration.....	6
NSSD 257 Implementing Application Services.....	6
NSSD 260 Mail Server Administration.....	6

Specialization Credits Subtotal 28

*Articulated courses with High Schools for Dual Enrollment

Computer Networking & Information Systems Security CISCO Network Design & Security

Certificate

Clover Park Technical College is a member of 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, along with career skills such as problem solving, collaboration, and critical thinking. The Cisco Academy utilizes 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 work as field service and help desk technician, network support and technician, IT technician and administrator, network security support technician, network engineer and administrator.

This certificate program is approximately two quarters in length, depending on the time students need to satisfactorily complete all requirements. The Cisco Networking Academy curriculum (Cisco I, II, III, and IV) 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.

Prerequisites: Students who enroll in the Cisco Network Design & Security certificate program are not expected to have any previous technical skills or knowledge, aside from basic PC skills.

Admission Dates: Fall, Winter, Spring, and Summer quarters

PROGRAM REQUIREMENTS

NSSC 200* Cisco Networking I	5
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 210 Cisco Learning Lab II.....	3

TOTAL CREDITS FOR COMPLETION 26

*Articulated courses with High Schools for Dual Enrollment

Computer Networking & Information Systems Security Computer & Communications Security Certificate

Introduces Computer and Communications Security in an every changing environment where viruses, worms, and hazardous software that 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 common techniques used to commit communications fraud, and be introduced to the history of hacking and its various forms.

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.

Prerequisites: Students are required to have completed NSS 101, 105, 110 or its equivalent, or have obtained A+ and Net+ certifications. A meeting with the program instructor prior to enrollment is necessary for assessment purposes. Prior to completion, students must provide documentation of a background check with the Washington State Patrol. All the courses in this certificate count towards the Computer Networking & Information Systems Security (CNISS) AAT or AAS-T degree program.

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Admission Dates: Fall, Winter, Spring, and Summer quarters

PROGRAM REQUIREMENTS

NSSB 201	Overview of Hacking, Phreaking, & Cracking	5
NSSB 215	Computer Forensics	4
NSSB 225	Communications Best Practices	5
NSSB 231	Web Security	5
NSSB 238	Virus, Worms, & Hazardous Software.....	5
NSSB 245	Scripting.....	5

TOTAL CREDITS FOR COMPLETION	29
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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 A+, Network+, Server+, Security+, and Linux+ certification examinations and cooperative work experience. Employers include business and industrial firms, financial institutions, government agencies, consulting firms, software developers, health providers, and Internet service providers.

This program is approximately four quarters in length, depending on the time students need to satisfactorily complete all graduation requirements.

Prerequisites: COMPASS Reading 68 and Writing 33, or successful completion of ENG 82. Prior to completion of first quarter, student must provide documentation of a background check with Washington State Patrol.

Admission Dates: Fall, Winter, Spring, Summer quarters

PROGRAM REQUIREMENTS

NSS 101*	IT Essential I	5
NSS 105* ^{CL}	IT Essential II	4
NSS 110*	Networking Fundamentals I	4
NSS 115	Law & Ethics in the Workplace.....	4
NSS 120	MS Desktop Support I	5
NSS 125	MS Desktop Support II.....	4
NSS 130	Server Fundamentals	4
NSS 135	Implementing System Security.....	4
NSS 140	Introduction to Data Analysis.....	5
NSS 144	Intro to Microsoft SQL Server Admin.....	4
NSS 155	Computer Security Concepts.....	4
NSS 160	Introduction to Linux.....	5
NSS 163	Intro to Virtualization.....	4
NSS 165	Contingency Planning.....	4
NSS 201	Advanced Linux.....	5
NSS 211	Server Administration.....	5
ENGL& 101	English Composition (or higher) or CMST& 220	5
MAT 105	Math for Industrial Professionals (or higher)	5
PSYC& 100 ^{PH}	General Psychology (or other social science or humanities course).....	5

TOTAL CREDITS FOR COMPLETION	85
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Computer Networking & Information Systems Security

Microsoft Network Administration & Security

Certificate

Develop the knowledge and skills necessary to deploy and support Windows desktop and server operating systems in a variety of stand-alone and network operating system environments. Discuss, analyze, and develop the skills to support a secure Windows networking environment.

This certificate program is approximately two quarters in length, depending on the time students need to satisfactorily complete all certificate requirements. Program hours are from 8 to 11 a.m. or 12 p.m. to 3 p.m. All the courses in this certificate count toward the Computer Networking & Information Systems Security (CNISS) AAT or AAS-T degree program.

Prerequisites: Students are required to have completed A+ and Net+ certification course, have obtained A+ and Net+ certification, or Instructor permission. Prior to completion of first quarter, student must provide documentation of a background check with the Washington State Patrol.

Admission Dates: Fall, Winter, Spring, and Summer quarters

PROGRAM REQUIREMENTS

NSSD 251	Securing Network Infrastructure.....	6
NSSD 254	Active Directory Configuration	6
NSSD 257	Implementing Application Services	6
NSSD 260	Mail Server Administration	6

TOTAL CREDITS FOR COMPLETION	24
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Cosmetology

Associate of Applied Technology Degree

Trains students in all elements of professional Cosmetology. 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 utilizes an interactive module system of training to support student learning considered a world leader in beauty education, 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) and social sciences (psychology, sociology) that provide knowledge and abilities upon which technical skills are built and personal development enhanced.

This program is approximately five and one-half quarters in length, depending on the time students need to satisfactorily complete all graduation requirements.

Admission Dates: Fall, Winter, Spring, and Summer quarters

Evening class: Fall and Winter quarters

A mandatory orientation is required before admission to the program.

PROGRAM REQUIREMENTS

COSMO 112	Infection Control Principles & Practices.....	2
COSMO 116	General Science of Hair	5

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COSMO 121	Principles of Hair Design	2
COSMO 136	Application of Haircutting and Hairstyling	14
COSMO 141	Advanced Application of Haircutting	4
COSMO 144	Chemical Texture Services	6
COSMO 157	General Science of Hair Coloring.....	6
COSMO 161	Lab Clinic I	6
COSMO 162	Lab Clinic II.....	8
COSMO 170	Lab Clinic III.....	9
COSMO 180	Artificial Hair.....	1
COSMO 182	General Science of Nails.....	4
COSMO 188	General Science of Skin.....	4
COSMO 225	Advanced Hair Coloring.....	7
COSMO 228	State Board Practical Preparation.....	3
COSMO 230	Lab Clinic IV.....	9
COSMO 235	State Board Written Test Review	4
COSMO 243 ^{CAP}	Cosmetology Capstone	6
COSMO 248	Internship.....	1
COSMO 249	Advanced Application of Hairstyling	4
ENGL& 101	English Composition (or higher) or CMST& 220	5
MAT 105	Math for Industrial Professions (or higher).....	5
PSYC& 100 ^{DIV}	General Psychology (or other social science or humanities class that ... meets the diversity requirement)	5
CAS 115 ^{CL}	Or Other Computer Literacy Course that meets the degree requirement or successfully pass the computer literacy exam)	3

TOTAL CREDITS FOR COMPLETION 123

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, complete 1600 hours of technical instruction, and pass both the written and practical exams for the Department of Licensing.

Students who have not met the 1600 hour technical instruction requirement will take one 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 course 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 work site learning in college restaurant operations.

This program is approximately five quarters in length, 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.

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 (15 credits):

- ENGL& 101 English Composition or CMST& 220 (or higher)
- MAT 105 Math for Industrial Professions (or higher)
- PSYC& 100^{DIV} General Psychology (PSY 112^{DIV}, SOC& 101^{DIV}, or other humanities course that meets the diversity requirement)

AAS-T Degree General Education Requirements (20 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, ART& 100, MUSC& 105, ASL& 121, BIOL 118, BIOL& 160, BIOL& 175, BIOL& 241, BIOL& 242, CHEM& 121, CHEM& 110, GEOL& 110, PHYS& 114, ECON 101, ECON& 201 or ECON& 202

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.

Admission Dates: Fall, Winter, Spring, and Summer quarters

AAT PROGRAM REQUIREMENTS

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
CUL 241	Advanced Restaurant Baking	3
REST 107 ^{CAP}	Kitchen and Dining Management.....	3
REST 109	Marketing/Public Relations	3
REST 112	Restaurant Dining.....	7
REST 115	Catering Production	3
REST 103	Food & Beverage Cost Control.....	4
REST 119	Operations Management	4
REST 122	Food Service Nutrition	4
REST 126	Finance and Accounting	4
REST 131	Business Plan Development	4
REST 133	Beverage Service Management.....	4

Technical Course Requirements (Total)..... 103

General Education Requirements (See listing above) 15

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

TOTAL CREDITS FOR COMPLETION OF AAT DEGREE 121

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AAS-T PROGRAM REQUIREMENTS

Credits

Technical Course Requirements (Same as AAT)..... 103
 General Education Requirements (See listing above) 20
 Computer Literacy Requirement (CAS 130 (Excel I) to meet computer literacy degree requirement or successful completion of computer literacy exam)..... 3
TOTAL CREDITS FOR COMPLETION OF AAS-T DEGREE 126

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. This program is approximately three quarters in length, depending on the time students need to satisfactorily complete all graduation requirements. 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 enhanced.

Admission Dates: Fall, Winter, Spring, and Summer quarters

PROGRAM REQUIREMENTS

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
 ENGL& 101 English Composition (or higher) or CMST& 220 5
 MAT 105 Math for Industrial Professions (or higher)..... 5
 PSYC& 100^{DIV} General Psychology (or other social science or humanities course)..... 5
TOTAL CREDITS FOR COMPLETION 75

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. This program is approximately two quarters in length, depending on the time students need to satisfactorily complete all graduation requirements.

Admission Dates: Fall, Winter, Spring, Summer quarters, based on seat availability

PROGRAM REQUIREMENTS

REST 103 Food and Beverage Cost Control 4
 REST 107 Kitchen and 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 and 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 in areas such as baker, pastry chef, and other pastry art 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 (15 credits):

- ENGL& 101 English Composition or CMST& 220 (or higher)
- MAT 105 Math for Industrial Professions (or higher)
- PSYC& 100^{DIV} General Psychology (PSY 112^{DIV}, SOC& 101^{DIV}, or other humanities course that meets the diversity requirement)

AAS-T Degree General Education Requirements (20 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, ART& 100, MUSC& 105, ASL& 121, BIOL 118, BIOL& 160, BIOL& 175, BIOL& 241, BIOL& 242, CHEM& 121, CHEM& 110, GEOL& 110, PHYS& 114, ECON 101, ECON& 201 or ECON& 202

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.

Admission Dates: Fall, Winter, Spring, and Summer quarters

TECHNICAL COURSE REQUIREMENTS

CUL 104 Sanitation in Food Service Operations 3
 BAKE 105 Chocolate I (Confections) 5
 BAKE 108 Chocolate II 4
 BAKE 111 Decorating 3
 BAKE 112 Cakes I (Fillings and Icings) 7

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BAKE 114	Dessert Alternatives (Sugar Free, Gluten Free, Vegan)	3
BAKE 117	Frozen Desserts	3
BAKE 120	Yeast Breads	7
BAKE 125	Baking Techniques and Ingredients	3
BAKE 130	Pies, Tarts, Custards, and Fillings	5
BAKE 134	Quick Breads, Cookies, Brownies	3
BAKE 140	Restaurant (Individual) Desserts and Petit Fours	5
BAKE 153	Sugar Work	3
BAKE 156	Wedding Cakes	7
BAKE 161	Retail and Customer Service	4
BAKE 210	Cakes II	3
REST 103	Food and Beverage Cost Control	4
REST 107	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	4
REST 137	Hospitality Law	4

TOTAL TECHNICAL COURSE REQUIREMENTS 105

AAT REQUIREMENTS

Technical Course Requirements (Total)	105
General Education Requirements (See listing above)	15
Computer Literacy Requirement (CAS 130 (Excel I) to meet computer literacy degree requirement or successful completion of computer literacy exam)	3

TOTAL CREDITS FOR COMPLETION OF AAT DEGREE 123

AAS-T REQUIREMENTS

Technical Course Requirements (Total)	105
General Education Requirements (See listing above)	20
Computer Literacy Requirement (CAS 130 (Excel I) to meet computer literacy degree requirement or successful completion of computer literacy exam)	3

TOTAL CREDITS FOR COMPLETION OF AAS-T DEGREE 128

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.

The program is approximately three quarters in length, depending on the time students need to satisfactorily complete all graduation requirements.

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 enhanced.

Admission Dates: Fall, Winter, Spring, and Summer quarters

PROGRAM REQUIREMENTS

CUL 104	Sanitation in Food Service Operations	3
BAKE 105	Chocolate I (Confections)	5
BAKE 108	Chocolate II	4
BAKE 111	Decorating	3
BAKE 112	Cakes I (Fillings and Icings)	7
BAKE 114	Dessert Alternatives (Sugar Free, Gluten Free, Vegan)	3
BAKE 117	Frozen Desserts	3

BAKE 120	Yeast Breads	7
BAKE 125	Baking Techniques and Ingredients	3
BAKE 130	Pies, Tarts, Custards and Fillings	5
BAKE 134	Quick Breads, Cookies, Brownies	3
BAKE 140	Restaurant (Individual) Desserts and Petit Fours	5
BAKE 153	Sugar Work	3
BAKE 156	Wedding Cakes	7
BAKE 210	Cakes II	3
ENGL& 101	English Composition (or higher) or CMST& 220	5
MAT 110	Math for Non-science Majors	5
PSYC& 100 ^{DNV}	General Psychology	5

TOTAL CREDITS FOR COMPLETION 79

Dental Assistant

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. 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 Office Specialist 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 and when successfully completed, 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 enhance personal development.

Each student is 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 counseling office.

This program is approximately five quarters in length, depending on the time students need to satisfactorily complete all 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 capstone project, diversity, and computer literacy requirements.

Prerequisites: 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

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(CPR) card for health care providers, a First Aid card, and a current dental examination form completed by their dentist.

To enter the program, a student must be eligible to take Math 91 during the first quarter of the program, and 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 from the Washington State Patrol, related to Crimes Against Persons. Students must be at least 18 years of age and have a high school diploma or GED (per ADA standards).

Admission Dates: Fall and Spring quarters

PROGRAM REQUIREMENTS

DAS 103 General Studies..... 4
DAS 105 Biomedical Sciences..... 4
DAS 110 Dental Sciences I..... 5
DAS 113 Dental Assisting Skills I..... 4
DAS 115 Foundations of Clinical Dentistry..... 2
DAS 118 Principles of Radiography I..... 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 222 Dental Sciences III..... 2
DAS 224 Dental Assisting Skills III..... 7
DAS 226 Dental Specialties II..... 8
DAS 228 Certification Review II..... 1
DAS 237CAP Clinical Experience I..... 1
DAS 239CAP 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 Correspondence and Employment Skills..... 4
DBOA 135 Dentrix Advanced Training..... 2
Students will take a minimum of 4 credits of computer skills courses.
Recommended Electives below..... 4
ENGL& 101 English Composition (or higher) or CMST& 220..... 5
MAT 105 Math for Industrial Professions (or higher)..... 5
PSYC& 100PW General Psychology (or other social science or humanities course)..... 5
TOTAL CREDITS FOR COMPLETION..... 104

Recommended Electives

CAH 105CI Computer Applications..... 3
CAS 105 Keyboarding..... 3
CAS 115CI Introduction to Computing..... 3
CAS 121CI Word I..... 3
CAS 125CI Word II..... 3
CAS 130CI Excel I..... 3
CAS 135CI Excel II..... 3
CAS 141CI Powerpoint..... 3
CAS 145CI Publisher..... 5

Dental Assistant 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, expanded-duties dental assistants, and coordinating assistants in the 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. 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 Office Specialist 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 and when successfully completed, 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 enhance personal development. Each student is 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 counseling office.

This program is approximately five quarters in length, depending on the time students need to satisfactorily complete all 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 capstone project, diversity, and computer literacy requirements.

Prerequisites: 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 have all general education requirements completed and receive a "No Record On File" report from the Washington State Patrol, related to Crimes against Persons. Students must be at least 18 years of age and have a high school diploma or GED (per ADA standards).

To enter the program, a student must be eligible to take Math 91 during the first quarter of the program, and college-level English and psychology or another social science or humanities course.

Admission Dates: Fall and Spring quarters.

PROGRAM REQUIREMENTS

DAS 103 General Studies..... 4
DAS 105 Biomedical Sciences..... 4
DAS 110 Dental Sciences I..... 5
DAS 113 Dental Assisting Skills I..... 4
DAS 115 Foundations of Clinical Dentistry..... 2
DAS 118 Principles of Radiography I..... 1
DAS 120 Dental Sciences II..... 5
DAS 130 Dental Specialties I..... 3
DAS 125 Dental Assisting Skills II..... 6
DAS 135 Principles of Radiography II..... 5
DAS 140 Certification Review I..... 1
DAS 222 Dental Sciences III..... 2
DAS 224 Dental Assisting Skills III..... 7
DAS 226 Dental Specialties II..... 8
DAS 228 Certification Review II..... 1
DAS 237CAP Clinical Experience I..... 1
DAS 239CAP Clinical Experience II..... 10
DAS 241 Advanced Theory..... 4
DAS 243 Certification Review III..... 1
ENGL& 101 English Composition (or higher) or CMST& 220..... 5

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MAT 105	Math for Industrial Professions (or higher)	5
PSYC& 100 ^{DIV}	General Psychology (or other social science or humanities course)	5
TOTAL CREDITS FOR COMPLETION		89

Dental Administrative Specialist

Certificate

Designed to prepare students for entry-level positions in dental office administration. These positions may include receptionists, treatment coordinators, financial coordinators, or dental office managers. Students will receive online instruction and a community-based internship experience with a local dental office or clinic. Students receive training in administration, including greeting and scheduling patients, handling billing and insurance claims, collecting payments, arranging treatment plans, and managing business documents.

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 enhanced.

This program is approximately four quarters in length, depending on the time students need to satisfactorily complete all graduation requirements. The courses in this program are offered in an online format.

Prerequisites: Students must receive a No Record on File report from the Washington State Patrol related to Crimes against Persons.

Basic keyboarding skills, general computer fundamentals training, and efficiency in using the Microsoft word processing program is recommended.

All courses are taught online; students need to have an up-to-date computer with internet access. To be fully self sustaining at home you will also need a printer with fax, copy and scan abilities. The CPTC library has these technologies available for student usage during open business hours.

To enter the program, a student must test and take Math 91 (or higher) during the first quarter of the program. Students must test at college-level English, and psychology or another social science or humanities course.

Admission Dates: Fall, Winter, Spring, and Summer quarters

PROGRAM REQUIREMENTS

ACTG 110	Bookkeeping I	4
ACTG 141	QuickBooks I	2
DBOA 103	Dental Terminology & Procedures	4
DBOA 111	Dental Charting, Scheduling and Recall Management	5
DBOA 119	Dental Documents & Inventory Systems	4
DBOA 120	Dental Insurance	6
DBOA 121	Fiscal Management	6
DBOA 127	Professional Communications	6
DBOA 128	Dental Law & Ethics	5
DBOA 135	Dentrix Advanced Training	2
DBOA 138	Work-Based Learning Experience	10
Students will take a requirement of 4 credits of computer skills courses.		
Recommended Electives below		4
ENGL& 101	English Composition (or higher)	5
MAT 107	Business Math (preferred)	5
PSYC& 100 ^{DIV} or SOC 100 ^{DIV}	General Psychology (or higher)	5
TOTAL CREDITS FOR COMPLETION		73

Recommended Electives

CAH 105 ^{CL}	Computer Applications	3
CAS 105	Keyboarding	3
CAS 125 ^{CL}	Word II	3
CAS 130 ^{CL}	Excel I	3

CAS 135 ^{CL}	Excel II	3
CAS 141 ^{CL}	PowerPoint	2
CAS 145 ^{CL}	Publisher	5

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 will complete the required courses and elective credits. Students participate in practicum experiences at the campus Child Development Center 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.

This program is approximately eight to ten quarters in length, 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 C grade to graduate. 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 is 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 meet with an ECE faculty advisor. All degree students must fulfill portfolio requirements, which are to 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 (15 credits):

- ENGL& 101 English Composition or CMST& 220 (or higher)
- MAT 105 Math for Industrial Professions (or higher)
- PSYC& 100^{DIV} General Psychology (PSY 112^{DIV}, SOC& 101^{DIV}, or other humanities course that meets the diversity requirement)

AAS-T Degree General Education Requirements (20 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, ART& 100, MUSC& 105, ASL& 121, BIOL 118, BIOL& 160, BIOL& 175, BIOL& 241, BIOL& 242, CHEM& 121, CHEM& 110,

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GEOL& 110, PHYS& 114, ECON 101, ECON& 201 or ECON& 202

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.

Prerequisites: COMPASS Reading 68 and Writing 33, or successful completion of ENG 82.

Admission Dates: Fall, Winter, Spring, Summer quarters

AAT PROGRAM REQUIREMENTS

ECE 120	Interpersonal Skills for the ECE Professional.....	2
ECE 141	ECE Curriculum: Math.....	2
ECE 142	ECE Curriculum: Science and Technology.....	2
ECE 245	Diversity Awareness and Curriculum Development.....	3
ECE 290	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.....	3
ECED& 160	Curriculum Development.....	5
ECED& 170	Environments for Young Children.....	3
ECED& 180	Language and Literacy Development.....	3
ECED& 190	Observation and Assessment.....	3
ECS 110 ^{cl}	Computer Essentials for the ECE Professional.....	4
ECS 160	ECE Curriculum: Music/Movement/Creativity.....	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& 150	Child, Family and Community.....	3
EDUC& 130	Guiding Behavior.....	3
Subtotal Credits for Completion.....		83

Students must choose one of the following Practicum IV Courses:

ECE 190	ECE Practicum IV Green.....	3
ECE 194	ECE Practicum IV The Emotionally Intelligent Child.....	3
ECE 198	ECE Practicum IV Working with Families.....	3
ECS 217	ECE Practicum IV Infant/Toddler.....	3
ECS 230	ECE Practicum IV School-Age.....	3
ECS 286	ECE Practicum IV Leadership.....	3
ECS 287	ECE Practicum IV Child Development.....	3
ECS 288	ECE Practicum IV Family Child Care.....	3
ECS 297	ECE Practicum IV Special Needs.....	3
Subtotal Credits for Completion.....		86

Students must complete a minimum of 6 elective credits:

Degree Electives:

ECE 102	Introduction to Apprenticeship.....	1
ECE 125	Just for the Fun of it: Preschool.....	1
ECE 126	Nature & the Outdoor Classroom.....	2
ECE 132	Raising an Emotionally Intelligent Child.....	1
ECE 133	Emotionally Intelligent Parenting.....	1
ECE 135	School Age Math, Science, and Technology.....	3
ECE 136	Raising a Physically and Nutritionally Intelligent Child.....	1
ECE 143	Just for the Green of It.....	1
ECS 149	ECE Curriculum – Health, Safety, Nutrition, & Cooking Lab.....	4
ECE 156	From Seed to Table: Gardening with Children.....	2
ECE 157	Just Recycle It.....	1
ECE 230	Inclusion in ECE.....	3
ECED& 139	Administration of Early Learning Programs.....	3
ECS 202	Preschool Activities.....	2
ECS 206	Signing with Infant & Toddler.....	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 ECE.....	4
ECS 290	Mentoring in ECE.....	1
ECS 295	DAP:Special Needs.....	2

PARA Electives (can be taken for ECE elective credit)

PARA 105	Intro to Education.....	5
PARA 133	Augmented & Alternative Communication.....	4
PARA 140	Strategies for Teaching Reading.....	4
PARA 124	Intro to Exceptional Children.....	5
PARA 201	Core Competencies Portfolio.....	5

Subtotal Technical Course Requirements.....	89
General Education Requirements (See listing above).....	15
TOTAL CREDITS FOR COMPLETION OF AAT DEGREE.....	104

AAS-T PROGRAM REQUIREMENTS

Technical Course Requirements (Same as AAT).....	89
General Education Requirements (See listing above).....	20
TOTAL CREDITS FOR COMPLETION OF AAS-T DEGREE.....	109

**Early Care & Education
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.

ECS 102 provides students with the basic 20-hour S.T.A.R.S. certification. ECS 111-117 prepare students for the CDA assessment. The program is designed for students to earn a certificate while working in the field.

This program is approximately two quarters in length, depending on the time students need to satisfactorily complete all graduation requirements and depending on hours of enrollment.

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

Admission Dates: Fall, Winter, Spring, Summer quarters

PROGRAM REQUIREMENTS

ECE 120	Interpersonal Skills for the ECE Professional.....	2
ECED& 100	Child Care Basics (STARS).....	3
ECS 111	Introduction to Early Childhood Profession.....	2
ECS 112	Ways Children Grow & Learn.....	2
ECS 113	Safe & Healthy Environment (dual credit).....	2
ECS 114	Children's Social/Emotional Development.....	2
ECS 115	Physical/Intellectual Competence.....	2
ECS 116	Family Relationships.....	2
ECS 117	Early Childhood Professional.....	2
ECS 181	ECE Practicum I.....	5
ECS 182	ECE Practicum II.....	5
TOTAL CREDITS FOR COMPLETION.....		29

*Articulated courses with High Schools for Dual Enrollment Classes

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Early Care & Education Childhood Leadership

Certificate

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

This program is approximately two to four quarters in length, depending on the starting quarter and on the time students need to satisfactorily complete all graduation requirements.

Prerequisites: COMPASS Reading 68 and Writing 33, or successful completion of ENG 82.

Admission Dates: Fall, Winter, Spring, Summer quarters

PROGRAM REQUIREMENTS

ECS 235	Issues & Trends	2
ECS 264	Partnerships with Families	3
ECS 266	Leadership in ECE	4
ECS 270	Introduction to Early Childhood Management	3
ECS 277	Professionalism & Ethics	2
ECS 286	ECE Practicum IV—Leadership	3
ECS 290	Mentoring in ECE	1

TOTAL CREDITS FOR COMPLETION 18

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 or in approved local child care centers.

ECS 102 provides students with the basic 20-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 enhance personal development.

This program is approximately four to six quarters in length, 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 C grade to graduate.

Prerequisites: Proficiency in reading, writing, and understanding the English language is required. Students are required to take the COMPASS test before entry into the program. COMPASS Reading 68 and Writing 33, or successful completion of ENG 82.

Admission Dates: Quarterly start dates

PROGRAM REQUIREMENTS

ECE 120	Interpersonal Skills for the ECE Professional	2
ECE 141	ECE Curriculum: Math	2
ECE 142	ECE Curriculum: Science and Technology	2
ECED& 100	Child Care Basics (STARS)	3
ECED& 107*	Health, Nutrition and Safety	5
EDUC& 105	Intro to Early Childhood Education	5
EDUC& 115	Child Development	5
ECS 110	Computer Essentials for the EC Professional	4
ECS 160	ECE Curriculum—Music, Movement & Dramatics	5
ECS 181	ECE Practicum I	5

ECS 182	ECE Practicum II	5
ECS 183	ECE Practicum III	5
ENGL& 101	English Composition (or higher) or CMST& 220	5
MAT 105	Math for Industrial Professions (or higher)	5
PSYC& 100 ^{DU}	General Psychology (or other social science or humanities course)	5

TOTAL CREDITS FOR COMPLETION 63

*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.

This program is approximately four quarters in length, depending on the time students need to satisfactorily complete graduation requirements. All courses must be completed with a minimum of C grade to graduate.

Prerequisites: COMPASS Reading 68 and Writing 33, or successful completion of ENG 82.

Admission Dates: Fall, Winter, Spring and Summer quarters

PROGRAM REQUIREMENTS

ECE 126	Nature and the Outdoor Classroom	2
ECE 134	Issues & Trends Green	2
ECE 142	ECE Curriculum: Science & Technology	2
ECE 143	Just for the Green of it!	1
ECS 149	ECE Curriculum: Health, Safety, & Nutrition + Cooking Lab	4
ECE 156	From Seed to Table	2
ECE 157	Just Recycle it!	1
ECED& 170	Environments for Young Children	3

TOTAL CREDITS FOR COMPLETION 17

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.

This program is approximately four quarters in length, depending on the time students need to satisfactorily complete all graduation requirements.

Prerequisites: COMPASS, Reading 68, and Writing 33, or successful completion of ENG 82.

Admission Dates: Fall, Winter, Spring, and Summer quarters

PROGRAM REQUIREMENTS

ECE 135	School Age Math, Science, and Technology	3
ECED& 190	Observations & Assessment	3
ECS 220	Curriculum for School-Age	2
ECS 225	School-Age Environment	2
ECS 230	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 advocate for the needs of young children.

This program is approximately four quarters in length, depending on the time students need to satisfactorily complete graduation requirements. All courses must be completed with a minimum of C grade to graduate.

Prerequisites: COMPASS Reading 68 and Writing 33, or successful completion of ENG 82. Students are required to take the COMPASS test before entry into the program.

Note general education requirement: ASL& 121 American Sign Language requires a student to be at college-level English to enter that course.

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

PROGRAM REQUIREMENTS

ASL& 121	American Sign Language 1	5
ECE 120	Interpersonal Skills for the ECE Professional	2
ECE 230	Inclusion in ECE	3
ECED& 190	Observation & Assessment	3
EDUC& 115	Child Development	5
EDUC& 130	Guiding Behavior	3
EDUC& 150	Child, Family & Community	3
ECS 206	Signing with Infants and Toddlers	2
ECS 235	Issues & Trends in ECE	2
ECS 277	Professionalism & Ethics in ECE	2
ECS 295	DAP Special Needs	2
ECS 297	Practicum 4: Special Needs	3

TOTAL CREDITS FOR COMPLETION 35

Early Care & Education Sustaining a Green Program

Certificate

Designed for beginning and experienced Early Care and Education teachers who are seeking or are 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. (Note this certificate can be taken on its own or as a follow-up to the Creating a Green Classroom Certificate.)

This program is approximately four quarters in length, depending on the time students need to satisfactorily complete graduation requirements. All courses must be completed with a minimum of "C" grade to graduate.

Prerequisites: COMPASS Reading 68 and Writing 33, or successful completion of ENG 82.

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

PROGRAM REQUIREMENTS

ECE 126	Nature and the Outdoor Classroom	2
ECE 134	Issues & Trends Green	2
ECE 190	Practicum 4: Green	3
ECE 235	Creating a Quality Environment for Children	3
ECS 149	ECE Curriculum: Health, Safety, & Nutrition + Cooking Lab	4
ECED& 139	Administration of Early Learning Programs	3

ECS 277	Professionalism & Ethics in ECE	2
TOTAL CREDITS FOR COMPLETION		19

Electrician Low Voltage Fire/Security Associate of Applied Technology Degree

Prepares students for positions as Low Voltage Electrician apprentices, service technicians, or installers in the Electronic Fire/Security Industry.

Participate in hands-on training with advanced equipment, techniques, and programming related to burglar alarms, fire alarms, card access, and closed-circuit TV to prepare 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 upon which technical skills are built and personal development enhanced.

This program is approximately five quarters in length depending on the time students need to satisfactorily complete all graduation requirements.

The Electrician Low Voltage Fire/Security Degree Program is approved as a Limited Energy (o6) specialty electrical training program in the State of Washington. Upon successful completion of the program, graduates applying to become a Limited Energy (o6) 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 capstone project, diversity, and computer literacy requirements.

Prerequisites: Successful completion of the Electrician Low Voltage Fire Security certificate, or by Instructor permission.

Admission Dates: Fall, Winter, Spring, and Summer quarters

PROGRAM REQUIREMENTS

EFS 105	AC/DC Electricity: Basic Theory, Fractions, & Ohms Law	7
EFS 106	AC/DC Electricity: Series, Parallel, & Combination Circuits	7
EFS 107	AC/DC Electricity: Electrical Power & Power Application	7
EFS 108	National Electrical Code 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 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 (or higher)	5
MAT 105	Math for Industrial Professions (or higher)	5
PSY 112 ^{DIV}	Psychology of the Workplace (or other social science or humanities class .. that meets the diversity requirement)	5
Computer Literacy (Complete an approved computer literacy course or successfully pass the computer literacy exam)		3

TOTAL CREDITS FOR COMPLETION 123

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 (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 enhanced.

This certificate program is approximately three quarters in length, depending on the time students need to satisfactorily complete all graduation requirements.

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.

Admissions dates: Fall, Winter, Spring, and Summer quarters

PROGRAM REQUIREMENTS

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 & Power Application	7
EFS 108	National Electrical Code 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 (or higher)	5
MAT 105	Math for Industrial Professions (or higher).....	5
PSY 112 ^{DIV}	Psychology of the Workplace (or other social science or humanities class). 5	
TOTAL CREDITS FOR COMPLETION		78

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 wastesite 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 job titles: environmental technician, natural resource technician, hazardous waste worker, hazardous material handler, fisheries technician, and storm water remediation operator.

This program is approximately six quarters in length, depending on the time students need to satisfactorily complete all graduations requirements.

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 (15 credits):

- ENGL& 101 English Composition or CMST& 220 (or higher)
- MAT 105 Math for Industrial Professions (or higher)
- PSYC& 100^{DIV} General Psychology (PSY 112^{DIV}, SOC& 101^{DIV}, or other humanities course that meets the diversity requirement)

AAS-T Degree General Education Requirements (20 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: 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, ART& 100, MUSC& 105, ASL& 121, BIOL 118, BIOL& 160, BIOL& 175, BIOL& 241, BIOL& 242, CHEM& 121, CHEM& 110, GEOL& 110, PHYS& 114, ECON 101, ECON& 201 or ECON& 202

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.

Admission Dates: Fall, Winter, Spring, and Summer quarters

AAT PROGRAM REQUIREMENTS

ENV 109	Introduction to Ecology.....	4
ENV 134	Hazardous Waste Site Operations.....	7
ENV 141	Orientation to Environmental Science.....	4
ENV 152	Mapping & Surveying.....	2
ENV 153	Environmental Sampling Methods.....	2
ENV 157	Environmental Site Assessment.....	4
ENV 161	Environmental Law I.....	5
ENV 162	General Chemistry.....	6
ENV 163	Environmental Chemistry.....	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.....	5
GEO 215	GPS Technologies.....	2

Technical Course Requirements (Total).....	101
General Education Requirements (See listing above).....	15

TOTAL CREDITS FOR COMPLETION 116

AAS-T PROGRAM REQUIREMENTS

Technical Course Requirements (Same as AAT).....	101
General Education Requirements (See listing above).....	15

TOTAL CREDITS FOR COMPLETION OF AAS-T DEGREE 116

Note: 5 credits of Social Science required (PSYC& 100^{DIV} OR SOC& 101^{DIV}). GEOL& 110 fulfills an AAS-T science requirement; therefore, only 15 additional credits of general education courses are required for the AAS-T degree.

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, dermatologist, or plastic surgery centers. Future employment may include esthetician, sales representative for product lines, or make-up 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.

This program is approximately four quarters in length, depending on the time students need to satisfactorily complete all graduation requirements.

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 enhanced.

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.

Prerequisite: High School Diploma or GED required

Admission Dates: Fall, Winter, Spring, and Summer quarters

PROGRAM REQUIREMENTS

ES 103	Skin Physiology & Histology I	4
ES 106	Facial Procedures I	4
ES 109	Machine Facials, Electricity, & Light Therapy	4
ES 112	Temporary Hair Removal I	3
ES 115	Makeup Application Techniques I	2
ES 117	Skin Care & Body Wraps I	3
ES 121	Skin Physiology & Histology II	4
ES 122	Salon Management & State Laws I	2
ES 124	Facial Procedures II	4
ES 127	Temporary Hair Removal II	4
ES 129	Makeup Application Techniques II	2
ES 131	Skin Care & Body Wraps II	3
ES 147	Salon Management & State Laws II	2
ES 199	Chemistry for Esthetics	3
ES 201	Pharmacology for Estheticians	3
ES 205	Introduction to Esthetic Medical Office Procedures	4
ES 211	Infection Control for Medical Estheticians	1
ES 216	Camouflage Makeup	2
ES 221	Medical Esthetics Procedures	6
ES 227	Medical Esthetic Machinery	4
ES 230	Patient Education	1
ES 236	Independent Research Project for Medical Esthetics	2
ES 240	Business Skills & Professional Development for Medical Esthetics	5
ES 242	Laser Theory	4
ES 252	Advanced Cosmetic Chemistry	2
ES 256 ^{CAP}	Clinical Laboratory for Medical Esthetics	10
CMST& 220	Public Speaking	5
MAT 105	Math for Industrial Professions (or higher)	5
PSYC& 100 ^{DIV}	General Psychology (or other social science or humanities class)	5
Computer Literacy (Complete an approved computer literacy course or successfully pass the computer literacy exam)		3
BIOL& 175	Human Biology w/Lab (BIOL 118 will be accepted through 2015)	5

TOTAL CREDITS FOR COMPLETION 111

Esthetic Sciences

Esthetics

Certificate

Prepares the student for entry-level positions as an esthetician at a salon, day spa, or at a destination spa.

Successful graduates are prepared to take the Washington State Esthetics Licensing Examination. Students participate in realistic training through the student-operated clinic on campus.

Students perform 25 percent of services on live models as indicated by state law. Services performed include facials, temporary hair removal, makeup, and body wrap techniques. Curriculum includes all related first aid and safety and sanitation procedures.

This program is approximately two quarters in length, depending on the time students need to satisfactorily complete all graduation requirements. The foundation knowledge of our basic program provides students with excellent academic and practical preparation for the Medical Esthetics curriculum.

Prerequisite: High School Diploma or GED required.

Admission Dates: Fall, Winter, Spring, and Summer quarters

PROGRAM REQUIREMENTS

ES 103	Skin Physiology & Histology I	4
ES 106	Facial Procedures I	4
ES 109	Machine Facials, Electricity & Light Therapy	4
ES 112	Temporary Hair Removal I	3
ES 115	Makeup Application Techniques I	2
ES 117	Skin Care & Body Wraps I	3
ES 121	Skin Physiology & Histology II	4
ES 122	Salon Management & State Laws I	2
ES 124	Facial Procedures II	4
ES 127	Temporary Hair Removal II	4
ES 129	Makeup Application Techniques II	2
ES 131	Skin Care & Body Wraps II	3
ES 147	Salon Management & State Laws II	2
ES 199	Chemistry for Esthetics	3

TOTAL CREDITS FOR COMPLETION 44

Note: Students in the Esthetics program over a summer quarter will receive 600 hours of instruction during their two-quarter certificate program.

Esthetic Sciences

Medical Esthetics

Certificate

Prepares for entry-level positions as a medical esthetician in medical offices, plastic surgery centers, as well as dermatology offices. Participate in realistic training through the student-operated clinic on campus.

Perform services on live models. Services performed include chemical peels, micro-current, and micro-dermabrasion. Curriculum includes all related first aid, safety, and sanitation procedures. Lectures on laser physics and contraindications to services are included.

This program is approximately two quarters in length, depending on the time students need to satisfactorily complete all graduation requirements.

Prerequisite: Current Esthetics license issued by Washington State Department of Licensing - High School Diploma or GED required

Admission Dates: Summer and Winter quarters

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PROGRAM REQUIREMENTS

ES 201	Pharmacology for Estheticians	3
ES 205	Introduction to Esthetic Medical Office Procedures	4
ES 211	Infection Control for Medical Estheticians.....	1
ES 216	Camouflage Makeup.....	2
ES 221	Medical Esthetics Procedures	6
ES 227	Medical Esthetic Machinery.....	4
ES 230	Patient Education.....	1
ES 236	Independent Research Project for Medical Esthetics	2
ES 240	Business Skills & Professional Development for Medical Esthetics.....	5
ES 242	Laser Theory.....	4
ES 252	Advanced Cosmetic Chemistry.....	2
ES 256	Clinical Laboratory for Medical Esthetics	10
TOTAL CREDITS FOR COMPLETION		44

Note: Students in the Esthetics program over a summer quarter will receive 600 hours of instruction during their two-quarter certificate program.

Graphic Technologies

Associate of Applied Technology Degree - AAT Associate in Applied Science – T Degree – AAS-T

Prepares students for careers with commercial printing companies, pre-press imaging companies, quick print and copy shops, in-plant shops, specialty printing companies, advertising agencies, and newspaper and magazine offices. 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.

This program is approximately five quarters in length, 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. 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 (15 credits):

- ENGL& 101 English Composition or CMST& 220 (or higher)
- MAT 105 Math for Industrial Professions (or higher)
- PSYC& 100^{DIV} General Psychology (PSY 112^{DIV}, SOC& 101^{DIV}, or other humanities course that meets the diversity requirement)

AAS-T Degree General Education Requirements (20 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, ART& 100, MUSC& 105, ASL& 121, BIOL 118, BIOL& 160, BIOL& 175, BIOL& 241, BIOL& 242, CHEM& 121, CHEM& 110, GEOL& 110, PHYS& 114, ECON 101, ECON& 201 or ECON& 202

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.

Admission Dates: Fall and Spring quarters

AAT PROGRAM REQUIREMENTS

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 233	QuarkXPress.....	5
GTC 254 ^{CAP}	Capstone Class	5
GTC 264	Paper, Pricing, & Estimating	5
GTC 276	InDesign II.....	5

Subtotal..... 80

Select at least 19 credits from the following approved elective course list to fulfill degree requirements.

Elective Courses

CIT 118	Web Design Principles	5
CIT 120	Web Graphics	5
GTC 278	Independent Study	4
GTC 280	Internship	4
MDPW 134	Flash.....	5

Technical Course Requirements (Total)..... 80

General Education Requirements (See listing above) 15

Elective Credits..... 19

TOTAL CREDITS FOR COMPLETION OF AAT DEGREE 114

AAS-T PROGRAM REQUIREMENTS

Technical Course Requirements (Same as AAT)..... 80

General Education Requirements (See listing above) 20

Elective credits 19

TOTAL CREDITS FOR COMPLETION OF AAS-T DEGREE 119

*Course assignments for summer are adjusted to accommodate a 9-week quarter.

Health Unit Coordinator

Certificate

Prepares the student for a position as a coordinator of activities at the nursing unit desk. Program objectives to achieve this goal give the student 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.

The student will participate in realistic training in the classroom and clinical settings in practicing the responsibilities of the health unit coordinator. Skills include transcription of physician's orders, scheduling diagnostic studies and appointments for follow-up care, ordering and maintaining supplies, and maintaining clerical and patient records.

Successful graduates are eligible to take the certification exam by the National Association of Health Unit Coordinators.

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This program is approximately two quarters in length, depending on the time students need to satisfactorily complete all graduation requirements.

Prerequisites: Students must obtain a current CPR card for healthcare providers. In order to participate in the clinical aspect of the program, students must receive, during HUC 102 course, a "No Record On File" report from the Washington State Patrol, related to Crimes Against Persons, and students must have current immunizations or laboratory verification of immune status. Immunizations could include, but not limited to, Hepatitis B series, Tetanus/ Diphtheria, Tuberculosis Test, Measles/ Mumps/Rubella, and 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 insurance for students may be purchased; further information is available through the counseling office.

No student will be allowed at clinical site without proof of insurance. Proof of immunizations should be submitted the first week of class unless arrangements have been made with instructor. Some hospitals may require a drug screen 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.

Must be a High School graduate or have a GED by completion of program. Students must be at least 17½ years of age to begin the program.

Admission Dates:

Fall and Spring quarters - Lakewood campus Day Program
Winter and Summer quarters - Lakewood campus Evening Program
Check with the Advising and Counseling Office for specific information.

PROGRAM REQUIREMENTS

HUC 102	Orientation/Introduction to Health Unit Coordinating/Introduction to Automation.....	7
HUC 106	Anatomy & Physiology for Health Unit Coordinator.....	3
HUC 109	Unit Coordinator Task & Procedures I.....	8
HUC 112	Unit Coordinator Task & Procedures II.....	4
HUC 113	Communications Application in the Health Unit Coordinator Role.....	1
HUC 118	Advanced Communications Application.....	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	ECG Monitor Technician.....	3

TOTAL CREDITS FOR COMPLETION 43

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 upon which technical skills are built and personal development enhanced.

This program is approximately four quarters in length, depending on the time students need to satisfactorily complete all graduation requirements.

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 and 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.

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.

Admission Dates: Fall, Winter, Spring, Summer quarters

PROGRAM REQUIREMENTS

*HAC 102	Basic Electricity.....	5
*HAC 105	Electrical Circuits.....	4
*HAC 120	Advanced Controls & Troubleshooting.....	4
*HAC 160	Siemens Controls.....	2
*HAC 162	Electric Motors & Their Applications.....	4
*HAC 164	Electric Motors & Troubleshooting Motors.....	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 Systems.....	10
HAC 230	EPA Refrigerant Recovery 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
ENGL& 101	English Composition (or higher) or CMST& 220.....	5
MAT 105	Math for Industrial Professions (or higher).....	5
PSYC& 100 ^{DIV}	General Psychology (or other social science or humanities class that meets the diversity requirement).....	5
	Computer Literacy Requirement (Complete an approved computer literacy course or successfully pass the computer literacy exam).....	3

TOTAL CREDITS FOR COMPLETION 109

*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
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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 upon which technical skills are built and personal development enhanced.

This program is approximately three quarters in length, depending on the time students need to satisfactorily complete all graduation requirements.

Admission Dates: Fall, Winter, Spring, Summer quarters

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PROGRAM REQUIREMENTS

*HAC 102	Basic Electricity	5
*HAC 105	Electrical Circuits.....	4
*HAC 120	Advanced Controls & Troubleshooting	4
*HAC 160	Siemens Controls	2
*HAC 162	Electric Motors & their Applications	4
*HAC 164	Electric Motors & Troubleshooting Motors.....	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 Recovery 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
ENGL& 101	English Composition (or higher) or CMST& 220	5
MAT 105	Math for Industrial Professions (or higher).....	5
PSYC& 100 ^{DIV}	General Psychology (or other social science or humanities course).....	5

TOTAL CREDITS FOR COMPLETION84

*Prerequisites for Heating & Refrigeration

Hemodialysis Technician

Certificate

Prepares the successful graduate for employment as a Hemodialysis Technician in outpatient settings such as a hospital or dialysis center.

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. A practicum in a dialysis facility is included in the program 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.

This program is approximately two quarters in length for the day program, depending on the time students need to satisfactorily complete all graduation requirements.

Prerequisites: Documentation of immunizations include Hepatitis B series plus positive titer; Tetanus/Diphtheria; 2 step TB test; Measles/Mumps/Rubella (2 injections or 1 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 must be submitted to instructor no later than the first day of class unless prior arrangements have been made.

Each student is 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/Counseling Office. No student will be allowed at clinical site without proof of insurance.

Student must have a high school diploma or transcript or GED certificate 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 you may be assigned to. (Some clinic sites require that you pass a drug screening and their own background checks).

COMPASS Reading 68 and Writing 33, or successful completion of ENG

82. Compass score for Pre-Algebra 37.

Physical Activity: 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 bed to a chair, commode, or cart.

Admission Date: Fall and Spring quarter of each year.

PROGRAM REQUIREMENTS

HDT 107	Health Information Technology in Patient Services.....	3
HDT 113	Phlebotomy Fundamentals	4
HDT 116	Computer Applications/Keyboarding	2
HDT 122	Hemodialysis Terms/Anatomy/Physiology.....	6
HDT 125	First Aid/CPR/HIV	1
HDT 131	Hemodialysis Principles & Procedures.....	4
HDT 138	Machine Setup/Maintenance.....	4
HDT 141	Water Treatment.....	3
HDT 149	Vascular Access	3
HDT 151	Professional Interaction.....	3
HDT 161	Clinical Practicum	6
HDT 163	Field Study	1
MAT 072	Medical Math.....	4

TOTAL CREDITS FOR COMPLETION44

Human Services

Associate of Applied Technology Degree

Associate in Applied Science – T Degree

Prepares students for a variety of mid-level positions within the field of human services that are focused 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 mentally ill, developmentally disabled, seniors, persons living with HIV/AIDS, homeless, incarcerated adults & youth, at risk youth, pregnant & parenting teens, foster families, persons with substance abuse issues, and numerous other specialty areas.

Students are responsible for choosing their own internship placement and are primarily eligible for employment in the area in which they choose and complete their internship experience. Internship site choice requires instructor approval.

This accelerated associate degree program can be completed in as few as four quarters, but may take up to seven quarters, depending on the time students need to satisfactorily complete all graduation requirements. 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 four quarters, while the Human Services Chemical Dependency option will require a minimum of six quarters of attendance.

Students will attend courses on the main campus in Lakewood as well as at community-based internship sites throughout the program. Students receiving a C- or below 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. 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:

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AAT Degree General Education Requirements (20 credits):

- ENGL& 101 English Composition
- CMST& 220 Public Speaking
- MAT 107 Business Mathematics
- PSYC& 100^{DIV} General Psychology

AAS-T Degree General Education Requirements (25 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, ART& 100, MUSC& 105, ASL& 121, BIOL 118, BIOL& 160, BIOL& 175, BIOL& 241, BIOL& 242, CHEM& 121, CHEM& 110, GEOL& 110, PHYS& 114, ECON 101, ECON& 201 or ECON& 202
- CMST& 220 Public Speaking

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.

Prerequisites: Students must attend a mandatory orientation/advising meeting with the instructors. Must be a High School graduate or have a GED and consent to a background check to enter the program. Students must consent to and receive a “No Record on File” report related to Crimes Against Persons. Students must have an internship site secured no later than the third day of the quarter for the Internship I, II and III courses. Students are advised, a “No Record on File” report related to Crimes Against Persons is generally required by agencies offering internship or employment. Students who do not meet the internship site requirement will be dropped from the course.

Admission Dates: Fall and Spring quarters

PROGRAM REQUIREMENTS

CMST& 220	Public Speaking.....	5
HS 110 ^{CI}	Computer Applications for Human Services Professionals.....	3
HS 115	Therapeutic Communication Skills.....	5
HS 123	HIV/AIDS & Blood-Borne Pathogens.....	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
ENGL& 101	English Composition.....	5
MAT 107	Math 107 (or higher).....	5
PSYC& 100 ^{DIV}	General Psychology.....	5

Total Core Credits.....	76
Required Option Requirements (See Requirements Below).....	26-45

TOTAL CREDITS FOR COMPLETION 102-121

Program Option Requirements: In addition to the core classes listed above, students in the Human Services program are required to

complete one of the specialty options listed below.

Option 1: Human Services Generalist

HS 230	Case Management.....	5
HS 240	Survey of Addiction.....	5
HS 246	Group Process.....	3
HS 258 ^{CAP}	Internship III.....	5
Electives	Select from the list of approved Human Services electives.....	8

Subtotal..... 26

Option 2: Human Services Chemical Dependency

HSCD 135	Introduction to Chemical Dependency.....	3
HSCD 140	Ethics for CD Professionals.....	2
HSCD 215	Case Management & Recordkeeping for the CDP.....	5
HS 258 ^{CAP}	Internship III.....	5
HSCD 155	CD & Counseling: Indiv. & Grps.....	5
HSCD 145	Physiological Actions of Drug & Alcohol Abuse.....	3
HSCD 226	CD Assessment & Evaluation.....	2
PSYC& 220	Abnormal Psychology.....	5
HSCD 249	CD & Counseling II: Adol. & Families.....	5
HSCD 251	Relapse Prevention.....	3
HSCD 228	CD & the Law.....	2
PSYC& 200	Lifespan Psychology.....	5

Subtotal..... 45

Approved Human Services Electives

SOC& 101 ^{DIV}	Introduction to Sociology.....	5
PSYC& 220	Abnormal Psychology.....	5
PSYC& 200	Lifespan Psychology.....	5
ASL& 121	Sign Language.....	5
HS 238	Special Projects.....	3-5
HS 239	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
Any Biology Course.....		5
Any HSCD course.....		5

Human Services

Chemical Dependency Specialist

Certificate

Introduces students to basic concepts related to chemical dependency prevention and treatment.

The certificate will provide students with the academic background to understand content, models, theories and research relevant to working with chemically dependent persons and their families and prepare them for 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 most of the content areas required for the chemical dependency professional credential issued by the Washington State Department of Health (See RCW 246.811 Washington Administrative Code [WAC] Chapter 246-811). This accelerated certificate program is approximately three quarters in length, depending on the time students need to satisfactorily complete all graduation requirements.

This certificate has an I-BEST enrollment option. The Integrated Basic Education and Skills Training (I-BEST) option is designed specifically for adults at the basic skills level. Initial eligibility is determined by qualifying CASAS scores of 221 – 255 in Reading and/or Math and a minimum of 221 in CASAS Listening for English Language Learners. Students who wish to enter the Human Services program and earn one of the degree options after completing the I-BEST Chemical Dependency

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Specialist program, must complete the appropriate core requirements as outlined in the college catalogue plus the additional five credit internship requirement of HS 258. Students should meet with an advisor during their I-BEST participation to develop their Education Plan. For detailed information contact the I-BEST Program Specialist 253-589-5524.

Prerequisites: Students must attend a mandatory orientation/advising meeting with the Instructors. Must possess a minimum of an associate's degree and consent to a background check. Students must consent to and receive a "No Record on File" report related to Crimes Against Persons. Students are advised, a "No Record on File" report related to Crimes Against Persons is generally required by agencies offering internship or employment. Students who do not meet the internship site requirement will be dropped from the course.

Note: PSYC& 100^{DIV} is a prerequisite to PSYC& 200 and 220.

Admission Dates: Fall, Winter, Spring, and Summer quarters

PROGRAM REQUIREMENTS

PSYC& 220	Abnormal Psychology	5
PSYC& 200	Lifespan Psychology	5
HSCD 135	Introduction to Chemical Dependency	3
HSCD 140	Ethics for Chemical Dependency	2
HSCD 145	Physiological Actions of Alcohol & Drugs	3
HSCD 155	Chemical Dependency & Counseling I: Individuals & Groups	5
HSCD 215	Case Management & Recordkeeping for the CDP	5
HSCD 226	Chemical Dependency & Assessment	2
HSCD 228	Chemical Dependency & the Law	2
HSCD 249	Chemical Dependency & Counseling II: Adolescents & Family	5
HSCD 251	Relapse Prevention	3
*CAH 105	Computer Applications	2
*COLL 105	Career Development	2

TOTAL CREDITS FOR COMPLETION 40-44

*This is a required course for students enrolled in the I-BEST option.

Human Services

Gang Intervention Specialist

Certificate

Students will gain knowledge about gang culture and become skilled at case management techniques and community service interventions. Courses are delivered through online instruction for this 16-credit certificate.

This certificate is ideally suited for professionals working in human services, school systems, criminal justice, and correction fields. Participants take part in a 55-hour internship within their community.

Prerequisites: Students must take part in a mandatory online orientation/advising meeting with the Instructors. Must be a High School graduate or have a GED by completion of the program. Students must consent to and receive a "No Record on File" report related to Crimes Against Persons.

Admission Dates: Fall, Winter, Spring, and Summer quarters

PROGRAM REQUIREMENTS

HS 229	Introduction to Gang Culture	3
HS 132	Culturally Responsive Case Management	3
HS 134	Counseling Techniques for Gang Involved Youth & Families	3
HS 130	Family Development	3
HS 136	Prevention, Early Intervention, & Assessment	4

TOTAL CREDITS FOR COMPLETION 16

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 furnishings venues, and contractors.

For the creative individual who desires a career in the dynamic profession of Interior Design and its many facets and applications. Hospitality, residential, kitchen and bath, and sustainable design are just a few of the many paths an interior designer may embark upon. The instructors are active in the design community and bring realistic projects to the classroom; We are committed to providing the most current materials and standards used by the Interior Design profession.

This program is approximately six quarters in length, depending on the time students need to satisfactorily complete all graduation requirements. Two certificates are offered in the Spring and Summer quarters, in addition to the complete program. They are Kitchen and Bath Design and Green Design.

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 (15 credits):

- ENGL& 101 English Composition or CMST& 220 (or higher)
- MAT 105 Math for Industrial Professions (or higher)
- PSYC& 100^{DIV} General Psychology (PSY 112^{DIV}, SOC& 101^{DIV}, or other humanities course that meets the diversity requirement)

AAS-T Degree General Education Requirements (20 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, ART& 100, MUSC& 105, ASL& 121, BIOL 118, BIOL& 160, BIOL& 175, BIOL& 241, BIOL& 242, CHEM& 121, CHEM& 110, GEOL& 110, PHYS& 114, ECON 101, ECON& 201 or ECON& 202

A Kitchen and Bath option is offered every spring quarter. A Green Design option is offered every summer quarter. New students or continuing program students may enroll for either option.

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.

Admission Dates: Fall quarter

AAT PROGRAM REQUIREMENTS

DSN 105	Drafting I	6
DSN 119	Interior Design & the Creative Design Process	4
DSN 121	Drafting II	5
DSN 123	Materials Methods & Techniques of Interior Design	4
DSN 124	Color Theory	4
DSN 132	Lighting	5
DSN 136	Introduction to Drawing and Rendering	4

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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	Intro to Technology for Interior Designers.....	3
DSN 204	Intro to Commercial Interior Design	4
DSN 216	CAD I	5
DSN 225	Design I.....	5
DSN 227	Commercial Specifications.....	4
DSN 231	20th Century & Current Design Philosophies & Significant Works.....	3
DSN 236	Design II.....	7
DSN 239 ^{CI}	CAD II.....	5
DSN 241	Business Practices.....	4
DSN 245	Internship or Alternative Study.....	4
DSN 251	Contract Furniture	3
DSN 266 ^{CAP}	Portfolio/Professional Presentation	7

Technical Course Requirements (Total).....	105
General Education Requirements (See listing above)	15
TOTAL CREDITS FOR COMPLETION OF AAT DEGREE	120

AAS-T PROGRAM REQUIREMENTS

Technical Course Requirements (Same as AAT).....	105
General Education Requirements (See listing above)	20
TOTAL CREDITS FOR COMPLETION OF AAS-T DEGREE	125

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 214	Green Design: An Overview	5
DSN 219	A Closer Look at Green Living.....	4
DSN 221	Building the Green Life: Materials and Estimating	5
DSN 223	Project Green: Developing a Green Design.....	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.

Prerequisites: None

Admission Dates: Spring quarter

PROGRAM REQUIREMENTS

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
TOTAL CREDITS FOR COMPLETION	18	

**Interior Design
Green Design**

Certificate

This certificate program covers sustainable design topics of the built environment with a focus on interiors.

Prerequisites: None

Admission Dates: Summer quarter

PROGRAM REQUIREMENTS

DSN 214	Green Design: An Overview	5
DSN 219	A Closer Look at Green Living.....	4
DSN 221	Building the Green Life: Materials and Estimating	5
DSN 223	Project Green: Developing a Green Design.....	5

TOTAL CREDITS FOR COMPLETION	19
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**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 CNC (Computer Numerical Control) machine tools.

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 (Computer Numerical Control) turning centers and milling machines.

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 enhanced.

This program is approximately six to seven quarters in length, depending on the time students need to satisfactorily complete all 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 capstone project, diversity, and computer literacy requirements.

Admission Dates: Fall, Winter, Spring, and Summer quarters, or by Instructor permission

PROGRAM REQUIREMENTS

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

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MCH 229	Metallurgy & Heat Treatment	4
MCH 231 ^{CAP}	Manufacturing Resources & Research	4
ENGL& 101	English Composition (or higher) or CMST& 220	5
MAT 105	Math for Industrial Professions (or higher)	5
PSYC& 100 ^{DMV}	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

TOTAL CREDITS FOR COMPLETION 138

*Articulated courses with High Schools for Dual Enrollment

Optional Course

MCH 201	CATIA I	5
MCH 203	CATIA II	3
MCH 206	CATIA III	3
MCH 240	Training & Practice	1-15

Note: MCH 240, Training & Practice, is designed for specific skills enhancement with the purpose of re-entering the manufacturing workforce. Mutually agreed-upon goals will be set and paid for at an hourly rate.

Manufacturing Technologies CNC Programmer/CATIA

Certificate

Provide students with the knowledge and understanding of CATIA for employment advancement as a CNC (Computer Numerical Control) 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 of 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.

This program is approximately three quarters in length, depending on the time students need to satisfactorily complete all certificate requirements.

Admission Dates: Fall, Winter, Spring, and Summer quarters, or by Instructor permission

PROGRAM REQUIREMENTS

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 I	12
MCH 206	CATIA III	3

TOTAL CREDITS FOR COMPLETION 40

Optional Courses

MCH 240	Training & Practice	1-15
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Manufacturing Technologies Machinist Apprentice

Certificate

Provides students with the knowledge and skills necessary for employment in the manufacturing/metal working industry as a machinist apprentice.

Responsible for setting up and operating conventional machine tools and CNC (Computer Numerical Control) 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 (Computer Numerical Control) turning centers and milling machines.

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 enhanced.

This program is approximately four quarters in length, depending on the time students need to satisfactorily complete all graduation requirements.

Admission Dates: Fall, Winter, Spring, and Summer quarters, or by Instructor permission

PROGRAM REQUIREMENTS

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
ENGL& 101	English Composition (or higher) or CMST& 220	5
MAT 105	Math for Industrial Professions (or higher)	5
PSYC& 100 ^{DMV}	General Psychology (or other social science or humanities class)	5

TOTAL CREDITS FOR COMPLETION 95

*Articulated courses with High Schools for Dual Enrollment

Optional Course

MCH 240	Training & Practice	1-15
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Note: MCH 240, Training & Practice, is designed for specific skills enhancement with the purpose of re-entering 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,

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precision measuring, conventional lathes and mills, surface, tool, and cutter grinding, and general shop machines.

This program is approximately two quarters in length, depending on the time students need to satisfactorily complete all graduation requirements.

Admission Dates: Fall, Winter, Spring, and Summer quarters, or by Instructor permission

PROGRAM REQUIREMENTS

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
TOTAL CREDITS FOR COMPLETION		26

*Articulated courses with High Schools for Dual Enrollment

Optional Course

MCH 240	Training & Practice	1-15
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Note: MCH 240, Training & Practice, is designed for specific skills enhancement with the purpose of re-entering the manufacturing workforce. Mutually agreed upon goals will be set and paid for at an hourly rate.

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 employed in 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. Participation in the student-operated massage clinic allows students to gain experience in the profession while under supervision of an Instructor.

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 healthcare professionals, marketing, job networking, resu00e9m00e9s, 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 upon which technical skills are built and personal development enhanced. These classes are offered at various times outside the regular Massage program hours.

The Associate Degree program may take two years, depending on the

time students need to satisfactorily complete all 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 capstone project, diversity, and computer literacy requirements.

Upon successful completion of the program, the graduate is eligible to sit for the National Certification Examination or Federation of State Massage Board Examination and apply for licensure in Washington State.

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.

Prerequisites: A medical statement of health status from a primary care provider stating 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 on the first day of class.

Potential students entering the program must test at college level in reading on the COMPASS Assessment test or have completed English 94. Documentation of training in standard first aid and CPR and a four-hour HIV/AIDS/Blood-borne pathogens class, and a Washington State Patrol background check is required to progress to the second quarter. Some results from the background check may prevent individuals from participating in certain classes.

Admission Dates:

Fall quarter - Lakewood day class

Spring quarter - Lakewood evening class

PROGRAM REQUIREMENTS

MASST 110	Anatomy, Physiology, & Pathology I.....	5
MASST 111	Anatomy, Physiology, & Pathology II.....	5
MASST 114	Swedish Massage Theory	5
MASST 115	Clinical Massage Techniques.....	4
MASST 116	Complementary Massage Modalities I	3
MASST 117	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 and Treatment of the Back.....	2
MASST 133	Deep Tissue Massage Theory	4
MASST 134	Deep Tissue Massage Practice	4
MASST 136	Complementary Massage Modalities II	2
MASST 137	Kinesiology: Head and Neck	1
MASST 139	Clinical Massage Business and Ethics I.....	1
MASST 143	Massage Business and Ethics I	2
MASST 144	Massage Business and Ethics II	2
MASST 145	Orthopedic Assessment	4
MASST 146	Kinesiology: Lower Extremity	2
MASST 147	Clinical Massage Anatomy and Physiology I	3
MASST 149	Clinical Massage Theory: Special Populations.....	5
MASST 151 ^{Div}	Clinical Massage Practice: Special Populations.....	3
MASST 153	Assessment and Treatment: Upper Extremity.....	2
MASST 155	Assessment and Treatment: Lower Extremity	2
MASST 157	Assessment and Treatment: Head and Neck.....	2
MASST 158	Practicum I.....	3
MASST 159	Clinical Massage Business and Ethics II	1
MASST 160 ^{Cap}	Practicum II	3
MASST 162	Student Clinic.....	2
MASST 163	Clinical Massage Anatomy and Physiology II.....	3
ENGL& 101	English Composition (or higher) or CMST& 220	5
MAT 105	Math for Industrial Professions (or higher).....	5
PSYC& 100 ^{Div}	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
TOTAL CREDITS FOR COMPLETION		104

Massage Studies

Clinical Massage Practitioner

Certificate

This certificate, approximately two quarters in length (may take longer to complete), provides advanced study for licensed massage practitioners 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, as well as possessing the knowledge and treatment techniques to assess and effectively treat their clients.

Prerequisites: Successful completion of the Swedish Massage Practitioner program, completion of a similar program from another accredited institution, or currently a Washington State licensed massage practitioner.

Admission Dates:

Lakewood campus - Day Class: Begins each Spring Quarter.

Lakewood campus - Evening Class: Begins each Winter Quarter.

Not all classes are offered in the evening.

PROGRAM REQUIREMENTS

MASST 115	Clinical Massage Techniques	4
MASST 123	Clinical Application of Massage Therapy	4
MASST 131	Assessment and Treatment of the Back	2
MASST 139	Clinical Massage Business and Ethics I	1
MASST 145	Orthopedic Assessment	4
MASST 158	Practicum I	3
MASST 147	Clinical Massage Anatomy and Physiology I	3
MASST 149	Clinical Massage Theory: Special Populations	5
MASST 151 ^{DIV}	Clinical Massage Practice: Special Populations	3
MASST 153	Assessment and Treatment: Upper Extremity	2
MASST 155	Assessment and Treatment: Lower Extremity	2
MASST 157	Assessment and Treatment: Head and Neck	2
MASST 159	Clinical Massage Business and Ethics II	1
MASST 160 ^{CAP}	Practicum II	3
MASST 163	Clinical Massage Anatomy and Physiology II	3

TOTAL CREDITS FOR COMPLETION 42

Massage Studies

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. This certificate can be completed in just over two terms for those students in our day (full-time) section, or three terms for our evening students. 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.

Prerequisites: A medical statement of health status from a primary care provider stating 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 instructor on the first day of class.

Potential students entering the program must test at college level in reading on the COMPASS Assessment test or have completed English 94.

Documentation of training in standard first aid and CPR and a four-hour HIV/AIDS/Blood-borne pathogens class, and 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.

Admission Dates:

Fall Quarter: Lakewood campus - Day Class

Spring Quarter: Lakewood campus - Evening Class

PROGRAM REQUIREMENTS

MASST 110	Anatomy, Physiology & Pathology I	5
MASST 111	Anatomy, Physiology & Pathology II	5
MASST 114	Swedish Massage Theory	5
MASST 116	Complementary Massage Modalities I	3
MASST 117	Swedish Massage Practice	4
MASST 126	Kinesiology: Upper Extremity	2
MASST 130	Kinesiology: Trunk	1
MASST 133	Deep Tissue Massage Theory	4
MASST 134	Deep Tissue Massage Practice	4
MASST 136	Complementary Massage Modalities II	2
MASST 137	Kinesiology: Head and Neck	1
MASST 143	Massage Business and Ethics I	2
MASST 144	Massage Business and Ethics II	2
MASST 146	Kinesiology: Lower Extremity	2
MASST 162	Student Clinic	2

TOTAL CREDITS FOR COMPLETION 44

Material Science

Nondestructive Testing

Associate in Applied Science – T Degree

The Material Science – 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 that is 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, report form writing, codes and specifications, composite fabrication, assembly and repair, metallurgy, the manufacturing process as well as magnetic particle and liquid Penetrant, radiographic testing, ultrasonic and eddy current. Successful graduates are prepared with technical skills for entry level positions such as quality control technicians, NDT technicians, engineering technicians, and NDT equipment representatives.

This program is approximately eight quarters in length, depending on the time students need to satisfactorily complete all 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 capstone project, diversity, and computer literacy requirements.

Prerequisites: COMPASS Reading 68 and Writing 33, or successful completion of ENG 82, and successful completion of MAT 82 by the end of the first quarter of the program or Instructor approval.

Admission Dates: Fall and Spring quarters

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PROGRAM REQUIREMENTS

MS 103	Fundamentals of Composites and NDI for Composites	4
MS 110	Blueprint Reading and Sketching	4
MS 115	Intro to Report Forms Writing	3
MS 120	Introduction to Codes & Specifications	2
MS 125	Fundamentals of Metallurgy	5
MS 130	Manufacturing Processes	5
MS 140	Statistics for Material Engineering Technicians	3
NDT 110	Introduction to NDT	3
NDT 120	Visual and Optical Testing	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 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
Required Electives - Total of 10 credits from Electives listed below		10
ENGL& 101	English Composition	5
MAT 110	Math for Non-Science Majors or MATH& 141 Precalculus I, College Algebra	5
PSYC& 100 ^{PIV}	General Psychology (or other social science course)	5
PHYS& 114	General Physics I	5
Computer Literacy Requirement (Complete an approved computer literacy course or successfully pass the computer literacy exam)		3
TOTAL CREDITS FOR COMPLETION		125

Electives:

ACM 120	Composite Fabrication	4
ACM 125	Composite Assembly	4
ACM 130	Composite Repair	4
ACM 135	Special Projects	3
MCH 101	Orientation/Machine Shop Safety	2
MS 113	Quality for Manufacturing	4
MS 118	Quality Assurance Measuring Instruments	4
MS 122	Mathematical Applications for Quality Assurance	5
NDT 145	NDT Welding and Weld Inspection	5
NDT 250	NDT Internship	1-11
NDT 255	NDT Special Projects	1-3
CAS 115 ^{CI}	Introduction to Computing	3
PSY 112 ^{PIV}	Psychology of the Workplace	5
SVL 101	Service Learning	3
MATH& 146	Introduction to Stats	5
ENV 131	Hazardous Wastesite Operations - 40 hour	4
MS 128	OSHA Occupational Health and Safety	3

Material Science

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 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.

The certificate program is two to three quarters in length, depending on the time students need to satisfactorily complete all graduation requirements.

Prerequisites: Instructor permission and COMPASS Reading 68 and Writing 33, or successful completion of ENG 82, and successful completion of MAT 82 by the end of the first quarter of the program.

Admission Dates: Instructor permission.

PROGRAM REQUIREMENTS

MS 115	Intro to Report/Forms Writing	3
MS 120	Introduction to Codes & Specifications	2
MS 125	Fundamentals of Metallurgy	5
MS 130	Manufacturing Processes	5
MS 135	Principles of Troubleshooting	3
MS 145	Fundamentals of Composites	4
NDT 110	Introduction to NDT	3
NDT 140	Eddy Current Testing I	5
NDT 170	Eddy Current Testing II	5
NDT 210	Eddy Current Testing III	5
NDT 240	Capstone Project	3

TOTAL CREDITS FOR COMPLETION 43

Material Science

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.

The certificate program is two to three quarters in length, depending on the time students need to satisfactorily complete all graduation requirements.

Prerequisites: Instructor permission and COMPASS Reading 68 and Writing 33, or successful completion of ENG 82, and successful completion of MAT 82 by the end of the first quarter of the program.

Admission Dates: Instructor permission.

PROGRAM REQUIREMENTS

MS 115	Intro to Report Forms Writing	3
MS 120	Introduction to Codes & Specifications	2
MS 125	Fundamentals of Metallurgy	5
MS 130	Manufacturing Processes	5
MS 135	Principles of Troubleshooting	3
NDT 110	Introduction to NDT	3
NDT 115	NDT Welding	3
NDT 120	Visual and Optical Testing	5
NDT 125	Magnetic Particle Testing	5
NDT 130	Liquid Penetrant Testing	5
NDT 240	Capstone Project	3

TOTAL CREDITS FOR CERTIFICATE 42

Material Science

Quality Assurance

Certificate

Prepares students for entry level employment opportunities in the aerospace industry, 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

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stages of manufacturing, from examining materials received from a supplier before sending them to the production line or inspecting components and assemblies during production to performing final checks on finished products.

The certificate program is two to three quarters in length, depending on the time students need to satisfactorily complete all graduation requirements. (Pending Approval from State Board)

Admission Dates: Fall and Spring quarters

PROGRAM REQUIREMENTS

CAS 115 ^{CI}	Intro to Computing* or CAS 130 ^{CI} Excel I if advanced	3
MCH 101	Orientation/Safety	2
MS 110	Blueprint Reading & Sketching	3
MS 113	QA/Quality for Manufacturing	4
MS 115	Intro to Report Forms/Writing	3
MS 118	QA/Measuring Instruments	4
MS 122	Mathematical Applications for QA	5
PSY 112 ^{DIV}	Psychology of the Workplace OR (or other social science or humanities class)	5

TOTAL CREDITS FOR CERTIFICATE.....34

Material Science 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 which 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.

The certificate program is two to three quarters in length, depending on the time students need to satisfactorily complete all graduation requirements.

Prerequisites: Instructor permission and COMPASS Reading 68 and Writing 33, or successful completion of ENG 82, and successful completion of MAT 82 by the end of the first quarter of the program.

Admission Dates: Instructor permission.

PROGRAM REQUIREMENTS

MS 115	Intro to Report Forms Writing	3
MS 120	Introduction to Codes & Specifications	2
MS 125	Fundamentals of Metallurgy	5
MS 130	Manufacturing Processes	5
MS 135	Principles of Troubleshooting	3
MS 145	Fundamentals of Composites	4
NDT 110	Introduction to NDT	3
NDT 160	Radiographic Testing I	5
NDT 190	Radiographic Testing II	5
NDT 230	Radiographic Testing III	5
NDT 240	Capstone Project	3

TOTAL CREDITS FOR CERTIFICATE.....43

Material Science 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.

The certificate program is two to three quarters in length, depending on the time students need to satisfactorily complete all graduation requirements.

Prerequisites: Instructor permission and COMPASS Reading 68 and Writing 33, or successful completion of ENG 82, and successful completion of MAT 82 by the end of the first quarter of the program.

Admission Dates: Instructor permission.

PROGRAM REQUIREMENTS

MS 115	Intro to Report Forms Writing	3
MS 120	Introduction to Codes & Specifications	2
MS 125	Fundamentals of Metallurgy	5
MS 130	Manufacturing Processes	5
MS 135	Principles of Troubleshooting	3
MS 145	Fundamentals of Composites	4
NDT 110	Introduction to NDT	3
NDT 150	Ultrasonic Testing I	5
NDT 180	Ultrasonic Testing II	5
NDT 220	Ultrasonic Testing III	5
NDT 240	Capstone Project	3

TOTAL CREDITS FOR CERTIFICATE.....43

Mechatronics Technician

Associate in Applied Science – T Degree

Mechatronics is a multidisciplinary field that involves the integration of control, electronic, mechanical, and computer systems utilized to meet the demands of new high tech fields.

This program is designed to provide students with a working knowledge of control, electronic, mechanical, and computer systems utilized in the high-tech manufacturing environment. Courses cover such content as electronics, measuring systems, computer hardware, pneumatics and hydraulics, program controls and robotics. Students will have the opportunity to apply their skills in developing automated and robotic production lines and troubleshooting and repairing high-tech manufacturing equipment alongside peers under the supervision of industry experts.

This program is approximately six quarters in length, depending on the time students need to satisfactorily complete all graduation requirements.

Upon completion of the Mechatronics Technician program students will be qualified for employment as industrial maintenance and manufacturing technicians in a wide variety of fields including: aerospace, medical monitoring equipment, automated systems, gaming and vending machine, and logistics.

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

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(AAS-T). The different requirements for each degree are listed below.

AAS-T Degree General Education Requirements (20 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, ART& 100, MUSC& 105, ASL& 121, BIOL 118, BIOL& 160, BIOL& 175, BIOL& 241, BIOL& 242, CHEM& 121, CHEM& 110, GEOL& 110, PHYS& 114, ECON 101, ECON& 201 or ECON& 202

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.

Prerequisites: Prior to starting the Mechatronics program students need to complete courses in MCH 101 Shop Orientation and Safety, Hand Tools and Shop Basics, MS 115CL Technical Report and Forms writing and a COMPASS score of Reading 86 and Writing 77, or successful completion of ENG 82, and COMPASS score of 61 or successful completion of MAT 82.

To enter the program, a student must be eligible to take Math 91 during the first quarter of the program, and college-level English and psychology or another social science or humanities course.

Admission Dates: Fall and Spring Quarters.

PROGRAM REQUIREMENTS

MS 110	Blueprint Reading and Sketching.....	4
MS 115	Intro to Report Forms Writing.....	3
MEC 101	Hand tools and shop basics.....	3
MEC 110	Intro to Automated Manufacturing.....	4
MEC 115	Electronics I: AC/DC Circuits.....	5
MEC 120	CAD for Technicians.....	4
MEC 125	Hydraulics and Pneumatics.....	5
MEC 130	Electronics II: Electric Motors.....	5
MEC 140	Computer Programming/Programming Logic.....	4
MEC 145	Metrology: Precision Measurements.....	4
MEC 150	Mechanical Systems.....	5
MEC 160	Programmable Controls I.....	4
MEC 165	Robotics and Automated Control I.....	5
MEC 170	Industrial Sensors and Actuators.....	5
MEC 200	Programmable Controls II.....	5
MEC 210	Robotics and Automated Control II.....	5
MEC 220	Technical Systems Troubleshooting I.....	5
MEC 230	Robotics and Automated Controls III.....	5
MEC 240 ^{CAP}	Technical Systems Troubleshooting II.....	5
ENGL& 101	English Composition.....	5
MATH& 141	Precalculus I.....	5
PSYC& 100 ^{DIV}	General Psychology (or other social science course that meets the diversity requirement).....	5
PHYS& 114	General Physics I.....	5
Computer Literacy Requirement (Complete an approved computer literacy course or successfully pass the computer literacy exam).....		3

TOTAL CREDITS FOR DEGREE 108

Optional Course

MCH 240 Training & Practice..... 1-15

Note: MCH 240, Training & Practice, is designed for specific skills enhancement with the purpose of re-entering the manufacturing workforce. Mutually agreed upon goals will be set and paid for at an hourly rate.

Media Design & Production

Associate of Applied Technology Degree
Associate in Applied Science – T Degree

The Media Design and Production program is a cutting edge video production exploration program geared to those who have a creative drive and love to tell stories with images and sound. New technologies in cameras and editing software have made it easier than ever to produce video and get it out to thousands of people using the world wide web. We take a look at how to use TV production techniques to tell your story but with a twist: we are going on line. Students will work on producing an on line review show. All segments are student written, directed and produced. Students will get hands on with Cameras, Lights, and Editing and Post Production Software. Students will also learn how to use and take advantage of our full green screen studio, one of the largest green screen cyc's in the south sound. If you have a love for story-telling and making movies, this is the program for you.

Provides exposure to the technique and tools of new media. Core studies in new media provide a strong foundation for the specialized courses in Digital Video Production and Post Production, Motion Graphics and Web Design.

Innovations in computer technology continue to rapidly change and expand the multimedia field. Therefore, the following courses of study may be subject to change in order to offer training based on current industry standards.

This program is approximately four quarters in length, 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. 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 (15 credits):

- ENGL& 101 English Composition or CMST& 220 (or higher)
- MAT 105 Math for Industrial Professions (or higher)
- PSYC& 100^{DIV} General Psychology (PSY 112^{DIV}, SOC& 101^{DIV}, or other humanities course that meets the diversity requirement)

AAS-T Degree General Education Requirements (20 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, ART& 100, MUSC& 105, ASL& 121, BIOL 118, BIOL& 160, BIOL& 175, BIOL& 241, BIOL& 242, CHEM& 121, CHEM& 110, GEOL& 110, PHYS& 114, ECON 101, ECON& 201 or ECON& 202

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.

Prerequisites: Basic competency with windows operating systems and file structures. Ability to type 25 to 30 words per min. To enroll in electives, students must have a cumulative 2.0 GPA or Instructor permission.

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Admission Dates: Fall and Spring quarters. Part-time admission into individual courses permitted any quarter, based on seat/room availability (Instructor permission required).

AAT PROGRAM REQUIREMENTS

MDP 114	Technology & Multi Media Production	5
MDP 116	Creative Development	5
MDP 119	Digital Photography	5
MDP 123	Digital Imaging I: Photoshop	5
MDP 127	Digital HD Video & Lighting I	5
MDP 131	Digital HD Video Editing I	5
MDP 171	Designing with Illustration Software	5
MDP 201	Digital HD Video & Lighting II	5
MDP 203	Digital HD Video Editing II	5
MDP 205	Digital Imaging II: Photoshop	5
MDP 207	DSLR Special Effects & Techniques	5
MDP 210	Digital Motion Graphics Introduction	5
MDP 212 ^{CAP}	Digital Media Project	5
MDP 231	Independent Study	5
Technical Course Requirements (Total)		70
General Education Requirements (See listing above)		15
Computer Literacy Requirement (Complete an approved computer literacy course or successfully pass the computer literacy exam)		3
Elective Credits (See listing below)		10
TOTAL CREDITS FOR COMPLETION OF AAT DEGREE		98

AAS-T PROGRAM REQUIREMENTS

Technical Course Requirements (Same as AAT)		70
General Education Requirements (See listing above)		20
Computer Literacy Requirement (Complete an approved computer literacy course or successfully pass the computer literacy exam)		3
Elective Credits (See listing below)		10
TOTAL CREDITS FOR COMPLETION OF AAS-T DEGREE		103

Electives:

MDP 112	DSLR Video A to Z	5
MDP 239	Internship	5

Medical Assistant Certificate

Medical Assistant Program (MAP) graduates may assume positions as multi-skilled allied health professionals who perform a wide range of duties in physicians' offices, clinics, and other outpatient healthcare settings.

This program is accredited through the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB). The program has been placed on Probationary Accreditation as of May 17, 2013. Upon successful completion of the MAP, students will receive a Certificate of Completion and be eligible to take the national certification exam to become a Certified Medical Assistant (CMA).

The MAP 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, basic asepsis, and microbiology.

Students are trained in administrative and clinical procedures performed in physicians' offices, and the curriculum meets the requirement for

certification as a Health Care Assistant, State of Washington, categories A, C, and E. Training will include, but not limited to, professional telephone techniques, scheduling appointments, interviewing and instructing patients, making arrangements for patient admission to a hospital, maintaining financial records and files, completing insurance forms, preparing and maintaining employees' payroll records, assisting patients in preparing for examinations, cleaning and sterilizing instruments and equipment, collecting specimens, performing electrocardiograms, and assisting physicians with treatments and surgeries.

Included in this program are general education courses in math, public speaking, and sociology, providing knowledge and abilities upon which technical skills are built and personal development enhanced. Additional courses included in the MAP consist of the following: CAH 102 Medical Terminology, CAH 103 Introduction to Health Professions, and CAH 105 Computer Applications for Allied Health Professionals. There is an acceptable replacement course for MAP 168.

This program is approximately five quarters in length, depending on the time students need to satisfactorily complete all graduation requirements.

Students will receive HIV/AIDS and HIPAA certifications from the program, but must obtain a First Aid/CPR for Health Professionals/Providers card 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. Students, with the assistance of the Instructors and/or clinical placement coordinator, will have the opportunity to choose and/or secure their own externship site. Upon completion of the MAP, students will graduate with a Certificate of Completion. No MAP course may be taken more than twice.

Prerequisites: Students must attend a mandatory orientation/advising meeting with an Instructor once the student has registered for MAP 105.

Students are required to show proof of a high school diploma or GED upon entry into the MAP. All MAP courses in quarters one through four, including general education courses, must be successfully completed before entering the fifth quarter. Before entering the fifth quarter Invasive course, students must show proof of current immunizations or laboratory verification of immune status before they are able to receive entry codes for the fifth quarter. This includes, but is not limited to, Tetanus/Diphtheria, Hepatitis B, Measles/Mumps/Rubella, and Varicella, as required by contracts with clinical facilities and Centers for Disease Control (CDC) recommendations. Tuberculosis skin testing is also required.

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. Each student is 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.

Admission Dates: Summer and Winter quarter start dates for the day program and Fall and Spring quarter start dates for the evening program.

Once a student begins in either the day or evening program section, they will be unable to change sections without authorization from an Instructor and is also dependent on space available.

Program Accreditation: The Medical Assistant Program at Clover Park Technical College is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs
1361 Park Street, Clearwater, FL 33756 • (727) 210-2350

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PROGRAM REQUIREMENTS

CAH 102	Medical Terminology.....	5
CAH 103	Introduction to Health Professions.....	5
CAH 105 ^{ca}	Computer Applications for Allied Health Professions.....	5
MAP 105	Introduction to Medical Assisting.....	4
MAP 125	Medical Assistant Theory & Applications I.....	7
MAP 130	Medical Assistant Theory & Applications II.....	7
MAP 149	Medical Assistant Theory & Applications III.....	7
MAP 143	Medical Office Procedures.....	6
MAP 148	Health Insurance, Coding Practices, and Billing & Collecting.....	4
MAP 162	Automated Computer Applications.....	3
MAP 167	Preparation for Externship.....	2
MAP 168	Basic Collecting & Financing Practices or ACTG 110.....	6
MAP 221	Invasive Procedures.....	5
MAP 222	Community Employment Opportunities & Loc.....	1
MAP 232	Externship.....	10
CMST& 220	Public Speaking.....	5
MAT 108	Math for Health Occupations (or higher required).....	5
SOC& 101 ^{DN}	Introduction to Sociology (or other social science or humanities class).....	5
TOTAL CREDITS FOR COMPLETION		92

Medical Histology Technician

Associate of Applied Technology Degree

Associate in Applied Science – T Degree

Trains the student 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. It also serves as a pathway for career advancement and specialized areas in the medical histotechnology profession.

The program stresses practical application and the development of job skills as well as medical histotechnology theory.

Designed to enhance the ability of students to reason, understand, and apply correct principles of medical histotechnology by teaching analytical and critical thinking skills, this course 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.

This program is approximately four quarters in length, depending on the time students need to satisfactorily complete all graduation requirements.

Each student is 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.

Prerequisites: Before starting the program, students must have a high school diploma or GED.

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. They must obtain CPR certification, and must have current immunizations or laboratory verification of immune status, which could include, 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.

Note: This program requires that three of the general education courses be taken prior to beginning the HISTO course sequence. Therefore, BIOL& 175 (BIOL 118 will be accepted through 2015), CHEM& 110, and ENGL& 101 need to be taken prior to Fall quarter when the HISTO courses begin.

AAT Degree General Education Requirements (20 credits):

- ENGL& 101 English Composition
- CMST& 220 (or higher)
- MAT 108 Math for Health Care Professionals (or higher)
- PSYC& 100^{DTV} General Psychology or other social science or humanities class

AAS-T Degree General Education Requirements (25 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:

AAS-T Degree General Education Requirements (25 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 118, BIOL& 160, BIOL& 175, BIOL& 241, BIOL& 242, CHEM& 121, CHEM& 110, GEOL& 110, PHYS& 114, ECON 101, ECON& 201 or ECON& 202

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.

Admission Date: Fall quarter

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

AAT PROGRAM REQUIREMENTS

BIOL& 175	Human Biology w/Lab (BIOL 118 will be accepted through 2015).....	5
CAH 102	Medical Terminology.....	5
CAH 105 ^{ca}	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	Immunohistochemistry.....	5
HISTO 150 ^{cap}	Histology Internship.....	10
HISTO 160	Histology Seminar.....	5

Technical Course Requirements (Total).....	100
General Education Requirements (See listing above).....	10
TOTAL CREDITS FOR COMPLETION	110

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AAS-T PROGRAM REQUIREMENTS

Technical Course Requirements (Same as AAT).....	100
General Education Requirements (See listing above)	15

TOTAL CREDITS FOR COMPLETION OF AAS-T DEGREE115

Note: In addition to BIOL& 175 (BIOL 118 will be accepted through 2015) and CHEM& 110, 10 credits of social science, humanities, or science are needed to complete the AAS-T degree.

Medical Laboratory Technician

Associate of Applied Technology Degree

Prepares students to work in clinical laboratories performing routine analyses on blood and body fluids.

This program is four quarters in length, offered in two phases: 23 weeks of academics and 19 weeks of clinical experience.

During the academic phase (Spring and Summer quarters, and three weeks of Fall quarter), students are on campus in a simulated clinical laboratory, and 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.

Eight-hour day shifts are assigned by the affiliated laboratory during the clinical phase. Upon successful completion, graduates are eligible to take a certification examination qualifying them for employment as a Laboratory Technician or 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 upon which technical skills are built and personal development enhanced.

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

Each student is 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 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.

Prerequisites: High School diploma, or GED, as well as college-level courses in both Biology with a lab, and Chemistry with a lab completed within five years, with a grade of B 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.

Admission Date: Spring quarter

PROGRAM REQUIREMENTS

MLT 110	Introduction to the Laboratory	2
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 (or higher) or CMST& 220	5
MATH& 141	Precalculus I.....	5
PSYC& 100 ^{DNV}	General Psychology (or other social science or humanities course).....	5
	Computer Literacy Requirement (Complete an approved computer literacy course or successfully pass the computer literacy exam)	3

TOTAL CREDITS FOR COMPLETION 104

Nursing

Nursing Assistant

Certificate

The Certificate program prepares students for employment as Nursing Assistants under the supervision of professional licensed nurses, such as a Registered Nurse or Licensed Practical Nurse.

This program prepares the student for employment to provide care for long-term care residents per the Omnibus Budget Reconciliation Act (OBRA) federal law. The Washington State Department of Health guidelines (nurse aide competency minimum requirements) for licensure are based on this law. 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).

The total number of hours to complete the course is 168 hours. There are three sections which must be completed per grade and skill proficiency. NAC 101 involves 65 hours of Nursing Assistant theory, which includes HIV/AIDS and CPR. NURS 104 includes 43 hours of Nursing Skill Fundamentals. NAC 103 includes 60 hours of Unit-Based Clinical Rotation, which involves professionally supervised shifts with hands-on care provided to residents in a long-term care facility, using the knowledge and skills acquired from NAC 101 and NURS 104. Mandatory attendance is required for all Nursing Laboratory and clinical days. Scheduling of the Clinical portion of class is determined by facility availability.

Prerequisites: Students must have current immunizations or laboratory verification of immune status. This includes Hepatitis B series plus positive titer, T-dap within last 10 years, 2-step TB screening, Measles/ Mumps/Rubella (2 injections or 1 injection and positive titer) and verification of immunity to Varicella. Immunization requirements may change based on CDC guidelines and / or clinical facility policies. Immunizations must be presented on the first day of class.

In order to participate in the program, the student must receive a "No Record on File" for crimes against children or vulnerable adults report

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from the Washington State Patrol and DSHS.

Each student is 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 health insurance.

Physical Activity: This occupation requires medium physical activity and lifting/handling objects weighing up to 50 pounds. Nursing Assistants 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. Students must be able to safely assist a patient in moving from bed to a chair, commode, or cart.

Admission Dates: Fall, Winter, Spring, and Summer quarters

Additional inquiries regarding the program or orientation can be made by sending an email to nursingprogram@cptc.edu or calling (253) 589-6013.

PROGRAM REQUIREMENTS

NAC 101	Nursing Assistant Theory.....	6
NAC 106	Unit Based Clinical Experience	2
NURS 116	Nursing Skill Fundamentals.....	5
TOTAL CREDITS FOR COMPLETION		13

Nursing

Nursing Assistant (I-BEST)

Certificate

Prepares the student for employment as a Nursing Assistant, functioning under the supervision of professional licensed providers such as a Registered Nurse or Licensed Practical Nurse.

The student must successfully complete classroom theory, nursing laboratory, and unit-based clinical instruction. The integrated nursing assistant program combines basic skills instruction with the healthcare curriculum. 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).

Structured classroom curriculum includes introduction to long-term care, the role of the nursing assistant, working environment/safety, infection control/HIV/AIDS, special needs of the elderly and chronically ill, end of life issues and care, CPR, emergency care, basic nursing, restorative care, body systems review. Additionally students develop computer skills and prepare for employment search in the health field. The second quarter includes the Nursing Lab and Unit Based Clinical Experience. During the laboratory experience, students will learn and be expected to practice and demonstrate all skills taught. The Unit Based Clinical instruction gives the opportunity to continue to practice the skills received in classroom theory and laboratory environment. The Unit Based Clinical instruction, involves 60 hours of supervised instruction at a long-term care facility. Mandatory attendance is required for all Nursing Laboratory and clinical days. Scheduling of the Unit Based Clinical portion of class is determined by facility availability.

This program is approximately two quarters in length, depending on the time students need to satisfactorily complete all graduation requirements.

Each student is 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 health insurance, all required immunizations, and evidence that the student has applied for the Nursing Assistant—Registered license through the Washington State Department of Health.

Prerequisites: Students must pass a criminal background check performed by the Washington State Patrol and DSHS and have a No Record on File report.

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, 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.

The student must have ability to lift up to 50 pounds. The student must be screened, using the CASAS assessment to meet eligibility requirements.

Physical Activity: This occupation requires medium physical activity and lifting/handling objects weighing 10-25 pounds (occasionally up to 50 pounds). Nursing assistants 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. Students must be able to safely assist a patient in moving from bed to a chair, commode, or cart. Students must sign an affidavit that they meet the physical requirements before they can be placed in a clinical setting. The student must be screened, using the CASAS assessment to meet eligibility requirements

Admission Dates: Spring and Fall quarters

PROGRAM REQUIREMENTS

NAC 119	Nursing Assistant Theory I.....	6
NAC 129	Nursing Assistant Theory II	3
NAC 139	Unit-Based Clinical Experience I-BEST	2
NURS 106	Nursing Skill Fundamentals I-BEST	7
CAH 105	Computer Applications.....	3
COLL 105	Career Development.....	2
TOTAL CREDITS FOR COMPLETION		23

Nursing

Practical Nursing

Certificate

The Practical Nursing (PN) certificate program at Clover Park Technical College prepares graduates for entry into the nursing profession as a practical nurse and work under the direction of a licensed registered nurse, licensed physician or dentist. The program is offered at Clover Park Technical College campus.

Graduates of this program are educated in the field of Nursing as a Practical Nurse with duties and responsibilities in accordance with the Washington Administrative Code. The nursing programs at CPTC (1) are accredited by the Northwest Commission on Colleges and Universities, and (2) have conditional program approval through the Washington State Nursing Care Quality Assurance Commission Nursing Program Approval Panel (graduates are eligible to take the NCLEX-PN exam). CPTC courses with an "&" in the course name are seamlessly transferable to other Washington State educational institutions. Upon successful completion of college Prerequisites, the CPTC nursing graduate with an unrestricted and current PN license with 500 hours of practice can pursue a AAS-T RN Degree. Information about the NCLEX-PN exam is available at ncsb.org/nclex.htm

Program Overview: Clover Park's Practical Nursing Certificate

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program consists of 74 credits of nursing courses and 24 credits of general education courses. 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 their nursing assistant license without any restrictions on their license.

Students are admitted to the program twice a year, starting in the Spring quarter or in the Fall quarter on a first come first served basis. Applications are accepted at any time with guaranteed admission provided all Prerequisites are met. Students are encouraged to apply early while they are completing their Prerequisites. Admission to the program will depend on whether the student has completed all of the required Prerequisites by the deadlines listed on the application.

This PN program focuses on the art and science of nursing. Learning will be achieved in the classroom, by simulation in the skills laboratory, and clinical practice settings. Students will attend class and laboratory educational learning experiences on campus. Clinical learning experiences are obtained in various healthcare settings in the community under the guidance of nursing faculty. Classes and laboratory experiences are offered during the day between 8 a.m. and 4 p.m. Clinical experiences are largely scheduled 6:30 a.m. – 3 p.m. The college reserves the right to schedule clinical experiences during evening and/or on weekends if necessary and may be required to travel up to 50 miles for clinical site.

Clinical experiences provide students with the opportunity to care for a variety of clients in acute, long-term, mental health, and outpatient facilities.

This program is designed to be completed in four quarters. Remediation is possible on a case by case basis and availability of program resources.

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 Student Records for evaluation and complete a transfer credit request form. Please Note: Mail your official transcript to Clover Park Technical College ATTN: Credential Evaluator (Bev Custard). Any questions or concerns regarding transferring credits can be made to the following email: Beverly.custard@cptc.edu. Your transcripts will be evaluated and a report will be mailed to you.

The Evaluation Transfer Report MUST be submitted to the nursing program before application deadlines. (NO exceptions for lateness). It is the student's responsibility to ensure their application is complete and the required documents are received by the nursing program. Documents can be submitted to the nursing department in person or scanned and submitted via email to nursingprogram@cptc.edu.

Prerequisites: Provide documentation of proof of successful completion of the following:

1. High school transcript OR GED certificate
2. Completion of the following academic **Prerequisites:**
 - a. General Education Courses: You must achieve a B (3.0) or better in the following:
 - b. ENGL& 101 – English Composition OR ENGL& 235 Technical Writing (5CR)
 - c. MAT 108 Math for Health Occupations OR MATH& 141 Precalculus I OR MATH& 146 Introduction to Stats (5CR) OR MATH& 151 Calculus I

d. PSYC& 100DIV General Psychology (5CR)

e. BIOL& 241 Human A & P 1 w/lab AND BIOL& 242 Human A & P 2I w/lab OR BIOL& 160 General Biology w/Lab (BIOL 118 will be accepted through 2015).

3. State approved nursing assistant course (NA-C), and current unencumbered/unrestricted NA-C certification from the state.
4. 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.
5. Proof of health care insurance prior to the deadlines set for enrollment. Each student is 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.
6. The student must receive a No Record on File Report Related to Crimes Against Persons from the Washington State Patrol.

Immunization Instructions: PLEASE READ CAREFULLY. You must have the immunizations listed below, but you are NOT required to submit any documentation to the nursing department prior to the first day of class. You are required to BRING a copy of proof of immunizations listed below on the first day of class. Please note: TB and Seasonal Flu vaccines are required annually and must be kept current throughout the program. You will be required to upload proof of immunizations into a program called certified background during your first weeks in class. This is a requirement that must be met in order to attend clinical rotations.

Instructions for uploading these documents will be provided during your program orientation at the start of the quarter. You will not be allowed to attend clinical site rotations until proof of the required immunizations is met.

Note: Immunization requirements may change, based on Center for Disease Control guideline, college, and/or clinical facility policies.

Required Immunizations include:

- Hepatitis B series plus positive titer,
- Tetanus/Diphtheria, Pertussis (Tdap); TB: (1) 2-step TB screening, OR (2) Quantiferum Gold TB test, or (3) history of past three years. If TB is positive
- TB testing
- Measles/Mumps/Rubella (2 injections or 1 injection and positive titer) and verification of immunity to Varicella
- Seasonal flu and H1N1

Note: Immunization requirements may change, based on Center for Disease Control guideline, college, and/or clinical facility policies.

Physical Activity: This occupation requires medium physical activity and lifting/handling objects weighing 10-25 pounds (occasionally up to 50 pounds). 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. Students must be able to safely assist a patient in moving from bed to a chair, commode, or cart. Students must sign an affidavit that they meet the physical requirements before they can be placed in a clinical setting.

Admission Dates: Fall or Spring Quarters

Application Process: Download and complete Part 1 of the LPN Admissions Packet. Applications are also available in-person in the Nursing Department. We do not have an application submission deadline. Applications are accepted year-round.

PROGRAM REQUIREMENTS

NURS 102 Issues & Trends in Nursing..... 3

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NURS 109	Basic Nutrition for Nursing.....	3
NURS 112	Lab & Clinical I.....	4
NURS 113	Essentials of Nursing.....	3
NURS 115	Health Assessment and Promotion.....	3
NURS 120	Medical Surgical Nursing I.....	3
NURS 122	Pre-Pharmacology.....	2
NURS 124	Mental Health Nursing.....	3
NURS 125	Pharmacology in Nursing.....	3
NURS 128	Contemporary Maternity Nursing.....	3
NURS 130	Nursing of Children.....	3
NURS 132	Lab & Clinical II.....	4
NURS 135	Geriatric Nursing.....	3
NURS 136	Medical-Surgical Nursing II.....	6
NURS 144	Medical-Surgical Nursing III.....	6
NURS 149	Clinical Practicum I.....	5
NURS 153	Clinical Practicum II.....	5
NURS 154	Issues & Trends in Nursing II.....	2
NURS 157	Clinical Practicum III.....	5
NURS 160	Clinical Practicum IV.....	5

TOTAL CREDITS FOR COMPLETION 74

Nursing

RN Option

Associate Degree in Nursing

Associate in Applied Science – T Degree

(253) 589-6013 or (253) 589-6022

Graduates of this program are educated in Nursing as a Registered Nurse with duties and responsibilities in accordance with the Washington Administrative Code. The nursing programs at CPTC are (1) accredited by the Northwest Commission on Colleges and Universities, (2) has conditional program approval through the Washington State Nursing Care Quality Assurance Commission Nursing Program Approval Panel (graduates are eligible to take the NCLEX-RN exam). CPTC courses with an “&” in the course name are seamlessly transferable to other Washington State educational institutions. Upon successful completion of university Prerequisites, the CPTC nursing graduate with an unrestricted and current RN license can pursue a BSN.

The program is designed to meet needs of practicing LPNs who desire additional education to progress to the role of a Registered Nurse. The combination of previous experience and further education via lecture and clinical practice prepares the student to assume the role of a Registered Nurse in a variety of clinical settings. The student will receive the AAS-T degree upon successful completion of all Prerequisites, nursing courses, and general educational courses required. After receiving the degree, the student is eligible to take the NCLEX-RN exam.

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. Finally, history, trends, and legal and ethical issues pertaining to the nursing profession will be presented as a separate course; however, the concepts will be incorporated throughout.

This four quarter program is a combination of classroom, laboratory, and clinical experience. A capstone clinical experience with a practicing

Registered Nurse as preceptor will allow immersion into the role of the RN during a regular working schedule.

Each student is 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.

Deadlines for submission of Prerequisites will be June 25th of the year your class is forming.

Prerequisites: 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 or higher in the following required prerequisite courses:

- ENGL& 101 English Composition (5 credits)
- BIOL& 241 Human A & P 1 and (5 credits)
- BIOL& 242 Human A & P 2 (5 credits)
- BIOL& 260 Microbiology (5 credits)
- PSYC& 100^{DIV} General Psychology (5 credits)
- PSYC& 200 Lifespan Psychology (developmental psychology) (5 credits)
- CHEM& 121 Intro to Chemistry (5 credits)
- And one of the following math courses: MATH& 141 Precalculus 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 employment experience as an LPN, verified by either documented work hours or a letter from your supervisor with a signature. Students will be required to pass a national and local background check with a result of No Record on File in order to continue in the program. Students must have current CPR for the Healthcare Provider training that includes adult, child, and infant, and AED under the guidelines of the American Heart Association (online CPR course not accepted).

3. Documentation of Immunizations. Documentation will be required by June 25th of the year student is expected to start. Immunizations are not required to submit an application.

Immunizations include: Hepatitis B series plus positive titer, Tetanus/Diphtheria(Tdap), TB: (1) 2-step TB screening, OR (2) Quantiferum Gold TB test, or (3) history of past three years TB testing or (4) negative chest X-ray report with annual free note from physician. Measles/ Mumps/Rubella (2 injections or 1 injection and positive titer), Varicella (2) immunizations or positive titer. Seasonal flu and H1N1 are also required.

Immunization requirements may change, based on CDC guidelines and/ or clinical facility policies.

AAS-T Degree General Education Requirements (20 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: 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,

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SOC& 101, ART& 100, MUSC& 105, ASL& 121, BIOL 118, BIOL& 160, BIOL& 175, BIOL& 241, BIOL& 242, CHEM& 121, CHEM& 110, GEOL& 110, PHYS& 114, ECON 101, ECON& 201 or ECON& 202

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.

Admission Dates: Fall quarter

PROGRAM REQUIREMENTS

NURS 208	Pharmacology for Professional Nursing	5
NURS 210	Transitioning to Professional Nursing	2
NURS 211	Advanced Physical Assessment and Nursing Skills	6
NURS 212 ^{DNV}	Caring for Women and the Childbearing Family	4
NURS 217 ^{CL}	Client Care: Management Practice I	4
NURS 218	Caring for the Pediatric Patient	3
NURS 222 ^{DNV}	Care of the Adult with Chronic Health Problems	4
NURS 224	Mental Health Nursing	4
NURS 227	Client Care: Management Practice II.....	4
NURS 233	Perspectives in Professional Nursing	2
NURS 236	Care of the Adult with Acute Health Problems	4
NURS 237 ^{CAP}	Capstone Clinical	6

TOTAL CREDITS FOR COMPLETION 48

Pharmacy Technician

Associate of Applied Technology Degree

Pharmacy technicians process prescriptions, prepare intravenous drugs, order and stock medications, prepare billing, and operate and trouble shoot 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 the student a chance to practice the skills received in the classroom and laboratory environment. This prepares the student 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 upon which technical skills are built and personal development enhanced.

This program is a combination of classroom, laboratory and clinical experience. Each student is 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/Counseling Office. 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 capstone project, diversity, and computer literacy requirements.

Prerequisites: Before starting the program a student must have a high school diploma or GED.

To enter the program, students must meet the prerequisite for college level reading, writing, and math. They must have completed a college level math course, CAH 105 Computer Applications or equivalent, and a five credit Medical Terminology course. Students must maintain a B or

above in all technical and general education courses to continue in the program.

Students will have a criminal background check performed by the Washington State Patrol and the Washington State Board of Pharmacy prior to their clinical rotation. 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 not be limited to, Measles/Mumps/Rubella, Hepatitis B series, Tetanus/Diphtheria, Tuberculosis Test, Current Flu and Varicella, as required by contracts with clinical facilities and CDC recommendations.

Students must have current CPR for the Healthcare Professional. Proof of immunizations should be submitted the first day of class unless arrangements have been made with Instructor.

Admission Dates: The Pharmacy Technician course sequence begins Summer, Fall and Spring quarters. The college level math class, 5CRedit Medical Terminology and Computer Applications need to be completed prior to entry. Students may take the remaining General Education courses at any time.

AAT PROGRAM REQUIREMENTS

BIOL& 175	Human Biology w/Lab (BIOL 118 will be accepted through 2015).....	5
CAH 102	Medical Terminology.....	5
CAH 105 ^{CL}	Computer Applications	5
CMST& 220	Public Speaking.....	5
ENGL& 101	English Composition I	5
MAT 108	Math for Health Occupations (Preferred) OR MAT 107 Business Mathematics OR MATH& 141 Precalculus I	5
PSYC& 100 ^{DNV}	General Psychology (or higher) (NOT PSY 112).....	5
SOC& 101 ^{DNV}	Introduction to Sociology.....	5
PT 121	Introduction to Pharmacy & Pharmacy Law	5
PT 124	Pharmacology Part I	5
PT 128	Pharmacology Part II.....	5
PT 130	Community Pharmacy Practice	6
PT 144	Generic Drug Names Part I	3
PT 148	Clinical Capstone Research	4
PT 151	Hospital Practice.....	6
PT 153	Generic Drug Names Part II.....	3
PT 156	Pharmaceutical Calculations	2
PT 159	Sterile Parenteral Product Preparation	3
PT 163 ^{CAP}	Community Pharmacy Clinical Capstone.....	7
PT 165 ^{CAP}	Institutional Clinical Capstone.....	7

TOTAL CREDITS FOR COMPLETION 96

Pharmacy Technician

Certificate

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, along with human relations, and pharmacy calculations. The clinical component of the program gives the student a chance to practice the skills received in the classroom and laboratory environment. This prepares the student 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 upon which technical skills are built and personal development enhanced.

This program is a combination of classroom, laboratory, and clinical experience. Each student is required to carry personal health/medical insurance throughout their clinical rotations. Quarterly-based insurance

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for students may be purchased; further information is available through the Counseling and Advising Office.

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

Prerequisites: Before starting the program, a student must have a high school diploma or GED. 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, CAH 105 Computer Applications or the equivalent and a 5CREDIT Medical Terminology course. Students must maintain a B or above in all technical and general education courses to continue in the program.

Students will have a criminal background check performed by the Washington State Patrol and the Washington State Board of Pharmacy prior to their clinical rotation. 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 not be limited to, Measles/Mumps/Rubella, Hepatitis B series, Tetanus/ Diphtheria, Flu, Tuberculosis Test, and Varicella, as required by contracts with clinical facilities and CDC recommendations.

Students must have current CPR for the Healthcare Professional. Proof of immunizations should be submitted the first day of class, unless arrangements have been made with instructor.

Admission Dates: The Pharmacy Technician course sequence begins Summer, Fall and Spring quarters.

PROGRAM REQUIREMENTS

CAH 105 ^{CA}	Computer Applications	5
ENGL& 101	English Composition I OR CMST& 220 Public Speaking	5
MAT 108	Math for Health Occupations (Preferred) OR MAT 107 Business Mathematics OR MATH& 141 Precalculus I	5
PSYC& 100 ^{DIV}	General Psychology (or higher) OR	
SOC& 101 ^{DIV}	Introduction to Sociology (or higher)	5
CAH 102	Medical Terminology or MAP 125	5
PT 121	Introduction to Pharmacy & Pharmacy Law	5
PT 124	Pharmacology Part I	5
PT 128	Pharmacology Part II	5
PT 130	Community Pharmacy Practice	6
PT 144	Generic Drug Names Part I	3
PT 148	Clinical Capstone Research	4
PT 151	Hospital Practice	6
PT 153	Generic Drug Names Part II	3
PT 156	Pharmaceutical Calculations	2
PT 159	Sterile Parenteral Product Preparation	3
PT 163 ^{CAP}	Community Pharmacy Clinical Capstone	7
PT 165 ^{CAP}	Institutional Clinical Capstone	7
TOTAL CREDITS FOR COMPLETION		81

Professional Pilot

Associate of Applied Technology 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.

This program is approximately eight quarters in length, 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. 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 (15 credits):

- ENGL& 101 English Composition or CMST& 200 (or higher)
- MAT 105 Math for Industrial Professions (or higher)
- PSYC& 100^{DIV} General Psychology (PSY 112^{DIV}, SOC& 101^{DIV}, or other humanities course that meets the diversity requirement)

AAS-T Degree General Education Requirements (20 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, ART& 100, MUSC& 105, ASL& 121, BIOL 118, BIOL& 160, BIOL& 175, BIOL& 241, BIOL& 242, CHEM& 121, CHEM& 110, GEOL& 110, PHYS& 114, ECON 101, ECON& 201 or ECON& 202

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.

Prerequisites: 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.

Admission Dates: Fall, Winter, Spring, and Summer quarters

AAT PROGRAM REQUIREMENTS

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 (Total)	96
General Education Requirements (See listing above)	15
Computer Literacy Requirement (Complete an approved computer literacy	

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course or successfully pass the computer literacy exam)	3
TOTAL CREDITS FOR COMPLETION OF AAT DEGREE	114

*Articulated courses with High Schools for Dual Enrollment

AAS-T PROGRAM REQUIREMENTS	Credits
Technical Course Requirements (Same as AAT).....	96
General Education Requirements (See listing above)	20
Computer Literacy Requirement (Complete an approved computer literacy course or successfully pass the computer literacy exam)	3
TOTAL CREDITS FOR COMPLETION OF AAS-T DEGREE	119

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 260	Certified Flight Instructor I	4
AVP 265	Certified Flight Instructor II	4
AVP 268	Instrument Flight Instructor	4

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 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.

This certificate program is approximately four quarters in length, depending on the time students need to satisfactorily complete all graduation requirements.

Prerequisites: 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.

Admission Dates: Fall, Winter, Spring, and Summer quarters

PROGRAM REQUIREMENTS

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
ENGL& 101	English Composition (or higher) or CMST& 220	5
MAT 105	Math for Industrial Professions (or higher).....	5
PSYC& 100 ^{DIV}	General Psychology (or other social science or humanities course).....	5

TOTAL CREDITS FOR COMPLETION	63
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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 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.

This certificate program is approximately one quarter in length, depending on the time students need to satisfactorily complete all graduation requirements.

Prerequisites: 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.

Admission Dates: Fall, Winter, Spring, and Summer quarters

PROGRAM REQUIREMENTS

AVP 260	Certified Flight Instructor I	4
AVP 265	Certified Flight Instructor II	4
AVP 268	Instrument Flight Instructor	4

TOTAL CREDITS FOR COMPLETION	12
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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

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.

This certificate program is approximately two quarters in length, depending on the time students need to satisfactorily complete all graduation requirements.

Prerequisites: 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.

Admission Dates: Fall, Winter, Spring, and Summer Quarters.

PROGRAM REQUIREMENTS

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

TOTAL CREDITS FOR COMPLETION 24

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 Private Pilot Certificate

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 a student obtains if (s)he eventually wants to upgrade to higher certificates and ratings. Content includes basic maneuvering flight, take-offs, landings, and cross-country flying. Ground training includes in-depth training on meteorology, aerodynamics, national airspace structure and navigation, and aircraft systems.

This certificate program is approximately two quarters in length, depending on the time students need to satisfactorily complete all graduation requirements.

Prerequisites: 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.

Admission Dates: Fall, Winter, Spring, and Summer quarters

PROGRAM REQUIREMENTS

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

TOTAL CREDITS FOR COMPLETION 24

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 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. The program is approximately three to six quarters in length, depending on full or part-time attendance and the time students need to satisfactorily complete all graduation requirements.

Admission Dates: Quarterly start dates

PROGRAM REQUIREMENTS

ACTG 110	Bookkeeping I.....	4
RBM 126	Fundamentals of Retail Math.....	4
RBM 128	Business Communications.....	5
RBM 129	Speaking for Success.....	5
RBM 140	Operations Management.....	4
RBM 141*	Fundamentals of Supervision.....	5
RBM 142	Marketing.....	3
RBM 143*	Principles of Retailing.....	5
RBM 150	Excel for Retail Applications.....	3
RBM 158	Human Resource Management.....	6

TOTAL CREDITS FOR COMPLETION 44

*Articulated courses with High Schools for Dual Enrollment

Surgical Technology

Associate of Applied Technology Degree

Prepares students to work with 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, lab, and

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clinical internship prepare the student to assume the role of a perioperative team member in a variety of healthcare delivery settings.

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 enhanced.

This program is a combination of classroom, laboratory, and clinical experience and is six quarters in length, depending on the time students need to satisfactorily complete all graduation requirements.

Each student is 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.

Prerequisites: Students must achieve COMPASS test scores indicating they are eligible to enroll in college-level math, sociology, and English, or have had appropriate college classes to meet the prerequisites.

Degree Students: Must have a high school diploma or GED per governing body (AST). In order to participate in the clinical aspect of the program, students must pass multiple background checks. 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.

This occupation requires the ability to stand, sit, and walk for extended periods of time and 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.

Proof of immunizations and CPR should be completed by the first day of class of the 3rd 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.

Note: This program requires that all General Education courses: CAH 102, CAH 105, BIOL& 175 (BIOL 118 will be accepted through 2015), or higher A&P, SOC 101, ENG 101, MAT 108, or higher math, be completed prior to beginning the first quarter of SURG courses.

Students must maintain a B or better in all General Education and Core Allied Health courses to start the SURG courses.

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.

Admission Dates: Summer and Winter quarters

PROGRAM REQUIREMENTS

BIOL& 175	Human Biology w/Lab (BIOL 118 will be accepted through 2015)	5
CAH 102	Medical Terminology I	5
CAH 105 ^{cl}	Computer Applications	5
ENGL& 101	English Composition (or higher) or CMST& 220	5
MAT 108	Math for Health Occupations	5
SOC& 101 ^{pw}	Introduction to Sociology	5
SURG 126	Patient Care Theory I	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
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 COMPLETION 125

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, as well as 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 resource conservation managers, energy auditors, weatherization specialists, solar energy specialists and home energy raters.

This program is approximately five quarters in length, depending on the time students need to satisfactorily complete all 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 capstone project, diversity, and computer literacy requirements.

PROGRAM REQUIREMENTS

CONST 105	Measurement, Tools, & Safety	2
CONST 108	Site Leveling, Plans, Codes, & Materials	2
CONST 112	Footings and Foundations	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

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SBS 185 ^{CAP} Service Learning Project	3
CMST& 220 Public Speaking.....	5
ENGL& 101 English Composition.....	5
MAT 105 Math for Industrial Professions	5
MATH& 141 Precalculus I.....	5
PSYC& 100 ^{DIV} General Psychology (or other social science or humanities class).....	5
Transferable Biology, Chemistry, Geology, or Physics	5
Transferable Biology, Chemistry, Geology, or Physics	5
Technical Course Requirements (Total).....	76
General Education Requirements.....	20
Computer Literacy Requirement (Course to meet computer literacy degree requirement or successful completion of computer literacy exam).....	3
TOTAL CREDITS FOR COMPLETION	106

Optional Electives

CONST 130 Stairway Construction.....	4
CONST 138 Interior Finish I.....	3
CONST 142 Interior Finish II.....	4
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.

Safety, hand and power tools use, math, carpentry trades, plan reading, foundation form work, floor systems and framing, wall and roof framing, leveling and aligning, and sheeting are covered in the first quarter. 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.

This program is approximately two quarters in length, depending on the time students need to satisfactorily complete all graduation requirements.

Admission Dates: Fall, Winter, Spring, and Summer quarters

PROGRAM REQUIREMENTS

CONST 105 Measurement, Tools, & Safety.....	2
CONST 108 Site Leveling, Plans, Codes, & Materials.....	2
CONST 112 Footings & 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
TOTAL CREDITS FOR COMPLETION	40

*Articulated courses with High Schools for Dual Enrollment

Welding Technology

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.

This program is approximately five quarters in length, 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. 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.

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.

Prerequisite: COMPASS Algebra score of 32 or successful completion of MAT o82.

AAT Degree General Education Requirements (15 credits):

- ENGL& 101 English Composition or CMST& 200 (or higher)
- MAT 105 Math for Industrial Professions (or higher)
- PSYC& 100 General Psychology (or other social science or humanities class)

AAS-T Degree General Education Requirements (20 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, ART& 100, MUSC& 105, ASL& 121, BIOL 118, BIOL& 160, BIOL& 175, BIOL& 241, BIOL& 242, CHEM& 121, CHEM& 110, GEOL& 110, PHYS& 114, ECON 101, ECON& 201 or ECON& 202

Admission Dates: Quarterly start dates

PROGRAM REQUIREMENTS

WLD 105 Welding Theory I.....	5
WLD 110 Thermal Cutting & Gouging.....	3
WLD 112 Oxyacetylene Welding & Brazing.....	4
WLD 116 Shielded Metal Arc Welding I.....	7
WLD 120 Shielded Metal Arc Welding II.....	7
WLD 124 Shielded Metal Arc Welding III.....	7
WLD 135 Shielded Metal Arc Welding IV.....	7
WLD 142 Welding Theory II.....	5
WLD 144 Print Reading for Welders.....	5
WLD 152 Gas Metal Arc Welding.....	7
WLD 156 Metallurgy.....	2
WLD 168 Flux Cored Arc Welding I.....	7
WLD 172 Flux Cored Arc Welding II.....	7
WLD 177 Preparation for Welding Certification	2
WLD 179 ^{CAP} Fabrication	3

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WLD 210	Gas Tungsten Arc Welding I	7
WLD 213	Gas Tungsten Arc Welding II	7
ENGL& 101	English Composition (or higher) or CMST& 220	5
MAT 105	Math for Industrial Professions (or higher)	5
PSYC& 100 ^{DM}	General Psychology (or other social science or humanities class)	5

Computer Literacy (Complete an approved computer literacy course (or successfully pass the computer literacy exam)	3
Total Technical Course Requirements	95
General Education Requirements (See listing above)	15
TOTAL CREDITS FOR COMPLETION OF AAT DEGREE	110

AAS-T PROGRAM REQUIREMENTS

Technical Course Requirements (Same as AAT)	95
General Education Requirements (See listing above)	20

TOTAL CREDITS FOR COMPLETIONS OF AAS-T DEGREE	115
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Optional Electives

WLD 215	Cooperative Work Experience	1-5
WLD 217	Special Projects	1-5

Welding Technology Basic Welding Skills

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 and skill in select welding and cutting processes.

This certificate program is approximately one quarter in length, depending on the time students need to satisfactorily complete all graduation requirements.

Prerequisite: COMPASS Pre-Algebra score of 37 or successful completion of MAT 060.

Admission Dates: Quarterly start dates.

PROGRAM REQUIREMENTS

WLD 105	Welding Theory I	5
WLD 110	Thermal Cutting & Gouging	3
WLD 112	Oxyacetylene Welding & Brazing	4
WLD 116	Shielded Metal Arc Welding I	7

TOTAL CREDITS FOR COMPLETION	19
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Welding Technology Shielded Metal Arc Welding

Certificate

Prepares students for employment in positions requiring specialization in Shield 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.

This certificate program is approximately two quarters in length, depending on the time students need to satisfactorily complete all graduation requirements.

Prerequisite: COMPASS Pre-Algebra score of 37 or successful completion of MAT 060.

Admission Dates: Fall and Spring quarters.

PROGRAM REQUIREMENTS

WLD 105	Welding Theory I	5
WLD 110	Thermal Cutting & Gouging	3
WLD 112	Oxyacetylene Welding & Brazing	4
WLD 116	Shielded Metal Arc Welding I	7
WLD 120	Shielded Metal Arc Welding II	7
WLD 124	Shielded Metal Arc Welding III	7
WLD 142	Welding Theory II	5

TOTAL CREDITS FOR COMPLETION	38
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Welding Technology 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.

This certificate program is approximately two quarters in length, depending on the time students need to satisfactorily complete all graduation requirements.

Prerequisite: COMPASS Pre-Algebra score of 37 or successful completion of MAT 060.

Admission Dates: Fall and Spring quarters.

PROGRAM REQUIREMENTS

WLD 105	Welding Theory I	5
WLD 110	Thermal Cutting & Gouging	3
WLD 112	Oxyacetylene Welding & Brazing	4
WLD 116	Shielded Metal Arc Welding I	7
WLD 120	Shielded Metal Arc Welding II	7
WLD 142	Welding Theory II	5
WLD 152	Gas Metal Arc Welding	7

TOTAL CREDITS FOR COMPLETION	38
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Welding Technology

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.

This certificate program is approximately two quarters in length, depending on the time students need to satisfactorily complete all graduation requirements.

Prerequisite: COMPASS Pre-Algebra score of 37 or successful completion of MAT 060.

Admission Dates: Fall and Spring quarters.

PROGRAM REQUIREMENTS

WLD 105	Welding Theory I	5
WLD 110	Thermal Cutting & Gouging	3
WLD 112	Oxyacetylene Welding & Brazing	4
WLD 116	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
TOTAL CREDITS FOR COMPLETION		38

Welding Technology

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.

This certificate program is approximately two quarters in length, depending on the time students need to satisfactorily complete all graduation requirements.

Prerequisite: COMPASS Pre-Algebra score of 37 or successful completion of MAT 060.

Admission Dates: Fall and Spring quarters.

PROGRAM REQUIREMENTS

WLD 105	Welding Theory I	5
WLD 110	Thermal Cutting & Gouging	3
WLD 112	Oxyacetylene Welding & Brazing	4
WLD 116	Shielded Metal Arc Welding I	7
WLD 142	Welding Theory II	5
WLD 210	Gas Tungsten Arc Welding I	7
WLD 213	Gas Tungsten Arc Welding II	7
TOTAL CREDITS FOR COMPLETION		38

Short-Term Training Programs

Students interested in part-time training may choose from a wide variety of 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 comprised 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 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 healthcare, human resources, information technology, hospitality & food and construction trades. Consult the quarterly class schedule for short-term options.

Forklift Operations & SafetyCredits – 1

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.

Flagger Training Credits – 0.8

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 8hr training course. Certification is valid for three years.

Medical Billing Specialist Certificate..... Credits – 15

Students who complete this certificate seek employment at hospitals, medical clinics, private doctors' offices, insurance companies, health care facilities, third-party billing and collection agencies. To receive your Medical Insurance Billing Certificate you must complete both Medical Terminology I & II and the Medical Insurance Billing courses.

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 their effects on balance sheet accounts.

Prerequisite: 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: 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. Emphasis is given to job order, process and standard cost accounting data, and the preparation and use of budgets and internal control reports necessary for making economic decisions for manufacturing businesses.

Prerequisite: 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: COMPASS score equivalent to completion of MAT 82 and ENG 82 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: ACTG 110

ACTG 120

ELECTRONIC BUSINESS MATH 2CR

Covers business math applications to include payroll, percents, merchandising, consumer credit, simple and compound interest, prorating, stocks and bonds, and the metric system, using the keyboard functions and the touch method of electronic calculator operation.

Prerequisite: COMPASS score equivalent to completion of MAT 82 and ENG 82 or higher, or Instructor approval.

ACTG 135

ACCOUNTING SPREADSHEETS I 5CR

Introduces electronic spread sheets (Microsoft Office-Excel). Covers creating business forms and spreadsheets to prepare financial statements.

Prerequisite: CAS 105, CAS 120 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: ACTG 110 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: 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 payroll and business tax returns that are required of business. Covers the concepts, laws, and terminology required to perform specific payroll accounting functions.

Prerequisite: 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.

ACTG 212

PRINCIPLES OF ACCOUNTING II LAB 3CR

Provides instructional activities that support material covered in ACCT& 202 in a supervised lab environment. Concurrent with: ACCT& 202.

Prerequisite: ACTG 211 or Instructor approval.

ACTG 213

PRINCIPLES OF ACCOUNTING III LAB 3CR

Provides instructional activities that support material covered in ACCT& 203 in a supervised lab environment. Concurrent with: ACCT& 203.

Prerequisite: ACTG 211 or Instructor approval.

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 GA AP and income tax accounting.

Prerequisite: ACTG 115 or Instructor approval.

ACTG 224
FUNDAMENTALS OF
GOVERNMENTAL/NONPROFIT
ACCOUNTING 5CR

Introduces the fundamentals of accounting theory and practice of governmental/nonprofit accounting, including a study of the 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 GA AP, GASB Standards, and fund/governmental accounting.

Prerequisite: ACTG 115 and ACCT& 201 or Instructor approval.

ACTG 235
ACCOUNTING SPREADSHEETS II 4CR

Provides advanced instruction in electronic worksheets, various business spread sheets, 3-D worksheets, various functions, including the conditional function and accounting schedules.

Prerequisite: 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: 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.

Prerequisites: ACTG 143, ACTG 235, CAS 120, and ACCT& 201, or Instructor approval.

ACTG 262^{CAP}
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: ACCTG 260

ACTG 271
INTERNSHIP I 5CR

Provides students with 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 educational and career objective of the student. Must be approved by the Instructor and includes a weekly seminar component.

Prerequisite: 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 GA AP and income tax accounting.

Prerequisite: 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: 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 the student a way to combine classroom study with related work experience under the supervision of an employer. Work experience must be related to the educational and career objective of the student. Must be approved by the Instructor and includes a weekly seminar component.

Prerequisite: ACTG 291 and 293 or Instructor approval.

ADULT BASIC EDUCATION

ADULT BASIC EDUCATION

Adult Basic Skills classes require attendance in a mandatory new student class, Tools for Success. These classes are available throughout the quarter, and serve students on a first come, first served basis. After successful completion of the Tools for Success class, students are assigned to classes based on skill level. More information about registering for the Tools for Success class is available in Building 37 or by calling (253) 589-5702. There is a \$25.00 program fee for each student enrolled in ABE.

ENGLISH AS A SECOND LANGUAGE

English as a Second language classes require attendance in a mandatory new student class called ESL Student Success. These classes are available throughout the quarter, and serve students on a first come, first served basis. Students are assigned to classes based on skill level. More information about registering for the ESL Student Success class is available in Building 37 or by calling (253) 589-5702. There is a \$25.00 program fee for each student enrolled in ABE.

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.

Prerequisites: 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.

Prerequisites: ARC 121

ARC 125
RESIDENTIAL DESIGN & DRAFTING 5CR

Overview of basic residential design and specialized floor plans, exterior and interior elevations.

Prerequisites: ARC 123

ARC 141

ARCHITECTURAL REPORTING I 3CR
Includes investigation, research, and report preparation on materials, methods, and trends in construction.

Prerequisites: 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.

Prerequisites: ARC 141

ARC 152

CONSTRUCTION MATERIALS RESEARCH I 2CR
Requires research of manufacturers and suppliers information, and assembly of Construction Specifications Institute (CSI) materials Divisions 1 through 14.

Prerequisites: 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 and printing completed drawings on industry standard hardware.

Prerequisites: English reading with comprehension, composition, and basic verbal skills.

ARC 173

DRAFTING TECHNOLOGIES II 5CR
Basic drafting skills for civil engineering and profile for subdivisions and basic design drawings necessary for residential design and printing completed drawings on industry standard hardware.

Prerequisites: 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.

Prerequisites: 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.

Prerequisites: ARC 125, MAT 99 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.

Prerequisites: ARC 125

ARC 223

DESIGN PROJECT I 5CR
Project management and design of basic architectural drafting project. Project includes one-story house and placement on a subdivision lot, conforming to regulatory codes, hypothetical client needs, and established schedules. Production of a complete set of computer-drafted and engineered construction drawings. Give effective oral reports of progress.

Prerequisites: 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 and engineered construction drawings. Give effective oral reports of progress.

Prerequisites: ARC 223, ARC 281

ARC 227

SPECIAL INTERN PROJECT 5CR
Complete the written Work-Based Learning Experience Plan.

Prerequisites: Instructor permission required.

ARC 229

SPECIAL DESIGN PROJECT 5CR
Complete special design project as approved by the Instructor to aid in realistic training.

Prerequisites: ARC 225, ARC 231, ARC 281.

ARC 231

COST ESTIMATING I 3CR
Completion of a computerized, detailed cost estimate for one-story house with site development.

ARC 237

ENERGY ANALYSIS 1CR
Completion of two computerized energy analyses for a one-story house.

ARC 253

EMPLOYMENT RESEARCH 2CR
Basic job-seeking skill activities, including resumé 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.

Prerequisites: ARC 181

ARC 281

INTERMEDIATE AUTOCAD 5CR
Use Windows based AutoCAD applications to produce intermediate design and production drawings and details, and saving and printing drawings on industry standard hardware.

Prerequisites: 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.

Prerequisites: ARC 262, 281

ARC 284^{cl}

APPLIED AUTOCAD 5CR
Use Windows based AutoCAD applications to a complete set of design and production drawings and details for a design project, and saving and printing drawings on industry standard hardware.

Prerequisites: 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.

Prerequisites: ARC 125, MAT 105 or higher.

CIV 282

INTRO TO CIVIL 3D 4CR
Utilize the concepts involved in civil engineering graphics, including location and direction, scales, map symbols and plot plans.

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: Appropriate COMPASS/SLEP placement score or successful completion of ENG 094.

ASL& 122 AMERICAN SIGN LANGUAGE II 5CR

An expansion of ASL& 121 working towards mastery of American Sign Language. Course focuses on deeper insights into vocabulary, grammar, receptive/expressive skills and history with increased knowledge of Deaf communities and culture.

Prerequisite: Successful completion of ASL& 121

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 artist's materials, techniques.

AUTOMOTIVE COLLISION TECHNICIAN

ACT 102 FUNDAMENTALS OF COLLISION REPAIR 3CR

Explore career safety, industry certifications, vehicle construction, and an overview of the career field.

ACT 106 BODY SHOP EQUIPMENT 3CR

Covers operating hand tools, power tools, and shop equipment. Explore air systems and their design and function.

ACT 110 WELDING, HEATING & CUTTING 4CR

Covers the skills of welding, heating, and cutting as it relates to the Collision Industry.

ACT 115 PLASTICS/SMC REPAIR 4CR

Explore plastic, fiberglass, and SMC repairs as they relate to the Collision Industry.

ACT 120 GLASS, TRIM, & HARDWARE 5CR

Covers the practical skills used to repair/replace door locks and windows and to repair water leaks on car and truck bodies, interior parts, and door skin repair.

ACT 125 INTRODUCTION TO METAL STRAIGHTENING 3CR

Introduces basic body panel straightening techniques.

ACT 132 PANEL REPLACEMENT 6CR

Covers the fundamentals of replacing hoods, bumpers, fenders, grilles, lids, and other bolted-on panels.

ACT 133 PANEL REPAIR 6CR

Covers metal straightening fundamentals, including proper tool usage, application of fillers, and sanding for proper size, shape and texture.

ACT 134^{CAP} AUTO BODY MAJOR COLLISION REPAIR 5CR

Introduces vehicle damage measuring systems, straightening auto body structure, and replacing structural components.

ACT 140 AUTOMOTIVE SYSTEMS REPAIR 4CR

Explores basic mechanical repairs, wheel alignments, electrical repairs, and restraint system repairs (available Winter quarter only).

ACT 145 COLLISION ESTIMATING 5CR

Covers collision damage estimating, reviewing work orders, and acquiring work skills for job success.

ACT 151 REFINISH EQUIPMENT PREPARATION 6CR

Covers paint shop equipment and painting fundamentals.

ACT 154 TOP COAT REFINISHING 8CR

Covers color matching, final masking, surface cleaning, and topcoat finishing.

ACT 156 PRE-PRIME PREPARATION 5CR

Explores corrosion protections and vehicle refinish preparation.

ACT 157 POST-PRIME PREPARATION 5CR

Explores final preparations, blocking, and final sanding for application of topcoat.

ACT 166 SURFACE IMPERFECTIONS/ EXTERIOR TRIM 5CR

Covers paint application problem-solving, final detailing, decals, and trimming.

ACT 171^{CAP} PLASTIC REFINISHING 5CR

Covers paint shop equipment and painting fundamentals as it relates to plastics.

AUTOMOTIVE RESTORATION & CUSTOMIZATION – FINISHING

ARCF 103 FUNDAMENTALS & SHOP EQUIPMENT 3CR

Covers shop safety, fundamentals of tool use, and proper use of shop equipment.

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.

ARCF 114 BASIC REPAIRS & ASSEMBLY 8CR

Covers basic repair and assembly procedures for bolt-on body components.

ARCF 119 CUSTOM FABRICATION 6CR

Explores basic customizing techniques used on original factory parts, as well as fabrication of custom parts.

ARCF 124 REFINISHING EQUIPMENT 4CR

Explores refinishing equipment use and maintenance.

ARCF 129 REFINISH PREPARATION 7CR

Explores corrosion protection and vehicle refinish preparation.

ARCF 130 ADVANCED PAINT APPLICATION 6CR

Covers application of advanced masking, topcoat shading, and graphics on a restoration or custom project.

ARCF 133 FIBERGLASS/COMPOSITES TECHNIQUES 6CR

Further develop skills in customizing techniques used on original factory parts, as well as fabrication of custom parts.

ARCF 134
CUSTOM REFINISHING 6CR
Covers top coat, clear coat, and custom refinishing.

ARCF 141
SURFACE IMPERFECTIONS/
SHOW & SHINE 4CR
Covers paint application problem solving and show detailing.

ARCF 154
AUTOMOTIVE RESTORATION &
CUSTOMIZATION FINISHING LAB 9CR
Finish projects and competencies in restoration and/or customizing. 9 credits in Summer quarter; variable credit, other three quarters.

ARCF 159
METAL STRAIGHTENING
& SHAPING 6CR
Metal straightening and shaping techniques on a custom or restoration project.

ARCF 167
CUSTOM PAINT APPLICATION 3CR
Covers application of custom masking, topcoat shading, and graphics.

ARCF 168
APPLIED METAL SKILLS 3CR
Covers application of previously acquired metal skills as they relate to the student's project work.

ARCF 170
CUSTOM REFINISHING SPECIAL
PROJECTS 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.

ARCF 200
VEHICLE ASSESSMENT 7CR
Designed for assessment of vehicle's mechanical and cosmetic condition. Develop a plan for restoration or preservation of a vehicle's historical significance. Use historical data and mechanical and cosmetic condition to develop a complete assessment of a vehicle for its historical, financial, or ownership notoriety value.

ARCF 210
VEHICLE RESEARCH TECHNIQUES 7CR
Research a vehicle's history, build rates, explore options, and research designers. Use the Internet, library, and other resources to produce a capstone research project that includes a class presentation with a story board and/or PowerPoint presentation.

ARCF 220
VEHICLE MAINTENANCE 5CR
Diagnose and maintain a vehicle's mechanical and cosmetic condition. Perform mechanical and cosmetic maintenance in order to complete assessment of vehicle.

AUTOMOTIVE TECHNICIAN

AUT 120
AUTOMOTIVE BASICS 2CR
Provides information on basic shop safety, hazardous material handling, industry trends and opportunities, tools and fasteners. Upon completion of this course, the student will be familiar with safety, hazardous material handling and disposal procedures, the future of the industry, and employment potential. The student will also be familiar with automotive tools, fasteners, and their usage.

Prerequisites: Must have required textbooks, coveralls, and eye protection.

AUT 132
AUTOMOTIVE WELDING 4CR
Provides the knowledge and skill for industry standard requirements in welding, brazing, and soldering within the automotive industry. Also included in the course is instruction in oxygen/acetylene and wire feed welding.

Prerequisites: Must have required textbooks, coveralls, and eye protection.

AUT 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 have the opportunity to practice procedures identified as priority task in the NATEF (ASE) task list.

Prerequisites: Must have required textbooks, coveralls, and eye protection.

AUT 147
AUTOMOTIVE BRAKES 6CR
Theory and troubleshooting of hydraulic systems, disc brake systems, drum brake systems, power booster systems, and antilock brake systems.

Prerequisites: Must have required tools and textbooks.

AUT 149
AUTOMOTIVE BRAKES,
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.

Prerequisites: Must successfully complete AUT 147, and have required tools and textbooks.

AUT 156
AUTOMOTIVE BRAKES,
SUSPENSION, STEERING, &
WHEEL ALIGNMENT LAB 5CR
Repair automotive brakes, steering, and suspension systems by applying knowledge attained in required courses. This is a hands-on class, utilizing live projects.

Prerequisites: Must successfully complete AUT 147, 149, and have required tools and textbooks.

AUT 172
FORD BASE STEERING,
SUSPENSION, & ALIGN 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 become familiar with the tools, terminology, and procedures used during common steering and suspension service operations, and have the opportunity to practice procedures identified as priority tasks in the NATEF (ASE) task list.

Prerequisites: Must have required tools and textbooks.

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.

Prerequisites: Must have required tools and textbooks.

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.

Prerequisites: Must have successfully completed AUT 174 and have required tools and textbooks.

AUT 178
ENGINE MECHANICAL LAB 3CR

Repair engine components by applying knowledge attained in required courses. This is a hands-on class, utilizing live projects. Upon completion of this course, the student will be familiar with diagnosis, maintenance, and repair of automobiles and light truck engines.

Prerequisites: Must have successfully completed AUT 174, 175 and have required tools and textbooks.

AUT 179
AUTOMOTIVE GENERAL MAINTENANCE & TIRES 7CR

Topics covered include shop safety practices, general automotive maintenance, vehicle checkups, and multi-point inspections. 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, wheel and tire service, and have the opportunity to practice the procedures identified as priority tasks in the NAFEF (ASEO) task list.

Prerequisites: Must have required textbooks, coveralls, and eye protection.

AUT 185
FORD BRAKE SYSTEMS DIAGNOSIS 2CR

Topics covered include brake system diagnosis and testing and brake system service. 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 and have the opportunity to practice procedures identified as priority tasks in the NATEF (ASE) task list.

AUT 203
ELECTRICAL SYSTEMS 11CR

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.

Prerequisites: Must have required tools and textbooks.

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.

Prerequisites: Must successfully complete AUT 203 and must have required tools and textbooks.

AUT 217
AUTOMOTIVE IGNITION SYSTEMS 7CR

Diagnose and repair electronic and computer controlled automotive ignition systems. Upon completion of this course, the student will be familiar with the terminology, basic theory, diagnostic, and repair procedures used on automobiles and light trucks.

Prerequisites: Must successfully complete courses AUT 174, 175, 178, 203, 209 and must have required tools and textbooks.

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, diagnostic, and repair procedures used on automobiles and light trucks.

Prerequisites: Must successfully complete courses AUT 174, 175, 178, 203, 209, 217, and must have required tools and textbooks.

AUT 236^{CAP}
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, diagnostic, and repair procedures used on automobiles and light trucks.

Prerequisites: Must successfully complete courses AUT 174, 175, 178, 203, 209, 217, 223 and have required tools and textbooks.

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.

Prerequisites: Must have required tools and textbooks.

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.

Prerequisites: 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, utilizing live projects. Upon completion of this course, the student will be familiar with diagnosis, maintenance, and repair of automobile/light truck manual drive trains.

Prerequisites: Must successfully complete courses AUT 239, 243, and must have required tools and textbooks.

AUT 247
AUTOMATIC TRANSMISSIONS 7CR

This course provides the student with the knowledge and skills to competently repair automatic transmissions. Upon completion of the course, the student will be familiar with the terminology, basic theory, diagnostics, maintenance, and repair of automobile/ light truck automatic transmissions.

Prerequisites: Must have required tools and textbooks.

AUT 250
AUTOMATIC TRANSAXLES 7CR

This course provides the student with the knowledge and skills to competently repair automatic transaxles. Upon completion of the course, the student will be familiar with the terminology, basic theory, diagnostics, maintenance, and repair of automobile transaxles.

Prerequisites: Must successfully complete AUT 247 and have required tools and textbooks.

AUT 251^{CAP}**AUTOMATIC TRANSMISSION/
TRANSAXLE LAB 4CR**

This course is designed to teach the student to competently repair automatic transmission/transaxle assemblies by applying knowledge attained in required courses. This is a hands-on class, utilizing live projects. Upon completion of this course, the student will be familiar with diagnosis, maintenance, and repair of automobile/light truck drive trains by applying academic knowledge to hands-on projects.

Prerequisites: Must successfully complete courses AUT 247, 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.

Prerequisites: Must successfully complete AUT 203, 209, and have required tools and textbooks.

AUT 295**ON-THE-JOB TRAINING/WORK
BASED LEARNING 1-12CR**

Provides advanced students with realistic training at work site. Dates and times will be determined.

Prerequisites: Instructor permission required.

AUTH 105**HYBRID/ALTERNATE FUEL
INTRODUCTION & SAFETY 2CR**

Covers the history, evolution & general safety precautions for servicing.

Prerequisites: Students must have completed a NATEF/ASA certified automotive training program or Instructor's permission with two years automotive experience.

AUTH 110**ALTERNATE FUEL VEHICLE SYSTEMS 2CR**

Covers diesel, E85, CNG, and hydrogen systems in use today.

Prerequisites: Students must have completed a NATEF/ASA-certified automotive training program or Instructor's permission with two years automotive experience.

AUTH 115**TOYOTA HYBRID SYSTEM
OVERVIEW 2CR**

Covers the Toyota systems in use today with a focus on the Prius model.

Prerequisites: Students must have completed a NATEF/ASA-certified automotive training program or Instructor's permission with two years automotive experience.

AUTH 120**TOYOTA PRIUS HYBRID SYSTEM 2CR**

Covers the Toyota systems in use today with a focus on the Prius model.

Prerequisites: Students must have completed a NATEF/ASA-certified automotive training program or Instructor's permission with two years automotive experience.

AUTH 125**HONDA HYBRID SYSTEM
OVERVIEW 2CR**

Covers the Honda Hybrid systems in use today with a focus on the Civic model.

Prerequisites: Students must have completed a NATEF/ASA-certified automotive training program or Instructor's permission with two years automotive experience.

AUTH 125**HONDA CIVIC IMA
HYBRID SYSTEM 2CR**

Covers the Honda Civic Integrated Motor Assist systems in use today.

Prerequisites: Students must have completed a NATEF/ASA-certified automotive training program or Instructor's permission with two years 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.

Prerequisites: Students must have completed a NATEF/ASA-certified automotive training program or Instructor's permission with two years automotive experience.

AUTH 140**GENERAL MOTORS & OTHER
HYBRID SYSTEMS OVERVIEW 2CR**

Covers General Motors & other systems in use today with a focus on the G.M. Dual Mode model system.

Prerequisites: Students must have completed a NATEF/ASA-certified automotive training program or Instructor's permission with two years automotive experience.

AUTH 145**ADVANCED LAB & FINAL EXAM
PREPARATION 2CR**

Gives students a hands-on opportunity for preparation for the final exam.

Prerequisites: Students must have completed a NATEF/ASA-certified automotive training program or Instructor's permission with two years automotive experience.

AVIATION MAINTENANCE TECHNICIAN

AMT 104**BASIC MATHEMATICS, BASIC
PHYSICS, & WEIGHT & BALANCE 5CR**

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 the aviation maintenance technician will be 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**

Direct current circuits, series, and parallel circuit arrangements and their application, understanding the relationship of voltage, current, resistance, and power, calculating and measuring these values, and understand the operation of the multimeter and its use in troubleshooting.

AMT 116**AIRCRAFT DRAWINGS,
CLEANING & CORROSION
CONTROL, GROUND
OPERATIONS & SERVICING, &
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 by-products, 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, & MECHANICS PRIVILEGES & LIMITATIONS 4CR
Utilize maintenance records and entries, maintenance forms, and inspection reports. Requires reading, comprehension, and application of information from 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 131

WOOD STRUCTURES, COVERINGS, & AIRCRAFT FINISHES 3CR
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 the student 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 (NOT FAA APPROVED) 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 during Winter quarter.

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 its effects.

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; 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 powerplants 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 (DME). 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 to include: the 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 chamber, turbines, turbine stator vanes (nozzles), and exhaust sections maintenance of turbine engines to include: turbine engine removal, overhaul, inspection, and repair procedures. Learn to install turbine engines, make adjustments, troubleshoot, test and check run procedures; become familiar with regulations, publications, and records for turbine engines.

AMT 219
ENGINE LUBRICATION SYSTEMS 4CR

Covers the components of 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 principal of operation of electrical and mechanical fluid rate of flow indicating systems, and 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 and configuration and installation, 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, and detonate injection, turbine fuel controls, and electronic engine fuel controls.

AMT 229^{CAP}
PROPELLERS & FAA FINAL TESTING 4CR

Propellers consist 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. Inspection, maintenance, and repairs to propellers and related systems. Familiarization of unducted fan engines. Included at the end of the course, 6 hours devoted to preparation for FAA certification examinations. FAA written examinations are accomplished 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 (DME). Students are charged a fee for these examinations administered by FAA designated examiners and centers. Note: Fees for these examinations are not included in the college tuition or lab fees systems.

AMT 231
ENGINE INSPECTION 4CR

Engine inspection consists of detailed work with the Federal Aviation 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, 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 and development of exhaust systems, and their function to safely remove exhaust gasses. Students will describe, inspect, maintain, troubleshoot, and repair components of exhaust systems. Learn principles of operation of turbine engine reversing systems and power recovery turbines.

AMT 239
ADVANCED HANGAR
OPERATIONS & MAINTENANCE
(NOT FAA APPROVED) 3CR

Advanced hangar operations and maintenance is designed for the 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 during Winter quarter.

AEROSPACE COMPOSITE TECHNICIAN

ACM 120
COMPOSITE FABRICATION 4CR

Learn manufacturing methods and processes commonly utilized for the fabrication of composite materials. Instruction includes material choices, fabrication techniques, material handling, and safety procedures.

ACM 125
COMPOSITE ASSEMBLY 4CR

Identify and utilize appropriate materials and processes to assemble structures made of composite materials. Includes room temperature and elevated temperature bonding, drilling, countersinking. Installing mechanical fasteners and potted fasteners.

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.

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.

BIOLOGY

BIOL 100
BIOLOGY FOR NON-MAJORS 5CR
Explores how life expresses itself from a cellular and molecular level in an online approach that will help the student better understand the many current biological issues such as cancer, genetic disease, evolution, and human impact on the environment. Other related issues including stem cell research, genetic manipulation of embryos and genetically modified crops will be addressed. Laboratory component included.

BIOL 118
HUMAN ANATOMY & PHYSIOLOGY 5CR
An in-depth approach to body systems, emphasizing the relationship between structure and functions. A non-laboratory course appropriate for non-science majors or for students beginning study in life sciences.
Prerequisites: Appropriate COMPASS/SLEP placement score or Instructor permission.

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.

Prerequisites: COMPASS Reading Score of 81 and Writing Score of 77 or successful completion of ENG 094.

BIOL& 175
HUMAN PHYSIOLOGY 5CR
An in-depth approach to body systems, emphasizing the relationship between structure and functions. A laboratory course appropriate for non-science majors or for students beginning study in life sciences.
Prerequisites: 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 and tissues; integumentary, skeletal, muscular, nervous and sensory systems. Laboratory component included. BIOL& 160 with a grade of 2.0 or better and CHEM& 110 with a grade of 2.0 or better. (Note: BIOL 118 will be accepted as a prerequisite in place of BIOL& 160 through June 2015.)

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 physiological processes of cardiovascular lymphatic includes immunology, respiratory, digestive includes metabolism, excretory, reproductive and endocrine systems. Laboratory component included.

Prerequisites: Successful completion of BIOL& 241 or grade of C or 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.

Prerequisites: BIOL& 160 with a grade of 2.0 or better and CHEM& 110 with a grade of 2.0 or better. (Note: BIOL 118 will be accepted as a prerequisite in place of BIOL& 160 through June 2015.)

BUSINESS

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: ACTG 115 or instructor approval.

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. The history and involvement of the Central Service profession, human relations, legal issues, and regulatory agencies affecting the field are explored. Web enhanced.

MMN 106
ANATOMY & PHYSIOLOGY/
MEDICAL TERMINOLOGY 4CR
Explore the overall makeup of the human body, its systems and functions, related medical, and surgical terminology. Surgical instrumentation is introduced. Web enhanced.

Prerequisite: Completion of MMN 103.

MMN 109
MICROBIOLOGY/INFECTION CONTROL 4CR
Examination of human pathogens in microbiology. Students will learn about infection control as it relates to the sterilization process. Safety issues in the healthcare environment are covered. Web enhanced.

Prerequisite: MMN 103, 106.

MMN 124
SURGICAL INSTRUMENTATION 4CR
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: MMN 103, 106, 109.

MMN 126
PRINCIPLES AND METHODS OF CLEANING & DISINFECTING 6CR
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: MMN 103, 106, 109, 124.

MMN 129 PRINCIPLES AND PRACTICES OF STERILIZATION 6CR

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 is included, as well as monitoring of the sterilization process and quality control. Proper storage and storage concerns for sterile supplies are included.

Prerequisite: MMN 103, 106, 109, 124, 126.

MMN 131 MATERIAL MANAGEMENT/ CENTRAL SERVICE APPLICATIONS 4CR

Overview of the handling and distribution of materials in a medical facility. Inventory management, replenishment methods, and tracking systems are included. Students become familiar with quality assurance measures and techniques.

Prerequisite: MMN 103, 106, 109, 124, 126, 129.

MMN 210 JOB SKILLS 1CR

Utilizing the online classroom, this self-paced hybrid course will guide the student to prepare a resume, cover letter, and application. Interviewing tips and techniques will be covered, as well as the online application process. Students will return to the classroom the last 2-3 days of the class to demonstrate clear understanding of the process and be given job search information. Hybrid.

Prerequisite: Completion of MMN 103, 106, 109, 124, 126, 129, 131.

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 CS 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 healthcare 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 8 hours.

Prerequisite: Completion of MMN 103, 106, 109, 124, 126, 129, 131, 210.

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: 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.

Co-requisites: Students who have not completed MAT 99 or achieved a COMPASS score of 76 or higher on College Algebra must take MAT 99 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.

Prerequisite(s): CHEM& 110 or High School Chemistry; Co-requisite: MAT 99 or higher OR appropriate COMPASS placement concurrently with this course.

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: MATH& 141 and 1 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 the structure, properties and nomenclature of organic molecules are covered. The course requires completions of General Chemistry or acceptable equivalent.

Prerequisite: CHEM& 161

COLLEGE SUCCESS

COLL 101 FOUNDATION FOR STUDENT SUCCESS 2CR

Provides students with skills to be successful in college. Topics include study skills, learning styles, communication skills, time management, campus resources, test taking strategies and diversity. This program is required for certificate and degree seeking students with COMPASS placement at or below Math 82 and/or English 82 and is available to any students that would benefit from the course.

COLL 105 CAREER DEVELOPMENT 2CR

Explore career options and educational pathways related to the human services field. Develop an educational plan and timelines to achieve the pathway goal. Refine job acquisition skills and workplace communication skills related to targeted employment field.

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 chosen profession. Requires a minimum of 20 hours of community service work in addition to class assignments and activities.

COMPUTER APPLICATIONS

To meet the Computer Literacy requirement, students must complete at least 3 credits of any course designated with CL.

CAS 103^{CL} ONLINE LEARNING WITH CANVAS 3CR

Online Learning with CANVAS will utilize 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 student learn how to use and navigate Canvas. This 3 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 not limited to online management systems, navigation tools, creating profiles, how to access files, computer literacy, locate resources, and more.

CAS 105 KEYBOARDING 3CR

Use computers to develop touch control and proper keyboarding techniques; introduction to basic word processing functions.

CAS 115^{CL} 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, e-mail, and PowerPoint.

CAS 121^{CL} WORD I 3CR

Utilize beginning word processing techniques while creating and editing business documents. Create tables, columns, Web pages, envelopes, and mailing labels. Work with special features to track and review changes and compare documents.

CAS 125^{CL} 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 utilize advanced report functions including indexes. Create macros and modify the Word environment.

Prerequisite: CAS 121

CAS 130^{CL} EXCEL I 3CR

Create and analyze professionally formatted spreadsheets. Enter data, formulas, and functions. Create charts and insert graphics. Sort and filter lists.

Prerequisite: Math 82 skills preferred.

CAS 135^{CL} 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: CAS 130.

CAS 141^{CL} 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 including Web pages.

CAS 145^{CL} PUBLISHER 5CR

Explore desktop publishing in this project-based class. Create and edit flyers, newsletters, brochures, logos, calendars, Web pages, 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^{CL} 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 INFORMATION TECHNOLOGY

CIT 101^{CL} PROGRAMMING FUNDAMENTALS 5CR

Introduction to programming concepts while enforcing 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.

CIT 116 .NET PROGRAMMING 5CR

Learn to program using .NET Framework with focus on windows and console. 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.

Prerequisites: CIT 142, CIT 150.

CIT 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 4-page portfolio style website using Notepad and PhotoShop, and post it to the live internet.

CIT 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 & vector animations. Use Flash for banner and sidebar advertisements.

CIT 142 JAVA OBJECT-ORIENTED PROGRAMMING I 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: CIT 101.

CIT 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: CIT 142.

CIT 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 Microsoft Access to reinforce the theoretical concepts.

CIT 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 at the same time, applying basic object-oriented programming techniques to create your own tangible first product.

Prerequisite: CIT 143.

CIT 185**INTRODUCTION TO ROBOTICS** 5CR

Project yourself into the robotic future of computing, wherein programmed automatons are able to do more than just process data. Design, build, and program real, functional robots, while applying basic object-oriented programming skills.

Prerequisite: CIT 143.

CIT 205^{CAP}**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 (SDLC) model initially presented in the CIT 101 course to model and design systems using tools such as CRC cards, and the Unified Modeling Language (or UML, which includes class, use case, and sequence diagrams). Discuss the theoretical and practical aspects of object orientation.

Prerequisite: CIT 143.

CIT 206**ADVANCED WEB DESIGN** 5CR

Provides demonstrations and practical exercises for using HTML and CSS to create attractive and well-formed web documents.

Prerequisites: CIT 118, CIT 120.

CIT 208**EMERGING TECHNOLOGIES** 5CR

Introduces emerging technologies such as web site usability, usability testing, keyword analysis, web site 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: CIT 206 or Corequisite.

CIT 210**ADVANCED DATABASE PROGRAMMING** 5CR

Advanced Database programming using a commercial database management system. Perform object creation, manipulation and control using SQL. Write simple and complex queries to solve problems using arithmetic expressions, functions, logical operators, aliases, etc. Perform different kinds of joins. Create advanced objects like stored procedures and triggers.

Prerequisite: CIT 150.

CIT 212**ADVANCED .NET PROGRAMMING** 5CR

Learn advanced .NET Programming - writing classes, working with indexers, delegates, events, overload operators. Work with databases using ADO.NET, data sources and datasets, XML files, LINQ.

Prerequisite: CIT 116.

CIT 214**.NET PROGRAMMING FOR THE WEB** 5CR

Earn professional experience in analyzing, designing, developing active, commercial web applications for the Microsoft web server using Microsoft ASP.NET with C#, connecting to Microsoft relational database management systems.

Prerequisite: CIT 116.

CIT 216^{CAP}**.NET PORTFOLIO** 5CR

Develop a portfolio that uses the concepts learned in .NET classes. Learn and use source control to maintain code, working in teams, and testing techniques. Apply latest web trends in .NET framework to keep current with the industry. Present this portfolio to an audience.

Prerequisite: CIT 214.

CIT 218**C++** 5CR

Deals with learning programming using C++ as the primary language with focus on problem-solving and introduction to object-oriented concepts and terms.

Prerequisite: CIT 143.

CIT 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: CIT 206

CIT 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: CIT 220.

CIT 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.

Prerequisites: CIT 118, CIT 120.

CIT 227**WEB DEVELOPMENT II** 5CR

Provides practical experience in integrating PHP and MySQL to create dynamic web sites, including database-driven content pages, content management systems, and interactive forms.

Prerequisite: CIT 210, CIT 220.

CIT 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: CIT 227.

CIT 231
CONTENT MANAGEMENT SYSTEMS 5CR

Create and manage a custom Wordpress website from Photoshop mockup through HTML, CSS, JavaScript and PHP.

Prerequisite: CIT 220.

CIT 233
WEB PORTFOLIO 5CR

The Web Portfolio Project provides the practical experience of working with a client in the creation of a fully functional web site from start to finish. Students can choose to develop a site for an actual client, or to develop a portfolio site showcasing their accumulated body of work.

Prerequisite: CIT 229 or Corequisite.

CIT 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: CIT 143.

CIT 250
USER INTERFACE DESIGN 5CR

Build a web interface structure that utilizes 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, CSS 3, CSS Media Queries and JQuery working together to make a Responsive Web Design

Prerequisite: CIT 118, CIT 120.

CIT 252
PHONE PROGRAMMING 5CR

Covers the concepts involved with programming on the phone – source control, phone emulators, phone apis, and deployment.

Prerequisite: CIT 143.

CIT 297
SPECIAL TOPICS IN COMPUTER INFORMATION TECHNOLOGY (REPEATABLE, VARIABLE 1-5CR)

Study an advanced or specialized subject in the field of Computer Information Technology (CIT). This course provides an opportunity for in-depth study of an emerging or specialized topic not yet included in this catalog. The offering is a normal college class taught by an instructor, with the usual textbook, written assignments, lab exercises, and examinations. Course topics offered are announced in the quarterly schedule. May be repeated for a maximum of 15 credits of different topics.

Prerequisite: Instructor's permission.

CIT 299^{CAP}
PROFESSIONAL WORK EXPERIENCES IN COMPUTER INFORMATION TECHNOLOGY 5CR

Earn college credit by applying learned technical skills in professional work experiences directly related to your studies in Computer Information Technology. 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 resumé building, interviewing, and job search skills by actually identifying and then applying for an intern position. Your performance will be jointly evaluated by work site supervisor and CIT faculty.

Prerequisite: Instructor's permission.

COMPUTER NETWORKING & INFORMATION SYSTEMS SECURITY (CNISS)

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 105^{CL}
IT ESSENTIALS II 4CR

Introduces students to the knowledge and skills necessary to competently use, install, configure, upgrade, and troubleshoot current operating systems technologies.

Prerequisites: NSS 101 or equivalent knowledge and skills.

NSS 110
NETWORKING FUNDAMENTALS I 4CR

Study components of a local area network, wide area network, peer-to-peer and client-server network environments. Introduces students to UNIX operating systems and to the network technologies it supports. Learn technical components and concepts of network architectures, network protocols, and media used in different network communications. Topics include networking technologies, layers, TCP/IP, networking practices, installation, support, and troubleshooting.

NSS 115
LAW & ETHICS IN THE WORKPLACE 4CR

Liability and litigation can arise from many situations, including misuse and abuse of computer databases, bulletin boards, e-mail, web pages, electronic funds transfer systems, and proprietary computer programs. Recommended business practices for policies, codes of conduct, and communications are examined.

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.

Prerequisites: NSS 120 or equivalent knowledge and skills.

NSS 130
SERVER FUNDAMENTALS 4CR

Understand server installation, configuration, upgrading, maintenance, troubleshooting, and disaster recovery in a vendor neutral environment. Topics include advanced hardware issues, such as RAID, SCSI, multiple CPUs, SANs, server types, system bus architectures, disaster recovery, upgrading, and security concepts.

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 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 you to the development and skills required to successfully administer an SQL Server database. This course covers 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 155
COMPUTER SECURITY CONCEPTS 4CR

Basic concepts of computer and information systems security and a conceptual model of a total security program comprised of high technology, classical security practices, and common sense. An overview of the CISS program and its utility in today's work environment.

NSS 160
INTRODUCTION TO LINUX 5CR

Introduces the fundamentals of the UNIX operating system, concepts, architecture, and administration. The student will practice these basic concepts and approaches using LINUX.

NSS 163
INTRODUCTION TO
VIRTUALIZATION 4CR

Introduces virtualization technologies needed to advance in today's technology workplace. Provides an overview of virtualization technology focusing on using virtualization software in networked server environments including building virtual networks, implementing clusters, enhancing performance and security, and using a Virtual Machine Manager 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 a computer industry increasingly focused on virtualization.

NSS 165
CONTINGENCY PLANNING 4CR

Course consists of an introduction to Disaster Recovery, and Contingency Planning from and Information Technology (IT) aspect. It covers Risk Assessment, Hazard Analysis, Business Impact Analysis, Basic Plan Development, Long-Range Contingency Planning, all which provides basic concepts and recommended process for long-range contingency planning.

NSS 180^{CAP}
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.

NSS 201
ADVANCED LINUX 5CR

Advanced fundamentals of the Linux operating system, the operating system of the Internet, 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.

Prerequisites: Successful completion of NSS 160.

NSS 211
SERVER ADMINISTRATION 5CR

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 extensive hands-on training for Information Systems Security professionals responsible for managing accounts and resources, maintaining server resources, monitoring server performance, safeguarding data, and securing Windows server network operating system.

NSS 250^{CAP}
INTERNSHIP II 2CR

This course provides practical field experience in a security-related specialty area. Includes a scheduled seminar.

NSSB 201
OVERVIEW OF HACKING,
PHREAKING & CRACKING 5CR

Introduces the history of hacking, its various forms and some examples of the latest attacks, tools, and techniques employed by today's hackers as well as countermeasures that illustrate how to protect against these devastating maneuvers.

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.

Prerequisites: NSS 140.

NSSB 225
COMMUNICATION BEST
PRACTICES 5CR

Introduces students to common techniques used to commit communications fraud in the work- place. Includes a review of the history of fraud and common practices. Additionally, counter- measures are reviewed on how to protect the corporate network from being exploited by communications fraud.

NSSB 231
WEB SECURITY 5CR

Analyze the risks involved and determine what level of security is needed to operate a web site. 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 238
VIRUS, WORMS & HAZARDOUS
SOFTWARE 5CR

Introduction to viruses, worms, and hazardous software that comprise a data integrity and access issue with today's computer use. Several types of hazardous software will be examined, along with common tools, techniques, and procedures to detect, clean, and prevent spreading.

NSSB 245
INTRODUCTION TO SCRIPTING 5CR

Scripting languages are often used for oneoff programming jobs and for prototyping. Scripting is also used in some large generic applications as a flexible way to configure and secure generic software components to fit specialist requirements. Today, a bewildering variety of scripting languages offer a range of powerful features. This class will illustrate some practical applications of scripting and provide an introduction to some of the most widely-used scripting languages.

NSSC 200**CISCO NETWORKING I 5CR**

The first of four courses in the new Cisco NetAcad CCNA Routing and Switching curriculum, CCNA1, Networking Basics curriculum, which teaches basics of Ethernet technologies, cabling LANs and WANS, network media, basics of TCP/IP and IP addressing and routing fundamentals.

NSSC 201**CISCO NETWORKING II 5CR**

The second of four courses in the new Cisco NetAcad CCNA Routing and Switching curriculum, CCNA2, which teaches basics of configuring routers, routing protocols, TCP/IP concepts, access control lists and network troubleshooting skills.

Prerequisites: Successful completion of NSSC 200.

NSSC 203**CISCO NETWORKING III 5CR**

The third of four courses in the new Cisco NetAcad CCNA Routing and Switching curriculum, CCNA3, which teaches VLSM, basics of OSPF and EIGRP, switch concepts and configuration, Spanning Tree Protocols, VLANs and VTP .

Prerequisites: 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, which teaches ISDN, DDR, Frame Relay, PPP, NAT, PAT, DHCP and WAN technologies.

Prerequisites: 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.

Prerequisites: Concurrently enrolled in NSSC 200 (Cisco Networking I) & NSSC 201 (Cisco Networking II).

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.

Prerequisites: Concurrently enrolled in NSSC 203 (Cisco Networking III) & NSSC 205 (Cisco Networking IV).

NSSD 251**SECURING NETWORK INFRASTRUCTURE 6CR**

Introduces knowledge, skills, and tasks necessary to deploy, support, and secure a Windows network infrastructure. Provides extensive hands-on training for Information Systems Security professionals responsible for implementing, managing, and securing a variety of enterprise networking technologies.

Prerequisites: NSS 211 or equivalent knowledge and skills.

NSSD 254**ACTIVE DIRECTORY CONFIGURATION 6CR**

Introduces knowledge, skills, and tasks necessary to deploy, support, and secure a Windows active directory environment. Provides extensive hands-on training for Information Systems Security professionals responsible for managing accounts and resources and securing a Windows Server Active Directory Network.

Prerequisites: NSS 211 or equivalent knowledge and skills.

NSSD 257**IMPLEMENTING APPLICATION SERVICES 6CR**

Introduces knowledge, skills, and tasks necessary to deploy, support, and secure a Windows applications infrastructure in a variety of stand-alone and enterprise network environments.

Prerequisites: NSS 211 or equivalent knowledge and skills.

NSSD 260**MAIL SERVER ADMINISTRATION 6CR**

Introduces students to the knowledge and skills of installing, configuring and troubleshooting an E-Mail Server Environment. Provides hands-on training for Information Technology (IT) professionals responsible for installing, configuring, upgrading, maintaining, securing, and troubleshooting for E-Mail servers. Helps prepares student for industry certification exams.

Prerequisites: NSS 211 or equivalent knowledge and skills.

CONSTRUCTION RESIDENTIAL**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, component, and layout.

CONST 134**EXTERIOR FINISH 3CR**

Introduction to the installation of exterior trim, siding, window and door installation, or the equivalent of typical residential homes.

CONST 138
INTERIOR FINISH I 3CR

Introduction to interior wall and ceiling finish, interior doors and hardware, cabinet and counter top 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 counter top 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.

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 Law & Ethics a student should know to help provide competent, compassionate care to patients.

CAH 105^{CL}
COMPUTER APPLICATIONS 2-5CR

Provides training in the uses of Microsoft Windows and related programs with 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, 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 121
PRINCIPLES OF HAIR DESIGN 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 communications.

COSMO 136
APPLICATION OF HAIRCUTTING AND HAIRSTYLING 14CR

Introduces the techniques and tools of haircutting and hairstyling. Students will demonstrate proper use and care of all tools and implement effective infection control principles and practices. This course provides foundational skills for good hair design.

COSMO 141
ADVANCED APPLICATION OF HAIRCUTTING 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: Successful completion of COSMO 136

COSMO 249
ADVANCED APPLICATION OF HAIRSTYLING 4CR

Learn advanced hairstyling techniques to stay current with trends. Application of theory and procedures are combined to create specific looks. Infection control principles and practices are applied.

Prerequisite: Successful completion of COSMO 136

COSMO 144
CHEMICAL TEXTURE SERVICES 6CR

Presents the three main concepts of chemical texturizing: perming, relaxing with chemicals, and reforming curls. This course covers the theory of chemical texturizing, tool use to achieve desired effect, infection control principles and practices, and client consultation.

Prerequisite: Successful completion of COSMO 112, 116, 121, and 136

COSMO 157
GENERAL SCIENCE OF HAIR COLORING 6CR

Introduces the creative artistry of color through the study of color theory, the color wheel, basic color applications and techniques, and basic formulation.

Prerequisite: Successful completion of COSMO 116, 121, and 136

COSMO 161
LAB CLINIC I 6CR

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 hair cutting.

Prerequisite: Successful completion of COSMO 112, 116, 121, and 136

COSMO 162
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: Successful completion of Cosmo 161 and 157, or instructor approval

COSMO 170
LAB CLINIC III 9CR

Gain Hands-on Experience in Clover Park Technical College's student clinic. Skills learned in previous quarters will be reinforced, in addition to chemical texturizing and nail care services.

Prerequisite: Successful of completion Cosmo 162 or instructor approval

COSMO 180
ARTIFICIAL HAIR 1CR

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: successful completion of Cosmo 161 or instructor approval

COSMO 182**GENERAL SCIENCE OF NAILS** 4CR

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.

COSMO 188**GENERAL SCIENCE OF SKIN** 4CR

Provides an introduction to esthetic sciences. Applications in temporary hair removal, skin care, and cosmetic applications are presented. Histology and the recognition of disease and disorders of the skin will be emphasized. Infection control principles and practices will be applied.

Prerequisite: Successful completion of Cosmo. 166 or instructor approval

COSMO 225**ADVANCED HAIR COLORING** 7CR

Reinforce skills and learn the rationale for advanced hair color techniques. Current trend applications as well as corrective techniques will be utilized. All aspects of hair coloring will be determined and implemented by the learner.

Prerequisite: successful completion of Cosmo 157 and 161, or instructor approval

COSMO 228**STATE BOARD PRACTICAL PREPARATION** 3CR

Prepares the student to take the Washington State Cosmetology practical board exam.

Prerequisite: Successful completion of Quarters 1- 4 or instructor approval

COSMO 230**CLINIC IV** 9CR

Hands on learning experience in Cosmetology clinic. Reinforced skills and knowledge will be demonstrated through client and student interactions.

Prerequisite: Successful completion of COSMO 170 or instructor approval

COSMO 235**STATE BOARD WRITTEN TEST REVIEW** 4CR

Prepares student to take the Washington State Cosmetology written board exam.

Prerequisite: Successful completion of Quarters 1-4 or instructor approval

COSMO 243^{CAP}**COSMETOLOGY CAPSTONE** 6CR

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: Successful completion of Quarters 1, 2, 3, 4 or instructor approval

COSMO 248**INTERNSHIP I** 1CR

Provides on-the-job experience for students in the field of cosmetology. This is an optional 33-hour course for students desiring an internship experience or who need additional hours to meet the state licensing requirements.

Prerequisite: Instructor approval

COSMO 250**INTERNSHIP II** 2CR

Provides on-the-job experience for students in the field of cosmetology. This is an optional 66-hour course for students desiring an internship experience or who need additional hours to meet the state licensing requirements.

Prerequisite: 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 desiring an internship experience or who need additional hours to meet the state licensing requirements.

Prerequisite: 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 desiring an internship experience or who need additional hours to meet the state licensing requirements.

Prerequisite: 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 desiring an internship experience or who need additional hours meet the state licensing requirements.

Prerequisite: Instructor approval

CULINARY ARTS**CUL 104****SANITATION IN FOOD SERVICE OPERATIONS** 3CR

Presents the principles of food microbiology, food borne illness and the standards that are enforced by regulatory agencies. Applied measures for the prevention of food borne illness and other microbiological factors are incorporated. 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 and caring of knives, understanding of 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 as well as 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 dish washing and basic food preparation, 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 techniques and the 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: CUL109.

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 apply various cooking methods.

CUL 132
AMERICAN REGIONAL CUISINE 3CR

Explores the history and styles of food from specific regions: Pacific Northwest, California, 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: CUL123

CUL 241
ADVANCED RESTAURANT BAKING 3CR

Teaches individual-style desserts for the student-run restaurant. This course will cover technique in breads, puff pastry, cakes, and tortes, basic decoration, and dessert sauces.

Prerequisite: CUL113

REST 103
FOOD & BEVERAGE COST CONTROL 4CR

Outlines the fundamentals of food costing in relation to menu writing. Students will be responsible for pricing out each item on the menu as well as preparing yield tests and standardizing recipes.

REST 107^{CAP}
KITCHEN & DINING MANAGEMENT 3CR

Learn how to communicate, 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: 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 of your business in the market to get the desired results.

REST 112
RESTAURANT DINING 7CR

Familiarizes the student with all aspects of running a casual-style dining room which is open to the public. Included are opening/closing procedures, table set-up, 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, as well as how to handle issues that arise on a daily basis. Students will also explore how to use Excel programs 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, what constitutes a healthy diet, and 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 work force so they have a working knowledge in this area.

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 through creating and planning their own concept.

REST 133
BEVERAGE SERVICE MANAGEMENT 4CR

Learn to set up and manage a beverage service operation successfully. 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 the knowledge 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. The student 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

The student will explore information which 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 of 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 be able to accurately record vital signs, including blood pressure, pulse and respiration. Students will be able to accurately identify dental charting symbols.

DAS 115 FOUNDATIONS OF CLINICAL DENTISTRY 2CR

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 to include the proper names, descriptions, use and care of dental instruments and equipment used in restorative dental procedures.

DAS 118 PRINCIPLES OF RADIOGRAPHY I 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, functions, and how they interact with each other. The student will explore the structures of the head and oral cavity.

Prerequisite: Student must successfully complete DAS 103, DAS 105, DAS 110, DAS 113, and DAS 115 prior to continuing in the Dental Assisting Program.

DAS 125 DENTAL ASSISTING SKILLS II 10CR

This course will introduce the student to advanced study model principles, coronal polish and fluoride treatments, advanced moisture control to include the application of rubber dams, intermediate charting, and dental instruments and hand pieces.

Prerequisite: Student must successfully complete DAS 103, DAS 105, DAS 110, DAS 113, and DAS 115 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: Student must successfully complete DAS 103, DAS 105, DAS 110, DAS 113, and DAS 115 prior to continuing in the Dental Assisting 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: Student must successfully complete DAS 103, DAS 105, DAS 110, DAS 113, and DAS 115 prior to continuing in the Dental Assisting Program.

DAS 140 CERTIFICATION REVIEW I 1CR

Prepares students to take the Infection Control Exam through the Dental Assistant National Board.

Prerequisite: Student must successfully complete DAS 103, DAS 105, DAS 110, DAS 113, and DAS 115 prior to continuing in the Dental Assisting Program.

DAS 222 DENTAL SCIENCES III 2CR

Introduces the student to the science of pharmacology, to include the recognition of potential drug interactions and the subject of anesthesia and pain control as it applies to dentistry. This course introduces the student to accommodations for the medically and physically compromised patient in regards to dental treatment.

Prerequisite: Student must successfully complete DAS 103, DAS 105, DAS 110, DAS 113, DAS 115, DAS 120, DAS 125, DAS 130, DAS 135, DAS 140, and completion of the Infection Control component of the DANB certification exam prior to continuing in the Dental Assisting Program.

DAS 224 DENTAL ASSISTING SKILLS III 7CR

This course covers the theory and practice of chairside assisting including oral evacuation and instrument exchange. Students are introduced to advanced chairside instruments, tray systems, charting, study models, and rubber dam application techniques. This course will cover the assembly and placement of matrix systems and construction of whitening trays and nightguards. The culminating project in this course cover the operatory preparation and assisting during restorative procedures.

Prerequisite: Student must successfully complete DAS 103, DAS 105, DAS 110, DAS 113, DAS 115, DAS 120, DAS 125, DAS 130, DAS 135, DAS 140, and completion of the Infection Control component of the DANB certification exam prior to continuing in the Dental Assisting Program.

DAS 226 DENTAL SPECIALTIES II 8CR

This course explores in depth the dental specialties of fixed prosthodontics to include impression materials and laboratory techniques, removable prosthodontics and dental implants, oral and maxillofacial surgery, and pediatric dentistry. In addition, the student will 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.

Prerequisite: Student must successfully complete DAS 103, DAS 105, DAS 110, DAS 113, DAS 115, DAS 120, DAS 125, DAS 130, DAS 135, DAS 140, and completion of the Infection Control component of the DANB certification exam prior to continuing in the Dental Assisting Program.

DAS 228
CERTIFICATION REVIEW II 1CR

This course will prepare the student to take the Radiation Health and Safety exam through the Dental Assistant National Board.

Prerequisite: Student must successfully complete DAS 103, DAS 105, DAS 110, DAS 113, DAS 115, DAS 120, DAS 125, DAS 130, DAS 135, DAS 140, and completion of the Infection Control component of the DANB certification exam prior to continuing in the Dental Assisting Program.

DAS 237^{CAP}
CLINICAL EXPERIENCE I 1CR

Provides Dental Assistant students with the opportunity to utilize the skills and information acquired in DAS 103-228. Students will spend 30 hours, three (3) hours a week volunteering in an infection control assistant capacity in a private office and/or dental clinic.

Prerequisite: Student must successfully complete DAS 103 – 140 and completion of the Infection Control certification prior to continuing in the Dental Assisting Program.

DAS 239^{CAP}
CLINICAL EXPERIENCE II 10CR

Provides Dental Assistant students with the opportunity to utilize 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: Student must successfully complete DAS 103 - 237, Infection Control certification, all college level general education courses, and completion of the Radiation Health & Safety component prior to continuing in the Dental Assisting.

DAS 241
ADVANCED THEORY 4CR

This course will introduce the student to Dental Business Administration procedures.

Prerequisite: Student must successfully complete DAS 103 - 237 Infection Control certification and completion of the Radiation Health & Safety component prior to continuing in the Dental Assisting.

DAS 243
CERTIFICATION REVIEW III 1CR

This course will prepare 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, the student will receive their Certified Dental Assistant credential and will be eligible for graduation.

Prerequisite: Student must successfully complete DAS 103 - 237 Infection Control certification and completion of the Radiation Health & Safety component prior to continuing in the Dental Assisting.

**DENTAL
ADMINISTRATIVE
SPECIALIST****DBOA 103**
DENTAL TERMINOLOGY &
PROCEDURES 4CR

Introduces information to correctly recognize and identify various occupations within the dental environment. Terminology necessary to complete all other courses. Information provided 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. Develop, decipher and present a comprehensive treatment plan. Covers the necessary information to accurately develop a patient recall system, maintain productive and effective patient scheduling. Students will have training and access 24 hours a day to the Dentrix Dental Software to learn and practice dental charting, scheduling & recall procedures.

Prerequisite or Co-requisite: DBOA 103

DBOA 118
DENTAL CORRESPONDENCE &
EMPLOYMENT SKILLS 9CR

Introduces the various types of written communication for the dental office. Explores a wide variety of dental office forms and development of simple manual and computerized filing and inventory systems. Covers the information and tools necessary to successfully seek a work based learning experience and employment. Organizational skills are the primary emphasis of this course.

Prerequisite or Co-requisite: DBOA 103

DBOA 120
DENTAL INSURANCE 6CR

Covers the process of accurately processing dental insurance claim forms, making financial arrangements, and collecting on past-due accounts. Students will receive Health Insurance Portability & Accountability Act (HIPA A) training. Students will have training and access 24 hours a day to the Dentrix Dental Software to learn and practice generating dental insurance claims, posting treatment, and payments.

Prerequisite or Co-requisite: DBOA 103

DBOA 121
FISCAL MANAGEMENT 6CR

Covers the financial management of a dental office. Students will complete computerized bookkeeping processes and make banking arrangements as they apply to the dental office. Students will have training and access 24 hours a day to the Dentrix Dental Software to learn and practice the advanced Dental Insurance responsibilities along with financial office duties.

Prerequisite or Co-requisite: DBOA 103

DBOA 126
PROFESSIONAL
COMMUNICATIONS 4CR

Designed to introduce students to the professional phone skills that are necessary in the dental environment. Covers the different types of interpersonal communication used in the dental profession, explores different problem-solving techniques, and teaches students about team and personal strategies for providing exceptional patient care. Introduces various types of organizational conflicts, barriers to communication, and appropriate resolution styles.

Prerequisite or Co-requisite: DBOA 103

DBOA 127
PROFESSIONAL
COMMUNICATIONS 6CR

Designed to introduce students to the professional phone skills that are necessary in the dental environment. Covers the different types of interpersonal communication used in the dental profession, explores different problem solving techniques, and teaches students about team and personal strategies for providing exceptional patient care. Introduces various types of organizational conflicts, barriers to communication, and appropriate resolution styles. Introduces the various types of written communication for the dental office. Students will be required to produce professional dental correspondence. Covers the information and tools necessary to successfully seek a work based learning experience site and employment. During this course students will be required to complete an employment packet.

Prerequisite: DBOA 103.

DBOA 128
DENTAL LAW & ETHICS 5CR

Designed to familiarize students with the state and federal laws as they apply to dentistry. Students will become acquainted with OSHA guidelines for infection control and risk management for the dental office. This course includes activities and discussions related to cultural diversity.

Prerequisite: or Co-requisite: DBOA 103

DBOA 132
CLINICAL PRACTICE 6CR

Provides the Dental Administrative Specialist student the opportunity to utilize the skills and information acquired in the previous courses and to participate in all aspects of training in the dental business office. Emphasis is placed on performance of duties and utilization of skills to the satisfaction of the Work Station Supervisor who will complete the student evaluation at the end of the 330 hours of work-based experience.

Prerequisite: Completion of DBOA 103, 111, 118, 120, 121, 126, 128, ACTG: 110, & 141, and elective computer skills courses.

DBOA 135
DENTRIX ADVANCED TRAINING 2CR

Provides expanded Dentrix software skills to students with basic Dentrix Dental Software training and/or experience. Students will have training and access 24 hours a day to the Software to 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 in the Dentrix software, and explore & generate Management Reports

Prerequisite: DBOA 111 and / or industry experience with the Dentrix Dental Software.

DBOA 138
WORK-BASED LEARNING EXPERIENCE 10CR

Provides the Dental Administrative Specialist student the opportunity to utilize the skills and information acquired in the previous courses and to participate in all aspects of training in the dental business office. Emphasis is placed on performance of duties and utilization of skills to the satisfaction of the Work Station Supervisor who will complete the student evaluation at the end of the 300 hours of work based experience.

Prerequisite: Completion of DBOA 103, 111, 119, 120, 121, 127, 128 ACTG: 110, ACTG: 141, and 4 CR in elective computer skills courses.

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. Information on balancing individual technical skills with human relations and competencies will be discussed.

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. Ways to incorporate creativity while supporting children as they explore nature in the environment will be included, 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 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 that are age appropriate, creative projects and activities to use in your work with young children. They 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.

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

Student will explore the use of developing sustainable "green" curriculum ideas that utilize 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 "working with families" specialization. Includes a seminar component.

- ECE 230**
INCLUSION IN ECE 3CR
Introduction to including children with special needs in the ECE field.
- ECE 245**
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 290**
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 as well as produce an end product which reflects the student's best practice, passion, and experience to date in the program and field. Students will receive instructor guidance and feedback as well as 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, STARS 30 hour basics course recognized in the MERIT system. Topics: 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 3CR
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 & improve indoor and outdoor environments which ensure quality learning 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-age 8) through the four interrelated areas of speaking, listening, writing and reading.
- ECED& 190**
OBSERVATION AND ASSESSMENT 3CR
Collect and record observation of 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. Designing forms, parent newsletters, flyers, brochures, and other materials needed for the smooth running of the child care center.
- ECS 111***
INTRODUCTION TO THE EARLY CHILDHOOD PROFESSION 2CR
Examines the personal characteristics, responsibilities, and rewards for individuals working with young children.
- ECS 112***
WAYS TO STUDY HOW CHILDREN GROW/LEARN 2CR
Covers introductory research and theory, sequential stages of growth and development for children from birth to five years of age, and planning individual and developmentally appropriate curriculum.
- ECS 113***
SAFE, HEALTHY ENVIRONMENT 2CR
Covers ways to provide a safe environment that promotes good health and nutrition practices. Students will use space and materials as resources for constructing an interesting and enjoyable environment that encourages play and exploration.
- ECS 114**
SOCIAL/EMOTIONAL DEVELOPMENT 2CR
Topics will include how to help children know, accept, and take pride in themselves.
- ECS 115***
PHYSICAL, INTELLECTUAL COMPETENCE 2CR
Covers equipment, activities, and opportunities to promote the physical development of children. Activities and opportunities will be presented that encourage curiosity, exploration, and problem-solving appropriate to the developmental levels and learning styles of children.
- ECS 116***
FAMILY RELATIONSHIPS 2CR
Covers knowledge and skills needed to establish positive and productive relationships with families. Ideas to help support each child's relationship with her or his family and ways to encourage family involvement.
- ECS 117***
EARLY CHILDHOOD PROFESSIONAL 2CR
Covers knowledge and skills needed to manage resources to ensure an effective early childhood program. Regulatory, legislative, and workforce issues and how they affect the welfare of young children will be covered.
- 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 the student with practical field experience. Students will work at community child care centers or the campus Hayes Child Development Center, allowing them to apply classroom study to the on-the-job situations. Includes a scheduled seminar.
- ECS 182**
ECE PRACTICUM II 5CR
Provides the student with practical field experience. Students will work at community Child Care Centers or the campus Hayes Child Development Center, allowing them to apply classroom study to the on-the-job situations. Includes a scheduled seminar.
- ECS 183**
ECE PRACTICUM III 5CR
Provides the student with practical field experience. Students will work at community child care centers or the campus Hayes Child Development Center, allowing them to apply classroom study to the 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 the student 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 the environment suitable for the development of school-age children.
- ECS 230**
ECE PRACTICUM IV SCHOOL AGE 3CR
Provides the student with the opportunity 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, utilizing frameworks for ethical decision-making and exploration of personal and professional growth.
- ECS 284**
GUIDING YOUNG CHILDREN 3CR
Presents factors, which influence behaviors and relationships. Included will be guidance techniques and emotional-social development of young children birth through school age.
- ECS 286**
PRACTICUM IV LEADERSHIP 3CR
Provides the student with the opportunity for a practical field experience with a leadership specialization. Includes a seminar component and observations. There is a focus on emotional intelligence and conducting meetings.
- ECS 287**
PRACTICUM IV PRESCHOOL 3CR
Provides the student with the opportunity for a practical field experience with a preschool specialization. Includes a seminar component and observations.
- ECS 288**
PRACTICUM IV FAMILY CHILDCARE PROFESSIONAL 3CR
Provides the student with the opportunity for a practical field experience with a Family Childcare specialization. Includes a seminar component and observations.
- ECS 290**
MENTORING IN E.C.E 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. Also offered online.
- 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 are 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 the special needs child's reading comprehension and the gifted child'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 para-educators 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.

Prerequisites: Appropriate COMPASS/SLEP placement score or successful completion of MAT 99.

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.

Prerequisites: Appropriate COMPASS/SLEP placement score or successful completion of MAT 99.

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, the Federal Reserve Banking System; monetary policy; interest rates; and international trade.

Prerequisites: Appropriate COMPASS/SLEP placement score or successful completion of MAT 99.

ELECTRICIAN LOW VOLTAGE FIRE/ SECURITY**EFS 105**

AC/DC ELECTRICITY: BASIC THEORY, FRACTIONS, & OHMS LAW 7CR

Introduces basic theory of electricity, electrical measurements of circuits, fractions, ohm's law, decimals, and decimal fractions. Formulas in electrical work, positive and negative numbers, exponents, powers of ten, and solving ohm's law formulas.

EFS 106

AC/DC ELECTRICITY: SERIES PARALLEL & COMBINATION CIRCUITS 7CR

Introduces the student to voltage, current, and resistance in a series circuit, total values, and control of current in a series circuit. Introduction to parallel circuits, current and resistance, and voltage in a parallel circuit.

Prerequisites: 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.

Prerequisites: EFS 106, or Instructor's permission.

EFS 108

NATIONAL ELECTRICAL PRINT READING 7CR

Introduces the student to practical print reading as it applies to the National Electrical Code.

Prerequisites: EFS 105, EFS 106, and EFS 107, or Instructor's permission.

EFS 109

NATIONAL ALARM INSTALLER TRAINING PROGRAM 7CR

Introduces the student to basic alarm by completing the comprehensive lessons, viewing video, and completing lesson tests. With final test, the student will have a thorough exposure to alarm systems.

Prerequisites: EFS 105, EFS 106, and EFS 107, or Instructor's permission.

EFS 110**CCTV APPLICATION & DESIGN 7CR**

Introduces the student to basic of CCTV systems design and applications. Through individual lessons, the student will be exposed to the basics of CCTV systems design, and applications.

Prerequisites: EFS 105, EFS 106, and EFS 107, or Instructor's permission.

EFS 118**NATIONAL ELECTRICAL CODES 6CR**

Introduces National Electrical Codes. Through individual tests, the student will be able to research applicable electrical codes.

Prerequisites: 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, the student will be able to research applicable fire codes.

Prerequisites: 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, the student will be exposed to the basics of CCTV field service and installation.

Prerequisites: EFS 108, EFS 109, and EFS 110, or Instructor's permission.

EFS 124**WASHINGTON ADMINISTRATIVE CODES 2CR**

Introduces the student to the Washington Administrative Codes pertaining to industrial safety and the administrative code pertaining to electrical installations in the state of Washington.

Prerequisites: 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 SLC Circuits (Signaling Line Circuits). Includes comprehensive lessons, lecture, and hands-on practical application and design.

Prerequisites: Successful completion of the 78-Credit Hour Electrician Low Voltage Fire/Security Certificate Program, 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, lecture, as well as hands-on practical application, installation, and design.

Prerequisites: EFS 207 or Instructor's permission.

EFS 216**ADVANCED VOICE EVACUATION FIREALARM 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.

Prerequisites: 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, as well as hands-on practical application, installation, and design.

Prerequisites: 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, as well as hands-on practical application, installation, and design.

Prerequisites: EFS-221 or Instructor's permission.

EFS 231^{CAP}**CCTV DIGITAL NETWORK SOLUTIONS 7CR**

Introduces CCTV (Closed Circuit Television) Digital Network Solutions. Explores applications that require the camera to be recorded and viewed digitally and or remotely via various networks. Includes comprehensive lessons, lecture, as well as hands-on practical application, installation, and design.

Prerequisites: EFS-226, or Instructor's permission.

ENGLISH**CMST& 220****PUBLIC SPEAKING 5CR**

An open course library class; 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, e-mail, community interaction, and other practical tools support student learning and increase public speaking skills. Emphasis is placed in principles of cultural diversity.

Prerequisite: Appropriate COMPASS/SLEP placement score or successful completion of ENG 094.

ENG 079**BASIC READING & WRITING PREPARATION 5CR**

Designed for students who have a high school diploma or GED and place below English 082 on the COMPASS placement test. Remedial instruction is provided in writing and reading skills necessary for pre college English courses. Content includes basic grammatical and mechanical concepts as they apply to writing clear and concise sentences, vocabulary building, study skills and skill building necessary to succeed in pre college level reading and writing courses.

ENG 082**BASIC READING & WRITING 5CR**

Introduces and develops basic reading and writing skills. Focus in on writing proper sentences and sound paragraphs which 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: Appropriate COMPASS/SLEP placement score.

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 convention of standard written English. Both paper and electronic communication tools will be used.

Prerequisite: Appropriate COMPASS/SLEP placement score or successful completion of ENG 082.

ENG 102**COMPOSITION:
ARGUMENTATION & RESEARCH 5CR**

Continues to develop writing skills practiced in English 101 with an emphasis on writing the research paper and writing analytical essays about literature. Through lecture, discussion, research, reading and writing, become familiar with the literary genres of prose, poetry and drama.

Prerequisite: Successful completion of ENGL& 101.

ENG 104**BUSINESS WRITING 5CR**

Review structure, content, & usage as applied to Business correspondence. Emphasis will be placed on writing clear, effective written communication, including memoranda, email, letters, resumes, & feasibility reports. Compile a portfolio. Researching & documenting data using electronic databases & the Internet will be required.

Prerequisite: Appropriate COMPASS/SLEP placement score or successful completion of ENG 094.

ENGL& 101**ENGLISH COMPOSITION I 5CR**

Introduction to expository writing where emphasis is placed upon unified, coherent essays. Learn to generate essays that support a thesis and to use the rhetorical modes of development (narration, description, comparison/contrast, cause and effect, persuasion) appropriately. Recognize writing as a process and use secondary MLA/ APA documentation styles to support critical thinking and writing.

Prerequisite: COMPASS Score of Writing 77 AND Reading 86. Placement score or successful completion of ENG 094. (revised 11/30/09)

ENGL& 235**TECHNICAL WRITING 5CR**

Focuses upon 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 it pertains to writing will be researched, discussed, and used to enhance research. Use of technology including, but not limited to, computers, printers, and scanners will be required.

Prerequisite: 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 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 the environmental technician.

ENV 152**MAPPING & SURVEYING 2CR**

Provides students with a wide variety of mapping skills necessary for many phases of environmentally-related investigations. This will be accomplished utilizing guided hands-on training with a wide variety of map resources and texts.

ENV 153**ENVIRONMENTAL SAMPLING
METHODS 2CR**

Basic principles of environmental sampling of both water and soil will be covered. Students will practice sampling techniques and learn procedural requirements for defensible sampling methods.

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**

Explore potential job areas in which the student might seek employment. The rural aspect examines agriculture, forestry, fish, and wildlife.

Prerequisite: 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: Successful completion of all ENV 100-level courses, except ENV 134.

ENV 240^{CAP}**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 as well as making 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: Successful completion of 4th quarter courses, or Instructor permission. Enrollment in ENV 246, ENVIRONMENTAL SCIENCE CAPSTONE required.

ENV 245^{CL}
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 utilize 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: Successful completion of all ENV 100-level courses, except ENV 134.

ENV 246^{CAP}
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 the Core Abilities apply in the workforce.

Prerequisite: Successful completion of 4th quarter courses, 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 utilizes water quality standards to regulate surface water quality. The concepts and principles of biologically-based water quality standards are also introduced. The occurrence, movement, and quality of water beneath the earth's surface, aquifers, well testing methods, and sampling techniques are also covered.

Prerequisite: 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 its interaction with the weather and other climatological conditions. Methods of regulatory-required air monitoring, sampling, and data interpretation will also be introduced.

Prerequisite: Successful completion of all ENV 100-level courses, except ENV 134.

ENV 251
ENVIRONMENTAL CRITICAL AREAS 7CR

Environmental critical areas, including wetlands, wildlife conservation areas, aquifer recharge areas, flood hazard, and landslide areas are covered. Focus is on wetland delineation and reporting. Appropriate sections of federal, state, and local regulations are addressed. Field trips to local sites. Delineation project 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 utilized to demonstrate how soil data is commonly used in regulatory, legal, and scientific land use interpretations and decisions.

Prerequisite: 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: 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.

ESTHETIC SCIENCES**ES 103**
SKIN PHYSIOLOGY & HISTOLOGY I 4CR

Explore the skin's cellular structure and skeletal, muscular, and nervous systems as they pertain to facials and body treatments. Basic skin diseases and disorders are covered, preparing the student for identification of the composition of skin to determine treatment protocol for facials and body treatments. All related first aid, safety, and sanitation are also covered.

ES 106
FACIAL PROCEDURES I 4CR

Cleansing, exfoliation, manipulation techniques, and treatment masks for beautifying the skin of the face and body. Determine the type of treatment and basic treatment protocol for all skin types. First aid, safety, and sanitation are also covered.

Prerequisite: ES 103.

ES 109
MACHINE FACIALS, ELECTRICITY
& LIGHT THERAPY 4CR

Covers equipment used in facial salon treatments, including steamers, magnifying lamps, galvanic and high frequency current machines. Learn the benefits of electric current machines vs. manual facial manipulations and when it is appropriate to incorporate electrical treatments. First aid, safety, and sanitation are also covered.

Prerequisite: ES 106.

ES 112
TEMPORARY HAIR REMOVAL I 3CR

Covers temporary hair removal used in the salon atmosphere, including tweezing, hard and soft wax, and cream depilatories. Also covered are all contraindications with waxing and related first aid, safety, and sanitation.

Prerequisite: ES 103.

ES 115
MAKEUP APPLICATION
TECHNIQUES I 2CR

Explore color theory as it relates to the skin, psychology of color, and basic makeup application techniques. First aid, safety, and sanitation are also covered.

ES 117
SKIN CARE & BODY WRAPS I 3CR
 Skin care to include masque and scrub applications and technique, lash and brow tinting. Body treatment protocol to include client comfort foot soaks and draping techniques, as well as discussion of various body treatments in today's market.

Prerequisite: ES 103.

ES 121
SKIN PHYSIOLOGY & HISTOLOGY II 4CR
 Examine epidermal structural scaffolding, and biochemistry of the barrier. Also includes intrinsic and extrinsic aging factors, genetic skin disorders, recognition of skin anomalies, inflammations, grades of acne, etc. First aid, safety, sanitation are also covered.

Prerequisite: ES 103.

ES 122
SALON MANAGEMENT & STATE LAWS I 2CR
 Washington State Department of Licensing laws and regulations regarding sanitation, safety, and licensing requirements for salon management and ownership are covered. Examine reception desk duties, including handling of money, balancing the till, tracking services, retail sold customer service, and marketing techniques. Course hours do not apply toward Washington State licensing requirements.

Prerequisite: ES 106.

ES 124
FACIAL PROCEDURES II 4CR
 Covers advanced facial techniques and treatments, enzyme therapy, and facial massage techniques, including pressure point. All related first aid, safety, and sanitation are covered.

Prerequisite: ES 106

ES 127
TEMPORARY HAIR REMOVAL II 4CR
 Advanced hair removal techniques such as speed waxing through proper application techniques. All related first aid, safety, and sanitation are covered.

Prerequisite: ES 112

ES 129
MAKEUP APPLICATION TECHNIQUES II 2CR
 Photography makeup techniques, including color, black and white photography, shading and contouring, and artificial lash application. First aid, safety, and sanitation are covered.

Prerequisite: ES 115

ES 131
SKIN CARE & BODY WRAPS II 3CR
 Holistic skin care, hydrotherapy, nutrition, herbal and aromatherapy for skin and body treatments. First aid, safety, and sanitation are covered.

Prerequisite: ES 106.

ES 147
SALON MANAGEMENT & STATE LAWS II 2CR
 Bookkeeping and records management, resumé writing, inventory control, marketing, and Guild Attendance are covered.

Prerequisite: ES 112. Course hours do not apply toward Washington State licensing requirements.

ES 199
CHEMISTRY FOR ESTHETICS 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 201
PHARMACOLOGY FOR ESTHETICIANS 3CR
 Independent research covers common drugs used to treat skin conditions, indications, and contraindications. Information also given on skin reactions possible with medications. Co-requisites: ES205, ES211, ES 216, ES221, ES227, ES230, and ES236.

Prerequisite: proof of esthetic license from Washington State.

ES 205
INTRODUCTION TO MEDICAL ESTHETICS OFFICE PROCEDURES 4CR
 Develop skills necessary to work efficiently in a medical office. Includes ethics, professionalism, records management, chart writing, patient intake, post-surgical care skills, first aid, CPR, and BBP. Medical terminology as it pertains to esthetic medical procedures will also be covered. Co-requisites: ES201, ES211, ES216, ES221, ES227, ES230 and ES236.

Prerequisites: proof of esthetic license from Washington State.

ES 211
INFECTION CONTROL FOR MEDICAL ESTHETICIANS 1CR
 Provides students with the skills necessary to implement proper infection control and bio-hazardous waste disposal. Sanitation, disinfection, and autoclaving instruments and equipment are covered. Review of bacteriology and spread of disease, OSHA and blood-borne pathogens will be covered, in addition to HIV/AIDS/HEPATITIS for patient and esthetician safety and protection.

Prerequisite: ES 205 and successful completion of state- approved entry-level esthetic program and proof of esthetic license from Washington State.

ES 216
CAMOUFLAGE MAKEUP 2CR
 Introduces the theory and application of makeup services used in dermatology or plastic surgery offices. Tips on how to apply to cover bruising, scarring, or redness, in addition to reducing pain during application on post-surgical clients.

Prerequisites: Successful completion of ES 221 and state-approved entry-level esthetic program and proof of esthetic license from Washington State.

ES 221
MEDICAL ESTHETICS PROCEDURES 6CR
 Theory of all medical esthetic procedures to include such topics as: microdermabrasion, cellulite reduction, micro current, bio-toning, LED manual and mechanical lymphatic drainage. Safety, sanitation, first aid and contraindications for each procedure are also included. Co-requisites: ES201, ES205, ES 211, ES216, ES227, ES230, and ES236

Prerequisite: proof of esthetic license from Washington State.

ES 227
MEDICAL ESTHETIC MACHINERY 4CR
 Includes theory and hands-on demonstrations of machinery and equipment used in medical esthetic offices. Safety, sanitation, first aid, and contraindication theory will be covered. Co-requisites: ES201, ES205, ES 211, ES216, ES221, ES230, and ES236

Prerequisite: proof of esthetic license from Washington State.

ES 230
PATIENT EDUCATION 1CR
 Incorporates effective strategies and marketing skills to educate patients on their home care and treatment plans. Co-requisites: ES201, ES205, ES 211, ES216, ES221, ES227, and ES236.

Prerequisite: proof of esthetic license from Washington State.

ES 236**INDEPENDENT RESEARCH PROJECT FOR MEDICAL ESTHETICS** 2CR

Research any medical esthetic topic or treatment modality, to include, but not limited to, microdermabrasion, laser treatments, lymphatic drainage, chemical peels, surgical care, etc. Co-requisites: ES201, ES205, ES 211, ES216, ES221, ES227, ES230.

Prerequisite: proof of esthetic license from Washington State.

ES 240**BUSINESS SKILLS & PROFESSIONAL DEVELOPMENT FOR MEDICAL ESTHETICS** 5CR

Covers business skills necessary for the medical esthetician to succeed, incorporating résumé writing, cover letters, how to develop a business plan.

Prerequisite: All courses included in first quarter of Medical Esthetics and proof of esthetic license from Washington State.

ES 242**LASER THEORY** 4CR

Covers necessary theory of laser and laser physics, types and styles of lasers, and what laser should be used for each skin type and condition. Includes first aid and safety.

Prerequisite: All courses included in first quarter of Medical Esthetics and proof of esthetic license from Washington State.

ES 252**ADVANCED COSMETIC CHEMISTRY** 2CR

In-depth study of cosmetic chemicals and product knowledge. Research papers will be produced consisting of chemical products, ingredients, and contraindications that may occur during a medical esthetic treatment.

Prerequisite: All courses included in first quarter of Medical Esthetics, proof of esthetic license from Washington State.

ES 256^{CAP}**CLINICAL LABORATORY FOR MEDICAL ESTHETICS** 10CR

Participate in practical application of medical esthetic skills and services while working with clients in the student-run clinic. Includes all machinery covered in ES 227. Also includes all safety, sanitation, first aid, and contraindications.

Prerequisite: All courses included in first quarter of Medical Esthetics and proof of esthetic license from Washington State.

GEOLOGY**GEOL& 110****ENVIRONMENTAL GEOLOGY** 5CR

Focus 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.

GEOGRAPHY**GEO 215****GPS TECHNOLOGIES** 2CR

Use global positioning system equipment to create maps and to create files for use in ArcGIS (geographic information system). Focuses on Trimble GPS technologies. Analysis tools and layout features for map creation are covered.

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 123^{CL}**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: GTC 133 or Instructor approval.

GTC 164**PREPRESS I** 5CR

Students will learn to create, edit, and manipulate PDF files, to combine files into portfolios, and to secure PDF documents. They will also learn how to work with many of the advanced features of Adobe Acrobat to include: 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

Perform techniques of the application on the Macintosh computer. Create files for electronic output, create documents using color and color separations for creating ads, brochures, menus and other documents. Explore PDF files, EPS files and production work.

Prerequisite: GTC 143 or Instructor approval.

GTC 203**PREFLIGHT** 5CR

Use applications on the Macintosh computer to create high-level graphics, images, logos, projects in color. Perform graphic manipulation, computer output, PDF formats and postscript files.

Prerequisites: GR 223, GTC 276 or Instructor approval.

GTC 209**ADVANCED VECTOR DIGITAL ILLUSTRATION** 5CR

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, Integrate Adobe Acrobat Pro as soft proofing software from within Illustrator and prepare files for electronic output ready for a service provider.

Prerequisite: 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 utilization of Photoshop for color correction. Efficient use of layers, masks, and channels for photo retouching and special effects. Optimization for production, importing and exporting of images is also included.

Prerequisite: GTC 154, 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: GTC 164 or Instructor approval.

GTC 233

QUARKXPRESS 5CR
Explore and apply page layout techniques using QuarkXpress software on the Macintosh computer for creating files. Examine the software and its use for electronic preflight. Explore EPS exporting and formats along with production skills, image creation and project development using the software.

Prerequisite: GTC 143 or Instructor approval.

GTC 254^{CAP}

CAPSTONE CLASS 5CR
Preparation of personal job hunting package of student's chosen specialty within the Graphic Technologies program to include; Industry research, business card, cover letter, envelope, resume', personal sales pitch, and portfolio.

Prerequisites: GTC 223, GTC 243 or Instructor approval.

GTC 264

PAPER, PRICING & ESTIMATING 5CR
Explore paper choices and cost within the printing industry. Estimate both materials and time for various printing processes.

GTC 276

INDESIGN II 5CR
Perform advanced techniques with InDesign, create documents, and use color and color separations for a variety of projects, and prepare files for electronic output.

Prerequisite: GTC 174 or Instructor approval.

GTC 278

INDEPENDENT STUDY 4CR
This course explores student competency in the students' specialty skills area of the Graphic Technologies program. Students will produce a capstone project showing work accomplished and skills summarized.

GTC 280

INTERNSHIP 4CR
Provide on-the-job field experience pertinent 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: GTC 254 Capstone class or Instructor Approval.

HEALTH UNIT COORDINATOR

HUC 102

INTRODUCTION TO HEALTH UNIT COORDINATING 7CR
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. The focus also in this unit will be instruction and demonstrations on the use of various communication devices and introduction to the EMR/HER and related windows programs that are used in the hospital.

HUC 106

ANATOMY & PHYSIOLOGY I FOR HEALTH UNIT COORDINATOR 3CR
Introduces basic word elements that are 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: HUC 102

HUC 109

UNIT COORDINATOR TASKS & PROCEDURES I 8CR
Enables identification of the forms commonly used in the patient's chart, explain the purpose of a patient's chart, and recognize the charting responsibilities for each healthcare team member. Presents instruction and procedures for scheduling appointments by telephone, computer, and written requests. 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.

Prerequisites: HUC 102; enrollment in HUC 106.

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: HUC 109; completion of 104, 106, 113, and 120.

HUC 113

INTRODUCTION TO COMMUNICATION IN THE HEALTH UNIT COORDINATOR ROLE 1CR
Enables the student to describe and utilize good listening skills as a means of preventing and/or solving conflicts with a variety of people in different situations. The focus also will be to develop 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: HUC 102.

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: HUC 102; enrollment in HUC 106, 109, and 113.

HUC 122
UNIT MANAGEMENT II 3CR

Focus is on cognitive knowledge for managing the nursing unit and developing communication skills using verbal and written communication. The student will develop leadership and performance skills by practicing classroom management.

Prerequisites: Completion of HUC 113 and 120.

HUC 126
LEGAL/ETHICAL ASPECTS OF
UNIT COORDINATING 2CR

Enables the student 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 how to apply these ethics in professional behaviors. AIDS education, blood-borne pathogens, HIPPA, and hepatitis information will also be covered.

Prerequisites: Completion of HUC 102, 106, 109, 113, and 120; enrollment in HUC 112, 118, and 122.

HUC 132
CLINICAL EXPERIENCE 7CR

Enables the student to utilize the cognitive and performance objectives that were presented in courses, HUC 102 through 126, in the clinical setting. The focus is on preparation of a résumé, employment application, and an employment interview. In order to participate in the clinical aspect of the program, must receive a No Record on File report from the Washington State Patrol regarding Crimes Against Persons. Clinical hours vary from 6 to 8 hours per day, 4 days a week. Students unable to complete course HUC 132 will have the option of completing clinical rotation with the next available program, on approval from the Instructors, within 6 months.

Prerequisite: Completion of HUC 102, 106, 109, 113, 120, 112, 122, and 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. Cardiac rhythms can be relatively straight or amazingly confounding. Not to worry! The purpose of this course is to provide you with an excellent baseline understanding of both the simple and more complex rhythms.

**HEATING & AIR
CONDITIONING
SERVICE TECHNICIAN
(HVAC)****HAC 102**
BASIC ELECTRICITY 5CR

Discusses the structure of matter, movement, electrons, conductors, insulators, direct and alternating current, and electrical units of measurement. The electrical circuit will also be studied along with making electrical measurements, Ohm's law, series and parallel circuits, and electrical power. Magnetic fields, inductance, transformers, capacitance, impedance, sine waves, and using electrical measuring instruments are also included.

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. Space temperature controls, (both high and low voltage), sensing temperature of solids, pressure sensing devices, oil pressure safety controls, air pressure controls, devices that control fluid flow, and maintenance of mechanical and electromechanical controls are covered.

HAC 120
ADVANCED CONTROLS &
TROUBLE SHOOTING 4CR

Control terminology, applications, and electronic control circuits are covered. 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.

HAC 160
SIEMENS CONTROLS 2CR

Serves as an introduction to the concepts of direct digital controls (DDC training). 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. Improve your control of HVAC systems, fire, security, access, control, lighting, and energy management.

HAC 162
ELECTRIC MOTORS & THEIR
APPLICATIONS 4CR

Types of electric motors are discussed, 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, capacitors run motors, permanent split capacitor motors, shaded pole motors, and single phase hermetic motors, positive temperature coefficient motors, and variable speed motors. Discussions will take place pertaining to various characteristics and insulations, bearings, mountings, and motor drives.

HAC 164
ELECTRIC MOTORS & TROUBLE
SHOOTING 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.

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. Those items along with the core knowledge of Energy management and Analysis, Green Heating, Ventilation, Air Conditioning, and Refrigeration, Electrical Generation and Consumption, and "Green" Plumbing will be discussed in the course.

HAC 170
HEATING I 7CR

Covers controls, thermal physics, electrical, and equipment for residential and light commercial heating system installation and servicing with emphasis on gas heating. Co-requisite: HAC 170, 175, 181, and 183.

Prerequisite: HAC 102 - 167.

HAC 175
HEATING LAB I 5CR

Will teach students to competently troubleshoot and repair gas burning appliances. Also covers thermal physics and equipment for heating systems' analysis and efficiency, as well as pipe threading and silver brazing. This is a hands-on class utilizing live projects.

Prerequisite: 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 electric, oil, and hydronic heating.

Prerequisite: Must have required hand tools of the trade and be enrolled in Heating I.

HAC 183
HEATING LAB II 4CR

Will teach students to competently troubleshoot and repair electric, oil, and hydronic heating equipment. Also covers thermal physics and equipment for heating systems analysis and efficiency. This is a hands-on class utilizing live projects.

Prerequisite: Must have required hand tools of the trade and be enrolled in Heating I.

HAC 201
ADVANCED REFRIGERATION 10CR

Troubleshooting and repair of refrigeration equipment, thermal physics, equipment for refrigeration systems analysis and efficiency.

Prerequisites: Must have required hand tools of the trade. Must be enrolled in HAC 249, 256.

HAC 230
EPA REFRIGERANT CERTIFICATION 1CR

Mandatory course designed to provide EPA nationally recognized certification required for purchasing, removing and recycling of refrigerants. The 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.

Prerequisites: HAC 101 through 167 and must be registered in HAC 237, 242, 246, and 255.

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.

Prerequisites: 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.

Prerequisites: Must have required hand tools of the trade and must be enrolled in the Basic Refrigeration I course.

HAC 249
JOB READINESS 5CR

Covers résumé writing, cover letter preparation, Internet job search, Work Source job readiness workshop, and tips on filling out job applications.

Prerequisites: Must be enrolled in HAC 201, 256

HAC 255^{CAP}
BASIC REFRIGERATION LAB II 3CR

Hands-on experience with introduction to controls, thermal physics, and equipment for air conditioning system installation and servicing. Must have required hand tools of the trade and must be enrolled in the Basic Refrigeration course.

HAC 256^{CAP}
COMMERCIAL HEAT PUMPS 7CR

Troubleshoot and repair residential and commercial heat pumps through study material and DVD format. Heat pump fundamentals, heat pump electrical, and heat pump charging are explored.

Prerequisites: Must have required hand tools of the trade. Must be enrolled in HAC 201, 249.

HEMODIALYSIS**HDT 107**
HEALTH INFORMATION
TECHNOLOGY IN PATIENT
SERVICES 3CR

Covers the issues, trends, and impacts of electronic and networked information technology upon the provision of health care services in general and explores specific issues related to the Hemodialysis Technician profession.

HDT 113
PHLEBOTOMY FUNDAMENTALS 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. Hands-on practice in phlebotomy skills will be provided.

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 keyboarding alphabetic, figure, symbol keys, and skill building; continued keyboarding drills and practice to develop a minimum speed and accuracy of 35 wpm. Introduction to MS Office Suite for basic business correspondence. Internet navigation will be used for student research projects.

HDT 122
HEMODIALYSIS TERMS/
ANATOMY & PHYSIOLOGY 6CR

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 125
FIRST AID/CPR/HIV 1CR

Adult CPR, First Aid and rescue breathing for adult patients. Includes history, causes, virility of blood borne pathogens, bodily substance isolation, and personal protection devices relating to dealing with HIV/Aids patients. Proper lifting techniques and body mechanics will be covered.

HDT 131
HEMODIALYSIS PRINCIPLES &
PROCEDURES 4CR

Defines the basic principals of diffusion, filtration, fluid dynamics and osmosis relating to the dialysis process. Overviews of the dialysis environment and kidney functions. Patient vitals and monitoring the treatment, including normal and abnormal values. Perform laboratory tests and utilize patient documentation procedures. Identify causes, signs, and symptoms, preventions and interventions for medical and technical complications that may occur during dialysis. Includes patient dietary and nutrition requirements.

HDT 138
MACHINE SETUP/MAINTENANCE 4CR

Covers use and setup of hemodialysis machines. Instruction focuses on organizing and setting up the dialysis machine and equipment, priming and dry machine stringing. Various testing equipment commonly used in dialysis units are studied, as well as preparation and mixing of hemodialysis concentrates. Includes standard precautions and aseptic techniques. Prepares student to initiate monitor and terminate a routine hemodialysis treatment.

HDT 141
WATER TREATMENT FOR
HEMODIALYSIS 3CR

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, dionizers, ultraviolet light, and reverse osmosis in the treatment of water for dialysis. Students will prepare a typical water treatment-monitoring schedule.

HDT 149
VASCULAR ACCESS 3CR

The history and importance of vascular access are reviewed, including the major types of permanent and temporary vascular access. Use of appropriate needle insertion for arteriovenous fistulae and grafts. Instruction in catheter care and connections. Utilize the four types of anastomosis used for internal arteriovenous fistulae. Management of thrombosis, infection, hematoma, bleeding, steal syndrome, aneurysm, and catheter dislodgment.

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. Basic interpersonal verbal and non-verbal communication are covered, 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. Covers body mechanics and proper lifting techniques. Includes information on sexual harassment.

HDT 161
CLINICAL PRACTICUM 6CR

During the clinical experience, the student will participate in a dialysis facility as a member of the healthcare 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.

HDT 163
FIELD STUDY 1CR

Familiarizes the student with various dialysis companies in the greater Puget Sound area. The students will be partnered in small groups and will be required to contact four different dialysis companies in the area in order to conduct an interview with a staff member. The information gathered will be collected into a notebook to be submitted at the end of the class. Information to be included: 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 the student when seeking a dialysis technician position at the end of the course.

**HUMAN SERVICES/
CHEMICAL
DEPENDENCY****HS 110^{cl}**
**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 as well as develop proficiency of the use of technology.

HS 115
**THERAPEUTIC COMMUNICATION
SKILLS** 5CR

Acquaints students with the basic methods of therapeutic communication. Emphasis is placed upon building basic active listening skills. Students will demonstrate mastery of theory through classroom activities, including mock interviews and videotaping.

HS 123
**HIV/AIDS & BLOOD BOURNE
PATHOGENS** 1CR

Increases students' knowledge of HIV/AIDS & 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.

HS 127
**INTRODUCTION TO HUMAN
SERVICES** 5CR

Introduces students to human services as a profession and will include 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 service worker, as well as the occupational and educational alternatives for graduates.

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 perform relevant job duties and tasks within their agency of choice, attend supervision meetings, identify community resources that are applicable, and perform other job duties as assigned. Instructor permission is required for site choice.

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.

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.

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.

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 the assessment and evaluation of psychological disorders. An emphasis will be placed on the continuum that exists between normal and abnormal behavior by examining biological, psychological and socio-cultural causal factors as they relate to adults and children.

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 & wellness, including coping strategies, personal boundaries, self-awareness and how to avoid burnout on the job.

HS 228**DYNAMICS OF VIOLENCE 3CR**

Presents an overview of the dynamics of violence in relationships to both the perpetrator and the victim. Areas of emphasis include child neglect, child sexual and physical abuse, missing and exploited children & adolescents, domestic violence, the cycle of violence, elder abuse, and the impact on the family system. Strategies for treatment and community intervention are explored.

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.

HS 234^{PIV}**CULTURALLY COMPETENT PRACTICE 5CR**

Provides students with an awareness of the historical, cultural, socio-economic, 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.

HS 237**LAW & ETHICS FOR HUMAN SERVICES 3CR**

Presents an overview of the ethical and professional issues that human services workers will face in the field. Included are such topics as 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.

HS 238**SPECIAL PROJECTS 3-5CR**

Increases the student's 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 3-5CR**

Students will be responsible for performing either a literature review and/or research 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 & community. A strengths based perspective will focus on the biological, psychological and socio-cultural factors influencing addiction and recovery.

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 community resources that are applicable, and perform other job duties as assigned. Instructor permission is required for site choice. Successful completion of Internship I is required.

HS 246**GROUP PROCESS 3CR**

An introduction to the dynamics of group interaction with emphasis upon the student's firsthand experience as a group leader and member. The factors involved in problems of communication, effective emotional responses, and personal growth will be highlighted. Emphasis will be placed on 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.

HS 256**SPECIAL PROJECTS 3-5CR**

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.

HS 258^{CAP}**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 community resources that are applicable, and perform other job duties as assigned. Instructor permission is required for site choice. Successful completion of Internship II is required.

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 stressed.

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 DRUGS & 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 155**CHEMICAL DEPENDENCY & COUNSELING I: INDIVIDUALS & GROUPS 5CR**

Focuses on learning a collaborative process that facilitates the client's progress toward mutually determined treatment goals and objectives. Students will learn counseling competencies that include: sensitivity to the client's individual characteristics and culture, the role of the counselor, approaches to counseling & addiction disorders, use of warmth, respect, genuineness, concreteness, empathy, and the therapeutic use of power and authority. Group dynamics and strategies will also be covered.

HSCD 215**CASE MANAGEMENT & RECORD-KEEPING FOR THE CDP** 5CR

Focuses on the basic case management skills of service coordination, referral practices, community services, ongoing evaluation of treatment progress, client needs, and learning documentation standards and applicable laws.

HSCD 226**CHEMICAL DEPENDENCY ASSESSMENT & EVALUATION** 2CR

Includes learning how to use screening, evaluation, and assessment techniques, as well as being able to determine a client's readiness for treatment and change, and determining an appropriate level of care for the client.

HSCD 228**CHEMICAL DEPENDENCY & THE LAW** 2CR

Examine the federal & state laws that pertain to chemical dependency for individuals and facilities. Students also become familiar with the criminal, civil, and juvenile court systems.

HSCD 249**CHEMICAL DEPENDENCY & COUNSELING II: ADOLESCENTS & FAMILIES** 5CR

Become familiar with culturally competent models of diagnosis and intervention for families and adolescents, as well as build an understanding for the dynamics among family members.

HSCD 251**RELAPSE PREVENTION** 3CR

Become familiar 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.

HSCD 256**SPECIAL PROJECTS** 3-5CR

Students will be responsible for formulating and implementing idea 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** 3-5CR

Students will be responsible for performing a either a literature review and/or research on a human services related topic. 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 to include: 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 explore the path of what happens along the way. This course is an introduction to inspiration, conceptualization, communication and elements and principles of design and trendspotting.

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. Field surveys, symbols and graphics, and formatting of drawings will be introduced.

Prerequisites: DSN 105.

DSN 123**MATERIALS, METHODS, & TECHNIQUES OF INTERIOR DESIGN** 4CR

This course is an introduction to the fundamental design materials and applications for interior environments to include: 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. Areas covered are: 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.

Prerequisites: DSN 105, 121.

DSN 152**FURNITURE & CABINET DESIGN** 2CR

This course covers the fundamentals of custom furniture and cabinet design. Based on the study of furniture design theory, function, social use, materials and fabrication, students will design a unique custom piece of furniture.

DSN 153**DRAFTING III** 5CR

Completion of this course will provide 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.

Prerequisites: 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, as well as commercial design case studies.

DSN 206
20/20 DRAFTING 5CR
Learn to design kitchen and bath spaces using 20-20 Design software. Skills learned will 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
Completion of this course will provide 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 the student for a professional job search.

DSN 214
GREEN DESIGN: AN OVERVIEW 5CR
Learn the basic fundamentals of Green Design. What is this new concept of living? When did it begin, and how far have we come? How can it benefit our lives and our planet? In this brief overview, students will study relevant vocabulary and examine the basics of sustainable design.

DSN 216
CAD I 5CR
Introduction to CAD (Computer Aided Drafting). The successful student will learn the basic functions and commands to produce drawings for interior design construction.

DSN 219
A CLOSER LOOK AT LIVING GREEN 4CR
Live a greener life. Students will learn the Seven Paths to a Good Green Home and take a closer look at what the interior design field can do for the green cause by studying the text and reporting on local case studies.

DSN 221
BUILDING THE GREEN LIFE: MATERIALS & ESTIMATING 5CR
Finding and specifying the right green products for your project will benefit both your client and your planet. Students will become familiar with green resources, as well as when and where to specify green products for their projects.

DSN 223
PROJECT GREEN: DEVELOPING A GREEN DESIGN 5CR
The student will design and present a sustainable interior space. Students will spend class time developing a green design based upon knowledge obtained throughout the quarter and present to the class, in preparation for real life green design proposals.

DSN 225
DESIGN I 5CR
Utilizing provided programming information, students will be introduced to space planning for commercial interiors to include: programming, design schematics, ADA standards for accessibility, and code considerations.

Prerequisites: DSN 216.

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 which are an essential part of designing building interiors.

Prerequisites: DSN 225

DSN 231
20TH CENTURY & CURRENT DESIGN PHILOSOPHIES & SIGNIFICANT WORKS 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, the student will develop and present a space plan and design concept for a renovation project of commercial nature, utilizing an existing space as a model. Students will also be introduced to building code topics such as occupant load, means of egress and emergency lighting and signage. Upon completion of the project, students will give a verbal and visual presentation of their design concept.

Prerequisites: DSN 225.

DSN 239
CAD II 5CR
This course includes the intermediate level use of 2-dimensional CAD (computer aided drafting). To develop increased knowledge, speed, and accuracy, following demonstration and in class exercises, the student will use AutoCAD software to develop advanced layouts in paper space. They will explore many uses of the program by working with 2-D assignments.

Prerequisites: DSN 216.

DSN 241
BUSINESS PRACTICES 4CR
This course is an introduction to business practices, as it is generally conducted by interior designers. The intent of this study is to acquaint the student 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. It is designed to address current topics within the profession and help prepare the student prepare for internship and the job search.

DSN 245
INTERNSHIP OR ALTERNATIVE STUDY 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.

DSN 251
CONTRACT FURNITURE 3CR

This course provides an introduction to the various types of furniture used in commercial design. Concentration will be on the selection and 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. The student 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.

Prerequisites: Instructor Approval.

DSN 266^{CAP}
PORTFOLIO/PROFESSIONAL PRESENTATION 7CR

Students will create and present a professional portfolio of their work illustrating the level of design and technical skills they are capable of achieving. Students will learn to present themselves and their work professionally to prepare for the job search, interviews and employment in the interior design industry.

Prerequisites: Passed all courses in quarters 1 through 5 of the Interior Design program (or Instructor Approval).

DSN 270
(OPTIONAL) INDEPENDENT STUDY 4CR

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. The student 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.

Prerequisites: 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, the student will select a meaningful project within an area of interest to strengthen their range of abilities. The student 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.

Prerequisites: Instructor Approval.

MANUFACTURING TECHNOLOGIES**MCH 101**
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: Instructor's permission.

MCH 105
SHOP MATH/BLUEPRINT I 6CR

Provides a review of basic arithmetic, using addition, subtraction, fractions, and decimal fractions. Study of drawings and prints, and an overview of basic measuring tools.

Prerequisite: Instructor's permission and MCH 101.

MCH 107
SHOP MATH/BLUEPRINT II 6CR

Provides study of basic geometry concepts and introduction to calculators. Advanced study of prints and reading of machine details.

Prerequisite: 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: 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: 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 utilized.

Prerequisite: 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 utilized.

Prerequisite: 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 utilized.

Prerequisite: 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 utilized.

Prerequisite: 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 utilized.

Prerequisite: 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: 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: 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. 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 utilized.

Prerequisite: 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.

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.

MCH 211
INTERMEDIATE CNC 10CR
Understanding and operating Computer Numerical Control (CNC) machinery. Writing programs and manual data input. Actual machining jobs from industry may be utilized.

Prerequisite: Instructor's permission and MCH 101.

MCH 216
ADVANCED CNC 12CR
Progressively advanced CNC machining techniques with emphasis placed on program troubleshooting, and increased production. Actual machining jobs from industry may be utilized.

Prerequisite: Instructor's permission and MCH 101.

MCH 219
CAREER OPPORTUNITIES 4CR
Covers writing a r sum , researching employers, and job search techniques.

Prerequisite: Instructor's permission and MCH 101.

MCH 223
INSPECTION TECHNIQUES 6CR
Proper use of inspection tools and equipment. Emphasis is on applied use of geometric dimensioning and tolerancing, with use of granite layout surfaces.

Prerequisite: 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: Instructor's permission and MCH 101.

MCH 231^{CAP}
MANUFACTURING RESOURCES & RESEARCH 4CR
Study of resources for machining information with emphasis on methods of research.

Prerequisite: Instructor's permission and MCH 101.

MCH 240
TRAINING & PRACTICE 1-15CR
Special instruction to suit the individual's needs. Repeated enrollment ensures progressively advanced training. The number of times one may enroll is based on the student's needs, and is at the Instructor's advisement.

Prerequisite: Instructor's permission and MCH 101.

MESSAGE STUDIES

MASST 110
ANATOMY, PHYSIOLOGY & PATHOLOGY I 5CR
Introduces the student to anatomy and physiology, cytology, integumentary, osteology, mycology, and nervous system.

MASST 111
ANATOMY, PHYSIOLOGY & PATHOLOGY II 5CR
Explores endocrinology, cardiovascular, digestive, and respiratory systems.

Prerequisite: Successful completion of MASST 110

MASST 114
SWEDISH MASSAGE THEORY 5CR
Introduces the learner 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: The student 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. MASST 114 must be taken concurrently with MASST 117

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: Successful completion of the Swedish Massage Practitioner Program, completion of a similar program from another accredited institution, or currently a Washington State Licensed Massage Practitioner.

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: Successful completion of MASST 114 and MASST 117.

MASST 117
SWEDISH MASSAGE PRACTICE 4CR
Apply knowledge and techniques taught in Swedish Massage Theory. This class prepares the learner to practice safe, relaxing, therapeutic, and effective Swedish Massage. In addition to proper use and application of Swedish Massage strokes, the learner will also practice proper self-care techniques, and learn how to care for their equipment.

Prerequisite: MASST 117 must be taken concurrently with MASST 114.

MASST 123
CLINICAL APPLICATION OF MASSAGE THERAPY 4CR
Introduces and prepares the learner 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: Successful completion of Swedish Practitioner course or equivalent, or currently a Washington State licensed massage practitioner.

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
Continue the study of movement. This course 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: 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 formulate a treatment plan to safely and effectively assess and treat those conditions.

Prerequisite: Successful completion of MASST 115 and MASST 123

MASST 133
DEEP TISSUE MESSAGE THEORY 4CR

Introduces the student to a variety of massage treatment techniques, providing groundwork for clinical massage applications. Indications, contraindications, and treatment modifications will be identified and discussed.

Prerequisite: Successful completion of MASST 114 and MASST 117. MASST 133 must be taken concurrently with MASST 134.

MASST 134
DEEP TISSUE MESSAGE 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: Completion of MASST 114 and MASST 117. MASST 134 must be taken concurrently with MASST 133

MASST 136
COMPLEMENTARY MESSAGE
MODALITIES II 2CR

Introduces the student to a variety of massage modalities that can safely be 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: Successful completion of MASST 114 and MASST 117.

MASST 137
KINESIOLOGY: HEAD AND NECK 1CR

Continue the study of movement. This course builds upon 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: Successful completion of MASST 126.

MASST 139
CLINICAL MESSAGE BUSINESS &
ETHICS I 1CR

Prepares the learner to communicate with other healthcare practitioners through proper and thorough documentation.

Prerequisite: 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
MESSAGE 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 know and follow professional ethics as related to massage, will learn and practice universal safety precautions, utilize and understand common medical terms, research the different avenues of employment available, and begin the process of building a successful massage business.

MASST 144
MESSAGE BUSINESS & ETHICS II 2CR

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: Successful completion of MASST 143

MASST 145
ORTHOPEDIC ASSESSMENT 4CR

Detailed analysis of joints, ligaments, and how movements are affected by surrounding structures. Integrating basic assessment and treatment of common musculoskeletal injuries and conditions.

Prerequisite: Successful completion of MASST 126, MASST 130, MASST 137 and MASST 146 or currently a Washington State licensed massage practitioner.

MASST 146
KINESIOLOGY: LOWER EXTREMITY 2CR

Continue the study of movement. This course builds upon the principles and skills for locating and identifying bony landmarks and muscles of the lower extremity using palpation techniques, movement, and anatomical terminology.

Prerequisite: Successful completion of MASST 126.

MASST 147
CLINICAL MESSAGE 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, the learner will also be presented with the common allopathic treatment(s) 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: 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 149
CLINICAL MESSAGE THEORY:
SPECIAL POPULATIONS 5CR

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 151DIV.

Prerequisite: 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 151^{DIV}
CLINICAL MESSAGE PRACTICE:
SPECIAL POPULATIONS 3CR

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: 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 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 how to safely and effectively assess and treat those conditions.

Prerequisite: Completion of MASST 115 and MASST 123, or currently a Washington State licensed massage practitioner.

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 how to safely and effectively assess and treat those conditions.

Prerequisite: Successful completion of MASST 115 and MASST 123, or currently a Washington State licensed massage practitioner.

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: Successful completion of MASST 115 and MASST 123, or currently a Washington State licensed massage practitioner.

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, on-site events, and/or practice in Clover Park Technical College's student-run massage clinic.

Prerequisite: 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 159**CLINICAL MESSAGE BUSINESS & ETHICS II 1CR**

Prepares the learner to communicate with and leads the learner through the process of billing insurance companies for services, from codes to filling out forms and follow-up.

Prerequisite: Successful completion of MASST 139, or currently a Washington State licensed massage practitioner.

MASST 160^{CAP}**PRACTICUM II 3CR**

Allows the student to choose and pursue individual workplace experience opportunities. This opportunity may be in a supervised internship setting, on-site events, and/or practice in Clover Park Technical College's student-run massage clinic.

Prerequisite: 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 162**STUDENT CLINIC 2CR**

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 more administrative positions in a clinic by rotating through the positions of receptionist, cashier, and scheduling manager.

Prerequisite: Successful completion of MASST 114 and MASST 117. Student must have current First Aid/CPR certification, as well as having completed a minimum of four hours HIV-AIDS training, and 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 MESSAGE 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, the learner will also be presented with the common allopathic treatment(s) 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: Successful completion of MASST 147.

MATERIAL SCIENCE**MS 103****FUNDAMENTALS OF COMPOSITE AND NDI FOR COMPOSITES 4CR**

Implement techniques and processes utilized for nondestructive inspection of composite and bonded materials. Learn theory, principles, techniques and applications of NDI methods for composite structures.

MS 110**BLUEPRINT READING AND SKETCHING 4CR**

Introduces principals, terms, and definitions of reading and understanding blueprints.

MS 113**QA/QUALITY FOR MANUFACTURING 4CR**

Examine issues affecting quality in manufacturing. Utilize statistical methods and management philosophies that facilitate identification and resolution of problems in production processes, resulting in continuous quality improvement.

Prerequisite: Student must successfully complete MCH 101, MS 110, MS 115, MS 122, and MS 130 prior to continuing in the Quality Assurance program.

MS 115**INTRO TO REPORT/FORMS WRITING 3CR**

Introduces the student to the technical style of report and test procedure and writing commonly used in nondestructive testing.

MS 118**QA/MEASURING INSTRUMENTS 4CR**

Utilize precision measurement tools and measuring procedures used in manufacturing, particularly tools relevant to Quality Assurance (QA) tasks.

Prerequisite: Student must successfully complete MCH 101, MS 110, MS 115, MS 122, and MS 130 prior to continuing in the Quality Assurance program.

MS 120**INTRO TO CODES & SPECIFICATIONS 2CR**

Introduces codes and specifications terms, definitions, and applications. Learn how to use and interpret in specific applications in field situations.

MS 122
MATHEMATICAL APPLICATIONS
FOR QUALITY ASSURANCE 5CR

Apply mathematics in quality assurance. Utilize basic principles of math, algebra, geometry, trigonometry, and statistics in relation to measurements of products and processes, including conformity and acceptable variance. Model conversion and utilization of measurements from any of the three standard measurement systems common in industry: The International System of Units (SI), the metric system, and the English system.

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 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, advantages, limitations, and factors that should be considered when choosing a manufacturing process.

MS 135
PRINCIPLES OF
TROUBLESHOOTING 3CR

Gain knowledge and understanding of troubleshooting processes and procedures. Identifies thought process utilized when troubleshooting and allows each student the opportunity to put theory into practice.

MS 140
STATISTICS FOR MATERIAL
ENGINEERING TECHNICIANS 3CR

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.

NDT 110
INTRODUCTION TO NDT 3CR

Introduction to terms, definitions, and method overview of nondestructive testing. Methods include: eddy current liquid penetrant, magnetic particle, radiography, and ultrasonic testing.

NDT 120
VISUAL AND OPTICAL TESTING 5CR

Visual inspection is the most widely used method of nondestructive testing. Learn to detect various discontinuities that are related to the power plant industry, structural steel fabrication and construction industry, aerospace industry, petro-chemical industry, and manufacturing processes. Exercises are performed using many visual inspection tools.

NDT 125
MAGNETIC PARTICLE TESTING 5CR

Learn proper magnetization techniques, evaluate indications, interpret accept/reject standards, and implement quality control techniques. Students develop and write procedures and inspect welds, castings, and machined components. Includes extensive hands-on training in the magnetic particle lab.

NDT 130
LIQUID PENETRANT TESTING 5CR

Covers principles and practices of liquid penetrant inspection. 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. 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 the theory of the production of eddy currents, including electrical concepts. The calibration and operation of eddy current machines will be covered, along with the applications of eddy current testing.

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. Overview of techniques related to weld inspection.

NDT 150
ULTRASONIC TESTING I 5CR

Introduces ultrasonic principles of sound wave propagation and term definitions. Introduces the student to the calibration ultrasonic equipment and the various straight beam testing methods. Also covers linearity and immersion testing, Snells law, and angle beam calibration and testing.

Prerequisite: MAT 099.

NDT 160
RADIOGRAPHIC TESTING I 5CR

Introduces radiographic principals, terms, definitions, and basic theory. Basics covered give an understanding of how an X-ray tube generates X-radiation and how the use of radiation will provide a finished product. Explores basic use of X-ray film, film speed, and film processing. Introduction to finished film quality and interpretation. Introduction to procedures using radiographic standards and codes. Introduces film interpretation for welds, castings, and nonmetallic materials, teaching accept-reject criteria.

NDT 170
EDDY CURRENT TESTING II 5CR

Presents advanced theory and application as it relates to depth of penetration, characteristic frequency, and flaw characteristics. Lab exercises prove and reinforce these advanced theories.

NDT 180
ULTRASONIC TESTING II 5CR

Covers the use of angle beam testing to locate and size welding flaws. Immersion inspection of composite materials will also be covered. At the completion of this course, the student will be given Level I General, Specific, and Practical Tests.

Prerequisite: MAT 099.

NDT 190
RADIOGRAPHIC TESTING II 5CR

Covers radiographic techniques commonly used in industrial testing. The student will make radiographs using X-ray machines and Iridium 192 isotope sources. Focuses on the safety aspect of working with radioisotopes and equipment used in isotope radiography.

NDT 210
EDDY CURRENT TESTING III 5CR

Presents the student with advanced eddy current inspection techniques. Advanced applications will include multi-frequency inspection, nuclear tubing inspection, and many aircraft inspection techniques.

NDT 220
ULTRASONIC TESTING III 5CR

Covers the application of advanced ultrasonic techniques, procedures, codes, and specifications as they apply to industry. Advanced applications will be performed using normal beam testing, angle beam testing, and immersion techniques. Techniques will be applied to a variety of industries, such as power, construction, manufacturing, and aircraft inspection. Also exposes students to computerized ultrasonic applications.

Prerequisite: MAT 099.

NDT 230
RADIOGRAPHIC TESTING III 5CR

Covers radiographic techniques used by the American Society of Mechanical Engineers, American Welding Society Structural Welding Code, American Petroleum Institute, and other codes used in industry. The student will do radiographic inspection and evaluation to each code, computer enhanced real-time radiography, and Cobalt 60 isotope radiography.

NDT 240^{CAP}
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 1-11CR

Provides on-the-job practical experience under the supervision of an employer. Instructor permission is required for the site choice.

Prerequisite: Advanced standing and Instructor's permission.

NDT 255
NDT SPECIAL PROJECTS 1-3CR

Strengthen technical skills in NDT topics by applying knowledge to projects of personal interest and/or assigned.

Prerequisite: Advanced standing with Instructor's permission.

MATHEMATICS

MAT 060
FUNDAMENTALS OF ARITHMETIC 5CR

Comprehensive instruction in basic arithmetic including whole numbers, fractions, decimals, ratio, proportion and percentages. Math vocabulary and problem solving strategies and approaches are taught.

Prerequisite: Appropriate COMPASS placement score is required.

MAT 072
MEDICAL MATH APPLICATIONS 3CR

Emphasis on fractions, combined percentages, metric, apothecary measurements and conversions, roman numerals and dosage calculation formulas. Self-paced lab. (For Hemodialysis students only).

Prerequisite: Appropriate COMPASS placement score is required.

MAT 082
PREALGEBRA 5CR

Covers basic operations with whole numbers, fractions, decimals, percentages, ratio and proportion, signed numbers, algebraic expressions, linear equations, order of operations, basic geometry, units of measurements, and introduction to statistics.

Prerequisite: Appropriate COMPASS placement score or successful completion of MAT 60 is required.

MAT 089
INTRODUCTION TO ALGEBRA
PART I 5CR

Designed for students with no algebra background. Reviews basic operations and order of operations with real numbers. Develops algebraic topics including solving linear equations, and graphing linear equations.

Prerequisite: COMPASS placement score of 32 or higher or successful completion of MAT 82.

MAT 090
INTRODUCTION TO ALGEBRA
PART II 5CR

Continuation of a course designed for students with no algebra background. Develops algebraic topics including systems of equations, polynomials, factoring and rational expressions.

Prerequisite: Successful completion of MAT 89.

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: Appropriate COMPASS placement score; or successful completion of MAT 82 is required.

MAT 098
INTRODUCTORY & INTERMEDIATE
ALGEBRA 5CR

Designed for students who have an extensive algebra background and only need a refresher before moving to college level work. Develops algebraic topics including solving equations and inequalities, graphing of linear and nonlinear equations, solving systems of equations, polynomials, factoring, rational expressions, roots and radicals, solving absolute value equations and inequalities, solving quadratic, exponential and logarithmic equations, and introduction to functions.

Prerequisite: COMPASS score of 50 or higher AND instructor permission.

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: COMPASS placement score 62 algebra or 40 college algebra, or successful completion of MAT 91 is required

MAT 105
MATHEMATICS FOR INDUSTRIAL
PROFESSIONS 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; with applications to material strength, tapers, pulleys, gears, screw threads, and elementary engines. Scientific calculator required.

Prerequisite: Appropriate COMPASS placement score or successful completion of MAT 91 is required.

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: Appropriate COMPASS placement score or successful completion of MAT 91 is required.

MAT 107
BUSINESS MATHEMATICS 5CR

Develops elements of algebra applied to percentages, markup and markdown, discounts, payroll, and simple and compound interest. Scientific calculator required.

Prerequisite: Appropriate COMPASS placement score or successful completion of MAT 91 is required.

MAT 108
MATH FOR HEALTH OCCUPATIONS 5CR

Develops elements of algebra including quadratic equations with real roots; 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: Appropriate COMPASS placement score or successful completion of MAT 91 is required.

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: Appropriate COMPASS placement score or successful completion of MAT 99 is required.

MAT 210
DISCRETE MATHEMATICS 5CR

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: COMPASS college algebra of at least 53 or successful completion of MATH& 141.

MAT 99
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: Appropriate COMPASS placement score or successful completion of MAT 91 is required.

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: Appropriate COMPASS placement score or successful completion of MAT 99 is required.

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: Appropriate COMPASS placement score or successful completion of MATH& 141 or equivalent is required.

MATH& 146
INTRODUCTION TO STATS 5CR

Descriptive and inferential statistics, including measures of central tendency, dispersion or variation, and skewness. The student is 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-t, and F distributions, linear regression and correlation, and the Chi-square distribution. Graphing calculator is required.

Prerequisite: Appropriate COMPASS placement score or successful completion of MAT 99 is required.

MATH& 151
CALCULUS I 5CR

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: Successful completion of MATH& 142 or equivalent is required.

MECHATRONICS TECHNICIAN

MEC 101
HAND TOOLS AND SHOP BASICS 3CR
Use and care of hand and machine tools used in measurement, layout, and inspection.

MEC 110
INTRODUCTION TO AUTOMATED MANUFACTURING 5CR
Provides foundational overview of industrial automation principles, equipment, and integration process as seen in various industries including: advanced manufacturing, packaging, distributing, and energy.

MEC 115
ELECTRONICS I: AC/DC CIRCUITS 5CR
Apply understanding of basic principles of electronics, such as: voltage, current, resistance, and operational theory of alternating and direct current circuits by demonstrating operation and industrial applications of transistors and integrated systems.

MEC 120
CAD FOR TECHNICIANS 4CR
Provides an understanding and practice for reading and producing basic two dimension drawings and three dimension solid models.

MEC 125
HYDRAULICS AND PNEUMATICS 5CR
Develop an understanding of equipment and principles of hydraulics and pneumatics used in advanced manufacturing and automated systems.

MEC 130
ELECTRONICS II: ELECTRIC MOTORS 5CR
Apply electrical concepts for setting up and integrating electric motors and control circuits for industrial equipment.

MEC 140
COMPUTER PROGRAMMING/ PROGRAMMING LOGIC 4CR
Overview of computer setup, hardware and software installation, and basic methods of computer programming. Areas of emphasis include understanding equipment and program specifications, programming languages, and programming logic.

MEC 145
METROLOGY: PRECISION MEASUREMENTS 4CR
Develop an understanding of precision measurement tools and methods used in advanced manufacturing.

MEC 150
MECHANICAL SYSTEMS 5CR

Develop an understanding of basic mechanical components utilized in mechatronic system and demonstrate their skills by: using appropriate materials and tools; troubleshoot techniques and strategies to identify, localize and correct malfunctions.

MEC 160
PROGRAMMABLE CONTROLS I 4CR

Develop skills in basic programming techniques and equipment integration for automated processes.

MEC 165
ROBOTICS AND AUTOMATED CONTROLS I 5CR

Develop basic skills in assembling, testing, and programming robotic equipment utilizing a variety of automated controls.

MEC 170
INDUSTRIAL SENSORS AND ACTUATORS 5CR

Develop an understanding of how actuators and sensors are used in automated systems and demonstrate understanding by integrating devices into process design and setup.

MEC 200
PROGRAMMABLE CONTROLS II 5CR

Apply advanced programming techniques and equipment integration to execute more complex automated processes.

MEC 210
ROBOTICS AND AUTOMATED CONTROLS II 5CR

Develop more advanced skills in connecting, testing, troubleshooting, repairing, and programming robotic equipment.

MEC 220
TECHNICAL SYSTEMS TROUBLESHOOTING I 5CR

Utilize knowledge of automated systems and mechatronics to set up, evaluate, and repair sorting and packaging processes.

MEC 230
ROBOTICS AND AUTOMATED CONTROLS III 5CR

Demonstrate ability to setup and program robotic equipment to complete more complex tasks.

MEC 240^{CAP}
TECHNICAL SYSTEMS TROUBLESHOOTING II 5CR

Utilize knowledge of automated systems and mechatronics to design, setup, evaluate, and repair complex systems used to assemble a product.

MEDIA DESIGN & PRODUCTION**MDP 112**
DSLR VIDEO A TO Z 5CR

Allows students to make the leap from still pictures to moving ones using Digital Single Lens Reflex cameras (DSLR). Students will explore the amazing capabilities of these new DSLR video cameras while making several short films in our studio. Topic covered are: Audio: on camera and off, frames rates, white balance, "run and gun rigs", composition and story development. Some light editing will be included in Adobe Premiere.

MDP 114
TECHNOLOGY & MULTIMEDIA PRODUCTION 5CR

Students will explore via lecture and research the techniques used to design and create some of today's most compelling TV commercials and advertisements using video production and new media techniques. Student will explore the history of how Media Design and Production has gotten to the level it is at today. Students will also study all aspects of Video Production from Equipment to Scriptwriting to Pre Production, Production and Post Production.

MDP 116
CREATIVE DEVELOPMENT 5CR

Explore the creative decision making process by working with mock clients. Students will explore, research, and develop content that meets the client's needs specifically geared towards their product, company, or message. Students will also script out the segments for the student produced on line technology review show "Information Overload"

MDP 119
DIGITAL PHOTOGRAPHY 5CR

Digital images are captured using technical control of the digital camera's depth fields, light, clarity, motion, and memory requirements. The selection of image content and application of composition principles are determined based on the photography objectives of the final multimedia project.

MDP 123
DIGITAL IMAGING I: PHOTOSHOP 5CR

Introduces the fundamentals of Photoshop to include basic tools, image editing, painting, color correction and the creation, use, and management of layers and channels.

MDP 127
DIGITAL HD VIDEO & LIGHTING I 5CR

Students will use the skills they've learned to create multiple video projects, ranging from 30 sec commercials, PSA's and other segments for the Student produced Tech review show "Information Overload"

Prerequisite: MDP 114, MDP 116, MDP 119, MDP 123

MDP 131
DIGITAL HD VIDEO EDITING I 5CR

Digital HD video production and editing. Perform sequencing, add transitions, motion paths, special effects, titles, manage color, apply opacity keying, and prepare for export to multiple formats.

Prerequisite: MDP 114, MDP 116, MDP 119, MDP 123, MDP 127

MDP 171
DESIGNING WITH ILLUSTRATION SOFTWARE 5CR

Vector-based software, tools, and features will be used to create text and logos, apply image effects, build vector graphics, and incorporate branding and identifiers when designing products. Special attention will be given to developing skill with the Pen tool.

MDP 201
DIGITAL HD VIDEO & LIGHTING II 5CR

Students will use the lighting and camera skills they learned from MDP 114, MDP 116, MDP 119, MDP 123, MDP 127 and apply it to producing more segments for the student produced Tech review show "Information Overload."

Prerequisite: MDP 114, MDP 116, MDP 119, MDP 123, MDP 127

MDP 203
DIGITAL HD VIDEO EDITING II 5CR

Student will explore more advanced editing techniques such as: Multi camera edits, designing with in the static frame and moving frame using multiple layers of video and graphic elements. Color correction techniques and working with advanced motion graphics will also be explored.

Prerequisite: MDP 114, MDP 116, MDP 119, MDP 123, MDP 127

MDP 205
DIGITAL IMAGING II: PHOTOSHOP 5CR

Introduces the fundamentals of Photoshop to include basic tools, image editing, painting, color correction and the creation, use, and management of layers and channels.

Prerequisite: MDP 114, MDP 116, MDP 119, MDP 123, MDP 127, MDP 131, MDP 171, MDP 201, MDP 203

MDP 207
DSLR VIDEO SPECIAL EFFECTS AND TECHNIQUES 5CR

Students will use special effects hardware with DSLR cameras including: glide cams, sliders, time lapse intervalometers and macro lenses. Some light editing will be included in Adobe Premiere. Students will make several short films in studio and on location.

Prerequisite: MDP 114, MDP 116, MDP 119, MDP 123, MDP 127, MDP 131, MDP 171, MDP 201.

MDP 210
DIGITAL MOTION GRAPHICS
INTRODUCTION 5CR

Explore the world of After Effects with hands on training, video tutorials and in class lectures. Create 2D/3D Composites, Motion Graphics, Video Post Effects, Color Correction, Keying green screen using Keylight, 3D Camera Tracking, Video Stabilization and much more. Get a great first look at what Compositing is and how it can be used to create great looking Animations and Video Post effects in no time.

Prerequisite: MDP 114, MDP 116, MDP 119, MDP 123, MDP 127, MDP 131, MDP 171, MDP 201, MDP 203.

MDP 212^{CAP}
DIGITAL MEDIA PROJECT 5CR

Provides the practical experience of developing either a Video Demo Reel, Short Story, or Documentary from Pre Production all the way to the finished product. Output to multiple formats and enter it into local film festivals if student wishes to do so. Students are expected to employ their entire knowledge base in defining, designing, and implementing their Capstone Project.

Prerequisite: MDP 114, MDP 116, MDP 119, MDP 123, MDP 127, MDP 131, MDP 171, MDP 201, MDP 203.

MDP 231
INDEPENDENT STUDY PROJECT 5CR

Students prepare a project for their portfolio, demonstrating all aspects of their specialization area.

Prerequisite: MDP 114, MDP 116, MDP 119, MDP 123, MDP 127, MDP 131, MDP 171, MDP 201, MDP 203.

MDP 239
INTERNSHIP 5CR

On-the-job practical field experience. Apply classroom study to actual work applications and assignments related to area of specialization. Internships may be paid or non-paid assignments and occur at on or off-campus locations. Includes an arranged seminar.

Prerequisite: MDP 114, MDP 116, MDP 119, MDP 123, MDP 127, MDP 131, MDP 171, MDP 201, MDP 203.

MDPA 114
3D FUNDAMENTALS 5CR

Explore the basic areas of 3D. Areas covered will include UI, Modeling, UVW Mapping, Animation, Materials, Lighting, Rendering, Workflow, and Scene Management.

Prerequisite: MDP 103

MDPW 134
WEB ANIMATION I FLASH 5CR

Explore the basic tool set while creating nine animated movies. Use movie clips, graphic symbols, and buttons to add interactivity to the movie. Use Actionscript 3 to control interactivity and the movement of the playhead along the timeline. Create, import, and animate graphics, audio, and video onto the stage.

MEDICAL ASSISTANT

MAP 105
INTRODUCTION TO MEDICAL
ASSISTING 4CR

Learn and demonstrate asepsis and infection control, assist with minor office surgery. Perform anthropometric measurements and vital signs, physical examination, identify instruments and equipment, and operate the autoclave. Instruction and discussion also includes the overall function of the medical assistant within the healthcare 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: Successful completion of CAH 102, CAH 103, & CAH 105CL, or taken along with CAH 102, CAH 103, & CAH 105CL.

MAP 125
MEDICAL ASSISTANT THEORY &
APPLICATION I 7CR

Caring for patients with disorders of the blood and of the reproductive, endocrine, sensory, and immune systems. Instruction will include anatomy and physiology, pathophysiology, pharmacology, and terminology. Instruction and practical includes self-breast exam, blood glucose monitoring, care and use of the microscope, blood typing, cell identification and staining along with practicing care and usage of the otoscope, ear/eye exams, and audiometry.

Prerequisites: Successful completion of all Quarter 1 courses.

MAP 130
MEDICAL ASSISTANT THEORY &
APPLICATION II 7CR

Caring for patients with disorders of the integumentary, musculoskeletal, and respiratory systems. Instruction will include anatomy and physiology, pathophysiology, pharmacology, and terminology. Learn wound and burn care, assisting with sutures, and suture removal. The course also includes is hands-on experience with fiberglass cast application and cast removal. Students will learn to use peak flow meters and small volume nebulizers. Learn and demonstrate asepsis and infection control, assist with minor office surgery, and assessment of pediatric patient's.

Prerequisites: Successful completion of all Quarter 1 courses.

MAP 143
MEDICAL OFFICE PROCEDURES 6CR

Emphasis on customer service, within the health care field, while projecting and promoting a positive image of the profession and the office. This course also includes telephone techniques, chart management, business correspondence for the medical office, including preparation of cover letter and resume. Define law and ethics relating to the healthcare field focusing on components specific to medical assistants.

Prerequisite: Successful completion of all Quarter 1 courses.

MAP 148
HEALTH INSURANCE, CODING
PRACTICES & BILLING &
COLLECTING 4CR

Acquire information regarding private and public insurance programs. Practice fundamental skills relating to ICD-9 and CPT coding utilizing the computer and specific software. Included are computerized patient scheduling, and procedures for accounts receivable management for both private patients and insurance companies.

Prerequisite: Successful completion of all Quarter 1 courses. Corequisite: MAP 162.

MAP 149
MEDICAL ASSISTANT THEORY &
APPLICATION III 7CR

Caring for patients with disorders of the nervous, cardiovascular, lymph, digestive and urinary systems. Instruction will include anatomy and physiology, pathophysiology, pharmacology, and terminology. Instruction also includes performing ECG's, physical and chemical urinalysis, and UA slide preparation.

Prerequisites: Successful completion of all Quarter 1 courses.

MAP 162
AUTOMATED COMPUTER
APPLICATIONS 3CR

Practice fundamental skills relating to ICD9 and CPT coding, utilizing the computer. Included are computerized patient scheduling, and procedures for accounts receivable management for both private patients and insurance companies.

Prerequisite: Successful completion of all Quarter 1 courses and completion of MAP 148. Corequisite: MAP 148.

MAP 167
PREPARATION FOR EXTERNSHIP 2CR

Demonstrate competencies of entry level skills acquired throughout the Medical Assistant Program. Each student will perform and must pass the following skills; urinalysis, hematocrit, blood pressure, workups, blood glucose check, audio and visual exam, electrocardiogram, telephone techniques, within the medical office, the electronic record and chart management.

Prerequisites: Successful completion of all Quarter 1 courses through MAP 168, excluding MAP 221, 222, and 232. This course must be taken the quarter immediately prior to taking MAP 221. If more than one quarter passes before beginning Quarter 5, students will have to repeat this course.

MAP 168
BASIC COLLECTING &
FINANCIAL PRACTICES 6CR

Covers basics of accounting, bookkeeping, and banking procedures. Provides the foundation for the management of accounts payable, financial records, and methods of preparation for employee payroll and business taxes. Includes expanded discussion on manual procedures for accounts receivable management for both private patients and insurance companies.

Prerequisite: Successful completion of all Quarter 1 courses. Recommend students meet **Prerequisites** for college-level math.

MAP 221
INVASIVE PROCEDURES 5CR

Introduction of intramuscular, subcutaneous, and intradermal injections as well as phlebotomy and microbiology. Also includes calculation of dosages.

Prerequisites: Successful completion of all Quarter 1 courses through MAP 168, including general education courses and compliance with the MAP immunization policy and health insurance policy. Co-requisites: MAP 222 and 232.

MAP 222
COMMUNITY EMPLOYMENT
OPPORTUNITIES & LOCATIONS 1CR

Locate the major medical employers (including hospitals) in the student's community, along with their human resource department. This course also includes updating the resumé and methods of applying for employment through a variety of sources.

Prerequisites: Successful completion of all MAP courses, excluding MAP 232.

MAP 232
EXTERNSHIP 10CR

Capstone course gives students practical experiences in physician offices and clinics.

Prerequisites: Successful completion of all MAP courses, excluding MAP 222.

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.

Prerequisites: Successful completion of BIOL& 175 (BIOL 118 will be accepted through 2015), CHEM& 110, and ENGL& 101.

HISTO 110
HISTOTECHNOLOGY I 10CR

Explores the theory and principles of fixation, processing, embedding, sectioning, and coverslipping of tissue sections.

Prerequisites: Successful completion of BIOL& 175 (BIOL 118 will be accepted through 2015), CHEM& 110, and ENGL& 101.

HISTO 115
HISTOTECHNOLOGY LAB I 5CR

Explores work in a simulated histology laboratory located on the campus. During this course, students will have hands-on training in basic grossing techniques, as well as in-depth training in processing, embedding, and cutting of tissue sections. Students will also learn to identify basic tissue structures using a light microscope.

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.

HISTO 125
HISTOTECHNOLOGY LAB II 5CR

Expands upon the knowledge and skills learned in Histotechnology Lab I. Students continue to increase their skills in embedding and tissue sectioning, including the cutting and staining of frozen tissue specimens. Students learn to do carbohydrate and Amyloid stains.

HISTO 130
MATH APPLICATIONS FOR
HISTOLOGY 3CR

Introduces laboratory mathematics with an emphasis on solution preparation.

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.

HISTO 140
HISTOTECHNOLOGY LAB III 5CR

Expands upon the knowledge and techniques learned in Histotechnology Lab I and II. Students 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.

HISTO 145
IMMUNOHISTO CHEMISTRY 5CR

Covers basic immunohistochemistry theory and techniques.

HISTO 150^{CAP}
HISTOLOGY INTERNSHIP 10CR

Covers the clinical phase of working in an affiliated histology laboratory. Students are directly supervised by the staff of the affiliated laboratory. A report of No Record on File Regarding Crimes Against Persons from the Washington State Patrol is required for participation in this class.

HISTO 160
HISTOLOGY SEMINAR MEDICAL
LABORATORY TECHNICIAN 5CR

Covers what students have learned while working in an affiliated histology laboratory. Students will also review for their certification exam.

MEDICAL LABORATORY TECHNICIAN

MLT 110 INTRODUCTION TO THE LABORATORY 2CR

Orients the student to the campus, the program, and the laboratory field. School and program policies, the metric system, basic techniques, microscopy, physiological processes, medical terminology, and laboratory organization are covered. A large block of time is dedicated to a discussion of 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 in Spring quarter.

Prerequisites: Completion of a college course in biology w/lab and a college course in chemistry within the last five years, with a grade of B or better.

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 in the Spring quarter.

Prerequisite: MLT 110.

MLT 204 HEMOSTASIS 5CR

Covers the processes involved in coagulation (hemostasis), both primary and secondary, and fibrinolysis. Normal coagulation activity, as well as coagulation deficiencies, are presented, and routine coagulation procedures are performed in the student laboratory. This course is presented in the Spring quarter.

Prerequisite: 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 presented during the Spring quarter, and skills development continues through Summer and Fall quarters prior to the clinical experience.

Prerequisite: MLT 203.

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 presented in the Spring quarter.

Prerequisite: 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 during the Summer quarter.

Prerequisite: MLT 210.

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; they will deal with daily inventory and temperature record-keeping, perform quality assurance procedures, and receive and complete stat orders. This course is presented during the Summer quarter.

Prerequisite: MLT 214.

MLT 217 MICROBIOLOGY 10CR

Begin 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 during Summer quarter.

Prerequisite: MLT 214.

MLT 218 URINALYSIS 3CR

Perform the routine urine analysis, both macroscopic and microscopic, with attention to abnormal results and their possible cause. Laboratory practice is accompanied by an overview of the anatomy and physiology of the excretory system, and the normal and abnormal constituents of urine. This course is presented during Summer quarter.

Prerequisite: MLT 217.

MLT 221 BODY FLUIDS 1CR

Introduces the production, collection, and analyses of various body fluids, including Cerebro-Spinal and Synovial fluids. This lecture-only course is presented on Wednesday afternoons during the Fall quarter clinical phase.

Prerequisite: MLT 218

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, manual and semi-automated procedures are performed for the assay of many commonly-measured blood components. Preventative maintenance of instruments, troubleshooting, and quality assurance are stressed throughout the course. This course is offered Fall quarter.

Prerequisite: MLT 223.

MLT 232 CLINICAL EXPERIENCE I 11CR

Begin the clinical phase of training in an affiliated laboratory. During this course, students will complete eight weeks of the experience. 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, the 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. Students are directly supervised by staff of the affiliated laboratory; there is ongoing contact with the Instructor in the form of weekly site-visits and Wednesday afternoon class sessions. A report of No Record on File regarding crimes against persons from the Washington State Patrol is required for participation in this training. This course is offered during Fall quarter.

Prerequisite: MLT 218

MLT 235**CLINICAL EXPERIENCE II 9CR**

Continues the clinical training begun in MLT 232. Students continue for six weeks of training (five eight-hour days each week), rotating through those departments not yet experienced, and continuing to meet objectives listed in the MLT 232 syllabus. As in MLT 232, students are directly supervised by staff of the affiliated laboratory, and there is ongoing contact with the Instructor in the form of weekly site visits, as well as Wednesday afternoon class sessions. This course is offered during Winter quarter.

Prerequisite: MLT 232

MLT 236^{CAP}**CLINICAL EXPERIENCE III 7CR**

Complete the clinical training begun in MLT 232 and 235. Students complete five more weeks of training (five eight-hour days each week), completing the remainder of the objectives in the MLT 232 syllabus. This course is offered during Winter quarter.

Prerequisite: 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 and 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: Appropriate COMPASS/ SLEP score; or successful completion of ENG 094 is required.

NURSING**NAC 101****NURSING ASSISTANT THEORY 6CR**

The Nursing Assistant Certified Program prepares students for employment as a basic patient care provider under the supervision of a professional licensed provider such as a Registered Nurse. This course is an introduction to the role and responsibilities of being a Nursing Assistant and includes the following topics: resident/work environment, infection control, HIV/AIDS training, special needs of the elderly, communication and interpersonal skills, body systems (including introduction to key anatomical, physiological, and pathological terms), CPR training, documentation responsibilities, residents rights, long-term care setting, legal/ethical issues, stages of death and dying and HIPAA training. This course will meet the didactic portion of Washington State and Omnibus Budget Reconciliation Act (OBRA) requirements for Nursing Assistant training.

Prerequisites: Documentations of required immunizations, ability to lift up to 50 pounds. This occupation requires medium physical activity and lifting/handling objects weighing up to 50 pounds. Nursing assistants 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. Students must be able to safely assist a patient in moving from bed to a chair, commode, or cart. Students must sign an affidavit that they meet the physical requirements before they can be placed in a clinical setting. No record on file for crimes against children or vulnerable adults from the Washington State Patrol and DSHS.

NAC 106**UNIT BASED CLINICAL EXPERIENCE 2CR**

Prepares students for employment as a basic patient care provider under the supervision of professional licensed providers such as a Registered Nurse. The course includes content describing principles of documentation, accurate observation, reporting of residents' conditions, and philosophy of restorative nursing as well as clinical practice experience under the supervision of the NAC instructor. Students must demonstrate skills at an acceptable or exceeds standard level to pass this course. Students must correctly demonstrate 100% of the steps for each skill tested. Students will not be allowed to participate in the final skills exam unless attendance for all clinical hours has been fulfilled.

Prerequisites: Documentations of required immunizations, ability to lift up to 50 pounds. Nursing assistants 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. Students must be able to safely assist a patient in moving from bed to a chair, commode, or cart. Students must sign an affidavit that they meet the physical requirements before they can be placed in a clinical setting; have no record on file for crimes against children or vulnerable adults from the Washington State Patrol and DSHS. Successful completion of NAC 101.

NAC 119**NURSING ASSISTANT THEORY I 6CR**

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, 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 129**NURSING ASSISTANT THEORY II 3CR**

Covers infection control, documentation responsibilities, First Aid & CPR training, HIPAA, and HIV training. This course will meet the didactic portion of Washington State and Omnibus Budget Reconciliation Act (OBRA) requirements for Nursing Assistant Training.

NAC 139
UNIT BASED CLINICAL
EXPERIENCE I-BEST 3CR

Prepares students for employment as a basic patient care provider under the supervision of professional licensed providers such as Registered Nurses. The course includes content describing principles of documentation, accurate observation, and reporting of resident's conditions and philosophy of restorative nursing program as well as clinical practice experience under the supervision of the NAC instructor. Students must demonstrate skills at an acceptable or exceeds-standard level to pass this course. Students must correctly demonstrate at least 100% of the steps for each skill tested. Students will not be allowed to participate in the final skills exam unless attendance for all clinical hours has been fulfilled.

Prerequisites: Documentation of required immunizations, no record on file for crimes against children or vulnerable adults from the Washington State Patrol and DSHS. This occupation requires medium physical activity and lifting/handling objects weighing 10-25 pounds (occasionally up to 50 pounds). Nursing assistants 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. Students must be able to safely assist a patient in moving from bed to a chair, commode, or cart. Students must sign an affidavit that they meet the physical requirements before they can be placed in a clinical setting. Successful completion of NAC 119, NAC 129 and NURS 106.

NURS 102
ISSUES & TRENDS IN NURSING 3CR

Explores the healthcare system and the profession of nursing with emphasis on care of clients in a multicultural environment. The student will develop an understanding of the legal and ethical issues in nursing, levels of nursing education, and the functions and role of the practical nurse. The nurse-client relationship is also discussed. The student will utilize research and writing skills to discuss a nursing-related topic.

Prerequisites: Admission to Nursing program.

NURS 103
FUNDAMENTALS OF NURSING 5CR

Presents basic nursing concepts and skills utilized in client care. Focus is on assisting clients with needs for safety, comfort, nutrition, and elimination using the nursing process. Emphasis is placed on communication, professional conduct, documentation, legal issues and nursing as an art and a science.

Prerequisite: Admission to Practical Nursing program.

NURS 105
NURSING LAB I 4CR

Provides opportunity of laboratory demonstration and supervised practice of nursing skills discussed in NURS 103 and 111. The student will demonstrate competence in performance of selected skills utilizing principles taught. During laboratory practice, student utilize simulated equipment and classmates as patients.

Prerequisite: Admission to Practical Nursing program.

NURS 106
NURSING SKILL FUNDAMENTALS
I-BEST 6CR

Prepares students for employment as a basic patient care provider under the supervision of a professional licensed provider such as a Registered Nurse. 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 Training, as well as those fundamental skills required by the Licensed Practical Nurse program. Students must correctly demonstrate 100% of the steps for each of the skills tested.

Prerequisites: Documentation of required immunizations, ability to lift up to 50 lbs., and a No Record on File from the Washington State Patrol and DSHS.

NURS 109
NUTRITION FOR NURSING 3CR

Focuses on basic nutritional concepts. The student is introduced to the role of nutrition in promoting, achieving, and maintaining healthy lifestyles. The course emphasizes the use of the nursing process to provide teaching for clients with consideration of developmental stages, cultures, lifestyles, and socioeconomic status.

Prerequisite: Admission to Practical Nursing program. (Optional – Can be taken prior to entering nursing program with instructor approval based on seat availability).

NURS 112
BASIC HEALTH ASSESSMENT
AND NURSING SKILLS I 4CR

Provides opportunity of laboratory demonstration and supervised practice of nursing skills discussed in NURS 110 and 113. The student will demonstrate competence in performance of selected skills, utilizing principles taught. During laboratory practice, student utilize simulated equipment and classmates as patients.

Prerequisite: Admission to Practical Nursing program.

NURS 113
ESSENTIALS OF NURSING 3CR

Introduces the beginning LPN student to the essential nursing concepts of therapeutic communication, infection control, the nursing process, principles of caring, promoting comfort, and patient safety.

Prerequisite: Admission to Practical Nursing program.

NURS 115
HEALTH ASSESSMENT AND
PROMOTION 3CR

Focuses on the acquisition of skills needed to obtain a complete physical health assessment of a client. The importance of therapeutic communication in performing a health assessment is emphasized. The nursing process and its relationship to the prevention and early detection of disease are also emphasized.

Prerequisite: Admission to Practical Nursing Program.

NURS 116
NURSING SKILLS FUNDAMENTALS 4CR

Prepares students for employment as a basic patient care provider under the supervision of professional licensed providers such as a Registered Nurse. The course includes content describing principles of providing basic patient care and includes the minimum requirements for skill competencies as required under the Washington State and Omnibus Budget Reconciliation Act (OBRA) requirements for the Nursing Assistant Training. Students must correctly return demonstrate all skills taught prior to advancing to NAC 106 Unit Based Clinical Rotation. Mandatory attendance is required for days scheduled for this course. Students must correctly demonstrate 100% of the steps for each skill tested. Students will not be allowed to participate in the final skills exam unless attendance for all clinical hours has been fulfilled.

Prerequisites: Documentation of required immunizations, ability to lift up to 50 pounds, and no record on file from the Washington State Patrol and DSHS. Successful completion of NAC 101.

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. **Prerequisites** 102, 109, 112, 113, 115, 122, 135.

NURS 122**PRE-PHARMACOLOGY 2CR**

Prepares the student for calculation of drug dosages in order to accurately prepare and administer medications to a varied client population. Basic principles for client safety are reviewed.

Prerequisites: Admission to Practical Nursing.

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: NURS 102, 109, 112, 113, 115, 122, 135.

NURS 125**PHARMACOLOGY IN NURSES 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. The student is prepared to participate safely and effectively in medication therapy.

Prerequisites: NURS 102, 109, 112, 113, 115, 122, 135.

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.

Prerequisites: NURS 102, 109, 112, 113, 115, 122, 135.

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.

Prerequisites: NURS 102, 109, 112, 113, 115, 122, 135.

NURS 132**BASIC HEALTH ASSESSMENT AND SKILLS II 4CR**

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.

Prerequisites: NURS 102, 109, 112, 113, 115, 122, 135.

NURS 135**GERIATRIC NURSING 3CR**

Provides a review of issues related to aging. Topics covered include demographics, attitudes toward aging, development of the older adult, biological theories of aging, normal physiological changes, problems of special populations, cultural considerations, and nursing management in care of the older adult. End of life care is also included.

Prerequisites: Admission to Practical Nursing Program.

NURS 136**MEDICAL/SURGICAL NURSING II 6CR**

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.

Prerequisites: NURS 102, 109, 112, 113, 115, 120, 122, 124, 125, 128, 130, 132, 135.

NURS 144**MEDICAL/SURGICAL NURSING III 6CR**

Focuses on the utilization 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.

Prerequisites: NURS 102, 109, 112, 113, 115, 122, 120, 125, 128, 130, 132, 135, 136, 149.

NURS 149**CLINICAL PRACTICUM I 5CR**

Provides an opportunity for the student 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. Focus is on safe nursing practice, nursing process, communication, documentation, and client teaching.

Prerequisites: NURS 102, 109, 112, 113, 115, 120, 122, 124, 125, 128, 130, 132, 135

NURS 153**CLINICAL PRACTICUM II 5CR**

Provides an opportunity for the student 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. Focus is on safe nursing practice, nursing process, communication, documentation, and client teaching.

Prerequisites: NURS 102, 109, 112, 113, 115, 120, 122, 124, 125, 128, 130, 132, 135.

NURS 154**ISSUES & TRENDS IN NURSING II 2CR**

Prepares the student 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.

Prerequisites: NURS 102, 109, 112, 113, 115, 120, 122, 124, 125, 128, 130, 132, 135, 136, 149.

NURS 157**CLINICAL PRACTICUM III 5CR**

Provides an opportunity for the student to provide care to clients in long-term care, 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 practiced, nursing process, communication, practice in providing complete care for 2 or more clients.

Prerequisites: NURS 102, 109, 112, 113, 115, 119, 120, 124, 125, 128, 130, 132, 135, 136, 149.

NURS 160**CLINICAL PRACTICUM IV 5CR**

Provides an opportunity for the student to provide care to clients in long-term care, 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 practiced, nursing process, communication, practice in providing complete care for 2 or more clients.

Prerequisites: NURS 102, 109, 112, 113, 115, 122, 120, 124, 125, 128, 130, 132, 135, 136, 149.

NURS 208
PHARMACOLOGY FOR
PROFESSIONAL NURSING 5CR

Examines the nursing process as it relates to pharmacology. Basic math skills necessary for safe dosage calculation are reviewed. Course includes pharmacology principles, drug action, interaction, adverse effects, and legal considerations. Nursing implications of drug classifications are emphasized.

Prerequisites: Admission to Associate Degree in Nursing (ADN) program.

NURS 210
TRANSITIONING TO
PROFESSIONAL NURSING 2CR

Introduces the practicing Licensed Practical Nurse (LPN) to the role differentiation between the LPN and the Registered Nurse (RN). This course provides the foundations of critical thinking, the change process, role transition, and provides further knowledge of the nursing process. Introduction to the concept of the RN as provider of care, manager of care, and member of a professional discipline.

Prerequisites: Student must be a Washington State LPN with an unrestricted license, and must have completed 500 hours of employment as an LPN. Admission to ADN program.

NURS 211
ADVANCED PHYSICAL
ASSESSMENT AND NURSING
SKILLS 6CR

Focuses on the acquisition of skills needed to obtain a complete physical health assessment of a client. The importance of therapeutic communication in performing a health assessment is emphasized. The nursing process and its relationship to the prevention and early detection of disease are also emphasized.

Prerequisites: Admission to Associate Degree in Nursing (ADN) program.

NURS 212
CARING FOR WOMEN & THE
CHILDBEARING FAMILY 4CR

Focuses comprehensively on the family-centered approach to maternal and newborn care through the continuum of Women's Health, using cognitive analytical skills, applying culturally diverse concepts, identifying evidence-based practice, and using contemporary theories.

Prerequisites: Student must be a Washington State LPN with an unrestricted license, and must have completed 500 hours of employment as an LPN. NURS 208, NURS 210, and NURS 211.

NURS 217
CLIENT CARE: MANAGEMENT
PRACTICE I 4CR

Provides the opportunity to examine and evaluate current clinical experiences and competencies in the acute hospital setting of adult and pediatric clients.

Prerequisites: NURS 208, NURS 210, and NURS 211.

NURS 218
CARING FOR THE PEDIATRIC
PATIENT 3CR

Focuses on care of the pediatric patient from infancy through adolescence. Emphasis is on health assessment and promotion with consideration given to cultural perspectives and perspectives of the individual, family, and community. Definitions of health and quality of life issues are discussed.

Prerequisites: NURS 208, NURS 210, NURS 211, NURS 212, NURS 217, and NURS 222.

NURS 222
CARE OF THE ADULT WITH
CHRONIC HEALTH PROBLEMS 4CR

Didactic course that focuses on nursing care of patients experiencing chronic physical disorders across the lifespan. Content areas include, but are not exclusive to, the Institute of Medicine's top 15 priority conditions. Principles of the nursing process, growth and development, nutrition, cultural sensitivity, pharmacology, patient and family education, caring, and communication are integrated throughout the curriculum.

Prerequisites: NURS 208, NURS 210, and NURS 211.

NURS 224
MENTAL HEALTH NURSING 4CR

Focuses on mental health throughout the lifespan with integration of multicultural beliefs and practices.

Prerequisites: NURS 208, NURS 210, NURS 211, NURS 212, NURS 217, and NURS 222.

NURS 227
CLIENT CARE: MANAGEMENT IN
PRACTICE II 4CR

Provides an opportunity to examine and evaluate current experience, determine clinical proficiencies, and, through the process of portfolio development, expand clinical expertise in the community.

Prerequisites: NURS 208, NURS 210, NURS 211, NURS 212, NURS 217, and NURS 222.

NURS 233
PERSPECTIVES IN PROFESSIONAL
NURSING 2CR

Focuses on professional role development and contemporary issues in nursing, such as licensure and legal aspects of nursing practice, ethical issues in professional relationships, professional development through participation in professional organizations, and advocacy through political activism. Theories and concepts of leadership and management, as well as issues of quality and cost effectiveness of care, interdisciplinary collaboration, and emerging care delivery models.

Prerequisites: NURS 208, NURS 210, NURS 211, NURS 212, NURS 217, NURS 218, NURS 222, NURS 224, and NURS 227.

NURS 236
CARE OF THE ADULT WITH
ACUTE HEALTH PROBLEMS 4CR

Didactic course that focuses on nursing care of patients experiencing acute, complex health problems across the lifespan. Content areas include, but are not exclusive to patients with major injuries, disease, and/or multi-systems failure. Principles of the nursing process, growth and development, nutrition, disease prevention, cultural sensitivity, pharmacology, patient and family education, caring, and communication are integrated throughout the curriculum.

Prerequisites: NURS 208, NURS 210, NURS 211, NURS 212, NURS 217, NURS 218, NURS 222, NURS 224, and NURS 227.

NURS 237^{CAP}
CAPSTONE CLINICAL 6CR

An individual immersion assignment intended to strengthen the student's clinical skills and make possible the final transition from LPN to RN. The clinical objectives will be determined by careful assessment of the collective work experience as an LPN, the further education acquired within this program, the Nurse Practice Act, and documented skill standards.

Prerequisites: NURS 208, NURS 210, NURS 211, NURS 212, NURS 217, NURS 218, NURS 222, NURS 224, and NURS 227.

PASTRY ARTS**BAKE 105**
CHOCOLATE I (CONFECTIONS) 5CR

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 108
CHOCOLATE II 4CR

Explores proper tempering techniques, chocolate molds, fillings, and cooling techniques. Students will demonstrate how to make chocolate display pieces and boxes.

BAKE 111
DECORATING 3CR

Introduces students to cake and pastry decorating. Techniques in assembling, masking, tooling handling and piping skill will be addressed. More elaborate cakes using color design along with reinforcement of structure will be used.

BAKE 112
CAKES I (FILLINGS AND ICINGS) 7CR

Introduces students to the mixing methods, their ingredients and 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 explore how to develop use special ingredients, techniques and methods when making desserts not using standard ingredients such as eggs, butter, white flour, and milk.

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 120
YEAST BREADS 7CR

Introduces students to the techniques used with starters and yeasts. Students will demonstrate how to cultivate yeast, proper proofing and baking techniques along with completing a variety of yeast breads.

BAKE 125
BAKING TECHNIQUES AND INGREDIENTS 3CR

Introduces students to the ingredients, ingredient function, mixing methods, terminology, and the use of hand tools, equipment and kitchen procedures.

BAKE 130
PIES, TARTS, CUSTARDS AND FILLINGS 5CR

Introduces students to a variety of pie crust and the preparation of assorted fruit fillings. Tarts, custards and pastry cream will also be explored.

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 dough's, shapes, baking and finishing methods.

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 in this course.

BAKE 156
WEDDING CAKES 7CR

Covers elaborate techniques used in the composition, design, and execution of wedding cakes. The use of gum paste, fondant, and modeling chocolate will be explored. Students will develop a cake rendering on the spot with a customer.

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. 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.

Prerequisites: High school diploma or GED. Computer literate. Ability to speak, read, and write the English language. Successful completion of Math 107, 108, or 109, or higher. Successful completion of a 5CRedit 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: Same as PT 121

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: Successful completion of PT 121, PT 124, PT 130, PT 144, PT 156 with grades of B or above in all courses.

PT 130
COMMUNITY PHARMACY PRACTICE 6CR

Introduces the retail pharmacy experience. All aspects of community pharmacy practice, including keyboarding, prescription filling, and compounding, are explored in this course. Customer service is explored as well.

Prerequisite: Same as PT 121.

PT 144
GENERIC DRUG NAMES PART I 3CR

Introduces the top 200 drugs prescribed in the United States each year.

Prerequisites: Same as PT 121.

PT 148
CLINICAL CAPSTONE RESEARCH 4CR

Discover local pharmacies and the requirements for internship. Explore professional conduct and appearance.

Prerequisite: Successful completion of PT 121, PT 124, PT 130, PT 144, PT 156 with grades of B or above in all courses.

PT 151
HOSPITAL PRACTICE 6CR

Introduces students to formularies, manual and electronic distribution systems, and procedures for hospital practice.

Prerequisite: Successful completion of PT 121, PT 124, PT 130, PT 144, 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: Successful completion of PT 121, PT 124, PT 130, PT 144, PT 156 with a grade of B or above.

PT 156

PHARMACEUTICAL CALCULATIONS 2CR
Math specific to the practice of pharmacy will be explored.

Prerequisites: High school diploma or GED. Computer literate. Ability to speak, read, and write the English language. Successful completion of Math 107, 108, or 109, or higher. Successful completion of a 5CRedit Medical Terminology course. Successful completion of CAH 105 Computer Applications. All courses must be completed with a B or above.

PT 159

STERILE PARENTERAL PREPARATION 3CR
Apply the techniques learned to make intravenous admixture and chemotherapy products.

Prerequisite: Successful completion of PT 121, PT 124, PT 130, PT 144, PT 156 with grades of B or above in all courses.

PT 163^{CAP}

COMMUNITY PHARMACY CLINICAL CAPSTONE 7CR

Students will spend 5-1/2 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: Successful completion of all in-class pharmacy technician requirements with grades of B or above in all courses.

PT 165^{CAP}

INSTITUTIONAL CLINICAL CAPSTONE 7CR

Students will spend 5-1/2 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: Successful completion of all in-class pharmacy technician requirements with grades of B or above in all courses.

PHYSICS**PHYS& 114**

GENERAL PHYSICS I W/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.

Prerequisites: MAT 099.

PROFESSIONAL PILOT**AVP 105**

PRIVATE PILOT I 4CR

Training in basic aircraft control, aircraft systems, airport procedures, and traffic pattern operations.

Prerequisite: FAA Class II Medical with Student Pilot Certificate prior to the first day of class.

AVP 110

PRIVATE PILOT II 4CR

Covers aircraft control, establishing and maintaining specific flight attitudes, and ground reference maneuvers.

Prerequisite: AVP 105 or equivalent.

AVP 115

PRIVATE PILOT III 4CR

Basic performance maneuvers, traffic pattern procedures, and takeoffs and landings. Upon successful completion, the student shall solo the aircraft.

Prerequisite: AVP 110 or equivalent.

AVP 118

PRIVATE PILOT PRACTICAL TEST STANDARDS I 4CR

Receive additional flight and ground training as required to meet pilot certification requirements.

AVP 125

PRIVATE PILOT IV 4CR

Introduces knowledge, skill, and aeronautical experience necessary to successfully complete the navigation and cross country flight portion of flight training.

Prerequisite: Grade of "C" or better in AVP 115 or equivalent.

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: AVP 125 or equivalent.

AVP 135^{CAP}

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: AVP 130 or equivalent.

AVP 138

PRIVATE PILOT PRACTICAL TEST STANDARDS II 4CR

Receive additional flight and ground training as required to meet pilot certification requirements.

AVP 140

INSTRUMENT PILOT I 4CR

Introduces skills that will establish a strong foundation in basic attitude instrument flying and basic instrument navigation.

Prerequisite: FAA Private Pilot Certificate.

AVP 145

INSTRUMENT PILOT II 4CR

Perform precision attitude instrument flight, including advanced navigation techniques and procedures.

Prerequisite: AVP 140 or equivalent.

AVP 150

INSTRUMENT PILOT III 4CR

Apply advanced navigation techniques and perform holding pattern entry procedures.

Prerequisite: AVP 145 or equivalent.

AVP 152

INSTRUMENT PILOT PRACTICAL STANDARDS III 4CR

Receive additional flight and ground training as required to meet pilot certification requirements.

AVP 155

INSTRUMENT PILOT IV 4CR

Perform holding patterns and instrument approach procedures.

Prerequisite: Grade of "C" or better in AVP 150 or equivalent.

AVP 160

INSTRUMENT PILOT V 4CR

Perform x-country flight, utilizing advanced navigation procedures. Utilize ATC communication procedures and conduct instrument departures, arrivals, and approaches.

Prerequisite: AVP 155 or equivalent.

AVP 170^{CAP}

INSTRUMENT PILOT VI 4CR

Acquire the flight and aeronautical knowledge proficiency required for the issuance of the FAA Instrument-Airplane Rating.

Prerequisite: AVP 160 or equivalent.

AVP 172

INSTRUMENT PILOT PRACTICAL STANDARDS IV 4CR

Receive additional flight and ground training as required to meet pilot certification requirements.

AVP 175

COMMERCIAL PILOT I 4CR

Acquire initial VFR cross-country flight training. Pilotage, dead-reckoning, and radio navigation will be covered.

Prerequisite: FAA Private Pilot Certificate, Instrument-Airplane Rating.

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: AVP 175 or equivalent.

AVP 185
COMMERCIAL PILOT III 4CR
Receive final training in VFR cross-country flight and night operations. The necessary cross-country flight hours required for Commercial Pilot Certification will be completed.

Prerequisite: AVP 180 or equivalent.

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: Grade of "C" or better in AVP 185 or equivalent.

AVP 215
COMMERCIAL PILOT V 4CR
Gain additional aeronautical knowledge and flying skills necessary for the performance of advanced precision flight maneuvers.

Prerequisite: AVP 210 or equivalent.

AVP 220
COMMERCIAL PILOT VI 4CR
Receive advanced training in all of the required Commercial Pilot Certification maneuvers. Flying proficiency in these maneuvers will meet the requirements set forth in the FAA Practical Test Standards.

Prerequisite: AVP 215 or equivalent.

AVP 223
COMMERCIAL PILOT PRACTICAL STANDARDS V 4CR
Receive additional flight and ground training as required to meet pilot certification requirements.

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: Grade of "C" or better in AVP 220 or equivalent.

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: AVP 230 or equivalent.

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: AVP 235 or equivalent.

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: Grade of "C" or better in AVP 240 or equivalent.

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: AVP 245 or equivalent.

AVP 255^{CAP}
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: AVP 250 or equivalent.

AVP 257
COMMERCIAL PILOT PRACTICAL STANDARDS VI 4CR
Receive additional flight and ground training as required to meet pilot certification requirements.

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: FAA Commercial Pilot; Airplane Certificate and Instrument Airplane Rating.

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: AVP 260 or equivalent.

AVP 268
CERTIFIED INSTRUMENT FLIGHT INSTRUCTOR PSYCHOLOGY 4CR
Acquire the aeronautical knowledge, skills, and experience necessary to obtain an FAA Instrument Flight Instructor Rating added to their Certified Flight Instructor Certificate.

Prerequisite: FAA Commercial Pilot Airplane Certificate with Instrument Airplane Rating Certified Flight Instructor-Airplane Certificate.

PSYCHOLOGY

PSY 112^{DIV}
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: Appropriate COMPASS/SLEP placement score or successful completion of ENG 094.

PSY 210
PSYCHOLOGY OF ADJUSTMENT 5CR

Emphasis is placed on 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: Successful completion of PSYC& 100 or PSY 112.

PSYC& 100^{DIV}
GENERAL PSYCHOLOGY 5CR

Surveys the knowledge and methods of the discipline of psychology. A broad view of this subject is presented and establishes the foundation for further study of the discipline. Emphasis will be placed upon the application of psychological knowledge to daily situations, and upon accessing and assessing information about behavior from a variety of sources. Skills in scientific reasoning and critical thinking will be developed.

Prerequisite: Appropriate COMPASS/SLEP placement score or successful completion of ENG 094.

PSYC& 200
LIFESPAN PSYCHOLOGY 5CR

This course provides an introduction to the milestones of human development from conception to death. It describes 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 the student may apply course information to meaningful problems.

Prerequisite: 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: Successful completion of PSYC& 100 or PSY 112.

RETAIL BUSINESS MANAGEMENT

RBM 121
SUCCESSFUL CAREER DEVELOPMENT 3CR

Participate in self-analysis, goal setting, career exploration, personal appearance and grooming, resumé writing, application letter writing, the employment interview, communication of ideas, interviewing practice, and other techniques of successful career development.

RBM 123
CUSTOMER SERVICE STRATEGIES 5CR

Concepts of effective customer service, step-by-step suggestions for improving your skills, and valuable references for delivering exceptional internal and external customer service skills. Also offered online.

RBM 125
INTRODUCTION TO THE INTERNET 3CR

Internet concepts using Netscape Navigator and Microsoft Explorer for work and school applications. Topics include: search engines, file transfer protocols, and electronic mail. Accessing various types of technical information, strategies for finding and using online employment resources.

RBM 128
BUSINESS COMMUNICATIONS 5CR

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 e-mail, 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 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. Develop selling skills through role-play, case studies, and in-class simulations. Also offered online.

RBM 135
WINDOWS (XP) APPLICATIONS 3CR

Introduction to the Microsoft Windows graphical user interface. Step-by-step exercises include starting Windows applications, maximizing, minimizing, sizing Windows, switching screens, finding files, and using other Windows features.

RBM 138
BUSINESS PROMOTIONS 5CR

Learn to use a step-by-step desktop publishing program to create professional publications with various design elements.

RBM 140
PRINCIPLES OF OPERATIONS MANAGEMENT 4CR

Apply what has been learned to real company challenges and best practices by offering a multitude of problems in the text and integrated case studies, including topics on operations and productivity, project management, human resources, job design, forecasting, statistical process control, and supply chain management. Only online.

RBM 141
FUNDAMENTALS OF SUPERVISION 5CR

Emphasis on the human factor in business, the job of the supervisor, human relations, the art of leadership, converting policy into action, job analysis and performance, how and when to discipline, and effective supervising techniques for a diverse workplace. Also offered online.

RBM 142
MARKETING-PRESENTATION & SURVEY SKILLS 3CR

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 finding. Also offered online.

RBM 143
PRINCIPLES OF RETAILING 5CR

Introduction to retail management operations and merchandising. Covers various business ownership types of retail institutions. Other areas covered are determining 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. Also offered online.

RBM 158
HUMAN RESOURCE MANAGEMENT 6CR

Identify the role of the 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. Also offered online.

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.

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: Appropriate COMPASS/SLEP placement score or successful completion of ENG 094.

SURGICAL TECHNOLOGY

SURG 126

PATIENT CARE THEORY I 5CR

Covers surgical attire, instrument groups, OR preparation and equipment, case selection, patient transfer, positioning, skin preparation and draping concepts, patient identification, and consent.

Prerequisites: Successful completion of SURG 136, 137, 138, 146.

SURG 127

PHARMACOLOGY & ANESTHESIA 5CR

Introduces the student 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.

Prerequisites: Successful completion of SURG 136, 137, 138, 146.

SURG 130

PATIENT CARE THEORY II 5CR

Develops the student's understanding of the surgical patient, the needs of special patient populations, and basic biomedical science. Students will complete their HIPPA and AIDS/HIV training.

Prerequisites: Successful completion of SURG 126, 127, 141, 151.

SURG 136

OPERATING ROOM THEORY I 8CR

Introduces the student to the OR environment, aseptic principles and practices, scrubbing, gowning, gloving, and preparation of the sterile field, abdominal incisions, ob-gyn, general, ophthalmic, and genitourinary surgeries.

Prerequisites: Successful completion of MAT 108, ENGL& 101, BIOL& 175 (BIOL 118 will be accepted through 2015), CAH 102, 103, 105, 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, healthcare facilities, standards of conduct, the physical environment, and safety standards.

Prerequisites: Successful completion of MAT 108, ENGL& 101, BIOL& 175 (BIOL 118 will be accepted through 2015), CAH 102, 103, 105, and SOC& 101.

SURG 138

INTRODUCTION TO ASEPSIS & INSTRUMENTATION 5CR

Orients the student to the principles of asepsis and sterile technique, surgical case management, instrumentation, supplies, wound healing related to sutures, needles, and stapling devices.

Prerequisites: Successful completion of MAT 108, ENGL& 101, BIOL& 175 (BIOL 118 will be accepted through 2015), CAH 102, 103, 105, 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.

Prerequisites: Successful completion of SURG 136, 137, 138, 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, abdominal incisions, ob-gyn, general, ophthalmic, and genitourinary surgeries.

Prerequisites: Successful completion of MAT 108, ENGL& 101, BIOL 118, CAH 102, 103, 104, 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.

Prerequisites: Successful completion of SURG 136, 137, 138, 146.5.

SURG 206

OPERATING ROOM THEORY III 8CR

Classroom and lab presentations of surgical procedures to include cardiothoracic, peripheral vascular, neurosurgical procedures, and surgical anatomy.

Prerequisites: Successful completion of SURG 126, 127, 141, 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.

Prerequisites: Successful completion of SURG 126, 127, 141, 151.

SURG 211

SURGICAL LAB III 1CR

Lab presentations and practice of surgical procedures to include cardiothoracic, peripheral vascular, laparoscopic, emergent, and neurosurgical procedures.

Prerequisites: Successful completion of SURG 126, 127, 141, 151.

SURG 215

CLINICAL APPLICATIONS I 5CR

Provides the framework for the student to receive experience in the operating room. Through one-on-one training in a perioperative setting, the student will develop the professional attitude, behavior, and skills to reinforce their role as a member of the perioperative team.

Prerequisites: Successful completion of SURG 130, 206, 207, 211.

SURG 220

CLINICAL APPLICATIONS II 5CR

See Clinical Applications.

Prerequisites: Successful completion of SURG 130, 206, 207, 211, 215.

SURG 225

CLINICAL APPLICATIONS III 5CR

See Clinical Applications.

Prerequisites: Successful completion of SURG 215, 220, 235.

SURG 230

CLINICAL APPLICATIONS IV 5CR
See Clinical Applications.

Prerequisites: Successful completion of SURG 215, 220, 225, 235.

SURG 235

SEMINAR I 3CR
Classroom presentations on health and wellness, and death and dying. Classroom preparation for the PAE.

Prerequisites: Successful completion of SURG 130, 206, 207, 211.

SURG 240^{CAP}

SEMINAR II 3CR
Classroom presentations of employability skills, preoperative routines, and transportation. Classroom preparation for the NBSTSA Certification Exam.

Prerequisites: Successful completion of SURG 215, 220, 235.

SUSTAINABLE BUILDING SCIENCE

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 which 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 in 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

THERMOGRAPY 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 185^{CAP}

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. Corequisites: WLD 110 and WLD 112.

WLD 110

THERMAL CUTTING & GOUGING 3CR

Develops the knowledge and skill for manual and machine-guided oxyfuel cutting, manual plasma arc cutting, and carbon arc gouging. Corequisite: 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. Corequisite: WLD 105.

WLD 116

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.

Prerequisite: Completion of or concurrent enrollment in WLD 105.

WLD 120

SHIELDED METAL ARC WELDING II 7CR

Builds further skill with SMAW deep penetrating electrodes by welding various joints in the vertical and overhead positions.

Prerequisite: WLD 105.

WLD 124

SHIELDED METAL ARC WELDING III 7CR

Develops understanding of the applications and techniques for using low hydrogen SMAW electrodes in the flat and horizontal positions.

Prerequisite: WLD 105.

WLD 135

SHIELDED METAL ARC WELDING IV 7CR

Develops further skill with SMAW low hydrogen electrodes by welding various joint designs in the vertical and overhead positions.

Prerequisite: 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: 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: 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: Completion of or concurrent enrollment in WLD 142.

WLD 156**METALLURGY 2CR**

Examines metal identification and classification, mechanical properties, crystalline structures, heat treatments, and metallurgical effects of welding.

Prerequisite: 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: 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: Completion of or concurrent enrollment in WLD 142.

WLD 177**PREPARATION FOR WELDING CERTIFICATION 2CR**

Develops skill in preparation for employer, Washington Association of Building Officials (WABO), or similar welder qualification tests.

Prerequisite: WLD 142, or Instructor's permission.

WLD 179^{CAP}**FABRICATION 3CR**

Develops knowledge in project planning, layout methods, fixturing, distortion control, and the use of tools and equipment for metal fabrication.

Prerequisite: WLD 144.

WLD 210**GAS TUNGSTEN ARC WELDING I 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: Completion of, or concurrent enrollment in, WLD 142.

WLD 213**GAS TUNGSTEN ARC WELDING II 7CR**

Develops the ability to use the gas tungsten arc welding process to join aluminum alloys with various joint designs in all positions.

Prerequisite: Completion of, or concurrent enrollment in, WLD 142.

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: Advanced standing with Instructor's permission.

WLD 217**SPECIAL PROJECTS 1-5CR**

Develops skill 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 as assigned.

Prerequisite: Advanced standing with Instructor's permission.

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

Program 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, will comply with the rules of the college and its departments, and will 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 on page 145 of 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: Instructors have the authority to take whatever summary actions may be necessary to maintain order and proper conduct in the classroom and to maintain the effective cooperation of the class in fulfilling the objectives of the course.
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 course description section of the catalog and in the course syllabus. Financial aid recipients are subject to the Student Progress Policy on page 142 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 the grade 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 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 the calculation for the GPA.
- 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.
- X Prior Experiential Learning. No grade point assigned. Instructor-initiated, an X appears on the transcript after the student successfully demonstrates mastery of program competencies.

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 the quarterly grade point average remains at or above 2.0. Financial aid recipients are subject to the Student Progress Policy as stated on page 142 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 Student Records Office.

Withdrawing From a Course

Students dropping or withdrawing from any course or program must complete an official Add/Drop Form in Student Records on their last day in class. If an emergency

occurs preventing the student from coming to the college, withdrawals may be made by telephone at (253) 589-5666, by fax at (253) 589-5852, or 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 Student Progress Policy as stated on page 142 of this catalog and should contact the Financial Aid Office prior to withdrawing from a program or course.

Withdrawals through the 5th class day after the start of a course or program will be considered a drop and will not appear on the student transcript.

Withdrawals after the 5th 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 Student Records (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.

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 to 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 101 – Foundations for Student Success is recommended for all students entering the educational arena and required for those with a COMPASS placement at or below of English 82 or Math 82. The course should be completed during the first quarter 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 Pathway (DTA/MRP) at Clover Park Technical College, the following degree requirements

must be met:

- Successful completion of the technical and General Education courses required for your program.
- Completion of a high school diploma or GED. Students who do not have a high school diploma or GED 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 Student Records 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 Student Records Office and pay the following fees for assessment services: \$40 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 that are appropriate to the subject, course, or program offered.

All credits awarded for this type of experience will be noted as such on the student's transcript with a grade of X. Credit for prior learning may constitute no more than 25 percent of the credits needed for program completion.

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% of degree requirements
- Designing transfer practices to minimize loss of credit and avoid duplication of course work
- Awarding credit for military experience
- Awarding credit for tests such as CLEP, DSST (formerly DAN TES)

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 recommend 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 DAN TES 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.

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

Clover Park Technical College awards three types of degrees.

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 fifteen (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 comprised of not less than twenty (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 Pathway (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.

Clover Park Technical College Transfer Agreements

Clover Park Technical College has agreements with several universities and colleges for transfer into specific baccalaureate programs for selected programs.

Bellevue College (BAS degree) – An articulation agreement has been established with Bellevue College to enable graduates of CPTC's Interior Design program to apply for acceptance into the Bachelor of Applied Arts (BAA) degree in Interior Design at Bellevue College.

Capella University – Capella University, founded in 1993, offers Bachelor’s degrees in the fields of business, information technology, nursing, and psychology. The university is exclusively online, and focuses on the needs of adult students who want a high-quality education they can pursue from any location. Capella University has formed an alliance with Clover Park Technical College that is intended to allow graduates of Clover Park Technical College a smooth transfer of credits toward Capella programs, as well as reduced tuition. Visit www.capella.edu/cptc for more information.

City University of Seattle – Clover Park Technical College students may transfer up to 90 credits from approved programs to City University of Seattle for inclusion in the degree requirements of appropriate Bachelor’s degrees. City University of Seattle, founded in 1973, addresses the educational needs of working adults and offers certificates and degrees in more than 50 programs. City University is accredited by the Northwest Commission on Colleges and Universities. To find out more about City University of Seattle, contact them at <http://www.cityu.edu>.

Colorado Technical University – The AAS-T associate degree programs listed below have been approved for articulation with Colorado Technical University’s Virtual Campus. Students who have completed these programs from CPTC may be enrolled into a bachelor degree program at CTU and awarded 90 quarter hours of transfer credit. Students will be required to take all remaining core and concentration area courses through the bachelor program into which they are enrolled:

Bachelor of Science in Business Administration (BSBA) or
Bachelor of Science in Management
Accounting
Architectural Engineering Design
Aviation Maintenance Technician
Computer Information Technology
Computer Networking & Information Systems Security
Culinary Arts
Early Care & Education
Environmental Sciences & Technology
Graphic Technologies
Human Services
Interior Design
Material Science-Nondestructive Testing
Media Design & Production
Medical Histology Technician
Professional Pilot
Sustainable Building Science

RN to BSN Program
Nursing – RN Option

DeVry University – Students completing an AAS-T degree at Clover Park Technical College will receive a “block transfer” of courses to DeVry’s Bachelor of Science degree in Technical Management (BSTM). The following programs are eligible:

Accounting
Aviation Maintenance Technology
Computer Networking and Information Systems Security
Computer Information Technology
Emergency Management
Environmental Sciences & Technology
Interior Design
Media Design and Production
Professional Pilot

To find out more about DeVry University, contact them at <http://www.devry.edu>

Embry-Riddle Aeronautical University – The Embry-Riddle Aeronautical University accepts ten Clover Park AAS-T degrees in transfer. To find out more about The Embry-Riddle Aeronautical University, contact them at <http://www.embryriddle.edu>:

Aviation Maintenance Technician
Professional Pilot
Computer Information Technology
Computer Networking & Information Systems Security
Environmental Sciences & Technology
Architectural Engineering Design
Electrician Low Voltage Fire/Security
Heating and Air Conditioning/Refrigeration
Service Technician

The Evergreen State College – The Evergreen State College accepts several Clover Park degrees in transfer. To find out more about Evergreen’s Upside Down Degree Program, contact them at <http://www.evergreen.edu>

Accounting (AAT or AAS-T)
Computer Information Technology (AAT or AAS-T)
Early Care and Education (AAT or AAS-T)
Environmental Sciences & Technology (AAT or AAS-T)
Graphic Technologies (AAS-T)
Human Services (AAT or AAS-T)
Human Services: Chemical Dependency (AAT or AAS-T)
Interior Design (AAS-T)
Massage Studies (AAT with approved math)
Medical Histology Technical (AAT or AAS-T)
Nursing: RN Option (AAS-T)
Pharmacy Technician (AAT)
Sustainable Building Science (AAS-T)

South Seattle Community College (BAS degree) – The Bachelor of Applied Science degree at South Seattle Community College accepts the following AAS-T degrees in transfer: Culinary Arts, Accounting.

Saint Martin’s University – An agreement has been established between Clover Park Technical College and Saint Martin’s University (SMU) for an RN to BSN (Bachelor of Science in Nursing) program. Qualified nursing students at CPTC will be offered provisional admission to the RN-to-BSN program that will allow them to receive academic advising from SMU aimed to maximize their academic progress toward a BSN. Upon successful completion of the nursing program

at CPTC, students will be granted full admission as degree-seeking students to the RN-to-BSN program at SMU, provided they meet regular requirements for admission to Saint Martin's University and pass the NCLEX-RN exam.

University of Phoenix – The University of Phoenix has agreed to accept the AAS-T in transfer for their Bachelors of Science in Management (BSM) degree. To find out more about the University of Phoenix, contact them through their website at www.phoenix.edu.

University of Washington, Tacoma – An articulation agreement has been established with the University of Washington, Tacoma, for the following program: Environmental Sciences & Technology

Western Governor's University – WGU Washington maintains generous credit transfer policies with Washington's community and technical colleges. Students completing an Associate of Applied Science-T degree may be able to clear a significant portion of WGU's lower-division degree requirements toward a bachelor's degree in Business or Information Technology. For Health Professions and Teachers College programs, a course-by-course evaluation is typically required. For more information, see <http://washington.wgu.edu/admissions/transferring>.

In order to encourage degree completion among Washingtonians, a reverse articulation agreement has been developed between WGU and Washington's community and technical colleges that enables the community and technical colleges to 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 they are an enrolled student at WGU once they have satisfied the degree requirements of the community or technical college. More information is available at http://sbctc.edu/college/studentsvcs/wgu-sbctc_reverse_articulation_agreement.pdf

OTHER TRANSFER OPPORTUNITIES

Many individual academic courses offered at Clover Park Technical College are accepted for transfer to two-year colleges and baccalaureate institutions, including Washington State University, The Evergreen State College, Central Washington University, the University of Washington, Western Washington University, Eastern Washington University, The Fashion Institute of Design & Merchandising and National University. For more information on transferability, call 253-589-4333.

Academic Honors

QUARTERLY HONORS

Each quarter, Clover Park Technical College recognizes outstanding academic achievement by placing students on the President's List or the Vice President's List. Each student who meets the criteria for these awards will receive a letter of acknowledgment and will have a notation of the award placed on his/her transcript.

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.

GRADUATION HONORS

A student completing an Associate of Applied Technology degree or Associate of Applied Science-T degree who achieves a cumulative grade point average of 3.75 – 4.0 is eligible for honors at graduation. Each student who meets these criteria will have the notation of Graduation with Honors placed on his/her transcript.

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 589-5610 for more information.

Psi Beta National Honor Society is the National Honor Society in Psychology for community and junior colleges. The mission of Psi Beta is professional development of psychology students through promotion and recognition of excellence in scholarship, leadership, community research, and community services. Clover Park Technical College's chapter is one of 170 chapters nationwide. Students with a 3.50 GPA are eligible to join Psi Beta. A one-time induction fee is required. Please contact a Psi Beta advisor at 589-5610 for more information.

Student Progress Policy

Clover Park Technical College is a state technical college. Tuition covers about 46% 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 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% 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% of the normal timeframe. If the student has mitigating circumstances, such as a disability, that must be documented with the Disabilities Specialist, and an appropriate plan should be in place.

Step 2 At 150% 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 is taking 6 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 assure 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.

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. Student rights are protected in the concern process and the college must insure that a student will not suffer repercussions because he or she chooses to file a concern.

In the event that a student is dissatisfied with the conduct or performance of a college or instructional program employee, the college encourages informal resolution of disputes whenever possible, and also maintains fair and equitable procedures for formally expressing and resolving concerns.

The following are guidelines for determining who can assist a student with a concern regarding:

Academic	Division Dean/Instruction
Accommodations.....	Student Services
Disciplinary	Student Services
Discrimination/Harassment.....	Human Resources
Facilities/Bookstore	Operations & Facilities
Financial.....	Financial Aid Office

ACADEMIC APPEAL PROCESS

Academic Appeal must be made within fifteen (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 5 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 division dean or immediate supervisor, the concern or appeal must be in writing. A Student Concern Form is available from any instructor, division dean's office, or Advising & Counseling Office.
- Step 3 Within 5 instructional days after receiving the concern or appeal in writing, the dean or supervisor will be responsible to investigate the concern. The dean or supervisor will provide the employee or instructor with a copy of the written concern or appeal; the employee or instructor will have 5 instructional days in which to provide a written response to their supervisor/dean.
- Step 4 The dean or supervisor 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 dean or supervisor will investigate and render a decision based on the written statements and testimony of the parties. The dean or supervisor will impart this decision in writing to both parties within 5 instructional days. If the student feels a satisfactory resolution has not been achieved, the student may proceed to the next step.

Student Concerns/Academic Appeal continues on next page

- Step 5 Within 5 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 Services (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 dean or supervisor to hear the points at issue in the appeal. The Committee will provide its written decision to all parties within 5 instructional days following the hearing. The decision is final and may not be reviewed.

The process described above is not to be used for filing an appeal based on the outcome of a summary or disciplinary proceeding, financial appeal, or discrimination grievance 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 handicap.

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.

Graduation

Clover Park Technical College grants two degrees, the Associate of Applied Technology degree and the Associate of Applied Science-T degree. These degrees are defined on page 140 of this catalog and the degree programs are listed in the chapter Programs and 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
- 15 percent of the technical coursework in the final credits taken at Clover Park Technical College

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 in the Student Records Office and pay the non-refundable fee for each award requested. 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 GED granted through Clover Park Technical College at any time during the academic year, may participate. Students must submit an Application for Graduation award and RSVP to participate. Graduation deadlines will be announced in March.

The ceremony is held each June. Please check the college website at www.cptc.edu 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.

Student Records

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); 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 in-

formation as Directory Information: Student name, address, telephone number, date and place of birth, major field of study, eligibility for and participation in officially recognized activities, organizations, dates of attendance, honor roll, enrollment status, degrees and awards received, student photo, student e-mail address, and the most recent previous educational agency or institution attended by the student.

Directory Information may be released by Clover Park Technical College without student consent unless the 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 Student Records 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 \$5 processing fee is charged for each transcript. Transcript request forms are available in the Student Records 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 by selecting Current Students, then View Unofficial Transcript, if they were enrolled at Clover Park Technical College after Spring quarter 1994.

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 Student Records Office in Building 17, or call 253-589-5666. Students may change their own address on the college Website at www.cptc.edu under Current Students.

Student Code of Conduct

Disciplinary action may be taken for a violation of any provision of this student code, for a violation of other college rules, which may from time to time be properly adopted, or for any of the following types of misconduct:

1. Possession, use, sale, or distribution of any illegal drug on the college campus. The use of illegal drugs by any student attending a college-sponsored event is also prohibited, even though the event does not take place at the college. The use of alcohol by any student attending such events on college or non-college property shall conform to state law.
2. Behavior in the classroom or at a college function that is disruptive to the teaching and learning environment.
3. Engaging in lewd, indecent, or obscene behavior.
4. Where the student presents an imminent danger to college property, to himself or herself or other students or persons in college facilities on or off campus, or to the education process of the college.
5. Dishonesty, including cheating, plagiarism, or knowingly furnishing false information to the college.
6. The intentional making of false statements or filing of false charges against the college and members of the college community.
7. Forgery, alteration, or misuse of college documents, records, funds, or instruments of identification with the intent to defraud.
8. Theft from, damage to, or misuse of college premises or property, or theft of or damage to property of a member of the college community or college premises.
9. Failure to comply with the direction of college officials acting in the legitimate performance of their duties.
10. Possession of firearms, except where approved by state statute.
11. Engaging in unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature where such behavior knowingly offends the recipient, causes discomfort, or humiliates, or interferes with job performance or learning environment.
12. Falsely setting off or otherwise tampering with any emergency safety equipment, alarm, or other device established for the safety of individuals and/or college facilities.
13. Actions and/or language directed to others that incites disruptive behavior.
14. Verbal or written threats and intimidation.

15. Malicious damage to or malicious misuse of college property, or the property of any person where such property is located on the college campus.
16. Entering any administrative office or any locked or otherwise closed college facility in any manner, at any time, without permission of the college employee or agent in charge thereof.
17. Refusal to provide positive identification (e.g., valid driver's license or state identification card) in appropriate circumstances to any college employee in the lawful discharge of said employee's duties.
18. Violation of any rules or policies pertaining to the use of computer and technology resources.

Dress Standards

Students are expected to present a well-groomed appearance appropriate to the training environment and future employment conditions. Health and safety factors may require special regulations pertaining to attire. Dress standards allow for some flexibility within a training program but are consistent with health and safety standards, and industry requirements.

Right to Demand Identification

For the purpose of determining whether probable cause exists for the application of any section of this code to any behavior by any person on a college facility, any college personnel or other authorized personnel may demand that any person on college facilities produce identification.

Hazing Policy

1. No student, or other person in attendance at Clover Park Technical College, may conspire to engage in hazing or participate in hazing of another. Hazing is defined as any activity that includes one or more of the following:
 - a. Activities that expose personal values to compromise or ridicule
 - b. Stunts which have no meaningful relationship to the objectives of the organization
 - c. Activities that abuse the trust an organization is striving to build between its members and prospective members
 - d. Activities that humiliate or subject individuals to circumstances with which they are not comfortable, or of which they are fearful
 - e. Activities which are illegal or violate College policy
 - f. Activities which interfere with educational pursuits or normal life functions

2. Penalties

- a. Any organization or association that knowingly permits hazing shall: 1) be liable for harm caused to persons or property resulting from hazing, and 2) be denied recognition by Clover Park Technical College as an official organization or association on this campus. If the organization or association is a corporation, whether for profit or nonprofit, the individual directors of the corporation may be held individually liable for damages.
 - b. A person who participates in the hazing of another shall forfeit any entitlement to state-funded grants, scholarships, or awards for 90 calendar days.
 - c. Forfeiture of state-funded grants, scholarships, or awards shall continue for 90 calendar days, up to and including permanent forfeiture, based upon the seriousness of the violations.
3. Disciplinary action may be taken under this chapter for hazing violations.
 4. Hazing violations are also misdemeanors punishable under state criminal law, according to RCW 9A.20.021.
 5. Conduct which causes embarrassment, ridicule, sleep deprivation, verbal abuse, or personal humiliation, not amounting to hazing, shall be subject to disciplinary action under this chapter.

Loss of Eligibility—Student Participation

Any student found to have violated chapter 69.41 RCW, illegal drugs, by virtue of a criminal conviction or by final decision of the college president or designee shall, in lieu of, or in addition to any other disciplinary action which may be imposed, be disqualified from participation in any school-sponsored events or activities.

Disciplinary Process

1. Infractions of college rules may be referred by any college staff member to the appropriate dean or designee.
2. A student alleged to have violated a provision of this chapter shall be notified to meet with the dean or designee for possible disciplinary action.
3. After a careful review of the circumstances surrounding the alleged misconduct, the dean or designee may take any of the following actions:
 - a. Terminate the proceeding
 - b. Dismiss the case after whatever counseling and advice the dean or designee deems appropriate
 - c. Impose appropriate disciplinary action (reprimand, probation, suspension, expulsion), subject to the student's right of appeal
4. The student will be notified in writing of the determination made by the dean or designee.
5. If, after consideration of the alleged misconduct, the

recommendation of the dean or designee is for disciplinary action, the student may:

- a. Accept the disciplinary action, or
 - b. File, within fifteen (15) calendar days following receipt of the notification of disciplinary action, a written request for a formal hearing pursuant to the provisions of WAC 495C-120-160. If the request is not filed within the prescribed time, the right to do so is waived and the disciplinary action becomes final.
6. If a hearing is requested, notice of the hearing shall be given to all parties at least seven (7) days before the hearing. The notice will indicate the names and addresses of all parties, the names and addresses of their representatives, a statement of the time, place, and nature of the proceeding, a short and plain statement of the matters asserted, and the legal authority and jurisdiction under which the hearing is to be held.

Summary Suspension

If any college staff member has cause to believe that a student presents an imminent danger to him/herself or other persons on college facilities or to the educational process of the college, then the staff member shall have authority to immediately remove the student from the college premises.

The college staff member shall notify, as soon as possible, the vice president for Student Services or designee who may initiate summary suspension until such time as the college staff is satisfied the student's dangerous nature, behavior, or situation has ceased.

The duration of summary suspension shall not exceed ten (10) instructional days, except that the vice president for Student Services or designee may continue summary suspension beyond ten (10) instructional days in circumstances where the student continues to present an imminent danger to the people, facilities, or the educational process pending the disciplinary proceedings provided for in this code.

1. If the vice president for Student Services or designee desires to exercise the authority to summarily suspend a student, the vice president or designee will cause the student to be notified of the summary suspension.
2. A formal hearing, pursuant to the provisions of WAC 495C-120-160, will be scheduled and held as quickly as feasible, provided the hearing shall be conducted by a designee who has not participated in making the decision to impose the summary suspension.

Disciplinary Terms

The definitions set forth in this section reference WAC 495C-120-180.

Disciplinary warning - oral notice of violation of college rules.

Reprimand - formal action after censuring a student for violation of college rules or failure to satisfy the college's expectations regarding conduct. Reprimands are made in writing to the student by the disciplinary official. A reprimand indicates to the student that continuation or repetition of the specific conduct involved or other misconduct will result in one or more serious disciplinary actions described below.

Disciplinary probation - formal action placing conditions upon the student's continued attendance because of his or her violation of college rules or failure to satisfy the college's expectations regarding conduct. The disciplinary official placing the student on probation will specify, in writing, the period of probation and the conditions, such as limiting the student's participation in extra-curricular activities. Disciplinary probation warns the student that any further misconduct will automatically raise the question of dismissal from the college. Disciplinary probation may be for a specific term or for an indefinite period, which may extend to graduation or termination of the student's enrollment in the college.

Suspension - temporary dismissal from the college and temporary termination of student status for violation of college rules or for failure to meet college standards of conduct.

Expulsion - dismissal from the college and termination of student status for an indefinite period of time, or permanently for violation of college rules or for failure to meet the college standards of conduct.

Summary suspension - temporary dismissal from the college and temporary termination of a student's status for a period of time not to exceed ten (10) instructional days, unless extended as provided in this chapter, which occurs prior to invocation of the formal hearing procedures specified in these rules due to a necessity to take immediate disciplinary action, where a student presents an imminent danger to the college property, or to himself or herself, or other students or persons in college facilities on or off campus, or to the educational process of the college.

Refunds & Access During Disciplinary Action

Refund of fees for the period in which disciplinary action is taken shall be in accordance with the college's refund policy in the Campus Policies section of this chapter. A student suspended or expelled on the basis of conduct which has disrupted the orderly operation of the campus or any facility of the college, may be denied access to all or any part of the campus or other facilities.

Readmission After Suspension or Expulsion

Any student suspended from the college for disciplinary reasons will normally be readmitted upon expiration of the time period for which the suspension was issued. If the student has been expelled or feels that circumstances warrant reconsideration of a temporary suspension prior to its expiration, or if the student was suspended with conditions imposed for readmission, the student may be readmitted only upon approval of a written petition submitted to the vice president for Student Services or designee. Such petition must state reasons that support a reconsideration of the matter.

Readmission Into Instructional Program

Students who have been suspended pursuant to disciplinary procedures set forth in WAC 495C-120-120 and 495C-120-125 and whose suspension upon appeal is found to have been unwarranted shall be provided the opportunity to re-enter their instructional program, including an opportunity to retake examinations or otherwise complete course offerings missed by reason of such action.

Hearing Procedures for Disciplinary Action

1. A student, if he or she wishes to appeal, has a right to a fair and impartial hearing before the vice president for student services, or designee (hereafter referred to as the hearing officer) on any charge of misconduct. The failure of a student to cooperate with the hearing procedures, however, shall not preclude the hearing officer from making his or her findings of fact, reaching conclusions and imposing sanctions. Failure of the student to cooperate may be taken into consideration by the hearing officer in recommending penalties.
2. If a hearing is requested, notice of the hearing shall be given to all parties at least seven (7) days before the hearing. The notice will indicate the names and addresses of all parties, the names and addresses of their representatives, a statement of the time, place, and nature of the proceeding, a short and plain statement of the matters asserted, and the legal authority and jurisdiction under which the hearing is to be held.
3. The student and/or his or her representative shall be entitled to hear and examine the evidence against him or her and be informed of the identity of its sources. He/she shall be entitled to present evidence in his or her own behalf and question witnesses as to factual matters. The student shall have all authority which is possessed by the college to obtain information or to request the presence of witnesses or the production of other evidence relevant to the issues at the hearing.
4. Only those matters presented at the hearing, in the presence of the student involved, will be considered in determining

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whether the student is guilty of the misconduct charged. However the student's past record of conduct may be taken into account in formulating the hearing officer's recommendation for disciplinary action.

5. The student may be represented by counsel and/or accompanied by an advisor of his/her choice (who shall not be a college employee). Provided, if the student elects, be represented by a duly licensed attorney, the student must notify the vice president for Student Services a minimum of three (3) days prior to the hearing, excluding weekends and holidays.
6. Hearings may be held in closed session at the discretion of the hearing officer, the only exception being when the student involved invites particular persons or requests an open hearing. If, at any time during the conduct of the hearing, invited persons are disruptive of the proceedings, the hearing officer may exclude such persons from the hearing room.
7. The hearing officer shall set the time, place, and available seating capacity for a hearing.
8. All proceedings of the hearing officer will be conducted with reasonable dispatch and terminated as soon as fairness to all parties involved permits.
9. An adequate summary of the proceedings will be kept. As a minimum, such summary would include a tape recording of testimony. Such record will be available for inspection and copying in the office of Student Services during regular business hours.
10. The student will be provided with a copy of the findings of fact and the conclusions of the hearing officer as well as a statement of the available procedures and time limits for seeking reconsideration or other administrative relief. The student will be advised of his/her right to present, within fifteen (15) calendar days, a written statement of appeal to the president of the college before action is taken on the decision of the hearing officer. In the case of an unemancipated minor, written notice of any action involving dismissal or disciplinary probation may be sent to the parents or guardian of the student.
11. The vice president for Student Services or designee shall establish general rules of procedure for conducting hearings consistent with these guidelines, the college's rules of practice and procedure set forth in chapter 495C-108 WAC, and the Administrative Procedure Act, chapter 34.05 RCW.
12. If no timely appeal is filed in writing in response to the findings and conclusions of the hearing officer, the action taken shall be final.

Appeals Process

The outcome of any disciplinary hearing may be appealed, subject to applicable timelines as provided in this section.

1. Notice of an appeal by a student shall be made in writing and addressed to the president of the college within fifteen (15) calendar days of receiving the formal notification of the hearing outcome.
2. Review of appeals.
 - a The president must review the whole record or such portions of it as may be cited by the parties.
 - b The president must afford each party the opportunity to present written argument and may afford each party the opportunity to present oral argument.
 - c The president must enter a final order disposing of the proceedings or remand the matter for further proceedings, with instructions.
 - d The final order must include a statement of findings and conclusions, and the basis and reasons therefore, on all material issues of fact, law, or discretion presented on the record, including the remedy or sanction.
3. The president, after reviewing the case, shall either indicate his or her approval of the conclusions of the hearing officer by sustaining the decision, shall give directions as to what other disciplinary action shall be taken by modifying his or her decision, or shall nullify previous sanctions imposed by reversing the decision, and shall then notify the official who initiated the proceedings, the student, and the vice president for Student Services.
4. The president will cause copies of the final order or remand order to be served on each party.
5. The decision by the president shall constitute the final decision of the college.

Reporting, Recording & Maintaining Records

Records of all disciplinary cases shall be kept by the appropriate disciplinary official and in the student's official college file. Except in proceedings where the student is exonerated, all documentary or other physical evidence produced or considered in disciplinary proceedings and all recorded testimony shall be preserved, insofar as possible, for not more than five (5) years. No other records of proceedings wherein the student is exonerated, other than the fact of exonerated, shall be maintained in the student's file or other college repository after the date of the student's graduation, or not more than five (5) years.

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	'08	'09	'10	'11	2012
Murder	0	0	0	0	0
Rape	0	0	0	0	0
Robbery	0	0	2	0	0
Aggravated Rape	0	0	0	0	0
Burglary/Shoplifting	6	0	0	8	2/2
Motor Vehicle Theft	3	2	1	3	3

ARRESTS FOR THE FOLLOWING CRIMES	'08	'09	'10	'11	2012
Liquor Law Violations	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	6
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

In the event Clover Park Technical College must close or operate on a delayed schedule due to weather or other emergency conditions, the College will seek to provide that information to all local radio and television stations, by 5 a.m. if reasonably possible. In addition, a recorded message will be available on the School Closure & Information Line at (253) 589-5707. The information will also be posted on the home page of the College web site, www.cptc.edu; and at the Public Schools Emergency Communications system web site, www.schoolreport.org.

No announcement means normal operation.
Announcements are for one day only.

Non-Discrimination Policy

Clover Park Technical College does not discriminate on the basis of race, color, national origin, sex, disability, sexual orientation/gender identity, religion, or age in its program and activities. The following office has been designated to handle inquiries regarding the non-discrimination policies:

Chief Human Resources/Legal Affairs Officer
4500 Steilacoom Boulevard S.W., Lakewood, WA 98499
Telephone (253) 589-5533

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 vice president of Student Services office.

Safety and Hazardous Materials

Safety procedures are posted next to the First Aid kits located in all offices and classrooms of the college. Accidents should be immediately reported to a college staff member or Security office 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/sr2k. A printed copy of this information may be obtained by calling (253) 589-5570.

2013-2014 Calendar

For some programs, calendar dates vary, depending on training schedules.

JUNE 2013

Get Started Workshop*	Jun 5, 12, 19, 26
Program Information Session (Classrooms@3 p.m.)	Jun 12
Last day of Spring Quarter	Jun 19
Graduation Ceremony	Jun 19
Quarter Break	Jun 20-30

JULY 2013

Summer Quarter Start	Jul 1
Get Started Workshop*	Jul 3, 10, 17, 24, 31
July Fourth (College Closed)	Jul 4
Program Information Session (Classrooms@3 p.m.)	Jul 10, 24
Foundation Golf Tournament	Jul 12
Financial Aid Deadline for Fall 2013	Jul 19

AUGUST 2013

Get Started Workshop*	Aug 7, 14, 21, 28
Program Information Session (Classrooms@3 p.m.)	Aug 14, 28
Fall Quarter Registration	
Running Start/High School	Aug 8-9
Continuing Students	Aug 12-13
Admitted Student Registration	Aug 14-15
Open Registration	Aug 16-Sept 24
Summer Quarter Ends	Aug 30

SEPTEMBER 2013

Labor Day (College Closed)	Sept 2
Summer Break	Sept 1-22
Get Started Workshop*	Sept 4, 11, 18, 25
Fall Quarter Fees Due	Sept 6
Opening Session of College 101	Sept 17
Faculty In-Service	Sept 19
Fall Quarter Start	Sept 23
Program Information Session (Classrooms@3 p.m.)	Sept 25

OCTOBER 2013

Get Started Workshop*	Oct 2, 9, 16, 23, 30
Program Information Session (Classrooms@3 p.m.)	Oct 9, 23
College Transfer Fair	Oct ?
CPTC Health and Wellness Fair (Building 23 @ 1am-2pm)	Oct ?
Faculty In-Service	Oct 25

NOVEMBER 2013

Financial Aid Deadline for Winter 2013	Nov 1
Veterans Day Ceremony	TBD
Get Started Workshop*	Nov 6, 13, 20, 27
Veterans Day Observed (College Closed)	Nov 11
Program Information Session (Classrooms@3 p.m.)	Nov 13, 27
Winter Quarter Registration	
Running Start/High School	Nov-14-15
Continuing Students	Nov 18-19
Admitted Student Registration	Nov 20-21
Open registration	Nov 22-Jan 3, 2014
Thanksgiving (College Closed)	Nov 28-29

DECEMBER 2013

Get Started Workshop*	Dec 4, 11, 18
Program Information Session (Classrooms@3 p.m.)	Dec 11
Last Day of Fall Quarter	Dec 12
Professional Service Day	Dec 13
Winter Quarter Fees Due	Dec 13
Opening Session of College 101	Dec 13
Winter Break	Dec 16-Jan 1
Christmas (College Closed)	Dec 25

JANUARY 2014

New Year's Day	Jan 1
Winter Quarter Start	Jan 2
Get Started Workshop*	Jan 8, 15, 22, 29
Program Information Session (Classrooms@3 p.m.)	Jan 8, 22
Marlin Luther King Day (College Closed)	Jan 20
Financial Aid Deadline for Spring 2013	Jan 24

FEBRUARY 2014

Get Started Workshop*	Feb 5, 12
Program Information Session (Classrooms@3 p.m.)	Feb 12, 26
President's Day (College Closed)	Feb 17
Spring Quarter Registration	
Running Start/High School	Feb 13-14
Continuing Students	Feb 18-19
Admitted students	Feb 20-21
Open Registration	Feb 24-April 1
Get Started Workshop*	Feb 19, 26

MARCH 2014

Get Started Workshop*	Mar 5, 12, 19
Program Information Session (Classrooms@3 p.m.)	Mar 12
Spring Quarter Fees Due	Mar 13
Last day of Winter Quarter	Mar 21
Professional Service Day	March 24
Spring Break	Mar 24-28
Opening Session of College 101	Mar 28
Spring Quarter Start	Mar 31

APRIL 2014

Get Started Workshop*	Apr 2, 9, 16, 23
Program Information Session (Classrooms@3 p.m.)	Apr 9, 23
Financial Aid Deadline for Summer (Check with Financial Aid Office)	TBD

MAY 2014

Get Started Workshop*	May 7, 14, 21, 28
Career Conference	May 8
College Transfer Fair	May 8
Program Information Session (Classrooms@3 p.m.)	May 14, 28
Summer Quarter Registration	
Continuing Students	May 19-20
Admitted Students	May 21-22
Open Registration	May 23-July 1
Faculty In-Service	May 16
Memorial Day (College Closed)	May 26

JUNE 2014

Get Started Workshop*	Jun 4, 18, 25
Program Information Session (Classrooms@3 p.m.)	Jun 11
Summer Quarter Fees Due	Jun 13
Last day of Spring Quarter	Jun 18
Graduation Ceremony	TBD
Quarter Break	Jun 20-27
Opening Session of College 101	Jun 20
Summer Quarter Start	Jun 30

JULY 2014

Get Started Workshop*	Jul 2, 9, 16, 23
July Fourth (College Closed)	Jul 4
Program Information Session (Classrooms@3 p.m.)	Jul 9
Foundation Golf Tournament	Jul 11
Financial Aid Deadline for Fall 2014 (Check with Financial Aid Office)	TBD

AUGUST 2014

Get Started Workshop*	Aug 6, 13, 20, 27
Fall Quarter Registration	
Running Start/High School	Aug 7-8
Continuing Students	Aug 11-12
Admitted Students	Aug 13-14
Open Registration	Aug 15-Sept 23
Program Information Session (Classrooms@3 p.m.)	Aug 13, 27
Summer Quarter Ends	Aug 29

SEPTEMBER 2014

Summer Break	Sept 1-Sept 19
Labor Day (College Closed)	Sept 1
Fall Quarter Fees Due	Sept 5
Get Started Workshop*	Sept 3, 10, 17, 24
Faculty In-Service	Sept 18
Fall Quarter Start	Sept 22
Program Information Session (Classrooms@3 p.m.)	Aug 24

The instructors do a really good job focusing on what you want to accomplish.

-**Aubrie Styger**, Graphic Technologies Student



Clover Park People

Full-Time Faculty & Administration

ABRAHAM, MENAKA

Computer Information Technology Instructor
MS, Wright State University; CPTC Vocational Certificate

AMMONS, DOUG

Faculty Librarian
BA, Western Washington University; MLIS, University of Washington

ANDERSON, ROBERT

HVAC
AAS, Tacoma Community College

ARMSTRONG, RONDA

Surgical Technology Instructor
AAS, Clover Park Technical College

AUTRY, TRISHA

Pharmacy Technician Instructor
Licensed Pharmacy Technician; CPTC Vocational Certificate

BAHRT, DAVID

Nursing Program Instructor
MN, University of WA, BSN, University of WA, Licensed Registered Nurse, CPTC Vocational Certificate

BOWMAN, MICHAEL

Interior Design Instructor
Parson's School of Design; ASID Certification; NCIDQ Certification; CPTC Vocational Certificate

BRIDGES, WAYNE

Automotive Technician Instructor
Advanced Engine Performance; ASE Certified Automobile; ASE Certified Master Automobile Technician; CPVTI Automotive Technician; WA State Journey Level Automotive Technician; CPTC Vocational Certificate

BRIGGS, MARLA

Health Unit Coordinator Instructor
Health Unit Coordinator Certification; CPTC Vocational Certificate

BROUSSARD, TED

Director of Advising and Counseling
MA, Southern CT State University, BA, University of Southwest LA

BROWN, DAVE

Automotive Technology Instructor
ASE Certified Master Automobile Technician AAT, Automotive Technician, Clover Park Technical College Diploma, Automotive Technician, Denver Automotive and Diesel College WA State Journey Level Machinist / Jig & Fixture Toolmaker, the Boeing Company; CPTC Vocational Certificate

CARSON-LEWANDOWSKI, DEBRA

Dental Assistant Instructor
Certified Dental Assistant, Registered Dental Assistant, Dental Assistant Diploma, CPVTI, CPTC Vocational Certificate

CHASE-DEITRICH, DEBI

Early Care & Education Instructor
BS, Southern Illinois University; MA, Chapman University; CPTC Vocational Certificate

CHIARO, LOREE

Cosmetology Instructor
Licensed WA State Cosmetology Instructor/Operator; CPTC Vocational Certificate

CLARK, KEZIA

Surgical Technology Instructor
AAS, Spokane Community College; CPTC Vocational Certificate

CLARK, LARRY

Controller
BA-Business, WA State University; BA-Accounting, University of Puget Sound, MBA, University of Puget Sound

COLLINS, MARSHALL

Professional Pilot Instructor
Avionics Diploma, Clover Park Technical College

COLOMBINI-HYKE, LISA

Early Care and Education Instructor
BA, Gonzaga University; ME, Lesley College; CPTC Vocational Certificate

COOPER, LARA

Nursing Program Instructor
BSN, Seattle University; Licensed Registered Nurse WA State

COVINGTON, GARY

Automotive Technician Instructor
WA State Journey Level Automotive Technician; Associate Level Certified Electronic Technician; ASE Certification; BTI Consumer Electronics; Automotive Technician Certificate, Clover Park Technical College; CPTC Vocational Certificate

COYNER, BILL

Professional Pilot Instructor
Airline Transport Pilot Certification, Flight Engineer-Turbojet, Certified Flight Instructor, Certified Instrument Instructor-Flight, Federal Aviation Administration; AAS, Ft Steilacoom Community College; BS, Southern Illinois University; CPTC Vocational Certificate

CREECH, DANIEL

Aviation Maintenance Technician Instructor
Commercial Pilot License, Flight Instructor License, AMP Mechanics License, Advanced Groud Instructor License

DAM, KEN

Manufacturing Technologies
Machinist Certificate, Clover Park Vocational Technical Institute; CPTC Vocational Certificate

DAVID, GAIL

Cosmetology Instructor
Licensed WA State Cosmetology Instructor/Operator

DAVIS, LOREN

Director of NWCTHS
BA, Columbian Christian College Med, City University

DEBRUYNE, DAVID

Mathematics Instructor
BS, Washington State University, MS, University of Washington; MS AF Institute of Technology; CPTC Vocational Certificate

DORUM, LUCY

Accounting Instructor
BS, Western Washington University

DOTSON, TAWNY

Director of College Relations
MA, University of Missouri; BA, Washington State University, Accreditation in Public Relations

DOYON, GREG

Aviation Maintenance Technician Instructor
Airframe & Powerplant Certification, Inspection Authorization-Aircraft Certification, Federal Aviation Administration; ASE Master Technician Certification; ASE L1 Advanced Engine Diagnosis Certification; Aviation Maintenance, Airframe Powerplant License; CPTC Vocational Certificate

EDMONDS, MABEL

Associate Vice President for Instruction
BA, Harris Teachers College; MA University of Missouri

EDMONDSON, REBECCA

Early Care & Education Instructor
BA, Pacific Lutheran University, CDAi

ELLIS, STEVEN

Dean/Division III
BA, Virginia State University; MBA, University of Phoenix

ERRIGO, JENNIFER

Esthetics Instructor
Licensed Esthetician; CPTC Vocational Certificate

FELCH, LINDA

Early Care & Education Instructor
AA, Spokane Falls Community College; BA University of Puget Sound; CPTC Vocational Certificate

FORDHAM, WENDY

Nursing Program Instructor
MSN, Walden University; BSN, Fayetteville State University, Licensed Registered Nurse

FREDERICK, SANDY

Cosmetology Instructor
Licensed WA State Cosmetology Instructor/Operator; CPTC Vocational Certificate

FREEMAN, KURT

Automotive Collision Technician Instructor
ASE Certification—Nonstructural Analysis and Damage Repair, Structural Analysis and Damage Repair; Automotive Structural Repair Certificate; Shark Electronic Measuring System Certificate; Mobile Air Conditioning Society Worldwide Certificate; Journey Level; CPTC Vocational Certificate

FRITZ, ANDREW

Environmental Sciences & Technology Instructor
Certified Naturalist, Certified Land Resources Analyst, Environmental Analyst, Au Sable Institute; BS, Gordon College; MS, Northeastern University; CPTC Vocational Certificate

GANYON, MICHELLE

Cosmetology Instructor
Licensed Cosmetology Instructor/Operator; CPTC Vocational Certificate

GORDON, JIM

Electronic/Fire Security Technician Instructor
United States Marine Corps Air Wing Avionics; ADT Security Systems, BA, FA, CA, CCTV; Washington State Journeyman Electrician; Northern Computers Card Access Authorization; Fire-Lite Mass Evacuation Certification; NICET Fire Codes Certification level II; Seattle Fire Department Certificate FA-1; CPTC Vocational Certificate

GOVE, SALLY

Written Communications Instructor
BS, University of New Hampshire; MA, Northeastern University; CPTC Vocational Certificate

GREENE, TERESA

Director of Institutional Research
MA, Portland State University, BA, Portland State University

GRIFFIN, MYRA

Director of Nursing Programs
MSN, University of Washington; BS, Pacific Lutheran University

GUINN, DANA

Medical Laboratory Technician Instructor
MA, Kaplan University; BA, Pacific Lutheran University

HATHAWAY, KATHLEEN

Human Services Instructor
AAS, Tacoma Community College; BA, University of Puget Sound MA; Pacific Lutheran University; CPTC Vocational Certificate

HOLLAND-O'HERN, CAROL

Early Care & Education Instructor
CPTC Vocational Certificate

HOLLOWELL, KELLY

Computer & Info. Systems Security Instructor
Certified Microsoft Pre-installation Specialist for: Windows XP, 2000, 2000 Server, 9x, Millennium (Me), and Office XP; CompTIA A+, Net+, Linux+ Certificate; Microprocessors and Controllers Certificate; Microsoft (70-210) Win2k Pro (MCP), (70-215) Win2k S; CPTC Vocational Certificate

HOLSTER, ELAINE

Faculty Librarian
BA, BS, University of Texas; MLIS, University of Texas

HOUSER, SUNNY

Interior Design Instructor
AAS, Clover Park Technical College; BA, Western Washington University

HUNTER, FRAN

Dental Business Office Assistant Instructor
CPTC Vocational Certificate

IVERSON, AUSTIN

3D Arts & Animation Instructor
AAS, Clover Park Technical College

JOHNSON, JIM

HVAC Instructor
Mechanical Engineering Instructor; WA Specialty Electrician License; CFC Universal License, Refrigeration License; Hazmat Teaching Certificate

JOLLY, WILLIAM

Restaurant Management Instructor
Hospitality Production Certification, AAS, South Seattle Community College; CPTC Vocational Certificate

JONES, MICHELE

Medical Assistant Instructor
BA, University of Washington, Certified Medical Assistant; Medical Assistant Certificate, Clover Park Technical College; AAS, Tacoma Community College; CPTC Vocational Certificate

KLUG, DENISE

Cosmetology Instructor
Licensed WA State Cosmetology/Esthetics/Manicurist/Barber Operator/Instructor; CPTC Vocational Certificate

LAMB, DEAN

Architectural Engineering Design Instructor
Member, CSI & ICC; Licensed WA State Architect; ESRI Authorized ArcGIS 10© Instructor; BA, BS, Washington State University; CPTC Vocational Certificate

LAZARUS, BRENDA

Nursing Program Instructor
Licensed Registered Nurse; BSN, Pacific Lutheran University

LIND, CONNIE

Cosmetology Instructor
Licensed WA State Cosmetology/Esthetics/Manicurist/Barber Operator/Instructor; CPTC Vocational Certificate

LOVEDAY, JOYCE

Vice President for Instruction
BA, Wheaton College; MBA, Idaho State University PhD, Oregon State University

MAIN, DAN

Welding Technology Instructor
BA, Embry-Riddle Aeronautical University; CPTC Vocational Certification

MASSEY, DEAN

Culinary Arts Instructor
Pierce County Food Service Management License; Food Service Specialist Certification; Advanced Food Service Specialist Certification, Clover Park Vocational Institute

MAY, RANDY

Residential Construction
AA Central Texas Certified Graduate Remodeler (CGR); Certified Aging in Place Specialist (CAPS)

MCGOVERN, TAYLOR

Counselor
BA, Psychology, PLU; MA, Theological Studies, Faith Seminary

MEDCALF-FLAKER, KATHI

Basic Skills Director
MS, University of Southern Maine; MA, Villanova University; BA, BS, East Stroudsburg University

MEZIERE, YVONNE

Massage Therapy Instructor
License WA State Massage Practitioner; CPTC Vocational Certification

MOLLAS, TULA

Mathematics/English Instructor
AA, South Puget Sound Community College; BS, Southern Illinois University

MONTGOMERY-MANDLEY, LARITA

Core Allied Health Instructor
BA, The Evergreen State College; ME, City University

MOWRY, CYNTHIA

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