



Whatcom
COMMUNITY COLLEGE



2010-2012 | CATALOG



Whatcom

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2010 - 2012 | CATALOG

The Indian symbol of the human hand has been given various interpretations by Pacific Northwest Indians. The meaning of the symbol was determined by each tribe's artist or chief. One of the major interpretations is unity and togetherness of people.

237 W. Kellogg Road | Bellingham, WA 98226
Tel: (360) 383-3000 | VP: (360) 255-7182 | FAX: (360) 383-4000
Website: www.whatcom.ctc.edu

President's Welcome

WELCOME TO WHATCOM COMMUNITY COLLEGE

On behalf of the Board of Trustees, the faculty and the staff of Whatcom Community College, I want to extend a warm "Whatcom Welcome."



*Kathi Hiyane-Brown
College President*

Our vision is to be an innovative college, engaged with our diverse and changing communities. We are committed to transforming lives through education. Whatcom accomplishes this by supporting student growth, respecting student investment, embracing diversity, promoting excellence and creating opportunities.

Whatcom Community College can help you get from wherever you are in life, to where you want to be. We deliver a variety of educational opportunities to the members of our immediate community and beyond. Our tradition of serving the community with a student-centered approach is what makes our college so special. Whether you are preparing to transfer to a university, pursuing a new career through our professional technical programs, or participating in courses for personal or professional enrichment, Whatcom is a great place to be.

There are countless reasons why Whatcom is the right choice for you. WCC offers a wide range of programs, degrees, and certificates instructed by exemplary faculty. In addition, we provide lifelong learning opportunities through Community Education. Whatcom is located in Bellingham, WA, conveniently situated between Seattle and Vancouver, BC, as well as nestled between the San Juan Islands and Cascade Mountains. The campus is one of the most beautiful in the state and offers high-quality student services. Student life is active and exciting with a strong student leadership team, as well as numerous student clubs, activities, and sports; there's something for everyone!

All of us at Whatcom Community College look forward to helping you achieve a rich and fulfilling educational experience. It is an investment that will most certainly last you a lifetime. Thank you again for considering us. We do hope to see you on our campus soon.



Strategic Plan

Whatcom's strategic plan includes a mission statement, vision statement, promise statement and guiding themes and objectives.

Mission Statement

Whatcom Community College contributes to the vitality of its communities by providing quality education in academic transfer, professional-technical and life-long learning, preparing students for active citizenship in a global society.

Vision Statement

Whatcom will be an innovative college, engaged with our diverse and changing communities.

Promise Statement

We transform lives through education. We accomplish this by:

- Supporting student growth
- Respecting student investment
- Embracing diversity
- Promoting excellence
- Creating opportunities

Guiding Themes & Objectives

Expand Opportunities for Students to Achieve Their Potential

- Increase student success in transfer and career preparation
- Increase access and support for students
- Increase support for diverse and changing student populations
- Introduce new opportunities for student learning and engagement
- Enhance understanding of our role in a global society

Strengthen the Culture of Learning

- Assess and enhance instructional delivery and student learning
- Establish a Teaching and Learning Center
- Promote professional development for faculty and staff

Contribute Actively to the Vitality of Whatcom County

- Increase college stature as a community and educational partner
- Lead collaborative efforts with other educational institutions
- Be an active partner in economic development

Model Sustainability

- Advance sustainability throughout the campus community
- Integrate sustainability throughout the curriculum
- Implement new “green” certificates and degree pathways
- Partner with community organizations to advocate for sustainability in the local and global arena

Strengthen the College’s Ability to Deliver Its Mission

- Create and manage growth through fiscal, capital, technological and human resource development
- Diversify and secure funding/resources from external sources
- Develop processes to promote a safer environment for teaching, learning, and working
- Foster a culture of continuous improvement based on institutional effectiveness

Adopted November 19, 2009

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HISTORY & PHILOSOPHY OF THE COLLEGE

Whatcom Community College has been serving the community since 1967 with its first programs being offered in 1970 (Farm Management and Transportation of the Sick and Injured). The College was one of the original community colleges in the country to offer classes without a centralized campus. As a result of that commitment, early faculty and staff became experts in developing alternative modes of instruction to reach students with varying interests. Another early commitment was individual attention to the educational goals and learning styles of each student. The College became known throughout the country for its unique approach and as a result grew to such an extent that centralized facilities and a campus became the preferred solution to reaching the thousands of students seeking access each year.

By the mid 1980's, the commitment to serving as many students as possible led the Board of Trustees to begin developing a central campus in the Cordata neighborhood. As the campus developed, younger students sought access in increasing numbers. Though the College has grown rapidly, it has retained a commitment to personalized instruction and promotion of success for students of all ages.

The original philosophy of considering what was best for students was necessary for our early development and continues to guide the actions of all who serve Whatcom Community College.

WCC FOUNDATION

Established in 1987, the mission of the Foundation is to strengthen educational opportunities by providing student scholarships, supporting faculty and staff development, and assisting with key college initiatives. Assistance from the Foundation helps the College achieve its mission in ways not possible with state funds alone. The Foundation exists to support Whatcom Community College's goal of providing quality learning opportunities for our community.

CORE LEARNING ABILITIES

Core Learning Abilities (CLAs) are overarching skills that are emphasized and reinforced throughout many courses in all programs and majors at the College. They define the common skills that the College would like all of its students to be able to do by the time they graduate. Whatcom Community College began a comprehensive review of its CLAs during the 2008-2009 academic year. The most up-to-date information pertaining to the College's CLAs can be found on the Institutional Research and Assessment link on Whatcom's website, under "About Whatcom" and "Assessment and Accreditation."

ACCREDITATION

Whatcom Community College is accredited by the Northwest Commission on Colleges and Universities, an institution accrediting body recognized by the Council for Higher Education Accreditation and/or the Secretary of the U.S. Department of Education. The Commission is located at 8060 165th Avenue NE, Suite 100, Redmond, WA 98052-3981.

The College's programs of study are approved by the Washington State Board for Community and Technical Colleges. The College's Physical Therapist Assistant Program is accredited by the Commission on Accreditation in Physical Therapy Education, and the Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs. The College's Nursing Program is accredited by the National League for Nursing Accrediting Commission.

The College is recognized by the American Council on Education, and is a member of the American Association of Community Colleges, the Northwest Athletic Association of Community Colleges, and the Washington Association of Community and Technical Colleges.

AFFIRMATION OF INCLUSION

Whatcom Community College is committed to maintaining an environment in which every member of the College community feels welcome to participate in the life of the College, free from harassment and discrimination. We welcome people of all races, ethnicities, national origins, religions, ages, genders, sexual orientations, marital status, veteran status, abilities and disabilities.

Toward that end, faculty, students and staff will:

- Treat one another with respect and dignity;
- Promote a learning and working community that ensures social justice, understanding, civility and non-violence in a safe and supportive climate;
- Influence curriculum, teaching strategies, student services and personnel practices that facilitate sensitivity and openness to diverse ideas, peoples and cultures in a creative, safe and collegial environment.

Adopted 9/10/96; Amended 4/15/03

NOTICE OF NON-DISCRIMINATION

Whatcom Community College does not discriminate on the basis of race, color, national origin, religion, sex, disability, honorably discharged veteran or military status, sexual orientation, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Director for Human Resources, 237 W. Kellogg Road, Bellingham, WA 98226, 360.383.3400. For Title IX compliance, contact: Vice President for Educational Services, 237 W. Kellogg Road, Bellingham, WA 98226, 360.383.3070. WCC publications are available in alternate formats upon request by contacting the Disability Support Services Office at 360.383.3080; VP 360.255.7182.

DECLARACIÓN ANTIDISCRIMINATORIA

Whatcom Community College no discrimina por motivos de raza, color, origen nacional, religión, sexo, discapacidad, baja honrosa del servicio militar o estatus militar, orientación sexual, o edad en sus programas y actividades. La siguiente persona ha sido designada para manejar preguntas relacionadas con la política antidiscriminatoria: Director de Recursos Humanos, 237 W. Kellogg Road, Bellingham, WA 98226, 360.383.3400. Para cumplimiento del Título IX contactar al: Vicepresidente para Servicios Educativos, 237 W. Kellogg Road, Bellingham, WA 98226, 360.383.3070. Publicaciones de WCC están disponibles en formatos alternativos si se solicitan en Disability Support Services Office (Oficina de Servicios de Apoyo para Discapacitados) al teléfono 360.383.3080; VP 360.255.7182.

ਪੱਖਪਾਤ ਨਾ ਕਰਨ ਬਾਰੇ ਨੋਟਿਸ

ਵੈਟਕੌਮ ਕਮਿਊਨਿਟੀ ਕਾਲਜ [Whatcom Community College] ਆਪਣੇ ਪ੍ਰੋਗਰਾਮਾਂ ਅਤੇ ਸਰਗਰਮੀਆਂ ਵਿੱਚ ਨਸਲ, ਰੰਗ, ਰਾਸ਼ਟਰੀ ਮੂਲ, ਧਰਮ, ਲਿੰਗ, ਅਧਿਗਤਾ, ਨੌਕਰੀ ਤੋਂ ਸਤਕਾਰ ਨਾਲ ਹਟਾਏ ਗਏ ਪੁਰਾਣੇ ਸਿੱਧਾਂਤਾਂ ਜਾਂ ਫੌਜੀ ਦਰਜੇ, ਜਨਿਸੀ ਰੁਝਾਨ ਜਾਂ ਉਮਰ ਦੇ ਅਧਾਰ 'ਤੇ ਪੱਖਪਾਤ ਨਹੀਂ ਕਰਦਾ। ਹੇਠਾਂ ਦੱਸੇ ਗਏ ਵਿਅਕਤੀ ਪੱਖਪਾਤ ਨਾ ਕਰਨ ਬਾਰੇ ਪਾਲਿਸੀਆਂ ਸਬੰਧੀ ਸੁਆਲਾਂ ਨਾਲ ਨਜਿੱਠਣ ਲਈ ਨਿਯੁਕਤ ਕੀਤਾ ਗਿਆ ਹੈ: ਮਨੁੱਖੀ ਵਸੀਲਿਆਂ ਬਾਰੇ ਡਾਇਰੈਕਟਰ [Director for Human Resources], 237 W. Kellogg Road, Bellingham, WA 98226, 360.383.3400. ਟਾਈਟਲ IX ਦੀ ਪਾਲਣਾ ਲਈ, ਸੰਪਰਕ ਕਰੋ: ਵਿਦਿਅਕ ਸੇਵਾਵਾਂ ਬਾਰੇ ਵਾਈਸ ਪ੍ਰੈਜ਼ੀਡੈਂਟ [Vice President for Educational Services], 237 W. Kellogg Road, Bellingham, WA 98226, 360.383.3070. 360.383.3080; VP 360.255.7182 'ਤੇ ਅਧਿਗਤਾ ਸਹਾਇਤਾ ਸੇਵਾਵਾਂ ਬਾਰੇ ਦਫ਼ਤਰ [Disability Support Services Office] ਨਾਲ ਸੰਪਰਕ ਕਰਕੇ ਬੋਨਤੀ 'ਤੇ WCC ਦੇ ਪ੍ਰਕਾਸ਼ਨ, ਬਦਲਵੇਂ ਰੂਪਾਂ ਵਿੱਚ ਉਪਲਬਧ ਹਨ।

Заявление о недискриминации

Двухгодичный Колледж Уатком (Whatcom Community College) не дискриминирует по признакам расовой принадлежности, цвета кожи, национальности, вероисповедания, пола, инвалидности, статуса ветерана или отношения к военной службе, сексуальной ориентации или возраста в осуществлении своих программ и деятельности. Для решения вопросов, связанных с политикой недискриминации, обращайтесь к директору по персоналу по адресу 237 W. Kellogg Road, Bellingham, WA 98226, тел. (360)383-3400. По вопросам, соблюдения поправки Title IX обращайтесь к вице-президенту по учебной работе по адресу 237 W. Kellogg Road, Bellingham, WA 98226, тел. (360)383-3070. Публикации WCC доступны в различных форматах по запросу, в Отделе поддержки студентов-инвалидов, тел. (360)383-3080; вице-президент (360)255-7182.



CATALOG AGREEMENT

Students may apply for graduation under the catalog in effect at the time of initial enrollment or under any subsequent catalog, provided continuous enrollment is maintained. Students who have a break in enrollment of more than four consecutive quarters (one year) may apply for graduation under the catalog in effect at the time of re-enrollment or any subsequent catalog, provided continuous enrollment is maintained from the point of re-enrollment.

CONSUMER INFORMATION

As a student or potential student, you have the right to know information regarding Whatcom Community College. The following is a list of available consumer information required by State and Federal regulations and where to find it. Many are available in this catalog and/or from the college website at www.whatcom.ctc.edu.

AIDS Prevention / Information

Entry & Advising Center, LDC 205

Athlete Completion & Transfer Rates

Student Programs and Athletics Office, SSC 208

Athletics - Gender Equity

Student Programs and Athletics Office, SSC 208

Campus Safety

Entry & Advising Center, LDC 205

Drug and Alcohol Prevention

Counseling Services, LDC 205

Graduation and Transfer Rates

Registration/Records Office, LDC 102

Information on the Family Education Rights & Privacy Act

2010-12 Catalog or contact the Registration/Records Office, LDC 102

Notice of Non-Discrimination

2010-12 Catalog or contact the Human Resources Office, LDC 235

State Support of Higher Education Students

Registration/Records Office, LDC 102

Student Rights and Responsibilities

2010-12 Catalog or contact Vice President for Educational Services, LDC 205

Voter Registration Information

Visit (<http://www.secstate.wa.gov>) or Contact the Office of Student Life, SSC 208



Academic Calendar | Tuition and Fees

2010-2011 ACADEMIC CALENDAR

Holidays and Non-Instructional Days

SEPTEMBER 2010						
S	M	T	W	T	F	S
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OCTOBER 2010						
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NOVEMBER 2010						
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DECEMBER 2010						
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JANUARY 2011						
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FEBRUARY 2011						
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MARCH 2011						
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APRIL 2011						
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MAY 2011						
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JULY 2011						
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AUGUST 2011						
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FALL QUARTER 2010 (Tuesday, Sept 21 - Friday, Dec 10)

Sept 6	(College closed)
Sept 21	Quarter begins
Nov 11	Veterans Day (College closed)
Nov 12	No classes (College open)
Nov 24	No classes (College open)
Nov 25-26*	Thanksgiving (College closed)
Dec 10	Quarter ends
Dec 24	(College closed)

WINTER QUARTER 2011 (Tuesday, Jan 4 - Thursday, Mar 24)

Dec 31	(College closed)
Jan 4	Quarter begins
Jan 17*	Martin Luther King, Jr. Day (College closed)
Feb 21*	Presidents' Day (College closed)
Feb 22	Professional Development Day (College closed)
Mar 24	Quarter ends

SPRING QUARTER 2011 (Tuesday, Apr 5 - Friday, Jun 17)

Apr 5	Quarter begins
May 30*	Memorial Day (College closed)
Jun 17	Quarter ends / Commencement

SUMMER QUARTER 2011 (Monday, Jun 27 - Friday, Aug 19)

Jun 27	Quarter begins
Jul 4*	Independence Day (College closed)
Aug 19	Quarter ends

*No Saturday classes on holiday weekend.

Refer to the College's website for a complete calendar of other important dates, closures or updates.

2011-2012 ACADEMIC CALENDAR

Holidays and Non-Instructional Days

FALL QUARTER 2011 (Tuesday, Sept 20 - Friday, Dec 9)

- Sept 5 (College closed)
- Sept 20 Quarter begins
- Nov 11* Veterans Day (College closed)
- Nov 24-25* Thanksgiving (College closed)
- Dec 9 Quarter ends
- Dec 26 (College closed)

WINTER QUARTER 2012 (Wednesday, Jan 4 - Thursday, Mar 22)

- Jan 2 (College closed)
- Jan 4 Quarter begins
- Jan 16* Martin Luther King, Jr. Day (College closed)
- Feb 20* Presidents' Day (College closed)
- Mar 22 Quarter ends

SPRING QUARTER 2012 (Tuesday, Apr 3 - Friday, Jun 15)

- Apr 3 Quarter begins
- May 28* Memorial Day (College closed)
- Jun 15 Quarter ends / Commencement

SUMMER QUARTER 2012 (Monday, Jun 25 - Friday, Aug 17)

- Jun 25 Quarter begins
- Jul 4 Independence Day (College Closed)
- Aug 17 Quarter ends

*No Saturday classes on holiday weekend.

Refer to the College's website for a complete calendar of other important dates, closures or updates.

SEPTEMBER 2011						
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NOVEMBER 2011						
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DECEMBER 2011						
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FEBRUARY 2012						
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MARCH 2012						
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APRIL 2012						
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MAY 2012						
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JUNE 2012						
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JULY 2011						
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AUGUST 2011						
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Tuition and Fees

TUITION RATES

Students are required to pay all tuition and fees each quarter before attending classes.

Tuition rates are set by the Washington State Legislature and apply to Fall, Winter and Spring Quarters. Summer Quarter courses are offered on a self-support basis and tuition/fee rates are established by the College President.

The College offers certain classes on a self-support (rather than state-funded) basis throughout the academic year. Examples include online classes with ONL sections. The per credit fees for these classes are the same as the tuition rates in the 1-10 credit category below. However, the credits for these classes are not included in the calculation for the 11-18 credit and 19 and above credit reduced rate categories.

Certain classes or programs such as Adult Basic Education (ABE), some English as a Second Language (ESL), and Parent Education (PARED) carry a reduced tuition rate established by the State Board for Community and Technical Colleges. Tuition rates for such classes or programs are noted in the quarterly class schedule and on the College's website.

The College also participates in a number of state-authorized tuition waiver programs (e.g. senior citizens, state employees, refugees, etc.). See page 12 for more information.

FEES

Special Fees

A special fee can be charged upon approval of the Board of Trustees or the College President when the specialized nature of the class warrants an additional charge. Such fees will be noted in the quarterly class schedule and on the College's website.

Examination, Certification and Placement Testing Fees

These fees range from \$5-\$150 and may be waived in certain circumstances.

Common Fees

Studio print making fee	\$150
Nursing application fee	\$100
Nursing materials fee	\$100
Nursing 100 materials fee	\$75
Late enrollment fee	\$50
Science lab fee	\$30
Various Misc. fees.....	\$5 - \$40 (range)

All fees are subject to change. Fees not listed above may apply to other specific courses and programs or be assessed on a per credit basis.

Running Start students are now required to pay a technology and comprehensive fee of \$6 per credit with a maximum of \$ 60.00 per quarter.

2010 - 2011 TUITION RATES		
Student Classification	Credits	Tuition Rates
Resident	1-10 credits	\$93.00 per credit
	11-18 credits	\$35.00 per credit
	19 credits & above	\$78.40 per credit
Non-Resident & International Students	1-10 credits	\$265.00 per credit
	11-18 credits	\$40.00 per credit
	19 credits & above	\$250.40 per credit
Refer to the quarterly class schedule publication or the College's website at www.whatcom.ctc.edu/tuition for more details about rates and fees. Information about Resident/Non-Resident classifications can be found on page 11 and 12.		

2011 -2012 ESTIMATED TUITION RATES

The Washington State Legislature will most likely consider a 5-7% increase over 2010-2011 rates.

Refer to the quarterly class schedule publication or the College's website for finalized rates and specific fees.

REFUNDS

A student who leaves the College or a class without officially withdrawing will forfeit all claims to credits in classes and refunds of fees for those classes.

For refund purposes under normal circumstances, instructional days shall be counted from the official start date of each quarter (regardless of the start date of individual courses) and do not include weekends or holidays.

Refunds will be made for withdrawals from classes according to the following schedule:

- For the first five instructional days of the quarter, 100% of the tuition and refundable fees will be refunded.
- After the fifth day of instruction and through the 20th calendar day of the quarter, 40% of the tuition and refundable fees will be refunded.
- After the 20th calendar day of the quarter, no refund will be granted.

Specific dates can be found in the quarterly class schedule and on the College's website.

Refunds for classes that begin and/or end on a schedule other than a normal quarterly schedule will be prorated accordingly.

A reduction of credits will result in a refund of (a) 100% of the difference between the original and the reduced load fees if the change is made by the fifth day of instruction; (b) 40% of the difference if the change is made after the fifth day of instruction and through the 20th calendar day of the quarter; (c) no refund after the 20th calendar day.

Cancellation of classes by the College or failure to admit the student will result in no loss of tuition or fees by the student.

Students withdrawing from reduced tuition programs are subject to the refund schedule outlined above.

Extension of Refund Period

The refund period may be extended for students who withdraw for substantiated medical emergencies or who are called to active military or Washington national guard status, or who are withdrawn due to death. See Hardship Withdrawal information on page 17.

Exceptions to the general refund policy may be granted when necessary to comply with U.S. Department of Education regulations (references: RCW 28B.15.605 and RCW 28B.10.270).

RESIDENCY REQUIREMENTS

As a Washington state public institution, Whatcom Community College is required to comply with all applicable state laws regarding residency classification (references: RCW 28B.15 and WAC 250.18).

In general, a student is considered a "resident" for tuition and fee purposes under the following conditions:

1. The student is a US citizen, or has permanent or temporary resident status, or holds "Refugee-Parolee" or "Conditional Entrant" status with the United States Immigration and Naturalization Service, or is otherwise permanently residing in the United States under color of law; and
2. The student is financially independent for the current calendar year and the calendar year prior to which application is made (if the student is not financially independent, then his/her residency is based on whether one or both parents have met all residency requirements); and
3. The student (or, if financially dependent, at least one of the student's parents) is in Washington primarily for reasons other than educational and has officially established Washington as his or her true, fixed and permanent home and place of habitation for a period of at least one year prior to the start of the quarter of enrollment.

Note: Washington state laws require that new residents of Washington change out-of-state driver's licenses and out-of-state motor vehicle registrations within 30 days of arrival in this state (references: RCW 46.16.028 and RCW 46.20.021). New residents should also change out-of-state voter registrations.

Students will be initially classified as "resident" or "non-resident" based on the information derived from the Admissions Application. Students who are requesting reclassification from non-resident to resident status will be required to provide proof of meeting the one-year residency requirement by submitting a Residence Questionnaire and supporting documentation including, but not limited to, driver's license, motor vehicle registration, voter registration, home purchase/lease agreement, verification of full-time employment, etc.

All requests to change from non-resident to resident status must be received in the Registrar's Office prior to the 30th calendar day of the quarter for which the change is requested.

Other conditions which might qualify a student for resident status are:

1. members/dependents of the U.S. military or Washington National Guard; or
2. students who spent 75% of their junior/senior years at a Washington state high school, graduated and immediately enrolled in a Washington state college, and whose parents were residents of Washington during that time; or
3. students who are not U.S. citizens and do not have permanent resident immigration status, but attended a Washington state high school for at least 3 years and graduated (reference: HB 1079); or
4. members of certain American Indian Tribes (reference RCW 28B.15.0131).

Students who do not qualify for resident tuition under any of the conditions listed above might qualify for a waiver of the non-resident tuition differential (see next section).

The following residency forms are available on the College's website:

- Residence Questionnaire
- Residence Checklist / Application for Non-Resident Waiver
- Washington Higher Education Residency Affidavit

Students should contact the Registration Office for complete details regarding residency classification

Waivers of Non-Resident Tuition Differential

Refugees/Asylees and their dependents may qualify for a waiver of non-resident tuition, regardless of whether or not they have met the one-year residency requirement.

Students enrolled in classes leading to a high school diploma may also qualify for a waiver of non-resident tuition.

Students who are US citizens or have Permanent Resident immigration status may apply for a waiver of non-resident tuition (operating fees only) under one of the following conditions:

1. Students who have completed three quarters of full-time enrollment at Whatcom Community College,

- occurring during or after Fall Quarter 1999; or
2. Washington State high school graduates; or
3. US Military veterans; or
4. Students with Permanent Resident immigration status who came directly to Washington State from their country of origin.

Students who qualify in one of these four categories should submit the Residence Checklist/Application for Non-Resident Waiver form to the Registration Office.

Students who do not meet the criteria above, but participate in a co-curricular program (student government, student clubs/activities, athletics, student publications), should contact the Student Information Center, located in the Syre Student Center, for information and an application.

Other Tuition Waiver Programs

Partial tuition waivers are available for the following qualified student categories:

1. Seniors (60+ years of age, space available only-no application required – eligibility determined at time of registration(1st day of quarter)
2. Washington State employees (space available only)
3. Certain children/spouses of eligible veterans/national guard members who, while engaged in active federal military/naval service, became disabled, deceased, or were declared POW/MIA by the federal government. The College's Financial Aid Office has eligibility information and application forms.

Students should visit the College's website or contact the Registration Office for complete details/applications for tuition waivers.

Students should contact the Registration Office for complete details/applications for tuition waivers.



Admissions | Registration | Student Records

Admissions

Whatcom Community College is an open door institution welcoming any person who is at least 18 years of age or who has graduated from high school or has earned a GED certificate. Applicants who do not meet these criteria will be considered for admission on an individual basis.

GENERAL ADMISSION PROCEDURES

1. Apply online at www.whatcom.ctc.edu or complete a Whatcom Community College Application for Admission paper form. Since registration appointments are assigned by Admissions Application receipt date, it is important to apply early.
2. Students pursuing a WCC degree or certificate should submit official academic transcripts from previously attended accredited colleges or universities for evaluation of transfer credits. High school transcripts are not required.
 - a. Contact, in writing, the college or university where the courses were completed and request that an official transcript be sent to Whatcom Community College. Transcripts must be mailed directly to the College or hand-carried by the student in an officially sealed envelope.
 - b. Submit an official request to have transcripts evaluated by Whatcom Community College. Transcripts are not automatically evaluated when received.

Enrollment information packets with specific details are mailed once the application has been processed. Entry and Advising Center staff are available to provide general information about the College's educational programs and application process.

SPECIAL ADMISSION PROCEDURES

International Students

Whatcom Community College admits qualified international students to academic programs during each of the four academic quarters, and eight times throughout the year to intensive English courses.

Admission requirements for academic programs include:

1. A completed and signed International Student Application form with an application fee of \$35
2. An original financial statement of support demonstrating sufficient funding for one full year of study
3. High school transcripts, and college/university transcripts (if applicable)
4. Advanced placement on Whatcom Community College's English placement exam, or completion of the intensive English courses.

Admissions requirements for the intensive English courses include:

1. A completed and signed International Student Application form with an application fee of \$35
2. An original financial statement of support demonstrating sufficient funding for one full year of study
3. Minimum 16 years of age

Students Under 18 Years of Age Who Have Not Graduated From High School

The College does not desire to replace or duplicate the functions of local public schools. Students who are under 18 may apply for special admission either through the Running Start Program or the Transitional Learning Programs.

The Running Start Program

The Running Start program is a partnership between Whatcom Community College (WCC) and the public high schools in Washington. The program allows high school juniors and seniors to enroll in WCC classes tuition free, and earn college credits which also apply to high school graduation requirements. Students may enroll concurrently in high school and college classes, or solely in college classes. The cost of books and supplies is paid by students.

The Running Start program offers the eligible high school student the opportunity to get a "head start" on earning college credits, take courses that satisfy both

high school and college requirements, seek academic challenges, and take courses that are not offered in high school. Students do not need the permission of the high school to enroll in the Running Start program. This choice is made by the student and parents/guardians. Running Start students have the same rights and responsibilities as other college students.

To participate in Running Start, high school students must be of eleventh or twelfth grade standing, as determined by the public high school or public school district. (This includes students attending a private school or receiving homebased instruction.) Students must take the WCC placement tests and place at college-level English. Specific procedures regarding enrolling in courses under the Running Start program are available from the WCC Running Start office.

Note: Students under 16 who do not meet Running Start requirements and who want to be considered for special admission must first meet with the designated Running Start advisor to complete the necessary requirements prior to review and approval by the Vice President for Educational Services.

Transitional Learning Programs (ABE, ESL, GED, I-BEST)

In order to enroll, a student under 18 years of age must:

1. Obtain and present at the orientation session, a release form signed by the school district of residency
2. Attend an orientation session and complete the assessments for admission, achieving a minimum score
3. The Director of Transitional Learning Programs will determine eligibility based on a review of the above items according to the following criteria:
 - Ability to benefit in an adult learning environment
 - Competency in academic skills
 - Availability or lack of availability of other educational options

Note: Federal grant requirements do not allow students under the age of 16 to enroll in these classes.

See page 28 for program information and page 39 for GED testing information.

Professional/Technical Programs

The following degree/certificate programs have special admission requirements that must be completed prior to entry:

- Massage Practitioner certificate and degree
- Medical Assisting certificate and degree
- Nursing degree
- Physical Therapist Assistant degree
- Visual Communication degree

Refer to pages 54-88 for specific program requirements.

Registration

After completing admission procedures, each entering student will receive an information packet which explains the steps to become an officially enrolled student. The process includes placement testing, orientation, selection of classes, completion and submittal of a registration form and payment of fees. All existing financial obligations within the College must be cleared before a student may register for a new quarter.

PLACEMENT TESTING

Students pursuing degrees and certificates must take the WCC placement test (reading, writing and math) prior to registering unless they have successfully completed college-level courses in English and math at another institution. A brief entry orientation is included with the mandatory testing process, and a comprehensive, half-day new student orientation is offered quarterly. Students should contact the WCC Entry and Advising Center to make their placement testing appointments. See page 20 for more information.

REGISTRATION/ADVISING APPOINTMENTS

Registration/advising appointments are assigned for new and former students for the quarter/year they plan to start if an Application for Admission is received by the published priority deadline. Students who apply for admission but do not enroll will be assigned a

registration/advising appointment for the next quarter if notice is received by the published deadline for that quarter. Former students who return within one year can reactivate their student status — after one year, former students must reapply for admission. Refer to the quarterly class schedule or the College's website for specific dates and deadlines.

Currently enrolled credit students are automatically assigned registration access times for the next quarter and are eligible, in most cases, to register for classes via OASIS on the web. Students who enroll but withdraw during the quarter will be issued a registration appointment for the next quarter.

FULL-TIME STUDENTS

For academic purposes, a full-time student is one who enrolls for 12 credits or more. To register for more than 19 credits, students must obtain an advisor signature.

LATE REGISTRATION

Registrations are accepted during Late Registration for any regularly scheduled class, space permitting. Registrations are not accepted for regularly scheduled classes after the close of Registration without written permission from the instructor.

Note: Students who register late should be aware that classes may have already started and that they are expected to complete missed assignments. Late fees may apply.

CONTINUOUS ENROLLMENT CLASSES

Some classes are specified as Continuous Enrollment indicating that students may register for and begin these classes anytime during the first eight weeks of the quarter for Fall, Winter and Spring Quarters. During Summer Quarter, students may register for and begin these classes anytime during the first three weeks of the quarter.

SATISFACTORY/UNSATISFACTORY GRADING

Certain courses are designated S/U grading only. A student may elect to take any other course on an S/U grading basis through the initial registration process or by submitting an add/drop/change form to the Registration Office no later than the eighth week of the quarter (sixth week for summer quarter). A student who chooses to be graded on an S/U basis should check with the instructor concerning S/U grading criteria. Some WCC degrees (and other colleges/universities) may have restrictions on the number of allowable S/U graded courses.

AUDITING A CLASS

A student may register as an auditor for any class through the initial registration process or by submitting an add/drop/change form to the Registration Office no later than the eighth week of the quarter (sixth week for summer quarter). Auditors do not receive credit for such classes. Audit fees are calculated at the same rate as regular tuition depending on the student's classification.

Students taking courses by audit are not required to attend classes regularly or to take exams. Students do not earn credits or grade points for audit courses.

IMPORTANT DEADLINE DATES

Refer to the quarterly class schedule or the College's website regarding specific quarterly dates and deadlines for registration activity.

CHANGE OF SCHEDULE

A student may change classes during the period of official registration by submitting an add/drop/change form, or, in most cases, via OASIS on the College's website. Degree or certificate students and students receiving financial aid should consult with an advisor before changing classes to ensure consistency with program goals.

WITHDRAWAL FROM A CLASS OR FROM THE COLLEGE

A student may officially withdraw from the College or from a specific class through the eighth week of the quarter (sixth week for summer quarter) by submitting an add/drop/change form to the Registration Office (or, in most cases, the student can withdraw via OASIS on the College's website). A student can petition for a hardship withdrawal through the end of the quarter (see below).

Note: Official withdrawals which are submitted before the 21st calendar day of the quarter will not be posted to the student's permanent record.

Hardship Withdrawal

A student who is unable to complete a quarter or a class due to a hardship (an emergency related to a major life difficulty such as divorce, death of an immediate family member, severe illness, call to active military or Washington national guard status, etc.) may petition for withdrawal throughout the quarter.

Complete withdrawals due to serious, unanticipated medical emergencies or call to active military or Washington national guard status may warrant a partial or full refund of tuition.

A Hardship Withdrawal Petition and supporting documentation must be submitted to the Registrar's Office by the last day of the quarter.



Student Records

Students may access their own records through OASIS on the College's website. Access requires use of a student identification number (SID) and personal identification number (PIN). Students are strongly encouraged to select a private, secure PIN. Contact the Registration Office for more information.

FINAL GRADE REPORTS

Grade reports are made available for online viewing/printing at the end of each quarter. The grade report may be withheld if all financial or other obligations are not fulfilled.

TRANSCRIPTS

In compliance with The Family Education Rights and Privacy Act of 1974, as amended, a transcript of grades will be sent to a college, university, or other agency only upon the student's written request. Students must complete and submit a Transcript Request form or a written request by mail, fax or in person to the Registration Office. The form is available on the College's website. Holds on permanent records resulting from non-payment of financial obligations, or failure to return College-owned material, must be cleared by the student before transcripts will be released.

STUDENT IDENTIFICATION NUMBERS

The College uses college-assigned numbers to identify student records. Social security numbers are collected upon admission to the College and are considered confidential. Under a federal law (FERPA—see next page) the College will protect it from unauthorized use and/or disclosure. In compliance with state/federal requirements, disclosure may be authorized for the purposes of state and federal financial aid, Hope/Lifetime Learning tax credits, academic transcripts, or assessment/accountability research. Contact the Registration Office for more information.

NOTIFICATION OF STUDENT RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day Whatcom Community College (hereinafter referred to as "the College") receives a request for access.

Students should submit to the College Registrar written requests that identify the record(s) they wish to inspect. The College 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 College Registrar to whom the request was submitted, that official shall advise the student 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 the College to amend a record that they believe is inaccurate or misleading. They should write the college official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the College decides not to amend the record as requested by the student, the 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 provide written consent for 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 the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, third party servicers such as the National Student Clearinghouse, or collection agent); a person serving on the Board of Trustees; or 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.

Another exception requires the College to comply with the Solomon Amendment, which authorizes disclosure of "student recruitment information" for military recruiting purposes without student consent. Information disclosed is limited to currently enrolled students over the age of 16 and includes name, address, telephone listing, year of birth, class level, academic major, degrees received and most recent previous educational institution.

The College considers name, address, email address, telephone number, date of birth, enrollment status (full or part time), dates of attendance, and degrees/awards received to be "directory information" and this information can be disclosed without consent only if it is determined by a college official that the party requesting this information has a legitimate need for the information.

A student has the right to refuse to allow the College to disclose personally identifiable directory/student recruitment information by signing a "Notice of Non-Disclosure" form available at the Registration/Records office.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Whatcom Community College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-5920.

The College will publish this Notice in its College Catalog and on its public website, and will reference it in its Class Schedule publications.

The College's complete FERPA policy is contained in Washington Administrative Code (WAC) 132U-280.

FINANCIAL OBLIGATIONS OF THE STUDENT

The College expects that students who receive services for which a financial obligation (e.g., tuition, fees, loans, library/parking fines, etc.) is incurred will exercise responsibility in meeting those obligations. Appropriate college staff are empowered to act in accordance with regularly adopted procedures to carry out the intent of this policy, and if necessary to initiate legal action to insure that collection matters are brought to a timely and satisfactory conclusion.

Admission to or registration with the College, conferring of degrees and issuance of academic transcripts may be withheld for failure to meet financial obligations to the College.



Student and Educational Services

Student and Educational Services

Whatcom Community College provides a comprehensive array of services that complement the instructional programs and facilitate student learning and development. Beyond the traditional classroom experiences, students are offered a variety of activities that foster leadership, diversity awareness, effective communication, teamwork, self-responsibility, health and wellness. Our mission is to support and challenge individuals in their pursuit of educational, career, and personal goals.

Whatcom Community College faculty and staff believe students are unique and capable adults, responsible for their own learning and achievement of life goals. We foster self-reliance by providing students with access to the information they need for their own educational planning. We strive to create an enriching and supportive environment that encourages people to learn and achieve.

PLACEMENT TESTING

Success in college-level courses depends upon adequate academic preparation and study skills. Placement testing helps students determine their current skill levels in reading, writing, and math. The placement test results assist students and their advisors with selection of courses that will help them reach their educational goals.

Students who have not yet completed college level math or English are required to take placement tests. Placement testing may not be required for students who have:

1. Earned college-level credits for English composition and math at an accredited college or university with a grade of 2.0 or higher (submit an official college transcript).
2. Earned a bachelor or associate degree (submit an official college transcript).
3. Taken an English composition and reading placement test from a Washington college within the last two years (submit official copies of the placement scores to the Entry and Advising Center). Note: Math placement testing must be taken at WCC.

Group and individual placement tests are offered each quarter. Group placement testing sessions include a brief overview of new student services, college processes and financial resources to assist students with early steps for enrollment at WCC. Contact the WCC

Entry and Advising Center to make an appointment for placement testing.

NEW STUDENT ORIENTATION

A comprehensive half-day new student orientation is offered quarterly to prepare students for their first day of classes and beyond. The new student orientation includes information about WCC educational programs, support services, financial resources, classroom expectations, student activities, and more. Contact the Entry and Advising Center to make an appointment to register for quarterly orientation.

ADVISING

The Advising Program at Whatcom Community College encourages active participation by students. Students are responsible for decisions and choices that affect their academic success and educational goals. Advisors are available on a drop-in basis or by appointment in the Entry and Advising Center to assist students in:

- understanding degree requirements
- obtaining transfer information
- preparing for professional technical programs
- preparing an educational degree plan
- determining prerequisite courses for specific college majors
- adjusting to the learning environment
- determining eligibility for specialized programs

Planning with advisors is also available prior to and during each registration period to help students finalize quarterly class schedules. These appointments are intended to be brief so that students can verify that courses they have selected apply to their degree or certificate program. Although the College provides assistance in program planning, the final responsibility for fulfilling all academic and graduation requirements rests with the individual student.

Workshops, information sessions and fairs are offered throughout the year, including:

- Transfer and university major options
- Career and major planning
- Strategies for student success



CAREER CENTER

The Career Center provides a wide variety of services to help students with their career planning and job search. Career Advisors are available by appointment and will help students on an individual or group basis with career exploration and up-to-date information. Students desiring employment can receive assistance with resources and referrals relating to careers and employment. The Library offers additional resources. WorkSource also provides employment assistance in resume writing, interviewing and other job readiness skills.

Services

- Job listings and announcements
- Computer software assessments
- Reference books and literature
- Vocational biographies
- Newsletters and facts
- Correspondence and scholarship information

COUNSELING

At Whatcom Community College, confidential short-term personal counseling is available to all enrolled students. WCC counseling services are here to help students problem solve and assist them as they

develop their academic and personal potential. Counselors discuss with students their concerns and when needed provide support that can help students clarify their plans to reach their goals. Many of the concerns for which students have sought counseling are:

- Problem solving and decision making
- Stress management
- Transition to college life
- Academic success strategies
- Interpersonal conflict
- Coping with anxiety and depression
- Crisis management
- Career Planning
- Support for problems resulting from chemical dependency
- Referrals to community support services.

Contact Entry and Advising to schedule an appointment with a counselor.

DISABILITY SUPPORT SERVICES

Procedures

To receive disability support services, students are expected to self-identify to the DSS Office and provide documentation from their health care provider regarding the nature and extent of their disability. Students are responsible for requesting accommodations each quarter by completing an accommodation request form in writing. Requests should be received by the DSS Office at least two weeks prior to the beginning of the quarter, as some accommodations may require additional time to arrange. Please call the office to schedule an appointment to discuss your needs. Appropriate and reasonable accommodations will be determined collaboratively with the Director for Disability Support Services.

Services

Academic adjustments such as notetakers, sign language interpreters, readers, testing accommodations, adaptive technology or equipment, and priority registration can be provided to students who qualify for particular services. Appropriate and reasonable accommodations will be provided to qualified students for orientation, the application process, enrollment, registration, financial aid, course work, academic counseling and nonacademic programs and services. Students with a qualified disability are entitled to non-discrimination in accordance with federal and state laws.

FINANCIAL AID

Students attending Whatcom Community College for the purpose of receiving a degree or certificate may be eligible for financial assistance through federal, state, or local programs. To be considered for financial aid, a student must have graduated from high school or have a GED certificate, or successfully complete an “Ability to Benefit” test. Students must apply for financial aid each year.

Federal and state regulations limit the amount of time a student can receive financial aid to attend school. Students who plan carefully with the assistance of an advisor have the best chance of graduating in a timely fashion and accomplishing their educational goals.

Information about financial aid programs and student eligibility is available from the Financial Aid Office or the College’s website.

Application Process

Step 1 — Complete the Free Application for Federal Student Aid (FAFSA) form. FAFSA information must be submitted each year to the U.S. Department of Education where it is processed to determine financial eligibility. This application will establish eligibility for grants, workstudy programs, and student loans. Students can apply online at www.fafsa.ed.gov.

Include WCC’s school code on your FAFSA application: #010364.

Step 2 — Students are notified by the Department of Education when their FAFSA has been processed. It is important to review this notification. If corrections are required, contact WCC’s Financial Aid Office for assistance.

Step 3 — Respond to all requests for information from WCC’s Financial Aid Office promptly and completely. In addition to a short data sheet, students may be required to provide copies of income tax returns, and other documentation to determine eligibility.

Application Deadlines

WCC has established a “priority deadline” of March 1. Students may apply for aid throughout the year; however, if expecting a determination in time for Fall Quarter, students should start the FAFSA process as early as possible. Students who have not been awarded aid prior to registration periods should plan on paying their own tuition by the published due dates.

WCC’s financial aid staff is responsible for reviewing student eligibility for financial aid, awarding funds,

and monitoring continued eligibility. Applications are reviewed and aid is awarded in the order in which applications are completed. Some financial aid funds are limited, so applying early is important.

Satisfactory Progress Requirements for Financial Aid Recipients

Progress toward degree completion — All financial aid recipients are expected to enroll in courses that apply to the requirements of the educational program they have selected. Students who enroll in courses that do not apply to degree requirements may lose financial aid eligibility because of these excess credits. All students are encouraged to work with an academic advisor to track their progress toward degree.

Quarterly Academic Progress — In order to remain in good standing, financial aid recipients must complete at least 67% of their attempted courses each quarter and achieve a quarterly 2.00 grade point average.

Financial Aid Warning — A financial aid recipient who fails to maintain satisfactory progress as outlined above may be placed on financial aid warning status.

Financial Aid Probation — A financial aid recipient who has received a financial aid warning and who fails to maintain satisfactory academic progress will be automatically terminated from aid. Students have the right to petition for the reinstatement of their aid if failure to maintain satisfactory progress was due to extraordinary circumstances.

Scholarships

Whatcom Community College, the Whatcom Community College Foundation and numerous friends of the College have cooperated to develop and offer several scholarships with tuition awards that range from \$500 to full tuition. Scholarships are available to students who demonstrate outstanding academic achievement, financial need, athletic skills, personal growth, or contributions to fellow students or the College.

Scholarships have been provided by many friends including Cascade Natural Gas, Dawson Construction, Fielding and Pat Formway, the Sam Girouard Memorial, the Jeff Heidingsfelder Memorial, Harold Heiner, Thomas and Martina Horn, Kenneth L. Kellar, Peoples Bank, the Milt Rawlings Athletic Scholarship, Rotary Club of Bellingham, the Whelan-Sharpe Family, Conoco Phillips, the Trillium Corporation, Dawson Construction, T-Mobile, WCC Employees, and Wilder Construction. More information is available at the Student Financial Aid Office.

Veteran Benefits

Whatcom Community College offers degree programs approved by the Washington State Approving Agency for the enrollment of those students eligible under Veteran Administration Education Benefit programs.

Eligible veterans or dependents of veterans must apply for admission to the College and should contact the College's Veterans Office as early as possible before enrolling. The Veterans Office is located in Laidlaw Center (LDC), 116.

WCC staff submit applications for benefits to the Veterans Administration on behalf of students and certify their quarterly enrollments. Eligible students can be certified only for courses that apply to the declared degree or certificate program. All veteran benefit recipients are required to report program changes, quarterly credit changes, and changes to marital and family status to WCC's Veterans Office.

Veteran benefit recipients are required to maintain satisfactory academic progress according to the College's policy (see page 35). Failure to comply with VA regulations may result in termination from the VA benefit program.

INTERNATIONAL STUDENT SERVICES

The staff of Whatcom Community College's International Programs provides a variety of services to support international students throughout their studies at the college, from the point of applying for admission through graduation. Services for international students include:

- Admission advising
- Homestay placement and housing coordination
- Bellingham airport pick-up
- Placement assessment, orientation, and registration advising after arrival
- Immigration, academic, cultural adjustment, and personal advising
- Educational planning and university transfer advising
- A recreational activities program

LEARNING CENTER

The College's Learning Center is the place to go for academic support. Open to all registered WCC students, the Learning Center offers skills development and tutoring. Drop-in tutoring is available in writing and math at the Writing Center and the Math Center located in the Learning Center. Tutoring in other subjects is also available by arrangement. Every effort is made to locate tutors for students in a wide variety of subjects.

For math students, there are tutorials and software to support Texas Instruments Calculators. Students can also use the *Live Math* program to complete their math assignments.

Writing Center

The Writing Center provides assistance to students at all stages of their writing processes: assignment analysis, prewriting, revising and editing. The Writing Center promotes the exchange and discussion of ideas in order for students to enhance their writing abilities and become independent writers. Peer tutors, under the direction and supervision of the Writing Center Coordinator, staff the Writing Center.

Math Center

The Math Center offers students drop-in assistance with math problems in a supportive environment. Tutors assist students with math concepts, alternative math texts, math software, calculators, and the Online Math Center. Students may download programs to their calculators and interface their calculators with the computers for class assignments. Peer tutors, under the direction and supervision of the Math Center Coordinator, staff the Math Center.

Tutoring in Other Subjects

The tutoring program offers opportunities for students to receive free tutoring. Information and forms for requesting tutoring or becoming a tutor are available in the Learning Center. Qualified students may be hired and paid as tutors. The tutoring program is funded in part by student services and activities fees.

English speaking students are also available to help students in ESLA classes understand the content and the cultural context of their class reading assignments. This service is funded in part by the International Program. Tutoring programs are under the supervision of the Learning Center Director. Contact the Learning Center for more information.



LIBRARY

The Library, located in the Heiner Center, houses materials for student research—books, journals, videos, music CDs, DVDs, maps, etc. There are comfortable study areas and conference rooms, along with computers for student use. There is also a bank of “email express” computers near the entrance. Photocopiers and miscellaneous supplies (stapler, paper cutter, 3-hole punch, etc.) are available near the Circulation Desk.

Librarians work with students on a one-to-one basis for help with research and are available at the Reference Desk whenever the library is open, or through the “Ask A Librarian” email and chat link on the library’s webpage of the College’s website. Librarians also teach information literacy basics and provide instruction sessions to classes from disciplines across the curriculum. The computers in the instruction room are open to students doing research when there are no classes scheduled. The Computer on Wheels (COW) may be checked out and used in one of the library’s conference rooms.

The library’s web page provides access to full text periodical databases, local library catalogs, and recommended sites for specific subjects. Items placed on reserve by faculty members may be checked out at the Reserves/Circulation Desk. WCC Students with library cards from the local Bellingham Public or Whatcom County Library systems may place holds from their catalogs and designate

WCC as the location for delivery. Requested materials are delivered twice weekly. Students needing materials not available either on campus or from local libraries may request them through interlibrary loan using a form on the library web site.

Media Services, on the top floor of the library, has equipment such as digital cameras, camcorders, and VCRs available for student use. Students can receive help with their digitization, video, and audio projects. Media Services will also provide assistance with the scanner and color printer at the Media Services imaging station.

STUDENT BOOKSTORE

The WCC Bookstore carries all required and recommended textbooks for courses taught at the College, as well as a large selection of supplies, study aids, gifts, candy, snacks, sportswear and academically-priced software. Special orders are also welcome and quickly filled. The bookstore is open extended hours at the beginning of each quarter for purchasing needs and at the end of each quarter for textbook buy backs. The bookstore is located on the first floor of the Syre Student Center.

STUDENT COMPUTER USE

WCC is a Windows/Office-based PC environment providing open access sources for student use. The College’s library provides computers for research purposes and the Student Access Lab provides students with the full complement of Office, Internet, web-based email, and specific curriculum based software (check with your instructor). Open hours for both venues are posted throughout campus and can also be found on the College’s web site.

In addition, wireless networking is available to students providing connectivity virtually anywhere on the WCC campus. Current WCC ID is required to sign up for a wireless account.

The College also supports several computer classrooms used in Computer Aided Instruction (CAI). Access to these computers will be limited to those students enrolled in CAI classes for the quarter. Instructors will inform students that are scheduled in a computer based lab.

A WCC Student ID is required to use computer facilities on campus.

Visit the College’s website for more detailed information.

STUDENT LIFE

Associated Students of Whatcom Community College (ASWCC)

The ASWCC represents students in many important ways. It serves as an advocate for solving student problems, reviews college policies affecting students, and holds issue forums or surveys students to determine student needs. The ASWCC Council of Representatives has significant input into college decision making, with students serving as members of college committees such as the Budget Advisory Committee and the Campus Planning Committee. With other students around the state, it represents student concerns to the Washington State Legislature and to state officials. It manages the Services and Activities Fee budget, sets goals and priorities, and develops a proposed budget for approval by the WCC Board of Trustees.

The Services and Activities Fee budget is derived from fees that each student pays as part of tuition. With these funds, the Council of Representatives supports services such as the Office of Student Life, the student newspaper, WCC Student Activities Committee, intercollegiate and intramural sports, co-curricular programs and student clubs.

Membership on the council offers an opportunity for students to earn college credits and a stipend while gaining valuable leadership experience, which can be applied to future endeavors, such as business, community activities, or government service. To become a member, a student must obtain at least 25 signatures of WCC students on a constituent election form, be enrolled for at least 8 credits, and maintain a 2.50 GPA. Some officers are elected, while others are appointed. Please check the College website for details. All Officers and Council members receive a quarterly stipend for active participation. Information about the council and election procedures is available from the Office of Student Life, located in the Syre Student Center.

Activities

The Activities Program provides recreational and educational activities for WCC students. Activities are developed and presented by the ASWCC Activities Committee. Any student interested can become a part of this committee or attend meetings to observe and provide input. Together, the Activities Committee Advisor and members provide a balance of recreational and educational programs. Some programs that have been

funded or subsidized by the committee are films, music, contests, speakers, field trips, ski van to Mt. Baker, hikes, concerts, bowling, and more. Another goal of the Activities Committee is to increase cultural awareness among students by bringing speakers and programs to campus that allow students to explore their own individual cultures or the cultures of others. The Activities Committee's office is located in the Syre Student Center.

Clubs

Clubs offer an excellent opportunity for Whatcom students to get involved, meet new people who share similar interests and make friends. They also provide the opportunity for students to engage with the campus in new ways, which enhance their college experience. Through co-curricular programming, Clubs create an excellent way for students to connect and network with faculty and staff, and develop life skills such as interpersonal communication, critical thinking, time management, and conflict resolution. The ASWCC recognizes a wide variety of clubs. For more information, please visit the WCC website.

Athletics

Whatcom Community College engages in intercollegiate sports competition for both men and women. The athletics program provides opportunities for students to develop teamwork, self-discipline and leadership skills. The WCC Pavilion provides a home for the Orcas men's and women's basketball and women's volleyball teams. Orca Field, a lighted, state-of-the-art synthetic turf facility, is home for the men's and women's soccer teams.

The College is a member of the Northwest Athletic Association of Community Colleges (NWAACC) and is governed by the rules and regulations of this organization, in addition to those of the College. To maintain athletic eligibility at Whatcom Community College, students must pass at least 12 quarter credit hours each quarter with a grade point average of 2.00 or better. Academic advisors, counselors, and coaches work together to promote the academic success of athletes.

Athletic grants-in-aid are available in all sports and are based on talent and need. Persons interested in intercollegiate sports programs, including information about athletic grants, should contact the Athletic Director or the Head Coach for the sport of their interest. The Office of Student Life administers WCC's athletic programs and is located in the Syre Student Center.

Intramural Sports

The Intramural Sports Program provides competitive and recreational opportunities in sports, such as basketball, volleyball, tennis, and soccer. The ASWCC Activities Committee's Intramural Coordinator plans and schedules an intramural program meeting student needs. Any student may join the Activities Committee to become involved in planning. All students are welcome to participate.

Horizon, The Student Newspaper

Horizon, the Whatcom Community College student newspaper, is published fifteen times during the school year. Any student interested in journalistic writing or photography is welcome to participate. Desktop publishing technology is used to produce the paper. Staff positions include editor, production manager, photo editor, and marketing manager. These positions receive quarterly stipends. Students who work on the Horizon may earn college credit and gain newspaper experience. Information about the newspaper and about application for staff positions is available from the Office of Student Life. The Horizon office is located in the Syre Student Center.

WCC Student Identification Card

The WCC Student ID Card is required to use the WCC Computer Lab, register for a wireless account, and utilize the Library and fitness center. It is also a student's ticket to all WCC home athletic events.

The Whatcom Community College Student ID Card also allows students the use of facilities and activities available through Western Washington University including:

- The Library
- All Viking Union eateries
- Picnic and boating facilities at Lakewood and Lake Whatcom
- Attendance at WWU athletic events, theatrical productions, and concerts at student rates
- Outdoor equipment from the University's Outdoor Program and Equipment Rental Shop for a nominal fee
- Intramurals

WCC Student ID Cards are issued to all currently enrolled students upon payment of quarterly tuition.



Cards are issued at the Office of Student Life on the second floor of the Syre Student Center upon presentation of a current class schedule or tuition receipt, a student ID number and photo identification.

WORKFIRST

WorkFirst provides low-income parents access to training to improve skills, increase earning potential, and increase opportunities for employment. Parents may qualify if they are receiving TANF (Temporary Assistance for Needy Families), or are a former TANF parent working at least 20 hours per week that meets WorkFirst eligibility and low-income guidelines. For more information, please contact the WorkFirst Administration Office.

WORKER RETRAINING

Worker Retraining provides educational access, support, and financial assistance to eligible individuals seeking retraining in one of Whatcom Community College's professional technical programs. Worker Retraining serves dislocated workers with recent unemployment claims, displaced homemakers, the formerly self-employed and eligible Veterans. Worker Retraining coordinates services with WorkSource and the Employment Security Department. For more information, contact Worker Retraining in the office of Entry and Advising.



Academic Information

Educational Options

Whatcom Community College offers a variety of programs and courses:

DEGREE/CERTIFICATE/DIPLOMA PROGRAMS

The Associate in Arts and Sciences (AAS) transfer degree provides a broad range of courses designed to prepare students for upper-division study at a four-year college or university. The Associate in Science (AST) Transfer option allows science majors to concentrate on the sciences before transferring. The Associate in Science (AS) and Associate in Arts (AA) degrees offer a variety of two-year professional technical options that provide practical training to prepare students to enter the work force. Shorter certificate options are available for some programs. For more information and a complete listing of available programs, refer to the Degree/Certificate/Diploma Programs section that begins on page 38.

TRANSITIONAL LEARNING PROGRAMS

These programs are designed to equip students with the academic skills necessary for success in a variety of educational, employment, and personal pursuits.

Adult Basic Education

Adult Basic Education (ABE) classes in reading, writing, math, computers, and career/education planning are designed to meet the employment and pre-college educational needs of students 18 years or older. Day and evening courses are offered with two enrollments every quarter. Students may take these classes to help them prepare for GED tests, to fulfill job re-training, to improve their employability skills, or to improve their basic academic skills. Orientation and assessment are required before enrolling into classes. Contact the Director of Transitional Learning Programs for more information.

College Success Studies

Courses in reading, writing, mathematics and study skills are available for students who would benefit from skills enhancement before or while attending regular college courses. Performance on assessment tests or recommendation by advisors determines placement in most of these courses. Several college success courses are offered to meet the unique learning needs of each individual. These include Critical Analysis, College Study Skills, and several Educational Planning courses. Many students enroll in below 100 level math and English courses to prepare for the math and composition classes required in college.

These academic skill-building courses are offered both day and evening. Courses numbered below 100, although assigned credit for financial aid purposes, are nontransferable as part of a degree or certificate program. Students are encouraged to talk with an advisor to determine which courses best meet their needs.

English as a Second Language

Whatcom Community College offers high quality programs for students whose first language is not English. ESL (English as a Second Language) classes are open to immigrants and refugees 18 years old or older. Classes are offered each academic quarter with continuous enrollment and are available day and evening, both on site and in the community. Classes provide instruction and practice in listening, speaking, reading, writing, vocabulary building, computer basics, and career and education planning. Orientation and assessment are required before enrolling into classes. Contact the Director of Transitional Learning Programs for more information.

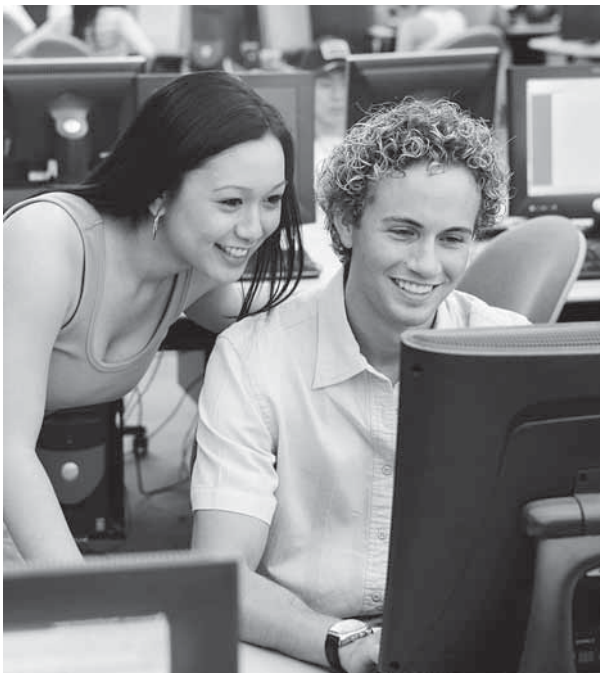
ESLA (English as a Second Language for Academic Purposes) classes are open to low-intermediate to advanced students whose first language is not English. These classes provide instruction in composition, reading, vocabulary development, oral communication, discussion skills, lecture note-taking, and grammar. These courses are designed for students who plan to pursue college degrees or certificates, as well as for international students and visitors who have come to this country in order to improve their English. Orientation and assessment are required before enrolling in classes. Contact the ESLA Coordinator or the International Programs Office for more information.

I-BEST

I-BEST stands for Integrated Basic Education and Skills Training. An I-BEST program is one that pairs basic educational skills (English and math) with workforce training. Students learn literacy and workplace skills at the same time. There are two instructors in the classroom and an extra support class to help students understand classroom information. Contact the Director of Transitional Learning Programs for more information.

COMMUNITY EDUCATION

Whatcom Community College offers a wide variety of quality non-credit certificates and classes designed to meet the training needs and lifelong learning interests of local citizens, businesses and organizations. Community Education classes are affordably priced and offered at convenient times—days, evenings and weekends—throughout the year. Registration for one or more classes is easy. There are no admission applications and registration can be completed over the phone or via the Internet. Classes are listed in the quarterly schedule and on the Community Education website. Customized training is available to businesses and agencies to meet specific needs. For more information, visit the Community Education web page at www.whatcomcommunityed.com.



Learning Options

Learning is a life-long experience which takes place in many forms and settings. There are various instructional modes available at Whatcom Community College for current learning, as well as methods of obtaining credit for learning that has taken place elsewhere.

INSTRUCTIONAL MODES

eLearning

Whatcom provides unique and convenient alternatives to traditional classroom instruction for busy self-motivated students. These courses use a variety of technologies, materials and methods to reach the same outcomes and objectives as traditional courses. Options offered include online, hybrid, and web-enhanced courses. To find out more information, visit the College's website at www.whatcom.ctc.edu/elearning.

Contract Learning

A student, with the assistance of a faculty mentor, may develop an individualized course in a wide variety of subject areas. If classes are not available in the student's area of interest or at a time that fits the individual's schedule, it is possible to create a course that meets the student's needs. For further information, contact the Learning Contract Coordinator in the Entry and Advising Center.

Cooperative Education/Internships/ Service Learning

Cooperative Education/Internships are experience-based learning courses for credit across disciplines. Students deepen their learning while adding to their resume by applying knowledge and skills in a structured, career-related setting within the employing community. Students also develop the proper work ethics and attitudes, responsibility and personal qualities, along with critical thinking and problem solving skills necessary for success in the workplace. Measurable learning objectives are developed collaboratively by the student, faculty mentor and employer through a learning contract process. The students complete written and oral reflections of learning throughout the quarter, along with an evaluation process at the end of the quarter. Students interested in Cooperative Educa-

tion/Internships are encouraged to plan ahead to secure a placement in their field of study.

Service Learning is a short term community-based learning experience through a specific class, as one of the assignments of the particular class. The student is engaged in community service activities with intentional academic learning goals and opportunities for critical self-reflection that connects to their academic discipline. There are various courses across the disciplines that offer a service learning component. For more information, contact the Cooperative Education Coordinator in the Entry and Advising Center.

Lecture/Group Discussion

Students attend regularly scheduled class sessions where an instructor lectures and/or leads group discussion. The course is usually supplemented through the use of a variety of other learning methods, including online discussion groups, writing assignments and/or testing.

Linked

Classes that are linked are designed to enrich the learning experience by providing an opportunity for students to focus on one subject area in two classes. The students receive the benefit of two instructors coordinating their materials to meet shared goals. For example, a science course linked with an English composition class gives the students the opportunity to use the concepts they are learning in the science class as topics to write about in the English class. In this way, students improve their critical thinking skills in science by learning to write clearly about those concepts.

Self-Paced Labs

This learning mode allows students to progress at an individual pace with assistance from an instructor. Many courses taught by this method allow continuous enrollment (see quarterly class schedule for specific classes).

Study Abroad

There are several opportunities for student learning that occur in other regions of the world. These programs are very experiential in nature; students learn subject matter in a unique way and increase their cross-cultural communication skills and global knowledge. Students report that the experi-

ences are often “life changing.” International Programs staff can assist students in finding the right program to fit their interests.

CREDIT FOR LEARNING THAT HAS TAKEN PLACE ELSEWHERE

College Level Examination Program (CLEP)

Credits from CLEP General and Subject exams, with a score of 50 or higher, may be accepted as electives in the Associate in Arts, the Associate in Science or the Associate in Liberal Studies non-transfer degrees. A maximum of 15 credits for approved Subject exams, with a score of 50 or higher, may be applied to the unlisted elective category of the Associate in Arts and Sciences (AAS-DTA) or Associate in Science (AS-T) transfer degrees.

Students who apply for CLEP credit must request that official CLEP scores be sent directly from the College Board to the WCC Records Office. CLEP is considered transferred-in credit and is posted on the student’s academic transcript at the time of graduation. CLEP credits may not transfer to other colleges and universities. It is the student’s responsibility to contact transfer institutions for information regarding the acceptance of these credits.

Credit by Examination/Evaluation

Currently enrolled students may earn college credit when they demonstrate by examination or evaluation that their professional experience or substantial prior learning meets the specific outcomes of a WCC course. Each department determines the evaluation method required for students to demonstrate mastery of the course content. Certain courses are designated not appropriate for credit by examination or evaluation. Information outlining designated courses, procedures, and fees is available in the Entry and Advising Center.

High School Programs

Advanced Placement (AP)

The Advanced Placement (AP) program consists of college-level courses and exams for high school students. WCC awards credit for higher level AP exams that meet subject and score criteria agreed upon by the college departments that oversee each appropriate discipline.

Students who apply for AP credit must request that offi-

cial AP scores be sent directly from the College Board to the WCC Records Office. AP credit is considered transferred-in credit and is posted on the student's academic transcript at the time of graduation. Acceptable scores/course equivalencies are published on the College's website.

College in the High School

From time to time, high schools in Whatcom County contract with WCC to offer designated classes for college credit through the College in the High School (CHS) program. Students enrolling in such classes pay an administrative fee rather than full tuition. Information on classes, fees and procedures for CHS is available at individual high schools.

International Baccalaureate (IB)

The International Baccalaureate program consists of college courses and exams for high school students. WCC awards credit for higher level IB examinations that meet subject and score criteria agreed upon by the college departments that oversee each appropriate discipline.

Students who apply for IB credit must request that official IB scores be sent directly from International Baccalaureate to the WCC Records Office. IB credit is considered transferred-in credit and is posted on the student's academic transcript at the time of graduation. Acceptable scores/ course equivalencies are published on the College's website.

Tech Prep Program

Tech Prep is a college preparatory program that offers high school students an opportunity to earn college credits for approved high school courses. Working together, high school and college instructors have determined that certain high school career and technical education courses meet the entry level course requirements of comparable college courses. These courses are identified as Tech Prep approved. Students enrolled in these courses may be eligible to receive WCC credit through the high school's articulation agreement with the College.

Students who complete approved high school College Tech Prep courses with a grade of "B" or better may request college credit by completing and submitting a Dual Credit application form along with a one-time transcript processing fee. Registration instructions are available in the career and counseling centers at each area high school. All college Tech Prep courses accepted for credit at WCC will be transcribed with the grade earned in the student's high school

course. Courses are only transcribed within the academic year the student completes the course work.

Award of articulated credits through WCC does not guarantee or imply acceptance of such credits by other institutions.

For more information, contact the college's Tech Prep coordinator or visit Whatcom County's Tech Prep website at www.whatcomtechprep.org.

Military/Other Non-Collegiate Training

WCC recognizes learning acquired in the military by accepting the credit recommendations of the Guide to the Evaluation of Educational Experiences in the Armed Services. In addition, a student may earn credits awarded by institutions listed in the ACE National Guide to Educational Credit for Training Programs and the Directory of the National Program on Non-collegiate Sponsored Instruction, provided that the courses are at the college level, and that the credit is appropriate to an individual's educational program. Only those courses actually listed in these directories which have been approved for a specific period of time and which correspond to the actual time the student completed the course will be acceptable as college credit. Other non-collegiate training will be evaluated on a case-by-case basis.

Credits will be evaluated only from official transcripts requested by the student from the American Council on Education's Registry of Credit Recommendations or from the organization that provided the training. Military credits will be evaluated only from official military documents.

A maximum of 65 credits may be applied to the Associate in Arts, Associate in Science or Liberal Studies degrees. These credits may apply only to the unlisted electives area of the Associate in Arts and Sciences/Associate in Science transfer degrees.

Other Transferred-In Credit

WCC reserves the right to determine which courses are acceptable for transfer from other institutions. Courses must be from a regionally accredited institution and only college-level courses for which credit has been granted by the sending institution will be considered (credit will not be awarded for sectarian religious studies). Courses from other accredited institutions (national, etc.) will be considered on a case-by-case basis. Maintaining the integrity of Whatcom's curriculum is a primary concern, and every attempt will be made to grant credit for equivalent courses. Each student must initiate a request to have transfer cred-

its evaluated. (Note: Students with non-U.S. transcripts must request an evaluation from a professional service for evaluating foreign credentials.) Each student will be individually notified of the results of the evaluation, with specific information about how the courses apply to his/her course of study.

Questions and concerns regarding an evaluation should first be addressed with a credential evaluator. If decided that it is necessary for an official exception/appeal to an evaluation, a course substitution form will be required. Any official exceptions/appeals to an evaluation should be addressed through this form, which can be initiated by a student, evaluator, advisor, administrator or faculty member.

These practices have been developed in accordance with the Intercollege Relations Commission (ICRC) for the State of Washington Handbook, AACRAO's Transfer Credit Practices of Educational Institutions, and the "Transfer of Award & Credit" policy adopted by AACRAO, ACE and CHEA.

RECIPROCITY AGREEMENT

Washington's Community and Technical Colleges (CTC's) offer reciprocity to students transferring within the CTC system. Students who have fulfilled a specific course requirement or entire areas of their AAS transfer degree requirements at one college—for example, Communication Skills, Quantitative Skills or Distribution Area requirements—will be considered to have met those same requirements if they transfer to another Washington CTC. Students must initiate the review process and must be prepared to provide all necessary documentation to WCC. Students are subject to WCC's catalog agreement and must complete the minimum number of credits required for a WCC degree. For complete information, students should contact an advisor in the Entry & Advising Center.

Academic Standards

CREDITS AND GRADES

Credit

Credit is recorded in quarter hours. Each quarter hour represents one 50-minute period of class time each week for the duration of a term, or the equivalent in laboratory, field work, or approved independent study.

Credit Load

For academic purposes, 12 credit hours is considered to be a full-time load. To complete a degree program in two years, a student should average 15 credit hours per quarter. Prior to registering for more than 18 hours per quarter, a student must obtain an advisor signature.

Course Numbering System

1-99	Developmental courses intended to bring the student to a general level of knowledge equivalent to Grade 12 completion OR post-high school review courses.
100-199	Freshman level courses
200-299	Sophomore level courses

GRADING SYSTEM

Grades are recorded on the student's permanent record at the end of each quarter.

The following symbols are used to indicate achievement for courses in which the student is officially registered.

A Superior Achievement

A-

B+

B High Achievement

B-

C+

C Average Achievement

C-

D+

D Minimum Achievement

D-

F Failure

I Incomplete

Indicates that a student was given permission to complete the requirements of a class at a later date. Incompletes are issued by the instructor when a student has, for good reason, been delayed in completing the required work but can successfully do so without substantial additional instruction. A signed agreement between the instructor and the student, outlining the time frame and work to be completed, must be submitted to the Registration Office. Grades awarded for completed work replace "I" grades and are recorded in the initial quarter of enrollment. If the agreed-upon deadline for completion has not been met, the instructor may change the "I" to the appropriate grade earned; otherwise, the "I" will remain permanently on the student's record. Credits are not granted until the "I" has been changed.

N Audit

Indicates that a student chose not to receive credit for a class. A student may change to or from audit grading through the initial registration process or by submitting an add/drop/change form to the Registration Office no later than the end of the eighth week of the quarter.

P Pass

For predetermined S/U graded credit classes, "P" indicates a passing grade for the class but does not satisfy the prerequisite for other classes. For specialized non-credit, non-graded classes, "P" is an administrative symbol.

S/U Satisfactory/Unsatisfactory

Certain classes are designated S/U grading only. A student may change to or from S/U grading for any other class through the initial registration process or by submitting an add/drop/change form to the Registration Office no later than the end of the eighth week of the quarter.

V Instructor Withdrawal

Indicates that a student discontinued attendance in a class and did not complete official withdrawal procedures.

W Official Withdrawal

Indicates that a student officially withdrew from a class by completing a withdrawal transaction through the Registration Office or via the web by the end of the eighth week of the quarter, or received approval for a hardship late withdrawal

after the eighth week of the quarter. Official withdrawals occurring after the 20th calendar day of the quarter are posted to the student's permanent record.

Y Work in Progress

Indicates that a student has work in progress for a class that begins and/or ends outside the regular starting/ending dates of the quarter. Such classes include Learning Contracts, Co-op Contracts and continuous enrollment classes. Grades awarded for completed work replace "Y" grades and are recorded in the initial quarter of enrollment. If a student does not complete the requirements for the class by the end of the following quarter, the instructor may change the "Y" to the appropriate grade earned; otherwise, the "Y" will be automatically changed to a "V" grade. Credits are not granted until the "Y" has been changed.

*** No Grade Recorded or Invalid Grade or Late Finishing Class**

Note: All quarterly deadline dates noted above are prorated for Summer Quarter to compensate for the shorter length of time.

GRADE POINT VALUES/AVERAGE

Grade point values are assigned to the following grades:

<u>Grade</u>	<u>Grade Point Value</u>
A	4.00
A-	3.70
B+	3.30
B	3.00
B-	2.70
C+	2.30
C	2.00
C-	1.70
D+	1.30
D	1.00
D-	.70
F	.00

Grades S, U, I, N, W, V, Y, P do not carry grade point

values and are, therefore, not computed into the student's grade point average. Note: Credit is awarded for S and P grades.

A student's grade point average is computed on a quarterly and cumulative basis. The quarterly GPA is computed by dividing the total number of quarterly grade points by the total number of quarterly A through F credits earned. The cumulative GPA is computed by dividing the total number of all grade points by the total number of all A through F credits earned.

GRADE CHANGES

Once a grade has been recorded on the student's academic transcript, it is considered final. If a student believes a grading error has occurred, the student should contact the instructor as soon as possible. An instructor may initiate a Grade Change form only under the following circumstances:

- Instructor error in grade computation (must be submitted within one year after the end of the quarter in which the grade was issued).
- Additional or supplemental coursework submitted to complete "I—Incomplete" (as agreed upon in Incomplete Agreement signed by student/instructor) or "Y—Work in Progress" (by the end of the following quarter).

Documented data entry errors brought to the attention of the Registration Office within one year after the end of the quarter in which the grade was issued will be corrected immediately (no grade change form is required.)

Grade disputes between a student and instructor must be resolved in accordance with the Student Rights & Responsibilities outlined in the College Policies section of this catalog. Students are encouraged to consult with instructors and/or the appropriate department chair before initiating a formal grievance.

REPEATING A COURSE

Some courses are designated as repeatable for additional credit up to the maximum specified. A separate grade is issued for each completion. See individual course descriptions for such courses.

For courses other than those designated as repeatable for credit, a student may only repeat a course a maximum

of 2 times (this is defined as two repeats in addition to the original enrollment). The student must submit a Course Repeat Card to the Registration Office at the time of registration. Although courses may be repeated to improve the grade earned, credit is applied only once. Each grade received will appear on the student's academic transcript, but only the credits and grade with the higher grade point value will be used to compute grade point average. The course with the lower grade will be designated with an "R" symbol to designate that it has been repeated.

Caution: Other colleges and universities may not accept a grade earned in a repeated course. If accepted, the grade may be treated differently in the calculation of grade point average.

DEAN'S LIST

The Dean's List is a Fall, Winter, and Spring Quarterly roll of full-time students who have satisfactorily completed a minimum of 12 credits in which letter grades with grade point values have been assigned and who have earned a minimum 3.50 quarterly grade point average. Official withdrawals that occur during the first 20 calendar days are disregarded.

HONORS PROGRAM

The Honors Program provides outstanding students with challenging and stimulating two-credit seminars. The seminars, usually taken simultaneously with a distribution course in the regular curriculum, allow students to pursue a subject in depth and to experience a high degree of student-faculty interaction. Once a student has taken an Honors seminar the first quarter after admission to the program, the student may elect to complete a special performance, exhibit or research project during a subsequent quarter instead of participating in a second seminar. To graduate in the Honors Program, a student must complete one seminar or project for every 20 credits taken after entering the program, but no fewer than two seminars/projects. Honors Program students register early to ensure enrollment in the regular courses associated with seminars.

Eligibility and Application Process

Students selected for the Honors Program should demonstrate superior academic ability and intellectual curiosity. A cumulative WCC college-level GPA of at

least 3.50 for completion of at least ten WCC credits is required. The process for acceptance into the program includes:

1. Complete an Honors Program application and return it to the Program Coordinator.
2. Submit at least one faculty recommendation which addresses the student's creativity, intellectual curiosity, motivation, and commitment to go beyond the norm.
3. Demonstrate college-level writing in the Honors Program application and by successful completion of ENGL 100/ESL 117 or placement in ENGL& 101.
4. Maintain a 3.50 cumulative college level GPA and abide by the WCC Student Rights & Responsibilities to continue in the Honors Program.

For more information and an application, contact the Honors Program Coordinator or the Division Support Office in Laidlaw Center or Cascade Hall.

PETITION FOR EXCLUSION OF LOW GRADES

This process is designed for students who may have had academic difficulties in a past quarter(s), left the College and have demonstrated improved academic performance since returning to the College. A student may petition to have courses with low grades earned at WCC excluded from credit and GPA calculation for graduation purposes when the following three conditions have been met:

1. The grades to be excluded are at least three years old; and
2. There has been an interruption in college attendance; and
3. The student has completed at least 25 college level credits with a GPA of 2.00 since returning to WCC.

Petitions must request exclusion of all grades prior to a given quarter; a request to exclude single grades within a quarter will not be considered.

Caution: Courses excluded will not be used for credit or GPA calculation toward graduation requirements; however, they will remain permanently on the student's academic transcript. Therefore, other colleges may not exclude these courses when calculating credits and GPA.

ACADEMIC STANDARDS OF PROGRESS POLICY

Whatcom Community College is committed to facilitating the academic success of students. The primary purpose of the Academic Standards of Progress Policy is to provide a means for alerting students when low academic achievement occurs and encouraging them to seek assistance from various college resources.

Step I — Academic Alert

A student will be placed on Academic Alert at the end of any quarter in which one of the following occurs:

- Quarterly GPA is below 2.00
- Quarterly credits completed is less than 50% of the credits attempted

Step II — Academic Probation

A student will be placed on Academic Probation at the end of any second consecutive quarter in which one of the following occurs:

- Quarterly GPA is below 2.00
- Quarterly credits completed is less than 50% of the credits attempted

Step III — Academic Suspension

A student will be placed on Academic Suspension at the end of any third consecutive quarter in which one of the following occurs:

- Quarterly GPA is below 2.00
- Quarterly credits completed is less than 50% of the credits attempted

Note: International students, athletes, students receiving financial aid, and students in Massage Practitioner, Nursing, Physical Therapist Assistant or Medical Assisting programs may be subject to different or additional requirements and should contact an advisor for more information.

Re-Admission After Suspension

A suspended student may petition the Probationary Review Committee, in writing, for immediate reinstatement if failure to maintain satisfactory progress was due to extenuating circumstances. If the petition is

approved, the student will be allowed one additional quarter of probationary status.

Any other suspended student may petition the committee, in writing, for re-admission to the College after a waiting period of at least one quarter. Evidence must be provided that the student has reassessed his or her educational goals and that the factors which led to the suspension have been eliminated. Upon approval, the student will be re-admitted on academic probation and all Academic Standards of Progress Policy rules will apply.

Graduation

GENERAL GRADUATION REQUIREMENTS FOR ALL DEGREES AND CERTIFICATES

In order to receive a degree or certificate from Whatcom Community College, students must fulfill the following general requirements:

1. Complete, with a passing grade, the minimum number of credits required. All courses must be at the college level.
2. Earn a minimum of 25 college level credits (100 or above) at WCC.
3. Submit an application for graduation by the priority deadline published in the registration calendar on the website. Late applications will be accepted but might not be processed in time for last quarter advising.
4. Obtain a cumulative grade point average of 2.00 in all college level work.
5. Related Instruction/General Education requirements (except for required prerequisites) in professional/technical degrees and certificates are automatically satisfied for students who have completed an associate transfer degree from an accredited institution within the state of Washington or a baccalaureate degree from an accredited institution within the United States. Other degrees will be considered on a case-by-case basis.
6. Students must meet degree/certificate requirements according to the College's Catalog Agreement on page 6.

Students have the following responsibilities in successfully completing a degree or certificate:

- Knowledge and understanding of college policies;
- Ensuring that all necessary course requirements have been met;
- Providing official transcripts of course work to be transferred in from other accredited institutions;
- Providing appropriate course descriptions and/or syllabi for transferred courses from the year the courses were taken, if requested by the Evaluations department.

GRADUATION WITH HONORS

Students who graduate in a degree program with a cumulative college-level grade point average of 3.50 in which at least 65 credits have grade points assigned, will be graduated with honors.

Credits and grades transferred to Whatcom Community College from other colleges and universities will be included in the calculation of the cumulative college-level grade point average if the student has completed less than 45 WCC graded college-level credits or has a WCC cumulative college-level GPA below 3.50.

Students who are in the Honors Program should see page 34 for additional graduation requirements from the Honors Program.

PETITION FOR WAIVER OF ASSOCIATE DEGREE GRADUATION REQUIREMENTS

Petitions for a waiver of a graduation requirement, with the exception of total credits required for graduation or other state-mandated requirements, will be considered by the Registrar. A request for waiver of graduation requirements must be submitted with the Application for Graduation.

COMMENCEMENT

Commencement activities are held in the spring for graduates of the preceding Summer, Fall and Winter Quarters, as well as for applicants of the current Spring Quarter. Students planning to graduate in the subsequent Summer Quarter may also participate provided that an application for Summer Quarter graduation is submitted by the stated deadline.



Degree | Certificate | Diploma Programs

Degree/Certificate/Diploma Programs

Whatcom Community College offers a variety of Associate Degree and Certificate Programs.

ASSOCIATE IN ARTS AND SCIENCES (AAS - TRANSFER) DEGREE

The Associate in Arts and Sciences (Direct Transfer Agreement - DTA), is designed primarily for students who plan to transfer to a four-year college or university with junior status.

The Associate in Arts and Sciences degree requires completion of 90 credits within specified distribution areas and is accepted as fulfillment of the general university requirements by Washington State four-year institutions. Since some colleges have variations in their degree requirements, the student should discuss transfer plans with an advisor.

General Education. Whatcom Community College's transfer degree ensures that our students receive the liberal arts and sciences education that employers, baccalaureate institutions, and accrediting associations believe are necessary for success in our rapidly changing world. Earning a transfer degree at Whatcom means that a student has successfully completed courses in writing and oral communications, a course in symbolic or quantitative reasoning, courses across three distribution areas (humanities, social sciences, and sciences), and courses that foster a greater understanding and awareness of global, diversity, and sustainability issues. The content, goals, and learning outcomes of the transfer degree reflect Whatcom's core learning and educational values.

See pages 41-42 for specific AAS requirements.

ASSOCIATE IN SCIENCE (AS-T - TRANSFER OPTION) DEGREE

The Associate in Science degree is based upon an agreement between Whatcom Community College and many colleges/universities in Washington State. This degree is an efficient, pre-designed educational path for students who wish to complete a baccalaureate program in several of the science fields. This Associate in Science degree will not substitute for general university requirements (GURs), but will allow WCC students to enter a participating 4-year college/university with

90 credits, junior standing, and the majority of major prerequisites completed. Students pursuing this degree must be prepared to complete any remaining GURs along with remaining major program and graduation requirements during their junior and senior years of academic study.

The Associate in Science majors designed to transfer within this option include:

- Atmospheric Sciences
- Bioengineering & Chemical Engineering
- Biology
- Chemistry
- Computer & Electrical Engineering
- Computer Science
- Earth Sciences
- Engineering
- Environmental Science
- Geology
- Mechanical, Civil, Aeronautical, Environmental, Industrial and Material Science Engineering
- Physics

See pages 50-53 for specific requirements in each pre-designed AS program.

ASSOCIATE IN LIBERAL STUDIES (ALS) DEGREE

The Associate in Liberal Studies degree is designed primarily for students who do not plan to pursue a specific technical or academic emphasis or transfer to a four-year institution but who wish to receive recognition for completion of 90 credits of general Arts and Sciences college-level learning.

Coursework must be completed within specific distribution areas.

See page 53 for specific degree requirements.

ASSOCIATE IN SCIENCE (AS) DEGREE

The Associate in Science degree requires completion of a minimum of 90 college-level credits with emphasis in certain professional technical fields.

Associate in Science degree programs currently offered by the College are:

- Administration of Justice
- Business Administration

- Computer Information Systems
- Massage Practitioner
- Medical Assisting
- Nursing
- Paralegal Studies
- Physical Therapist Assistant

See pages 54-88 for specific requirements.

ASSOCIATE IN ARTS (AA) DEGREE

The Associate in Arts degree requires completion of 90 college-level credits with emphasis in certain professional/technical fields.

Associate in Arts degree programs currently offered by the College are:

- Early Childhood Education
- Education Paraprofessional
- Visual Communications

See pages 54-88 for specific program requirements.

CERTIFICATE PROGRAMS

A certificate program is an organized, narrowly focused program that provides training in a specific occupational field. Certificate programs typically require completion of a minimum of 45 credits containing related instruction components.

Certificate programs currently offered by the College are:

- Accounting
- Administration of Justice
- Business Information Systems
- CIS Network Administration
- CIS Technical Support
- Early Childhood Education
- Education Paraprofessional
- Health Unit Coordinator
- Hospitality & Tourism Business Management
- Massage Practitioner
- Medical Assisting
- Medical Billing and Coding
- Medical Front Office Reception
- Office Administration
- Office Professional Technical Support Specialist
- Paralegal Studies
- Retail Management

See pages 54-88 for specific program requirements.

GENERAL EDUCATIONAL DEVELOPMENT CERTIFICATE (GED)

General Educational Development (GED) is a series of five tests developed by the American Council on Education to help people obtain the equivalent of a high school diploma. Students receiving GED certificates must demonstrate high school level competencies in Math, English, Science, Social Science and Reading. Earning a GED can lead to opportunities for better jobs and to more advanced education and training.

Students may enroll in Adult Basic Education (ABE) courses to receive assistance in preparing for the test.

Arrangements for taking the test may be made through the WCC Testing Center. Special testing arrangements for students with disabilities are available. There is a charge for taking and retaking the test. Check with the Testing Center for complete information and details.

HIGH SCHOOL DIPLOMA

Whatcom Community College awards high school diplomas to eligible students as outlined by RCW 28B.50.535. These eligible students are not required to complete the high school graduation requirements of the State Board of Education. To be eligible, students must meet either of the following criteria:

1. Students, twenty-one years or older, who satisfactorily complete an associates degree may submit a written request to be awarded a state high school diploma from the college.
2. Students enrolled through Running Start who satisfactorily complete an associate degree may submit a written request to be awarded a state high school diploma.
3. Students who are younger than 21 years old, who have been enrolled in Running Start at any time, may request a high school diploma from the college upon associate degree completion.

Eligible students must **submit a written request** by completing the High School Diploma section of the Application for Degree or Certificate and submitting the form to the Registration Office.

The Importance of Preparing for a Major

Declaring and preparing for your major can help you be more successful in completing your Associate in Arts and Sciences degree and in transferring to a university because...

- Many four-year universities require that prerequisite coursework be completed before acceptance.
- For many competitive majors (Business, Computer Science, Education, and Sciences) it is imperative to plan for prerequisites within your first 30 college level credits.
- Many four-year universities give priority admission to students who have completed major preparation.
- Some four-year universities give declared majors priority registration for upper division major coursework.
- For some majors, postponing prerequisite course work may result in an additional one to one and one-half years of course work after completion of the associate degree before being admitted to the major department. Many majors only admit students once a year. Careful prerequisite planning aids in timely admission.
- Student financial aid funding could be jeopardized without careful major preparation planning.

- Some professional technical degrees closely parallel the transfer degree and certain courses can apply to both degrees (i.e., Administration of Justice, Education Paraprofessional, Early Childhood Education, etc.). Early course planning can enhance these and similar programs.

The earlier in your college career major preparation work is begun, the more prepared you will be, and the more time and expense you will save. Advisors can help provide information about choosing a major and/or choosing courses that will help satisfy your selected major prerequisites.

Educational planning courses are available for elective credit each quarter as well as a variety of major planning and transfer workshops.

Major/degree planning worksheets are available in the Entry and Advising Center, LDC 116. Comprehensive degree planning worksheets are available on the College's website.

Always check with the college/university you plan to transfer to for specific requirements.



Associate in Arts and Sciences Degree

(Direct Transfer-DTA)

CORE REQUIREMENTS - 15-18 Credits

NOTE: Core courses cannot be used to meet distribution, w, d, g or s requirements.

Communication Skills

1. English Composition (ENGL& 101)
2. English Composition (course designated CC)
3. Communication Studies (course designated OC)

Total: 10-13 credits

- 3 courses - one from EACH category
- Minimum 6 credits of English Composition

Quantitative/Symbolic Reasoning AND Intermediate Algebra Proficiency

Any course designated Q or SR 5

Demonstrate intermediate algebra proficiency* 0

Total: 5 credits

* Intermediate Algebra Proficiency Options:

- Intermediate algebra course from an accredited college or university
- Mathematics course for which intermediate algebra is a prerequisite
- WCC math assessment with placement above intermediate algebra
- Intermediate algebra credit by examination
- High School mathematics through 2nd year algebra with C or better in all 2nd year algebra courses (official transcript required)
- General Math Placement Test (MPT-G) with a score meeting the state college readiness standard

DISTRIBUTION - 45 Credits

Humanities

Courses designated H/Hp (see below)

Total: 15 credits

- 3 disciplines (i.e. ART, MUSC, PHIL) with no more than 10 credits from one discipline
- HUM and IDS courses of 6 credits count as two disciplines and 10 credit maximum does not apply
- No more than 5 credits performance (p)
- Foreign languages 123 or above (all foreign languages are considered one discipline)
- No more than 5 credits in independent study (courses numbered 189, 199, 289, 299 - designated H/Hp)

Social/Behavioral Science

Courses designated SS (see below)

Total: 15 credits

- 3 disciplines (i.e. ANTH, PSYC, SOC) with no more than 10 credits from one discipline
- No more than 5 credits in independent study (courses numbered 189, 199, 289, 299 - designated SS)

Math/Science

Courses designated MS/MSI (see below)

Total: 15 credits

- 3 disciplines (i.e. BIOL, CHEM, GEOL) with no more than 10 credits from one discipline
- At least one laboratory course (designated I)
- 10 credits in physical or biological sciences
- No more than 5 credits in independent study (courses numbered 189, 199, 289, 299 — designated MS/MSI)

ELECTIVES - 27-30 Credits**Listed Electives**

Courses designated H/Hp, SS, MS/MSI, CC, OC, Q/SR, LE

Total: 12-30 credits

Unlisted Electives

Any courses numbered 100 and above designated UE

Total: 0-15 credits

Listed Electives

- Select from 2 or more disciplines
- Minimum of 12 credits must be from AAS Distribution (designated H/Hp,SS,MS/MSI) and/or Listed Electives (designated LE)
- Excess credits from courses used in Core (designated OC,CC,Q/SR) or Distribution (H/Hp,SS,MS/MSI) can count in listed elective category
- No more than 15 credits of independent study (courses numbered 189, 199, 289, 299)
- No more than 15 credits numbered 100 or above (designated UE)
- Maximum of 3 PE activity credits can be applied as Listed Electives (additional PE activity credits can count as Unlisted Electives)

GRAND TOTAL (90 minimum): 90 credits

Additional Requirements

The following requirements must come from Distribution, Listed and Unlisted Electives, numbered 100 and above.

CORE COURSES MAY NOT be used to satisfy Writing, Diversity, Global or Sustainability.

Writing Intensive (courses designated "w") 3 credits

Diversity Studies (courses designated "d") 3 credits

Global Studies (courses designated "g") 3 credits

Sustainability (courses designated "s") 3 credits

Note: a course with multiple designations can satisfy more than one requirement in this area. For example, ENGL& 111 (Hwg) will meet both writing intensive and global requirements.

Restrictions

- A minimum of 25 degree (college-level) credits must be earned at Whatcom Community College.
- A maximum of 25 credits of courses graded S (Satisfactory) may be applied to this degree.
- A maximum of 15 credits of approved CLEP subject exams, military, life/work experience or other non-traditional credits may be applied to this degree but only in the Unlisted Elective area. (Note: Students should contact the transfer institution regarding transferability of these credits.)
- A cumulative grade point average of 2.00 in all college-level work.

Course Designators

COURSE DESIGNATORS KEY: One of the following codes appears at the end of each course description indicating applicability of the course to the Associate in Arts and Sciences degree program.

CC	Composition Communication Skills	SS	Social/Behavioral Science Distribution	d	Diversity
OC	Oral Communication Skills	MS	Math/Science Distribution	g	Global
Q	Quantitative Skills	LE	Listed Elective	s	Sustainability
SR	Symbolic Reasoning Skills	UE	Unlisted Elective	w	Writing Intensive
H	Humanities Distribution			l	Lab
				p	Performance

**COMMUNICATION SKILLS -
Courses Designated "CC" or "OC"**

CMST& 101 OC	CMST 110 OC
CMST 145 OC	CMST& 210 OC
CMST& 220 OC	CMST& 230 OC
CMST 295 H,OC	

ENGL& 101 CC	ENGL& 102 CC
ENGL 201 CC	ENGL 202 CC
ENGL& 230 CC	ENGL 295C CC

**QUANTITATIVE/SYMBOLIC REASONING -
Courses Designated "Q" or "SR"**

CHEM& 121 Q,MSI	CHEM& 161 Q,MSI
CHEM& 162 Q,MSI	CHEM& 163 Q,MSI
CHEM 295 Q,MS	

CS 140 Q,SR,MS	CS 145 Q,SR,MS
CS 180 Q,SR,MS	CS 215 Q,SR,MS
CS 220 Q,SR,MS	CS 225 Q,SR,MS
CS 240 Q,SR,MS	CS 295 Q,SR,MS

ENGR& 214 Q,SR,MS	ENGR& 215 Q,SR,MS
ENGR& 225 Q,SR,MS	

IDS 111 SR	IDS 112 SR,SSwdg
IDS 113 SR,SS	IDS 295 Q,SR,H,SS

MATH 121 MS,Q,SRs	MATH 125 Q,SR,MS
MATH& 141 Q,SR,MS	MATH& 142 Q,SR,MS
MATH 145 Q,SR,MS	MATH& 146 Q,SR,MS
MATH& 148 Q,SR,MS	MATH& 151 Q,SR,MS
MATH& 152 Q,SR,MS	MATH& 163 Q,SR,MS

MATH 204 Q,SR,MS	MATH 208 Q,SR,MS
MATH 238 Q,SR	MATH 295 Q,SR,MS

PHIL& 106 SR	PHIL 295 H,SR
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PHYS& 121 Q,SR,MSI	PHYS& 122 Q,SR,MSI
PHYS& 123 Q,SR,MSI	PHYS& 221 Q,SR,MSI
PHYS& 222 Q,SR,MSI	PHYS& 223 Q,SR,MSI
PHYS 295 Q,SR,MS	

**HUMANITIES -
Courses Designated "H"**

ART& 100 Hw	ART 106 Hd
ART 107 Hwdg	ART 112 Hp
ART 114 Hg	ART 115 Hp
ART 116 Hp	ART 118 Hp
ART 130 Hp	ART 131 Hp
ART 134 Hp	ART 150 Hwg
ART 160 Hp	ART 175 Hp
ART 176 Hp	ART 185 Hp
ART 186 Hp	ART 187 Hp
ART 203 Hwg	ART 204 Hwg
ART 205 Hwg	ART 206 Hg
ART 215 Hwg	ART 221 Hp
ART 276 Hp	ART 295 H

ASL& 123 Hd	
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CMST 130 Hp	CMST 205 Hwd
CMST 225 H,SSwdgs	CMST 240 Hwd
CMST 250 H,SSwd	CMST 255 Hw
CMST 295 H,OC	

DRMA& 101 Hg DRMA 295 H	DRMA 125 Hp
ENGL& 111 Hwg ENGL& 114 Hwg ENGL 136 Hw ENGL 138 Hwd ENGL 142 Hwg ENGL 161 Hwd ENGL 180 Hwg ENGL 225 Hwd ENGL& 237 Hw ENGL 258 Hwg ENGL 266 Hwd ENGL 268 Hw ENGL 286 Hwg ENGL 295H H	ENGL& 113 Hwg ENGL 134 Hwg ENGL 137 Hwg ENGL 141 Hwg ENGL 150 Hwg ENGL 169 Hwd ENGL 191 Hwg ENGL& 236 Hw ENGL 250 Hwg ENGL 261 Hwd ENGL 267 Hwd ENGL 284 Hwg ENGL 288 Hwg
FILM 101 Hw FILM 120 Hw FILM 140 Hw FILM 180 Hg	FILM 110 Hw FILM 130 Hg FILM 160 Hwd FILM 295 H
FRCH& 123 Hg	FRCH 295 H
GERM 104 Hg GERM 295 H	GERM& 123 Hg
HUM& 101 Hwdg HUM 170 Hwg	HUM 106 Hwdg HUM 295 H
IDS 152 H,SSwdg IDS 161 H,SS,MSwd IDS 220 Hwg IDS 260 Hwd IDS 295 Q,SR,H,SS	IDS 158 Hwd IDS 185 Hwdg IDS 245 Hwg IDS 270 Hwg
JAPN 104 Hg JAPN 295 H	JAPN& 123 Hg
MUSC& 105 Hg MUSC 115 Hd MUSC& 142 Hg MUSC 211 Hwg	MUSC 110 Hg MUSC& 141 Hg MUSC& 143 Hg MUSC 212 Hwg

MUSC 213 Hwg	MUSC 295 H
PHIL& 101 Hg PHIL 130 H PHIL 140 Hwdg PHIL 295 H,SR	PHIL 110 Hw PHIL 132 Hdgs PHIL 200 H
SPAN 104 Hg SPAN& 221 Hg SPAN& 223 Hg	SPAN& 123 Hg SPAN& 222 Hg SPAN 295 H

**SOCIAL SCIENCE -
Courses Designated "SS"**

ANTH& 100 SSgs ANTH 140 SSg ANTH& 200 SSw ANTH& 206 SSwgs ANTH& 216 SSds ANTH 295S SS	ANTH& 104 SSg ANTH 150 SSd ANTH& 204 SSs ANTH& 210 SSds ANTH& 235 SSg
BUS& 201 SS	BUS 295 SS
CJ& 101 SSw	
CMST 225 H,SSwdgs	CMST 250 H,SSwd
ECE 105 SS	
ECON 100 SS ECON& 201 SS ECON 203 SS ECON 295 SS	ECON 110 SSgs ECON& 202 SSg ECON 205 SSwg
EDUC& 202 SS	
GEOG 100 SSgs GEOG 110 SSgs GEOG 230 SSgs	GEOG 105 SSgs GEOG 115 SSwds GEOG 295 SS
HIST& 116 SSg HIST& 118 SSg HIST& 147 SS HIST 150 SSg HIST 154 SSd	HIST& 117 SSg HIST& 146 SS HIST& 148 SS HIST 151 SSg HIST 155 SSd

HIST 158 SSg
 HIST 205 SSg
 HIST 208 SSg
 HIST 212 SSg
 HIST& 214 SSd
 HIST& 219 SSd
 HIST 224 SSg
 HIST 230 SSg
 HIST 295 SS

IDS 112 SR,SSwdg
 IDS 152 H,SSwdg
 IDS 210 SS,MSwgs

POLS& 101 SS
 POLS& 202 SS
 POLS& 204 SSg

PSYC& 100 SS
 PSYC& 180 SSwd
 PSYC 210 SS
 PSYC& 220 SSd
 PSYC 235 SS
 PSYC 265 SSg

SOC& 101 SS
 SOC& 201 SSd
 SOC 220 SSd
 SOC 295 SS

**MATH/SCIENCE -
 Courses Designated "MS"**

ANTH& 205 MSs
 ANTH 295M MS

ASTR& 100 MS
 ASTR 295 MS

BIOL 103 MSwl
 BIOL& 160 MSwl
 BIOL& 221 MSwl
 BIOL& 223 MSwl
 BIOL 295 MS

CHEM& 110 MSI
 CHEM& 121 Q,MSI

HIST 204 SSg
 HIST 207 SSgs
 HIST 210 SS
 HIST 213 SSg
 HIST& 215 SSwd
 HIST 220 SSg
 HIST 225 SSg
 HIST 236 SSg

IDS 113 SR,SS
 IDS 161 H,SS,MSwd
 IDS 295 Q,SR,H,SS

POLS& 201 SSg
 POLS& 203 SSg
 POLS 295 SS

PSYC 165 SSg
 PSYC& 200 SSw
 PSYC 211 SS
 PSYC 225 SSw
 PSYC 240 SSgs
 PSYC 295 SS

SOC 120 SSd
 SOC 210 SSg
 SOC 250 SSd

CHEM& 131 MSI
 CHEM& 162 Q,MSI
 CHEM& 261 MSI
 CHEM& 263 MSI

CHEM& 161 Q,MSI
 CHEM& 163 Q,MSI
 CHEM& 262 MSI
 CHEM 295 Q,MS

CS 140 Q,SR,MS
 CS 180 Q,SR,MS
 CS 220 Q,SR,MS
 CS 240 Q,SR,MS

CS 145 Q,SR,MS
 CS 215 Q,SR,MS
 CS 225 Q,SR,MS
 CS 295 Q,SR,MS

ENGR& 214 Q,SR,MS
 ENGR& 225 Q,SR,MS

ENGR& 215 Q,SR,MS

ENVS& 100 MSws

GEOL 100 MSI
 GEOL 104 MSI
 GEOL 140 MSgsl
 GEOL 211 MSI
 GEOL 295 MS

GEOL& 101 MSI
 GEOL 110 MSgs
 GEOL 150 MSI
 GEOL 212 MSwl

IDS 161 H,SS,MSwd
 IDS 210 SS,MSwgs

MATH 121 MS,Q,SRs
 MATH& 141 Q,SR,MS
 MATH 145 Q,SR,MS
 MATH& 148 Q,SR,MS
 MATH& 152 Q,SR,MS
 MATH 204 Q,SR,MS
 MATH 295 Q,SR,MS

MATH 125 Q,SR,MS
 MATH& 142 Q,SR,MS
 MATH& 146 Q,SR,MS
 MATH& 151 Q,SR,MS
 MATH& 163 Q,SR,MS
 MATH 208 Q,SR,MS

NUTR& 101 MS

OCEA& 101 MSI

PHYS& 100 MSI
 PHYS 112 MSlgs
 PHYS& 122 Q,SR,MSI
 PHYS& 221 Q,SR,MSI
 PHYS& 223 Q,SR,MSI

PHYS 109 MSIs
 PHYS& 121 Q,SR,MSI
 PHYS& 123 Q,SR,MSI
 PHYS& 222 Q,SR,MSI
 PHYS 295 Q,SR,MS

PHYSC 104 MSI
 PHYSC 295 MS

PHYSC 105 MSI

**LISTED ELECTIVES -
Courses Designated "LE"**

ACCT& 201 LE ACCT& 202 LE
ACCT& 203 LE

ART 123 LE ART 155 LE
ART 200 LE ART 201 LE
ART 202 LE ART 212 LE
ART 213 LE ART 216 LE
ART 217 LE ART 220 LE
ART 222 LE ART 223 LE
ART 230 LE ART 231 LE

ASL& 121 LE_d ASL& 122 LE_d

BIOL 120 LE BIOL 130 LE
BIOL& 242 LE BIOL& 260 LE_w

BUS& 101 LE

CJ& 110 LE

CS 101 LE

DANCE 101 LE DANCE 102 LE
DANCE 103 LE

DRMA 110 LE DRMA 120 LE
DRMA 140 LE DRMA 150 LE_d
DRMA 201 LE DRMA 202 LE_d
DRMA 250 LE_w

EDUC& 115 LE EDUC& 204 LE

ENGL 194 LE

FILM 194 LE

FRCH& 121 LE_g FRCH& 122 LE_g

GEOL& 120 LE GEOL 226 LE

GERM& 121 LE_g GERM& 122 LE_g

IDS 130 LE_g IDS 131 LE_g
IDS 150 LE_g IDS 151 LE_g

JAPN& 121 LE_g JAPN& 122 LE_g

JOURN 210 LE_w JOURN 211 LE_w

MATH 207 LE

MUSC 155 LE MUSC 163 LE
MUSC 165 LE MUSC 166 LE
MUSC 167 LE MUSC 171 LE
MUSC 172 LE MUSC 175 LE
MUSC 176 LE MUSC 177 LE
MUSC 186 LE MUSC 187 LE
MUSC 188 LE MUSC 265 LE
MUSC 266 LE MUSC 267 LE

NUTR 145 LE NUTR 146 LE

PE (activity)

PE 102 LE PE 103 LE
PE 106 LE PE 108 LE
PE 122 LE PE 123 LE
PE 126 LE PE 135 LE
PE 136 LE PE 138 LE
PE 141 LE PE 146 LE
PE 153 LE PE 155 LE
PE 158 LE PE 160 LE
PE 170 LE PE 202 LE
PE 203 LE PE 206 LE
PE 223 LE PE 241 LE
PE 246 LE PE 260 LE
PE 269 LE PE 270 LE
PE 271 LE

PE (non-activity)

PE 132 LE PE 133 LE
PE 233 LE

PHYS 103 LE PHYS 210 LE_w

POLS 150 LE_g

SPAN& 121 LE_g SPAN& 122 LE_g

**UNLISTED ELECTIVES -
Courses Designated "UE"***Any course numbered 100 or above***DIVERSITY -
Courses Designated "d"**

ANTH 150 SSd	ANTH& 210 SSds
ANTH& 216 SSds	
ART 106 Hd	ART 107 Hwdg
ASL& 121 LEd	ASL& 122 LEd
ASL& 123 Hd	
BUSAD 230 UEd	
CMST 205 Hwd	CMST 225 H,SSwdgs
CMST 240 Hwd	CMST 250 Hwd
DRMA 150 LEd	DRMA 202 LEd
EDUC 225 UEd	
ENGL 138 Hwd	ENGL 161 Hwd
ENGL 169 Hwd	ENGL 225 Hwd
ENGL 261 Hwd	ENGL 266 Hwd
ENGL 267 Hwd	
FILM 160 Hwd	
GEOG 115 SSwd	
HIST 154 SSd	HIST 155 SSd
HIST& 214 SSd	HIST& 215 SSwd
HIST& 219 SSd	
HUM& 101 Hwdg	HUM 106 Hwdg
HUMDV 110 UEd	
IDS 112 SR,SSwdg	IDS 152 H,SSwdg
IDS 158 Hwd	IDS 161 H,SS,MSwd
IDS 185 Hwdg	IDS 260 Hwd
MUSC 115 Hd	

PHIL 132 Hdgs

PHIL 140 Hwdg

PSYC& 180 SSwd

PSYC& 220 SSd

SOC 120 SSd

SOC& 201 SSd

SOC 220 SSd

SOC 250 SSd

**GLOBAL -
Courses Designated "g"**

ANTH& 100 SSgs	ANTH& 104 SSg
ANTH 140 SSg	ANTH& 206 SSwgs
ANTH& 235 SSg	
ART 107 Hwdg	ART 114 Hg
ART 150 Hwg	ART 203 Hwg
ART 204 Hwg	ART 205 Hwg
ART 206 Hg	ART 215 Hwg
CMST 225 H,SSwdgs	
DRMA& 101 Hg	
ECON 110 SSgs	ECON& 202 SSg
ECON 205 SSwg	
ENGL& 111 Hwg	ENGL& 113 Hwg
ENGL& 114 Hwg	ENGL 134 Hwg
ENGL 137 Hwg	ENGL 141 Hwg
ENGL 142 Hwg	ENGL 150 Hwg
ENGL 180 Hwg	ENGL 191 Hwg
ENGL 250 Hwg	ENGL 258 Hwg
ENGL 284 Hwg	ENGL 286 Hwg
ENGL 288 Hwg	
FILM 130 Hg	FILM 180 Hg
FRCH& 121 LEg	FRCH& 122 LEg
FRCH& 123 Hg	
GEOG 100 SSgs	GEOG 105 SSgs
GEOG 110 SSgs	GEOG 230 SSgs
GEOL 110 MSgs	GEOL 140 MSgsl

GERM 104 Hg
GERM& 122 LEg

GERM& 121 LEg
GERM& 123 Hg

HIST& 116 SSg
HIST& 118 SSg
HIST 151 SSg
HIST 204 SSg
HIST 207 SSgs
HIST 212 SSg
HIST 220 SSg
HIST 225 SSg
HIST 236 SSg

HIST& 117 SSg
HIST 150 SSg
HIST 158 SSg
HIST 205 SSg
HIST 208 SSg
HIST 213 SSg
HIST 224 SSg
HIST 230 SSg

HUM& 101 Hwdg
HUM 170 Hwg

HUM 106 Hwdg

IDS 112 SR,SSwdg
IDS 131 LEg
IDS 151 LEg
IDS 185 Hwdg
IDS 220 Hwg
IDS 270 Hwg

IDS 130 LEg
IDS 150 LEg
IDS 152 H,SSwdg
IDS 210 SS,MSwgs
IDS 245 Hwg

JAPN 104 Hg
JAPN& 122 LEg

JAPN& 121 LEg
JAPN& 123 Hg

MUSC& 105 Hg
MUSC& 141 Hg
MUSC& 143 Hg
MUSC 212 Hwg

MUSC 110 Hg
MUSC& 142 Hg
MUSC 211 Hwg
MUSC 213 Hwg

PHIL& 101 Hg
PHIL 140 Hwdg

PHIL 132 Hdgs

PHYS 112 MSlg

POLS 150 LEg
POLS& 203 SSg

POLS& 201 SSg
POLS& 204 SSg

PSYC 165 SSg
PSYC 265 SSg

PSYC 240 SSgs

SOC 210 SSg

SPAN 104 Hg
SPAN& 122 LEg

SPAN& 121 LEg
SPAN& 123 Hg

SPAN& 221 Hg
SPAN& 223 Hg

SPAN& 222 Hg

SUSTAINABILITY - Courses Designated "s"

ANTH& 100 SSgs
ANTH& 205 MSs
ANTH& 210 SSds

ANTH& 204 SSs
ANTH& 206 SSwgs
ANTH& 216 SSds

CIS 100 UEs

CMST 225 H,SSwdgs

ECON 110 SSgs

ENVS& 100 MSws

GEOG 100 SSgs
GEOG 110 SSgs
GEOG 230 SSgs

GEOG 105 SSgs
GEOG 115 SSwds

GEOL 110 MSgs

GEOL 140 MSgsl

HIST 207 SSgs

IDS 210 SS,MSwgs

MATH 121 MS,Q,SRs

PHIL 132 Hdgs

PHYS 109 MSls

PHYS 112 MSlg

PSYC 240 SSgs

WRITING INTENSIVE- Courses Designated "w"

ANTH& 200 SSw
ART& 100 Hw
ART 150 Hwg
ART 204 Hwg
ART 215 Hwg

ANTH& 206 SSwgs
ART 107 Hwdg
ART 203 Hwg
ART 205 Hwg

BIOL 103 MSwl	BIOL& 160 MSwl	IDS 112 SR,SSwdg	IDS 152 H,SSwdg
BIOL& 221 MSwl	BIOL& 222 MSwl	IDS 158 Hwd	IDS 161 H,SS,MSwd
BIOL& 223 MSwl	BIOL& 260 LEw	IDS 185 Hwdg	IDS 210 SS,MSwgs
<hr/>		IDS 220 Hwg	IDS 245 Hwg
BUSAD 140 UEw		IDS 260 Hwd	IDS 270 Hwg
<hr/>		JOURN 210 LEw	JOURN 211 LEw
CJ& 101 SSw		<hr/>	
CMST 205 Hwd	CMST 225 H,SSwdgs	MUSC 211 Hwg	MUSC 212 Hwg
CMST 240 Hwd	CMST 250 Hwd	MUSC 213 Hwg	
CMST 255 Hw		<hr/>	
<hr/>		PHIL 110 Hw	PHIL 140Hwdg
DRMA 250 LEw		<hr/>	
ECON 205 SSwg		PHYS 210 LEw	
<hr/>		PSYC& 180 SSwd	PSYC& 200 SSw
ENGL& 111 Hwg	ENGL& 113 Hwg	PSYC 225 SSw	
ENGL& 114 Hwg	ENGL 134 Hwg	<hr/>	
ENGL 136 Hw	ENGL 137 Hwg		
ENGL 138 Hwd	ENGL 141 Hwg		
ENGL 142 Hwg	ENGL 150 Hwg		
ENGL 161 Hwd	ENGL 169 Hwd		
ENGL 180 Hwg	ENGL 191 Hwg		
ENGL 225 Hwd	ENGL& 236 Hw		
ENGL& 237 Hw	ENGL 250 Hwg		
ENGL 258 Hwg	ENGL 261 Hwd		
ENGL 266 Hwd	ENGL 267 Hwd		
ENGL 268 Hw	ENGL 284 Hwg		
ENGL 286 Hwg	ENGL 288 Hwg		
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ENVS& 100 MSws			
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FILM 101 Hw	FILM 110 Hw		
FILM 120 Hw	FILM 140 Hw		
FILM 160 Hwd			
<hr/>			
GEOG 115 SSwds			
<hr/>			
GEOL 212 MSwl			
<hr/>			
HIST& 215 SSwd			
<hr/>			
HUM& 101 Hwdg	HUM 106 Hwdg		
HUM 170 Hwg			
<hr/>			

Associate in Science Degree

(AS-T Transfer Degree)

This degree offers a common core with a variety of science majors. While the degree does not guarantee admission to a major program at a 4-year university, the intent is to provide the appropriate coursework for students planning on taking upper division coursework in a science or engineering major. The degree will be accepted at many 4-year public and private universities in the state of Washington (check with the university you are planning to transfer to). Students will transfer with junior standing, but will typically be required to complete additional GURs (General University Requirements) after transfer.

DEGREE REQUIREMENTS

- Minimum of 90 quarter credit hours in courses numbered 100 and above.
- Minimum of 25 credits applied to the degree must be obtained at Whatcom Community College.
- Minimum GPA of 2.0 in all coursework applied to the degree and a minimum GPA of 2.0 in all Whatcom Community College coursework.

Most of these degrees offer a limited amount of flexibility in course choice in Section 3 (specialization) and Section 4 (electives). Students are strongly advised to consult with advisors and make appropriate choices based on the major and transfer institution.

1. BASIC REQUIREMENTS 15 CREDITS

- Written Communication Skills (5 credits)
 - ENGL& 101English Composition I
- Quantitative Skills (10 credits)
 - MATH& 151 Calculus I
 - MATH& 152 Calculus II
 - or above with approval of advisor

2. HUMANITIES AND SOCIAL SCIENCES

15 CREDITS

- Five credits from the Humanities
- Five credits from Social/Behavioral Sciences
- Five additional credits from either the Humanities or Social/Behavioral Sciences

Note: See an advisor for help choosing appropriate courses in this area. Depending on the major and the transfer institution, certain courses are preferred.

3. SPECIALIZATION COURSES 40–75 CREDITS

Each of the different majors requires a specialized collection of courses for preparation in the career field and upper division coursework. The courses listed in this category have been chosen based on AS-T degree requirements, major-ready pathways, and admission requirements to major programs at 4-year universities. In cases in which more than one course can be chosen, students should meet with an advisor and make decisions based on the requirements of the transfer institution.

4. COLLEGE-LEVEL ELECTIVE COURSES

0–30 CREDITS

- These remaining college level courses are used to reach a total of 90 credits in each of the major areas. The amount of credit needed in this category depends on the number of credits required in the specialization category.
- In this category, a maximum of 5 (LE) quarter credits are allowed.

TOTAL: 90 – 100 CREDITS

ATMOSPHERIC SCIENCES

The following list of courses is appropriate for students studying Atmospheric Sciences and satisfies the specialization requirement described in Section 3 for the Associate of Science Transfer degree.

SPECIALIZATION COURSES (55 credits)

- CHEM& 161, 162, 163 (15 credits)
- GEOL 150 (5 credits)
- MATH& 163, MATH 204, 238 (15 credits)
- PHYS& 221, 222, 223 (15 credits)
- The student must choose one of the following courses: CS 140, 145, 215 (5 credits)
- The student must choose 5 credits in Section 4 (electives) to reach a total of 90 credits.

BIOENGINEERING & CHEMICAL ENGINEERING

The following list of courses is appropriate for students studying Biological and Chemical Engineering and satisfies the specialization requirement described in Section 3 for the Associate of Science Transfer degree.

SPECIALIZATION COURSES (67-70 credits)

- CHEM& 161, 162, 163 (15 credits)
- CHEM& 261 (5 credits)
- CHEM& 262 or BIOL& 222 (5 credits)
- MATH& 163, MATH 238 (10 credits)
- PHYS& 221, 222, 223 (15 credits)
- 17-20 credits of additional coursework to be chosen from the following electives list:
 - BIOL& 221, 222, 223
 - CHEM& 262, 263
 - A course in computer programming
 - ENGL& 230
 - ENGR& 214, 215, 225
 - MATH 204
- This specialization allows no additional coursework in Section 4 (electives).

BIOLOGY

The following list of courses is appropriate for students studying Biology and satisfies the specialization requirement described in Section 3 for the Associate of Science Transfer degree.

SPECIALIZATION COURSES (50 credits)

- BIOL& 221, 222, 223 (15 credits)
- CHEM& 161, 162, 163 (15 credits)
- CHEM& 261, 262 (10 credits)
- MATH& 163 or MATH& 146 (5 credits)
- 5 additional Math/Science credits (5 credits)
- The student must choose an additional 10 credits in Section 4 (electives) to reach a total of 90 credits.

CHEMISTRY

The following list of courses is appropriate for students studying Chemistry and satisfies the specialization requirement described in Section 3 for the Associate of Science Transfer degree.

SPECIALIZATION COURSES (55 credits)

- CHEM& 161, 162, 163 (15 credits)
- CHEM& 261, 262, 263 (15 credits)
- MATH& 163, MATH 204 (10 credits)
- PHYS& 221, 222, 223 (15 credits)
- The student must choose 5 credits in Section 4 (electives) to reach a total of 90 credits. MATH 238 is strongly recommended.

COMPUTER & ELECTRICAL ENGINEERING

The following list of courses is appropriate for students studying Computer and Electrical Engineering and satisfies the specialization requirement described in Section 3 for the Associate of Science Transfer degree.

SPECIALIZATION COURSES (60-63 credits)

- CHEM& 161 (5 credits)
- MATH& 163, MATH 204, 238 (15 credits)
- PHYS& 221, 222, 223 (15 credits)
- 2 courses from the following electives list: CS 140, 145, 215. CS 215 is strongly recommended. (10 credits)
- Minimum 15 credits from the following list: ENGR& 214, 215, 225, ENGL& 230, BIOL& 221, 222, CHEM& 162.
- This specialization allows no additional coursework in Section 4 (electives).

COMPUTER SCIENCE

The following list of courses is appropriate for students studying Computer Science and satisfies the specialization requirement described in Section 3 for the Associate of Science Transfer degree.

SPECIALIZATION COURSES (50 credits)

- CS 140, 145, 180, 215, 220, 240 (30 credits)
- MATH& 163 or MATH& 146 (5 credits)
- PHYS& 221, 222, 223 (15 credits)
- The student must choose 10 credits in Section 4 (electives) to reach a total of 90 credits.

EARTH SCIENCES

The following list of courses is appropriate for students studying Earth Sciences and satisfies the specialization requirement described in Section 3 for the Associate of Science Transfer degree.

SPECIALIZATION COURSES (50 credits)

- CHEM& 161, 162, 163 (15 credits)
- GEOL 211 (5 credits)
- GEOL 150 (5 credits)
- MATH& 163 or MATH& 146 (5 credits)
- OCEA& 101 (5 credits)
- PHYS& 221, 222, 223 (15 credits)
- The student must choose 10 credits in Section 4 (electives) to reach a total of 90 credits. ASTR& 100 is recommended.

ENGINEERING

The following list of courses is appropriate for students studying Engineering and satisfies the specialization requirement described in Section 3 for the Associate of Science Transfer degree. This degree is more general in scope than the other Engineering degrees offered. Students should decide which degree to use based on the requirements of their major and transfer institution.

SPECIALIZATION COURSES (60-70 credits)

- CHEM& 161, 162 (10 credits)
- ENGR& 214 (5 credits)
- MATH& 163, MATH 204, 238 (15 credits)
- PHYS& 221, 222, 223 (15 credits)
- The student must choose 15-25 credits from the following list. The appropriate selection depends on the intended engineering major. The 15 credits must be approved by an advisor.
 - BIOL& 221, 222, 223
 - CHEM& 163, 261, 262, 263
 - A course in computer programming
 - ENGL& 230
 - ENGR& 215, 225

This specialization allows no additional coursework in Section 4 (electives).

ENVIRONMENTAL SCIENCE

The following list of courses is appropriate for students studying Environmental Science and satisfies the specialization requirement described in Section 3 for the Associate of Science Transfer degree.

SPECIALIZATION COURSES (60 credits)

- BIOL& 221, 222, 223 (15 credits)
- CHEM& 161, 162, 163 (15 credits)
- GEOL 211 (5 credits)
- MATH& 163 or MATH& 146 (5 credits)
- The students must take an additional 10 credits of Math/Science courses.
- The student must take 5 credits of Economics.
- The student must take 5 credits of Political Science.
- This specialization allows no additional coursework in Section 4 (electives)

GEOLOGY

The following list of courses is appropriate for students studying Geology and satisfies the specialization requirement described in Section 3 for the Associate of Science Transfer degree.

SPECIALIZATION COURSES (50 credits)

- CHEM& 161, 162, 163 (15 credits)
- GEOL 110, 211, 212 (15 credits)
- MATH& 163 (5 credits)
- PHYS& 221, 222, 223 (15 credits)
- The student must choose 10 credits in Section 4 (Electives) to reach a total of 90 credits. A course in Computer Science is strongly recommended.

MECHANICAL, CIVIL, AERONAUTICAL, ENVIRONMENTAL, INDUSTRIAL AND MATERIAL SCIENCE ENGINEERING

The following list of courses is appropriate for students studying Mechanical, Civil, Aeronautical, Industrial, and Material Science Engineering and satisfies the specialization requirement described in Section 3 for the Associate of Science Transfer degree.

SPECIALIZATION COURSES (60-70 credits)

- CHEM& 161, 162 (10 credits)
- ENGR& 214, 215, 225 (15 credits)
- MATH& 163, MATH 204, 238 (15 credits)
- PHYS& 221, 222, 223 (15 credits)
- The student must choose 5-15 credits from the following list. The appropriate selection depends on the intended major and transfer institution. A course in computer programming is strongly recommended.
 - CHEM& 163, 261, 262, 263
 - A course in computer programming
 - ENGL& 230
- This specialization allows no additional coursework in Section 4 (electives).

PHYSICS

The following list of courses is appropriate for students studying Physics and satisfies the specialization requirement described in Section 3 for the Associate of Science Transfer degree.

SPECIALIZATION COURSES (50 credits)

- CHEM& 161, 162 (10 credits)
- MATH& 163, MATH 204, 238 (15 credits)
- PHYS& 221, 222, 223 (15 credits)
- The student must choose one of the following courses: CS 140, 145, 215 (5 credits)
- The student must choose 5 credits in an additional Science course.
- The student must choose 10 credits in Section 4 (electives) to reach a total of 90 credits. CHEM& 163 is strongly recommended.

Associate in Liberal Studies Degree

CORE REQUIREMENTS - 10 Credits

ENGL& 101

Any Quantitative/Symbolic Reasoning course designated Q/SR

Total: 10 credits

DISTRIBUTION - 30 Credits

Humanities (H)

1. Any course designated H (different discipline)
2. Any course designated H (different discipline)

Total: 10 credits

Social/Behavioral Science (SS)

1. Any course designated SS (different discipline)
2. Any course designated SS (different discipline)

Total: 10 credits

Math/Science (MS/MSL)

1. Any course designated MS/MSI (different discipline)
2. Any course designated MS/MSI (different discipline)

Total: 10 credits

ELECTIVES - 50 Credits

Any courses numbered 100 or above, at least two different disciplines.

Total: 50 credits

TOTAL CREDITS: 90

Professional Technical Programs



At Whatcom Community College, the Professional Technical programs recognize that communication, computation and human relations are essential for students preparing to earn either a degree or a certificate. While some of these skills are embedded in program curricula, communication, computation and human relations skills are of such importance that students need to include courses with clearly identified related instruction outcomes in their degree and certificate programs. The Professional/Technical programs have indicated which courses in related instruction are most appropriate for a particular course of study with the following designations:

CM=Communication

HR=Human Relations

CP=Computation

Related Instruction: "The related instruction components of applied degree and certificate programs (if offered) have identifiable and assessable learning outcomes that align with and support program goals or intended outcomes. Related instruction components may be embedded within program curricula or taught in blocks of specialized instruction, but each approach must have clearly-identified content and be taught or monitored by teaching faculty who are appropriately qualified in those areas."

ADMINISTRATION OF JUSTICE

The Administration of Justice program is designed to provide students with knowledge and skills for entry level in the criminal justice field. The program also offers opportunities for current criminal justice employees to enhance their knowledge and skills. The program offers an Associate in Science with two options for focused study as well as a certificate option.

Prerequisite Courses

All 200-level ADMJ courses require successful completion of CJ& 101 and ENGL 100/ESLA 117 or placement into ENGL& 101 (ENGL 101).

Additional Requirements During/After Course of Study

While not a requirement for ADMJ courses, students should be aware that there are special employment conditions in this career field that may include criminal background checks, polygraph tests, physical fitness standards and/or psychological testing.

Transfer Option

Students may plan their Administration of Justice course selection to maximize transferability of their credits and earn both the AS in Administration of Justice and the Associate in Arts & Sciences (direct transfer) degrees. Advising assistance is strongly recommended.

CERTIFICATE

ADMINISTRATION OF JUSTICE

The Administration of Justice certificate is designed to provide students with knowledge and skills for entry level positions in the criminal justice field. The program also offers opportunities for current criminal justice employees to enhance their knowledge and skills.

CORE REQUIREMENTS

Course ID	Course Title	Credits
CJ& 101	Introduction to Criminal Justice	5
CJ& 110	Criminal Law	3
ADMJ 109	Community Relations	3
ADMJ 206	Crime Scene Investigation and Evidence Collection	5
ADMJ 240	Criminal Investigation/Interviewing Techniques	3
ADMJ 245	Laws of Arrest, Search and Seizure	3
ADMJ 275	Patrol Procedures	3
Total		25

RELATED INSTRUCTION*/GENERAL EDUCATION REQUIREMENTS

Course ID	Course Title	Credits
ENGL& 101	English Composition I (CM)	5
MATH 111	Methods for Problem Solving (CP)	
or IDS 113	Quantitative Methods in the Social Sciences (CP)	
or	Any course designated "Q/SR"	5
PSYC& 100	General Psychology (HR)	
or SOC& 101	Introduction to Sociology (HR)	
or CMST& 101	Introduction to Communication (HR)	
or CMST& 230	Small Group Communication (HR)	5
Total		15

ELECTIVES

Course ID	Course Title	Credits
SPAN& 121	Spanish I	
or SOC 250	Multicultural Issues	
or BIS 101	Introduction to Business Computing	
or POLS& 202	American Government	
or ENGL& 230	Technical Writing	
or CO-OP 190	Cooperative Work Experience	
or	Any college level course numbered 100 or above	5-6
Total		5-6
TOTAL CREDITS		45-46

Students should plan to complete required English and math courses within their first 30 credits of study.

*CM = Communication, HR = Human Relations, CP = Computation

ASSOCIATE IN SCIENCE**ADMINISTRATION OF JUSTICE**

The Administration of Justice degree is designed to provide students with knowledge and skills for entry level positions in the criminal justice field. The program also offers opportunities for current criminal justice employees to enhance their knowledge and skills.

CORE REQUIREMENTS

Course ID	Course Title	Credits
CJ& 101	Introduction to Criminal Justice	5
CJ& 110	Criminal Law	3
ADMJ 109	Community Relations	3
ADMJ 206	Crime Scene Investigation and Evidence Collection	5
ADMJ 240	Criminal Investigation/Interviewing Techniques	3
ADMJ 245	Laws of Arrest, Search and Seizure	3
ADMJ 275	Patrol Procedures	3
ENGL& 230	Technical Writing	3
PHIL 130	Introduction to Ethics	5
PSYC& 100	General Psychology (HR)	5
SOC 250	Multicultural Issues	3
SPAN& 121	Spanish I	
<i>or</i>	(other world language)	5
Total		46

**SPECIALTY REQUIREMENTS
(select one option)**

Option I - Choose at least 21 credits from the following courses:

Course ID	Course Title	Credits
BIS 101	Intro to Business Computing	3
POLS& 202	American Government	5
POLS 150	Homeland Security & Civil Liberties	3
PSYC 211	Social Psychology	5
PSYC& 220	Abnormal Psychology	5
Physical/ Biological Science	Any course designated as a physical or biological science (ANTH, ASTR, BIOL, CHEM, ENVS, GEOL, IDS, NUTR, OCEA, PHYS or PHYSC)	5
SOC& 101	Introduction to Sociology (HR)	5
SOC& 201	Social Problems	5
SOC 220	Contemporary Social Issues	5

SPAN& 122	Spanish II (or other world language)	5
SPAN& 123	Spanish III (or other world language)	5
CMST& 210	Interpersonal Communication (CM)	3
Total		21-25

OR**Option II** (Computer Forensics)

CIS 100	Computer Literacy	3
CIS 105	Computer Operating Systems I	5
CIS 110	Introduction to Computer Security	3
CIS 206	Computer Support I	5
CIS 225	Computer Forensics	5
Total		21

**RELATED INSTRUCTION*/GENERAL
EDUCATION REQUIREMENTS**

Course ID	Course Title	Credits
ENGL& 101	English Composition I (CM)	5
MATH 111	Methods for Problem Solving (CP)	
<i>or</i> IDS 113	Quantitative Methods in the Social Sciences (CP)	
<i>or</i>	Any course designated "Q/SR"	5
CMST& 101	Introduction to Communication (CM)	
<i>or</i> CMST& 230	Small Group Communication (CM)	5
Total		21

ELECTIVES

Course ID	Course Title	Credits
CO-OP 190	Cooperative Work Experience	
<i>and/or</i>	Any course numbered 100 and above	4-8
Total		4-8
TOTAL CREDITS		90

Students should plan to complete required English and math courses within their first 30 credits of study.

*CM = Communication, HR = Human Relations, CP = Computation

BUSINESS ADMINISTRATION

The Business & Office Administration program is designed to prepare students for entry-level employment in the business field. Certificate options include Accounting, Business Information Systems, Hospitality and Tourism, Office Administration, Technical Support Specialist, and Retail Management. The Associate in Science degree offers options for focused study in Accounting, Business Information Systems, Entrepreneurship, General Business and Hospitality and Tourism.

Short-term Training Opportunities

In addition to the certificates and degree listed below, there are also short-term certificates of proficiency available in the following areas:

- Accounting Support Specialist
- Accounts Payable/Accounts Receivable
- Clerical Assistant
- Payroll

For more information, visit the College’s website.



CERTIFICATE

ACCOUNTING

This certificate offers the range of clerical and accounting skills needed to perform full-charge bookkeeping tasks for a small business accurately and efficiently. Employees in this position will use both manual and computerized systems, and will work under the supervision of an accountant.

CORE REQUIREMENTS

Course ID	Course Title	Credits
ACCT& 201	Principles of Accounting I5
ACCT& 202	Principles of Accounting II.5
BIS 101	Introduction to Business Computing .3	
BIS 141	Spreadsheets I.3
OFFAD 105	Records Management3
OFFAD 109	Digitools	
or 106	Using an Electronic Desk Calculator . .2	
OFFAD 150	Office Procedures.5
OFFAD 108	Accounting for Payroll5
OFFAD 110	Accounting for AP, AR and Inventory .5	
Total		36

RELATED INSTRUCTION*/GENERAL EDUCATION REQUIREMENTS

Course ID	Course Title	Credits
BUSAD 100	Business Math (CP)	
or MATH 111	Methods for Problem Solving (CP)	
or	Any course designated "Q/SR"5
ENGL& 101	English Composition I (CM)	
or BUSAD 140	Business Research and Communication (CM)3-5
CMST& 230	Small Group Communication (HR)	
or CMST 145	Introduction to Organizational Communication (HR)	
or BUSAD 170	Customer Service for Professionals (HR).3-5
Total		11-15

(Requirements continued on next page)

ELECTIVES

<i>Course ID</i>	<i>Course Title</i>	<i>Credits</i>
CO-OP 180	Preparing for Work-based Learning Experience	
<i>or</i> 190	Cooperative Work Experience	1-5
ACCT 267	Essentials in Not-For-Profit and Governmental Accounting	
<i>or</i> BIS 142	Spreadsheets II	3-5
Total		4-10
TOTAL CREDITS		51-61

Students should plan to complete required English and math courses within their first 30 credits of study.

*CM = Communication, HR = Human Relations, CP = Computation

CERTIFICATE**BUSINESS INFORMATION SYSTEMS**

This certificate program prepares students to work as document specialists in a professional environment, possibly while pursuing further education. Program graduates will have the knowledge and skills required to collaborate with others in planning and creating business communications, financial spreadsheets, and databases. Opportunities for ambitious document specialists include assuming increasing responsibility leading to supervisory positions and, with further education, corporate positions as information managers.

CORE REQUIREMENTS

<i>Course ID</i>	<i>Course Title</i>	<i>Credits</i>
BIS 121	Word Processing I	3
BIS 141	Spreadsheets I	3
BIS 161	Database Management I	3
BIS 122	Business Document Design	5
BIS 142	Spreadsheets II	5
BIS 162	Database Management II	5
BIS 181	Introduction to Presentation Software . . .	3
BUSAD 102	Business Ethics	3
Total		30

RELATED INSTRUCTION*/GENERAL EDUCATION REQUIREMENTS

<i>Course ID</i>	<i>Course Title</i>	<i>Credits</i>
BUSAD 100	Business Math (CP)	
<i>or</i> MATH 111	Methods for Problem Solving (CP)	
<i>or</i>	Any course designated "Q/SR"	5
BUSAD 140	Business Research and Communication (CM)	3
BUSAD 170	Customer Service for Professionals (HR)	
<i>or</i> BUSAD 230	Human Resource Management (HR)	
<i>or</i> CMST& 210	Interpersonal Communication (HR)	
<i>or</i>	Any CMST course designated "OC" . . .	3-5
Total		11- 13

(Requirements continued on next page)



CERTIFICATE

HOSPITALITY AND TOURISM MANAGEMENT

This certificate prepares students with the skills and knowledge to enter the Hospitality Industry and increase opportunities for advancement to mid-management positions.

CORE REQUIREMENTS

Course ID	Course Title	Credits
BUSAD 170	Customer Service for Professionals (HR) ..	3
BIS 101	Introduction to Business Computing ..	3
BUSAD 179	Introduction to Hospitality Management	5
BUSAD 113	Sales and Promotion	3
BUSAD 205	Hotel Management and Lodging Systems	5
BUSAD 177	Meeting and Event Planning	4
BUSAD 175	Travel and Tourism Operations	4
BUSAD 176	Catering, Banquet and Food Service Management	4
Total		31

ELECTIVES

Course ID	Course Title	Credits
CO-OP 180	Preparation for Work-based Learning Experience	0-2
CO-OP 190	Cooperative Work Experience	4-5
Total		4-7
TOTAL CREDITS		45-50

RELATED INSTRUCTION*/GENERAL EDUCATION REQUIREMENTS

Course ID	Course Title	Credits
ENGL& 101	English Composition I (CM)	5
ACCT& 201	Principles of Accounting I (CP)	
or MATH 111	Methods for Problem Solving	
or BUSAD 100	Business Math	
or	Any course designated "Q/SR"	5
Total		10

COOPERATIVE WORK EXPERIENCE/ELECTIVES

Course ID	Course Title	Credits
CO-OP 180	Preparation for Work-based Learning Experience	1-2
CO-OP 190	Cooperative Work Experience	3-5
Total		4-7
TOTAL CREDITS		45 - 48

Students should plan to complete required English and math courses within their first 30 credits of study.

*CM = Communication, HR = Human Relations, CP = Computation

CERTIFICATE

OFFICE ADMINISTRATION

This certificate offers the technical, interpersonal, and organizational skills needed to perform the full range of office duties required in administrative assistant, office assistant, and payroll positions, using both manual and computerized systems.

CORE REQUIREMENTS

<i>Course ID</i>	<i>Course Title</i>	<i>Credits</i>
ACCT& 201	Principles of Accounting I	5
OFFAD 105	Records Management	3
OFFAD 109	Digitools	2
OFFAD 150	Office Procedures	5
OFFAD 104	Keyboarding for Speed and Accuracy I	
<i>or</i> 114	Keyboarding for Speed and Accuracy II	2
OFFAD 160	Office Management	5
BIS 101	Introduction to Business Computing	3
BIS 121	Word Processing I	3
BIS 122	Business Document Design	5
BIS 141	Spreadsheets I	
<i>or</i> 161	Database Management I	
<i>or</i> 181	Introduction to Presentation Software	3
Total		36

RELATED INSTRUCTION*/GENERAL EDUCATION REQUIREMENTS

<i>Course ID</i>	<i>Course Title</i>	<i>Credits</i>
BUSAD 100	Business Math (CP)	
<i>or</i> MATH 111	Methods for Problem Solving (CP)	
<i>or</i>	Any course designated "Q/SR"	5
ENGL& 101	Composition I (CM)	
<i>or</i> BUSAD 140	Business Research and Communication (CM)	3-5
CMST& 230	Small Group Communication (HR)	
<i>or</i> CMST 145	Introduction to Organizational Communication (HR)	
<i>or</i> BUSAD 170	Customer Service for Professionals (HR)	3-5
Total		11-15



ELECTIVES

<i>Course ID</i>	<i>Course Title</i>	<i>Credits</i>
CO-OP 180	Preparation for Work-based Learning Experience	
<i>or</i> 190	Cooperative Work Experience	1-5
Total		1-5
TOTAL CREDITS		48-56

Students should plan to complete required English and math courses within their first 30 credits of study.

**CM = Communication, HR = Human Relations, CP = Computation*

CERTIFICATE

**OFFICE PROFESSIONAL
TECHNICAL SUPPORT SPECIALIST**

This certificate is designed to give the student a sound background in business software and computer tech support giving them an ability to collaborate with others in planning and creating business documents and the practical application to help troubleshoot and maintain office computers.

CORE REQUIREMENTS

Course ID	Course Title	Credits
BIS 101	Introduction to Business Computing	.3
BIS 121	Word Processing I.....	.3
BIS 141	Spreadsheets I.....	.3
BIS 161	Database Management I.....	.3
BIS 181	Introduction to Presentation Software....	.3
BUSAD 102	Business Ethics3
CIS 105	Computer Operating Systems I.....	.5
CIS 110	Introduction to Computer Security ..	.3
CIS 206	Computer Support I5
Total		31

**RELATED INSTRUCTION*/GENERAL
EDUCATION REQUIREMENTS**

Course ID	Course Title	Credits
CMST& 101	Introduction to Communication (HR)	
<i>or</i> CMST& 230	Small Group Communication (HR)	
<i>or</i> CMST 145	Introduction to Organizational Communication (HR)	
<i>or</i>	any course designated "OC".....	3-5
ENGL& 101	English Composition I (CM)	
<i>or</i> BUSAD 140	Business Research and Communication (CM)	3-5
BUSAD 100	Business Math (CP)	
<i>or</i>	Any course designated "Q/SR"5
Total		11-15

COOPERATIVE WORK EXPERIENCE

Course ID	Course Title	Credits
CO-OP 190	BIS or CIS Cooperative Work Experience	
<i>or</i>	Any course numbered 100 or above in ACCT, BIS, BUS, BUSAD, CIS, ECON, OFFAD, PSYC, SOC	3-5
Total		3-5
TOTAL CREDITS		45-51

Students should plan to complete required English and math courses within their first or second quarter of study.

* CM = Communication, HR = Human Relations, CP = Computation

CERTIFICATE

RETAIL MANAGEMENT

This certificate is designed to give the student a sound background in a variety of managerial and business functions. Students who complete each course with a grade of "C" or better may also be eligible for Washington Association of Food Chains (WAFC) certification.

CORE REQUIREMENTS

Course ID	Course Title	Credits
ACCT& 201	Principles of Accounting I	.5
BUSAD 108	Principles of Marketing	.5
BUSAD 111	Retail Management	.5
BUSAD 222	Human Relations in Business (HR)	.3
BUSAD 223	Principles of Management	.5
BUSAD 230	Human Resource Management	.5
BIS 101	Introduction to Business Computing	.3
Total		31

RELATED INSTRUCTION*/GENERAL EDUCATION REQUIREMENTS

Course ID	Course Title	Credits
CMST& 101 or 230	Introduction to Communication (HR) Small Group Communication (HR)	
or CMST 145	Introduction to Organizational Communication (HR)	.5
ENGL& 101	English Composition I (CM)	.5
BUSAD 100	Business Math (CP)	
or MATH	any MATH course numbered 100 or above	.5
Total		15

COOPERATIVE WORK EXPERIENCE/ELECTIVES (if needed to reach 46 credits)

Course ID	Course Title	Credits
CO-OP 190	Cooperative Work Experience	
or	Any course numbered 100 or above in ACCT, BIS, BUS, BUSAD, CIS, ECON, OFFAD, PSYC, SOC	.0-5
Total		0-5
TOTAL CREDITS		46

Students should plan to complete required English and math courses within their first 30 credits of study.

**CM = Communication, HR = Human Relations, CP = Computation*



ASSOCIATE IN SCIENCE

BUSINESS ADMINISTRATION

The Business Administration degree provides a common core of business related courses with a specialty option in Entrepreneurship, Accounting, Business Information Systems, Hospitality and Tourism, or General Business. It prepares students to start their own small business and/or gain technical and professional skills to obtain employment in various supervisory/entry level management positions in travel and tourism or in business and accounting professions.

CORE REQUIREMENTS

Course ID	Course Title	Credits
ACCT& 201	Principles of Accounting I	5
ACCT& 202	Principles of Accounting II	5
ACCT& 203	Principles of Accounting III	5
BIS 101	Introduction to Business Computing . 3	
BUS& 101	Introduction to Business	5
BUS& 201	Business Law	5
BUSAD 102	Business Ethics	3
BUSAD 230	Human Resource Management	5
ECON 100	Survey of Economic Principles	
or ECON& 201	Micro Economics	
or ECON& 202	Macro Economics	5
Total		41

SPECIALTY REQUIREMENTS

(choose one option)

Option I - Entrepreneurship

Course ID	Course Title	Credits
BUSAD 108	Principles of Marketing	5
BUSAD 111	Retail Management	5
BUSAD 113	Sales and Promotion	3
BUSAD 170	Customer Service for Professionals . . 3	
OFFAD 150	Office Procedures	5
Total		21

OR

Option II - Accounting

Course ID	Course Title	Credits
OFFAD 105	Records Management	3
OFFAD 106	Using an Electronic Desk Calculator . . 2	
OFFAD 108	Accounting for Payroll	5
OFFAD 110	Accounting for AP, AR and Inventory . . 5	
ACCT 267	Essentials in Not-for-Profit and Government Accounting	3
BIS 142	Spreadsheets II	5
Total		23

OR

Option III - Business Information Systems

Course ID	Course Title	Credits
BIS 121	Word Processing I	3
BIS 141	Spreadsheets I	3
BIS 161	Database Management I	3
BIS 122	Business Document Design	5
BIS 142	Spreadsheets II	5
BIS 162	Database Management II	5
BIS 181	Introduction to Presentation Software . . 3	
Total		27

OR

Option IV - General Business

Course ID	Course Title	Credits
Any selection of specialty business courses in ACCT, BIS, BUS, BUSAD, OFFAD, or CIS, along with other Business related certificate courses to meet the needs of the individual student.		25
Total		25

(Requirements continued on next page)

OR

Option V – Hospitality and Tourism Business Management

Course ID	Course Title	Credits
BUSAD 175	Travel and Tourism Operations	4
BUSAD 176	Catering, Banquet and Food Service Management	4
BUSAD 177	Meeting and Event Planning	4
BUSAD 179	Introduction to Hospitality Management	5
BUSAD 205	Hotel Management and Lodging Systems	5
Total		22

RELATED INSTRUCTION*/GENERAL EDUCATION REQUIREMENTS

Course ID	Course Title	Credits
BUSAD 100	Business Math (CP)	
<i>or</i> MATH 111	Methods for Problem Solving (CP) . . .	5
ENGL& 101	English Composition I (CM).	5
ENGL& 230	Technical Writing (CM)	3
CMST 145	Introduction to Organizational Communication (HR).	5
Total		18

COOPERATIVE WORK EXPERIENCE/ELECTIVES

Course ID	Course Title	Credits
CO-OP 180	Preparing for Work-based Learning Experience (if needed)	0-1
CO-OP 190	Business Field Work Experience . . .	3-4
Electives	Any courses numbered 100 or above in the following disciplines: ACCT, ARTGR, BUSAD, BIS, CIS, OFFAD, PSYC, SOC.	0-7
Total		4-10
TOTAL CREDITS		90

Students should plan to complete required English and math courses within their first 30 credits of study.

*CM = Communication, HR = Human Relations, CP = Computation

COMPUTER INFORMATION SYSTEMS

The CIS program prepares students for careers in the Information Technology field. The program has been developed in alignment with industry-based standards as outlined by the national Workforce Center for Emerging Technologies (NW CET.org) and the Cisco Networking Academy. The program prepares students for the Cisco Certified Network Associate (CCNA) certification and several other certifications including Comp Tia’s A+ and Security + and has earned the endorsement of the Committee on National Security Systems for the 4011 INFOSEC certification. The CIS program offers an Associate of Science degree, along with certificate programs in Technical Support and Network Administration, and an endorsement in Information Security Professional.

Additional Requirements During/After Course of Study

Students must maintain at least a “C” grade in all CIS courses. While not a requirement for the CIS program, students should be aware that there are special employment conditions in this career field that may include criminal background checks.

Transfer Option

Students may plan their CIS course selection to maximize transferability of their credits through articulation agreements with some Washington 4-year colleges/universities. Advising assistance is strongly recommended. For more information, visit the CIS program page on the college’s website or contact the Entry & Advising Center or the CIS Program Coordinator.

Short-term Training Opportunities

In addition to the certificates and degree listed below, there is also a short-term certificate of proficiency available in the following area:

- Information Security Professional

For more information, visit the College’s website.

CERTIFICATE

COMPUTER INFORMATION SYSTEMS - TECHNICAL SUPPORT

This CIS certificate prepares students to work as technical support specialists, performing hardware and software support and basic network support.

CORE REQUIREMENTS

Course ID	Course Title	Credits
CIS 105	Computer Operating Systems I	5
CIS 110	Introduction to Computer Security . . .	3
CIS 205	Computer Operating Systems II	5
CIS 206	Computer Support I	5
CIS 207	Computer Support II	5
CIS 226	Cisco Networking I	5
Total		28

RELATED INSTRUCTION*/GENERAL EDUCATION REQUIREMENTS

Course ID	Course Title	Credits
ENGL& 101	English Composition I (CM)	5
MATH	Any MATH course numbered 111 or above (CP)	
<i>or</i> PHIL& 106	Introduction to Logic	5
BUSAD 170	Customer Service for Professionals (HR)	
<i>or</i> CMST	Any CMST course designated "OC" . . . 3-5	
Total		13-15

COOPERATIVE WORK EXPERIENCE/ELECTIVES

Course ID	Course Title	Credits
Co-op 190	Computer Field Cooperative Work Experience or approved equivalent	
<i>or</i> Elective	Any college level course numbered 100 or above. Recommended disciplines: ACCT, ADMJ, ARTGR, BIS, BUS, BUSAD, CIS, CJ, CS, ECON, MATH, or OFFAD.	5
Total		5
TOTAL CREDITS		46-48

CERTIFICATE

COMPUTER INFORMATION SYSTEMS - NETWORK ADMINISTRATION

This CIS certificate prepares students to work as network administrators, performing network support.

CORE REQUIREMENTS

Course ID	Course Title	Credits
CIS 105	Computer Operating Systems I	5
CIS 106	Open Source Operating Systems	5
CIS 110	Introduction to Computer Security . . .	3
CIS 205	Computer Operating Systems II	5
CIS 206	Computer Support I	5
CIS 214	Network Security I	5
CIS 226	Cisco Networking I	5
CIS 227	Cisco Networking II	5
CIS 228	Cisco Networking III	5
CIS 229	Cisco Networking IV	5
Total		48

RELATED INSTRUCTION*/GENERAL EDUCATION REQUIREMENTS

Course ID	Course Title	Credits
ENGL& 101	English Composition I (CM)	5
MATH 111	Methods for Problem Solving (CP)	
<i>or</i> MATH	Any MATH course numbered above 111	
<i>or</i> PHIL& 106	Introduction to Logic (CP)	5
BUSAD 170	Customer Service for Professionals (HR)	
<i>or</i> CMST	Any CMST course designated "OC" . . . 3-5	
Total		13-15
TOTAL CREDITS		61-63

Students should plan to complete required English and math courses within their first 30 credits of study.

*CM = Communication, HR = Human Relations, CP = Computation

ASSOCIATE IN SCIENCE**COMPUTER INFORMATION SYSTEMS**

The Computer Information Systems degree prepares students for employment in a variety of fields, including technical support/help desk positions, network administration, network technician, and information security specialist. Students with prior experience are encouraged to meet with the Program Coordinator for placement in the program.

CORE REQUIREMENTS

Course ID	Course Title	Credits
CIS 105	Computer Operating Systems I.....	5
CIS 106	Open Source Operating Systems.....	5
CIS 110	Introduction to Computer Security ..	3
CIS 205	Computer Operating Systems II.....	5
CIS 206	Computer Support I.....	5
CIS 207	Computer Support II.....	5
CIS 214	Network Security I.....	5
CIS 215	Network Security II.....	5
CIS 225	Computer Forensics.....	5
CIS 226	Cisco Networking I.....	5
CIS 227	Cisco Networking II.....	5
CIS 228	Cisco Networking III.....	5
CIS 229	Cisco Networking IV.....	5
Total.....		63

RELATED INSTRUCTION*/GENERAL EDUCATION REQUIREMENTS

Course ID	Course Title	Credits
BUSAD 170	Customer Service for Professionals (HR)	
or CMST	Any CMST course designated "OC"...	3-5
ENGL& 101	English Composition I (CM).....	5
MATH	Any MATH course numbered 111 or above (CP)	
or PHIL& 106	Introduction to Logic (CP).....	5
Total.....		13-15

COOPERATIVE WORK EXPERIENCE/ELECTIVES

Course ID	Course Title	Credits
Co-op 190	Computer Field Cooperative Work Experience or approved equivalent....	5
PSYCH 106	Job Finding Skills	
or CO-OP 180	Preparing for Work-Based Learning Experience.....	2
Electives	Any college level course numbered 100 or above. Recommended disciplines: ACCT, ADMJ, ARTGR, BIS, BUS, BUSAD, CIS, CJ, CS, ECON, MATH or OFFAD.....	7
Total.....		14
TOTAL CREDITS.....		90-92

Students may enter the program at any quarter, but should be aware that some classes are offered only once a year.

Students should plan to complete required English and math courses within their first 30 credits of study.

* CM = Communication, HR = Human Relations, CP = Computation

EARLY CHILDHOOD EDUCATION

The Early Childhood Education program prepares students for careers in working with children in early learning and care programs, Headstart, preschools, childcare centers & homes. Competencies are developed for assistant teacher positions (certificate program) and lead teacher or assistant director positions (degree program).

Additional Requirements During/After Course of Study

While not a requirement for the ECE program, students should be aware that there are special employment conditions in this career field that may include criminal background checks, current CPR and First Aid certification and HIV training.

Transfer Option

Students may plan their ECE course selection to maximize transferability of their credits through articulation agreements with some Washington 4-year colleges/universities. Advising assistance is strongly recommended. For more information, visit the ECE program page on the college's website or contact the Entry & Advising Center or the ECE Program Coordinator.



Students should plan to complete required English and math courses within their first 30 credits of study.

*CM = Communication, HR = Human Relations, CP = Computation

CERTIFICATE

EARLY CHILDHOOD EDUCATION

The Early Childhood Education certificate prepares students for careers in working with children in early learning and care programs, Headstart, preschools, childcare centers & homes. Competencies are developed for assistant teacher positions.

CORE REQUIREMENTS

Course ID	Course Title	Credits
ECE 105	Introduction to Early Childhood Education (HR)5
ECE 210	Curriculum Development5
EDUC& 115	Child Development5
EDUC 225	Child, Family and Community3
EDUC 250	Professionalism in the Workplace2
Total		20

SPECIALTY REQUIREMENTS

Course ID	Course Title	Credits
Specialty Courses	Any ECE or EDUC courses	12
Total		12

RELATED INSTRUCTION*/GENERAL EDUCATION REQUIREMENTS

Course ID	Course Title	Credits
ENGL & 101	English Composition I (CM)5
CMST& 101 or 210	Introduction to Communication (CM) Interpersonal Communication (CM)	3-5
MATH	Any MATH course numbered above 100 (CP)	
or	Any course designated "Q/SR"5
Total		13-15

COOPERATIVE WORK EXPERIENCE

Course ID	Course Title	Credits
CO-OP 190	ECE Cooperative Work Experience (or approved equivalent)5
Total5
TOTAL CREDITS		50-52

ASSOCIATE IN ARTS**EARLY CHILDHOOD EDUCATION**

The Early Childhood Education degree prepares students for careers in working with children in early learning and care programs, Headstart, preschools, childcare centers & homes. Competencies are developed for lead teacher and assistant director positions.

CORE REQUIREMENTS

<i>Course ID</i>	<i>Course Title</i>	<i>Credits</i>
ART 155	Art Education for Children	3
CIS 280	Instructional Technology.	3
ECE 105	Introduction to Early Childhood Education (HR).	5
ECE 210	Curriculum Development	5
ECE 218	Health, Safety and Nutrition.	3
ECE 222	Learning Environments for Young Children.	3
ECE 226	Movement and Motor Development	3
ECE 235	Math for Children.	2
ECE 240	Science Exploration.	3
EDUC& 115	Child Development	5
EDUC 131	Behavior Management (HR)	3
EDUC& 204	Exceptional Child	5
EDUC 220	Language and Literature for Children	3
EDUC 225	Child, Family and Community (HR)	3
EDUC 250	Professionalism in the Workplace.	2
MUSC 155	Music Education for Children.	3
Field Elective	Any ECE or EDUC Course	3-5
Total		57-59

RELATED INSTRUCTION*/GENERAL EDUCATION REQUIREMENTS

<i>Course ID</i>	<i>Course Title</i>	<i>Credits</i>
ENGL& 101	English Composition I (CM).	5
CMST& 101	Introduction to Communication (CM)	
or CMST& 210	Interpersonal Communication (CM)	3-5
MATH	Any MATH course above 100 (CP)	
or	Any course designated "Q/SR"	5
PSYC& 100	General Psychology (HR).	5
HUMANITIES	Any course designated "H"	5
SCIENCE LAB	Any course designated "MSI"	5
Total		28-30

COOPERATIVE WORK EXPERIENCE

<i>Course ID</i>	<i>Course Title</i>	<i>Credits</i>
CO-OP 190	ECE Cooperative Work Experience.	5
Total		5
TOTAL CREDITS		90-94

Students should plan to complete required English and math courses within their first 30 credits of study.

* CM = Communication, HR = Human Relations, CP = Computation



EDUCATION PARAPROFESSIONAL

The Education Paraprofessional program develops the necessary core competencies for paraeducators/teacher assistants/education paraprofessionals. The curriculum is based upon the Washington State Skill Standards for General Paraeducator and the Washington State Core Competencies for Paraeducators.

Additional Requirements During/After Course of Study

While not a requirement for the Education Paraprofessional program, students should be aware that there are special employment conditions in this career field that may include criminal background checks.

CERTIFICATE

EDUCATION PARAPROFESSIONAL

This professional technical certificate develops the necessary core competencies for paraeducators/ teacher assistants/education paraprofessionals. The curriculum is based upon the Washington State Skill Standards for General Paraeducators and the Washington State Core Competencies for Paraeducators.

CORE REQUIREMENTS

Course ID	Course Title	Credits
EDUC& 202	Introduction to Education (HR)5
EDUC& 204	Exceptional Child5
EDUC 131	Behavior Management (HR)3
EDUC 250	Professionalism in the Workplace.2
CIS 280	Instructional Technology.3
Total		18

SPECIALTY REQUIREMENTS

(Select one option)

Option I - Curriculum

Course ID	Course Title	Credits
EDUC &115	Child Development5
ECE 210	Curriculum Development5
Two of the following courses (3 credits each): ECE 222, ECE 226, ECE 235, ECE 240, EDUC 220, EDUC 225, ART 155, MUSC 1556
Total		16

OR

Option II - World Language

Course ID	Course Title	Credits
ASL& 121, ASL& 122, and ASL&123 or Spanish (SPAN) or any other world language (15 credits in same language)		15
Total		15

(Requirements continued on next page)

OR

Option III – Literacy

<i>Course ID</i>	<i>Course Title</i>	<i>Credits</i>
PSYC& 100	General Psychology (HR).....	5
PSYC 225	Cognitive Psychology.....	5
EDUC 220	Language and Literature for Children	3
MUSC 155	Music Education for Children.....	3
Total.....		16

OR

Option IV - English Language Learners

<i>Course ID</i>	<i>Course Title</i>	<i>Credits</i>
EDUC 240	Teaching English Language Learners...	3
EDUC 241	Language and Literacy Development for ELL.....	3
EDUC 242	Structure of Language.....	3
	Any EDUC or ECE courses.....	6
Total.....		15
Total Specialty.....		15-16

***RELATED INSTRUCTION/GENERAL EDUCATION REQUIREMENTS**

<i>Course ID</i>	<i>Course Title</i>	<i>Credits</i>
ENGL& 101	English Composition I (CM).....	5
MATH	Any MATH course above 100 (CP)	
<i>or</i>	Any course designated "Q/SR".....	5
Total.....		10

COOPERATIVE WORK EXPERIENCE

<i>Course ID</i>	<i>Course Title</i>	<i>Credits</i>
CO-OP 190	EDUC Cooperative Work Experience...	3
Total.....		3
TOTAL CREDITS.....		46-47

Students should plan to complete required English and math courses within their first 30 credits of study.

* CM = Communication, HR = Human Relations, CP = Computation



ASSOCIATE IN ARTS

EDUCATION PARAPROFESSIONAL

This professional/technical degree develops the necessary core competencies for paraeducators/ teacher assistants/ education paraprofessionals. The curriculum is based upon the Washington State Skill Standards for General Paraeducator and the Washington State Core Competencies for Paraeducators.

CORE REQUIREMENTS

Course ID	Course Title	Credits
CIS 280	Instructional Technology.....	3
EDUC& 202	Introduction to Education (HR).....	5
EDUC& 204	Exceptional Child.....	5
EDUC 131	Behavior Management (HR).....	3
ART 155 or EDUC 220 or MUSC 155	Art Education for Children Language and Literature for Children Music Education for Children.....	3
PSYC& 100	General Psychology (HR).....	5
PSYC 210	Child Development (HR).....	5
PSYC 225	Cognitive Psychology.....	5
Total		34

RELATED INSTRUCTION*/GENERAL EDUCATION REQUIREMENTS

Course ID	Course Title	Credits
ENGL& 101	English Composition I (CM).....	5
ENGL& 102 or ENGL 201 or ENGL 202	English Composition II (CM) Advanced Composition (CM) Writing About Literature (CM).....	3-5
CMST& 101 or 220	Introduction to Communication (CM) Public Speaking(CM).....	3-5
Quantitative/Symbolic Reasoning	Any course designated "Q/SR" (CP)...	5
Humanities	Any course designated "H" Must include three disciplines, maximum 10 credits in any one discipline; maximum 5 credits in performance/skills ("Hp") courses	15
Social/Behavioral Science	Any course designated "SS" (other than the disciplines of Psychology and Sociology).....	5
Math/Science	Any course designated "MS" or "MSI" (CP); Must include three disciplines, maximum 10 credits in any one discipline; one lab "MSI".....	15
Total		53-55

COOPERATIVE WORK EXPERIENCE

Course ID	Course Title	Credits
CO-OP 190	EDUC Cooperative Work Experience (or approved equivalent).....	3
Total		3
TOTAL CREDITS		90-92

Students should plan to complete required English and math courses within their first 30 credits of study.

* CM = Communication, HR = Human Relations, CP = Computation

MASSAGE PRACTITIONER

The Massage Practitioner program prepares students to work as Licensed Massage Practitioners (LMPs). As members of the health care community, they work in a variety of settings including hospitals, sports medicine, medical and physical therapy offices/clinics, health clubs, spas, alternative medicine clinics, counseling and rehabilitative centers and private massage clinics. Program graduates are eligible to sit for licensure exams.

Whatcom Community College offers two options for aspiring LMPs: the Associate of Science Degree and the Certificate. The program options run concurrently and begin each fall quarter.

The Associate in Science Degree / Massage Practitioner offers the student the ability to complete advanced coursework and specialize in an area of interest, as well as participate in an externship at a local business. Core curriculum massage classes must be taken in sequence, are only offered to students accepted into the massage program, and run for four consecutive quarters (fall, winter, spring, summer).

The Massage Practitioner Certificate was designed to accommodate those who have a previous college education and/or are pursuing a career change. Core curriculum massage classes must be taken in sequence, are only offered to students accepted into the massage program, and run for three consecutive quarters (fall, winter, spring).

Both the degree and certificate curriculum qualifies graduates to sit for the Washington State licensing exam and the National Certification Exam to become licensed massage practitioners.

Special Application Process

Admission to the Massage Practitioner program is by special application, and is done on a first come first serve basis. In order for an application to be considered, it must be complete. For details about the program, the application process, application materials and deadlines, visit the Massage Practitioner program page on the college's website or contact the program coordinator. For questions about the degree/certificate requirements contact Entry and Advising to speak with the professional/technical advisor.

Additional Requirements During/After Course of Study

- In order to progress through the Massage Practitioner Program, students must take all MT courses in

sequence and maintain a final grade of "C" (74%) in all graded courses and an "S" in all clinical courses.

- In order to pass lab practical exams, students must earn at least 80%. One re-take will be allowed. Safety errors may be cause for failure of a practical exam.

Program Dismissal/Re-entry Policies

Students will be dismissed from the program if:

1. The student fails to complete the requirements of a program probation contract.
2. The student misses more than 20% of class sessions in a course.
3. The student earns a final grade of less than "C" in any MT course.
4. The student fails to pass a lab practical exam with at least 80% on the second try.
5. Receiving suspension by the college for violations of the Students Rights and Responsibilities Policy.
6. For a second time during the program, failing to meet any standard that would require probation.

Students dismissed from the program will be sent a certified letter from the dean indicating the reason(s) for the dismissal.

A student dismissed from the program may apply to re-enter the program by completing and submitting an "Application for Re-admission" form to the Program Coordinator at least one quarter prior to the quarter he/she intends to re-enroll. The Program Coordinator will review the application and inform the student of the outcome of the review no more than ten days after receiving the application.

Re-admission is dependent on space availability and whether the student has demonstrated that the problems that led to dismissal have been corrected. The Program Coordinator may request additional documentation from the student to support the application for re-admission. If the student is readmitted to the program, he/she must complete the requirements that led to the dismissal before continuing the program sequence.

Any subsequent failure to meet the standards of academic progress will result in automatic dismissal. A student wishing to re-enroll after a second dismissal must apply as a new student to the program and repeat all MT and science support courses if they are admitted to the program.

CERTIFICATE

MASSAGE PRACTITIONER

The Massage Practitioner Certificate prepares students to work as Licensed Massage Practitioners (LMPs). As members of the health care community, they work in a variety of settings including hospitals, sports medicine, medical and physical therapy offices/clinics, health clubs, spas, alternative medicine clinics, counseling and rehabilitative centers, and private massage clinics. Program graduates are eligible to sit for licensure exams.

CORE REQUIREMENTS

Course ID	Course Title	Credits
MT 105	Ethical and Legal Issues for Massage Practitioners.....	3
MT 110	Massage Therapy I	7
MT 111	Massage Therapy II	7
MT 112	Massage Therapy III	7
MT 202	Kinesiology I for Massage Practitioners.....	4
MT 203	Kinesiology II for Massage Practitioners.....	2
MT 204	Kinesiology III for Massage Practitioners.....	2
MT 205	Business Applications for Massage Practitioners.....	3
MT 240	Preparation for Massage Licensing ..	2
MT 250	Student Clinic	2
MT 271	Anatomy and Pathophysiology I for Massage Practitioners	3
MT 272	Anatomy and Pathophysiology II for Massage Practitioners	3
Total		45

RELATED INSTRUCTION*/GENERAL EDUCATION REQUIREMENTS

Course ID	Course Title	Credits
BUSAD 100	Business Math (CP)	
or MATH 125	Survey of Mathematics (CP)	
or	any class designated "Q/SR".....	.5
ENGL& 101	English Composition I (CM).....	5
CMST& 210	Interpersonal Communications (CM) ..	5
Total		15
TOTAL CREDITS		60

It is recommended that related instruction be completed prior to beginning program classes

* CM = Communication, HR = Human Relations, CP = Computation

Related instruction requirements are waived if student holds prior degree.



ASSOCIATE OF SCIENCE**MASSAGE PRACTITIONER**

The Massage Practitioner degree prepares students to work as Licensed Massage Practitioners (LMPs). As members of the health care community, they work in a variety of settings including hospitals, sports medicine, medical and physical therapy offices/clinics, health clubs, spas, alternative medicine clinics, counseling and rehabilitative centers, and private massage clinics. The program stresses high levels of academic and critical thinking skills. Program graduates are eligible to sit for licensure exams.

CORE REQUIREMENTS

<i>Course ID</i>	<i>Course Title</i>	<i>Credits</i>
MT 105	Ethical and Legal Issues for Massage Practitioners.	3
MT 110	Massage Therapy I.	7
MT 111	Massage Therapy II.	7
MT 112	Massage Therapy III.	7
MT 202	Kinesiology I for Massage Practitioners.	4
MT 203	Kinesiology II for Massage Practitioners.	2
MT 204	Kinesiology III for Massage Practitioners.	2
MT 205	Business Applications for Massage Practitioners.	3
MT 230	Massage Applications: Orthopedic Treatment	
<i>or</i> MT 235	Massage Applications: Wellness Treatment.	8
MT 240	Preparation for Massage Licensing.	2
MT 250	Student Clinic.	2
MT 260	Clinical Externship.	1
MT 271	Anatomy and Pathophysiology I for Massage Practitioners.	3
MT 272	Anatomy and Pathophysiology II for Massage Practitioners.	3
Total		54

RELATED INSTRUCTION*/GENERAL EDUCATION REQUIREMENTS

<i>Course ID</i>	<i>Course Title</i>	<i>Credits</i>
BUSAD 100	Business Math (CP)	
<i>or</i> MATH 125	Survey of Mathematics (CP)	
<i>or</i>	any class designated "Q/SR"	5
ENGL& 101	English Composition I (CM).	5
CMST& 210	Interpersonal Communications (CM) .	5
PSYC& 100	General Psychology (HR)	
<i>or</i> SOC& 101	Introduction to Sociology (HR)	5
Total		20

ELECTIVES

<i>Course ID</i>	<i>Course Title</i>	<i>Credits</i>
	Any College level course (100 or above)	16
Total		16
TOTAL CREDITS		90

Students should plan to complete required English and math courses within their first 30 credits of study.

• CM = Communication, HR = Human Relations, CP = Computation

* Related instruction and electives requirements are waived if student holds prior degree.

MEDICAL ASSISTING

The Medical Assisting degree/certificate program is designed to train students to work as a member of an ambulatory health care team, performing a broad range of clinical and administrative tasks under the supervision of a physician, physicians assistant or nurse practitioner. Program space is limited and a special application process is required (see below). Students in the MA degree and certificate programs take the same clinical training and administrative skill coursework. The degree requires additional general education/related instruction courses. Upon graduating from the MA degree or certificate program, students are eligible to take a national board exam to become Certified Medical Assistants. Upon graduation from the Health Unit Coordinator certificate program, students will be eligible to take the certification exam.

Whatcom Community College's Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Medical Assisting Education Review Board (MAERB). CAAHEP, 1361 Park Street, Clearwater, FL 33756, (727)210-2350.

Alternate Certificates: Medical Billing & Coding, Medical Front Office Reception, and Health Unit Coordinator. These certificates share a common core of professional medical and office courses, with the student completing specialty courses and a job-specific cooperative work experience. Students train on industry-specific, state-of-the-art software that gives them the skills needed to succeed in a medical office as a receptionist, patient services specialist, medical billing specialist, and health unit coordinator. Many of the core courses can be applied toward the selective entry Medical Assisting program. Students may have the option of taking hybrid/online courses for their program.

Many of the Medical Assisting program courses are partnered with the IBEST Program. I-BEST stands for Integrated Basic Education and Skills Training. Refer to the IBEST Program information on page 29 for details.

Prerequisite Courses

ENGL& 101; MATH 097 (or higher) or placement into MATH 098; BIS 101; MA 101; CMST& 210

Note: Other program prerequisites may apply. Refer to the college's website or obtain the application materials referred to below for complete details.

Special Application Process

Admission to the Medical Assisting program is by special application. For details about course/program prerequisites, the application process, application materials and deadlines, visit the Medical Assisting program page on the College's website or contact the Entry & Advising Center or the Medical Assisting Program Coordinator.

Additional Requirements During/After Course of Study

- Courses must be taken in sequence as assigned in the program schedule. Any deviation from the program schedule must have the written approval of the Program Coordinator.
- All program courses must be passed with a "C" or better.
- Occupational Exposures - The medical assistant may be exposed to various chemicals used in disinfecting and sterilization, laboratory testing reagents, biohazard waste and blood borne pathogens, and communicable diseases. While in the Medical Assisting Program students have similar occupational exposures. Program students should refer to the Informed Consent for Coursework Requiring Human Subjects document in the Medical Assisting Student Handbook for specific information. Safety issues and concerns when dealing with occupational exposures are a major focus within the Medical Assisting Program curriculum.
- Immunizations and tuberculosis screening are required in accordance with CDC recommendations, and OSHA requirements for health care workers. Program students should refer to the Immunization Policy document in the Medical Assisting Student Handbook for details.
- Prior to practicum, medical assisting students are required to obtain/maintain provider level CPR and First Aid certificates and the Seven-Hour HIV/AIDS Education Certificate. These certifications are offered as part of the regular MA program and must be completed by the student as part of their coursework.



Dismissal/Re-entry Regulations

Students will be dismissed from the Medical Assisting program for the following reasons:

1. Earning an unsatisfactory grade in any clinical course after being placed on probation due to unsatisfactory clinical performance.
2. Failing to satisfactorily complete any probationary contract in the allotted time.
3. Placed on suspension by the college for violations of the Students Rights and Responsibilities policy.

Students who are dismissed from the program will be sent a certified letter indicating the reason for the dismissal. If the student wishes to appeal this action, he/she may do so by following the appropriate student grievance procedure as stated in the college catalog.

A student dismissed from the program may apply to re-enter the program by re-applying at least one quarter prior to the quarter he/she intends to re-enroll. Re-admission is dependent on space availability and whether the student has demonstrated that the problems that led to dismissal have been corrected. The Program Coordinator

may request additional documentation from the student to support the application for re-admission. If the student is re-admitted to the program, he/she must complete the requirements that led to the dismissal before continuing the program sequence.

Any subsequent failure to meet the standards of academic progress will result in automatic dismissal. A student wishing to re-enroll after a second dismissal must apply as a new student to the program.

During student's participation in the practicum, any violation of the practicum contract may result in an "unsatisfactory" grade in the course.

Short-Term Training Opportunities

In addition to the certificates and degree listed below, there is also a short-term certificate of proficiency available in the following area:

- Health Unit Coordinator

For more information, visit the College's website.

CERTIFICATE

MEDICAL ASSISTING

The Medical Assisting certificate prepares students to perform a broad range of administrative and clinical tasks under the supervision of a physician/provider in a doctor's office or other medical setting.

PREREQUISITES (required for admission to the core requirements) placement into Math 98 or above or completion of Math 97 or above

Course ID	Course Title	Credits
ENGL&101	English Composition I (CM).....	5
BIS 101	Introduction to Business Computing...3	
CMST& 210	Interpersonal Communication (HR)	3 or 5
MA 101	Medical Terminology I	2
Total		13-15

CORE REQUIREMENTS

Course ID	Course Title	Credits
MA 108	Medical Law and Ethics	2
MA 119	Medical Insurances and Finances (CP) ..	4
MA 120	Clinical Procedures I	6
MA 121	Clinical Procedures II.....	6
MA 122	Communications in Healthcare Systems (HR)	5
MA 123	The Medical Office and Electronic Records	5
MA 124	Computerized Medical Billing	2
MA 127	Clinical Anatomy and Pathophysiology I	6
MA 128	Clinical Anatomy and Pathophysiology II.....	6
MA 131	Clinical Procedures III	3
MA 135	Medical Procedural Coding	3
MA 136	Pharmacology (CP)	4
MA 137	Pharmacology Lab.....	2
MA 140	Practicum	6
MA 142	Practicum Seminar.....	2
MA 155	Medical Diagnostic Coding.....	3
Total		65
TOTAL CREDITS.....		78-80

CERTIFICATE

MEDICAL BILLING AND CODING

The Medical Billing and Coding certificate is designed to prepare students with knowledge and skills required for entry level positions as a medical biller and/or insurance coder in a medical office/clinic or other medical setting.

CORE REQUIREMENTS

Course ID	Course Title	Credits
MA 101	Medical Terminology I	2
MA 102	Medical Terminology II.....	2
MA 108	Medical Law and Ethics	2
MA 112	Basic Anatomy, Physiology and Pathology	3
MA 119	Medical Insurances and Finances (CP) 4	
MA 122	Communications in Healthcare Systems (HR)	5
MA 123	The Medical Office and Electronic Records	5
MA 144	Office Emergencies	1
Total		24

SPECIALTY REQUIREMENTS

Course ID	Course Title	Credits
MA 124	Computerized Medical Billing	2
MA 135	Medical Procedural Coding	3
MA 155	Medical Diagnostic Coding.....	3
CO-OP 180	Preparation for Work-Based Learning Experience	2
or PSYCH 106	Job Finding Skills	2
CO-OP 190	Cooperative Work Experience.....	5
Total		15

RELATED INSTRUCTION*/GENERAL EDUCATION REQUIREMENTS

Course ID	Course Title	Credits
ENGL& 101	English Composition I (CM).....	5
BIS 101	Introduction to Business Computing...3	
Total		8
TOTAL CREDITS.....		47

Students should plan to complete required English and math courses within their first 30 credits of study.

*CM = Communication, HR = Human Relations, CP = Computation

CERTIFICATE**HEALTH UNIT COORDINATOR**

The Health Unit Coordinator certificate is designed to prepare students with no previous medical background to work in a hospital or clinic as a unit coordinator, and to successfully pass the industry certification test.

GENERAL EDUCATION REQUIREMENTS/*RELATED INSTRUCTION

Course ID	Course Title	Credits
ENGL& 101	English Composition I (CM)5
BIS 101	Introduction to Business Computing .3	
NURS 100	Nursing Assistant8
MA 101	Medical Terminology I2
Total		18

CORE REQUIREMENTS/*RELATED INSTRUCTION

Course ID	Course Title	Credits
MA 108	Medical Law and Ethics2
MA 112	Basic Anatomy, Physiology, and Pathology3
MA 114	Unit Coordinator Test Preparation1
MA 122	Communications in Healthcare Systems (HR)5
MA 136	Pharmacology (CP)4
MA 150	Health Unit Coordinator I5
MA 250	Health Unit Coordinator II5
CO-OP 180	Preparation for Work-Based Learning Experience	
or PSYCH 106	Job Finding Skills2
CO-OP 190	Cooperative Work Experience	
or	approved equivalent.1
Total		28
TOTAL CREDITS		46

Students should plan to complete required English and math courses within their first 30 credits of study.

* CM = Communication, HR = Human Relations, CP = Computation

CERTIFICATE**MEDICAL FRONT OFFICE RECEPTION**

The Medical Front Office Reception certificate is designed to prepare students with knowledge and skills required for positions as a patient services coordinator or medical receptionist in a medical office or clinic. Also prepares students for performing a broad range of medical administrative duties.

CORE REQUIREMENTS

Course ID	Course Title	Credits
MA 101	Medical Terminology I2
MA 108	Medical Law and Ethics2
MA 112	Basic Anatomy, Physiology, and Pathology3
MA 119	Medical Insurances and Finances (CP) 4	
MA 122	Communications in Healthcare Systems (HR)5
MA 123	The Medical Office and Electronic Records5
Total		21

SPECIALTY REQUIREMENTS

Course ID	Course Title	Credits
MA 150	Health Unit Coordinator I5
MA 144	Office Emergencies1
CO-OP 180	Preparing for Work-Based Learning Experience	
or PSYCH 106	Job Finding Skills2
CO-OP 190	Cooperative Work Experience5
Total		13

RELATED INSTRUCTION*/GENERAL EDUCATION REQUIREMENTS

Course ID	Course Title	Credits
CMST&210	Interpersonal Communication (HR).	3 or 5
ENGL& 101	English Composition I (CM).5
BIS 101	Introduction to Business Computing .3	
Total		11-13
TOTAL CREDITS		45-47

ASSOCIATE IN SCIENCE

MEDICAL ASSISTING

The Medical Assisting degree prepares students to perform a broad range of administrative and clinical tasks under the supervision of a physician/provider in a doctor's office or other medical setting.

PREREQUISITES (required for admission to the core requirements) placement into Math 98 or above or completion of Math 97 or above

Course ID	Course Title	Credits
ENGL&101	English Composition I (CM).....	5
BIS 101	Introduction to Business Computing ...	3
CMST& 210	Interpersonal Communication (HR)	3 or 5
MA 101	Medical Terminology I	2
Total		13-15

CORE REQUIREMENTS

Course ID	Course Title	Credits
MA 108	Medical Law and Ethics	2
MA 119	Medical Insurances and Finances (CP)	4
MA 120	Clinical Procedures I	6
MA 121	Clinical Procedures II.....	6
MA 122	Communications in Healthcare Systems (HR)	5
MA 123	The Medical Office and Electronic Records	5
MA 124	Computerized Medical Billing	2
MA 127	Clinical Anatomy and Pathophysiology I	6
MA 128	Clinical Anatomy and Pathophysiology II.....	6
MA 131	Clinical Procedures III	3
MA 135	Medical Procedural Coding	3
MA 136	Pharmacology (CP)	4
MA 137	Pharmacology Lab.....	2
MA 140	Practicum	6
MA 142	Practicum Seminar.....	2
MA 155	Medical Diagnostic Coding.....	3
Total		65

GENERAL EDUCATION REQUIREMENTS/ ELECTIVES

Course ID	Course Title	Credits
MATH	Any course numbered above 100	
or BUSAD 100	Business Math (CP)	
or	Any "Q/SR" course	5
Electives	Any college level courses	7
Total		12
TOTAL CREDITS		90-92

* CM = Communication, HR = Human Relations, CP = Computation

NURSING

The purpose of the nursing program is to educate students to practice nursing within varied health care settings in collaboration with other members of the health care team and to assist individuals who are experiencing commonly occurring health care problems to progress toward an optimal level of health and wellness. It prepares students to take the National Council Licensure Examination (NCLEX-RN).

In addition to the traditional option, Whatcom's Nursing program also offers a part-time hybrid/online option for working students that combines online lectures with campus or community clinic-based labs.

Prerequisite Courses

ENGL& 101 or higher; MATH 111 or 125 or college precalculus or higher; PSYC& 200; BIOL& 241 and 242; BIOL& 260; CHEM& 121 or higher. All prerequisites must be completed with a minimum grade of B- (2.7). BIOL& 241 and 242 must have been completed within 5 years of program admission.

Note: Other program prerequisites may apply. Refer to the college's website or obtain the application materials referred to below for complete details.

Special Application Process

Admission to the Nursing program is by special application. For details about course/program prerequisites, the application process, application materials and deadlines, visit the Nursing program page on the college's website or contact the Entry & Advising Center or the Nursing Program Coordinator.

In addition to the degree listed below, the following short-term certificate of proficiency is also available:

- Nursing Assistant

Additional Requirements During/After Course of Study

Students must take NURS courses in sequence and maintain a final grade of "C" in all courses. (Note: A "C" in nursing courses is 78%.)

Dismissal/Re-entry Regulations

Students will be dismissed from the Nursing program for the following reasons:

1. Earning an unsatisfactory grade in any clinical course after being placed on probation due to unsatisfactory clinical performance.
2. Failing to satisfactorily complete any probationary contract in the allotted time.
3. Placed on suspension by the college for violations of the Students Rights and Responsibilities policy.

Students who are dismissed from the program will be sent a certified letter indicating the reason for the dismissal. If the student wishes to appeal this action, he/she may do so by following the appropriate student grievance procedure as stated in the college catalog.

A student dismissed from the program may apply to re-enter the program by completing and submitting an "Application for Re-admission" form to the Program Coordinator at least one quarter prior to the quarter he/she intends to re-enroll. The Program Coordinator will review the application and inform the student of the outcome of the review no more than ten days after receiving the application. Re-admission is dependent on space availability and whether the student has demonstrated that the problems that led to dismissal have been corrected. The Program Coordinator may request additional documentation from the student to support the application for re-admission. If the student is re-admitted to the program, he/she must complete the requirements that led to the dismissal before continuing the program sequence.

Students will not be allowed to enter the Nursing Program more than twice.

ASSOCIATE IN SCIENCE

NURSING

The purpose of the nursing degree is to educate students to practice nursing within varied health care settings in collaboration with other members of the health care team and to assist individuals who are experiencing commonly occurring health care problems to progress toward an optimal level of health and wellness. It prepares students to take the National Council Licensure Examination (NCLEX-RN).

Note: NURS 100 or equivalent (WA State NAC) required for admission to the core requirements.

RELATED INSTRUCTION*/GENERAL EDUCATION REQUIREMENTS/PREREQUISITES
(required for admission to the core requirements)

Course ID	Course Title	Credits
ENGL& 101	English Composition I (CM).....	5
MATH 111	Methods for Problem Solving (CP)	
or MATH 125	Survey of Mathematics (CP)	
or MATH& 141	Precalculus I (CP)	
or	higher level MATH course.....	5
CHEM& 121	Introduction to Chemistry	
or	higher level CHEM course.....	5
BIOL& 260	Microbiology.....	5
BIOL& 241	Human Anatomy & Physiology 1.....	5
BIOL& 242	Human Anatomy & Physiology 2.....	5
PSYC& 200	Lifespan Psychology (HR).....	5
Total.....		35

CORE REQUIREMENTS – TRADITIONAL OPTION

Course ID	Course Title	Credits
NURS 150	Introduction to Pharmacology in Nursing.....	2
NURS 151	Fundamentals of Nursing with Practicum.....	12
NURS 152	Nursing Care of Adult & Child with Practicum I.....	12
NURS 153	Nursing Care of Adult & Child with Practicum II.....	12
NURS 201	Nursing Care of Adult & Child with Practicum III.....	12
NURS 202	Nursing Care of Adult & Child with Practicum IV.....	12
NURS 203	Nursing Care of Adult & Child with Practicum V.....	12
Total.....		74

CORE REQUIREMENTS – HYBRID/ONLINE OPTION

Course ID	Course Title	Credits
NURS 150A	Introduction to Pharmacology in Nursing – Part A.....	1
NURS 150B	Introduction to Pharmacology in Nursing – Part B.....	1
NURS 151A	Fundamentals of Nursing with Practicum – Part A.....	6
NURS 151B	Fundamentals of Nursing with Practicum – Part B.....	6
NURS 152A	Nursing Care of Adult & Child with Practicum I – Part A.....	6
NURS 152B	Nursing Care of Adult & Child with Practicum I – Part B.....	6
NURS 153A	Nursing Care of Adult & Child with Practicum II – Part A.....	6
NURS 153B	Nursing Care of Adult & Child with Practicum II – Part B.....	6
NURS 201A	Nursing Care of Adult & Child with Practicum III – Part A.....	6
NURS 201B	Nursing Care of Adult & Child with Practicum III – Part B.....	6
NURS 202A	Nursing Care of Adult & Child with Practicum IV – Part A.....	6
NURS 202B	Nursing Care of Adult & Child with Practicum IV – Part B.....	6
NURS 203A	Nursing Care of Adult & Child with Practicum V – Part A.....	6
NURS 203B	Nursing Care of Adult & Child with Practicum V – Part B.....	6
Total.....		74
TOTAL CREDITS.....		109

Students should plan to complete required English and math courses within their first 30 credits of study.

• CM = Communication, HR = Human Relations, CP = Computation

PARALEGAL STUDIES

This program provides students with the knowledge and skills for entry into paralegal careers in public or private law offices and law-related agencies. The Paralegal Studies program offers an Associate in Science degree and a Certificate for previous Bachelor's degree holders.

Prerequisite Courses

ENGL 100/ESLA 117 or placement into ENGL& 101.

A survey of instructors and a review of textbooks indicates that the following will increase student success in this program:

- reading range 12th grade level and beyond;
- good word processing skills;
- excellent writing and speaking skills;
- ability to think critically and solve problems in a logical manner.

Courses that help develop foundational knowledge and critical thinking and writing skills are highly recommended.



CERTIFICATE

PARALEGAL STUDIES

This is a one-year certificate option for students with prior bachelor's level achievement.

EVIDENCE OF EARNED BACHELOR'S DEGREE, plus

CORE REQUIREMENTS

Course ID	Course Title	Credits
OFFAD 127	Legal Terminology.....	3
PLS 111	The American Legal System.....	5
PLS 112	Law Office Technology.....	3
PLS 120	The Process of Litigation.....	5
PLS 130	Legal Interviewing and Investigating	3
PLS 151	Law Office Procedures.....	5
PLS 152	Introduction to Legal Research.....	5
CO-OP 190	PLS Cooperative Work Experience...	5
Total.....		34

SPECIALTY REQUIREMENTS

Course ID	Course Title	Credits
PLS	Any PLS courses	
<i>and/or</i>		
BUS& 201	Business Law.....	11-12
Total.....		11-12
TOTAL CREDITS.....		45-46

Students should plan to complete required English and math courses within their first 30 credits of study.

* CM = Communication, HR = Human Relations, CP = Computation

ASSOCIATE IN SCIENCE

PARALEGAL STUDIES

This degree provides students with the knowledge and skills necessary for entry into paralegal careers in public or private law offices and law-related agencies.

CORE REQUIREMENTS

<i>Course ID</i>	<i>Course Title</i>	<i>Credits</i>
BIS 121	Word Processing I.....	3
OFFAD 127	Legal Terminology.....	3
PLS 111	The American Legal System.....	5
PLS 112	Law Office Technology.....	3
PLS 120	The Process of Litigation.....	5
PLS 130	Legal Interviewing and Investigating	3
PLS 151	Law Office Procedures.....	5
PLS 152	Introduction to Legal Research.....	5
Total.....		32

SPECIALTY REQUIREMENTS

<i>Course ID</i>	<i>Course Title</i>	<i>Credits</i>
PLS	Any PLS courses	
<i>and/or</i>		
BUS& 201	Business Law.....	14
Total.....		14

***RELATED INSTRUCTION/GENERAL EDUCATION REQUIREMENTS**

<i>Course ID</i>	<i>Course Title</i>	<i>Credits</i>
BUSAD 100	Business Math (CP)	
or MATH	Any MATH course numbered above 100	
or	Any course designated "Q/SR".....	5
ENGL& 101	English Composition I (CM).....	5
CMST& 101	Introduction to Communication (HR)	
or 210	Interpersonal Communication (HR)	
or	Any course designated "OC".....	3-5
Humanities "H"		
Social/Behavioral Science "SS"		
Math/Science "MS" or "MSI"		
Enrollment in at least one course from each area.....		15-17
Total.....		30

COOPERATIVE WORK EXPERIENCE/GENERAL ELECTIVES

<i>Course ID</i>	<i>Course Title</i>	<i>Credits</i>
CO-OP 190	PLS Cooperative Work Experience (or approved equivalent).....	5
Additional Cooperative Work Experience or any course numbered 100 and above.....		9
Total.....		14
TOTAL CREDITS.....		90

Students should plan to complete required English and math courses within their first 30 credits of study.

* CM = Communication, HR = Human Relations, CP = Computation

PHYSICAL THERAPIST ASSISTANT

The Physical Therapist Assistant Program prepares students to work with adult, geriatric and/or pediatric populations in general hospitals, rehabilitation hospitals, outpatient clinics, long-term care facilities and school districts. Program graduates are eligible for licensure or certification in any state as a physical therapist assistant.

The program is accredited by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association.

Prerequisite Courses

ENGL& 101; BUSAD 100 or MATH 111 or any course designated "Q/SR"; PSYC& 100 or SOC& 101; BIOL, CHEM, or PHYS lab course; MA 101 (2 credits); BIOL& 241 and 242.

All prerequisites must be completed with a minimum grade of C+.

Note: With the exception of MA 101, BIOL& 241 and BIOL& 242, other program prerequisites may be automatically waived with an associate/bachelor level degree. Refer to the college's website or obtain the special application materials referred to below for complete details.

Special Application Process

Admission to the Physical Therapist Assistant program is by special application.

For details about course/program prerequisites, the application process, application materials and deadlines, visit the Physical Therapist Assistant program page on the college's website or contact the Entry & Advising Center or the Physical Therapist Assistant Program Coordinator for program-specific questions.

Additional Requirements During/After Course of Study

- In order to progress through the PTA Program, students must take all PTA courses in sequence and maintain a final grade of "C" (74%) in all graded courses and a "S" in all clinical courses.

- In order to pass lab practical exams, students must earn at least an 80%. One re-take will be allowed. Safety errors during a lab practical exam will be cause for failure.

- Students admitted into the PTA program are required to maintain current CPR and First Aid certifica-

tions, complete a 7-hour HIV/AIDS training course and have up-to-date immunizations. They are also required to travel to and from clinical sites, which may be more than one hour away from the college or from the student's home.

Dismissal/Re-entry Regulations

Students will be dismissed from the Physical Therapist program for the following reasons:

1. Earning an unsatisfactory "U" grade in any clinical course after being placed on probation due to unsatisfactory clinical performance.
2. Failing to satisfactorily complete any probationary contract in the allotted time.
3. Earning a "C-" or below in any PTA course after being placed on probation.
4. Failing to meet a standard that would require probation for a second time in the program.
5. Being placed on suspension by the college for violations of the Students Rights and Responsibilities policy.

Students who are dismissed from the program will be sent a certified letter indicating the reason for the dismissal. If the student wishes to appeal this action, he/she may do so by following the appropriate student grievance procedure as stated in the college catalog.

A student dismissed from the program may apply to re-enter the program by completing and submitting an "Application for Re-admission" form to the Program Coordinator at least two quarters prior to the quarter he/she intends to re-enroll. The Program Coordinator will review the application and inform the student of the outcome of the review no more than ten days after receiving the application. Re-admission is dependent on space availability and whether the student has demonstrated that the problems that led to dismissal have been corrected. The Program Coordinator may request additional documentation from the student to support the application for re-admission. If the student is re-admitted to the program, he/she must complete the requirements that led to the dismissal before continuing the program sequence.

Any subsequent failure to meet the standards of academic progress will result in automatic dismissal. A student wishing to re-enroll after a second dismissal must apply as a new student to the program and repeat all PTA courses.

ASSOCIATE IN SCIENCE

PHYSICAL THERAPIST ASSISTANT

The Physical Therapist Assistant degree prepares students to work with adult, geriatric and/or pediatric populations in general hospitals, rehabilitation hospitals, outpatient clinics, long-term care facilities and school districts. Graduates are eligible for licensure or certification in any state as a physical therapist assistant. The program is accredited by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association.

RELATED INSTRUCTION*/GENERAL EDUCATION REQUIREMENTS/PREREQUISITES (required for admission to the core requirements)

Course ID	Course Title	Credits
ENGL& 101	English Composition I (CM).....	5
BUSAD 100	Business Math (CP)	
or MATH 111	Methods for Problem Solving (CP)	
or	Any course designated "Q/SR"	5
PSYC& 100	General Psychology (HR)	
or SOC& 101	Introduction to Sociology (HR)	5
MA 101	Medical Terminology I	2
Science Lab	Any BIOL, CHEM or PHYS Lab Course	.5
BIOL& 241	Human Anatomy and Physiology 1 ..	5
BIOL& 242	Human Anatomy and Physiology 2 ..	5
Total		32

Note: CMST& 101, 210, 220 or 230 highly recommended (but not required)



CORE REQUIREMENTS

Course ID	Course Title	Credits
PTA 101	Introduction to Physical Therapy	3
PTA 110	PTA Procedures I	5
PTA 111	PTA Procedures II	7
PTA 112	PTA Procedures III	5
PTA 151	Clinical Experience	4
PTA 201	Ethical Issues in Physical Therapy	3
PTA 220	PTA Procedures IV	5
PTA 221	PTA Procedures V	3
PTA 222	PTA Procedures VI	6
PTA 251	Clinical Experience II	4
PTA 253A	Clinical Affiliation I	9
PTA 253B	Clinical Affiliation II	9
PTA 271	Survey of Pathophysiology I	2
PTA 272	Survey of Pathophysiology II	2
PTA 275	Pediatrics for Physical Therapist Assistants	1
PTA 280	Special Topics in Physical Therapy ...	2
PTA 285	Manual Therapy Techniques for Physical Therapist Assistants	1
HLTH 201	Clinical Neurology	3
HLTH 202	Applied Anatomy and Clinical Kinesiology	5
Total		79
TOTAL CREDITS		111

Students should plan to complete required English and math courses within their first 30 credits of study.

* CM = Communication, HR = Human Relations, CP = Computation



VISUAL COMMUNICATIONS

The Visual Communications program prepares students for careers in the print, web and digital media design fields. The curriculum balances study of conceptual and visual problem solving skills with the development of technical skills and knowledge of current industry practices. The program's Associate in Arts degree offers two options for focused study: Graphic Design and Web/Interactive Media.

Prerequisite Courses

ART 112, ART 115 or 116; ART 185; ART 100 or 150 or 205 or 215; ENGL 100/ESLA 117 or placement into ENGL& 101.

Special Application Process

Admission to the Visual Communications program is by special application. For more information about course/program prerequisites, the application process, application materials and deadlines, visit the Visual Communications program webpage on the college's website or contact the Entry and Advising Center or the Visual Communications Program Coordinator.

Additional Requirements During/After Course Of Study

To be eligible for placement in a cooperative work experience internship, students must maintain a minimum GPA of 2.50 in program courses and demonstrate professional work behavior exhibited through good class attendance, punctuality and timely completion of class assignments.

Dismissal/Re-Entry Regulations

Students must meet the WCC Academic Standards of Progress Policy (page 35). To re-enter the program, a student must re-apply to the Visual Communications program, following the special application process. A student who is re-admitted may be required to repeat certain program courses to update skills to current industry standards.

ASSOCIATE IN ARTS**VISUAL COMMUNICATIONS**

The Visual Communications degree prepares students for careers in the print, web, and digital media design fields. The degree offers two options for focused study: Graphic Design and Web/Interactive Media.

PREREQUISITES (required for admission to the core requirements)

Course ID	Course Title	Credits
ART 112	Drawing I.....	5
ART 115	2D Design and Color	
<i>or</i> 116	3D Design.....	3-5
ART 185	Introduction to Graphic Design.....	5
ART& 100	Art Appreciation	
<i>or</i> ART 150	History of Photography-1839 to the Present	
<i>or</i> 205	Western Art from 18th to Mid-20th Century	
<i>or</i> 215	Western Art from WWII to the Present.....	3-5
Total.....		16-20

CORE REQUIREMENTS

Course ID	Course Title	Credits
ARTGR 240	Typography.....	3
ARTGR 260	Vector Illustration.....	5
ARTGR 261	Raster Illustration and Image Editing...	5
ARTGR 280	Web Design and Authoring I.....	5
ARTGR 282	Web Design and Authoring II.....	5
ARTGR 292	Portfolio/Professional Practices.....	2
Total.....		25

SPECIALTY REQUIREMENTS –**Choose one option:****Option I: Graphic Design**

Course ID	Course Title	Credits
ART 114	History of Graphic Design.....	3
ARTGR 250	Publication Design I.....	5
ARTGR 251	Publication Design II.....	5
ARTGR 262	Advanced Digital Imaging.....	3
ARTGR 270	Print Production and Prepress.....	5
Total.....		21

OR**Option II: Web/Interactive Media**

ARTGR 281	Web Interactivity and Animation I...	5
ARTGR 283	Web Interactivity and Animation II...	5
ARTGR 286	Video Production for the Web I.....	3
ARTGR 287	Video Production for the Web II.....	3
CS 120	HTML Fundamentals.....	5
Total.....		21

RELATED INSTRUCTION*/GENERAL EDUCATION REQUIREMENTS

Course ID	Course Title	Credits
ENGL& 101	English Composition I (CM).....	5
BUSAD 100	Business Math (CP)	
<i>or</i> IDS 112	Ethnomathematics (CP)	
<i>or</i> MATH 111	Methods for Problem Solving (CP)	
<i>or</i> PHIL& 106	Introduction to Logic (CP)	
<i>or</i>	Any course designated "Q/SR" (CP)...	5
ANTH& 206	Cultural Anthropology (HR)	
PSYC& 100	General Psychology (HR)	
<i>or</i> SOC& 101	Introduction to Sociology (HR)	
<i>or</i> CMST	Any CMST course designated "OC" (HR).....	3-5
Total.....		13-15

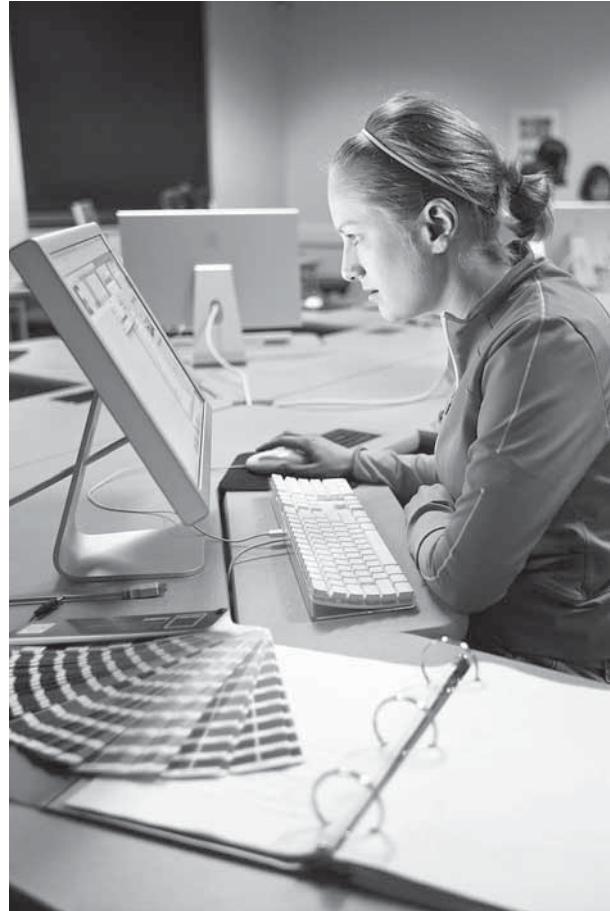
(Requirements continued on next page)

ELECTIVES – Select 9-15 credits:

<i>Course ID</i>	<i>Course Title</i>	<i>Credits</i>
ART 118	Mixed Media/Collage	5
ART 134	Art of Color	3-5
ART 175	Printmaking: Relief and Monotype .3-5	
ART 176	Printmaking: Intaglio Processes	5
ART 186	Introduction to Digital Video	5
ART 187	Computer Art	3-5
ART 200	Figure Drawing I	3-5
ART 212	Drawing II	3-5
ART 221	Painting	3-5
BIS 101	Introduction to Business Computing	
<i>or</i> 121	Word Processing I	
<i>or</i> 141	Spreadsheets I	3
BUSAD 108	Principles of Marketing	5
CO-OP 190	Cooperative Work Experience- Internship	3-5
Total		9-15
TOTAL CREDITS		90

Students should plan to complete required English and math courses within their first 30 credits of study.

* CM = Communication, HR = Human Relations, CP = Computation





Course Descriptions

COURSE DESCRIPTIONS

The following courses represent the current curriculum for Whatcom Community College. Not all courses are offered each quarter. Quarterly course offerings are listed in WCC's quarterly class schedule and on the College's public website.

COURSE DESIGNATORS KEY: One of the following codes appears at the end of each course description indicating applicability of the course to the Associate in Arts and Sciences degree program.

CC	Composition Communication Skills	SS	Social/Behavioral Science Distribution	d	Diversity
OC	Oral Communication Skills	MS	Math/Science Distribution	g	Global
Q	Quantitative Skills	LE	Listed Elective	s	Sustainability
SR	Symbolic Reasoning Skills	UE	Unlisted Elective	w	Writing Intensive
H	Humanities Distribution			l	Lab
				p	Performance

ABE ADULT BASIC EDUCATION

ABE 010 BASIC SKILLS MATH-LEVEL I (1-10) Designed for adults who wish to improve their math skills in basic whole numbers. S/P/U grading. Required preparation: assessment and orientation by ABE staff. (N)

ABE 011 BASIC READING AND WRITING-LEVEL I (1-10) This course is for adults with little to no reading or writing skills. It will assist them in learning basic words and writing simple sentences. S/P/U grading. Required preparation: assessment and orientation by ABE staff. (N)

ABE 020 BASIC SKILLS MATH-LEVEL II (1-10) Designed for adults who wish to improve their math skills in whole number operations. S/P/U grading. Required preparation: assessment and orientation by ABE staff. (N)

ABE 021 BASIC READING AND WRITING-LEVEL II (1-10) This course is for adults with beginning reading or writing skills. It will assist them in learning basic decoding strategies and simple writing. S/P/U grading. Required preparation: assessment and orientation by ABE staff. (N)

ABE 030 BASIC SKILLS MATH-LEVEL III (1-10) Designed for adults who wish to improve their math skills in problem solving involving decimals and fractions. S/P/U grading. Required preparation: assessment and orientation by ABE staff. (N)

ABE 031 BASIC READING AND WRITING-LEVEL III (1-10)

This course is for adults with low intermediate reading or writing skills. It will assist them using reading strategies and paragraph and letter writing. S/P/U grading. Required preparation: assessment and orientation by ABE staff. (N)

ABE 036 EDUCATIONAL AND CAREER PLANNING FOR ABE STUDENTS (1-3)

This course will guide ABE students in assessing their skills, interests, and aptitudes in order to set goals for a successful transition into college and further training as well as improve their employability and job seeking skills. S/P/U grading. Required preparation: assessment and orientation by ABE staff. (N)

ABE 040 BASIC SKILLS MATH-LEVEL IV (1-10) Designed for adults who wish to improve their math skills and carry out tasks involving percent, ratio and proportion, simple formulas, measurement, and graphs in real life situations. S/P/U grading. Required preparation: assessment and orientation by ABE staff. (N)

ABE 041 BASIC READING AND WRITING-LEVEL IV (1-10)

This course is for adults with high intermediate reading or writing skills. It will assist students in improving reading strategies and essay writing. S/P/U grading. Required preparation: assessment and orientation by ABE staff. (N)

ABE 046 10-KEY CALCULATOR BASICS FOR ABE STUDENTS (1)

Introduction to 10-key use to enhance employment skills and bridge to office administration and business programs for ABE students. S/P/U grading. (N)

ABE 050 BASIC SKILLS MATH LEVEL V - GED (1-10)

This course is for students who have assessed into grade equivalents 9-10 and who need a review of basic math, whole number operations through beginning algebra and geometry, in order to pass the GED test. Content emphasizes math problem solving for application to daily life. S/P/U grading. Required preparation: assessment and orientation by ABE staff. (N)

ABE 051 BASIC READING AND WRITING LEVEL V - GED (1-10)

This basic GED prep course is for adults with basic adult secondary reading or writing skills. It will assist students in improving reading strategies and essay writing. S/P/U grading. Required preparation: assessment and orientation by ABE staff. (N)

ABE 056 INTRODUCTION TO CAREER PATHWAYS FOR ABE STUDENTS (1-5)

Introduction to Career Pathways for ABE students interested in further study and to enhance job skills. S/P/U grading. Required preparation: CASAS test and enrollment in ABE course. (N)

ABE 058 HEALTH CAREER SPECIAL TOPICS FOR ABE STUDENTS (1-4)

Introduction to Health Careers for ABE Students interested in further study and to enhance job skills. S/P/U grading. Required preparation: CASAS test and enrollment in ABE course. (N)

ABE 060 BASIC SKILLS MATH-LEVEL VI- GED (1-10)

This course is for students who have assessed into grade equivalents 11-12 and who need a review of fractions, percents, decimals, ration proportions, basic algebra and geometry in order to pass the GED test. Content emphasizes development of advanced algebra and geometry problem solving skills. S/P/U grading. Required preparation: assessment and orientation by ABE staff. (N)

ABE 061 BASIC READING AND WRITING LEVEL VI - GED (1-10)

This advanced GED prep course is for adults with high adult secondary reading or writing skills. It will assist students in improving reading strategies and essay writing. S/P/U grading. Required preparation: assessment and orientation by ABE staff. (N)

ABE 066 BASIC SKILLS IN BUSINESS COMPUTING FOR ABE (1-3)

Course designed to enhance student employment skills and technology skills. It will familiarize them with basic skills for word processing and spreadsheets and the vocabulary and reading that are used in college level computing and business courses. S/P/U grading. Required preparation: CASAS placement test. (N)

ABE 068 INTRODUCTION TO MICROSOFT WORD & POWERPOINT-ABE (1)

Lecture course to enhance student technology and employment skills. Course will familiarize students with basic skills for word processing, PowerPoint, and the vocabulary and reading that are used in college level computing and business courses. S/P/U grading. Required preparation: must be enrolled in the ABE Program. (N)

ABE 069 INTRODUCTION TO EXCEL AND GRAPHICS-ABE (1)

Lecture course to enhance student technology and employment skills. Course will familiarize students with basic skills for spreadsheets, using toolbars to create graphics and the vocabulary and reading that are used in college level computing and business courses. S/P/U grading. Required preparation: must be enrolled in the ABE Program. (N)

ABE 070 KEYBOARDING, INTERNET SEARCHING & E-MAILING-ABE (1)

Lecture course to enhance student technology and employment skills. Course will familiarize students with basic skills for keyboarding, Internet searches, using e-mail, and the vocabulary and reading that are used in college level computing and business courses. S/P/U grading. Required preparation: must be enrolled in the ABE Program. (N)

ABE 076 SURVEY OF HEALTH CAREERS FOR ESL STUDENTS (1-4)

This course will develop literacy skills and enhance employment skills in the Health field through study of the various aspects of health careers. S/P/U grading. Required Preparation: CASAS test and current enrollment in the ABE Program. (N)

ABE 086 PRESENTATION SKILLS FOR ABE STUDENTS (1-2)

Introduction to public speaking emphasizing organization, speaking styles, and use of visual aids. Required preparation: CASAS test and enrollment in ABE course. (N)

ABE 096 WORKPLACE BASICS: EQUIPPED FOR WORK (1-13)

This course enhances employment opportunities for students and prepares them to enter unsubsidized employment. Topics include career planning, job search skills, computer skills, interpersonal skills for the workplace, math and 10-key, parenting skills, business writing, and customer service. S/P/U grading. Required preparation: must be enrolled in ABE. (N)

ABE 098 WORKPLACE BASICS: INDUSTRIAL PRODUCTION (1-10)

Enables students to develop skills in order to prepare them for successful employment in the fields of industrial production or manufacturing. Students will identify and or demonstrate team building skills; positive communication skills; simulated product building skills; and job readiness and employability skills. S/P/U grading. Required preparation: must meet grant eligibility requirements. (N)

ACCT ACCOUNTING**ACCT& 201 PRINCIPLES OF ACCOUNTING I (5)**
Formerly OFFAD 107

Introduction to the theory and principles of the accounting cycle and accounting concepts. Covers typical general journal transactions, posting transactions to the ledgers, principles of adjusting and closing entries, the process of completing the appropriate financial statements, various inventory valuation, and cash policies using both manual forms and computerized methods. Prerequisite: BUSAD 100, BIS 101, and ENGL 100/ESLA 117 or permission of program coordinator. (LE)

ACCT& 202 PRINCIPLES OF ACCOUNTING II (5)
Formerly BUSAD 240

This course introduces generally accepted accounting principles used in preparing financial statements for a corporation. These principles are learned through various in-class and online exercises, problems, tests and through various Excel for accountant projects. Prerequisite: ACCT& 201 with a "C" grade or higher. (LE)

ACCT& 203 PRINCIPLES OF ACCOUNTING III (5)
Formerly BUSAD 243

This course introduces decision tools that managers use in evaluating business plans, controls, and performances along with basic manufacturing accounting concepts and Access reports. These tools are learned

through various in-class and online exercises, problems, and tests and culminates with a written and oral group presentation of a market and budget plan for a new business in Whatcom County. Prerequisite: ACCT& 202 with a "C" grade or better. (LE)

ACCT 246 EXCEL FOR ACCOUNTANTS (1)
Formerly BUSAD 246

This course will help students apply financial accounting concepts to real-world problems aided by the use of a worksheet. Through tutorials and case studies, students will become more familiar with and more at ease using a worksheet to solve account and business problems. In addition, students will learn how software applications are used in business settings by completing financial statements, financial statement analysis, depreciation calculations, loan and bond amortization, and cash flow budgets. Prerequisite: BIS 101 or permission of program coordinator. (UE)

ACCT 247 ACCESS FOR ACCOUNTANTS (1)
Formerly BUSAD 247

This course will help students understand why databases are so helpful in setting up relevant reports, in making informed business decisions to real-world problems and how to design and edit a basic database. In addition, students will become more familiar with and more at ease using a database to solve accounting and business problems. Lastly, students will learn how database software applications are used in business settings by completing realistic case studies of two companies in the areas of access introduction, tables, queries, forms, and reports. Prerequisite: BIS 101 or permission of program coordinator. (UE)

ACCT 267 ESSENTIALS IN NOT-FOR-PROFIT AND GOVERNMENTAL ACCOUNTING (3)
Formerly BUSAD 267

This course will provide a fundamental knowledge of the distinguishing characteristics of not-for-profit and governmental accounting. It will cover basic accounting terminology and financial statements, an overview of current FASB and GASB requirements, in addition to discussions of grant management, fund accounting, net asset classifications, and donations. Prerequisite: ACCT& 202 or permission of program Coordinator. (UE)

ADMJ ADMINISTRATION OF JUSTICE**ADMJ 109 COMMUNITY RELATIONS (3)**

Examination of the elements essential to building and maintaining a positive and constructive climate for police citizen contact. Topics include crime prevention, media relations and public evaluation of police agencies. (UE)

ADMJ 115 LAW ENFORCEMENT DEFENSIVE TACTICS (2)

This course will provide students with the ability to successfully understand and demonstrate proper law enforcement use of force options consistent with federal and state law as well as regulations administered by the Washington State Criminal Justice Training Commission. Instruction will include classroom lecture as well as hands-on applications. (UE)

ADMJ 206 CRIME SCENE INVESTIGATION & EVIDENCE COLLECTION (5)

Technical course covering recognition of items having evidence value and how to properly record, collect, package and preserve evidence. Topics include; photography, fingerprinting, special evidence collection such as blood and DNA, chain of custody and courtroom presentation. Prerequisite: CJ& 101 and ENGL 100/ESLA 117 or placement in ENGL& 101. (UE)

ADMJ 240 CRIMINAL INVESTIGATION/ INTERVIEWING TECHNIQUES (3)

Handling of interviews and interrogations with complainants, witnesses, and suspects. Also covers qualifications of interviewers, classifications of witnesses, psychological implications, admissions, confessions, statements and the use of scientific aids. Prerequisite: CJ& 101. (UE)

ADMJ 245 LAWS OF ARREST, SEARCH & SEIZURE (3)

Concepts of how to conduct a lawful arrest, search and seizure of suspects and evidence; practicalities of conducting a search of persons, cars and houses. Class discussions on recent case law affecting search and seizure. Prerequisite: CJ& 101. (UE)

ADMJ 275 PATROL PROCEDURES (3)

Covers principles and skills of risk management as related to daily patrol situations. Topics include police communications, observation and perception, field interviews, crimes in progress, vehicle stops and control of occupants, handling emergencies. Prerequisite: CJ& 101. (UE)

ANTH ANTHROPOLOGY**ANTH& 100 SURVEY OF ANTHROPOLOGY (5)**

Formerly ANTHR 105

Introduction to anthropology stressing human origins, cultural diversity, and bio-cultural-ecological adaptations. Topics include human inheritance, evolution, human fossils, prehistoric cultures, and a comparison of resource consumption and economics, human impact on the natural environment, family, politics, values, communication, expressive arts, religion, culture change and globalization. (SSgs)

ANTH& 104 WORLD PREHISTORY (5)

Formerly ANTHR 125

An archaeological course which is a global overview of human history, from our origins to the development of writing and civilization. This worldwide approach compares the dates and the distinctive character of regional progress and how human technology and imagination adapted with various environments. (SSg)

ANTH 140 THE ANCIENT NEAR EAST (5)

Formerly ANTHR 140

An examination of ancient writings and archaeological excavations to reconstruct the historical and cultural development of the Near East (Mesopotamia, Egypt, Palestine, Anatolia). Topics include: the ancient environments, the first farmers and herders, ancient sites and artifacts, the invention of writing and warfare, the origins and expansion of civilizations and empires. (SSg)

ANTH 150 NORTHWEST COAST ETHNO BOTANY (3)

Formerly ANTHR 150

Study of native plants in Northwest Coast Indian cultures. Includes sessions on plant biology, plant identification, and traditional Indian uses of plants for food, medicine, and materials. Field trips included. (SSd)

ANTH& 200 INTRODUCTION TO LANGUAGE (5)

Formerly ANTHR 200

Overview of the study of language. Includes the nature of human language, its social aspects, the psychology of language, and the grammatical aspects of language; phonetics, morphology, syntax, semantics, dialects, language diversity, and the biological basis of language. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (SSw)

ANTH& 204 ARCHAEOLOGY (5)*Formerly ANTHR 205*

Between the history of archaeology and the problems faced today, this course examines the theories and methods used to interpret what's left of the world's lost cultures. Topics include: how artifacts are dated, how people used technology to survive in different environments, how they organized their societies, and developed their ideologies. (SSs)

ANTH& 205 BIOLOGICAL ANTHROPOLOGY (5)*Formerly ANTHR 201*

A basic understanding of the evolution of the human species from a biological perspective. Human adaptation through the interaction of biology and culture is a primary focus for this course. Students will gain an understanding of the principles of genetics, primate behavior, primate and human fossils, early prehistoric cultures, and human variation and adaptation. (MSs)

ANTH& 206 CULTURAL ANTHROPOLOGY (5)*Formerly ANTHR 202*

Study of culture and society with a cross-cultural perspective of human adaptation to the bio-cultural environment. Topics include technology, resource consumption and economics, medicine, family, social groups, political systems, religion, expressive arts, language, values, culture change, human impact on the environment, and globalization. Prerequisites: ENGL 100/ESLA 117 or placement in ENGL &101. (SSwgs)

ANTH& 210 INDIANS OF NORTH AMERICA (5)*Formerly ANTHR 130*

A survey of North American Indigenous peoples emphasizing cultural-ecological adaptations from pre-historic times to the present; survival of traditional cultures through analyses of prehistory, languages, traditional land use, sustaining natural resources, social organization, religions, values, arts, and culture change. Special consideration given to Northwest Coast and Northwest Plateau peoples. (SSds)

ANTH& 216 NORTHWEST COAST INDIANS (5)*Formerly ANTHR 220*

An anthropological overview of the unique cultural-ecological adaptations of coastal peoples from Oregon to southern Alaska. Topics include cultural-ecological adaptations, languages, traditional land use, sustaining natural resources, social organization, religious beliefs and values, art, historic changes and adaptations, and modern issues. Particular emphasis on Salish people of Northwest Washington. (SSds)

ANTH& 235 CROSS CULTURAL MEDICINE (5)*Formerly ANTHR 260*

Introduction to medical anthropology. Explores the occurrence of disease, illness concepts and approaches to healing in other cultures, and considers health care options in the United States including ethnic traditions and newer alternatives. (SSg)

ANTH 295 HONORS PROGRAM SPECIAL TOPICS SEMINAR (2)*Formerly ANTHR 295*

Reading, writing, discussion and oral presentations designed to develop in-depth, advanced level knowledge of a topic in Anthropology. Required preparation: acceptance into the Honors Program. (SS) or (MS)

ART**ART****ART& 100 ART APPRECIATION (3 OR 5)***Formerly ART 109*

Approach to art appreciation designed to develop an understanding of visual art forms, and to develop the vocabulary necessary to discuss them. Content will focus on issues and concepts in contemporary art. Topics include the purpose and function of art, creative process, visual and design elements that go into the making of art. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (Hw)

ART 106 ART OF THE PACIFIC NORTHWEST NATIVE AMERICANS (3)

The art of the seven major language groups between Puget Sound and Alaska, considered from the standpoints of original use, meaning, style, and construction method. Slide lectures, discussion, outside readings, films and a field trip are integral parts of the class. (Hd)

ART 107 ART IN WORLD CULTURES (3 OR 5)

Non-historical investigation of art forms and aesthetics in both western and non-western cultures as a means of gaining insight into the motivations for and the meaning of art in various parts of the world. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (Hwdg)

ART 112 DRAWING I (3 OR 5)

Theory and practice of drawing in various mediums with a range of subject and of aesthetic approaches. Emphasis on studio work integrated with slides, lecture, discussion and out-of-class work. (Hp)

ART 114 HISTORY OF GRAPHIC DESIGN (3)

History of graphic design and illustration from ancient culture through the present with an emphasis on twentieth century concepts and trends. (Hg)

ART 115 2D DESIGN AND COLOR (3 OR 5)

Introduction to the elements of two-dimensional design and color and the application of those elements in visual projects. (Hp)

ART 116 3D DESIGN (3 OR 5)

Introduction to the elements of three-dimensional design and the application of those elements in visual projects (Hp)

ART 118 MIXED MEDIA/COLLAGES (5)

Introduction to collage methods and materials through the use of traditional and non-traditional media. Emphasis on the elements of design and composition as applied to various studio projects. Explores the history and use of collage by 20th Century artists. Recommended preparation: prior drawing or painting experience. (Hp)

ART 123 WATER BASED MEDIA (3 OR 5)

Introduction to water based media and materials through the use of traditional and non-traditional techniques. Media will include watercolor, gouache and acrylic painting. Emphasis on techniques, color theory and application; and the elements of color, light, and composition, as applied to various studio and possibly on-site (outdoors) projects. Explores the history and use of water-based media by traditional and contemporary artists. (LE)

ART 130 CERAMICS I (3 OR 5)

Theory, history, aesthetics, and practice of ceramics using various hand building methods and the wheel. Emphasis on studio work integrated with slides, films, lecture, critiques, discussion and out-of-class work. (Hp)

ART 131 BEGINNING THROWING (3 OR 5)

Students will learn throwing techniques and use these skills to create both vessels and sculpture. There will be opportunities to do hand building work, but this will not be the emphasis of this class. There will be both group and individual critiques of the work. (Hp)

ART 134 THE ART OF COLOR (3 OR 5)

Principles of color theory and application, with an emphasis placed on objective color principles and individual subjective responses towards color. Includes

studio work, lecture, historical research, critiques, and out-of-class work. (Hp)

ART 150 HISTORY OF PHOTOGRAPHY: 1839 TO THE PRESENT (5)

This course surveys the history and evolving properties of photography as a cultural language and as an art-making tool. It will focus on each of the present and past uses of the medium including illustration, documentation, portraiture, landscape, advertising, journalism, reportage, fine art and digital imagery. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (Hwg)

ART 155 ART EDUCATION FOR CHILDREN (3)

Explore creative development from personal, theoretical, and practical points of view. Plan developmentally appropriate art curriculum. Resources identified, and management technique demonstrated. (LE)

ART 160 SCULPTURE (5)

Studio work in principles of sculpture and their application via various materials, art forms and spatial concepts. Emphasis on individual projects. (Hp)

ART 175 PRINTMAKING: RELIEF AND MONOTYPE (3 OR 5)

Introduction to printmaking concepts and methods. Covers relief print processes (woodcut and linocut) and monotype prints. Emphasis on studio work supplemented with slides, lectures, and group discussions. (Hp)

ART 176 PRINTMAKING: INTAGLIO PROCESSES (5)

Introduction to intaglio printmaking concepts and methods, using a full-bed press. Processes include etching, dry point and various other acid and non-acid intaglio techniques, as well as collograph and monotype methods. Emphasis on studio work supplemented with out-of-class work, lecture and group critiques. Recommended preparation: ART 112. (Hp)

ART 185 INTRODUCTION TO GRAPHIC DESIGN (5)

Principles and practice of graphic design. Includes the design process, layout, and preparation of art and copy for reproduction. Course introduces the basics of graphics software (page layout, illustration, and image editing) as tools of the design process. (Hp)

ART 186 INTRODUCTION TO DIGITAL VIDEO (5)

Introduction to concepts and techniques of digital

video filmmaking. Course covers: story development, basic equipment operation, lighting and audio, video composition and aesthetics, visual storytelling, non-linear video editing, and media law and ethics. (Hp)

ART 187 COMPUTER ART (3 OR 5)

Exploration of the use of computer technology for creating fine art and illustrations. The software used simulates traditional drawing and painting media. Emphasis will be on the technical use of software tools as well as the content and aesthetics of image making. Recommended preparation: prior basic drawing course. (Hp)

ART 200 FIGURE DRAWING I (3 OR 5)

Study in drawing the human figure from live models as well as other sources, using various media. Preferable to have had some experience in general drawing. Prerequisite: ART 112. (LE)

ART 201 FIGURE DRAWING II (3 OR 5)

Study in drawing the human figure from live models as well as other sources, using various media. Preferable to have had some experience in general drawing. Prerequisite: ART 200. (LE)

ART 202 FIGURE DRAWING III (3 OR 5)

Study in drawing the human figure from live models as well as other sources, using various media. Preferable to have had some experience in general drawing. Prerequisite: ART 201. (LE)

ART 203 HISTORY OF WESTERN ART: ANCIENT AND MEDIEVAL (3 OR 5)

Historical development of painting, sculpture, and architecture from prehistory through the medieval period. Focus on Europe, the Near East and North Africa. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (Hwg)

ART 204 WESTERN ART FROM 15TH THROUGH 18TH CENTURY (3 OR 5)

Historical developments in painting, sculpture, and architecture from the end of the medieval period through the 18th century. Focus on European and Near Eastern art. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (Hwg)

ART 205 WESTERN ART FROM 18TH TO MID 20TH CENTURY (3 OR 5)

Historical developments in Western art from 18th century to the mid 20th century. Focus on European

and American art. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (Hwg)

ART 206 FAR EASTERN ART HISTORY (3 OR 5)

Historical study of the art and architecture of Asia from prehistory to the 18th century with an emphasis on China and Japan. (Hg)

ART 212 DRAWING II (3 OR 5)

Theory and practice of drawing in various mediums with a range of subject and of aesthetic approaches. Emphasis on studio work integrated with slides, lecture, discussion and out-of-class work. Prerequisite: ART 112. (LE)

ART 213 DRAWING III (3 OR 5)

Theory and practice of drawing in various mediums with a range of subject and of aesthetic approaches. Emphasis on studio work integrated with slides, lecture, discussion and out-of-class work. Prerequisite: ART 212. (LE)

ART 215 WESTERN ART FROM WORLD WAR II TO THE PRESENT (3 OR 5)

Historical developments in Western art From World War II to the present. Focus on European and American art. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (Hwg)

ART 216 3D DESIGN & COLOR II (5)

Further practice using elements and principles of design to create unique three-dimensional art incorporating preliminary two-dimensional sketches. Emphasis will be on the development of an aesthetic sensibility while integrating the principles and elements of design with the creative process. Prerequisite: ART 116. (LE)

ART 217 3D DESIGN & COLOR III (5)

Further practice using elements and principles of design to create unique three-dimensional art incorporating preliminary two-dimensional sketches. Emphasis will be on the development of an aesthetic sensibility while integrating the principles and elements of design with the creative process. Prerequisite: ART 216. (LE)

ART 220 PORTFOLIO/PROFESSIONAL PRACTICES-FINE ART MAJORS (2)

Standard professional practices in the fine art profession with emphasis on the preparation of the student's portfolio. Appropriate for transfer students who are applying to 4-year art programs and for pre-profes-

sionals in early stages of their careers. Topics include: the artist-gallery relationship, photographing artwork, copyright, and recordkeeping. Enrolling students should have a body of work (30 pieces) for portfolio selection. (LE)

ART 221 PAINTING (3 OR 5)

Fundamentals of painting in oils or acrylics, stressing color usage, familiarity with the medium, various painting processes and methods. Prerequisite: ART 112. (Hp)

ART 222 INTERMEDIATE PAINTING (3 OR 5)

Studio work in painting using oils or acrylics exploring various subject matter and creative processes. Studio work integrated with slides lecture and discussion of both theory and practice. Out of class time required. Prerequisite: ART 112 or 120. (LE)

ART 223 ADVANCED PAINTING (3 OR 5)

Advanced studio work in painting using oils and acrylics. Studio work integrated with slides, lecture and discussion of both theory and practice. Out of class time required. Prerequisite: ART 222. (LE)

ART 230 CERAMICS II (3 OR 5)

Advanced theory, history, aesthetics and practice of ceramics using various hand building methods and the wheel. Emphasis on studio work integrated with slides, films, lecture, critiques, discussion and out-of-class work. Prerequisite: ART 130 or ART 131. (LE)

ART 231 CERAMICS III (3 OR 5)

Advanced theory, history, aesthetics, and practice of ceramics using various hand building methods and the wheel. Emphasis on studio work integrated with slides, films, lecture, critiques, discussion and out-of-class work. Prerequisite: ART 230. (LE)

ART 276 PRINTMAKING: INTAGLIO PROCESSES II (5)

Practice and honing of intaglio printmaking concepts and methods, learned in Art 176, using a full-bed press. Processes include etching, dry point and various other acid and non-acid intaglio techniques, as well as collograph and monotype methods. Emphasis on studio work supplemented with out-of-class work, lecture and group critiques, and on developing a body of work using intaglio techniques, that focuses on personal aesthetic choices. Prerequisite: ART 176. (Hp)

ART 295 HONORS PROGRAM SPECIAL TOPICS SEMINAR (2)

Reading, writing, discussion and oral presentations designed to develop in-depth, advanced level knowledge of a topic in art. Required preparation: acceptance into the Honors Program. (H)

ARTGR ART-GRAPHIC DESIGN

ARTGR 240 TYPOGRAPHY (3)

Study of the design of letterforms, the function of type, and the use of type as a design element. Required preparation: program admittance. (UE)

ARTGR 250 PUBLICATION DESIGN I (5)

Application of layout principles to the design of printed matter such as brochures, posters, newsletters and catalogs. Emphasis on learning page layout software and preparation of art and copy for reproduction. Includes use of spot and process color. Required Preparation: program admittance and ARTGR 240 or concurrent enrollment. (UE)

ARTGR 251 PUBLICATION DESIGN II (5)

Advanced study of publication design. Emphasis on the design of grid systems for multi-page publications and application of grid concepts in page layout software. Includes production procedures for output of electronic files. Required preparation: program admittance; ARTGR 250. (UE)

ARTGR 260 VECTOR ILLUSTRATION (5)

Illustration principles and techniques using vector-based software. Course covers the creation of illustrations for editorial, advertising and information graphics purposes. Required preparation: program admittance. (UE)

ARTGR 261 RASTER ILLUSTRATION AND IMAGE EDITING (5)

Illustration concepts and techniques using bitmapped graphics software. Includes digital image manipulation and image editing of scanned images. Required preparation: program admittance. (UE)

ARTGR 262 ADVANCED DIGITAL IMAGING (3)

Advanced Photoshop skills in preparing digital images for print. Topics include: color correction, channels, clipping paths, masks, sharpening, retouching, and layer techniques. Required Preparation: program admittance; ARTGR 261. (UE)



ARTGR 270 PRINT PRODUCTION AND PREPRESS (5)
Study of commercial print processes and digital preparation of artwork for reproduction. Topics include: digital color foundations, working with file formats, quality issues, project workflow, outsourcing, paper stock, printing processes, business relationships. (UE)

ARTGR 280 WEB DESIGN AND AUTHORING I (5)
Fundamentals of web design and site development using web authoring software. Topics include: site structure and usability, interface design, cross-platform issues, layout strategies, image generation and optimization, typography for the Web, bitmapped animation. Required preparation: program admittance; ARTGR 261. (UE)

ARTGR 281 WEB INTERACTIVITY AND ANIMATION I (5)
Fundamentals of interactive design and animation for the Web. Course covers application of design con-

cepts, usability, and the production of 2D vector-based animation and interactive design. Required preparation: program admittance; ARTGR 260. (UE)

ARTGR 282 WEB DESIGN AND AUTHORING II (5)
Further study of web design and site development using web authoring software. Course focuses on designing for functionality, using CSS for layout, and the development of database-driven sites. Required preparation: program admittance; ARTGR 280. (UE)

ARTGR 283 WEB INTERACTIVITY AND ANIMATION II (5)
Further study of interactive design and animation for the Web. Topics include: using Actionsript for movie control and interactivity, animation planning and strategies, embedding video, optimizing Flash movies for streaming download. Required preparation: program admittance; ARTGR 281. (UE)

ARTGR 286 VIDEO PRODUCTION FOR THE WEB I (3)
Fundamentals of video production with focus on preparing video for streaming on the Web. Topics include: content development, digital video/audio production, digital editing techniques, file formats and compression for Web delivery. Required preparation: program admittance; ARTGR 261. (UE)

ARTGR 287 VIDEO PRODUCTION FOR THE WEB II (3)
Further study and practice of producing streaming video for the Web. Emphasis on advanced post-production video/audio editing techniques and file compression concepts. Required preparation: program admittance; ARTGR 286. (UE)

ARTGR 292 PORTFOLIO/PROFESSIONAL PRACTICES (2)
Standard professional and business practices in the graphic and web design profession with emphasis on the preparation of a portfolio of the student's work. Other topics include: resumé writing, interviewing, portfolio presentations, business contracts, copyright law, recordkeeping, and taxes. (UE)

ASL

AMERICAN SIGN LANGUAGE

ASL& 121 AMERICAN SIGN LANGUAGE I (5)
Formerly ASL 101

Introduction to ASL, a visual/gestural language. Emphasis on vocabulary, grammar and Deaf culture/history. (LEd)

ASL& 122 AMERICAN SIGN LANGUAGE II (5)*Formerly ASL 102*

A continuation of the study of ASL, a visual/gestural language. Emphasis on increasing vocabulary and grammar as well as a more in-depth look at Deaf culture and history. Prerequisite: ASL& 121. (LEd)

ASL& 123 AMERICAN SIGN LANGUAGE III (5)*Formerly ASL 103*

Continuation of study of ASL, a visual/gestural language. Emphasis on grammatical structure and syntax as well as a more in-depth look at Deaf culture and Deaf issues. Prerequisite: ASL& 122. (Hd)

ASTR ASTRONOMY**ASTR& 100 SURVEY OF ASTRONOMY (5)***Formerly ASTRO 150*

Introduction to Astronomy includes background physics essentials; measuring properties of stars; star formation; stellar evolution; stellar explosions and remnants; normal and active galaxies and galactic evolution; big bang and evolution of the universe. (MS)

ASTR 295 HONORS PROGRAM SPECIAL TOPICS SEMINAR (2)*Formerly ASTRO 295*

Reading, writing, discussion and oral presentations designed to develop in-depth, advanced level knowledge of a topic in astronomy. Required preparation: acceptance into the Honors Program. (MS)

BIOL BIOLOGY**BIOL 103 THE BIOLOGICAL WORLD (5)**

Introductory laboratory course on plant and animal systems. Emphasis is on evolution, classification and the biological systems of plants and animals. Systems include digestive, circulatory, respiratory, nervous and musculoskeletal. Lab work included. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (MSwl)

BIOL 104 FINDING THINGS OUT: BIOLOGY (5)

Part of a three quarter set of courses using extensive hands-on and inquiry-based activities to help students understand a few central ideas in biology regarding the flow of energy and matter. Students will develop critical thinking skills required to pursue scientific understanding of important ideas in biological systems.

Preferred sequence is PHYSC 104, GEOL 104, and BIOL 104. Lab work included. Recommended preparation: PHYSC 104 and GEOL 104. (MSI)

BIOL 120 WATER BIRDS AND SHORELINE BIRDS (2)

Field study and basic taxonomy course. Students will find, identify and enjoy birds in lake, stream, wetland and marine environments. Warm clothing and foot-gear required. Binoculars important. (LE)

BIOL 130 INTERTIDAL MARINE ECOLOGY (3)

Study of inter-tidal plants and animals and their environment. Lab work and local field trips included. (LE)

BIOL& 160 GENERAL BIOLOGY WITH LAB (5)*Formerly BIOL 102*

Introductory laboratory course in biology emphasizing the structural and functional analysis of biological organization. Includes cell structure and function, energy production and utilization, reproduction, growth and development, genetics and immunology. Lab work included. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (MSwl)

BIOL& 170 HUMAN BIOLOGY (5)*Formerly BIOL 161*

This course emphasizes the integrative nature of the human body. Students will learn human anatomy and physiology from an organismal approach and apply that knowledge to scientific writing and everyday life. (MS)

BIOL& 221 MAJORS ECOLOGY/EVOLUTION (5)*Formerly BIOL 214*

This course is designed to prepare the student for further studies in the field of biology or related fields. Basic information about evolution, genetics, biodiversity of life forms, and ecology will be taught and assessed. This is the first in a three-quarter sequence for biology majors. Prerequisite: prior or concurrent enrollment in CHEM& 161; ENGL 100/ESLA 117 or placement in ENGL& 101. (MSwl)

BIOL& 222 MAJORS CELL BIOLOGY/MOLECULAR (5)*Formerly BIOL 215*

This course is designed to prepare the student for further studies in the field of biology or related fields. Basic information about cell metabolism, biological molecules, structure and function of cells, gene regulation, and development in plants and animals. Prerequisite:

CHEM& 161 and BIOL& 221 with a C- or better; ENGL 100/ESLA 117 or placement in ENGL& 101. (MSwl)

**BIOL& 223 MAJORS ORGANISMAL
PHYSIOLOGY (5)**
Formerly BIOL 216

This course is designed to prepare the student for further studies in the field of biology or related fields. Basic information about the structure and functions of living organisms will be taught and assessed. This is the third in a three-quarter sequence for biology majors. Prerequisite: BIOL& 222 with a C- or better; ENGL 100/ESLA 117 or placement in ENGL& 101. (MSwl)

**BIOL& 241 HUMAN ANATOMY AND
PHYSIOLOGY 1 (5)**
Formerly BIOL 270

In-depth study focusing on the structure and function of the various components of the human body systems from the cellular level up to the organ system level. Abnormal or pathological conditions of these systems also covered. Laboratory exercises focus on the structures as well as the physiology of the systems covered in the lecture portion of the course. Prerequisites: a grade of "C" or better in BIOL& 160 and CHEM& 121 or CHEM& 161. (MSI)

**BIOL& 242 HUMAN ANATOMY AND
PHYSIOLOGY 2 (5)**
Formerly BIOL 271

Continuation of the structure and function of the human body systems with laboratory exercises designed to enhance the knowledge acquired in the lecture. Prerequisites: a grade of "C" or better in BIOL& 241. (LE)

BIOL& 260 MICROBIOLOGY (5)
Formerly BIOL 240

Designed for health science and biological science majors. Topics include cellular structure and function, nutrition, growth, metabolism, genetics, systematics, defenses against microbes, and pathogenicity, as well as laboratory exercises involving culture techniques, identification, environmental influences, and mechanisms of microbial control. Prerequisites: a grade of "C" or better in BIOL& 160 and CHEM& 121 or CHEM& 161; ENGL 100/ESLA 117 or placement in ENGL& 101. (LEw)

**BIOL 295 HONORS PROGRAM SPECIAL TOPICS
SEMINAR (2)**

Reading, writing, discussion and oral presentations designed to develop in-depth, advanced level knowl-

edge of a topic in biology. Required preparation: acceptance into the Honors Program. (MS)

**BIS BUSINESS INFORMATION
SYSTEMS**

**BIS 101 INTRODUCTION TO BUSINESS
COMPUTING (3)**

Introduction to word processing, electronic spreadsheets, databases, and e-communications using MS Office. Prerequisite: MATH 097 or concurrent enrollment or permission of program coordinator. (UE)

BIS 121 WORD PROCESSING I (3)

Introductory course in word processing. Covers basics of document creation, formatting, and editing; introduces "styles", graphics, various types of standard formats. Prerequisite: BIS 101 and keyboarding speed of 25 words a minute on a 5 minute timing at 96% accuracy. (UE)

BIS 122 BUSINESS DOCUMENT DESIGN (5)

Advanced word processing and business document design techniques. Prerequisite: BIS 121. (UE)

BIS 141 SPREADSHEETS I (3)

Introductory course in spreadsheets. Covers basics of spreadsheet creation, formatting, and editing; introduces numeric data analysis tools (functions), graphs, tables and arrays. Prerequisite: BIS 101. (UE)

BIS 142 SPREADSHEETS II (5)

In-depth examination of the spreadsheet tools. Introduces advanced techniques and provides hands-on practice to solve spreadsheet problems. Prerequisite: BIS 141; MATH 99 or BUSAD 100. (UE)

BIS 161 DATABASE MANAGEMENT I (3)

Introductory course in databases. Covers basics of database creation including tables, forms, queries, and reports; introduces database management tools such as sorting, querying, and calculating. Prerequisite: BIS 101. (UE)

BIS 162 DATABASE MANAGEMENT II (5)

In-depth examination of the database management tools. Introduces advanced techniques and provides hands-on practice to solve database problems. Macros introduced early in the course. Prerequisite: BIS 161. (UE)

BIS 181 INTRODUCTION TO PRESENTATION SOFTWARE (3)

Introductory course in presentation software. Covers basics of presentation creation, revision, enhancement and delivery. Includes tips and tricks for ease in public speaking. Prerequisite: BIS 101. (UE)

BIS 270 INFORMATION MANAGEMENT (5)

Introduction to information management covering multifaceted problems involving the effective utilization, storage, and communication of information using PC's. Required preparation: permission of instructor. (UE)

BUS BUSINESS**BUS& 101 INTRODUCTION TO BUSINESS (5)**

Formerly BUSAD 101

Covers the role of business in modern economy and topics related to internal operations of a business and opportunities in business. Recommended preparation: BUSAD 100 and ENGL 100/ESLA 117. (LE)

BUS& 201 BUSINESS LAW (5)

Formerly BUSAD 202

Principles of law as they apply to business, including history, contracts, law of agencies, rights and duties of employer and employee, negotiable instruments, insurance, personal property, bailments, conditional sales, partnerships, corporations, real property and security relations. Recommended preparation: BUS& 101. (SS)

BUS 295 HONORS PROGRAM SPECIAL TOPICS SEMINAR (2)

Formerly BUSAD 295

Reading, writing, discussion and oral presentations designed to develop in-depth, advanced level knowledge of a topic in business administration. Required preparation: acceptance into the Honors program. (SS)

BUSAD BUSINESS ADMINISTRATION**BUSAD 096 INTRODUCTION TO THE HOSPITALITY PROFESSION (5)**

This course is designed to equip students with the skills needed to obtain a job in the hospitality industry. Topics include an overview of a variety of careers within the hospitality industry; customer service; front desk

operation; business and telephone etiquette; working with diverse customers; time management; as well as industry-specific office machine operations. S/U grading. (N)

BUSAD 100 BUSINESS MATH (5)

Mathematical applications in business involving word problems. Prerequisite: MATH 97 or permission of program coordinator. (UE)

BUSAD 102 BUSINESS ETHICS (3)

Introductory course exploring factors which influence ethical or unethical behavior. Required elements include written articles/case studies, oral presentations and quizzes. Prerequisite: BUS& 101 and ENGL 100/ESLA 117 or permission of program coordinator. (UE)

BUSAD 108 PRINCIPLES OF MARKETING (5)

Introductory course covering marketing strategy, current ethical issues, market research, segmentation, buyer behavior, product development, pricing decisions, distribution, and integrated marketing communications. Prerequisite: BUS&101 or concurrent enrollment or permission of program coordinator. (UE)

BUSAD 111 RETAIL MANAGEMENT (5)

Introductory course examining the role of retailing in today's economy. Topics include consumer targeting and behavior, effective operations, integrated marketing communications. Merchandising, store layout, design, and image. Recommended preparation: BUS& 101 or permission of instructor. (UE)

BUSAD 113 SALES AND PROMOTION (3)

Introductory course covering personal and telephone selling, sales management and training, and product promotion/advertising. Recommended preparation: BUSAD 108. (UE)

BUSAD 120 CONSUMER RELATIONS AND SERVICE EXCELLENCE (5)

Course enables students to develop skills in order to prepare them for successful employment in the consumer relations and service field. Students will identify and explore consumer relations, company cultures, service recovery, and communication skills. (UE)

BUSAD 122 INTERPERSONAL SKILLS IN THE WORKPLACE (4)

Prepares students for communicating and developing effective relationships within the workplace environment. Topics include: people skills, giving and exchanging feedback, communicating in times of change

and stress, effective communication through problem solving, communication and leadership, bridging the interpersonal gap, conflict resolution, and creative thinking and learning styles. (UE)

BUSAD 140 BUSINESS RESEARCH AND COMMUNICATION (3)

Application of research and writing activities to enhance knowledge of the business profession and environment using APA writing style and completing both oral and written communication projects using PowerPoint, Word, Excel, and other formats that would be useful in a professional arena. Recommended preparation: BUS& 101 or general business knowledge. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (UEw)

BUSAD 170 CUSTOMER SERVICE FOR PROFESSIONALS (3)

Designed to help students understand the needs and requirements for superior customer service. Customer service forms the basis for how we do our jobs with the objective of exceeding the expectations of our customers. Topics covered include defining customer service, basic communication techniques, customer relations, problem solving, conflict resolution, and anger and stress management. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101 or permission of program coordinator. (UE)

BUSAD 175 TRAVEL AND TOURISM OPERATIONS (4)

Overview of the major components of travel and tourism industry. Students will learn about top travel destinations, reservation and ticketing systems, tour planning and operators, sales and marketing, trends, economic impact, the cruise market, and transportation modes. Simulation exercises and internship assignments provide practical application. Recommended preparation: MATH 92, ENGL 92, ENGL 95, ESLA 115 and BIS 101. (UE)

BUSAD 176 CATERING, BANQUET, AND FOOD SERVICE MANAGEMENT (4)

This course is designed as an overview of the basic principles and theories of catering and food service operations. Students will identify types of catered events both on and off premises. Special emphasis is placed on types of food and beverage functions, marketing, production and event planning, financial controls and contracts, room arrangements and personnel. Recommended preparation: ESLA 115 or concurrent enroll-

ment, MATH 92, ENGL 92, ENGL 95 and BIS 101. (UE)

BUSAD 177 MEETING AND EVENT PLANNING (4)

This course is designed to survey the basic concepts and details in planning and coordinating meetings and events. This course will help students with the logistics of the planning process, evaluating meeting sites and set-up, budget preparation, promotion, developing contracts, coordination of staff, audio-visual requirements, and event design. Recommended preparation: ESLA 115, MATH 92, ENGL 92, ENGL 95 and BIS 101. (UE)

BUSAD 179 INTRODUCTION TO HOSPITALITY MANAGEMENT (5)

The course will introduce students to the exciting world of hospitality concepts and practices. The course covers the scope and forms of the hospitality industry, lodging, food and beverage, transportation, retail outlets, and special events. The management practices of hotels, resorts, convention centers, restaurants, and casinos are introduced. History, leadership, organizational structure, franchising are presented. Recommended preparation: ENGL 95/ESLA 115 or placement into ENGL& 101. (UE)

BUSAD 205 HOTEL MANAGEMENT AND LODGING SYSTEMS (5)

An in-depth view of management operations within the lodging industry. Areas emphasized include: front office operations, revenue management, check in and settlement procedures, reservations, handling guest relations, management concerns of various departments. Students will survey lodging systems, operations, hospitality terminology, and interdepartmental communication. Recommended preparation: BUSAD 179, MATH 92 or placement into MATH 94; ENGL 100/ESLA 117 or placement into ENGL& 101; BIS 101 recommended. (UE)

BUSAD 222 HUMAN RELATIONS IN BUSINESS (3)

An introduction to Human Relations in the workplace. Communication skills, conflict resolution, power, politics, ethics, and team dynamics are presented and analyzed. Current research and theories of behavioral sciences and communications are applied to workplace situations. (UE)

BUSAD 223 PRINCIPLES OF MANAGEMENT (5)

Fundamental principles of management as applied to business enterprise. Actual business cases are studied and discussed amongst students by applying business

management principles. Recommended preparation: BUS& 101. (UE)

BUSAD 230 HUMAN RESOURCE MANAGEMENT (5)

Introductory human resource management course covering activities and issues confronted by management when planning and forecasting personnel needs of organizations. Examines equal employment opportunity, affirmative action, diversity issues, staffing, training and development, compensation and benefits, labor/management relations, and health/safety. Recommended preparation: ENGL 100/ESLA 117, ENGL& 101. (UEd)

CHEM CHEMISTRY

CHEM& 110 CHEMICAL CONCEPTS WITH LAB (5)

Formerly CHEM 101

Intended for non-science majors. General survey of chemistry covering a broad outline of certain pertinent concepts and the impact of chemistry in our daily lives and the world around us. Lab work included. Prerequisite: MATH 97. (MSI)

CHEM& 121 INTRODUCTION TO CHEMISTRY (5)

Formerly CHEM 115

Introductory course open to students without previous background in chemistry. Introduction to the nature of atoms and molecules, chemical notation, scientific reasoning and problem solving in the study of the theory and applications of inorganic chemistry. Lab work included. Prerequisite: MATH 99 with a "C-" or better. (Q,MSI)

CHEM& 131 INTRODUCTION TO ORGANIC/ BIOCHEMISTRY (5)

Formerly CHEM 251

Survey of organic and introduction to biochemistry satisfying allied health program requirements. Study of structure, nomenclature and reactions of organic and biological compounds with applications to living systems. Lab work included. Prerequisite: CHEM& 121 or CHEM& 161; prior biology course. (MSI)

CHEM& 161 GENERAL CHEMISTRY WITH LAB I (5)

Formerly CHEM 121

First of a three-course sequence designed for science, engineering, and other majors needing a full year general chemistry sequence. Covers basic principles of modern chemistry, structure of atoms, chemical reactions, stoichiometry, bonding, and molecular geometry.

try. Lab work included. Prerequisite: MATH& 141 with a "C-" or better. Recommended preparation of CHEM& 121 or one year of High School Chemistry. (Q,MSI)

CHEM& 162 GENERAL CHEMISTRY WITH LAB II (5)

Formerly CHEM 122

Second of a three-course sequence designed for science, engineering, and other majors needing a full year general chemistry sequence. Covers gases, thermochemistry, states of matter, solution chemistry, kinetics, and chemical equilibrium. Lab work included. Prerequisite: CHEM& 161 with a "C-" or better. (Q,MSI)

CHEM& 163 GENERAL CHEMISTRY WITH LAB III (5)

Formerly CHEM 123

Third of a three-course sequence designed for science, engineering, and other majors needing a full-year general chemistry sequence. Covers acids, bases, acid-base equilibria, solubility and complex-ion equilibria, thermodynamics and equilibrium, electrochemistry, and special topics. Lab work included. Prerequisite: CHEM& 162 with a "C-" or better. (Q,MSI)

CHEM& 261 ORGANIC CHEMISTRY WITH LAB I (5)

Formerly CHEM 237

First course for students planning to take three quarters of organic chemistry. Material covered includes: structures and shapes, nomenclature, reactions, physical properties of organic compounds, and synthesis. Lab work included. Prerequisite: CHEM& 163. (MSI)

CHEM& 262 ORGANIC CHEMISTRY WITH LAB II (5)

Formerly CHEM 238

Second course for students planning to take three quarters of organic chemistry. Further discussion of physical properties, identification by spectroscopic techniques, transformations of organic molecules including aromatic and carbonyl compounds. Lab work included. Prerequisite: CHEM& 261. (MSI)

CHEM& 263 ORGANIC CHEMISTRY WITH LAB III (5)

Formerly CHEM 239

Third course for students planning to take three quarters of organic chemistry. Further discussion on carbonyl compounds and their reactions, polyfunctional compounds, natural products including carbohydrates, lipids, amino acids, proteins, and nucleic acids. Lab work included. Prerequisite: CHEM& 262. (MSI)

CHEM 295 HONORS PROGRAM SPECIAL TOPICS SEMINAR (2)

Reading, writing, discussion and oral presentations designed to develop in-depth, advanced level knowledge of a topic in chemistry. Prerequisite: acceptance into the Honors Program. (MS) (Q)

CIS **COMPUTER INFORMATION SYSTEMS**

CIS 100 COMPUTER LITERACY (3 OR 5)

Introduction to the practical application of computers and communication technology. Includes the major components of computer systems, user interfaces, applications, networking, and societal issues surrounding computing, including ethics, privacy, security, and sustainability. (UEs)

CIS 105 COMPUTER OPERATING SYSTEMS I (5)

Introduces the fundamentals of computer operating systems including history, evolution and design, as well as support, maintenance and troubleshooting. Lab work included. Prerequisite: CIS 100 or CS 101 or permission of program coordinator. (UE)

CIS 106 OPEN SOURCE OPERATING SYSTEMS (5)

fundamental management of open source systems from the command line, user administration, file permissions, software configuration and management of clients. Prerequisite: CIS 105 with a "C" or better or permission of program coordinator. (UE)

CIS 110 INTRODUCTION TO COMPUTER SECURITY (3)

Basics of Computer Security, including identifying threats, planning for business continuity, and preparing for various security attacks. Prerequisite: CIS 105 with a "C" or better or permission of program coordinator. (UE)

CIS 120 THE INTERNET (3)

An Introduction to the global computer network called the Internet. Students will learn the physical construction of the Internet as well as accessing its many capabilities. Prerequisite: CS 101 or CIS 100. (UE)

CIS 205 COMPUTER OPERATING SYSTEMS II (5)

Advanced study of computer operating systems and platforms. Prerequisite: CIS 105 with a "C" or better or permission of program coordinator. (UE)

CIS 206 COMPUTER SUPPORT I (5)

In-depth study of computer components and their interrelationships. Lab period with hands-on experience in installation, upgrading, removal, configuration, and troubleshooting of software and hardware. Prerequisite: CIS 105 with a "C" or better or permission of program coordinator. (UE)

CIS 207 COMPUTER SUPPORT II (5)

In-depth study of computer components and their interrelationships. Lab period with hands-on experience in installation, upgrading, removal, configuration, and troubleshooting of hardware and software on various platforms. Prerequisite: CIS 206 with a "C" or better or permission of program coordinator. (UE)

CIS 208 COMPUTER NETWORKING I (5)

Introduction to the concepts and practices of computer networking. Emphasizes study of current local and wide area network configurations. Lab work included. Prerequisite: CIS 105 with a "C" or better. (UE)

CIS 209 COMPUTER SUPPORT III (5)

Advanced hardware installation, configuration, upgrading, maintenance, troubleshooting and disaster recovery. Prerequisite: CIS 207 with a "C" or better. (UE)

CIS 212 COMPUTER NETWORKING II (5)

Second in a three quarter networking sequence. Further study of local and wide area network configurations. Prerequisite: CIS 208 with a "C" or better. (UE)

CIS 213 COMPUTER NETWORKING III (5)

Continuation of networking sequence. Includes study of routing, network design, WAN technologies. This course will prepare students for industry certification exams. Prerequisite: CIS 212 with a "C" or better. (UE)

CIS 214 NETWORK SECURITY I (5)

Network security fundamentals including defining a security policy, attack methods, intrusion detection, firewalls, identifying risks, and securing networks. Prerequisite: CIS 106, CIS 110 and CIS 226 with a "C" or better or permission of program coordinator. (UE)

CIS 215 NETWORK SECURITY II (5)

This course is a continuation of Network Security I, with added emphasis on defense in depth. Prerequisite: CIS 214 with a "C" or better. (UE)

CIS 217 ADVANCED NETWORKING TOPICS (5)
Current topics in networking. Prerequisite: CIS 208 with a "C" or better. (UE)

CIS 225 COMPUTER FORENSICS (5)
Computer forensics and investigations. Topics include forensic tools, computer forensic analysis, investigations and preparing written reports. Prerequisite: CIS 105 and 206 with a "C" or better or permission of program coordinator. (UE)

CIS 226 CISCO NETWORKING I (5)
First in the four quarter networking sequence. Fundamentals of networking including introduction to the OSI and TCP/IP network models, including IP addressing and sub-netting. Topics include network design, topologies, protocols, wiring and network devices. Prerequisite CIS 105 with a "C" or better or permission of program coordinator. (UE)

CIS 227 CISCO NETWORKING II (5)
Continuation of four quarter networking sequence. Topics include routing protocols and concepts including static and dynamic routing. Students will gain hands on experience in the lab configuring and troubleshooting multiple routing protocols, including OSPF. Prerequisite: CIS 226. (UE)

CIS 228 CISCO NETWORKING III (5)
Topics include LAN Switching and wireless communication, configuring, verifying, and troubleshooting VLANs, inter-VLAN routing, VTP, and trunking on Cisco switches. Students will learn to configure wireless networks and common implementation issues. Students will gain hands on experience in the lab. Prerequisite: CIS 227. (UE)

CIS 229 CISCO NETWORKING IV (5)
Topics include voice and video over IP and WAN technologies including PPP, Frame Relay, and broadband links. WAN security concepts are discussed in detail, including types of threats, how to analyze network vulnerabilities, and general methods for mitigating common security threats. Prerequisite: CIS 228. (UE)

CIS 230 COMPUTER NETWORKING IV (5)
Topics covered include advanced routing and remote access. Part of the Cisco certified network professional program. Prerequisite: CIS 213 with a "C" or better. (UE)

CIS 231 COMPUTER NETWORKING V (5)
Topics covered include remote access and advanced switching. Part of the Cisco certified network professional program. Prerequisite: CIS 230 with a "C" or better. (UE)

CIS 232 COMPUTER NETWORKING VI (5)
Topics covered include advanced switching and network troubleshooting. Part of the Cisco certified network professional program. Prerequisite: CIS 231 with a "C" or better. (UE)

CIS 280 INSTRUCTIONAL TECHNOLOGY (3)
Introduction to computers for teachers and teaching assistants. Includes instruction in teacher utility programs such as word processing, spreadsheet, databases and grade book; review and evolution of educational software; designing instruction for student use of computers. Recommended preparation: BIS 101. (UE)

CJ

CRIMINAL JUSTICE

CJ& 101 INTRODUCTION TO CRIMINAL JUSTICE (5)
Formerly ADMJ 100

Overview of the role of the police, problems they deal with, and the criminal justice system as a whole. Covers career opportunities and qualifications needed to be considered for hiring. Also covers roles of personnel working in corrections, probation, parole, community relations and the court system. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (SSw)

CJ& 110 CRIMINAL LAW (3)
Formerly ADMJ 104

This course will cover the basic concepts of Title 9 and 9A of the Revised Code of Washington (RCW). The emphasis will be the elements of most all common and major crimes listed within selected RCW titles. Other areas covered will include differences between civil and criminal law, criminal law defenses, warrants and arrests, and the misdemeanor presence rule. (LE)

CMST COMMUNICATION STUDIES
**CMST& 101 INTRODUCTION TO COMMUNICATION
(3 OR 5)**

Formerly SPCH 100

Fundamental course in communication theory. Students will apply knowledge in variety of settings including interpersonal, public speaking, and small group communication. Recommended preparation: ENGL 100/ESLA 117 or placement in ENGL& 101. (OC)

**CMST 110 COMMUNICATION IN A GLOBAL
WORKPLACE (3)**

This course provides students with the hands-on skills necessary to navigate today's changing global environment. Using the workplace as the main context students will learn how to think globally, apply ethical standards to decision making, explore the impact of new technologies, and practice interpersonal, group, and presentational skills to broaden their understanding of what it means to succeed in today's global workplace. (OC)

**CMST 130 ORAL INTERPRETATION OF
LITERATURE (5)**

Formerly SPCH 130

Introduces students to the oral interpretation of a variety of traditional and non-traditional texts. Emphasis on analysis, appreciation, and performance of poetry, prose, dialogue. (Hp)

**CMST 145 INTRODUCTION TO ORGANIZATIONAL
COMMUNICATION (5)**

Formerly SPCH 145

This course is designed to introduce students to the field of organizational communication. Students will examine a range of perspectives, theories, and issues exploring the ways communication affects and is affected by the organizational context. Topics will include technology, diversity, and ethics in organizations; sexual harassment, negotiating/conflict management. The course involves theory application with a primary focus on the development of effective communication skills (e.g., interviewing, professional presentations, teamwork, responding non-defensively to criticism, leadership). Recommended preparation: ENGL 100/ESLA 117 or placement in ENGL& 101. (OC)

CMST 205 GENDER COMMUNICATION (5)

Formerly SPCH 205

Examines the various influences from physiology to culture to media that affect communication between

men and women. Students are challenged to learn about their own attitudes, gender-role identity, and communication ability in their relationships. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101 and an oral basic skills or speech humanities course. (Hwd)

**CMST& 210 INTERPERSONAL COMMUNICATION
(3 OR 5)**

Formerly SPCH 105

Designed to introduce students to basic interpersonal communication theory. Emphasis on topics such as functions of communication, self-concept, perception, conversation skills, relationship development and maintenance, self-disclosure, assertiveness, and conflict management strategies. (OC)

CMST& 220 PUBLIC SPEAKING (3 OR 5)

Formerly SPCH 120

Introduction to communication theory and public speaking emphasizing organization, audience analysis, oral styles, and use of visual aids. Includes presentation of various types of public speeches and analyses of contemporary speeches. Recommended preparation: ENGL 100/ESLA 117 or placement in ENGL& 101. (OC)

**CMST 225 INTERCULTURAL COMMUNICATION
(3 OR 5)**

Formerly SPCH 225

The course introduces the student to practices and principles in the field of communication as they apply to face to face interaction with peoples of diverse cultures both within the U.S. and out. The course is designed to provide students with the knowledge and opportunity to apply skills learned in class to their everyday encounters. Topics covered include intercultural barriers, cultural values, worldview, and the interrelation between the environment and social systems that underpin culture. Prerequisite: ENGL 100/ESLA117 or placement in ENGL& 101 and one of the following CMST& 101, 210, 220, or 230. (H,SSwdgs)

CMST& 230 SMALL GROUP COMMUNICATION (5)

Formerly SPCH 110

Introduces students to the theory and practice of small group communication. Course covers interpersonal relationships in groups, leadership, decision-making, problem solving, and presentations speaking in a variety of settings. Recommended preparation: ENGL 100/ESLA 117 or placement in ENGL& 101. (OC)

CMST 240 LANGUAGE AND SOCIAL INTERACTION (5)*Formerly SPCH 240*

The course introduces students to the study of ethnography of communication, which is the study of talk within distinctive speech communities. Areas of concentration include approaches to understanding communication as a system, as functional, as a social activity, and as a means of social change. The course also includes an introduction to interviewing techniques, fieldwork, and ethnographic methodologies. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101 and an oral basic skills or speech humanities course. (Hwd)

CMST 250 SURVEY OF COMMUNICATION THEORY (5)*Formerly SPCH 220*

Survey of human communication principles and concepts, including interpersonal, intrapersonal, organizational, rhetorical, ethical, intercultural, and mass communication theory. Prerequisite: ENGL& 101 and any CMST course. (H,SSwd)

CMST 255 SURVEY OF RHETORIC (5)*Formerly SPCH 230*

Introduces the student to the principles of rhetorical theory and criticism through coverage of major theorists and critical approaches. Topics include development of rhetorical thought and purpose, language use and strategies, and critical analyses of a range of texts. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101 and an oral basic skills or speech humanities course. (Hw)

CMST 295 HONORS PROGRAM SPECIAL TOPICS SEMINAR (2)*Formerly SPCH 295*

Reading, writing, discussion and oral presentations designed to develop in-depth, advanced level knowledge of a topic in Speech. Required preparation: acceptance into the Honors Program. (H) or (OC)

CO-OP COOPERATIVE EDUCATION / INTERNSHIPS**CO-OP 180 PREPARING FOR WORK-BASED LEARNING EXPERIENCE (1-2)**

Designed to prepare students to learn through work experiences. Emphasis on student taking responsibility for own learning; demonstrating ethical and profes-

sional behavior, (i.e., attitude, appearance, teamwork); obtaining accurate career information and placement opportunities; and identifying importance of community connections and networking practices. Students will also learn resume writing and interviewing skills. (UE)

CO-OP 190 COOPERATIVE WORK EXPERIENCE (1-5)

Designed for working students or those students who wish to enrich their education with a short-term career related work experience. Credit is awarded for completion of a co-op learning contract in which educational goals are set within the work environment. Co-ops above 5 credits can be arranged with permission from a Co-op Coordinator. Recommended preparation: CO-OP 180. (UE)

CO-OP 290 COOPERATIVE WORK EXPERIENCE (1-5)

Designed for working students or those students who wish to enrich their education with a short-term career related work experience. Credit is awarded for completion of a co-op learning contract in which educational goals are set within the work environment. Co-ops above 5 credits can be arranged with permission from a Co-op Coordinator. Recommended preparation: CO-OP 180. (UE)

CS**COMPUTER SCIENCE****CS 101 COMPUTERS AND SOFTWARE (5)**

Covers the organization and operations of a computer and computer networks, information representation, the primary tasks of operating systems, application and system software, and the fundamentals of computer programming. Includes logical reasoning, and managing complexity. Recommended for students who haven't had previous programming. (LE)

CS 120 HTML FUNDAMENTALS (5)

Teaches the fundamentals of web page design and implementation. Emphasizes text formatting, web page layout, links, lists, tables, frames and forms using HTML, scripting, and database connectivity. Recommended preparation: windows file management and keyboarding skills. (UE)

CS 140 COMPUTER PROGRAMMING FUNDAMENTALS I (5)

Teaches the fundamentals of computer programming. Covers computer architecture, machine instruction processing, basic data types, program control struc-

tures, functional decomposition, classes, and fundamental data structures. Recommended for math, science, engineering, and computer science majors. Prerequisite: MATH 99. (Q,SR,MS)

CS 145 COMPUTER PROGRAMMING FUNDAMENTALS II (5)

A continuation of CS 140. Teaches the fundamentals of computer programming. Covers searching and sorting, object oriented design, error handling, file input and output, event based programming, bitwise operators, multithreaded and network programming. Recommended for math, science, engineering, and computer science majors. Prerequisite: CS 140. (Q,SR,MS)

CS 180 PRINCIPLES OF COMPUTER AND OPERATING SYSTEMS (5)

Teaches software development skills that emphasize the study of computer and operating systems. Topics covered are data representation, digital logic, CPU instruction set architectures, process scheduling and synchronization, and memory management. Prerequisite: CS 145. (Q,SR,MS)

CS 215 C AND C++ PROGRAMMING TOPICS (5)

Covers the standard data types, control structures, classes, exception handling, inheritance, file I/O, event based programming, multithreaded programming, network programming, and client-server programming. Prerequisite: CS 140. (Q,SR,MS)

CS 220 COMPUTER ARCHITECTURE AND ASSEMBLY PROGRAMMING (5)

Teaches the fundamentals of computer architecture and assembly programming. Emphasizes computer architecture, machine instruction processing, basic data types, program control structures, low-level programming. Prerequisite: CS 145. (Q,SR,MS)

CS 225 JAVA PROGRAMMING (5)

Covers the standard data types, control structures, classes, exception handling, inheritance, file I/O, event-based programming, multithreaded programming, network programming, and client server programming. Prerequisite: CS 140. (Q,SR,MS)

CS 240 DATA STRUCTURE AND ALGORITHM FUNDAMENTALS (5)

Teaches software development skills that emphasize the study of abstract data types using object oriented programming techniques, Big O algorithm analysis, fundamental data structures such as lists, stacks,

queues, and trees; and searching and sorting. Prerequisite: CS 145. (Q,SR,MS)

CS 295 HONORS PROGRAM SPECIAL TOPICS SEMINAR (2)

Reading, writing, discussion and oral presentations designed to develop in-depth, advanced level knowledge of a topic in Computer Science. Required preparation: acceptance into the Honors Program. (Q,SR,MS)

DANCE DANCE

DANCE 101 MODERN DANCE I (3)

The study of basic principles of movement: space, time and effort. Emphasis on alignment and range of motion, creative movement and an appreciation of dance as an art form. No experience required (LE)

DANCE 102 MODERN DANCE II (3)

The continued study of the principles of movement: space, time and effort. Emphasis on alignment and range of motion, creative movement and an appreciation of dance as an art form. Prerequisite: DANCE 101. (LE)

DANCE 103 MODERN DANCE III (3)

The continued study of basic principles of movement: space, time and effort. Emphasis on alignment and range of motion, creative movement and an appreciation of dance as an art form. Prerequisite: DANCE 102. (LE)

DRAMA DRAMA

DRAMA& 101 INTRODUCTION TO THEATRE (5)

Formerly DRAMA 105

Study of significant plays, playwrights, and modes of theatrical performance in a global context. Topics include theatre history, acting theory, plays as literature and theatre architecture. Plays and theatrical forms studied include Greek tragedies, Beijing Opera, classical Japanese forms, Shakespeare, realism, musicals, vaudeville and the avant-garde. (Hg)

DRAMA 110 THEATRE PRODUCTION I (1-5)

Formerly DRAMA 110

Students are involved in mounting a major theatrical production. Actors by audition. Assistant Director, Stage Manager, construction, technical and artistic support by interview, interest and need. Credits determined by level of involvement. May be repeated for

credit up to 15 credits maximum. Required preparation: audition and interview by the instructor. (LE)

DRMA 120 EXPERIMENTAL THEATRE PROJECT (1-5)
Formerly DRAMA 120

Students are involved in the production of non-narrative theatre or postmodern interpretations of classical drama as actors, singers, musicians, dancers, visual artists, videographers and theatre technicians. All participants learn Viewpoints and Theatre Composition as a tool for creating the production. May be repeated for credit up to 15 credits maximum. (LE)

DRMA 125 ACTING I (5)
Formerly DRAMA 101

Introduction to theatrical performance in a workshop environment utilizing games, improvisations, movement, composition, and scene study. Students move from the creation and performance of short movement based improvisations, to character and textual analysis, and the performance of realistic scenes. (Hp)

DRMA 140 CREATIVE DRAMA (5)
Formerly DRAMA 140

Focus is on learning a system for developing personal acting skills through games and improvisation, and how to use games to teach the basic elements of theatre to children. Designed for students with an interest in personal creativity and children's theatre. (LE)

DRMA 150 FROM PAGE TO STAGE: INTRO TO THEATRICAL DIRECTING (5)
Formerly DRAMA 150

Study and practice in transforming classical, realistic, and avant-garde dramatic texts into theatrical production. Students will direct several scenes and/or monologues. Playwrights studied include classical dramatists such as Shakespeare, Anton Chekhov and Samuel Beckett, and contemporary playwrights such as August Wilson and Suzan-Lori Parks. (LEd)

DRMA 201 ACTING II (5)
Formerly DRAMA 201

Intensive study of theatrical realism utilizing a workshop approach. Students will become familiar with the terminology and processes used in the rehearsal and performance of psychological realism, and perform numerous scenes and monologues drawn from the diversity of realistic dramatic texts. Prerequisite: DRMA 110, 120 or 125 or permission of instructor. (LE)

DRMA 202 ACTING III (5)
Formerly DRAMA 202

Advanced study of classical, realistic, and avant-garde scenes and monologues in a workshop environment. Playwrights studied include classical dramatists such as Shakespeare, Anton Chekhov and Samuel Beckett, and contemporary playwrights such as August Wilson and Suzan-Lori Parks. Prerequisite: DRMA 110, 120, 125 or 150 and instructor permission. (LEd)

DRMA 250 WRITING FOR STAGE AND SCREEN (5)
Formerly DRAMA 250

Writing for both the stage and the screen. Students will study standard elements of dramatic writing, including writing processes, characterization, structure, plot and dialogue. Formal study of a wide variety of dramatic styles and genres. Each student will create a culminating project to be performed for an invited audience. Prerequisite: one college level DRMA course and ENGL 100/ESLA 117 or placement in ENGL& 101. (LEw)

DRMA 295 HONORS PROGRAM SPECIAL TOPICS SEMINAR (2)
Formerly DRAMA 295

Reading, writing, discussion and oral presentations designed to develop in-depth, advanced level knowledge of a topic in drama. Required preparation: acceptance into the Honors Program. (H)

ECE

EARLY CHILDHOOD EDUCATION

ECE 095 BRIDGES TO CAREERS IN EARLY CHILDHOOD EDUCATION (4-5)

This course is designed to introduce students to the field of early childhood education and to transition them to further educational opportunities and employment in childcare. Course will be offered with a combination of classroom seminars and supervised field experiences. This course satisfies the requirements for Washington State STARS Basics in Child Care. (N)

ECE 104 BASICS IN CHILD CARE (2)

This course meets D.S.H.S. requirements for the basic 20 hour S.T.A.R.S. training. Competencies developed in child development, communication, guidance, healthy practices, and professionalism. (UE)

ECE 105 INTRODUCTION TO EARLY CHILDHOOD EDUCATION (5)

Beginning survey of history, models, philosophy, and principles of early childhood education. Exploration of professional requirements and opportunities. Observations of early childhood settings. (SS)

ECE 120 WORKING WITH INFANTS AND TODDLERS (3)

Designed for caregivers establishing first relationships with infants and toddlers (birth-3yrs.) in care and educational settings. Competencies built in supporting healthy social and emotional development, encouraging healthy physical development, and creating responsive learning environments. ECE 120A, 120B, 120C combined are equivalent to 3 credit ECE 120. (UE)

ECE 120A INFANT & TODDLER SOCIAL/ EMOTIONAL DEVELOPMENT (1)

Designed for caregivers establishing first relationships with infants and toddlers (birth-3yrs.) in care and educational settings. Competencies built in supporting healthy social and emotional development, encouraging healthy physical development, and creating responsive learning environments. ECE 120A, 120B, 120C combined are equivalent to 3 credit ECE 120. (UE)

ECE 120B INFANT & TODDLER PHYSICAL DEVELOPMENT (1)

Designed for caregivers establishing first relationships with infants and toddlers (birth-3yrs.) in care and educational settings. Competencies built in supporting healthy social and emotional development, encouraging healthy physical development, and creating responsive learning environments. ECE 120A, 120B, 120C combined are equivalent to 3 credit ECE 120.(UE)

ECE 120C INFANT & TODDLER LEARNING ENVIRONMENTS (1)

Designed for caregivers establishing first relationships with infants and toddlers (birth-3yrs.) in care and educational settings. Competencies built in supporting healthy social and emotional development, encouraging healthy physical development, and creating responsive learning environments. ECE 120A, 120B, 120C combined are equivalent to 3 credit ECE 120. (UE)

ECE 141 OBSERVATION, ASSESSMENT & RECORD KEEPING (3)

Knowledge and application of various techniques for observing and recording behavior of young children in early childhood settings. Exploration of both for-

mal and informal ways of presenting information to parents. (UE)

ECE 210 CURRICULUM DEVELOPMENT (5)

Investigation of learning theory and its relationship to curriculum planning for young children. Students will focus on methods for planning developmentally appropriate activities to enhance children's cognitive, social, emotional, physical, and creative development with an emphasis on creating appropriate environments in early childhood settings. Recommended preparation: EDUC& 115. (UE)

ECE 218 HEALTH, SAFETY AND NUTRITION (3)

Emphasizes setting up and maintaining healthy environments for children. Explores nutrition needs of children, and the caregiver's role in ensuring nutrition education. (UE)

ECE 222 LEARNING ENVIRONMENTS FOR YOUNG CHILDREN (3)

Design and evaluate the arrangement and contents of physical space and materials in Early Childhood Education settings. Emphasis on creativity and active learning among all children. Recommended preparation: ECE 210 and EDUC& 115. (UE)

ECE 226 MOVEMENT AND MOTOR DEVELOPMENT (3)

Study of small and large motor development. Enhancement of young children's body awareness and their ability to kinetically express themselves. Recommended preparation: EDUC& 115. (UE)

ECE 235 MATH FOR CHILDREN (2)

Examines the development of math concepts in young children. Covers planning and implementing appropriate curriculum including materials and activities. (UE)

ECE 240 SCIENCE EXPLORATION (3)

Examines scientific concepts, which may be introduced to young children. Covers development and use of materials and activities appropriate to building those concepts. (UE)

ECE 255 ADMINISTRATION OF EARLY LEARNING PROGRAMS (3)

Interactive course where child care providers develop administrative skills required to open, operate, manage, develop and assess early childhood learning programs. ECE 255A, 255B, 255C combined are equivalent to 3 credit ECE 255. Recommended preparation: ECE

105 and ECE 210. (UE)

ECE 255A ADMINISTRATION OF EARLY LEARNING PROGRAMS-ADMINISTRATING (1)

Interactive course where child care providers develop administrative skills required to open, operate, manage, develop and assess early childhood learning programs. ECE 255A, 255B, 255C combined are equivalent to 3 credit ECE 255. Recommended preparation: ECE 105 and ECE 210. (UE)

ECE 255B ADMINISTRATION OF EARLY LEARNING PROGRAMS-OPERATING (1)

Interactive course where child care providers develop administrative skills required to open, operate, manage, develop and assess early childhood learning programs. ECE 255A, 255B, 255C combined are equivalent to 3 credit ECE 255. Recommended preparation: ECE 105 and ECE 210. (UE)

ECE 255C ADMINISTRATION OF EARLY LEARNING PROGRAMS-STAFFING (1)

Interactive course where child care providers develop administrative skills required to open, operate, manage, develop and assess early childhood learning programs. ECE 255A, 255B, 255C combined are equivalent to 3 credit ECE 255. Recommended preparation: ECE 105 and ECE 210. (UE)

ECON ECONOMICS

ECON 100 SURVEY OF ECONOMIC PRINCIPLES (5)

Introductory course for those not planning a major in Business, Accounting or Economics. Fundamental concepts of economic analysis with application to contemporary problems, including consumer demand and supply decisions in market economies, national income, unemployment, inflation, money and banking. (SS)

ECON 110 PRINCIPLES OF ENVIRONMENTAL ECONOMICS (5)

Designed for non-business majors who would like to know the cost of environmental issues in an economic context. Provides the student with a strong background on the theory of environmental economics and recent policy issues. Covers current methods of making implied costs including global warming, ozone depletion, and pollution of air and water. Covers concepts rather than mathematical proofs and justification. Includes research strategies. (SSg)

ECON& 201 MICRO ECONOMICS (5)

Formerly ECON 201

Introduction to microeconomics. Presents supply and demand models, consumers and producers choice in the competitive and non-competitive market. Examines the various economic decisions made by firms relating to price, demand, factors of production, and costs. Prerequisite: MATH 99. (SS)

ECON& 202 MACRO ECONOMICS (5)

Formerly ECON 202

Introduction to macroeconomics; elementary analysis of the determination of income through national income accounting. Covers macroeconomic issues including inflation, unemployment, economic growth, recessions, monetary/fiscal policy, and international trade and finance. Prerequisite: ECON& 201. (SSg)

ECON 203 ECONOMIC PROBLEMS IN HISTORICAL PERSPECTIVE (5)

Examination of major contemporary economic problems from the standpoint of the interacting technological, institutional, and economic processes which produced them. Course focuses on the historically relevant origins of a number of contemporary issues such as growth, stagnation, depression, inflation, breakdown of international monetary systems, and deregulation of industries. (SS)

ECON 205 ALTERNATIVE ECONOMIC SYSTEMS (5)

Introduction to the operation of three fundamentally different economic systems: the free enterprise system as practiced in the U.S.; the free enterprise system as practiced in Western European democracies; and command economic systems as practiced in China. Mercantilism and laissez faire also discussed. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (SSwg)

ECON 295 HONORS PROGRAM SPECIAL TOPICS SEMINAR (2)

Reading, writing, discussion and oral presentations designed to develop in-depth, advanced level knowledge of a topic in Economics. Required preparation: acceptance into the Honors Program. (SS)

EDPL EDUCATIONAL PLANNING

EDPL 100 COLLEGE SUCCESS: AN ORIENTATION FOR NEW STUDENTS (2)

Designed for students new to the college environ-

ment. Introduction to college services; study skills and time management; educational planning and career exploration; and skills necessary to become a successful student. Lectures, small group discussion, and experiential exercises. (UE)

EDPL 101 COLLEGE ORIENTATION FOR SUCCESS (1-2)

Structured exploration of topics relating to student success in the college environment. Emphasis on assessment of college level skills in reading, writing math and topics in educational planning. Students will have options for more in depth study in a variety of workshop formatted activities. (UE)

EDPL 102 ACADEMIC CONNECTIONS (1)

An overview of skills and competencies necessary to be successful with academic coursework. Topics include note taking, test taking, memory skill building, stress and anxiety management, identification of academic support resources and educational planning. S/U grading. (UE)

EDPL 111 TOPICS IN EDUCATIONAL PLANNING (2)

Designed for students who would benefit from support and direction in selected areas of Educational Planning. Emphasis on planning and decision making skills factors in the choice of academic major. (UE)

EDUC EDUCATION

EDUC& 115 CHILD DEVELOPMENT (5)
Formerly ECE 116

Basic concepts and theory of development from birth to eight years. Techniques for observing, assessing, and recording growth. (LE)

EDUC 131 BEHAVIOR MANAGEMENT (3)
Developmentally appropriate practice and strategies for groups of children to prevent behavior problems, to assist children in solving problems, and to promote pro-social behavior. EDUC 131A, 131B, 131C combined are equivalent to 3 credit EDUC 131. Recommended preparation: EDUC& 202 or ECE 105; PSYC 210 or EDUC& 115. (UE)

EDUC 131A BEHAVIOR MANAGEMENT-RELATIONSHIP (1)

Developmentally appropriate practice and strategies for groups of children to prevent behavior problems,

to assist children in solving problems, and to promote pro-social behavior. EDUC 131A, 131B, 131C combined are equivalent to 3 credit EDUC 131. Recommended preparation: EDUC& 202 or ECE 105; PSYC 210 or EDUC& 115. (UE)

EDUC 131B BEHAVIOR MANAGEMENT-ENVIRONMENT (1)

Developmentally appropriate practice and strategies for groups of children to prevent behavior problems, to assist children in solving problems, and to promote pro-social behavior. EDUC 131A, 131B, 131C combined are equivalent to 3 credit EDUC 131. Recommended preparation: EDUC& 202 or ECE 105; PSYC 210 or EDUC& 115. (UE)

EDUC 131C BEHAVIOR MANAGEMENT-GUIDANCE (1)

Developmentally appropriate practice and strategies for groups of children to prevent behavior problems, to assist children in solving problems, and to promote pro-social behavior. EDUC 131A, 131B, 131C combined are equivalent to 3 credit EDUC 131. Recommended preparation: EDUC& 202 or ECE 105; PSYC 210 or EDUC& 115. (UE)

EDUC 191 TOPICS IN EDUCATION (1)

Designed for practicing teachers/Para educators. Course consists of several one-credit seminars offered in topics addressing teaching competencies. May be repeated for credit. Maximum of five credits applicable to a degree or certificate. (UE)

EDUC& 202 INTRODUCTION TO EDUCATION (5)
Formerly EDUC 105

Survey course in history, philosophy and principles, issues, and trends of education. Includes opportunities for observations of educational models and exploration of career paths. (SS)

EDUC& 204 EXCEPTIONAL CHILD (5)
Formerly EDUC 111

Introductory course in recognition and identification of exceptionality in children from birth through high school. Includes rules and regulations concerning state and federal provisions of special education and related services, as well as adaptations for serving special needs students in general education classrooms. Recommended preparation: EDUC& 202. (LE)

EDUC 220 LANGUAGE AND LITERATURE FOR CHILDREN (3)

This course is designed to present language acquisition and development in young children and appropriate language and literature curriculum to enhance language development. The form, content and use of language is explored in the development of speaking, listening, reading, and writing. EDUC 220A, 220B, 220C combined are equivalent to 3 credit EDUC 220. Recommended preparation: ECE 105 or EDUC& 202. (UE)

EDUC 220A LANGUAGE AND LITERATURE FOR CHILDREN-ACQUISITION (1)

This course is designed to present language acquisition and development in young children and appropriate language and literature curriculum to enhance language development. The form, content and use of language is explored in the development of speaking, listening, reading, and writing. EDUC 220A, 220B, 220C combined are equivalent to 3 credit EDUC 220. Recommended preparation: ECE 105 or EDUC& 202. (UE)

EDUC 220B LANGUAGE AND LITERATURE FOR CHILDREN-ENVIRONMENT (1)

This course is designed to present language acquisition and development in young children and appropriate language and literature curriculum to enhance language development. The form, content and use of language is explored in the development of speaking, listening, reading, and writing. EDUC 220A, 220B, 220C combined are equivalent to 3 credit EDUC 220. Recommended preparation: ECE 105 or EDUC& 202. (UE)

EDUC 220C LANGUAGE AND LITERATURE FOR CHILDREN-SKILLS (1)

This course is designed to present language acquisition and development in young children and appropriate language and literature curriculum to enhance language development. The form, content and use of language is explored in the development of speaking, listening, reading, and writing. EDUC 220A, 220B, 220C combined are equivalent to 3 credit EDUC 220. Recommended preparation: ECE 105 or EDUC& 202. (UE)

EDUC 225 CHILD, FAMILY & COMMUNITY (3)

Integrates the family and community contexts in which a child develops. Topics include family systems, parenting, community resources and influence, anti-bias, socialization, child abuse and neglect and the application of these concepts to the development of children. (UEd)

EDUC 240 TEACHING ENGLISH LANGUAGE LEARNERS (3)

A survey of effective approaches for teaching English language learners at the K-12 level in the schools. Methods and techniques for each approach will be explored and applied in the development of lesson activities and materials. Includes observations in ELL classrooms. Recommended preparation: EDUC& 202. (UE)

EDUC 241 LANGUAGE AND LITERACY DEVELOPMENT FOR ELL (3)

Course covers the general processes of second language acquisition and literacy development. The focus will be on the development of language in a classroom setting and best practices that support growth. Includes discussion of classroom models, teaching learners of different levels, selection of appropriate materials, and using assessment tools. Recommended preparation: EDUC& 202. (UE)

EDUC 242 STRUCTURE OF LANGUAGE (3)

Covers a general analysis of the structures of English, how these structures are acquired, and which structures are typically difficult for second language learners. Includes techniques and activities that integrate grammar with other skills, as well as activities and materials to teach grammar more explicitly to older students. Recommended preparation: EDUC& 202. (UE)

EDUC 250 PROFESSIONALISM IN THE WORKPLACE (2)

Develop problem-solving skills; learn guidelines for professional conduct. Professional portfolios will be assessed. Recommended preparation: ECE 190 or EDUC 190. (UE)

ENGL ENGLISH**ENGL 081 COLLEGE SKILLS DEVELOPMENT FOR THE PROFESSIONS I (3)**

This course is designed to link with I-BEST courses. Students will develop their college level reading, writing, and study skills to support learning in linked I-BEST courses. (N)

ENGL 082 COLLEGE SKILLS DEVELOPMENT FOR THE PROFESSIONS II (3)

This course is designed to link with I-BEST courses. Students will further develop their college level reading, writing, and study skills to support learning in linked I-BEST courses. (N)

ENGL 083 COLLEGE SKILLS DEVELOPMENT FOR THE PROFESSIONS III (3)

This course is designed to link with I-BEST courses. Students will develop their college level reading, writing, and study skills to support learning in linked I-BEST courses and to facilitate transition into ENGL 100 or ENGL& 101. (N)

ENGL 086 SPELLING (1-5)

Development of spelling skills, strategies, and ability through examining word elements (prefixes, roots, and suffixes), rules, spelling patterns and processes, and dictionary work. Repeatable to a maximum of 5 credits. S/U grading. (N)

ENGL 087 VOCABULARY BUILDING (2-3)

Designed to develop and strengthen vocabulary through examining word elements (prefixes, roots, and suffixes) and context clues. S/U grading. (N)

ENGL 090 SPELLING AND VOCABULARY (3-5)

Designed to develop and strengthen spelling ability and vocabulary by examining word elements (prefixes, roots, and suffixes), spelling patterns and processes, using the dictionary, and context clues. S/U grading. (N)

ENGL 092 CRITICAL ANALYSIS (5)

Designed to encourage and strengthen reading comprehension and analysis strategies for college textbooks, news articles, essays and literature, to focus on expanding vocabulary, to practice writing skills, and to increase reading rate. S/U grading. Prerequisite: reading placement test. (N)

ENGL 094 FUNDAMENTALS OF WRITTEN COMMUNICATION (5)

Focuses on the interconnected aspects of reading, composition, and how to organize information in writing. Examines summary writing, response writing, focusing on developing a main point, and various sentence structures as a way of clarifying information. S/U grading. Prerequisite: placement test and writing sample. (N)

ENGL 095 BASIC COMPOSITION AND FORM (5)

A basic writing course with readings. Reviews summary, paragraph, and essay writing, various rhetorical structures, as well as basic grammar, punctuation, and sentence structures. S/U grading. Prerequisite: placement test and/or writing sample. (N)

ENGL 098 CONSTRUCTING PARAGRAPHS AND ESSAYS (3-5)

Refinement of essay and paragraph writing skills. Focuses on the structure, development, and strengthening of paragraphs and essays and examines various rhetorical structures. S/U grading. Prerequisite: ENGL 95. (N)

ENGL 100 INTRODUCTION TO ACADEMIC WRITING (5)

Introduction to the expectations and practices of academic writing communities. Students will use a reflective writing process to enter ongoing academic conversations. Emphasis on analyzing source information and using sources to formulate, develop, revise, and effectively communicate ideas in writing. Students who complete course requirements will submit a writing portfolio to a panel of readers for final grade determination. Students who take both ESLA 117 and ENGL 100 can apply credits toward graduation for only one of them. S/P/U grading. Prerequisite: "S" grade in ENGL 92 and ENGL 95 or placement test. (UE)

ENGL& 101 ENGLISH COMPOSITION I (5)

Formerly ENGL 101

Development of analytical and academic writing skills. As reflective participants in ongoing academic conversations, students will analyze and use sources to formulate, develop, revise, and effectively communicate ideas in writing. Emphasis on the complexity of academic ideas, meaningful and ethical scholarship, and rhetorical awareness. Prerequisite: ENGL 100/ESLA 117 with an "S" grade or ENGL 100 with a "P" grade and concurrent enrollment in ENGL 188 or Placement test. (CC)

ENGL& 102 ENGLISH COMPOSITION II (5)

Formerly ENGL 102

Development and refinement of skills in academic writing, inquiry, and rhetorical awareness. As reflective participants in ongoing academic conversations, students will analyze and use sources to formulate, develop, revise, and effectively communicate ideas in writing. Emphasis on the complexity of academic ideas, analysis of multiple, complex, cross-disciplinary sources, and meaningful and ethical scholarship through independent research. Prerequisite: grade of "C-" or better in ENGL& 101. (CC)

ENGL& 111 INTRODUCTION TO LITERATURE (5)

Formerly ENGL 131

Reading and understanding fiction, poetry, and plays.

Emphasis on appreciating and understanding form and content of these basic types of literature. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (Hwg)

ENGL& 113 INTRODUCTION TO POETRY (3 OR 5)

Formerly ENGL 143

Critical introduction designed to increase understanding and appreciation of the elements of poetry through close reading and analysis. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (Hwg)

ENGL& 114 INTRODUCTION TO DRAMA (3 OR 5)

Formerly ENGL 144

Reading and discussion of plays (comedies, tragedies, and tragicomedies) from major periods to increase understanding and appreciation of dramatic literature. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (Hwg)

ENGL 134 SHAKESPEARE AND PERFORMANCE (3 OR 5)

Reading and discussion of plays by Shakespeare and other plays being performed at the Ashland Shakespearean Festival or at other theatres. To obtain 5 credits, students must attend the productions and present a report. May be repeated for credit. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (Hwg)

ENGL 136 SCIENCE FICTION AND FANTASY (3 OR 5)

This course offers a survey of the genres of science-fiction and fantasy, focusing upon major themes and how speculative fiction addresses contemporary human concerns. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (Hw)

ENGL 137 LITERATURE AND SOCIETY (5)

This class is an introduction to selected works of international literature from the perspective of their relationship to society. This includes works of comparative genres, in which students delve into the ways writers convey, question, transform and even revolutionize ideas through literary forms of expression. The readings may include poetry, fiction, essays, and drama. The emphasis is on an appreciation and critical analysis of literary elements, and the social context of writers' diverse ethnicities, sexualities, and perspectives. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (Hwg)

ENGL 138 GENDER AND LITERATURE (5)

Reading, writing, and discussion about the relationships between gender and literature. Students will read literature by writers of diverse sexual orientations and gender identities. The course will emphasize critical understanding and appreciation of the role gender plays in the history, theory, and art of literary production. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (Hwd)

ENGL 141 INTRODUCTION TO FICTION: THE SHORT STORY (3 OR 5)

Reading and analysis of an international selection of short stories. Designed to develop ability to understand and interpret them according to the elements of the genre. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (Hwg)

ENGL 142 INTRODUCTION TO FICTION: THE NOVEL (3 OR 5)

Reading and discussion of American, English and European novels. Emphasis on appreciation and understanding of form and content of longer works. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (Hwg)

ENGL 150 INTRODUCTION TO BRITISH LITERATURE (5)

Reading and discussion of literature from England, Scotland and Ireland. Emphasis on appreciating and understanding the works of selected authors, poets and dramatists. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (Hwg)

ENGL 161 INTRODUCTION TO AMERICAN LITERATURE (5)

This course introduces students to a diverse range of representative or significant literary statements in fiction, poetry, drama, and non-fiction. Course will emphasize major issues or themes significant to American cultural history and national identity. Students will discuss and critically respond to course readings while developing a sense of cultural context. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (Hwd)

ENGL 169 MODERN AND CONTEMPORARY AMERICAN POETRY (5)

Reading of American poetry from the Modernists to the present day with an emphasis on major movements and themes. Prerequisite: ENGL 100/ESLA 117 or Placement in ENGL& 101. (Hwd)

ENGL 170 COLLEGE STUDY SKILLS (5)

Designed to enhance effectiveness in organization, memory, vocabulary, textbook reading, reading rates, note making, research and test taking. Prerequisite: reading placement test of 22+, or successful completion of ENGL 92 and ENGL 95, or successful completion of ENGL 92 and placement into ENGL 100. (UE)

ENGL 180 INTRODUCTION TO WORLD LITERATURE (5)

Introduction to selected works of literature from non-English speaking cultures and nations of the world. This includes but is not limited to works of oral and written genres from Europe, Russia, the Middle East, Africa, Asia, Latin America and the Pacific. The course may consist of works from a vast range of literary eras, from ancient to contemporary writing. The readings may include poetry, fiction, essays and drama. The emphasis is on appreciation and basic critical analysis of literary elements, as well as understanding and appreciation of diverse histories, worldviews and traditions. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (Hwg)

ENGL 188 SPECIAL TOPICS IN ACADEMIC WRITING (2 OR 3)

Development of academic writing skills and awareness of those skills as a reflective writer. Emphasis on the use of sources, development of ideas, and rhetorical awareness in academic discourse in support of ENGL& 101. S/U grading. Recommended preparation: concurrent enrollment in ENGL& 101. Prerequisite: S or P in ENGL 100/ESLA 117 or placement in ENGL& 101. (UE)

ENGL 191 STUDIES IN NON-WESTERN LITERATURE (5)

Reading and critical analysis of masterpieces of a selected non-Western literature. Repeatable with different countries or multi-country regions. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (Hwg)

ENGL 194 SPECIAL TOPICS IN LITERATURE (3)

Reading, discussion, and writing on a special topic of literature. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (LE)

ENGL 201 ADVANCED COMPOSITION (5)

Focus on language usage and style in personal and academic discourse. Development of more effective expressive, expository, and argumentative essay writ-



ing. Prerequisite: grade of "B-" or better in ENGL& 101, or passing ENGL& 102. (CC)

ENGL 202 WRITING ABOUT LITERATURE (5)

Introduction to critical reading of and writing about literature. Focuses on writing essays, which analyze literature, based on elements of genres. May include fiction, poetry, and drama. Prerequisite: grade of "B-" or better in ENGL& 101, or passing ENGL& 102. (CC)

ENGL 225 CHILDREN'S LITERATURE (5)

Reading and analysis of literature for pre-adolescent to young adults: classic and contemporary works from diverse backgrounds. Class may focus on a central theme, period, or genre. Prerequisite: ENGL& 101. (Hwd)

ENGL& 230 TECHNICAL WRITING (3)

Formerly ENGL 205

Methods of research, organization and presentation of findings typical of professional and consulting reports and proposals. Emphasis on problem-solving and the research process including field investigation, data collection, critical analysis of sources, documentation and document design. Prerequisite: ENGL& 102 or grade of "B-" or better in ENGL& 101 or instructor permission. (CC)

ENGL& 236 CREATIVE WRITING I (5)

Formerly ENGL 121

Introduction to writing fiction and poetry. Focuses on improving imaginative content through revision. Emphasizes critical thinking and reading skills. Uses

related readings as models and published authors as guides. Recommended preparation: ENGL& 101 with a grade of "B-" or better. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (Hw)

ENGL& 237 CREATIVE WRITING II (5)

Formerly ENGL 221

More advanced techniques of writing fiction and poetry. Focuses on improving imaginative content through revision. Emphasizes critical reading and writing skills. Uses related readings as models and published authors as guides. Requires an additional writing project beyond ENGL& 236 course. Prerequisite: ENGL& 236. (Hw)

ENGL 250 STUDIES IN MAJOR PERIODS OF BRITISH LITERATURE (5)

Reading and discussion of fiction, poetry, drama and non-fiction from selected periods of British literature. Repeatable with different periods. Prerequisite: ENGL& 101. (Hwg)

ENGL 258 STUDIES IN MAJOR BRITISH AUTHORS (3 OR 5)

Reading and analysis of works by a particular author or authors. Repeatable with different authors. Prerequisite: ENGL& 101. (Hwg)

ENGL 261 STUDIES IN MAJOR PERIODS OF AMERICAN LITERATURE (5)

Reading, discussion and critical examination of fiction, poetry, drama and non-fiction designed to enhance appreciation and understanding of American cultural history and values of a particular period. Course will engage curriculum through group interaction, creative activities, research-based presentation, and varied written assignments. This course stretches boundaries and critiques traditional assumptions. Repeatable with different periods. Prerequisite: ENGL& 101. (Hwd)

ENGL 266 ETHNIC LITERATURE OF THE U.S. (3 OR 5)

Critical appreciation of representative and significant literary contributions by American ethnic writers with particular attention to cultural /historical contexts. Course will engage curriculum through group interaction, creative activities, research-based presentation, and varied written assignments, situating the tradition under consideration within the broader tapestry of multicultural American identity and lived reality. Repeatable with different groups. Prerequisite: ENGL& 101. (Hwd)

ENGL 267 NATIVE AMERICAN LITERATURE (5)

Introduction to selected works of Native American literature from North America. This includes works of oral and written genres from diverse Native American cultures and from a range of historical periods, from ancient stories to contemporary writing. The readings may include poetry, fiction, essays and drama as well as indigenous literary forms. The emphasis is on appreciation and basic critical analysis of literary elements, as well as understanding and appreciation of diverse cultures, worldviews and traditions. Prerequisite: ENGL& 101. (Hwd)

ENGL 268 STUDIES IN MAJOR AMERICAN AUTHORS (3 OR 5)

Reading and critical analysis of the works of a particular author or authors. Repeatable with different authors. Prerequisite: ENGL& 101. (Hw)

ENGL 284 WESTERN WORLD LITERATURE: STUDIES IN MAJOR PERIODS (3 OR 5)

Reading and critical analysis of the works (poetry, drama, fiction) of a major period in Western world literature, such as classical, medieval, neo-classical, renaissance, romantic, or modern. Repeatable with different periods. Prerequisite: ENGL& 101. (Hwg)

ENGL 286 MYTHOLOGY (5)

This course will explore mythology from two or more cultures, including, but not limited to those from Europe, Asia, the Americas, Africa, Australia, and the South Pacific. Emphasis on the nature of mythology, its cultural functions, and its literary influences. Through reading, discussion, research, writing, and creative projects, students will gain an understanding and appreciation of the literary legacy of diverse cultures. Prerequisite: ENGL& 101. (Hwg)

ENGL 288 WESTERN WORLD LITERATURE: STUDIES IN MAJOR AUTHORS (3 OR 5)

Reading and critical analysis of the works of a particular author or authors. Repeatable with different authors. Prerequisite: ENGL& 101. (Hwg)

ENGL 295 HONORS PROGRAM SPECIAL TOPICS SEMINAR (2)

Cross-curricular readings and small group discussions/presentations provide the basis for writing assignments which further develop the student's command of the rhetorical modes taught in English literature or composition. Required preparation: acceptance into the Honors Program and eligibility for course it is paired with. (CC) or (H)

ENGR ENGINEERING**ENGR& 214 STATICS (5)**

The course will serve as a study of structures in equilibrium and equilibrium analysis using both vector and scalar analysis, analysis of internal and external forces, moments, friction, centroids, and inertia. Graphing calculator required. Prerequisite: MATH& 152 or PHYS& 221 with a grade of "C" or better. (Q,SR,MS)

ENGR& 215 DYNAMICS (5)

A study of the dynamics of particles and rigid bodies using scalar and vector methods, rectangular coordinates, normal and tangent coordinates, polar coordinates, curvilinear motion, work, energy, impulse, momentum, steady mass flow, rotation, absolute and relative motion. Graphing calculator required. Prerequisite: PHYS& 221, ENGR& 214, MATH& 163 with a grade of "C" or better. (Q,SR,MS)

ENGR& 225 MECHANICS OF MATERIALS (5)

Mechanics of Materials explores the elasticity and deformation of structures. Topics include the extension, compression, and rotation of bodies subject to axial, shear, and torsion loadings. Extensive analysis of the elastic deflection of beams is performed using differential equations and boundary conditions. Principles of virtual work are also introduced. Prerequisite: ENGR& 214 with a grade of "C" or better. (Q,SR,MS)

ENVS ENVIRONMENTAL SCIENCE**ENVS& 100 SURVEY OF ENVIRONMENTAL SCIENCE (5)**

Formerly BIOL 101

Introductory non-laboratory course in biology emphasizing the environment and its living organisms. Includes discussion of early evolution, energy, ecosystems, and populations, and the balance between man and his environment. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (MSws)

ESL ENGLISH AS A SECOND LANGUAGE**ESL 010 ESL LISTENING AND SPEAKING - LEVEL I (1-5)**

This course is for students with beginning level ESL life skills. Focus is on listening and speaking in authentic

contexts. S/P/U grading. Required preparation: CASAS placement test. (N)

ESL 011 ESL READING AND WRITING - LEVEL I (1-6)

This course is designed for students with beginning level ESL literacy. Focus is on reading and writing in authentic contexts. S/P/U grading. Required preparation: CASAS placement test. (N)

ESL 013 BEGINNING ENGLISH FOR CIVIC PARTICIPATION (1-5)

This course teaches the basic literacy skills needed for better participation by immigrants in the life of the family, community, and the workplace. S/P/U grading. Required preparation: CASAS placement test. (N)

ESL 014 ESL FOR WORK AND FAMILIES - LEVEL I (1-6)

This course is for students with beginning level life skills and literacy in the context of work and family. S/P/U grading. Required preparation: CASAS placement test. (N)

ESL 015 ESL LANGUAGE LAB I (1)

Language practice and computer skills for low beginning level ESL students. S/P/U grading. Required preparation: CASAS placement test. (N)

ESL 016 EDUCATIONAL INTERVIEWING (1)

Students will develop their personal learning goals, create a plan for achieving those goals, and will explore program and college options for ESL study and beyond. S/P/U grading. (N)

ESL 017 ESL FOR THE WORKPLACE - LEVEL I (1-15)

Beginning level literacy and communication skills for ESL students who are entering employment or wanting to obtain a better job. S/P/U grading. Required preparation: CASAS placement test. (N)

ESL 020 ESL LISTENING AND SPEAKING - LEVEL II (1-5)

This course is for students with beginning level ESL life skills. Focus is on listening and speaking in authentic contexts. S/P/U grading. Required preparation: CASAS placement test. (N)

ESL 021 ESL READING AND WRITING - LEVEL II (1-6)

This course is designed for students with high beginning level ESL literacy. Focus is on reading and writing

in authentic contexts. S/P/U grading. Required preparation: CASAS placement test. (N)

ESL 023 HIGH BEGINNING ENGLISH FOR CIVIC PARTICIPATION (1-5)

This course includes basic literacy skills and citizenship skills needed by immigrants for more involvement in the life of family, community, and workplace. S/P/U grading. Required preparation: CASAS placement test. (N)

ESL 024 ESL FOR WORK AND FAMILIES - LEVEL II (1-6)

This course is for students with high beginning level life skills and literacy in the context of work and family. S/P/U grading. Required preparation: CASAS placement test. (N)

ESL 025 ESL LANGUAGE LAB II (1)

Language practice and computer skills for beginning level ESL students. S/P/U grading. Required preparation: CASAS placement test. (N)

ESL 027 ESL FOR THE WORKPLACE - LEVEL II (1-15)

High beginning level literacy and communication skills for ESL students who are entering employment or wanting to obtain a better job. S/P/U grading. Required preparation: CASAS placement test. (N)

ESL 030 ESL LISTENING AND SPEAKING - LEVEL III (1-5)

This course is for students with low intermediate ESL life skills. Focus is on listening and speaking in authentic contexts. S/P/U grading. Required preparation: CASAS placement test. (N)

ESL 031 ESL READING AND WRITING - LEVEL III (1-6)

This course is designed for students with low intermediate level ESL literacy. Focus is on grammar, reading and writing in authentic contexts. S/P/U grading. Required preparation: CASAS placement test. (N)

ESL 033 LOW INTERMEDIATE ENGLISH FOR CIVIC PARTICIPATION (1-5)

This low intermediate course develops the basic literacy skills of immigrants so they can be more active members of the family, community, and workplace. S/P/U grading. Required preparation: CASAS placement test. (N)

ESL 034 ESL FOR WORK AND FAMILIES - LEVEL III (1-6)

This course is for students with intermediate level life skills and literacy in the context of work and family. S/P/U grading. Required preparation: CASAS placement test. (N)

ESL 035 ESL LANGUAGE LAB III (1)

Language practice and computer skills for low intermediate level ESL students. S/P/U grading. Required preparation: CASAS placement test. (N)

ESL 036 EDUCATIONAL AND CAREER PLANNING FOR ESL STUDENTS (1-3)

This course will guide ESL students in assessing their skills, interests, and aptitudes in order to set goals for a successful transition into college and further training as well as improve their employability and job seeking skills. S/P/U grading. Required preparation: orientation and assessment by ESL staff. (N)

ESL 037 ESL FOR THE WORKPLACE - LEVEL III (1-15)

Literacy and communication skills for intermediate level ESL students looking for work or wanting to obtain a better job. S/P/U grading. Required preparation: CASAS placement test. (N)

ESL 040 ESL LISTENING AND SPEAKING - LEVEL IV (1-5)

This course is for students with high intermediate level ESL life skills. Focus is on listening and speaking in authentic contexts. S/P/U grading. Required preparation: CASAS placement test. (N)

ESL 041 ESL READING AND WRITING - LEVEL IV (1-6)

This course is designed for students with high intermediate level ESL literacy. Focus is on grammar, reading and writing skills in authentic contexts. S/P/U grading. Required preparation: CASAS placement test. (N)

ESL 043 INTERMEDIATE ENGLISH FOR CIVIC PARTICIPATION (1-5)

This intermediate course develops the basic literacy skills of immigrants so they can be more active members of the family, community, and workplace. S/P/U grading. Required preparation: CASAS placement test. (N)

ESL 044 ESL FOR WORK AND FAMILIES - LEVEL IV (1-6)

This course is for students with high intermediate level life skills and literacy in the context of work and family. S/P/U grading. Required preparation: CASAS placement test. (N)

ESL 045 ESL LANGUAGE LAB IV (1)

Language practice and computer skills for high intermediate level ESL students. S/P/U grading. Required preparation: CASAS placement test. (N)

ESL 046 10-KEY CALCULATOR BASICS FOR ESL STUDENTS (1)

Introduction to 10-key use to enhance employment skills and bridge to office administration and business programs for ESL students. S/P/U grading. (N)

ESL 047 ESL FOR THE WORKPLACE - LEVEL IV (1-15)

Literacy and communication skills for high intermediate level ESL students looking for work or wanting to obtain a better job. S/P/U grading. Required preparation: CASAS placement test. (N)

ESL 049 CITIZENSHIP PREPARATION (1-4)

This course will help students gain the skills and knowledge necessary to pass the INS Citizenship exam. Required preparation: CASAS placement test at level 4-6 or permission of instructor. S/P/U grading. (N)

ESL 050 ESL LISTENING AND SPEAKING - LEVEL V (1-5)

This course is for students with low advanced ESL life skills. Focus is on listening and speaking in authentic contexts. S/P/U grading. Required preparation: CASAS placement test. (N)

ESL 051 ESL READING AND WRITING - LEVEL V (1-6)

This course is designed for students with low advanced level ESL literacy skills. Focus is on grammar, reading and writing in authentic contexts. S/P/U grading. Required preparation: CASAS placement test. (N)

ESL 053 HIGH INTERMEDIATE ENGLISH - CIVIC PARTICIPATION (1-5)

This high intermediate course develops the basic literacy skills of immigrants so they can be more active members of the family, community, and workplace. S/P/U grading. Required preparation: CASAS placement test. (N)

ESL 054 ESL FOR WORK AND FAMILIES - LEVEL V (1-6)

This course is for students with low advanced level speaking in English in the context of work and family. S/P/U grading. Required preparation: CASAS placement test. (N)

ESL 055 ESL LANGUAGE LAB V (1)

Language practice and computer skills for low advanced level ESL students. S/P/U grading. Required preparation: CASAS placement test. (N)

ESL 056 INTRODUCTION TO CAREER PATHWAYS FOR ESL STUDENTS (1-5)

ESL 56 is being expanded to offer more sections representing different career pathways to better prepare students to enter jobs and/or academic and training programs. S/P/U grading. Required preparation: CASAS test and enrollment in ESL class. (N)

ESL 057 ESL FOR THE WORKPLACE - LEVEL V (1-15)

Literacy and communication skills for low advanced level ESL students who are looking for work or wanting to obtain a better job. S/P/U grading. Required preparation: CASAS placement test. (N)

ESL 058 HEALTH CAREER SPECIAL TOPICS FOR ESL STUDENTS (1-4)

Introduction to Health Careers for ESL Students interested in further study and to enhance job skills. S/P/U grading. Required preparation: CASAS test and enrollment in ESL course. (N)

ESL 060 ESL LISTENING AND SPEAKING - LEVEL VI (1-5)

This course is for students with high advanced ESL life skills. Focus is on listening and speaking in authentic contexts. S/P/U grading. Required preparation: CASAS placement test. (N)

ESL 061 ESL READING AND WRITING - LEVEL VI (1-6)

This course is designed for students with high advanced level ESL literacy. Focus is on grammar, reading and writing in authentic contexts. S/P/U grading. Required preparation: CASAS placement test. (N)

ESL 063 LOW ADVANCED ENGLISH FOR CIVIC PARTICIPATION (1-5)

Course develops literacy skills of low advanced immigrant students so that they can be more actively involved in the life of family, community, and workplace.

S/P/U grading. Required preparation: CASAS placement test. (N)

ESL 065 ESL LANGUAGE LAB VI (1)

Language practice and computer skills for high advanced level ESL students. S/P/U grading. Required preparation: CASAS placement test. (N)

ESL 066 BASIC SKILLS IN BUSINESS COMPUTING FOR ESL (1-3)

Course designed to enhance student employment skills and technology skills. It will familiarize them with basic skills for word processing and spreadsheets and the vocabulary and reading that are used in college level computing and business courses. S/P/U grading. Required preparation: CASAS placement test. (N)

ESL 067 ESL FOR THE WORKPLACE - LEVEL VI (1-15)

Literacy and communication skills for high advanced level ESL students looking for work or wanting to obtain a better job. S/P/U grading. Required preparation: CASAS placement test. (N)

ESL 068 INTRODUCTION TO MICROSOFT WORD & POWERPOINT-ESL (1)

Lecture course to enhance student technology and employment skills. Course will familiarize students with basic skills for word processing, PowerPoint, and the vocabulary and reading that are used in college level computing and business courses. S/P/U grading. Required preparation: must be enrolled in the ESL Program. (N)

ESL 069 INTRODUCTION TO EXCEL AND GRAPHICS-ESL (1)

Lecture course to enhance student technology and employment skills. Course will familiarize students with basic skills for spreadsheets, using toolbars to create graphics and the vocabulary and reading that are used in college level computing and business courses. S/P/U grading. Required preparation: must be enrolled in the ESL Program. (N)

ESL 070 KEYBOARDING, INTERNET SEARCHING & E-MAILING-ESL (1)

Lecture course to enhance student technology and employment skills. Course will familiarize students with basic skills for keyboarding, Internet searches, using e-mail, and the vocabulary and reading that are used in college level computing and business courses. S/P/U grading. Required preparation: must be enrolled in the ESL Program. (N)

ESL 076 SURVEY OF HEALTH CAREERS FOR ESL STUDENTS (1-4)

This course will develop literacy skills and enhance employment skills in the Health Field through study of the various aspects of health careers. Required Preparation: students must have CASAS test to be enrolled in ESL Level 4/5 classes (N)

ESL 086 PRONUNCIATION AND PRESENTATION SKILLS (1-2)

Introduction to public speaking emphasizing organization, speaking styles, and use of visual aids. Special attention paid to sentence stress and intonation for presentation clarity. S/P/U grading. Required preparation: CASAS test and enrollment in ABE course. (N)

ESLA

ENGLISH AS A SECOND LANGUAGE - ACADEMIC

ESLA 010A ENGLISH ORAL COMMUNICATION I A (2)

Formerly ESLA 059A. Development of listening comprehension and oral production of functional tasks in the classroom and in the community. Emphasis on listening skills. Designed for beginning level ESL students. S/U grading. Required preparation: admission to the ESLA Program. (N)

ESLA 010B ENGLISH ORAL COMMUNICATION I B (2)

Formerly ESLA 059B. Development of listening comprehension and oral production of functional tasks in the classroom and in the community. Emphasis on listening skills. Designed for high-beginning level ESL students. S/U grading. Required preparation: Admission to the ESLA Program. (N)

ESLA 011A ENGLISH GRAMMAR 1A (2)

Formerly ESLA 054A. Oral and written review of basic English grammar for beginning level ESL students. Focus on simple verb tenses (present and past, and yes/no question forms). S/U grading. Required preparation: Admission into ESLA Program. (N)

ESLA 011B ENGLISH GRAMMAR 1B (2)

Formerly ESLA 054B. Oral and written review of basic English grammar for high-beginning level ESL students. Focus on singular and plural noun forms, demonstratives, and count/mass nouns. S/U grading. Required preparation: admission into ESLA Program. (N)

ESLA 012A ENGLISH READING & VOCABULARY IA (2)

Formerly ESLA 074A. Development of vocabulary and reading skills, including identification of sight words and application of sound-symbol relationships, comprehension of simple sentences, and acquisition of basic English vocabulary. Designed for beginning level ESL students. S/U grading. Required preparation: admission to ESLA Program. (N)

ESLA 012B ENGLISH READING & VOCABULARY IB (2)

Formerly ESLA 074B. Development of vocabulary and reading skills, including comprehension of phrases and sentences, identification of main idea in a paragraph, and acquisition of 600-word English vocabulary. Designed for high-beginning level ESL students. S/U grading. Required preparation: admission to Intensive English Language Program. (N)

ESLA 013A ENGLISH COMPOSITION IA (2)

Formerly ESLA 069A. An introduction to English sentence structure and sentence structure problems. Focus on simple sentences, fragments, and punctuation. Designed for beginning level ESL students. S/U grading. Required preparation: admission to ESLA Program. (N)

ESLA 013B ENGLISH COMPOSITION IB (2)

Formerly ESLA 069B. An introduction to English sentence structure and sentence structure problems. Analysis of sentence structure, development of brainstorming skills, and production of a short paragraph. Designed for high-beginning level ESL students. S/U grading. Required preparation: admission to the ESLA Program. (N)

ESLA 020A ENGLISH ORAL COMMUNICATION II A (2)

Formerly ESLA 060A. Development of listening comprehension and oral production of functional tasks in the classroom and in the community. Emphasis on listening skills. Designed for low-intermediate ESL students. S/U grading. Required preparation: admission to the ESLA Program. (N)

ESLA 020B ENGLISH ORAL COMMUNICATION II B (2)

Formerly ESLA 060B. Development of listening comprehension and oral production of functional tasks in the classroom and in the community. Emphasis on listening skills and appropriate response to questions.

Designed for low-intermediate ESL students. S/U grading. Required preparation: admission to the ESLA Program. (N)

ESLA 021A ENGLISH GRAMMAR II A (2)

Formerly ESLA 055A. Oral and written review of basic English grammar for low-intermediate level ESL students. Focus on present and past simple and progressive verb tenses, future tense, and wh-question forms. S/U grading. Required preparation: admission into the ESLA Program. (N)

ESLA 021B ENGLISH GRAMMAR II B (2)

Formerly ESLA 055B. Oral and written review of basic English grammar for low-intermediate level ESL students. Focus on modals, quantifiers, and articles. S/U grading. Required preparation: admission into the ESLA Program. (N)

ESLA 022A ENGLISH READING AND VOCABULARY II A (2)

Formerly ESLA 075A. Development of vocabulary and reading skills, including identification of main ideas, pre-reading techniques, and the use of discourse markers for meaning. Designed for low-intermediate level ESL students. S/U grading. Required preparation: admission to the ESLA Program. (N)

ESLA 022B ENGLISH READING AND VOCABULARY II B (2)

Formerly ESLA 075B. Development of vocabulary and reading skills, including identification of main ideas, discourse markers, and discrete morphological differences. Designed for low-intermediate level ESL students. S/U grading. Required preparation: admission to the ESLA Program. (N)

ESLA 023A ENGLISH COMPOSITION II A (2)

Formerly ESLA 070A. An introduction to English sentence structure and sentence structure problems. Focus on simple sentences, fragments, and narration. Designed for low-intermediate level ESL students. S/U grading. Required preparation: admission to the ESLA Program. (N)

ESLA 023B ENGLISH COMPOSITION II B (2)

Formerly ESLA 070B. An introduction to English paragraph structure, including the topic sentence and support. Analysis of sentence structure, focusing on compound sentences, and fused sentence problems. Designed for low-intermediate level ESL students. S/U grading. Required preparation: admission to the ESLA Program. (N)

**ESLA 030A ENGLISH ORAL
COMMUNICATION III A (2)**

Formerly ESLA 061A. Development of listening comprehension and oral production of functional tasks in the classroom and in the community. Emphasis on understanding main ideas and important details of messages and basic strategies for initiating conversations and discussions. Designed for intermediate level ESL students. S/U grading. Required preparation: admission to the ESLA Program. (N)

**ESLA 030B ENGLISH ORAL
COMMUNICATION III B (2)**

Formerly ESLA 061B. Development of listening comprehension and oral production of functional tasks in the classroom and in the community. Emphasis on comprehension of main ideas and important details, the use of questions for clarification and extension, and strategies for concluding conversations. Designed for intermediate level ESL students. S/U grading. Required preparation: admission to the ESLA Program. (N)

ESLA 031A ENGLISH GRAMMAR III A (2)

Formerly ESLA 056A. Oral and written review of basic English grammar for intermediate level ESL students. Focus on present perfect, present perfect progressive, adjectives, adverbs, and comparatives. S/U grading. Required preparation: admission into the ESLA Program. (N)

ESLA 031B ENGLISH GRAMMAR III B (2)

Formerly ESLA 056B. Oral and written review of basic English grammar for intermediate level ESL students. Focus on gerunds, infinitives, and modals. S/U grading. Required preparation: admission into the ESLA Program. (N)

**ESLA 032A ENGLISH READING AND
VOCABULARY III A (2)**

Formerly ESLA 076A. Development of vocabulary and reading skills, including usage of context clues for meaning, and recognition of generalizations. Designed for intermediate level ESL students. S/U grading. Required preparation: admission to the ESLA Program. (N)

**ESLA 032B ENGLISH READING AND
VOCABULARY III B (2)**

Formerly ESLA 076B. Development of vocabulary and reading skills, including differentiation of main ideas from details, sequencing, prediction, and scanning. Designed for intermediate level ESL students. S/U

grading. Required preparation: admission to the ESLA Program. (N)

ESLA 033A ENGLISH COMPOSITION III A (2)

Formerly ESLA 071A. English paragraph structure: the topic sentence, support, and the conclusion. Focus on unity and development of details for support in the production of expository paragraph. Designed for intermediate level ESL students. S/U grading. Required preparation: admission to the ESLA Program. (N)

ESLA 033B ENGLISH COMPOSITION III B (2)

Formerly ESLA 071B. English paragraph structure: the process paragraph. Focus on coherence and sentence varies including the use of complex sentences. Designed for intermediate level ESL students. S/U grading. Required preparation: admission to the ESLA Program. (N)

**ESLA 040A ENGLISH ORAL
COMMUNICATION IV A (2)**

Formerly ESLA 062A. Development of listening comprehension and oral production related to everyday conversation and participation in group discussions on academic topics. Designed for intermediate-level ESL students. S/U grading. Required preparation: admission to the ESLA Program. (N)

**ESLA 040B ENGLISH ORAL
COMMUNICATION IV B (2)**

Formerly ESLA 062B. Development of listening comprehension and oral production related to everyday conversation and participation in group discussions on academic topics. Designed for intermediate-level ESL students. S/U grading. Required preparation: admission to the ESLA Program. (N)

ESLA 041A ENGLISH GRAMMAR IV A (2)

Formerly ESLA 057A. Oral and written review of basic English grammar for intermediate level ESL students. Focus on tag questions, past perfect tenses, future progressive and future perfect. S/U grading. Required preparation: admission into the ESLA Program. (N)

ESLA 041B ENGLISH GRAMMAR IV B (2)

Formerly ESLA 057B. Oral and written review of basic English grammar for intermediate level ESL students. Focus on causatives, gerunds and infinitives, and adjective clauses. S/U grading. Required preparation: admission into the ESLA Program. (N)

ESLA 042A ENGLISH READING AND VOCABULARY IV A (2)

Formerly ESLA 077A. Development of vocabulary and reading skills, including distinguishing fact from fiction, identifying implicit information, and paraphrasing text. Designed for intermediate level ESL students. S/U grading. Required preparation: admission to the ESLA Program. (N)

ESLA 042B ENGLISH READING AND VOCABULARY IV B (2)

Formerly ESLA 077B. Development of vocabulary and reading skills, including the development of inferencing skills, the identification of referents, and paraphrasing text. Designed for intermediate level ESL students. S/U grading. Required preparation: admission to the ESLA Program. (N)

ESLA 043A ENGLISH COMPOSITION IV A (2)

Formerly ESLA 072A. English paragraph organization: focus on the development of comparison and contrast paragraphs. Development of sentence variety, including compound/complex sentences. Designed for intermediate level ESL students. S/U grading. Required preparation: admission to the ESLA Program. (N)

ESLA 043B ENGLISH COMPOSITION IV B (2)

Formerly ESLA 072B. English paragraph organization: Focus on the development of classification paragraph and persuasive writing. Designed for intermediate level ESL students. S/U grading. Required preparation: admission to the ESLA Program. (N)

ESLA 050A ENGLISH ORAL COMMUNICATION V A (2)

Formerly ESLA 063A. Development of listening comprehension and oral production related to everyday conversation. Emphasis on comprehension of academic topics at natural speed and both leading and participating in group discussions on academic topics. Designed for high-intermediate level ESL students. S/U grading. Required preparation: admission to the ESLA Program. (N)

ESLA 050B ENGLISH ORAL COMMUNICATION V B (2)

Formerly ESLA 063A. Development of listening comprehension and oral production related to everyday conversation. Emphasis on comprehension of main ideas and important details in academic lectures, lecture note-taking, and delivering oral presentations. Designed for high-intermediate level ESL students.

S/P/U grading. Required preparation: admission to the ESLA Program. (N)

ESLA 051A ENGLISH GRAMMAR V A (2)

Formerly ESLA 058A. Oral and written review of basic English grammar for high intermediate level ESL students. Focus on past modal forms, passive voice and conditionals. S/U grading. Required preparation: admission into Intensive English Language Program. (N)

ESLA 051B ENGLISH GRAMMAR V B (2)

Oral and written review of basic English grammar for high intermediate level ESL students. Focus on direct and indirect speech and imbedded clauses. S/U grading. Required preparation: admission into the ESLA Program. (N)

ESLA 052A ENGLISH READING AND VOCABULARY V A (2)

Formerly ESLA 078A. Development of vocabulary and reading skills, including usage of rhetorical modes to predict organization, development of inferencing skills, and summarizing text. Designed for high-intermediate level ESL students. S/U grading. Required preparation: admission to the ESLA Program. (N)

ESLA 052B ENGLISH READING AND VOCABULARY VB (2)

Formerly ESLA 078B. Development of vocabulary and reading skills, including identification of tone and point of view, note-taking skills, and the SQ4R method. Designed for high-intermediate level ESL students. S/U grading. Required preparation: admission to the ESLA Program. (N)

ESLA 053A ENGLISH COMPOSITION V A (2)

Formerly ESLA 073A. Focus on the development of cause and effect paragraphs and sentence variety. Editing skills for various grammar errors developed. Designed for high intermediate level ESL students. S/P/U grading. Required preparation: admission to the ESLA Program. (N)

ESLA 053B ENGLISH COMPOSITION V B (2)

Formerly ESLA 073B. Focus on the development of argumentation paragraphs, paraphrasing and summarizing. Editing skills for various grammar errors developed. Designed for high intermediate level ESL students. S/P/U grading. Required preparation: admission to the ESLA Program. (N)

ESLA 088A INTERNATIONAL STUDENT LIFE A (1)

This course is designed to support international stu-

dents in the development of academic and social skills expected of college students in the US. (N)

ESLA 088B INTERNATIONAL STUDENT LIFE B (1)

This course is designed to extend support of international students in the development of academic and social skills expected of college students in the US. (N)

ESLA 090 ENGLISH LANGUAGE TOPICS (1-3)

Under instructor's guidance, ESL students will identify specific problems with English grammar, reading, vocabulary, and/or spelling and use computer software to improve weak areas. Number of credits will be determined by number of instructional hours necessary to address weaknesses. S/U grading. Required preparation: permission of instructor. (N)

ESLA 091 ENGLISH AS A SECOND LANGUAGE GRAMMAR TOPICS (1-3)

This course is designed for students who need help with basic grammar in their writing. The instructor will focus on specific aspects of grammar according to the needs of individual students. Number of credits will reflect number of instructional hours necessary to address the student's grammar issues. S/P/U grading. Required preparation: permission of instructor. (N)

ESLA 092 ADVANCED ACADEMIC READING FOR ESL STUDENTS (2)

Designed for ESL students who would benefit from instructional support in reading college-level texts. Focus is on developing strategies for improving comprehension, speed and tolerance for ambiguity, and for increasing academic vocabulary comprehension. Prerequisite: ESLA 052A and 052B or permission of instructor. (N)

ESLA 093 ADVANCED SPEAKING AND LISTENING FOR ESL STUDENTS (2)

This course is designed to teach ESL students the interpersonal communication skills necessary for active participation in college-level course group discussions, including techniques for leading group discussions. In addition, listening skills required to succeed in college lecture courses will be taught. Prerequisite: ESLA 050A and 050B or permission of instructor. (N)

ESLA 095A AMERICAN CULTURE THROUGH FILM I (1)

This course will improve listening comprehension and discussion skills and enhance understanding of American culture through the study of a film. Designed for



intermediate-level ESL students. Prerequisite: permission of instructor. (N)

ESLA 095B AMERICAN CULTURE THROUGH FILM II (1)

This course will improve listening comprehension and discussion skills and enhance understanding of American culture through the study of a film. Designed for intermediate to high-intermediate level ESL students. Prerequisite: permission of instructor. (N)

ESLA 113 ACADEMIC ESL COMPOSITION AND READING SKILLS I (6)

Low-Advanced ESLA. Designed to develop student's ability to write basic essays. Emphasis is on controlling grammar at sentence level and organizing ideas into well-constructed essays with adequate support. Course includes reading academic text and summary writing. S/P/U grading. Prerequisite: ESLA placement test or "S" in ESLA 53B; or "P" grade in ESLA 53B with concurrent enrollment in ESLA 91, 92 or 93. (UE)

ESLA 115 ACADEMIC ESL COMPOSITION AND READING SKILLS II (6)

Advanced ESLA. Designed to introduce students to expository-essay writing, including the role of thesis, introductions, conclusions and various means of organization. Emphasizes controlling grammar and developing the ability to use complex sentences. Includes critical analysis of college-level texts and summary/reflection writing. Students with "P" grade in ESLA 113 may take ESLA 115 but must be concurrently enrolled in ESLA 91, 92, or 93. S/P/U grading. Prerequisite: ESLA placement test or S grade in ESLA 113. (UE)

ESLA 117 ACADEMIC ESL COMPOSITION AND READING SKILLS III (6)

High-advanced ESLA. Learning a variety of modes including Argumentation. Focuses on developing details and logical organization. Emphasizes controlling grammar and developing an academic writing style. Includes critical analysis of college-level texts, summary/reflection writing and citation. Students who take both ESLA 117 and English 100 can apply credits toward graduation for only one of them. Students with a "P" grade can take English 101 but must concurrently take either ESLA 91 or English 188. S/P/U grading. Prerequisite: ESLA placement test or "S" in ESLA 115; or "P" grade in ESLA 115 with concurrent enrollment in ESLA 91, 92 or 93. (UE)

ESLA 140 ESL SPECIAL TOPICS SEMINAR (2)

This course will provide academic support to ESL students who are concurrently enrolled in a college lecture course. Students will review videotaped lectures, analyze and take notes on required reading assignments, and study vocabulary presented in the linked course. The course is designed for high-intermediate to advanced ESL students. Required preparation: permission of instructor. (UE)

ESLA 160 TEFL / TESL IN THE PACIFIC NORTHWEST (7)

This course informs instructors of EFL about current TEFL/TESL methodology and teaching techniques in the US and about American culture and history within the Pacific Northwest context. Required preparation: permission of instructor. S/U grading. (UE)

FILM**FILM****FILM 101 INTRODUCTION TO FILM (3 OR 5)**

Introduction to the art of cinema through exposition and examination of basic components of film. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (Hw)

FILM 110 FILM GENRES (5)

Introduction to the study of selected major film genres. Includes analyzing and discussing representative genre films to determine their formulae, conventions and iconography. Also covers the historical, sociological and mythological dimensions of genre. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (Hw)

FILM 120 FILM & LITERATURE (5)

Survey of literature and film designed to develop an understanding and appreciation of both art forms and to explore the connection between them. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (Hw)

FILM 130 HISTORY OF FILM (5)

This course examines the history of film as an international artistic medium from its inception to the contemporary era. Topics to be discussed may include invention and early expansion, the silent era, the classical Hollywood studio cinema, postwar cinema, international movements, and contemporary. Recommended preparation: ENGL 100/ESLA 117 or placement in ENGL& 101. (Hg)

FILM 140 DOCUMENTARY FILM (5)

This course will examine the wide range of motives and styles, from Nazi propaganda to ethnographic films to the evening news. We will discuss the relationship of documentary film to conscience, knowledge, art, and ideology. Course will explore such aspects of documentary film making as director personality, funding, and ethical considerations in producing documentary films. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (Hw)

FILM 160 AMERICAN WOMEN FILMMAKERS (5)

This course introduces students to the work of selected American women filmmakers. Students will learn about significant films and filmmakers, study the historical and cultural conditions under which American women filmmakers worked, and develop methods of understanding and appreciating film art. Prerequisite:

site: ENGL 100/ESLA 117 or placement in ENGL& 101. (Hwd)

FILM 180 INTERNATIONAL FILM (3 OR 5)

This course will introduce students to the cinematic traditions, development, aesthetics and selected works of countries and cultures outside of the United States and Canada. Particular works, artists and traditions may be emphasized at the instructor's discretion, but students will be offered an opportunity to study and more deeply appreciate films from the "Other Hollywood". Recommended preparation: ENGL 100/ESLA 117 or placement in ENGL& 101. (Hg)

FILM 194 SPECIAL TOPICS IN FILM STUDIES (3OR5)

An in-depth examination of a particular area of Film Studies. Recommended preparation: ENGL 100/ESLA 117 or placement in ENGL& 101 and FILM 101. (LE)

FILM 295 HONORS PROGRAM SPECIAL TOPICS SEMINAR (2)

Reading, writing, discussion and oral presentations designed to develop in-depth, advanced level knowledge of a topic in Film. Required preparation: acceptance into the Honors Program. (H)

FRCH FRENCH

FRCH& 121 FRENCH I (5)

Formerly FREN 101

Introduction to the essentials of pronunciation, basic grammar and vocabulary, and aspects of francophone culture. Emphasis on developing proficiency in oral and written communication. Intended for students who have no prior experience in French. (LEg)

FRCH& 122 FRENCH II (5)

Formerly FREN 102

Continuation of FRCH& 121. Introduces new verb tenses and further develops skills in speaking, reading, writing and understanding the language. Continued emphasis on use of language for communication and exposure to aspects of francophone culture. Prerequisite: FRCH& 121. (LEg)

FRCH& 123 FRENCH III (5)

Formerly FREN 103

Continuation of FRCH& 122. Introduces additional verb tenses and more advanced grammar constructions and vocabulary to further develop skills in speak-

ing, reading, writing and understanding the language. Continued emphasis on use of language for communication and exposure to aspects of francophone culture. Prerequisite: FRCH& 122. (Hg)

FRCH 295 HONORS PROGRAM SPECIAL TOPICS SEMINAR (2)

Formerly FREN 295

Reading, writing, discussion and oral presentations designed to develop in-depth, advanced level knowledge of a topic in French. Required preparation: acceptance into the Honors Program. (H)

GEOG GEOGRAPHY

GEOG 100 INTRODUCTION TO GEOGRAPHY (5)

Introduction to basic principles of physical and human geography. Covers patterns of settlement, population, resource and economic development, climates, and landforms. (SSgs)

GEOG 105 WORLD GEOGRAPHY IN TRANSITION (5)

A study of the world in terms of its physical, historical, cultural, economic, and environmental factors. Course focuses on each region of the world and how its residents create their own cultural landscape. (SSgs)

GEOG 110 INTRODUCTION TO PHYSICAL GEOGRAPHY (5)

This course is presented from a social science perspective toward the physical processes on the surface of the earth, including landforms, weather, river systems, earthquakes and volcanoes; and how these processes affect humans and their societies and environments. This class will include investigative activities, field trips and outdoor experiments. (SSgs)

GEOG 115 PACIFIC NORTHWEST GEOGRAPHY (5)

This course explores the cultural and physical geography of Washington, Oregon, Idaho, Alaska and Lower British Columbia. During this course students will examine physical geography concepts and their relationship to settlement, population, and economic patterns. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (SSwds)

GEOG 230 ECONOMIC GEOGRAPHY (5)

Course examines how economic activities are organized and how they interrelate with people and the environment. Discussion topics include globalization, population, land use, food and resource use, free

market patterns, and political questions such as trade agreements. (SSgs)

GEOG 295 HONORS PROGRAM SPECIAL TOPICS SEMINAR (2)

Reading, writing, discussion and oral presentations designed to develop in-depth, advanced level knowledge of a topic in Geography. Required preparation: acceptance into the Honors Program. (SS)

GEOL GEOLOGY

GEOL 100 INTRODUCTION TO EARTH SCIENCE (5)
Introduction to geology, oceanography, and meteorology. Interaction of physical processes on earth with human affairs. Lab work and field trips included. (MSI)

GEOL& 101 INTRODUCTION TO PHYSICAL GEOLOGY (5)
Formerly GEOL 101

Intended for non-science majors. Survey of geologic structures, processes and materials that are important on earth; emphasis on interactions between human affairs and geologic environment. Not open for credit to students who have taken GEOL 211. Lab work and field trips included. (MSI)

GEOL 104 FINDING THINGS OUT: EARTH (5)
Part of a three quarter set of courses using extensive hands-on and inquiry-based activities to help students understand a few central ideas in earth science regarding the flow of energy and matter. Students will develop critical thinking skills required to pursue scientific understanding of important ideas in geological systems. Preferred sequence is PHYSC 104, GEOL 104, and BIOL 104. Lab work included. Recommended preparation: PHYSC 104. (MSI)

GEOL 110 ENVIRONMENTAL GEOLOGY (5)
Study of geological processes and materials and the effects of human interaction with the geological environment: emphasis on global aspects of many geological conditions. Includes geological hazards, energy and mineral sources. Field trips included. (MSgs)

GEOL& 120 VOLCANOES (5)
Formerly GEOL 230

Study of the classification, characteristics, eruptive behavior, hazards, and benefits of volcanoes throughout the world. Emphasis on Western Hemisphere volca-

noes in Alaska, Hawaii, and Cascades. Lab work and field trips included. (LE)

GEOL 140 NATURAL DISASTERS (5)
Formerly GEOL 120

A study of the nature, causes, impacts, and methods of coping with natural disasters, including earthquakes, volcanic eruptions, landslides, floods, tsunami, tornadoes, hurricanes, drought, blizzards, fires, and other topics. Lab work and field trips included. (MSgsl)

GEOL 150 INTRODUCTION TO WEATHER (5)
Study of the earth's weather; composition and structure of the atmosphere; physical processes involved in weather phenomena such pressure systems, fronts, clouds, precipitation, wind, storms, violent weather, weather observations, forecasting and Koeppen climate classification. Lab work included. Recommended preparation: MATH 98. (MSI)

GEOL 211 PHYSICAL GEOLOGY (5)
Intended for science majors. Composition and structure of earth, identification of common rocks and minerals, formation of surface features of continents and ocean floor, and interpretation of land forms from maps. Lab work and field trips included. (MSI)

GEOL 212 HISTORICAL GEOLOGY (5)
History of the earth and of the plants and animals that have left their records in the rocks. Application of physical geologic principles to unravel the sequence of dynamic events that have shaped the earth as we know it today. Lab work and field trips included. Prerequisite: GEOL& 101 or GEOL 211; and ENGL 100/ESLA 117 or placement in ENGL& 101. (MSwl)

GEOL 226 GLACIAL GEOLOGY (3)
Pleistocene glacial geology and present glaciation with emphasis on Washington. Interpretation of geologic history based on observation of glacial features. Lab work and field trips included. Recommended preparation: GEOL 100, 160, or 211 or GEOL& 101. (LE)

GEOL 295 HONORS PROGRAM SPECIAL TOPICS SEMINAR (2)

Reading, writing, discussion and oral presentations designed to develop in-depth, advanced level knowledge of a topic in Geology. Required preparation: acceptance into the Honors Program. (MS)

GERM **GERMAN****GERM 104 ACCELERATED ELEMENTARY GERMAN (5)**

A comprehensive, intensive review of elementary German through both traditional grammar/vocabulary study and active communication. For those who at some time have completed the equivalent or near equivalent of college-level, first year German (or two years high school level German) but need a thorough review before undertaking further study. Prerequisite: college level first year German or the equivalent. (Hg)

GERM& 121 GERMAN I (5)
Formerly GERM 101

Introduction to the essentials of pronunciation, basic grammar and vocabulary, and of aspects of German-speaking cultures. Emphasis on developing proficiency in oral and written communication, as well as in aural comprehension and reading. Intended for students who have no prior experience in German. (LEg)

GERM& 122 GERMAN II (5)
Formerly GERM 102

Continuation of GERM& 121. Introduces new verb tenses and further develops skills in speaking, reading, writing and understanding the language. Continued emphasis on use of language for communication and exposure to aspects of German-speaking cultures. Prerequisite: GERM& 121. (LEg)

GERM& 123 GERMAN III (5)
Formerly GERM 103

Continuation of GERM& 122. Introduces additional verb tenses and more advanced grammar constructions and vocabulary to further develop skills in speaking, reading, writing and understanding the language. Emphasis on active communication skills. Exposure to aspects of German speaking culture. Prerequisite: GERM& 122. (Hg)

GERM 295 HONORS PROGRAM SPECIAL TOPICS SEMINAR (2)

Reading, writing, discussion and oral presentations designed to develop in-depth, advanced level knowledge of a topic in German. Required preparation: acceptance into the Honors Program. (H)

HIST **HISTORY****HIST& 116 WESTERN CIVILIZATION I (5)**
Formerly HIST 101

Early civilized man to the early Middle Ages of Europe, with emphasis on Greece, Rome, Egypt, and other Mediterranean peoples. (SSg)

HIST& 117 WESTERN CIVILIZATION II (5)
Formerly HIST 102

Europe during the High Middle Ages, later Middle Ages, Renaissance and Reformation, Early Modern Europe and ending at the French Revolution. (SSg)

HIST& 118 WESTERN CIVILIZATION III (5)
Formerly HIST 103

Western Europe from the French Revolution to the present, examining modern nations, their ideologies, growth, and conflicts. (SSg)

HIST& 146 US HISTORY I (5)
Formerly HIST 110

Survey of Native American societies, European explorers, and the lifestyles on the new continent, the independence movement, and the problems of a new nation. (SS)

HIST& 147 US HISTORY II (5)
Formerly HIST 111

Survey course covering the rise of nationalism, evolution of American lifestyles, Civil War, westward movement, and the American industrial revolution. (SS)

HIST& 148 US HISTORY III (5)
Formerly HIST 112

Survey course exploring the social, political, and economic history of recent times. (SS)

HIST 150 HISTORY OF EARLY WORLD RELIGIONS AND MYTHOLOGY (3)

Explores religious traditions and beliefs in the Americas, the ancient Near East, the classical world, and pre-Christian Europe using resources from art, archaeology, literature, and philosophy. Relationships between the archaic past and present religious structures emphasized. (SSg)

HIST 151 HISTORY OF CHRISTIAN THOUGHT (3)

A study of Christianity: beliefs, practices, and institutional structures. Focuses on development and

change in Christian thought and tradition beginning with Jewish and Graeco-Roman influences in the early Christian environment. Interaction between Christian and other societies and cultures emphasized. (SSg)

HIST 154 RELIGION IN THE US FROM COLONIAL TO CIVIL WAR (3)

Introductory study of the religious traditions in the United States from the earliest colonies to the Civil War. Includes attention to Native American and European religions. Readings and discussion will focus on the growth of many different religious institutions, the development of the principle of religious toleration, and the idea of “public religion.” (SSd)

HIST 155 RELIGION IN THE US FROM CIVIL WAR TO PRESENT (3)

Study of religious movements and organizations in the U.S. from 1861 to now. Attention given to the position of the churches during the Civil War, divergent trends within the black religious community, native American religions and the Christian missions, religious settlements in the Western states, Catholic and Jewish immigration, evangelical and mainstream Protestant churches, and current constitutional issues related to religion and public policy. (SSd)

HIST 158 RELIGIONS OF THE FAR EAST (5)

Survey of the religious traditions of India, South Asia, China, and Japan. Emphasis on Hinduism, Buddhism, Taoism, Confucianism, and Shinto. Discussion of the impact of these religions on contemporary society. (SSg)

HIST 204 HISTORY OF MEXICO (5)

This course introduces students to the rich history of Mexico. Students will be expected to develop and demonstrate an understanding of the events, characteristics, and basic institutions, which have shaped Mexican society. Course will focus particularly on the impact of historic events as they effect Mexico’s three major social groups: indigena, mestizo, and privilegiado. (SSg)

HIST 205 LATIN AMERICA 1900 TO PRESENT (3)

This course explores historical development of Latin American nations since 1900. Coverage includes modern issues such as consolidation of democracy, revolutionary movements, imperialism, and globalization. On completion, students will be expected to demonstrate knowledge of the historical events and institutions of several Latin American nations. (SSg)

HIST 207 HISTORY OF CENTRAL AMERICA (3 OR 5)

Historical exploration of the Central America region through a social, political, environmental, geographical and cultural approach. (SSgs)

HIST 208 HISTORY OF AFRICA FROM 1800 TO PRESENT (5)

This course focuses on the pre- and post-colonial cultures and institutions in Africa from 1800 to the present time. The history of change in African societies will be viewed from anthropological, political, and economic perspectives. Societies studied include a range from foraging types to industrialized nations. The changing relationship between traditional African cultures and global development will also be considered. (SSg)

HIST 210 THE AMERICAN FRONTIER WEST (3)

History of the American Western frontier, westward movement, native and immigrant settlement, social and economic development. (SS)

HIST 212 HISTORY OF CHINA (5)

This course will introduce Chinese society in its cultural and historical form from its earliest form to the emerging China nation of the 21st century. Emphasis will be placed upon the continuing influence of traditional cultural values upon the current nation state, their effect upon neighboring societies, and the impact of earlier conflicts with other societies and cultures upon today’s China. (SSg)

HIST 213 HISTORY OF JAPAN (5)

Introduction to the history and culture of Japan with an emphasis on how the cultural value system of Japan impacts both its people and foreign interests. Includes discussion of Japan’s practice of borrowing selectively from other cultures as a means to reach its goals. (SSg)

HIST& 214 PACIFIC NW HISTORY (5)

Formerly HIST 215

Evolution of Pacific Northwest lifestyles, growth, and development from pre-white times to the modern age. The class will focus on regional Indian cultures, white exploration, settlement, economic and social history, and local topics. (SSd)

HIST& 215 WOMEN IN US HISTORY (5)

Formerly HIST 206

This course explores women’s place in American history, including historical attitudes about women’s place

in society; the struggles of women's rights movements; and the realities of life and work for women of a variety of backgrounds in American History from pre-colonial times to the present. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (SSwd)

HIST& 219 NATIVE AMERICAN HISTORY (5)
Formerly HIST 209

This course covers Native American history in North America (especially United States' regions) 1400's to present. Topics include: Native cultures before European contact, impacts of Europeans (trade, diseases, Christianity, settlements and warfare), treaty making, wars, reservation life, boarding schools, changing federal policies and the resurgence of Indian culture and rights. (SSd)

HIST 220 MODERN ASIA (5)

Survey of selected periods of the nineteenth and twentieth century history of South Asia, Southeast Asia, and East Asia. Social and cultural roots of countries examined in the context of increased contact with the West and related changes of the economy and government. (SSg)

HIST 224 HISTORY AND POLITICS OF THE MIDDLE EAST 600-1900 (5)

Survey of cultural, religious, and political dimensions of the Middle East from the rise of Islam after 600 AD to Britain's entry into Egypt and growing weakness of the Ottoman empire up to 1900. Includes Arab and later Islamic empires, rise of European colonialism and the beginnings of nationalism. (SSg)

HIST 225 HISTORY AND POLITICS OF THE MIDDLE EAST 1900-PRESENT (5)

Survey of cultural, religious, and political dimensions of the Middle East from the rise of Zionism around 1900 to the early 21st century. This includes the decline of colonialism and the formation of independent nation states in the area, the Arab-Israeli conflict, the effects of oil, the Iranian revolution, conflicts in the Persian Gulf, and terrorism. (SSg)

HIST 230 SURVEY OF RUSSIAN HISTORY (5)

Overview of Russian history and culture with special emphasis on the last three centuries. (SSg)

HIST 236 EASTERN EUROPEAN HISTORY (5)

An overview of the history and civilizations of the Balkan countries and Turkey (Hungary, Romania, Bulgaria, Slovenia, Croatia, Bosnia, Herzegovina, Serbia, Montenegro, Albania, Macedonia and Greece). (SSg)

HIST 295 HONORS PROGRAM SPECIAL TOPICS SEMINAR (2)

Reading, writing, discussion and oral presentations designed to develop in-depth, advanced level knowledge of a topic in History. Required preparation: acceptance into the Honors Program. (SS)

HLTH

HEALTH SERVICES

HLTH 201 CLINICAL NEUROLOGY (3)

Introduction to clinical neurology and the effects of neurological dysfunction on the rehabilitation process. Includes basic anatomy and physiology of the nervous system, evaluation of normal neurological function, and fundamentals of disease processes and neurological impairment. Required preparation: program admittance; BIOL& 242. (UE)

HLTH 202 APPLIED ANATOMY AND CLINICAL KINESIOLOGY (5)

Introduction to kinesiology with emphasis on the functional application and analysis of the musculoskeletal system, including clinical assessment tools of goniometry. Required preparation: program admittance; BIOL& 242. (UE)

HONOR

HONORS PROGRAM

HONOR 299 HONORS PROGRAM SPECIAL PROJECT (2-3)

An opportunity to explore beyond usual course boundaries and produce an original product. Individual work will be mentored by a faculty member in a specific discipline. Prerequisite: prior completion of one Honors Program seminar and permission of Honors Program Coordinator.

HUM

HUMANITIES

HUM& 101 INTRODUCTION TO THE HUMANITIES (6)

Formerly HUMAN 107

Interdisciplinary introduction to global humanities (literature, philosophy, architecture/ design, visual and performing arts, etc.), emphasizing experience and participation. Individual instructors determine a central theme or issue to establish focus and comparative structure. Seventh credit may be earned by enrolling in HUM& 106 concurrently. Fulfills two Humanities dis-

tribution subject areas. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (Hwdg)

HUM 106 HUMANITIES HERE AND NOW (1)

Enrollment can only be concurrent and in conjunction with HUM& 101. This additional credit option requires students to attend or experience events in the arts and generate written critical responses, extending and applying HUM& 101 curriculum. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101 and concurrent enrollment in HUM& 101. (Hwdg)

HUM 170 CULTURAL HISTORY AND PRACTICES (5-8)

Formerly HUMAN 170

Readings on and discussion of the cultural history and practices of a particular country or region via its arts, literature, philosophy, and history. Maximum credit earned through a study abroad experience. 5-credit core is open to all students. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (Hwg)

HUM 295 HONORS PROGRAM SPECIAL TOPICS SEMINAR (2)

Formerly HUMAN 295

Reading, writing, discussion and oral presentations designed to develop in-depth, advanced level knowledge of a topic in Humanities. Required preparation: acceptance into the Honors Program. (H)

HUMDV HUMAN DEVELOPMENT

HUMDV 105 LEADERSHIP DEVELOPMENT I (2)

Designed for students who are involved in leadership positions or who want to develop their individual leadership skills. This course focuses on understanding the concepts of leadership, personal qualities of effective leaders, communication skills for leaders, and developing vision and mission for a group. Various methods of instruction are used including film case study, readings, class discussion, guest speakers, and small group projects. (UE)

HUMDV 106 LEADERSHIP DEVELOPMENT II (2)

Designed for students who are involved in leadership positions or who want to develop their leadership skills. This course focuses on better understanding of people in group interactions, team building, qualities of effective leadership, and project planning and execution for small groups. The course will help students establish a foundation for a personal philosophy

of leadership, and set of skills for practical application in leadership. Various methods of instruction are used including film case study, readings, class discussion, guest speakers, and small group projects. Prerequisite: HUMDV 105. (UE)

HUMDV 107 LEADERSHIP APPLICATIONS (2)

This is a project-based class, designed to allow students to gain practical experience in leadership by planning and executing a project. Students refine their leadership skills and abilities and contribute to the college through completion of their selected project. Methods of instruction may include film case study, readings, small group discussion, and guest speakers as appropriate for their project. Prerequisite: HUMDV 105 and 106. (UE)

HUMDV 108 TOPICS IN CAREER SUCCESS (1)

Designed for people who are either new to the world of work or who want to increase their awareness about the "hidden rules" of the workplace. Develops an in-depth understanding of the cultures associated with the 5 economic classes and the corresponding behavioral rules that are imbedded in each class. (UE)

HUMDV 110 BEYOND RACE (2)

A basic exploration of cultures and identification of learned or perceived barriers to understanding. This will include individual, community, institutional and cultural biases and how to work with them. Work outside of class is required. (UEd)

HUMDV 115 TOPICS IN STRESS AND ANXIETY MANAGEMENT (2)

Selected topics in understanding stress and anxiety in our lives: its causes, the symptoms, and reduction techniques. Emphasis on skills enhancement in management of anxiety and stress through relaxation, rational thinking, visualization and other strategies. (UE)

HUMDV 117 CAREER/LIFE PLANNING FOR DISPLACED HOMEMAKERS (5)

Designed for homemakers in transition to help create a plan of action to acquire training and/or to enter the work force. Includes identifying transferable skills, writing resumes and employment letters, building interviewing skills, exploring current labor market information, and developing decision making skills. S/U grading. Required preparation: permission of instructor, must meet eligibility requirements. (UE)

HUMDV 122 FOCUS ON ASSERTIVE BEHAVIOR (2)

Development of assertive behavior as it relates to effective communication and expression, personality, conflict resolution, anger management, problem solving, risk taking, and personal values and rights. S/U grading. (UE)

HUMDV 125 PSYCHOLOGY OF SELF ESTEEM (2)

Discusses psychological and sociological theories for the basis of an individual's self-esteem. Explores the concepts and processes that affect self-esteem and discusses constructive ways to increase one's own self-esteem and foster positive self-esteem in others. S/U grading. (UE)

IDS INTERDISCIPLINARY STUDIES

IDS 111 SYMBOLIC REASONING/COGNITIVE SCIENCE (5)

An interdisciplinary course that relates mathematical concepts and procedures to other disciplines. Applies mathematical thinking and modeling to other subjects and to "real-life" situations. (SR)

IDS 112 ETHNO MATHEMATICS (5)

An interdisciplinary quantitative skills course; investigates the interactions between logico-mathematical thinking and cultural perspective. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (SR, SSwdg)

IDS 113 QUANTITATIVE METHODS IN THE SOCIAL SCIENCES (5)

An interdisciplinary quantitative methods course from a social science perspective; includes problem-solving, research design, sampling and ethical parameters for working with human subjects. Recommended preparation: one course in Anthropology, Sociology or Psychology. (SR, SS)

IDS 130 BRITISH LIFE AND CULTURE (5)

Inter-disciplinary course planned to give students a broad background to the meaning of British culture and civilization. Takes a social, historical and cultural approach to contemporary British society and examines the traditions and institutions to help understand the British way of life in the 20th century. (LEg)

IDS 131 ITALIAN LIFE AND CULTURE (5)

Interdisciplinary course designed to give students a broad background to the meaning of Italian culture and civilization. A social, historical, and cultural approach to contemporary Italian society is taken. (LEg)

IDS 150 JAPANESE CULTURE AND SOCIETY (5)

This course will provide students with a broad understanding of modern Japanese culture and society. Emphasis is placed on Japanese cultural values and human relations. Students are expected to be able to increase their understanding of Japanese culture and their knowledge of social norms. (LEg)

IDS 151 STUDY ABROAD CULTURAL EXPLORATION (1-2)

This course considers necessary personal adjustments for group living and study in a foreign culture. Course content varies depending on cultural context, and instructor preference. (LEg)

IDS 152 RELIGION, SOCIETY AND SELF-CONCEPT (5)

Interdisciplinary course that examines various relationships between religion in American culture as well as from a cross cultural perspective and how this affects social constructs and influences the psyche. Students gain elucidation of both their own beliefs and those around them, both locally and globally. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (H,SSwdg)

IDS 158 THE FIRST AMENDMENT AND THE EDUCATED MIND (5)

An examination of the first amendment and its application. This course asks students to consider attributes of the "educative moment", specifically in the context of a liberal arts education. Course considers mythic thinking, stories, metaphor and literal and figurative understandings of discourse as these are related to the topics of religious liberty and freedom of speech and to addressing the tensions between individual and community rights. Prerequisite: ENGL 100/ESLA 117 or placement into ENGL& 101. (Hwd)

IDS 161 LITERATURE, SCIENCE AND GENDER (5)

Interdisciplinary course that draws from literary theory, the social history of ideas and women's studies in considering science learning as it has been associated with daily life. Non-traditional consideration of the first-person voice in science. Emphasis is on a wide range of narrative forms and rhetorical strategies used to translate scientific theories into the vernacular. Prerequisite: ENGL 100/ESL117 or placement in ENGL& 101, and any 100 level CMST or CMST& course. (H,SS,MSwd)



IDS 185 IDEALISM, COMMUNITY AND CULTURAL UNDERSTANDING (5)

This interdisciplinary course is designed around the “relating” outcome and is designed to explore the effects of the arts in creating avenues through which we explore our own abilities to interact constructively and to work well with others. Course uses a humanities approach in its investigations as it considers what it means to develop moral purpose and the ability to judge and to act appropriately in novel situations and circumstances. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (Hwdg)

IDS 210 SCIENCE, ECONOMICS AND POLITICS OF SUSTAINABLE RESOURCE USE (5)

Use interdisciplinary methods to evaluate and compare the uses of different key resources, using methodologies from science, economics and politics. Students will learn about resources, such as energy or water, in the context of scarcity, depletion, climate change and impact on the environment. Students will learn why these three disciplines must be considered by voters and decision makers as they try to formulate policies and make choices regarding sustainable resource use that are scientifically feasible as well as economically and politically acceptable. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (SS,MSwgs)

IDS 220 THE WESTERN CULTURAL TRADITION (6)

Formerly HUMAN 220

Interdisciplinary study of a significant period, theme, or region relevant to the Western cultural tradition via the humanities: literature, philosophy, architecture/design, visual and performing arts. Repeatable for credit with different eras, regions, or themes. Fulfills two Humanities distribution subject areas. Prerequisite: ENGL& 101. (Hwg)

IDS 245 INTRODUCTION TO PERFORMANCE THEORY AND CRITICISM (5)

An introductory course in analytic and critical theories for the study of performances. Investigation of methodologies for analysis in the fields of anthropology, linguistics, psychoanalysis, psychology, communication, dance, theatre and art history. Must attend one outside performance. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101, and any 100 level CMST& or CMST course. (Hwg)

IDS 260 AMERICAN CULTURAL STUDIES (6)

Formerly HUMAN 260

Interdisciplinary study of significant themes/periods in American culture history through the humanities: literature, philosophy, architecture/design, visual and performing arts. Examines culture as a living, breathing, vital thing, not just a collection of artifacts. Repeatable with different periods or themes. Fulfills two Humanities discipline areas. Prerequisite: ENGL& 101. (Hwd)

IDS 270 STUDIES IN GLOBAL CULTURE (6)

Formerly HUMAN 270

Interdisciplinary study of regional and ethnic cultural heritage via the humanities: literature, philosophy, architecture/design, visual and performing arts. Course focus may be discrete or comparative; emphasis on cultural arena outside of Western tradition. Repeatable for credit with different eras or themes. Fulfills two Humanities distribution subject areas. Prerequisite: ENGL& 101. (Hwg)

IDS 295 HONORS PROGRAM SPECIAL TOPICS SEMINAR (2)

Reading, writing, discussion and oral presentations designed to develop in-depth, advanced level knowledge of a topic in IDS. Required preparation: acceptance into the Honors Program. (Q,SR,H,SS)

JAPN JAPANESE**JAPN 104 READING AND WRITING ELEMENTARY JAPANESE (5)***Formerly JAPAN 104*

This course is designed primarily for students with one year of elementary Japanese to prepare them for the intermediate level through a thorough review of elementary Japanese grammar, vocabulary, and kanji. Emphasis is on reading and writing. Prerequisite: JAPN& 123. (Hg)

JAPN& 121 JAPANESE I (5)*Formerly JAPAN 101*

Introduction to Japanese grammar, pronunciation, vocabulary, and basic writing (hiragana, katakana, and kanji) through the functional use of Japanese in realistic situations. Attention given to social appropriateness of speech and cultural values. Intended for students who have no prior experience in Japanese. (LEg)

JAPN& 122 JAPANESE II (5)*Formerly JAPAN 102*

Continued development of oral fluency and aural comprehension through the practice of Japanese in functional situations. Systematic introduction to the plain and polite forms of speech and their use in various expressions. Continued basic acquisition of reading and writing. Prerequisite: JAPN& 121. (LEg)

JAPN& 123 JAPANESE III (5)*Formerly JAPAN 103*

Development of fluency and accuracy in oral and written communication. Attention given to appropriateness within the Japanese culture context. Introduction to informal forms of speech and further development of plain and polite forms and their use in various expressions. Prerequisite: JAPN& 122. (Hg)

JAPN 295 HONORS PROGRAM SPECIAL TOPICS SEMINAR (2)*Formerly JAPAN 295*

Reading, writing, discussion and oral presentations designed to develop in-depth, advanced level knowledge of a topic in Japanese. Required preparation: acceptance into the Honors Program. (H)

JOURN JOURNALISM**JOURN 120 HORIZON STAFF (1-5)**

Participation in production of the student newspaper including writing news articles, editorials and reviews, assisting in layout, editing or photography. Course repeatable for up to 15 credits. Recommended preparation: ENGL 100/ESLA 117 or placement in ENGL& 101; prior or concurrent enrollment in JOURN 210. (UE)

JOURN 210 WRITING FOR THE MASS MEDIA (5)

Fundamentals of news gathering and writing; structure of a news story; the news business as it has evolved in the United States; and the role of the free press in the American political system. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (LEw)

JOURN 211 ADVANCED REPORTING AND EDITING (3-5)

Development of news gathering and reporting techniques. Advanced techniques of feature writing, with an emphasis on balanced original reporting, effective structure, awareness of audience, precise language usage and journalistic style. Application of media ethical principles. Course repeatable for up to 15 credits. Prerequisite: JOURN 210; ENGL 100/ESLA 117 or placement in ENGL& 101. (LEw)

JOURN 212 ADVANCED EDITING AND PRODUCTION (1-2)

Advanced work on the editorial staff of the student newspaper, including story assignments, editing, mentoring, writing and reporting, layout, photography, copyediting and production. For editors or by instructor permission. May be repeated for credit 3 times. Recommended preparation: JOURN 211. (UE)

LC LEARNING CONTRACTS**LC 089/189/289 LEARNING CONTRACTS (1-12)**

Opportunity to earn credit for independent, individualized learning experiences outside the classroom. Individual contracts developed in specific disciplines with a faculty or community resource person. Learning contract program coordinator signature required for registration.

LIBR**LIBRARY AND INFORMATION SCIENCE**

LIBR 100 LEARNING FOR THE 21ST CENTURY (5)
Introduces students to the research process, using print and online formats, emphasizing building transferable skills for lifelong learning. Students will examine strategies for locating, evaluating, and applying information in various settings to enrich their lives and careers. Recommended preparation: placement in ENGL& 101. (UE)

LIBR 101 FOUNDATIONS OF LIBRARY RESEARCH SKILLS (3)
Basic introduction to libraries, sources and the research process, focusing on locating, evaluating and applying information for educational, professional, and personal needs. (UE)

LIBR 194 SPECIAL TOPICS IN RESEARCH (1)
This one-credit course is designed to link with any academic course which requires research and/or a research paper. Students learn research methods in a specific discipline by using print materials, databases, internet sites and sources from WCC and other academic institutions which can be incorporated into an academic paper or oral presentation. This course may be repeated with different disciplines up to 5 times for credit. (UE)

LIBR 201 ADVANCED LIBRARY RESEARCH: THEORY & APPLICATIONS (3)
The nature and strategies in discipline-based library research, including the development of research methodologies, the evaluation of sources, and the incorporation of findings into written papers and/or annotated bibliographies. (UE)

MA**MEDICAL ASSISTING**

MA 095 INTRODUCTION TO BASIC HEALTH CARE CLERICAL SUPPORT (5)
This course will introduce the basic skills needed to be successful when working in the front office of a medical office: customer service, handling of incoming telephone calls, maintaining patient records, scheduling appointments, and the familiarity with medical terminology. S/U grading. (N)

MA 096 INTRODUCTION TO PHLEBOTOMY (3)
This course is designed for students interested in health careers to introduce them to basic concepts in phlebotomy. Students will be exposed to key terms and concepts in phlebotomy. The course will consist of lecture and a short laboratory portion which will include hands on training with phlebotomy equipment. S/U grading. (N)

MA 101 MEDICAL TERMINOLOGY I (2)
This course provides an introduction to medical word building using root words, suffixes, prefixes, and combining forms. (UE)

MA 102 MEDICAL TERMINOLOGY II (1-2)
This is a two-credit course designed as a continuation of Medical Terminology I. It might also be appropriate for those who already have a knowledge base from utilizing oral, aural, and written medical terminology in the workplace. Prerequisite: MA 101. (UE)

MA 108 MEDICAL LAW AND ETHICS (2)
This course covers legal issues effecting medical office personnel with an emphasis on the prevention of problems through good practices and risk management. This course includes legalities of documentation and medical records, federal and state health care legislation and regulations, legal age requirements and parental information, access to patient information, doctor-patient contracts, patient consents, confidential and ethical boundaries. Recommended preparation: ENGL 100/ESLA 117 or placement into ENGL& 101; Computer Literacy (self-assessed). (UE)

MA 112 BASIC ANATOMY, PHYSIOLOGY AND PATHOLOGY (3)
This course is an introduction into the structure and function of the body with associated medical terminology. This basic course includes common diseases, diagnostic tests, possible treatments, and probable prognoses. Recommended preparation: ENGL 100/ESLA 117 or placement into ENGL& 101; computer literacy. (UE)

MA 114 HEALTH UNIT COORDINATOR TEST PREPARATION (1)
This course will focus on the four major areas of the NAHUC Certification Exam: Transcription of Orders, Coordination of the Health Unit, Equipment/Technical Procedures, Professional Development. The goal of this course is to provide participants a framework to assess their individual needs for future study for the exam. Prerequisite: MA 250 or concurrent enrollment. (UE)

MA 119 MEDICAL INSURANCES AND FINANCES (4)

This course is an introduction to daily financial practices, manual and automated systems, and operation of the 10-key calculator. This course includes medical billing and collections, and medical insurances. The emphasis is on computational accuracy, working with various medical insurances and the details of good accounting practices. Recommended preparation: completion of MATH 97 or test into MATH 98; ENGL 100/ESLA 117 or placement into ENGL& 101; computer literacy (self assessed). (UE)

MA 120 CLINICAL PROCEDURES I (6)

Introduction to basic patient exam techniques including vital signs, health history questionnaires, patient assessments, patient and room preparations, sterile procedures and techniques, assisting with patient exams, treatments, and minor office surgeries and procedures. Includes infection control, disinfecting and sterilization, dressing changes, bandaging, suture removal, casting and removal of casts, identification and care of surgical instruments, and equipment use and maintenance. Required preparation: admission into the MA Program. (UE)

MA 121 CLINICAL PROCEDURES II (6)

Covers diagnostic electrocardiograms and holter monitors, diagnostic procedures and treatments of the eye and ear such as use of the otoscope and ophthalmoscope, visual acuity screening and auditory screening, irrigation of the eye and ear and instillation of medication to the eye and ear. This course introduces the student to diagnostic imaging as well as general laboratory practices, urinalysis, venipuncture, hematology, basic microbiology, and specialty laboratory tests. Required preparation: admission into the MA Program. Prerequisite: MA 120. (UE)

MA 122 COMMUNICATIONS IN HEALTH CARE SYSTEMS (5)

This course is an overview of Healthcare from the systems level to the medical office level. Included is a review of the effect of national and state healthcare policies on the operation of medical offices and a study of communication strategies and competencies involving staff, external organizations, vendors, patients, families and co-workers. Recommended preparation: CMST& 210; English 100/ESLA 117; computer literacy. (UE)

MA 123 THE MEDICAL OFFICE AND ELECTRONIC RECORDS (5)

This course is an introduction to the Electronic Medical Record (EMR) and includes training in the typical software used in medical offices. Also covered are methods of charting and managing patient information. Students are introduced to medical insurance and coding and are trained in the use of office equipment. Prerequisite: BIS 101 or equivalent. Recommended preparation: ENGL 100/ESLA 117. (UE)

MA 124 COMPUTERIZED MEDICAL BILLING (2)

Introduction to data entry procedures for medical financial records, billing and rebilling medical insurance claims, posting private and insurance payments, managing accounts receivable, and end of month reports. Prerequisite: completion of MATH 94 or test into MATH 97; ENGL 100/ESLA 117; Recommended preparation: computer literacy. (UE)

MA 127 CLINICAL ANATOMY AND PATHOPHYSIOLOGY I (6)

This medically focused course is an integrated study of the structures, functions and disease processes of the human body. This course covers integumentary, skeletal, muscular, special senses and digestive systems. Topics in nutrition are also covered. There will be a focus on health, wellness and patient education. Required preparation: admission into the MA Program. (UE)

MA 128 CLINICAL ANATOMY AND PATHOPHYSIOLOGY II (6)

This medically focused course is an integrated study of the structures, functions and disease processes of the human body. This course covers cardiovascular, respiratory, lymphatic, endocrine, urinary and reproductive systems. Human growth and development and aging processes are also covered. There will be a focus on health, wellness and patient education. Required preparation: admission into the MA Program. (UE)

MA 131 CLINICAL PROCEDURES III (3)

This course covers the integration of already learned clinical skills with new clinical and communication skills in a context of case studies and clinical scenarios. The course also covers CPR/First Aid and HIV-AIDS training. Prerequisite: MA 121. (UE)

MA 135 MEDICAL PROCEDURAL CODING (3)

This course offers detailed practice into medical procedural coding: covering codes for evaluation and management; anesthesia and surgery; laboratory, pathology and radiology; medicine; and modifiers. Special emphasis on using CPT references and future credentialing as a Certified Professional Coder through the American Association of Professional Coders (AAPC). Prerequisite: MA 101. (UE)

MA 136 PHARMACOLOGY (4)

Introduction to basic pharmacology, the most commonly prescribed medications; utilization of pharmaceutical references; metric system; interaction between the Medical Assistant or Health Unit Coordinator and the pharmacy; methods of administration; and state certification requirements. Credit not granted for students who previously took MA 138. Prerequisite: admission to the MA program; MATH 97 or placement into MATH 98. (UE)

MA 137 PHARMACOLOGY LAB (2)

This course covers administration of medications including injection procedures in intramuscular, intradermal, and subcutaneous routes and IV theory. There is emphasis on metric/household/apothecary conversions, dosage calculations, and measuring correct doses. Credit not granted for students who previously took MA 138. Required preparation: acceptance into the MA program. (UE)

MA 140 PRACTICUM (6)

Provides medical assistant with practical experience in a physician's office or clinic by performing various clinical and administrative procedures under the direct supervision of a physician and/or medical office staff. Required preparation: acceptance into the Medical Assisting Program; successful completion of all program courses, current CPR/First Aid certificate, current 7-hour AIDS education certificate. (UE)

MA 142 PRACTICUM SEMINAR (2)

Weekly discussion, sharing and problem solving of clinical experiences while in clinical Practicum. There is an emphasis on communication, professionalism, the importance of continuing education, employment opportunities, job search skills and preparing for the CMA exam. Prerequisite: concurrent enrollment in MA 140. (UE)

MA 144 OFFICE EMERGENCIES (1)

This course covers the recognition and management of medical office emergencies and patient assessment

by telephone and/or in the office. Safety, preparedness and the appropriate response is the emphasis. This course includes CPR/First Aid and HIV-AIDS training. (UE)

MA 150 HEALTH UNIT COORDINATOR I (5)

This course presents instruction on the management of a medical unit, including the development of skills in critical thinking, organization, and prioritization. Enables the student to identify forms commonly used in the patients chart. Focus is on coordinating patient care, performing non-clinical functions, and understanding the charting responsibilities for each health care team member. Recommended preparation: MATH 94 or placement into MATH 97; BIS 101. (UE)

MA 155 MEDICAL DIAGNOSTIC CODING (3)

This course offers detailed practice into medical diagnostic coding (ICD-9/ICD-10); covering in depth such areas as all the body systems in normal healthy states, as well as diseases and conditions, injuries and neoplasms. This course prepares the student for a career and credentialing as a Certified Professional Coder through the American Association of Professional Coders (AAPC). Recommended preparation: MA 101. (UE)

MA 250 HEALTH UNIT COORDINATOR II (5)

This course focuses on cognitive knowledge and performance skills in recognizing laboratory, therapy, surgery, and diagnostic tests and procedures. Topics also include: transcribing and entering process of patient orders received from physician and medical team members, medical terminology, pharmacology, and basic knowledge of anatomy and physiology. Prerequisite: MA 101, MA 112, MA 136, MA 150. (UE)

MATH**MATHEMATICS****MATH 092 ARITHMETIC OF FRACTIONS AND DECIMALS (2)**

Examines the operations with whole numbers. The skills of estimating and solving word problems will be emphasized. The topics of addition, subtraction, multiplication and division, rounding, factoring, and identifying Least Common Multiples are covered. Operations with fractions, mixed numbers, decimals, the order of operations, and building numerical literacy through graphical and statistical representation are covered in this course. S/U grading. Prerequisite: reading assessment of ENGL 92 or higher and "S" grade in ABE 30 or math assessment test. (N)

MATH 094 BASIC MATHEMATICS (5)

Review of addition, subtraction, multiplication, and division of whole numbers, fractions, and decimals. Includes percentages, ratio and proportions; perimeter area and volume of geometric figures; word problems; introduction to positive and negative numbers, and solving basic algebraic equations. S/U grading. Prerequisite: "S" grade in MATH 92 or ABE 60 or math assessment test. (N)

MATH 097 ELEMENTARY ALGEBRA I (5)

The first in a two course elementary algebra sequence. The course will include solving one variable linear equations, formulas and applications, graphing, slope, equations of lines, solving systems of linear equations and their applications, solving linear inequalities, and operations with exponents, and polynomials. Graphing calculators are required. Prerequisite: MATH 94 including a unit of Basic Algebra with a grade of "S" or better. (N)

MATH 098 ELEMENTARY ALGEBRA II (5)

Second in a two-course elementary algebra sequence. Students entering the course are expected to have recently completed the equivalent of the first half of an elementary algebra course. Topics include factoring polynomials, rational expressions and equations, roots and radicals, quadratic equations, and applications of elementary algebra. Graphing calculators are required. Prerequisite: MATH 97 with a grade of "C" or better. (N)

MATH 099 INTERMEDIATE ALGEBRA (5)

Formerly MATH 100/102

Study of graphs, functions, inequalities, radicals and complex numbers. Introduction to exponential and logarithmic functions. Also a brief introduction to right triangle trigonometry and its applications. Graphing calculator required. Prerequisite: MATH 98 with a grade of "C" or better. (N)

MATH 111 METHODS FOR PROBLEM SOLVING (5)

Quantitative reasoning and problem solving techniques, computational skills, and fundamentals of applied statistics and research necessary for defining, analyzing, and solving problems in technical professional settings. Prerequisite: MATH 98 with a grade of "C" or better. (UE)

MATH 121 MATHEMATICAL MODELING AND THE ENVIRONMENT (5)

Exploration of linear, power, exponential, logistic, logarithmic, and difference equations using data analysis

and regression. Students will create mathematical models from environmentally themed data sets to better understand different types of relationships between variables. Quantitative reasoning will be heavily emphasized. Graphing calculator required. Prerequisite: MATH 99 with a grade "C" or better. (MS,Q,SRs)

MATH 125 SURVEY OF MATHEMATICS (5)

Exploration of algebraic and non-algebraic concepts with emphasis on observing closely, developing critical thinking, analyzing, & synthesizing techniques, improving problem solving skills, & applying concepts to new situations. Core topics are chosen from sets, logic, algebra and trigonometry, probability & statistics. Additional topics may be chosen from geometry, number theory, numeration, math systems, graph theory, voting and apportionment, and / or special topics. Graphing calculators required. Prerequisite: MATH 99 with a grade of "C" or better. (Q,SR,MS)

MATH& 141 PRECALCULUS I (5)

Formerly MATH 130

The basic properties and graphs of functions and inverses of functions, operations on functions, compositions; various specific functions and their properties including polynomial, absolute value, rational, exponential and logarithmic functions; matrices, determinants, systems of linear equations, and their applications; conics. Graphing calculator required. Prerequisite: MATH 99 with a grade of "C" or better. (Q,SR,MS)

MATH& 142 PRECALCULUS II (5)

Formerly MATH 131

Second in a two course sequence designed to prepare students for the study of Calculus. Intended for students planning to major in math and/or science. Course to include right triangle trigonometry; trigonometric functions and their graphs; trigonometric identities and formulae; applications of trigonometry; parametric equations; polar coordinates; coordinates in space; limits, and an introduction to the derivative. A graphing calculator is required. Prerequisite: MATH& 141 with a grade of "C" or better. (Q,SR,MS)

MATH 145 ALGEBRA APPLICATIONS FOR ECONOMICS AND BUSINESS (5)

Applications of linear, quadratic, exponential, and logarithmic equations; functions and graphs; mathematics of finance; solution of linear systems using matrices; linear programming using the simplex method. Graphing calculator required. Prerequisite: MATH 99 with a grade of "C" or better. (Q,SR,MS)

MATH& 146 INTRODUCTION TO STATISTICS (5)*Formerly MATH 240*

Rigorous introduction to statistical methods and hypothesis testing. Includes descriptive and inferential statistics. Tabular and pictorial methods for describing data; central tendencies; mean; modes; medians; variance; standard deviation; quartiles; regression; normal distribution; confidence intervals; hypothesis testing, one and two-tailed tests. Applications to business, social sciences, and sciences. Prerequisite: MATH 121, 125, 145 or MATH& 141 with a grade of "C" or better. (Q,SR,MS)

MATH& 148 BUSINESS CALCULUS (5)*Formerly MATH 156*

Limits, derivatives, marginal analysis, optimization, antiderivatives, and definite integrals. Examples taken from management, life and social sciences. Prerequisite: MATH& 141 or MATH 145 with a grade of "C" or better. (Q,SR,MS)

MATH& 151 CALCULUS I (5)*Formerly MATH 200*

Study of functions, limits, continuity, limits at infinity, differentiation of algebraic, exponential, logarithmic, and trigonometric functions and their inverses. Applications. Graphing calculator required. Prerequisites: MATH& 142 with a grade of "C" or better. (Q,SR,MS)

MATH& 152 CALCULUS II (5)*Formerly MATH 201*

The study of Riemann Sums, methods of integration, numerical methods, polar and rectangular forms, fundamental theorem of Calculus, areas of regions, volumes of solids, centroids, length of curves, surface area, and an introduction to differential equations. Graphing calculator required. Prerequisite: MATH& 151 with a grade of "C" or better. (Q,SR,MS)

MATH& 163 CALCULUS III (5)*Formerly MATH 202*

Multivariate integral and differential calculus. Geometry in R^3 and in the plane. The study of vectors, acceleration, curvature; functions of several variables, partial derivatives; directional derivatives and gradients; extreme values; double and triple integrals; applications. Graphing calculator required. Prerequisite: MATH& 152 with a grade of "C" or better. (Q,SR,MS)

MATH 204 INTRODUCTION TO LINEAR ALGEBRA (5)

Elementary study of the fundamentals of linear algebra. Course is intended for stronger math or science students. Course to include the study of systems of linear equations; matrices; n-dimensional vector space; linear independence, bases, subspaces and dimension. Introduction to determinants and the eigenvalue problem; applications. Graphing calculator required. Prerequisite: MATH& 151 with a grade of "C" or better. (Q,SR,MS)

MATH 207 TAYLOR SERIES (1)

Introduction to the derivation and uses of Taylor Series, intended for math and science majors. The course includes a discussion of error bounds in approximating curves with polynomials, Taylor polynomials, Taylor series expansion, and intervals of convergence. Graphing calculator required. Prerequisite: MATH& 152 with a grade of "C" or better. (LE)

MATH 208 SEQUENCES AND SERIES (3)

A course in the techniques of working with infinite sequences and series, intended for math and science majors. The course includes limits of sequences, subsequences, series, alternating series, absolute and conditional convergence, power series, Taylor and Maclaurin series, Fourier series, applications. Graphing calculator is required. Prerequisite: MATH& 151 with a "C" grade or better. (Q,SR,MS)

MATH 238 INTRODUCTION TO DIFFERENTIAL EQUATIONS (5)

Introductory course in differential equations. Topics include first and higher order linear equations, power series solutions, systems of first order equations, numerical methods, Laplace transforms, applications. Graphing calculator required. Prerequisite: MATH& 152 with a grade of "C" or better. (Q,SR)

MATH 295 HONORS PROGRAM SPECIAL TOPICS SEMINAR (2)

Reading, writing, discussion and oral presentations designed to develop in-depth, advanced levels of knowledge of a topic in Math. Required preparation: acceptance into the Honors Program. (Q,SR,MS)

MT**MASSAGE THERAPY****MT 105 ETHICAL & LEGAL ISSUES FOR MASSAGE PRACTITIONERS (3)**

Introduction to legal and ethical issues within the healthcare system; ethical problem-solving methods for use within the massage profession specifically. Required preparation: program admittance. (UE)

MT 110 MASSAGE THERAPY I (7)

Introduction to history, theory and technique of Swedish massage. Students will learn to provide full and partial body massages; including proper draping techniques, body mechanics, beginning documentation skills, as well as adaptations for geriatric massage. Development of fundamental qualities of touch. Required preparation: program admittance. (UE)

MT 111 MASSAGE THERAPY II (7)

Continued development of Swedish massage techniques. Introduces Deep Tissue, Swedish gymnastics, Manual Lymph Drainage, and Myofascial release techniques for common musculoskeletal conditions. Introduction of chair massage techniques and Pregnancy massage. Continued practice of documentation skills. Required preparation: program admittance; MT 110. (UE)

MT 112 MASSAGE THERAPY III (7)

Continued application of Swedish, deep tissue, and hydrotherapy treatment techniques. Introduction to alternate massage therapy techniques, and Eastern Medicine philosophies. Further development of documentation skills. Orientation to a variety of healthcare professionals and roles within the healthcare setting. Required preparation: program admittance; MT 111. (UE)

MT 202 KINESIOLOGY I FOR MASSAGE PRACTITIONERS (4)

Introduction to kinesiology with emphasis on the functional application and analysis of the musculoskeletal system, including palpation techniques. Required preparation: program admittance. (UE)

MT 203 KINESIOLOGY II FOR MASSAGE PRACTITIONERS (2)

Application of kinesiological principles of the musculoskeletal system to massage practice. Includes palpation and Swedish gymnastics as applicable to the upper extremity, head and neck. Required preparation: program admittance; MT 202. (UE)

MT 204 KINESIOLOGY III FOR MASSAGE PRACTITIONERS (2)

Application of kinesiological principles of the musculoskeletal system to massage practice. Includes palpation and Swedish gymnastics as applicable to the lower extremity and lumbar spine. Required preparation: program admittance; MT 203. (UE)

MT 205 BUSINESS APPLICATIONS FOR MASSAGE PRACTITIONERS (3)

Introduction to basic business applications for massage practitioners. Includes billing, marketing, business plans and financial considerations. Student will develop a business plan as part of the course requirements. Required preparation: program admittance; MT 250. (UE)

MT 230 MASSAGE APPLICATIONS: ORTHOPEDIC TREATMENT (8)

Advanced training in the theories and techniques of treating orthopedic soft tissue conditions with massage. Emphasis on accurate assessment of conditions and the most effective massage treatments to provide client relief. Required preparation: program admittance; MT 112 and permission of instructor. (UE)

MT 235 MASSAGE APPLICATIONS: WELLNESS TREATMENT (8)

Advanced training in the theories and techniques of massage as used in a Spa, or Wellness center. Emphasis on spa treatments that can be performed in a dry-room setting, including Aromatherapy, Hot Stone Massage, Scrubs, and Wraps. Required preparation: program admittance; MT 112 and permission of instructor. (UE)

MT 240 PREPARATION FOR MASSAGE LICENSING (2)

Overview of content needed to prepare for Washington State licensing and national certification for massage practitioners. Resume and interview skills as part of an employment search process. Required preparation: program admittance; MT 250. (UE)

MT 250 STUDENT CLINIC (2)

Supervised practice of all massage techniques on clients within the student clinic setting. Student will work with the college instructor to set up an appropriate schedule to complete hours in the on-campus student clinic. Experience in documentation and other aspects of the massage practice will be given. Required preparation: program admittance. (UE)

MT 260 CLINICAL EXTERNSHIP (1)

Supervised practice of all massage techniques on clients within the clinical setting. Student will work with the college instructor to set up an appropriate placement in an off-site setting. Experience in documentation and other aspects of the massage practice will be given. Students must pass all competencies in order to graduate from the massage therapy program. S/U grading. Required preparation: program admittance; MT 112 and concurrent enrollment in MT 220. (UE)

MT 271 ANATOMY & PATHOPHYSIOLOGY I FOR MASSAGE PRACTITIONERS (3)

Basic overview of systems of human anatomy, and the disturbance of normal mechanical, physical, and biochemical functions of those systems. Special emphasis will be placed on the role of the massage practitioner in the treatment and recovery of these conditions, as well as indications and contraindications. Part one of a two part course. Required preparation: program admittance. (UE)

MT 272 ANATOMY & PATHOPHYSIOLOGY II FOR MASSAGE PRACTITIONERS (3)

Basic overview of systems of human anatomy, and the disturbance of normal mechanical, physical, and biochemical functions of those systems. Special emphasis will be placed on the role of the massage practitioner in the treatment and recovery of these conditions, as well as indications and contraindications. Part two of a two part course. Required preparation: program admittance; MT 271. (UE)

MUSIC MUSIC
MUSC& 105 MUSIC APPRECIATION (5)

Formerly MUSIC 100

An introduction to the art of listening through the study of the principal genres, forms, and composers of the Western tradition. The course examines societal influences on music throughout history in addition to the current issues in music and art. Open to all students. (Hg)

MUSC 110 INTRODUCTION TO WORLD MUSIC (5)

Formerly MUSIC 110

An introduction to the traditional music of the world's peoples. Focus is on the purposes/roles of music, musical characteristics, and cross-cultural influences within each culture studied including traditions from the

Middle East, Asia, Africa, Latin America, and the Pacific Islands. Open to all students. (Hg)

MUSC 115 SURVEY OF AMERICAN MUSIC (5)

Formerly MUSIC 115

An overview of musical styles in the United States from the colonial period to the present. American art, music and popular genres (jazz, Tin Pan Alley, Broadway musicals, country, rock styles) will be examined in a historical, social, and stylistic context. Native American music will also be examined. (Hd)

MUSC& 141 MUSIC THEORY I (5)

Formerly MUSIC 101

Progressive study of traditional and contemporary techniques of musical form. Keyboard ability, aural perception and analysis of musical composition are integrated with introductory studies of harmony and counterpoint. Cultural motifs unique in music are followed to their place of origin and studied in a global perspective. (Hg)

MUSC& 142 MUSIC THEORY II (5)

Formerly MUSIC 201

Progressive study of traditional and contemporary techniques of musical form. Keyboard ability, aural perception and analysis of musical composition are integrated with intermediate studies of harmony and counterpoint. Cultural motifs unique in music are followed to their place of origin and studied in a global perspective. Prerequisite: MUSC& 141. (Hg)

MUSC& 143 MUSIC THEORY III (5)

Progressive study of traditional and contemporary techniques of musical form. Keyboard ability, aural perception and analysis of musical composition are integrated with intermediate studies of harmony and counterpoint. Cultural motifs unique in music are followed to their place of origin and studied in a global perspective. Prerequisite: MUSC& 142. (Hg)

MUSC 155 MUSIC EDUCATION FOR CHILDREN (3)

Formerly MUSIC 155

Participation in musical activities developmentally appropriate for use with young and school aged children. Students will develop a repertoire of songs. (LE)

MUSC 163 CLASS VOICE (2)

Formerly MUSIC 163

This class will teach students the theory and practice which form the basic singing skills of vocal production, sight singing, and repertoire preparation. This includes

vocal anatomy, breathing exercises, vocalism, tone production, vowel and consonant production and modification, resonance, vocal registers, repertoire selection, and vocally healthy speaking and singing habits. (LE)

MUSC 165 COLLEGIATE CHOIR I (2)

Formerly MUSIC 165

Study and performance of representative compositions from the Western choral tradition, from other world cultures, and from popular genres (folk, jazz). Students will explore vocal technique and basic musicianship skills. Attendance at all performances, on and off campus, is required. Open to all students. (LE)

MUSC 166 COLLEGIATE CHOIR II (2)

Formerly MUSIC 166

Study and performance of representative compositions from the Western choral tradition, from other world cultures, and from popular genres (folk, jazz). Students will explore vocal technique and basic musicianship skills. Attendance at all performances, on and off campus, is required. Prerequisite: MUSC 165. (LE)

MUSC 167 COLLEGIATE CHOIR III (2)

Formerly MUSIC 167

Study and performance of representative compositions from the Western choral tradition, from other world cultures, and from popular genres (folk, jazz). Students will explore vocal technique and basic musicianship skills with the option to pursue solo and small ensemble literature. Attendance at all performances, on and off campus, is required. Prerequisite: MUSC 166. (LE)

MUSC 171 BEGINNING GUITAR (2)

Formerly MUSIC 171

An introductory course in guitar intended for students with little or no background. Students will learn basic techniques, repertoire in a variety of genres, and music fundamentals. A study of guitar literature and history will also be included. The course will combine large group, small group, and individual instruction. Acoustic guitar is required and Nylon strings are preferred. (LE)

MUSC 172 INTERMEDIATE GUITAR (2)

Formerly MUSIC 172

This course builds on the skills acquired in MUSC 171, Beginning Guitar. Students will expand techniques and study music in a variety of styles including classical, flamenco, finger style, blues, jazz, and folk. Students will continue their study of music theory, literature,

and performers. Songwriting skills will be explored. Acoustic guitar is required and nylon strings preferred. Prerequisite: MUSC 171. (LE)

MUSC 175 JAZZ BAND I (2)

Formerly MUSIC 175

Rehearsal, study, and performance of jazz styles from the "big band" era to the present, including Afro-Cuban and other Latin genres. Attendance at all performances, on and off campus, is required. Required preparation: auditions may be required if a section of the band is filled beyond capacity. (LE)

MUSC 176 JAZZ BAND II (2)

Formerly MUSIC 176

Rehearsal, study, and performance of jazz styles from the "big band" era to the present, including Afro-Cuban and other Latin genres. Improvisation skills will be explored. Attendance at all performances, on and off campus, is required. Prerequisite: MUSC 175, auditions may be required if a section of the band is filled beyond capacity. (LE)

MUSC 177 JAZZ BAND III (2)

Formerly MUSIC 177

Rehearsal, study, and performance of jazz styles from the "big band" era to the present, including Afro-Cuban and other Latin genres. Continued study of improvisation. Attendance at all performances, on and off campus, is required. Prerequisite: MUSC 176, auditions may be required if a section of the band is filled beyond capacity. (LE)

MUSC 186 CONTEMPORARY MUSIC ENSEMBLE I (2)

Formerly MUSIC 186

Students will focus on musical performance in small instrumental groups, including strings, brass, woodwinds, keyboard and percussion. Developing ensemble skills will include improvisation and reading music notation, while exploring contemporary world genres. Prerequisite: permission of instructor. (LE)

MUSC 187 CONTEMPORARY MUSIC ENSEMBLE II (2)

Formerly MUSIC 187

Students will focus on musical performance in small instrumental groups, including strings, brass, woodwinds, keyboard and percussion. Developing ensemble skills will include improvisation and reading music notation, while exploring contemporary world genres. Prerequisite: MUSC 186 or permission of instructor. (LE)

MUSC 188 CONTEMPORARY MUSIC ENSEMBLE III (2)*Formerly MUSIC 188*

Students will focus on musical performance in small instrumental groups, including strings, brass, woodwinds, keyboard and percussion. Developing ensemble skills will include improvisation and reading music notation, while exploring contemporary world genres. Prerequisite: MUSC 187 or permission of instructor. (LE)

MUSC 211 MUSIC OF THE MEDIEVAL, RENAISSANCE AND BAROQUE (5)*Formerly MUSIC 211*

History and development of Western music, early periods. Analysis of representative works. The influences of non-Western cultures on early Western music will also be examined. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (Hwg)

MUSC 212 CLASSICISM AND ROMANTICISM IN MUSIC (5)*Formerly MUSIC 212*

Development of Western music, 18th and 19th centuries. Analysis of representative compositions. The influences of social movements and non-Western cultures will be examined. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (Hwg)

MUSC 213 MUSIC OF THE TWENTIETH CENTURY (5)*Formerly MUSIC 213*

Development of Western music, Impressionism to Post-modern, including jazz and other important popular styles. The influences of non-Western cultures on 20th century Western music will also be examined. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (Hwg)

MUSC 265 CHAMBER CHOIR I (2)*Formerly MUSIC 265*

Upper level choral ensemble. Entrance by audition. Expand vocal technique and sight singing skill. Participation in college and community performances. Required preparation: MUSC 165, 166, or 167; auditions required. (LE)

MUSC 266 CHAMBER CHOIR II (2)*Formerly MUSIC 266*

Upper level choral ensemble. Entrance by audition. Expand vocal technique and sight singing skills. Participation in college and community performances. Required preparation: MUSC 265; auditions required. (LE)

MUSC 267 CHAMBER CHOIR III (2)*Formerly MUSIC 267*

Upper level choral ensemble. Entrance by audition. Expand vocal technique and sight singing skill. Almost entirely a capella music, refining choral ensemble singing. Participation in college and community performances. Required preparation: MUSC 266; auditions required. (LE)

MUSC 295 HONORS PROGRAM SPECIAL TOPICS SEMINAR (2)*Formerly MUSIC 295*

Reading, writing, discussion and oral presentations designed to develop in-depth, advanced level knowledge of a topic in Music. Required preparation: acceptance into the Honors Program. (H)

NURS NURSING**NURS 100 NURSING ASSISTANT (8)**

This comprehensive training course prepares students to take the state Nursing Assistant Certification exam, and provides awareness of the role of the nursing assistant in nursing care. The certification exam and the exam fee are not included in this course. A background check and PPD (Tuberculosis skin test) are required for clinical. Recommended preparation: assessment into ENGL 92 and ENGL 95 or higher. Prerequisite: Admission into NAC program required. (UE)

NURS 150 INTRODUCTION TO PHARMACOLOGY IN NURSING (2)

To be taken concurrently with Nursing 151. An introduction to pharmacology and the nursing process. It emphasizes the knowledge necessary for nurses to participate safely and effectively in drug therapy. Explores therapeutic actions, major side effects, and nursing implications of drug therapy across the lifespan. Includes discussion of herbal supplements, antibiotic therapy, agents of bioterrorism, and basic neuropharmacology. Prerequisite: Admission into the Nursing program. (UE)

NURS 150A INTRODUCTION TO PHARMACOLOGY IN NURSING-PART A (1)

To be taken concurrently with Nursing 151A. An introduction to pharmacology and the nursing process. It emphasizes the knowledge necessary for nurses to participate safely and effectively in drug therapy. Explores therapeutic actions, major side effects, and nursing implications of drug therapy across the

lifespan. Prerequisite: Admission into the online/hybrid Nursing program. Taken concurrently with NURS 151A. (UE)

**NURS 150B INTRODUCTION TO PHARMACOLOGY
IN NURSING-PART B (1)**

To be taken concurrently with Nursing 151B. Continuing introduction to pharmacology and the nursing process. It emphasizes the knowledge necessary for nurses to participate safely and effectively in drug therapy. Includes discussion of herbal supplements, antibiotic therapy, agents of bioterrorism, and basic neuropharmacology. Prerequisite: NURS 151A, NURS 150A. Taken concurrently with NURS 151 B. (UE)

**NURS 151 FUNDAMENTALS OF NURSING WITH
PRACTICUM (12)**

Basic nursing, nursing process, health through the lifespan and comprehensive physical assessment. Focuses on individual aspects of client care, nutrition, critical thinking, communication, cultural values, and the aging process are discussed. Nursing care of eye and ear disorders Alzheimer's Disease, dementia, disorders of the integumentary system, client response to stress, pain, loss and grief, and sleep disturbance are presented. Required preparation: program admittance. (UE)

**NURS 151A FUNDAMENTALS OF NURSING -
PART A (6)**

Basic nursing, nursing process, health through the lifespan and comprehensive physical assessment. Focuses on individual aspects of client care, nutrition, critical thinking, communication, cultural values, and the aging process are discussed. Prerequisite: Admission into the Online/Hybrid Nursing Program. Taken concurrently with NURS 150A. (UE)

**NURS 151B FUNDAMENTALS OF NURSING -
PART B (6)**

Nursing care of eye and ear disorders Alzheimer's Disease, dementia, disorders of the integumentary system, client response to stress, pain, loss, and grief, and sleep disturbance are presented. Continuation of basic nursing skills and nursing process are included. Prerequisite: NURS 151A, NURS 150A. Taken concurrently with NURS 150B. (UE)

**NURS 152 NURSING CARE OF THE ADULT & CHILD
WITH PRACTICUM I (12)**

Assessment and nursing care of adult and pediatric clients experiencing common alterations of the neurological, respiratory, cardiovascular, and musculo-

skeletal systems. Introduction to the well child and perspectives of pediatric nursing, care of the diabetic client and of the client undergoing surgery. Nursing process provides the framework for critical thinking and the provision of nursing care. Dimensions of the individual - physical, intellectual, emotional, psychosocial, cultural, spiritual, developmental and environmental - are integrated into the course. Required preparation: program admittance; NURS 150 and 151. (UE)

**NURS 152A NURSING CARE OF THE ADULT & CHILD
W/ PRACTICUM I-PART A (6)**

Assessment and nursing care of adult and pediatric clients experiencing common alterations of the respiratory system. Introduction to the well child and perspectives of pediatric nursing, care of the diabetic client and of the client undergoing surgery. Nursing process provides the framework for critical thinking and the provision of nursing care. Dimensions of the individual - physical, intellectual, emotional, psychosocial, cultural, spiritual, developmental and environmental - are integrated into the course. Prerequisite: NURS 151B. (UE)

**NURS 152B NURSING CARE OF THE ADULT & CHILD
W/ PRACTICUM I-PART B (6)**

Assessment and nursing care of adult and pediatric clients experiencing common alterations of the neurological, cardiovascular, and musculoskeletal systems. Nursing process provides the framework for critical thinking and the provision of nursing care. Dimensions of the individual - physical, intellectual, emotional, psychosocial, cultural, spiritual, developmental and environmental - are integrated into the course. Prerequisite: NURS 152A. (UE)

**NURS 153 NURSING CARE OF THE ADULT & CHILD
WITH PRACTICUM II (12)**

Assessment and nursing care of pediatric, adult and older adult's experiencing more acute respiratory disorders, and clients with common renal, gastrointestinal and reproductive system alterations are presented. Introduction to mental health nursing and nursing care related to substance abuse, impairment, mood disorders, and suicide are explored. Care and assessment of the hospitalized child and communicable diseases is presented. Prerequisite: Nursing 152. (UE)

**NURS 153A NURSING CARE OF THE ADULT & CHILD
W/ PRACTICUM II-PART A (6)**

Assessment and nursing care of pediatric, adult and

older adults experiencing more acute respiratory disorders. Introduction to mental health nursing and nursing care related to substance abuse, impairment, mood disorders, and suicide are explored. Care and assessment of the hospitalized child and communicable diseases is presented. Prerequisite: NURS 152B. (UE)

NURS 153B NURSING CARE OF THE ADULT & CHILD W/ PRACTICUM II-PART (6)

Assessment and nursing care of pediatric, adult and older adults experiencing common renal and gastrointestinal problems. Reproductive system alterations in the adult client are also presented. Prerequisite: NURS 153A. (UE)

NURS 201 NURSING CARE OF THE ADULT & CHILD WITH PRACTICUM III (12)

Focuses on nursing for individuals experiencing complex alterations in the reproductive and cardiovascular systems. Includes alterations related to mental illness and psychological, social, cultural, spiritual, and developmental factors. Integrates pharmacology, nutrition, health teaching, communication, and legal/ethical aspects. Provision and management of nursing care in acute care and community settings. Required preparation: program admittance; NURS 153. (UE)

NURS 201A NURSING CARE OF THE ADULT & CHILD WITH PRACTICUM III - PART A (6)

Focuses on nursing for individuals experiencing complex alterations in the cardiovascular system. Includes alterations related to mental illness and psychological, social, cultural, spiritual, and developmental factors. Integrates pharmacology, nutrition, health teaching, communication, and legal/ethical aspects. Provision and management of nursing care in acute care and community settings. Prerequisite: NURS 153B. (UE)

NURS 201B NURSING CARE OF THE ADULT & CHILD WITH PRACTICUM III - PART B (6)

Focuses on nursing for individuals experiencing alterations in the reproductive systems. Includes care of the uncomplicated childbearing family and the well neonate. Integrates pharmacology, nutrition, health teaching, communication, and legal/ethical aspects. Provision and management of nursing care in acute care and community settings. Prerequisite: NURS 201A. (UE)

NURS 202 NURSING CARE OF THE ADULT & CHILD WITH PRACTICUM IV (12)

Focus on the nursing care of individuals experiencing complex alterations in the childbearing process, the

acute respiratory and cardiovascular systems, and the endocrine system, including diabetic complications and emergencies. Includes content related to emergent mental health nursing and client/family violence. Integrates pharmacology, nutrition, health-teaching, and legal/ethical aspects of nursing. Prerequisite: Nursing 201. (UE)

NURS 202A NURSING CARE OF THE ADULT & CHILD WITH PRACTICUM IV-PART A (6)

Focus on the nursing care of individuals experiencing complex alterations in the acute respiratory and cardiovascular systems. Includes content related to emergent mental health nursing and client/family violence. Integrates pharmacology, nutrition, health-teaching, and legal/ethical aspects of nursing. Prerequisite: NURS 201B. (UE)

NURS 202B NURSING CARE OF THE ADULT & CHILD WITH PRACTICUM IV-PART B (6)

Focus on the nursing care of individuals experiencing complex alterations in the childbearing process, and the endocrine system, including diabetic complications and emergencies. Integrates pharmacology, nutrition, health-teaching, and legal/ethical aspects of nursing. Prerequisite: NURS 202A. (UE)

NURS 203 NURSING CARE OF THE ADULT & CHILD WITH PRACTICUM V (12)

Focuses on acute neurologic disorders, immune and autoimmune diseases, acute and chronic renal failure, burns, shock and trauma, and oncology nursing and end of life care. Disasters and bioterrorism nursing care are included. Professional role, transition from student to entry level nurse, leadership and management issues are discussed. Preceptorship comprises the clinical portion of class. Required preparation: program admittance; NURS 202. (UE)

NURS 203A NURSING CARE OF THE ADULT & CHILD WITH PRACTICUM V-PART A (6)

Focuses on acute neurologic disorders, immune and autoimmune diseases, acute and chronic renal failure, burns, shock and trauma, and oncology nursing and end of life care. Disasters and bioterrorism nursing care are included. Prerequisite: NURS 202B. (UE)

NURS 203B NURSING CARE OF THE ADULT & CHILD WITH PRACTICUM V-PART B (6)

Focus on professional role and transition from student to entry level nurse. Leadership and management issues are discussed. Preceptorship comprises the clinical portion of class. Prerequisite: NURS 203A. (UE)

NUTR **NUTRITION****NUTR& 101 NUTRITION (5)**
Formerly BIOL 147

This course concentrates on both the cellular and organismal effects of human nutrition. Cellular structure, energy needs, genetic predisposition, exercise and overall organismal nutritional needs will be addressed. (MS)

NUTR 145 INTRODUCTION TO NUTRITION (3)
Formerly BIOL 145

This course is designed to expose students to the chemical and biological processes of nutrition and digestion while emphasizing macro and micro nutrients. (LE)

NUTR 146 SPECIAL TOPICS IN NUTRITION (2)
Formerly BIOL 146

Continuation of NUTR 145. Topics include trace minerals, diet planning, and the unique nutritional needs of children, adults, and pregnant women. Prerequisite: NUTR 145. (LE)

OCEA **OCEANOGRAPHY****OCEA& 101 INTRODUCTION TO OCEANOGRAPHY WITH LAB (5)**
Formerly GEOL 135

Study of plate tectonics, ocean currents, waves, tides, the coastal ocean, marine topography, marine sediment, landforms, marine life, ocean pollution, and ocean resources. Lab work and field trips included. (MSI)

OFFAD **OFFICE ADMINISTRATION**

OFFAD 046 10-KEY CALCULATOR BASICS (1)
Introduction to 10-key use to enhance employment skills and bridge to office administration and business programs. S/U grading. (N)

OFFAD 095 INTRODUCTION TO OFFICE ADMINISTRATION (5)

This course is designed to equip students with the skills needed to obtain an entry-level front office position in the business industry or to transition into the Office Administration Program. Topics include: an overview of a variety of positions and career options within the front office profession; customer service; front desk

operation; business and telephone etiquette; working with diverse customers; time management; as well as industry-specific office machine operations. This course not open to students who have taken OFFAD 096 or OFFAD 097. S/U grading. (N)

OFFAD 096 INTRODUCTION TO OFFICE CLERICAL SUPPORT I (3)

First in a two-part office bridge class designed to equip students with the skills needed to obtain entry-level front office position in the business industry or to transition to the Office Administration Program. Topics include: an overview of a variety of positions and career options within the front office profession; customer service; front desk operation; business office ethics and confidentiality. This course not open to students who have taken OFFAD 095. S/U grading. (N)

OFFAD 097 INTRODUCTION TO OFFICE CLERICAL SUPPORT II (2)

Second in a two-part office bridge class designed to equip students with the skills needed to obtain entry-level front office position in the business industry or to transition to the Office Administration Program. Topics include: Telephone etiquette; working with diverse customers; time management; as well as industry specific office machine operations. This course not open to students who have taken OFFAD 095. S/U grading. (N)

OFFAD 100 BEGINNING KEYBOARDING (2)

Basic course covering the touch system on the keyboard, with a speed goal of 20-30 wpm, using a computer. Instruction on the use of numbers, letters, and symbols. No previous keyboarding experience needed. S/U grading. Recommended preparation: ESLA 115. (UE)

OFFAD 104 KEYBOARDING FOR SPEED AND ACCURACY I (2)

Includes review of proper typing techniques. Intensive practice on computer keyboard to build speed and accuracy from any skill level. S/U grading. Prerequisite: OFFAD 100 with an "S" grade or keyboarding test. Recommended preparation: ESLA 115. (UE)

OFFAD 105 RECORDS MANAGEMENT (3)

Introductory course stressing managerial considerations and systems thinking. Records organization, updating, processing, and retrieval are investigated. Recommended preparation: ENGL 100/ESLA 117. (UE)

OFFAD 106 USING AN ELECTRONIC DESK CALCULATOR (2)

Covers the basic functions and memory features of the electronic printing calculator. Speed and accuracy stressed through extensive drill and practice. (UE)

OFFAD 108 ACCOUNTING FOR PAYROLL (5)

A comprehensive course that includes the skills, procedures, and conceptual knowledge necessary to accurately perform manual and computerized payroll processing tasks. Prerequisite: ACCT& 201 or permission of program coordinator. (UE)

OFFAD 109 DIGITOOLS (2)

Through practical exercises, students will gain proficiency in using a variety of computer input technologies: keyboarding, scanning, speech recognition, handwriting recognition, and the efficient use of a touch screen, mouse, and keyboarding shortcuts. Students will develop plans for continued skill development. S/U grading. (UE)

OFFAD 110 ACCOUNTING FOR AP, AR, AND INVENTORY (5)

A comprehensive course that includes the skills, procedures, and concepts necessary to accurately perform manual and computerized accounts receivable, accounts payable, and inventory bookkeeping tasks. Prerequisite: ACCT& 201 or permission of program coordinator. (UE)

OFFAD 114 KEYBOARDING FOR SPEED AND ACCURACY II (2)

Includes review of proper keyboarding techniques. Intensive practice on computer keyboard to build speed and accuracy. S/U grading. Recommended preparation: ESLA 115. Prerequisite: OFFAD 104 with 35 WPM or better verified by a keyboard test. (UE)

OFFAD 117 AN INTRODUCTION TO QUICKBOOKS PRO (1)

This course is designed as a lab course presenting accounting concepts and their relationship to QuickBooks Pro by completing transactions of a service business. This will be accomplished by recording transactions, preparing a multitude of financial reports, closing an accounting period, compiling charts and graphs, and preparing payroll. Recommended preparation: basic knowledge of a service industry accounting. (UE)

OFFAD 127 LEGAL TERMINOLOGY (3)

Introductory course for law office personnel on the definition, use, and spelling of legal terms. Includes Latin-based words generally used in the legal profession. (UE)

OFFAD 150 OFFICE PROCEDURES (5)

This course introduces a variety of practical skills, knowledge, and abilities required for effectively completing daily office tasks, including time management, filing, reception, formatting interoffice memos and correspondence, basic business research, travel and meeting planning, selecting, ordering and maintaining office supplies and equipment, understanding business terminology, processing mail, and effective use of phone, fax, and email. Recommended preparation: ENGL 100/ESLA 117. (UE)

OFFAD 160 OFFICE MANAGEMENT (5)

This is a comprehensive course covering business organization and relationships; supervisory styles and responsibilities; employee/employer relations; office systems analysis, including work measurement, standards, and simplification; scheduling and managing multiple priorities; budgeting; advanced meeting planning; managing reprographics and mail services; and managing the office environment. Recommended preparation: ENGL 100/ESLA 117. (UE)

PARED PARENT EDUCATION
PARED 060 PARENTS AND PRE-SCHOOLERS I (3)

The first in a three quarter series, is for parents with a child attending an affiliated community cooperative preschools. Parents work in the classroom regularly and attend parent education lectures on health & safety and child development. Students are also provide with training on leadership skills, organizational development and small business practices. Required preparation: pre-school child enrolled in an affiliated cooperative pre-school. (N)

PARED 061 PARENTS AND PRE-SCHOOLERS II (3)

The second in a three quarter series, is for parents with a child attending affiliated community cooperative preschools. Parents work in the classroom regularly and attend parent education lectures on communication and guidance. Students are also provide with training on leadership skills, organizational development and small business practices. Required preparation: pre-school child enrolled in an affiliated cooperative pre-school. (N)

PARED 062 PARENTS AND PRE-SCHOOLERS III (3)

The first in a three quarter series, is for parents with a child attending an affiliated community cooperative preschool. Parents work in the classroom regularly and attend parent education lectures on topics such as family issues and sibling relations. Students are also provide with training on leadership skills, organizational development and small business practices. Required preparation: pre-school child enrolled in an affiliated cooperative pre-school. (N)

PARED 070 PARENTS AS FIRST TEACHERS I (3)

This is the first of a three quarter series for parents. This course complements the 060-062 parent education series. Students must have a child enrolled in an affiliated cooperative preschool program to participate in this course. Parents increase skills and knowledge by working in the lab (your child's classroom) and attending parenting lectures on learning environments and developmental issues. Students are also provide with training on leadership skills, organizational development and small business practices. Required preparation: pre-school child enrolled in an affiliated cooperative pre-school. (N)

PARED 071 PARENTS AS FIRST TEACHERS II (3)

This is the second of a three quarter series for parents with a child enrolled in an affiliated cooperative preschool program. Parents continue to increase skills and knowledge by working in the lab and attending parenting lectures on temperament and learning styles. Students are also provide with training on leadership skills, organizational development and small business practices. Required preparation: pre-school child enrolled in an affiliated cooperative pre-school. (N)

PARED 072 PARENTS AS FIRST TEACHERS III (3)

This is the last of a non-graded three quarter series for parents with a child enrolled in an affiliated cooperative preschool program. Parents further increase skills and knowledge by working in the lab and attending parenting lectures on brain development and community resources. Students are also provide with training on leadership skills, organizational development and small business practices. Required preparation: pre-school child enrolled in an affiliated cooperative pre-school. (N)

PE**PHYSICAL EDUCATION****PE 102 STRENGTH TRAINING (2)**

Activity and theory based course introducing the concept and benefits of strength exercise. (LE)

PE 103 CARDIOVASCULAR CONDITIONING I (2)

Designed to enlist lecture, written and active learning modes to explore and enhance both aerobic and flexibility fitness. Relationship of aerobic and flexibility fitness to overall health and fitness level will be explored. Recommended preparation: ability to engage in vigorous exercise, PE 101. (LE)

PE 106 BASKETBALL SKILLS AND RULES (2)

Analysis of the skills needed for intercollegiate basketball. Current officiating rules covered. Required preparation: permission of instructor. (LE)

PE 108 YOGA (1)

Instruction, practice and exploration of yoga incorporating several influences including the Iyengar method. Includes introduction to yoga postures, vinyasa (uninterrupted flow of yoga postures), breathing/relaxation techniques and home practice. Emphasis on postural alignment for safe yoga practice that promotes whole body awareness of balance, strength, flexibility, relaxation and breath awareness. (LE)

PE 122 INTRODUCTION TO MOUNTAINEERING (2)

This course is intended to serve as an intensive and complete introduction to off-trail alpine travel, and to the fundamental skills of rock, snow and ice climbing. Prerequisite: concurrent enrollment in American Alpine Institute climbing course. Must have ability to engage in strenuous exercise. (LE)

PE 123 VOLLEYBALL SKILLS AND RULES (2)

This course is designed to complement the practice, game and conditioning elements of intercollegiate volleyball. Requires the students to observe, participate and implement strategies surrounding the philosophy and rules of the game. Required preparation: permission of instructor. (LE)

PE 126 INTRODUCTION TO HIKING (1)

This course is intended to serve as an introduction to day hiking. Course will cover basic concepts and will apply these concepts in the field. Required preparation: Must have ability to engage in strenuous exercise. (LE)

PE 132 FIRST AID AND SAFETY (2)

Instruction, theory and practice in the standard course of the American Red Cross. Preparation for standard certification by the American Red Cross. (LE)

PE 133 INTRODUCTION TO ATHLETIC TRAINING (3)

An introduction to the profession of Athletic Training with concentration on the role/function of an Athletic Therapist/Trainer, human anatomy, human physiology, injury description and injury recognition. (LE)

PE 135 ULTIMATE FRISBEE TECHNIQUES (1)

The course is designed to expose students to the many aspects of ultimate frisbee. Techniques, strategies and rules will make up the curriculum. Cleats are highly recommended. (LE)

PE 136 INTRODUCTION TO SOCCER TECHNIQUES (1)

The course is designed to expose students to the many aspects of basic soccer. Techniques, strategies and rules will comprise the curriculum. Cleats and/or turf shoes are highly recommended. (LE)

PE 138 INTRODUCTION TO FLAG FOOTBALL (1)

Individual and team aspects of flag football. Students will learn the concepts of offensive and defensive team play and strategy. Students will learn rules and various drills specific to the sport, and demonstrate appropriate sportsmanship. (LE)

PE 141 INTRODUCTION TO TAI CHI (1)

This course is an introduction to Tai Chi. It is designed to expose students to the basic principles of proper body mechanics, balance, flexibility, fluidity, strength and relaxation during movement. (LE)

PE 146 SOCCER SKILLS AND RULES (2)

Analysis of the skills needed for intercollegiate soccer. Current officiating rules covered. Required Preparation: Permission of instructor. (LE)

PE 153 INTRODUCTION TO PERSONAL FITNESS (2)

comprehensive course designed for the student actively participating in a fitness program. Students will determine individual goals to be reached by the end of the quarter. Topics include strength, fitness, health, and body composition. Class format is both lecture and active participation. Prerequisite: PE 102 or PE 103 or currently participating in an exercise program. (LE)

**PE 155 TENNIS TECHNIQUES (1)**

Fundamentals of tennis, including conditioning, clothing and equipment, rules, service, strokes, movement, and court strategy. S/U grading. (LE)

PE 158 RACQUET SPORTS (1)

This course is designed to introduce and improve participation in racquet sports as lifetime activities. This course requires students to participate and implement strategies and rules of various racquet sports. (LE)

PE 160 VOLLEYBALL TECHNIQUES (1)

Introduces techniques and strategies of volleyball. Topics include offensive and defensive strategies as well as fundamental skill development. (LE)

PE 170 BASKETBALL TECHNIQUES (1)

Introduces techniques and strategies of basketball. Topics include offensive and defensive play as well as personal skill development. (LE)

PE 202 STRENGTH TRAINING II (2)

A more in-depth study of and active participation in the fitness component of muscular strength. Students will use short homework projects, discussion, and activity to gain increased strength and expand their understanding of the concepts and principles involved. Prerequisite: PE 102 and permission of instructor. (LE)

PE 203 CARDIOVASCULAR CONDITIONING II (2)

Continuation of PE 103. Uses lecture, written, and

active learning methods to develop both enhanced personal aerobic fitness and a better understanding of the concepts involved in this component of fitness. Prerequisite: PE 103 and permission of instructor. (LE)

PE 206 ADVANCED BASKETBALL SKILLS AND RULES (2)

In depth analysis of the skills needed for intercollegiate basketball. Officiating rules covered at the NCAA level. Required preparation: permission of instructor. (LE)

PE 223 ADVANCED VOLLEYBALL SKILLS AND RULES (2)

In-depth analysis of the practice, game and conditioning elements of intercollegiate volleyball. Requires the students to observe, participate and implement strategies surrounding the philosophy and rules of the game. Required preparation: permission of instructor. (LE)

PE 233 ATHLETIC TRAINING II (4)

Continuation of PE 133. Concentration will be on injury prevention, evaluation, treatment, and rehabilitation. Students will gain practical fieldwork experience as they will be required to complete 36 practical hours through a required link with CO-OP 190. Prerequisite: PE 133 and concurrent enrollment in 1 credit of CO-OP 190. (LE)

PE 241 INTERMEDIATE TAI CHI (1)

This course expands on the fundamentals of Tai Chi. It is designed to continue the study of proper body mechanics, balance, flexibility, fluidity, strength and relaxation during movement. The first set of Tai Chi will be reviewed and the second set of long form Tai Chi will be introduced. Prerequisite: PE 141. (LE)

PE 246 SOCCER SKILLS AND RULES II (2)

In depth analysis of the skills needed for intercollegiate soccer. Officiating rules covered at the NCAA level. Required Preparation: Permission of instructor. (LE)

PE 260 ADVANCED CONDITIONING TECHNIQUES FOR VOLLEYBALL (2)

Designed to prepare students through advanced skill acquisition and conditioning for higher levels of competition. Combines advanced skill training with specific conditioning required for advanced levels of play. Recommended preparation: PE 160. (LE)

PE 269 SPORTS PERFORMANCE (2)

Correlates all aspects of intercollegiate team sports, including conditioning, nutrition, and application of

team sports concepts and techniques. Includes observation, participation, and implementation of strategies surrounding the rules and techniques of various team sports. Also, includes strength training/conditioning specific to team sports. Required preparation: permission of instructor. (LE)

PE 270 ADVANCED CONDITIONING FOR BASKETBALL I (2)

Advanced skill acquisition and conditioning for competition. Combines aspects of advanced skill training with specific conditioning exercises required for advanced level of play. Required preparation: PE 170 and permission of instructor. (LE)

PE 271 ADVANCED CONDITIONING FOR BASKETBALL II (2)

Designed to prepare students through advanced skill acquisition and conditioning for higher levels of competition. Combines the aspects of advanced skill training with specific conditioning exercises required for advanced levels of play. Required preparation: PE 270 and permission of instructor. (LE)

PHIL

PHILOSOPHY

PHIL& 101 INTRODUCTION TO PHILOSOPHY (5)

Formerly PHIL 100

Introduction to the problems, history and nature of philosophy with reading and discussion of selected writings from the Pre-Socrates to the present, focusing on traditional Western philosophical issues. (Hg)

PHIL& 106 INTRODUCTION TO LOGIC (5)

Formerly PHIL 112

Investigation of systems of formal logic with emphasis on symbolic reasoning. (SR)

PHIL 110 CRITICAL THINKING (3 OR 5)

Examination of the principles of argument and proof, informal logical fallacies, the role of language, and the reasoning process, with applications to other fields. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (Hw)

PHIL 130 INTRODUCTION TO ETHICS (5)

An ethical examination of contemporary controversial issues such as the nature of liberty, the death penalty, capitalism and communism, abortion, animal rights and environmental ethics. (H)

PHIL 132 ENVIRONMENTAL ETHICS (5)

How humanity conceives of its environment is central to an understanding of how humans should act and think of themselves as part of planet Earth. Topics to be covered include: an historical examination of current attitudes and practices, competing religious and cultural perspectives, anthropocentrism, animal rights and ecocentrism. (Hdgs)

PHIL 140 INTRODUCTION TO WORLD RELIGIONS (5)

An investigation of Western and Non-Western religious traditions including the histories and practices of specific traditions and of their differing world views. A general consideration of the role that religion plays in human existence including what has been called the "spiritual dimension", or "transcendence" of personal needs and desires. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (Hwdg)

PHIL 200 PHILOSOPHY OF RELIGION (5)

Covers traditional Western issues and problems such as the nature of theism, arguments for the existence of God, the problem of evil, religious plurality and exclusivism, fideism, agnosticism and atheism, and death and immortality. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (H)

PHIL 295 HONORS PROGRAM SPECIAL TOPICS SEMINAR (2)

Reading, writing, discussion and oral presentations designed to develop in-depth, advanced level knowledge of a topic in Philosophy. Required preparation: acceptance into the Honors Program. (H) or (SR)

PHYS PHYSICS**PHYS& 100 PHYSICS FOR NON-SCIENCE MAJORS (5)**

Formerly PHYS 105

An introductory, comprehensive survey of the dominant concepts in physics. Emphasis is on conceptual and historical development, rather than quantitative. Topics include Newton's laws of motion and gravity; energy; theory of electromagnetic waves (light); Einstein's theories of relativity; model of the atom and quantum physics; nuclear physics and nuclear power. Lab work included. Recommended preparation: MATH 098. (MSI)

PHYS 103 MOVIE PHYSICS (3)

No more Hollywood endings! Watch movies and dispel the flawed physics, all the while learning the real physics behind falls, gunshots, and explosions. Critical thinking and communication skills, both oral and written, will be developed to apply the scientific laws that Hollywood overlooks. (LE)

PHYS 109 ENERGY: USE AND CONSEQUENCES (5)

Conceptual introduction to physics principles relative to energy conversion including oil, hydroelectric, electricity generation, nuclear, fossil fuel, and alternative fuel sources. Elementary mechanics, thermodynamics and environmental impacts will be considered. Recommended preparation: MATH 098. (MSIs)

PHYS 112 ENVIRONMENTAL PHYSICS (5)

Introduction to the physical aspects of environmental science. Topics include energy and matter transfers between water, earth and atmospheric systems. Current environmental problems will provide the common themes. Lab work included. Recommended preparation: MATH 098. (MSIgs)

PHYS& 121 GENERAL PHYSICS I (5)

Formerly PHYS 114

Introduction to mechanics and physical reasoning strategies and investigation methods for students majoring in technically oriented fields not requiring a calculus based physics course. Newton's laws, work and energy, kinematics conservation principles. Computer interfaced laboratory investigations, technical writing, problem solving, mathematical reasoning and scientific method of inquiry skills will be emphasized. Prerequisite: MATH& 141 with a "C-" or better. (Q,SR,MSI)

PHYS& 122 GENERAL PHYSICS II (5)

Formerly PHYS 115

Second course in algebra-trigonometry physics sequence, solids and fluids, introduction to thermodynamics, simple harmonic motion, mechanical waves. Computer interfaced laboratory, technical writing, problem solving, mathematical reasoning, critical thinking skill will be emphasized. Prerequisite: PHYS& 121 with a "C-" or better. (Q,SR,MSI)

PHYS& 123 GENERAL PHYSICS III (5)

Formerly PHYS 116

Third course in algebra-trig physics sequence. Electricity and magnetism, simple circuits, light and introduction to modern physics. Weekly laboratory work. Prerequisite: PHYS& 122 with a "C-" or better. (Q,SR,MSI)

PHYS 210 CURRENT TOPICS IN PHYSICS AND ASTRONOMY (3)

Individual and group study of selected topics regarding, but not limited to, validation of modern physics theories, nuclear power issues, U.S. energy policy (including energy choices and environmental impact), radioactive waste disposal, human-enhanced global warming, recent solar system research, current work on stellar evolution, recent work on neutron stars and black holes, new data related to evolution of galaxies and the universe, the search for dark matter, and the age of the universe. Students will engage in information research and presentation on several topics. Prerequisites: ENGL 100/ESLA 117 and previous college Physics or Astronomy course. (LEw)

PHYS& 221 ENGINEERING PHYSICS I (5)

Formerly PHYS 121

Basic principles of mechanics. Emphasis on critical analysis, interpretation, and problem solving, energy and momentum conservation, rotational motion, static equilibrium. Prerequisite: MATH& 151 with a "C-" or better; ENGL 100/ESLA 117 or placement in ENGL& 101; and one college level physics course or a high school physics course. (Q,SR,MSI)

PHYS& 222 ENGINEERING PHYSICS II (5)

Formerly PHYS 122

Basic principles of thermodynamics, mechanics of fluids and oscillatory motion, and mechanical waves. Prerequisite: PHYS& 221 and MATH& 152 with a "C-" or better; ENGL 100/ESLA 117 or placement in ENGL& 101. (Q,SR,MSI)

PHYS& 223 ENGINEERING PHYSICS III (5)

Formerly PHYS 123

Basic principles of electricity and magnetism, waves, optics and atomic structure. Prerequisite: PHYS& 222 with a "C-" or better. (Q,SR,MSI)

PHYS 295 HONORS PROGRAM SPECIAL TOPICS SEMINAR (2)

Reading, writing, discussion and oral presentations designed to develop in-depth, advanced level knowledge of a topic in Physics. Required preparation: acceptance into the Honors Program. (Q,SR)

PHYSIC PHYSICAL SCIENCE**PHYSIC 104 FINDING THINGS OUT: ENERGY (5)**

First of a three quarter set of courses using extensive hands-on and inquiry-based activities that allow stu-

dents to develop a solid understanding of the nature of interactions and energy exchange. Students will develop critical thinking skills required to pursue scientific understanding of important ideas in physical systems. Not intended for students with prior physical science coursework. Preferred sequence is PHYSIC 104, GEOL 104, and BIOL 104. Lab work included. (MSI)

PHYSIC 105 TOPICS IN PHYSICAL SCIENCE (5)

Introduction to fundamental concepts and models used to understand the physical world. Scientific method, the development of ideas and topics of current civic interest provide central themes of study. Lab work included. (MSI)

PHYSIC 295 HONORS PROGRAM SPECIAL TOPICS SEMINAR (2)

Reading, writing, discussion and oral presentations designed to develop in-depth, advanced level knowledge of a topic in Physical Science. Required preparation: acceptance into the Honors Program. (MS)

PLS**PARALEGAL STUDIES****PLS 111 THE AMERICAN LEGAL SYSTEM (5)**

This course provides students with an overview of the American Legal System, and introduces students to various legal fields and topics. (UE)

PLS 112 LAW OFFICE TECHNOLOGY (3)

This course will increase students' awareness of law office computer systems and software and other technological advances which are, or will be, used in law offices, and enhance the student's ability to effectively utilize these resources. As well, the student should gain the ability to critically analyze law office automation. Recommended preparation: BIS 101 or equivalent. (UE)

PLS 120 THE PROCESS OF LITIGATION (5)

Principles and procedures used in the U. S. Court system with strong emphasis on Washington court rules and case law. Topics include venue, jurisdiction, pleading, discovery and trial, including the administrative process. Recommended preparation: OFFAD 127 or concurrent enrollment; PLS 111; ENGL 100/ESLA 117 or placement in ENGL& 101. (UE)

PLS 125 INDIAN LAW (3)

An introduction to Indian Law with specific applications to the paralegal profession. Course covers basic

concepts of Indian Law including Tribal, Federal, and State jurisdictional matters. Emphasis on history of Federal Indian policy, treaties and trusts, self-government, civil and criminal jurisdiction, and the civil rights of Indians. (UE)

PLS 130 LEGAL INTERVIEWING AND INVESTIGATING (3)

Covers interviewing techniques and skills needed to work with clients and witnesses. Includes investigation procedures and a general understanding of the rules of evidence. Recommended preparation: OFFAD 127 or concurrent enrollment; PLS 111; ENGL 100/ESLA 117 or placement in ENGL& 101. (UE)

PLS 135 CIVIL RIGHTS LAW (3)

Introduction to civil rights law based on Section 1983 Civil Rights Litigation. Topics include actions against state and local governments and individuals, as well as liability regarding violations of constitutional rights. Additional emphasis on immunities, failure to train and supervise, land use, police activity, and employment law. Course intended for general public and for students preparing for paralegal and law related careers. Recommended preparation: OFFAD 127. (UE)

PLS 150 ENVIRONMENTAL LAW (3)

Survey of state and federal environmental law, substantive and procedural, emphasizing practice and procedure. Focuses on natural resource-related issues of current or upcoming importance in the Pacific Northwest region. Recommended preparation: OFFAD 127 or concurrent enrollment; PLS 111; ENGL 100/ESLA 117 or placement in ENGL& 101. (UE)

PLS 151 LAW OFFICE PROCEDURES (5)

Designed to help students preparing for or enhancing careers as paralegals and legal secretaries. Topics include law office management, non-litigation, and litigation responsibilities. Emphasis on understanding, formatting, and preparation of legal documents. Recommended preparation: OFFAD 127; ENGL 100/ESLA 117; BIS 101 or 121. (UE)

PLS 152 INTRODUCTION TO LEGAL RESEARCH (3 OR 5)

Introduction to a variety of legal resources, the use of the law library, and computerized legal research. Designed for law office staff, legal assistants, and others who wish to develop skills in the process of legal research. Recommended preparation: OFFAD 127, ENGL 100/ESLA 117. (UE)

PLS 153 ADVANCED LEGAL RESEARCH (3)

Involves research, analysis and recommendations covering hypothetical cases in law firms. Includes presentation of findings, analysis and special final project. Recommended preparation: OFFAD 127, PLS 152. (UE)

PLS 160 ADMINISTRATIVE LAW (3)

History of administrative agencies, administrative law procedures, use of expert witnesses, law of evidence, and constitutional limitations of judicial review. Designed for professional practice of paralegal staff and individuals working with law-related agencies. Recommended preparation: OFFAD 127 or concurrent enrollment; PLS 111; ENGL 100/ESLA 117 or placement in ENGL& 101. (UE)

PLS 170 CONSTITUTIONAL LAW (3)

Analyzes the basic constitutional principles, which form the foundation for federal and state constitutions. Focuses on case applications and document analysis. Recommended preparation: OFFAD 127, ENGL 100/ESLA 117. (UE)

PLS 185 TORTS (3)

This course is an introduction to the principles of tort law – the law of personal injuries. In addition to discussion of the basic substantive law of torts, the course will provide practical information for the paralegal in such areas as the discovery process in tort cases, obtaining medical records, medical releases, and generally the legal assistant's role during a tort case. Recommended preparation: OFFAD 127 or concurrent enrollment and placement in ENGL& 101. (UE)

PLS 190 COOPERATIVE EDUCATION FOR PARALEGAL STUDIES (3-5)

Designed for PLS students to work in a law office or agency in an internship capacity in order to gain experience in paralegal practice and to learn the daily operations of the office. Recommended preparation: completion of core and paralegal field requirements for paralegal studies degree. (UE)

PLS 191 COOPERATIVE WORK EXPERIENCE SEMINAR (2)

Designed for advanced PLS students to explore the practical, ethical and career issues relevant to the legal profession; to also gain experience in paralegal practice and learn the operations of a legal office. Recommended preparation: completion of PLS degree core requirements. (UE)

PLS 201 LEGAL WRITING (3)

Application of basic principles of legal writing required by legal assistants in general law practice. Topics include general correspondence, letters, memos, pleadings, inventories, and legal documents. Recommended preparation: OFFAD 127 or concurrent enrollment; PLS 111; ENGL 100/ESLA 117 or placement in ENGL& 101. (UE)

PLS 210 PROBATE, TAXES AND TRUSTS (3)

Analysis of Washington state law regarding wills, trusts, and the administration of estates. Includes the estates of decedents, minors, and persons under disability and tax-related matters. Recommended preparation: OFFAD 127 or concurrent enrollment; PLS 111; ENGL 100/ESLA 117 or placement in ENGL& 101. (UE)

PLS 220 REAL ESTATE LEGAL PROCEDURES (3)

Application of legal procedures and requirements in real estate transactions and litigation. Includes drafting of documents and pleadings with emphasis on contracts, closings, deeds, leases, liens, and foreclosures. Recommended preparation: OFFAD 127 or concurrent enrollment; PLS 111; ENGL 100/ESLA 117 or placement in ENGL& 101. (UE)

PLS 230 CRIMINAL TRIAL PROCEDURE (3)

Covers the steps of the criminal trial process from first court appearance through pre-trial procedures. Includes plea bargaining, ethical considerations, initial appearance, probable cause, discovery, and pre-trial motions. Recommended preparation: OFFAD 127 or concurrent enrollment; PLS 111; ENGL 100/ESLA 117 or placement in ENGL& 101. (UE)

PLS 240 DOMESTIC RELATIONS AND FAMILY LAW (3)

Legal procedures related to domestic matters and family relations. Includes dissolution of marriage, community property, adoption, and other family law procedures. Recommended preparation: OFFAD 127 or concurrent enrollment; PLS 111; ENGL 100/ESLA 117 or placement in ENGL& 101. (UE)

PLS 245 U.S. IMMIGRATION APPLICATIONS AND PROCESSES (3)

An introduction to current immigration application processes including non-immigrant, immigrant, and citizenship. Will cover family and employment visas and green cards, labor certification, overview of refugee/asylee status and of immigration court. Recommended preparation: PLS 111. (UE)

POLS**POLITICAL SCIENCE****POLS& 101 INTRODUCTION TO POLITICAL SCIENCE (5)**

Formerly POLSC 110

Introduction to political concepts, public opinion, pressure groups, and government systems. (SS)

POLS 150 HOMELAND SECURITY AND CIVIL LIBERTIES (3)

Formerly POLSC 150

This course is designed to present a broad overview of the field of homeland security and related issues in civil liberties. Course content will include: The USA Patriot Act, the National Strategy for Homeland Security, legal issues of domestic surveillance, community/agency roles in the prevention and response to terrorist attacks and understanding weapons of mass destruction. (LEg)

POLS& 201 INTRODUCTION TO POLITICAL THEORY (5)

Formerly POLSC 225

Evaluation of major political concepts in regard to government, property, religion and man's place in society. (SSg)

POLS& 202 AMERICAN GOVERNMENT (5)

Formerly POLSC 115

Outlines the main structure and function of American government. Also deals with politics in theory and in practice emphasizing political concepts, protest and reform movements. (SS)

POLS& 203 INTERNATIONAL RELATIONS (5)

Formerly POLSC 230

Examines the history of international relations and theories of how such relations work, possible trends in globalization or interdependence, problems of authority, concepts and reality of conflict and security, and economics. Studies key international actors such as nation-states, international organizations and others including multinational corporations, and terrorist groups. Also addressed: diplomacy, human rights and international law. (SSg)

POLS& 204 COMPARATIVE GOVERNMENT (5)

Formerly POLSC 215

Advanced study of major foreign powers including France, Great Britain, West Germany, Russia, China, India and others as time permits. Recommended preparation: POLS& 101 or 202. (SSg)

POLS 295 HONORS PROGRAM SPECIAL TOPICS SEMINAR (2)*Formerly POLSC 295*

Reading, writing, discussion and oral presentations designed to develop in-depth, advanced level knowledge of a topic in Political Science. Required preparation: acceptance into the Honors Program. (SS)

**PSYC
PSYCH****PSYCHOLOGY****PSYC& 100 GENERAL PSYCHOLOGY (5)***Formerly PSYCH 110*

Surveys the knowledge and methods of the discipline of psychology. Emphasis include an overview of current knowledge in major areas of psychology, accessing and assessing information about behavior, skills in scientific reasoning and critical thinking. (SS)

PSYC 165 PSYCHOLOGY OF ADJUSTMENT (5)*Formerly PSYCH 165*

The Psychology of Adjustment teaches the principles of psychology as they relate to adaptations of life's challenges. Topics include the nature and management of stress, coping strategies, interpersonal communication, relationship dynamics, self concept, life long learning, and career development. (SSg)

PSYC& 180 HUMAN SEXUALITY (5)*Formerly PSYCH 217*

Study of the factors influencing the development and expression of individual sexuality, human sexual behavior, attraction and love, gender identity, sexual orientation, sexual aggression, sexual dysfunction and disorders, characteristics of and factors influencing the use of contraceptives, characteristics and risk factors of sexually transmitted diseases. Recommended preparation: PSYC& 100, SOC& 101, or ANTH& 206. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (SSwd)

PSYC& 200 LIFESPAN PSYCHOLOGY (5)*Formerly PSYCH 216*

Growth and development through the life span including physical, social, cognitive and neurological development. Topics covered included daycare, education, disabilities, parenting, types of families, gender identity and roles, career decisions, illnesses and treatments, aging, retirement, generativity, and dying. Pre-

requisite: ENGL 100/ESLA 117 or placement in ENGL& 101; and PSYC& 100. (SSw)

PSYC 210 CHILD DEVELOPMENT (5)*Formerly PSYCH 210*

Psychological growth and development from conception through adolescence including biological, social and cognitive development. Recommended preparation: PSYC& 100. (SS)

PSYC 211 SOCIAL PSYCHOLOGY (5)*Formerly PSYCH 211*

The scientific study of the influence of people upon each other's behavior. Topics include social perception, attraction, pro-social behavior, aggression, attitude formation and change, group processes, applied topics, e.g. legal system, health, organizations. Recommended preparation: PSYC& 100. (SS)

PSYC& 220 ABNORMAL PSYCHOLOGY (5)*Formerly PSYCH 215*

Introduction to the characteristics, origins, diagnosis, treatment, and management of psychological disorders and related controversies. Major perspectives include Biological, socio-cultural, cognitive behavioral, and psychodynamic. Includes acute and chronic disorders in major categories of DSM IV such as autism, ADHD, PTSD, mood disorders, schizophrenia, personality disorders, anxiety disorders, and Alzheimer's disease. Civil commitments an insanity plea issues included. Recommended preparation: PSYC& 100. (SSd)

PSYC 225 COGNITIVE PSYCHOLOGY (5)*Formerly PSYCH 225*

Examines the historical development of cognitive psychology. Cognitive theories and research methods are related to practical applications in daily life as well as in classroom settings. Areas of focus include acquisition, storage, and retrieval of information, the role of imagery in cognition, and the development of cognitive processes. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101; PSYC& 100. (SSw)

PSYC 235 PHYSIOLOGICAL PSYCHOLOGY (5)*Formerly PSYCH 235*

Course focuses upon the current and evolving knowledge of brain functioning and its role in behavior, cognition, emotion, sensing, memory, movement, and psychological disorder. Recommended preparation: PSYC& 100. (SS)

PSYC 240 ENVIRONMENTAL ISSUES AND HUMAN BEHAVIOR (5)*Formerly PSYCH 220*

Investigates the influence of human behavior in creating environmental problems. Applies behavioral and social science knowledge to changing behaviors and systems to reduce the problems. Includes the role of cognitive processes, learned behavior, reinforcement, cultural norms, education, religion, economics, government, political processes, environmental organizations, and ecological science in shaping the behaviors that contribute to the problems. Local, national, and global issues considered such as global warming, recycling, energy use, biodiversity, pollution and population. (SSgs)

PSYC 265 CROSS CULTURAL PSYCHOLOGY (5)*Formerly PSYCH 265*

Cross-Cultural Psychology examines psychological theories and research from a cross-cultural perspective. Primary goals of the class include the study of the effects of culture on human thought and behavior, of cross-cultural interactions, and of the similarities and differences in behavior across cultures. Students will also discuss the impact of culture on cognition, development, emotion, motivation, sex roles, disorders, group behavior, conflict, stereotyping, and prejudice. (SSg)

PSYC 295 HONORS PROGRAM SPECIAL TOPICS SEMINAR (2)*Formerly PSYCH 295*

Reading, writing, discussion and oral presentations designed to develop in-depth, advanced level knowledge of a topic in Psychology. Required preparation: acceptance into the Honors Program. (SS)

PSYCH 105 CAREER SEARCH PROCESS (3)

Designed for students to assess their own interests, aptitudes, values, and motivators through various self-assessment instruments, informational interviews, lectures, guest speakers, and group discussions. Students will explore decision making, life transitions, building positive attitudes, time and stress management, and networking. Includes brief discussions of resume writing, interviewing, and job retention. (UE)

PSYCH 106 JOB FINDING SKILLS (2)

Develops an in-depth understanding of transferable skills, effective resume writing, employment letters, and the application process. Students will develop

successful and creative job search techniques and in-depth interviewing skills and job market analysis. (UE)

PSYCH 107 CAREER AND EMPLOYMENT ANALYSIS (4)

A complete career and employment analysis culminating in an individual training plan. Course covers assessment, skills, career information, employment analysis, writing, research, and related activities. S/U grading. Required preparation: permission of instructor. (UE)

PTA**PHYSICAL THERAPIST ASSISTANT****PTA 101 INTRODUCTION TO PHYSICAL THERAPY (3)**

Introduction to the practice of physical therapy with emphasis on the PTA as a member of the health care team. Examination of the therapist-patient relationship. Introduction to documentation standards, SOAP note writing and other documentation formats related to physical therapy. Introduction to legal and ethical issues in physical therapy including HIPPA legislation. Required preparation: admission to PTA Program. (UE)

PTA 110 PTA PROCEDURES I (5)

Basic patient care skills focused in the acute care setting including aseptic techniques, vital signs, bandaging, bed mobility and patient transfers and preparation and maintenance of treatment environment. Theory & application of selected physical therapy equipment. Required preparation: program admittance; concurrent enrollment in PTA 101. (UE)

PTA 111 PTA PROCEDURES II (7)

Theory and application of cold and heat modalities. Basic principles & application of selected massage techniques. Introduction to fundamentals and use of electrotherapy & traction modalities. Basic edema management including lymphedema. Required preparation: program admittance; PTA 110. (UE)

PTA 112 PTA PROCEDURES III (5)

Principles of normal and abnormal ambulation, use of assisted devices, postural analysis and selected functional rehabilitation activities. Required preparation: program admittance; PTA 110. (UE)

PTA 151 CLINICAL EXPERIENCE (4)

Supervised clinical experiences in physical therapy departments affiliated with the college. Lectures comprised of clinical discussion and presentation of pertinent clinical issues. S/U grading. Required preparation: program admittance; PTA 101, 110, 271, and HLTH 202. (UE)

PTA 201 ETHICAL ISSUES IN PHYSICAL THERAPY (3)

Survey of medical, legal, ethical and psychosocial issues relating to physical therapy and the delivery of health care in the United States. Covers concepts and strategies regarding ethical decision-making, humanizing health care, confidentiality, information disclosure, informed consent, allocation of health care resources and the health care provider as a citizen. Required preparation: program admittance; PTA 151. (UE)

PTA 220 PTA PROCEDURES IV (5)

Introduction to orthopedics and the effects of orthopedic dysfunction on the rehabilitation process. Includes fundamentals of orthopedic terminology, survey of surgical repair and fundamentals of disease processes, orthopedic injuries and impairment. Therapeutic exercise techniques and testing procedures with selected kinesiological principles of therapeutic exercise. Emphasis on lower extremity and lumbosacral spine. Required preparation: program admittance; PTA 111 and HLTH 202. (UE)

PTA 221 PTA PROCEDURES V (3)

Continued study of orthopedics and the effects of orthopedic dysfunction on the rehabilitation process. Includes fundamentals of orthopedic terminology, survey of surgical repair and fundamentals of disease processes, orthopedic injuries and impairment. Continued study of therapeutic exercise techniques and testing procedures. Required preparation: program admittance; PTA 220. (UE)

PTA 222 PTA PROCEDURES VI (6)

Principles of physical therapy treatment programs applied to specific disabilities, emphasis on neurological dysfunctions. Instruction in selected advanced procedures for treating dysfunctions. Required preparation: program admittance; PTA 221. (UE)

PTA 251 CLINICAL EXPERIENCE II (4)

Supervised practical experience in the application of physical therapy procedures in the treatment of pa-

tients in health care facilities affiliated with the college. Lectures comprised of clinical discussion and presentation of pertinent clinical issues. S/U grading. Required preparation: program admittance; PTA 111, 112, 151, 272. (UE)

PTA 253 CLINICAL AFFILIATION (18)

Internships of practical performance and application of physical therapy procedures and techniques under supervision in selected clinical settings. S/U grading. Required preparation: program admittance; PTA 201, 221, 222, 251 and 280. (UE)

PTA 253A CLINICAL AFFILIATION I (9)

Internships of practical performance and application of physical therapy procedures and techniques under supervision in selected clinical settings. S/U grading. Required preparation: program admittance; PTA 221, PTA 222, PTA 201, PTA 280, PTA 251. (UE)

PTA 253B CLINICAL AFFILIATION II (9)

Internships of practical performance and application of physical therapy procedures and techniques under supervision in a different clinical setting than was selected in 253A. S/U grading. Required preparation: program admittance; PTA 221, PTA 222, PTA 201, PTA 280, PTA 251, PTA 253A. (UE)

PTA 271 SURVEY OF PATHOPHYSIOLOGY I (2)

Basic overview of the disease process and its effect on rehabilitation. Includes general pathology and review of disease processes in all of the following major body systems: integumentary, cardiopulmonary, lymphatic and immune. Orientation to common pharmacologic interventions, effects and side effects. This course is equivalent to MT 271, students who take both courses can only apply credits of one toward graduation. Required preparation: program admittance. (UE)

PTA 272 SURVEY OF PATHOPHYSIOLOGY II (2)

Continued overview of the disease process (including pharmacologic interventions) and its effect on rehabilitation. Includes the following systems: endocrine/metabolic, genetic, gastrointestinal, genitourinary, respiratory and psychiatric. This course is equivalent to MT 272, students who take both courses can only apply credits of one toward graduation. Required preparation: program admittance; PTA 271. (UE)

PTA 275 PEDIATRICS FOR PHYSICAL THERAPIST ASSISTANTS (1)

Overview of pediatrics as a specialty in physical therapy. Focus on normal and abnormal development, common pediatric dysfunctions including cerebral palsy and other tone abnormalities and sensory integration disorders. Practice in the lab setting with selected treatment techniques for this population. Required preparation: program admittance; concurrent enrollment in PTA 112. (UE)

PTA 280 SPECIAL TOPICS IN PHYSICAL THERAPY (2)

Overview of specialized topics in physical therapy including aquatic therapy, cardiac rehabilitation, women's health, wound care and chest physical therapy. Integration of physical therapy techniques and communication skills learned throughout the program. Required preparation: program admittance; Concurrent with PTA 221 and PTA 201. (UE)

PTA 285 MANUAL THERAPY TECHNIQUES FOR PHYSICAL THERAPIST ASSISTANTS (1)

Beginning practice in selected manual therapy techniques including peripheral joint mobilization, myofascial release, muscle energy techniques and strain/counter-strain techniques. S/U grading. Required preparation: program admittance; HLTH 202 and PTA 220 and concurrent enrollment in PTA 221. (UE)

SCI**SCIENCE****SCI 100 INTRODUCTION TO SCIENCE (5)**

This introductory course is designed to give students a general and abbreviated overview of basic science concepts and terminology. It is for students who have had limited or no previous chemistry, biology or biochemistry experience. The primary goal is to lay the foundation for future science classes. Prerequisite: completion of or concurrent enrollment in MATH 94; or placement in MATH 97; or permission of instructor. (UE)

SOC**SOCIOLOGY****SOC& 101 INTRODUCTION TO SOCIOLOGY (5)**

Formerly SOCIO 110

Study of human group life emphasizing socialization, social structure, and social interaction patterns. Class work augmented by individual study experience situations. (SS)

SOC 120 MARRIAGE AND FAMILY (5)

Formerly SOCIO 120

Scientific study of the social institution of marriage and family. Family related issues and types; relationships, socialization, mate selection, alternative enduring relationships, and divorce. Varieties and functions of contemporary American and cross cultural marriages and families. (SSd)

SOC& 201 SOCIAL PROBLEMS (5)

Formerly SOCIO 215

Study of the phenomenon of deviance with implications for society at large. Specific problems covered include crime, delinquency and family dissolution. (SSd)

SOC 210 URBAN SOCIOLOGY (5)

Formerly SOCIO 210

Analyzes the transition and development of urban environments and the impact on human behavior and activities. Includes theory, origins, problems and resources associated with cities. Sources of change examined along with cross cultural variations in urbanization, modernization and industrialization. (SSg)

SOC 220 CONTEMPORARY SOCIAL ISSUES (5)

Formerly SOCIO 220

Examination of current social issues. Includes in-depth study of an issue of student's choice. (SSd)

SOC 250 MULTICULTURAL ISSUES (5)

Formerly SOCIO 250

Focuses on learning about the local ethnic populations in terms of community issues identified by representatives from these populations. Students will also look at how ethnic values, culture and heritage affect these issues. (SSd)

SOC 295 HONORS PROGRAM SPECIAL TOPICS SEMINAR (2)

Formerly SOCIO 295

Reading, writing, discussion and oral presentations designed to develop in-depth, advanced level knowledge of a topic in Sociology. Required preparation: acceptance into the Honors Program. (SS)

SPAN**SPANISH****SPAN 104 ACCELERATED ELEMENTARY SPANISH (5)**

A comprehensive, intensive review of elementary Spanish through both traditional grammar/vocabu-

lary study and active communication. For those who at some time have completed the equivalent or near equivalent of college-level, first year Spanish but need a refresher before undertaking further study. Prerequisite: two years of high school Spanish or the equivalent. (Hg)

SPAN& 121 SPANISH I (5)

Formerly SPAN 101

An introductory course, which facilitates elementary ability in comprehension, speaking, reading, and writing in Spanish, provides some understanding of Hispanic cultures, and prepares students for Spanish II. Intended for students who have no prior experience in Spanish. (LEg)

SPAN& 122 SPANISH II (5)

Formerly SPAN 102

Builds upon the foundation of Spanish I. Facilitates ability in comprehension, speaking, reading, and writing in Spanish, provides some understanding of Hispanic cultures, and prepares students for Spanish III. Continued emphasis on both traditional grammar/vocabulary study and real communication. Prerequisite: SPAN& 121. (LEg)

SPAN& 123 SPANISH III (5)

Formerly SPAN 103

Capstone of the first-year series. Completes the basic foundation of understanding/ability in the four language skills and of basic knowledge of Hispanic cultures, and prepares students for second year Spanish. Continued emphasis on both traditional grammar/vocabulary study and active communication. Prerequisite: SPAN& 122. (Hg)

SPAN& 221 SPANISH IV (5)

Formerly SPAN 201

A second-year course which facilitates the leap from basic comprehension of the mechanics of the language to real ability to comprehend, speak, read, and write effectively in Spanish. Provides some solid insight into Hispanic cultures through readings and other media. Taught in Spanish. Prerequisite: SPAN& 123 or SPAN 104. (Hg)



SPAN& 222 SPANISH V (5)

Formerly SPAN 202

Continuation of Spanish 201 which further develops practical conversational skills in Spanish while increasingly stressing reading comprehension strategies and effective writing. Hispanic cultures are investigated in increasing depth as students prepare for more advanced study. Taught in Spanish. Prerequisite: SPAN& 221. (Hg)

SPAN& 223 SPANISH VI (5)

Formerly SPAN 203

The capstone of the second-year series. Students refine practical conversational skills and polish formal writing techniques while studying more advanced structures and registers. Linguistic ability and cultural insight are further developed through the reading and study of authentic literary works. Prerequisite: SPAN& 222. (Hg)

SPAN 295 HONORS PROGRAM SPECIAL TOPICS SEMINAR (2)

Reading, writing, discussion and oral presentations designed to develop in-depth, advanced level knowledge of a topic in Spanish. Required preparation: acceptance into the Honors Program. (H)



College Policies

College Policies

All Whatcom Community College policies, in addition to those listed here, are maintained by the President's office.

ALCOHOL AND CONTROLLED SUBSTANCES— INFORMATION RELATED TO THE FEDERAL DRUG- FREE SCHOOL AND COMMUNITIES ACT OF 1989

Purpose

The College desires to facilitate access to appropriate health and medical care for students who develop academic problems, and employees who develop job performance problems as a consequence of drug and alcohol abuse.

Whatcom Community College recognizes drug dependency, including alcoholism, as a treatable illness that interferes with academic and work performances, personal health and safety, and the safety of others. The College recognizes its efforts to facilitate access to appropriate health and medical care for students and employees who develop drug and alcohol problems are limited to the following: 1) the effects of drug and alcohol abuse on a student's academic ability and behavior while involved in College activities; 2) the effects of drug and alcohol abuse on an employee's job performance and on-the-job behavior.

I. Relevant State/Local Laws & College Policies

Both the State of Washington and Whatcom Community College have adopted laws and policies governing the use of alcohol and controlled substances. The following is a summary listing of some of the laws and policies most relevant to Whatcom Community College students and employees.

- A. **STUDENT USE/ABUSE OF ALCOHOL AND CONTROLLED SUBSTANCES:** Students are prohibited from using, possessing, being demonstrably under the influence of, or selling any narcotic or controlled substance, except when the use or possession of a drug is specifically prescribed as medication by an authorized medical doctor or dentist. Students are further prohibited from being demonstrably under the influence of any form of alcoholic beverage or possessing or consuming any form of alcoholic beverage on College property, with the exception of sanctioned events approved by the president or his designee and in compliance with state law. These prohibitions apply to every student whenever said student is present upon or in any College facility and whenever said student is present at or engaged in any College-sponsored activity which is held in college facilities or non-college facilities. (WAC 132U-120-030 (1) and 050 (3) (f) and (g)).
- B. **EMPLOYEE USE/ABUSE OF ALCOHOL AND CONTROLLED SUBSTANCES:** Employees are prohibited from being under the influence of or participating in the unlawful manufacture, distribution, possession, or use of a controlled substance in and on College-owned or controlled property or while conducting College business. Employees under the influence of alcohol are not permitted on the work site. (WAC 296-024-073 (6) (e) and College Policy 1140).
- C. **PROHIBITED CONDUCT AT COLLEGE FACILITIES:** State law relative to public institutions governs the use or possession of intoxicants on campus or at college functions. The use or possession of unlawful drugs or narcotics, not medically prescribed, on college property or at college functions, is prohibited. Students obviously under the influence of intoxicants, unlawful drugs or narcotics while in college facilities shall be subject to disciplinary action. (WAC 132 U-140-070).
- D. **DRINKING AGE LAWS:** It is unlawful for any person under the age of 21 years to acquire, possess or consume any alcoholic beverage. It is also unlawful for any person, other than a parent or guardian (and then only in specific situations), to provide alcoholic beverages to someone under 21. (RCW 66.44.270 and Local Ordinances 8707 and 8573).
- E. **COLLEGE FUNCTIONS THAT PROVIDE OR ALLOW ALCOHOLIC BEVERAGES WITHOUT COST (BANQUET PERMITS):** No functions that involve the service or consumption of alcoholic beverages may take place on College grounds without a state banquet permit. (RCW 66.20.010). Any person acting without a required permit shall be guilty of a gross misdemeanor. (RCW 66.44.090).
- F. **SALE OF ALCOHOLIC BEVERAGES ON CAMPUS:** Alcoholic beverages may not be sold on college property without obtaining an appropriate state liquor license. (RCW 66.20) Liquor licenses must be displayed in plain sight at the location of the event. (RCW 66.24.010(7)).
- G. **OPENING OR CONSUMING LIQUOR IN PUBLIC PLACES:** Except where permits have been issued

by the State Liquor Board and approval granted by the President, it is illegal to have an open container of alcohol or to consume alcohol in a public place, which includes College hallways and lounges, athletic fields, parks, sidewalks, parking lots, etc. (RCW 66.04.010(23) and 66.44.100 and Local Ordinance 9044.7).

- H. **PROMOTION OF LIQUOR AT WHATCOM COMMUNITY COLLEGE:** No activities by liquor manufacturers or importers or their representatives which promote the sale or consumption of alcoholic beverages, either by brand name or in general, are allowed on College property except in accordance with state regulation and approved by the president. (RCW 66.28.160).
- I. **SERVING ALCOHOL TO AN INTOXICATED PERSON:** It is illegal to serve alcohol to anyone who appears intoxicated. (RCW 66.44.200).

II. Assistance

The College recognizes its obligation to promote the health, safety, and well-being of its students and employees and to encourage appropriate assistance.

STUDENT ASSISTANCE: Students are encouraged to voluntarily seek expert assistance for alcoholism or drug dependency. Students who voluntarily reveal to a college staff member that they have been or are currently involved in the abuse of alcohol or illicit drugs shall have the confidentiality and anonymity of their communication respected, except under subpoena. The staff member should refer students to the Whatcom Community College counseling office. The counseling office shall be capable of making referral to community resources for alcohol or drug abuse diagnosis or treatment. Confidentiality by counselors will be fully maintained according to Federal Law 42 CFR Part 2.

Any student receiving approved professional treatment for an alcohol or drug problem will be considered for emergency medical leave for the purpose of tuition refund according to Whatcom Community College Tuition Fees/Refunds Policy Number 3080.

Students will use their own resources to cover costs incurred for treatment.

Employees of Whatcom Community college are encouraged to refer students who abuse alcohol or illicit drugs to Whatcom Community College's counseling center for assessment and/or intervention and referral. Student confidentiality and anonymity of their communication shall be respected and limited to referral to the Whatcom Community College counseling office. No official college records shall be kept.

III. Sanctions

Whatcom Community College will impose sanctions on students and employees consistent with local, state and federal laws. These sanctions include possible expulsion or termination of students or employees who violate these laws. Faculty members, other College employees and students who breach or aid or abet another in the breach of any of these provisions shall be subject to: a) possible prosecution under the state criminal law, b) any other civil or criminal remedies available to the public, or c) appropriate disciplinary action pursuant to the state of Washington higher education personnel board rules or the College's policies and regulations. (WAC 132U-120-030(2) and College Policy 1140).

Refer to the college's website for the complete version of this policy.

STUDENT RIGHTS & RESPONSIBILITIES

WAC 132U-120-010 Title

This chapter shall be known as the student rights and responsibilities code of Whatcom Community College.

WAC 132U-120-015 Purpose

Whatcom Community College, as a state supported institution of higher education, has a primary mission to provide effective quality education designed to foster the development of students' knowledge, communication and critical thinking skills, personal integrity, global understanding, and appreciation of diversity. Students and college personnel share responsibility for this common mission by contributing to a learning environment that promotes academic honesty, social justice, understanding, civility, and nonviolence within a safe and supportive college community.

Enrollment in Whatcom Community College carries with it the obligation to be a responsible citizen of the college community and to treat others with respect and dignity. Students have obligations to fulfill both their particular roles within the academic community and those obligations as citizens of their larger community. Each student is expected to abide by college policies and regulations along with local,

state, and federal laws. Any student charged with a violation of college policies or regulations is guaranteed fair judicial process and when found in violation, appropriate disciplinary action.

The student's rights and responsibilities code is implemented to support the aforementioned purpose to assist in the protection of the rights and freedoms of all members of the college community.

WAC 132U-120-020 Definitions

As used in this chapter, the following words and phrases shall be defined as follows:

"Academic dishonesty" shall mean plagiarism, cheating on examinations, fraudulent representation of student work product or other similar acts of dishonesty.

"Alcoholic beverages" shall mean the definition of liquor as contained within RCW 66.04.010(15) as now law or hereafter amended.

"Assembly" shall mean any overt activity engaged in by two or more persons, the object of which is to gain publicity, advocate a view, petition for a cause, or disseminate information to any person, persons, or group of persons.

"Associated students" shall mean the student body and such authorized groups organized under the provisions of the constitution and bylaws of the associated students of the college.

"ASWCC" shall mean the associated students of Whatcom Community College as defined in the constitution of that body.

"Board" shall mean the board of trustees of Community College District No. 21, state of Washington.

"Code of conduct" refers to the Whatcom Community College code of student rights and responsibilities.

"College" shall mean Whatcom Community College, and any other community college centers or facilities established within Community College District No. 21.

"College community" shall mean trustees, students, employees, and guests on college-owned or controlled facilities, including distance learning environments.

"College facilities" shall mean and include any and all personal property and real property that the college owns, uses, or controls including all buildings and appurtenances affixed thereon or attached thereto district-wide. College facilities extend to affiliated websites, distance learning classroom environments, and agencies or institutions that have educational agreements with Whatcom Community College.

"College official" shall mean any person who is

employed by the college or authorized to act as an agent of the college in performing assigned administrative or professional responsibilities.

"Controlled substance" shall mean and include any drug or substance as defined in chapter 69.50 RCW as now law or hereafter amended.

"Dean of students" shall mean the chief student affairs officer who is the administrator responsible for student services or designee.

"Demonstrations" shall mean any overt activity engaged in by one or more persons, the object of which is to gain publicity, advocate a view, petition for a cause or disseminate information to any person, persons, or group of persons.

"Director of student programs" shall mean the administrator responsible for student programs and activities or designee.

"Disciplinary sanctions" shall mean and include a warning, reprimand, probation, suspension, or dismissal of any student by a dean or the president issued pursuant to this chapter where that student has violated any designated rule or regulation of the rules of conduct for which a student is subject to disciplinary action.

"Distance learning" shall mean various methods of instructional delivery that include, but are not limited to, online courses, telecourses, and interactive video courses.

"Faculty" or "instructor" shall mean any full-time or part-time academic employee of the college or an affiliated institution whose assignment is one of a combination of instruction, counseling or library services.

"Free speech area" shall be designated by the college president and can be reserved by student groups and organizations through the office of student programs and activities.

"Instructional day" shall mean any regularly scheduled day of instruction designated in the academic year calendar, including summer quarter, as a day when classes are held. Saturdays and Sundays are not regularly scheduled instructional days.

"President" shall mean the president of Whatcom Community College and president of Community College District No. 21, state of Washington.

"Rules of conduct" shall mean those rules contained within this chapter as now exist or which may be hereafter amended, the violation of which subjects a student to disciplinary action.

"Student," unless otherwise qualified, shall mean and include any person who is enrolled for classes at the college, including any person enrolled in distance



learning courses.

“Student rights and responsibilities committee” shall mean the judicial body provided in this chapter.

“Trespass” shall mean the definition of trespass as contained within chapter 9A.52 RCW, as now law or hereafter amended.

WAC 132U-120-030 Jurisdiction

The student rights and responsibilities code is a guideline for expected student behavior at the college. All rules and provisions in the code apply to every student on campus or in a college facility. Such rules and provisions also apply to students while they are present at or engaged in college-sponsored activities held in noncollege facilities. The college is not a policing agent for students when they are off campus but does reserve the right to take action if a student’s behavior is determined to threaten the health, safety, and/or property of the college and its members.

Students, college employees, or members of the public who violate, or aid or abet another in violation of this chapter shall be subject to:

- (1) Criminal and civil prosecution;
- (2) Restriction from any college property or facilities, the violation of which could result in criminal trespass;
- (3) Any other civil or criminal remedies available to the public;
- (4) Appropriate disciplinary action pursuant to the state of Washington higher education personnel board rules or the district’s policies and regulations.

The college may carry out disciplinary proceedings prior to, simultaneous, or following civil or criminal proceedings in the court.

WAC 132U-120-040 Student Rights

The following enumerated rights are guaranteed to each student within the limitations of statutory law and college policy which are deemed necessary to achieve the educational goals of the college:

- (1) Academic freedom.
 - (a) Students are guaranteed the rights of free inquiry, expression, and assembly upon and within college facilities that are generally open and available to the public.
 - (b) Students are free to pursue appropriate educational objectives from among the college’s curricula, programs and services, subject to the limitations of RCW 28B.50.090 (3)(b).
 - (c) Students shall be protected from academic evaluation which is arbitrary, prejudiced or capricious, but are responsible for meeting the standards of academic performance established by each of their instructors.
 - (d) Students have the right to a learning environment which is free from unlawful discrimination, inappropriate and disrespectful conduct, and sexual harassment.
- (2) Due process.
 - (a) The rights of students to be secure in their persons, quarters, papers and effects against unreasonable searches and seizures is guaranteed.
 - (b) No disciplinary sanction may be imposed on any student without notice to the accused of the nature of the charges.
 - (c) A student accused of violating this code of student rights and responsibilities is entitled, upon request, to procedural due process as set forth in this chapter.
- (3) Distribution and posting. Students may post or

- distribute printed or published material. Such distribution and posting is subject to college rules and procedures available in the student programs office.
- (4) Outside speakers. Recognized student organizations shall have the right to invite outside speakers to speak on campus subject to the availability of campus facilities, funding, and compliance with the college procedures available in the student programs office.
 - (5) Commercial activities.
 - (a) College facilities may not be used for commercial solicitation, advertising, or promotional activities unless the activities clearly serve educational objectives and fit within the mission of the college. The commercial activities may be conducted under the sponsorship or the request of a college department or official student organization.
 - (b) These sponsored commercial activities must be scheduled and approved by the director of student programs conducted in a manner not to interfere with or operate to the detriment of college functions or the free flow of pedestrian or vehicular traffic.
 - (6) Student participation in college governance.
 - (a) Whatcom Community College recognizes the special role that students have in the development and maintenance of student programs.
 - (b) The college provides opportunities for students to participate in college governance, including the formulation of college policies and procedures relevant to students, through representation by the Associated Students of Whatcom Community College (ASWCC).
 - (c) Students are also appointed, according to the ASWCC constitution and bylaws, to serve on a variety of college committees.
 - (7) Right of assembly.
 - (a) Fundamental to the democratic process are the rights of free speech and peaceful assembly. Students may conduct or may participate in any assembly on college facilities provided that such assemblies:
 - (i) Are conducted in an orderly manner;
 - (ii) Do not unreasonably interfere with classes, scheduled meetings or ceremonies, or regular functions of the college;
 - (iii) Do not unreasonably interfere with pedestrian or vehicular traffic; or
 - (iv) Do not cause destruction or damage to college property, including library materials, or private property on college facilities.
 - (b) Any student group or student organization that intends to conduct an assembly must reserve the college “free speech area” through the office of the director of student programs.
 - (c) Assemblies that violate these rules may be ordered to disperse by a college official. If the college “free speech area” is available, the college official may allow the activities to move to that area. If the assembly does not respond to the instructions within a reasonable time, the college official shall call the police to handle as a civil matter.
 - (d) A nonstudent who violates any provision of the rule will be referred to civilian authorities for criminal prosecution.

WAC 132U-120-050 Student Responsibilities

As members of the Whatcom Community College community, students have an obligation to demonstrate academic and personal honesty and integrity. Students are expected to respect individual rights, recognize their impact on others, and take responsibility for their actions.

Students shall be subject to disciplinary action for interfering with the personal rights or privileges of others or the educational process of the college. Students are prohibited from engaging in any unlawful conduct. Grounds for disciplinary action include, but are not limited to, the following:

- (1) Student misconduct.
 - (a) Assault, reckless endangerment, intimidation or interference upon another person
 - (b) Disorderly, abusive, or bothersome conduct. Disorderly or abusive behavior that interferes with the rights of others or obstructs or disrupts teaching, research, or administrative functions.
 - (c) Failure to follow instructions. Inattentiveness, inability, or failure of student to follow the instructions of a college official, thereby infringing upon the rights and privileges of others.
 - (d) Providing false information to the college, forgery, or alteration of records.
 - (e) Illegal assembly, disruption, obstruction or

- other act which materially and substantially interferes with vehicular or pedestrian traffic, classes, hearings, meetings, the educational and administrative functions of the college, or the private rights and privileges of others.
- (f) Inciting others. Intentionally encouraging, preparing, or compelling others to engage in any prohibited conduct.
- (g) Hazing. Hazing means any method of initiation into a student organization or any pastime or amusement engaged in with respect to such an organization that causes, or is likely to cause, bodily danger or physical, mental or emotional harm to any student or other person.
- (h) False complaint. Filing a formal complaint falsely accusing another student or college employee with violating a provision of this chapter.
- (i) False alarms. 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.
- (j) Sexual harassment. Engaging in unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where such behavior offends the recipient, causes discomfort or humiliation, or interferes with job or school performance.
- (k) Malicious harassment. Malicious harassment involves intimidation or bothersome behavior directed toward another person because of, or related to, that person's race, color, religion, gender, sexual orientation, ancestry, national origin, or mental, physical, or sensory disability.
- (l) Theft and robbery. Theft of the property of the district or of another as defined in RCW 9A.56.010--9A.56.050 and 9A.56.100 as now law or hereafter amended. Includes theft of the property of the district or of another; actual or attempted theft of property or services belonging to the college, any member of its community or any campus visitor; or knowingly possessing stolen property.
- (m) Damage to any college facility or equipment. Intentional or negligent damage to or destruction of any college facility, equipment, or other public or private real or personal property.
- (n) Unauthorized use of college or associated students' equipment and supplies. Converting of college equipment, supplies or computer systems for personal gain or use without proper authority.
- (o) Forgery or alteration of records. Forging or tendering any forged records or instruments, as defined in RCW 9A.60.010--9A.60.020 as now law or hereafter amended, of any district record or instrument to an employee or agent of the district acting in his official capacity as such.
- (p) Illegal entry. Entering or remaining in any administrative office or otherwise closed college facility or entering after the closing time of college facilities without permission of an employee in charge.
- (q) Possession or use of firearms, explosives, dangerous chemicals, or other dangerous weapons, instruments, or substances that can be used to inflict bodily harm or to damage real or personal property, except for authorized college purposes or law enforcement officers.
- (r) Refusal to provide identification (e.g., valid driver's license, student identification, passport, or state identification card) in appropriate circumstances to any college employee in the lawful discharge of said employee's duties.
- (s) Smoking. Smoking in any classroom or laboratory, the library, vehicle, or in any college facility or office posted "no smoking" or any other smoking not in compliance with chapter 70.160 RCW.
- (t) Controlled substances. Using, possessing, being demonstrably under the influence of, or selling any narcotic or controlled substance as defined in chapter 69.50 RCW as now law or hereafter amended, except when the use or possession of a drug is specifically prescribed as medication by an authorized medical doctor or dentist. For the purpose of this regulation, "sale" shall include the statutory meaning defined in RCW 69.50.410 as now law or hereafter amended.
- (u) Alcoholic beverages. Being demonstrably under the influence of any form of alcoholic beverage. Possessing or consuming any form of alcoholic beverage on college property, with the exception of sanctioned events, approved by the president or his or her designee and in compliance with state law.
- (v) Computer, telephone, or electronic technology violation. Conduct that violates the college



published acceptable use rules on computer, telephone, or electronic technology use, including electronic mail and the Internet.

- (w) Computer trespass. Gaining access, without authorization, to a computer system or network, or electronic data owned, used by, or affiliated with Whatcom Community College.
- (x) Ethics violation. The breach of any generally recognized and published code of ethics or standards of professional practice that governs the conduct of a particular profession for which the student is taking courses or is pursuing as an educational goal or major. These ethics codes must be distributed to students as part of an educational program, course, or sequence of courses and the student must be informed that a violation of such ethics codes may subject the student to disciplinary action by the college.
- (y) Criminal law violation, illegal behavior, other violations. Students may be accountable to the civil or criminal authorities and the college

for acts which constitute violations of federal, state, or local law as well as college rules where the students' behavior is determined to threaten the health, safety, and/or property of the college and its members. The college may refer any such violations to civilian or criminal authorities for disposition.

- (2) Academic dishonesty. Academic dishonesty includes cheating, plagiarism, fabrication, and facilitating academic dishonesty.
 - (a) Cheating is intentionally using or attempting to use unauthorized materials, information, or study aids in any academic activity.
 - (b) Plagiarism includes submitting to a faculty member any work product that the student fraudulently represents to the faculty member as the student's work product for the purpose of fulfilling or partially fulfilling any assignment or task required by the faculty member as part of the student's program of instruction.
 - (c) Fabrication is the intentional and unauthorized falsification or invention of any information or citation in an academic activity.
 - (d) Facilitating academic dishonesty is intentionally or knowingly helping or attempting to help another to violate a provision of this section of the disciplinary code.

Acts of dishonesty are serious breaches of honor and shall be dealt with in the following manner:

- (i) Any student who commits or aids in the accomplishment of an act of academic dishonesty shall be subject to disciplinary action.
- (ii) In cases of academic dishonesty, the instructor or dean of students may adjust the student's grade. The instructor may also refer the matter to the dean of students for disciplinary action.
- (3) Classroom conduct. Faculty have the authority to take appropriate action 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.

An instructor has the authority to exclude a student from any single class session during which the student is disruptive to the learning environment. The instructor shall report any such exclusion from the class to the dean of students or designee who may summarily suspend the student or initiate conduct proceedings as provided

in this procedure. The dean may impose a disciplinary probation that restricts the student from the classroom until the student has met with the dean and the student agrees to comply with the specific conditions outlined by the dean for conduct in the classroom. The student may appeal the disciplinary sanction according to the disciplinary appeal procedures.

A complete version of WAC 132U-120 is available from the Educational Services office or on the college's website.

STUDENT COMPLAINTS

WAC 132U-120-260 Purpose

Whatcom Community College is committed to providing quality service to students, including providing accessible services, accurate information, and equitable and fair application of policies and procedures, including evaluation of class performance, grading, and rules and regulations for student participation in college activities and student conduct.

Student Complaint Process

Following is a brief summary of the process for submitting a student complaint. This process does not apply to the following:

- complaints based upon disciplinary proceedings;
- complaints about policies adopted by the College;
- discrimination or harassment complaints – contact the Human Resources Office;
- complaints related to college support and administrative services should be directed to the appropriate manager of the responsible department;
- complaints regarding dismissals from selective entry programs – contact the Office of Instruction.

Whatcom Community College emphasizes the importance of direct, courteous, and respectful communication to informally resolve student concerns and complaints.

Step 1 - Informal Resolution

Students who believe a college faculty or staff member has treated them unfairly shall first discuss their concerns directly with that person. If the complaint

involves a grade, the student should first discuss the grade, including the reason the student believes the grade has been assigned improperly, arbitrarily or capriciously, with the course instructor. The purpose of this discussion should be to clarify the perceived problem and request specific action. If the student has already talked to the faculty or staff member without resolution, or is apprehensive about talking to the person involved, the student may contact the department chair (listed in chart). Most misunderstandings related to grades can be resolved at this level.

Step 2 - Formal Letter

A student who is not satisfied with the proposed resolution of the complaint and wishes to seek an alternate outcome shall submit a formal complaint letter to the division chair. The letter must be submitted within one quarter following the incident that occasioned the complaint, and must include the following information:

- Description of the situation including dates and times;
- Summary of the actions by the student to resolve the complaint up to that point; and
- Proposed solution.

In a grade dispute, the student should submit specific information on performance scores, attendance, and any syllabus or written material on course grading criteria the instructor has provided to the student.

The division chair shall forward the student's written formal complaint to the faculty member, who must provide a written response within ten instructional days. The division chair shall then forward the faculty member's response to the student. If the faculty member's response does not resolve the complaint to the student's satisfaction, the student may submit a written appeal to the division chair, citing the reasons for disagreeing with the faculty member's response.

Step 3 - Appeal to the Academic Appeal Committee

If the complaint is not satisfactorily resolved in Step 2, the student may request a hearing by the Academic Appeal Committee by submitting a written request to the division chair within ten (10) instructional days of the postmark on the mailed written decision; the appeal must clearly state errors in fact or additional information

to justify the appeal. The complete Student Complaint Procedure is available on the Whatcom website at www.whatcom.ctc.edu.

A hearing will be scheduled within twenty (20) instructional days and the student must attend. The Academic Appeal Committee is composed of students, faculty, and administrators. The Committee will make a written recommendation to the Vice President for Instruction. The Vice President will consider the Committee recommendations and provide a written decision. The decision of the Vice President is final.

STUDENT COMPUTER USE RULES

Students are guests of the Whatcom Community College's managed technology environment. Campus computers are intended to support educational goals and may not be used for personal gain or illegal activities. Please refer to Whatcom Community College Procedure 1189, **Use Of College Computing Resources**.

- Students must provide a valid, current WCC identification card.
- Students may not use staff computers.
- Food and drink are not allowed at computer workstations.
- Do not mistreat or damage the computer equipment.
- Hardware or software configurations may not be altered.
- Do not download or install any software, "plug-ins," shareware, freeware. This includes games, e-mail software, and unauthorized tutorial CDs that may be included with your textbooks.
- Do not install any peripheral devices including, but not limited to zip drives, floppy drives, CD ROMs, modems, network cards, mice, scanners, etc.
- No computers or other devices may be connected to the College network or telephone system.
- The only resources available to students from off-campus will be provided through WCC web pages.
- Attempts to remotely access, hack, bypass, alter, or circumvent any network or computer security on any system is illegal.
- Individuals must not interfere with the personal rights of others or the educational process of the college as defined by the WCC Student Rights and Responsibilities outlined in the WCC catalog.

In addition, individual labs and departments may have procedures or guidelines beyond the rules listed here.

Unauthorized use of WCC's technology resources is a serious offense and may result in disciplinary or legal action that could include expulsion from school, civil prosecution by the college or criminal prosecution.



Faculty | Administration

Faculty & Administration

BOARD OF TRUSTEES

ADELSTEIN, STEVE

Trustee

JD, Gonzaga University

BA, Western Washington University

COLE, SUSAN

Trustee

BA, Western Washington University

DOUGLAS, TIM

Trustee

MS, Indiana University

BA, Washington State University

ROBINSON, CHARLES (CHUCK)

Trustee

MEd, University of Missouri

BA, Sioux Falls College

ROFKAR, BARBARA

Trustee

MA, Western Washington University

BA, Western Washington University

Registered Nursing Program, Toledo, Ohio

PRESIDENT AND CABINET

HIYANE-BROWN, KATHI

President

EdD, Oregon State University

MA, University of Iowa

AB, Grinnell College

BOWEN, ANNE

Executive Director for the WCC Foundation

BA, Western Washington University

LEATHERBARROW, RONALD

Vice President for Instruction

PhD, University of Maryland

MA, University of Buffalo

BA, University of Buffalo

MAIER, LINDA

Dean for Workforce Education

MEd, Western Washington University

BA, Calvin College

ONION, PATRICIA

Vice President for Educational Services

MC, Arizona State University

BS, Arizona State University

WHITE, RAY

Vice President for Administrative Services

MBA, City University

BA, Western Washington University

FULL-TIME FACULTY & ADMINISTRATION

Whatcom Community College serves the educational needs of the community with both full-time and adjunct (part-time) faculty, as well as professional exempt employees and classified staff.

ANDERSON, MARGARET

Physical Therapist Assistant

MEd, Western Washington University

BS, California State University, Fresno

BAIER, KRISTOPHER

Director for Student Life

MEd, Western Washington University

BM, Washington State University

BARNES, KATHY

Associate Director for Registration and Financial Aid Advising

BA, University of Washington

AA, Bellevue Community College

BEISHLINE, ROBERT

Art

MFA, University of Minnesota

BA, University of Puget Sound

BIELER, MERRIANNE

Accounting

MBA, United States International University

BS, United States International University

BLAKLEY, KAREN

Graphic Design/Visual Communication
BA, University of California, Santa Barbara

BOWER, EARL

History, Political Science
MA, Washington State University
BA, Washington State University

BRAIMES, PATTI

English as a Second Language
MEd, Western Washington University
BA, Western Washington University

BURKE, TOM

Business
JD, Thomas Jefferson University
MBA, University of Phoenix
BSL, Western State University

CHADWELL-GATZ, COURTENAY

English as a Second Language
MA, San Francisco State University
BA, San Francisco State University

COULTER, GRETCHEN

English
MA, Western Washington University
BA, Western Washington University
AAS, Whatcom Community College

CULWELL, BILL

Director of Disability Support Services
MA, University of Idaho
BS, University of Idaho

DANIELS, RHONDA

English
MA, Western Washington University
BA, Western Washington University

DELZELL, MEG

*Associate Director for Technical Professional Advising
and Division Chair for Academic Resources and Health
Professions*
MEd, Western Washington University
BA, Evergreen State College

DENISON, LAUREL

*Administrative Assistant to the VP for Educational Svcs.
and Dean for Instructional and Academic Support*
BA, Western Washington University

DE ROY, STEVEN

Chemistry
MS, University of Washington
BS, University of Puget Sound

DEWILDE, JODY

Developmental Education Math Instructor
MEd, Western Washington University
BS, Western Washington University

DUTTON, TRESHA

Communication Studies
PhD, University of Washington
MA, University of Washington
BA, University of Washington

ENDERBERG, ANGELA

Spanish
PhD, University of Arizona
MA, University of Arizona
BA, Western Washington University

EPP, AL

Distance Learning Coordinator
MA, National University
BS, California State College – Bakersfield
AS, Community College of the Air Force
AA, Bakersfield College

ERICKSON, WAYNE

Biology
DVM, Washington State University
MS, Washington State University
BA, Central Washington University
LPN, Bellingham Technical College

FRAZEY, PAUL

Chemistry
PhD, University of Colorado – Boulder
BS, Pennsylvania State University

FRIEDLANDER, CARYN

Art
MFA, University of Washington
MA, University of Washington
BA, Antioch University

GEORGE, ANNE*French/IDS Instructor*

PhD, University of Washington
 MA, Central Washington University
 BAEd, Central Washington University
 BA, Central Washington University

GONZALES, JOHN*Humanities and Literature*

MA, Washington State University
 BA, University of Nevada, Reno

GRAY, DANIELLE*English*

MA, Miami University
 BA, Western Washington University
 AAS, Whatcom Community College

HAGAN, MARTHA*Communication Studies*

PhD, Washington State University
 MA, Washington State University
 AB, Brown University

HAGIN, DEAN*Learning Center Director*

MA, Southern Illinois University
 BA, Aurora University

HAGMAN, CATHY*Social Sciences*

EdD, Seattle University
 MA, University of Iowa
 MA, University of Chicago
 AB, Radcliffe College

HANSON, COLLEEN*Administrative Assistant to the VP for Admin. Services*

Diploma, Merritt Davis Business College

HARRI, EDWARD*Mathematics and Division Chair for Sciences,
Mathematics and Engineering*

MS, Western Washington University
 BA, Whitman College

HOPCROFT, LEO*Developmental Education*

MEd, Western Washington University
 BA, Western Washington University
 AA, Whatcom Community College

HUGHES, TARA*English*

PhD, University of Rochester
 MA, University of Rochester
 BA, Boise State University

JENSEN, KATIE*Director for Transitional Learning*

MA, University of Montana
 BA, University of Kansas
 BSJ, University of Kansas

JOHNSTON, LAINE*Director, Running Start and Admissions Outreach*

BAEd, Western Washington University

JULIN, SARA*Physics, Physical Science*

MAT, Lewis & Clark College
 BS, Lewis & Clark College

KARLBERG, ANNE MARIE*Director for Institutional Research and Assessment*

PhD, University of British Columbia
 MPH, Tulane University
 BEd, University of Toronto
 BS, University of Toronto

KEELEY, BRIAN*Facilities Director*

BS, Grand Valley State University

KELSEY, JIMMY*Economics*

MA, University of Washington
 BA, University of Washington

KESTER, KELLY*Director for International Education Program*

MA, University of Montana
 BA, University of North Dakota

KLAUSMAN, JEFFREY*English*

DA, Idaho State University
 MFA, University of Oregon
 BS, Portland State University

KOEPP, MICHAEL*Computer Science*MBA, Western Washington University
BS, Colorado State University**KOHN, BEN***World Languages & Humanities*MA, University of Washington
BA, University of Washington
Certification, Det Fynske Musikkonservatorium,
Odense, Denmark**KOLODYCHUK, GRACE***Nursing*MSN, Kent State University
BSN, University of Alberta**LAMBERT, LINDA***Library Director*MA, University of Southern California
MLS, Emporia State University
BA, San Francisco State University**LANCASTER, DEBRA***Biology*PhD, University of Southwestern Louisiana
MS, Miami University
BS, University of Texas, Tyler
AAS, Tyler Junior College**LANGSTRAAT, NATE***Associate Director for Advancement*MBA, Western Washington University
BA, Western Washington University**LARGE GERALD***Drama*PhD, University of Wisconsin, Madison
MFA, Ohio University
BA, University of North Texas**LEVEQUE, BARBARA***Director for WorkFirst*MS, Eastern Washington University
BS, Lewis Clark State College**LONAC, SUSAN***English*PhD, University of California, Davis
MA, University of California, Davis
BA, University of California, Santa Barbara**LYNCH, SIGNEE***English*MA, University of Washington
BA, University of Washington
BS, University of Utah (2)**MARSHALL, GREG***Director for Community Education*

BA, Western Governors University

MAXWELL, BARRY*Political Science and Division Chair for Social Sciences
and Business*MMAS, Army Command and General Staff College
MA, University of Southern California
BA, University of California, Los Angeles**McKEEVER, DOUG***Geology*MS, Western Washington University
BS, Western Washington University**MOOERS, DOUG***Mathematics*MA, University of California, Davis
BA, University of California, Los Angeles
BA, San Diego State University
AA, Santa Monica College
Life Teaching Credential, State of California**MULLANE, NANCY***Associate Director for Transfer Advising and Prior
Learning*MEd, Western Washington University
BA, Western Washington University
AA, Everett Community College**NAF, WARD***Director for Information Technology*

AAS, Whatcom Community College

NORVELL, TRACY*Physical Therapist Assistant*BS, University of Washington
BS, Washington State University**OLIVER, MALCOM***Counselor*MA, Antioch University
BA, Western Washington University
AA, Walla Walla Community College

OVERSTREET, LAURA*Psychology*

PhD, Texas Woman's University

MA, Texas Woman's University

BA, University of North Texas

PARRIERA, KERI*Executive Assistant to President*

AS, Whatcom Community College

PHELPS, BRIAN*Director for Business and Finance*

BA, Michigan State University

PHUNG, TRAN*Physics, Physical Science*

PhD, University of Oregon

MS, University of Oregon

BA, Whittier College

RAVENWOOD, CRYSTAL*Mathematics*

MEd, Western Washington University

BS, Western Washington University

AAS, Whatcom Community College

RAWLINGS, BECKY*Director for Human Resources*

MA, City University

BA, Western Washington University

REEVES, KIMBERLY*Biology*

MEd, University of Georgia

BS, University of Georgia

RIESENBERG, ROBERT*Psychology*

PhD, University of Vermont

MS, University of Vermont

MSW, Ohio State University

BA, University of Cincinnati

ROBERTS, CHRISTOPHER*Music*

DMA, Juilliard School

MA, Juilliard School (2)

BMUS, Immaculate Heart College

ROBERTSON, WAYNE*English*

MA, Oregon State University

BA, University of California, Berkeley

ROUSSEAU, JOHN*Biology*

PhD, Colorado State University

MS, Northern Arizona University

BA, University of California at Santa Barbara

SANDE, CORRINNE*Computer Information Systems*

MLS, Fort Hays University

BA, Washington State University

CCNP, Cisco Certified Network Professional

ATA, Skagit Valley College

SAULSBURY, KATHRYN*Nursing*

MSN, University of Phoenix

MBA, University of Phoenix

BSN, University of Phoenix

SCHOFIELD, SUSAN*Physical Therapist Assistant*

BS, University of Idaho

AS, Whatcom Community College

SHANG, SOPHIA*English as a Second Language*

MA, University of Illinois at Urbana-Champaign

BS, University of Illinois at Urbana-Champaign

SHEEDY, SALLY*Library*

MLIS, University of Rhode Island

BA, Hofstra University

SHEPARD, MICHAEL*E-Learning Coordinator*

MA, Western Washington University

BA, Western Washington University

SHERIF, RUSSELL*Mathematics*

PhD, University of Southern California

MSE, Princeton University

BS, University of Washington

SINGLETARY, MICHAEL*Registrar*

MPA, University of Washington

BA, University of Washington-Tacoma

SINGLETON, LEE*Mathematics*

PhD, Florida State University

MS, Florida State University

BS, Harding University

SMITH, GUY*Communication Studies*

MA, Washington State University

BA, Washington State University (2)

Teaching Certificate, Washington State University

SPORES, JON*Bookstore Supervisor*

MA, University of Texas

BA, University of Alabama

STEPHENS, H. JEANNETTE*Mathematics*

PhD, University of Iowa

MS, State University of New York, Geneseo

BS, State University of New York, Geneseo

STERLING, ROSEMARY*College Services Manager*

Diploma, Bellingham Vo-Tech

TABOR, FRED*English, Philosophy*

MS, University of Utah

MA, University of Utah

BA, State University of New York

THOMPSON, LEAH*Academic Skills and Resources*

MA, Central Washington University

Certification, Developmental Education Specialist,

Appalachian State University

BA, Central Washington University

THOMPSON, MARIA*Spanish*

MA, University of Washington

Licenciatura, Escuela Normal Superior "Jose Maria Morelos"

Licenciatura, Escuela Normal de Especializacion

TOMMILA, KIKI*Library*

MLIS, University of Washington

BA, Western Washington University

AA, Whatcom Community College

TOOF, JOHN*English as a Second Language - Academic*

MEd, Temple University

BAE, Wayne State College

TOWNSEND, TAWNY*Associate Director for Entry/Advising*

MEd, Western Washington University

MA, Western Washington University

BA, Western Washington University

VANBEEK, JAMIE*Medical Assistant Instructor*

AS, Whatcom Community College

VEACH, RICHARD*Sociology*

MA, Western Washington University

BA, Western Washington University

VLAHOS, MARGARET*Counselor*

MS, University of Southern Mississippi

BS, University of Southern Mississippi

WAGNER, DARLENE*Nursing*

MSN, Case Western Reserve University

MA, Case Western Reserve University

BA, Case Western Reserve University

WEBBER, WILLIAM*Mathematics*

PhD, University of Washington

MS, University of Alaska-Fairbanks

BS, University of Massachusetts-Amherst

WILL, ANTHONY*Communication Studies*

PhD, Washington State University

MA, Washington State University

BA, Washington State University (2)

WINANS, SHERRI*English*

MA, Washington State University

BA, Point Loma College

WINTERS, ROBERT*English and Film and Division Chair for Arts and Humanities*

MFA, University of California, Irvine

BA, University of California, Berkeley

WOLLENS, JACK*Director for Financial Aid*

BS, Andrews University

WOODS, CINDY*Pathways Project Director*

MEd, Western Washington University

BA, Western Washington University

YPMA, HEIDEMARIE*Mathematics*

MEd, Western Washington University

BA, Western Washington University

ZUCK, SUE*Administrative Assistant to VP for Instruction and Dean for Workforce Education*

AAS, Whatcom Community College

ADJUNCT FACULTY

The college employs a significant number of adjunct (part-time) faculty in a wide range of disciplines. Below is a list of adjunct faculty who have been employed a minimum of three years. A complete list of names, credentials and other information regarding all adjunct faculty can be found at www.whatcom.ctc.edu/directory.

ADAMS, JAN*Experiential Learning/ Education*

MEd, Western Washington University

BA, University of Washington

BEd, Western Washington University

BAILEY, ROBIN*Turning Point*

MEd, Western Washington University

BA, Central Washington University

BIANCHI, STAN*Mathematics*

MEd, Western Washington University

BS, Western Washington University

BIKMAN, MARGARET*Library*

MA, Portland State University

BA, Oregon State University

BOCOCK, GLEN*World Languages*

MS, Oregon College of Education

BA, Western Washington University

BOOKER, ANNA*History*

MA, University of Montana, Missoula

BA, University of California, Santa Cruz

BORGESEN, WENDY*English*

MA, Western Washington University

BS, Huxley College, Western Washington University

BA, University of Missouri

Teaching Certificate Secondary Education, English and Social Studies

BUCKLEY, SETSUKO*World Languages*

EdD, University of Washington

EdM, Boston University

BA, University of Washington

BUTTS, RICHARD*Massage Therapy*

BFA, University of Alaska, Fairbanks

CHANDLER, SUZANNE*English*

MEd, Western Washington University

BA, Western Washington University

CONNER, JESSICA*Mathematics*

MS, Western Washington University

BS, Western Washington University

AA, Peninsula College

CORRELL, RONALD*Economics*

MEc, University of Calgary

BComm, University of Saskatchewan

LLB, University of Saskatchewan

COULET DU GARD, DOMINIQUE*Anthropology, Sociology, History*

PhD, Boston University

MA, Boston University

BA, University of Delaware

CROCKER, MOLLY*Mathematics*

MA, Western Washington University

BA, Western Washington University

CULWELL, BILL*Sociology, Psychology*

MA, University of Idaho

BS, University of Idaho

DALLAS, BRAD*Mathematics*

MEd, Western Washington University

BS, University of Georgia

DAUGHTERTY, CONNIE*Art*

MA, San Diego State University

BA, Pacific Lutheran University

DIMOND, WENDI*Mathematics*

MA, Western Washington University

BA, Central Washington University

AA, Pierce College

DONEGAN, DARCIE*Early Childhood Education, Education, Parent Education*

MA, Pacific Oaks College

BA, University of Washington

DOUGAN, BERNARD*Geology*

MS, Western Washington University

BS, Western Washington University

AA, El Camino College, Torrance, California

ELLIOTT, SCOTT*Biology*

DC, Palmer College of Chiropractic-West

AAS, Whatcom Community College

ENGBRETSON, HILARY*Biology*

MS, Western Washington University

BS, Oral Roberts University

GRANDQUIS, DOUGLAS*Political Science*

PhD, University of Washington

MA, University of Washington

BA, Western Washington University

GRAY, PETER*Mathematics*

MA, Western Washington University

MS, University of Washington

HABERMAN, MARY*History and Political Science*

MA, Western Washington University

BA, Creighton University

HAGIN, DEAN*English*

MA, Southern Illinois University at Carbondale
 BA, Aurora University

HARLOCK, JUDY*History, Anthropology*

MA, Western Washington University
 BA, Western Washington University
 AA, Skagit Valley College

HENKEL, AMANDA*English*

MA, Colorado State University
 BA, University of Oregon

HENOCH, BRENDA*Physical Therapist Assistant*

MPT, Samuel Merritt University
 BA, CSU, Chico

HOLLOWAY, SALLY*Education and Early Childhood Education*

MS, Purdue University
 BS, Michigan State University

HOPKINS, BILL*Biology*

PhD, Neuroscience, Baylor College of Medicine
 MS, Biology, University of California, Irvine
 BS, Biology, Stanford University
 AB, Psychology, Stanford University

JOHANSEN, CYNTHIA*Early Childhood Education*

MA, Pacific Oaks College
 BA, Western Washington University

KENYON, JOANNA*English*

MFA, School of the Art Institute of Chicago
 MA, Western Washington University
 BA, Reed College

KERFELD, CHERYL*Physical Therapist Assistant*

MS, University of Washington
 BS, St. Cloud State University
 Physical Therapy Degree: Mayo School of Health
 Related Sciences

KOZACZUK, CARINA*English as a Second Language-Academic*

MA, San Francisco State University
 BA, Western Washington University

LANN, MARK*Political Science, Public Policy and Administration*

BA, Western Washington University

LAWRENCE, JENNIFER*Adult Basic Education, Workfirst*

MA, Seattle Pacific University
 BA, Seattle Pacific University

LEVEQUE, BARBARA*Communication*

MS, Eastern Washington University
 BS, Lewis-Clark State College

MARSHALL, KAYE*Education*

MEd, Western Washington University
 BA, Washington State University

MARTINDALE, LORI*English*

MA, Western Washington University

MELE, MARY*Adult Basic Education, English as a Second Language*

MPA, University of Oklahoma
 BA, University of San Francisco

MILLER, KATE*English*

MA, Western Washington University
 BA, Western Washington University/ Fairhaven
 College

QUINLAN, DOUG*Mathematics*

MA, Math Education, University of Northern Colorado
 BS, Mathematics, University of Northern Colorado

RANNEY, DENISE*Adult Basic Education*

MEd, University of Washington
 BA, San Jose State College

REID, ALFRED*Anthropology and Geography*

MA, Western Washington University

BA, Western Washington University

AAS, Tacoma Community College

RICHARDSON, PAMELA*Art*

MFA, Textile Design, University of Kansas

BFA, Textile Design, Rhode Island School of Design

BA, French, Michigan State University

RICHMOND, DOREEN*Adult Basic Education*

MEd, Western Washington University

BA, Western Washington University

BS, Huxley College of Environmental Studies

TESOL Certificate, Western Washington University

ROLLINS, ALYSON*Anthropology*

MA, Western Washington University

BS, Lewis-Clark State College

AA, Yakima Valley Community College

ROMANYSHYN, ANDREW*Computer Information Systems/Business Computers*

MEd, Western Washington University

BS, Colorado State University

RONGNER, ROBERT*English*

MA, Bridgewater State College

BA, University of Arizona

AA, Dean Jr College

ROPER, SAM*English*

MA, University of Utah

BA, University of Puget Sound

Secondary Teaching Certificate, Western Washington University

ROSE-DUCKWORTH, ROXANN*Education, Early Childhood Education*

MA, City University

BA, Washington State University

RUSSELL, KEN*Education*

MEd, Western Washington University

BA, University of California, Berkeley

Washington State Education Certificate

SALMON, DOUG*Physical Education*

MS, University of Tennessee

BA, California State University at Northridge

Certified Strength and Conditioning Specialist from the National Strength and Conditioning Association

SCHRENGOHST, WALT*Mathematics*

MS, Western Washington University

BS, The Evergreen State College

AA, Green River Community College

SCHROEDER, PAUL*Anthropology*

Teaching Credentials, Western Washington University

MA, California State University, Hayward

BA, University of California, Berkeley

SEABURY, DEBRA*Education*

MEd, Western Washington University

BA, Western Washington University

SLUYS, DAPHNE*Mathematics*

MSc, University of the Witwatersrand, South Africa

BSc Hons, U. of the Witwatersrand, South Africa

BSc, U of the Witwatersrand, South Africa

SMARTT, SCOTT*Mathematics*

MEd, City University

BS, Math, Willamette University

SNOWDER, BRAD*Astronomy*

MEd, Western Washington University

BS, Western Washington University

SONNEMAN, TOBY*English*

MA, Western Washington University

BA, University of Illinois

Teacher's Certificate, University of Washington

STEWART, MAUREEN*English as a Second Language*

MEd Continuing and College Education, Western Washington University

BA, Western Washington University

TESOL Certificate Western Washington University

STRIBLING, LORETTA*Developmental Education*

MA, Western Washington University

BA, California State University, Sacramento

TAMMINGA, MELISSA*English*

MA, University of British Columbia

BA, Northwestern College

TAYLOR, J.*Administration of Justice*

MA, Political Science, Sonoma State University

BA, Criminal Justice Administration, Sonoma State University

THOMPSON, SHERRY*English as a Second Language*

MSW, University of Utah

BA, Washington State University

TESOL certificate, Western Washington University

TOMPKINS, CHARLES*Sociology*

MA, Western Washington University

BA, Western Washington University

TOOF, KATHRYN*English*

PhD, in English, University of Washington

MA, in English, University of Washington

BA, in English and French, Gonzaga University

TYNE, BETH*Learning Contract Program*

MEd, Western Washington University

BA, Miami University

WATTERS, TIMOTHY*Philosophy, Interdisciplinary Studies, Social Sciences, Communication Studies*

JCL, St. Paul University, Ottawa

MCL, University of Ottawa

MChA, Catholic University of America

MA, Catholic University of America

STB, Catholic University of America

BA, St. Mary's College, Kentucky

WEPPRECHT, PEGGY *Parent Education*

BS, University of Wisconsin, Lacrosse

WIEGERT, MARY JEAN*Adult Basic Education*

MEd, Western Washington University

BA, University of Nebraska, Lincoln

WILKINSON, CAROL*Psychology*

MS, Western Washington University

BA, University of Washington

AA, Highline Community College

WRIGHT, ELIZABETH*English as a Second Language*

MEd, Cal Poly State University, San Luis Obispo

MA, TESL, University of Washington

BA, Holy Names University

ZAMORA, ANDI*Communication Studies*

MA, University of Washington

BA, University of Evansville, Indiana

ZYLSTRA, CLARENCE*History, Political Science*

MA, Western Washington University

BA, Western Washington University

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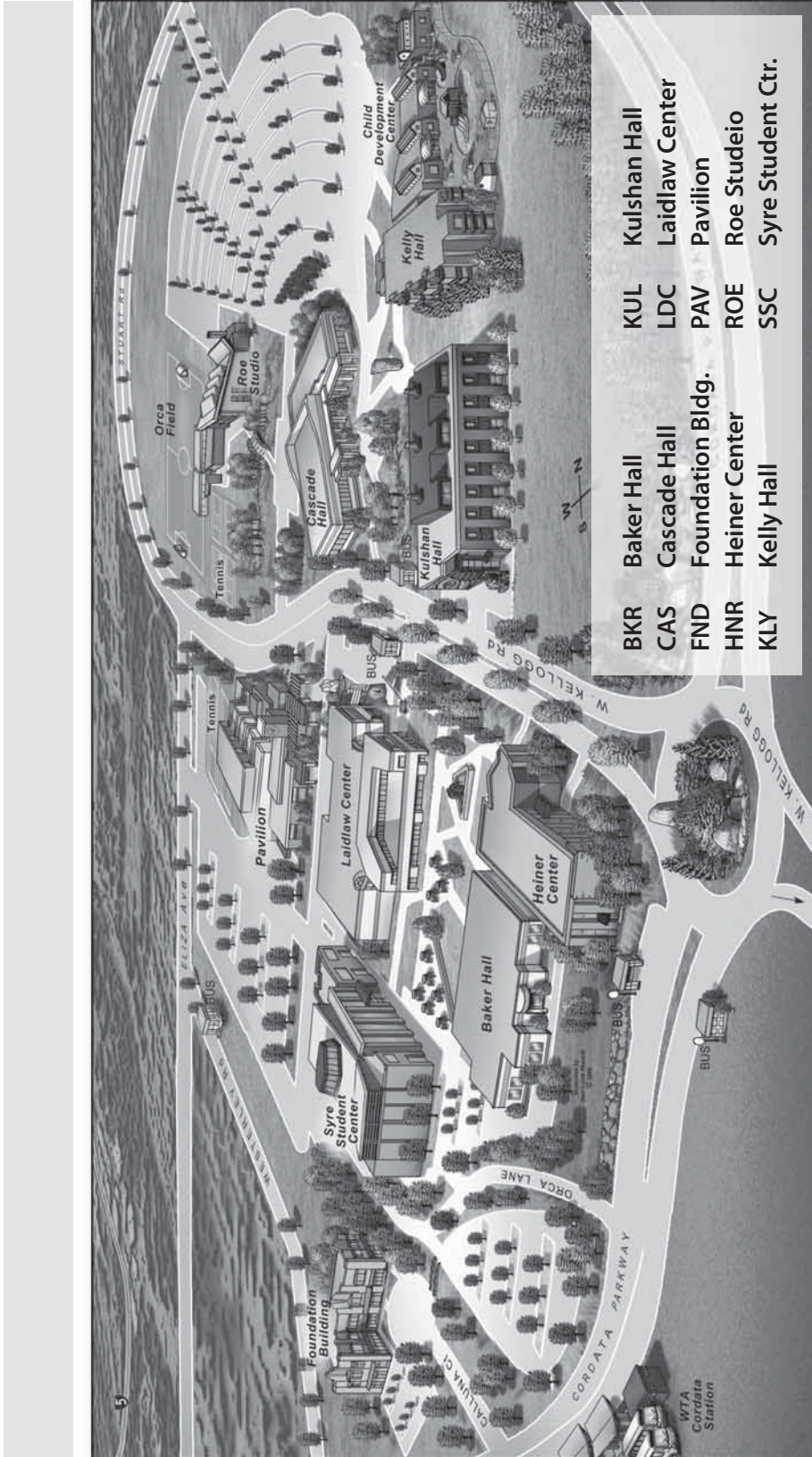
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Campus Map

Driving Directions

I-5 Southbound:

- Take the Bakerview Rd. Exit (#258)
- Turn left onto Bakerview Rd.
- Turn left onto Cordata Parkway
- Turn left onto W. Kellogg Rd.

I-5 Northbound:

- Take the Meridan St. Exit (#256A)
- Turn right onnto Meridian St.
- Turn left onto W. Kellogg Rd.

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