



Whatcom

COMMUNITY COLLEGE

2012-2014 COURSE CATALOG



Whatcom

COMMUNITY COLLEGE

2012 - 2014 | CATALOG

237 W. Kellogg Road | Bellingham, WA 98226
Tel: 360.383.3000 | VP: 360.255.7182 | FAX: 360.383.4000
www.whatcom.ctc.edu

President's Welcome

WELCOME TO WHATCOM COMMUNITY COLLEGE

Kathi Hiyane-Brown, College President

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



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.

WCC offers a wide range of programs, degrees and certificates instructed by exemplary faculty. Staff and faculty express our shared commitment to student achievement by actively assessing instructional approaches to ensure we are helping students reach their goals. The campus itself 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. The campus is enriched by our diverse student body. International students, students of color, older students, high school students ... they come together at Whatcom and enhance the campus community's understanding of our roles in a global society.

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. We do hope to see you on campus soon.

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 1980s, 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 Whatcom Community College Foundation is to strengthen educational opportunities by providing student scholarships, supporting faculty and staff development, and assisting with key College initiatives such as student services, facilities and equipment needs, and community building activities.

Since 2001, the Foundation—with support from community members, businesses, and professional and charitable organizations—has provided nearly \$2 million to fund student scholarships and key college initiatives. In 2010, the Foundation established The President's Circle, a new initiative that recognizes and encourages annual leadership giving, providing the flexibility and strength the College needs to fulfill its mission. This generous community support helps the College achieve its mission in ways not possible with state funds alone. For more information or to make a contribution, contact the WCC Foundation:

Phone: 360.383.3320

Email: foundation@whatcom.ctc.edu

Web: www.whatcom.ctc.edu/foundation

Table of Contents

Welcome /About the College..... 2

Academic Calendar / Tuition and Fees 7

Admissions / Registration / Student Records 13

Student and Educational Services..... 19

Academic Information.....29

Degree / Certificate / Diploma Programs39

Course Descriptions 81

College Policies 149

Faculty and Administration158

Index 170

Campus Map 174



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

(continued on next page)

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

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.

STATEMENT OF EDUCATIONAL VALUES

WCC is committed to providing an educational experience that is transformative. The College’s promise statement outlines the following five values which guide that work: (1) supporting student growth, (2) respecting student investment, (3) embracing diversity, (4) promoting excellence, and (5) creating opportunities. These values provide focus for the College’s collective efforts and context for measuring its effectiveness.

CORE LEARNING ABILITIES

Whatcom Community College’s core learning abilities—communication, critical thinking, global awareness, information literacy, and quantitative literacy—are overarching skills that are emphasized and reinforced throughout all courses at WCC. They define the skills that the College expects its students to develop by the time they graduate. The most up-to-date information pertaining to the College’s core learning abilities can be found at www.whatcom.ctc.edu under About Whatcom, Assessment and Accreditation.

LEARNING OUTCOMES

Program outcomes are overarching skills that are emphasized and reinforced throughout several courses in a specific program. They are measurable statements that define the skills the College expects its students to develop—over and above the core learning abilities—by the end of a certificate or degree at Whatcom. Course outcomes are the most important skills the College expects its students to develop by the end of a course and are unique to a specific course. For specific program and course learning outcomes, visit www.whatcom.ctc.edu under About WCC, Assessment and Accreditation.

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, genetic information 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, información genética 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 ਕਾਲਜਿ [Whatcom Community College] ਆਪਣੇ ਪ੍ਰੋਗਰਾਮਾਂ ਅਤੇ ਸਰਗਰਮੀਆਂ ਵਿਚ ਨਸਲ, ਰੰਗ, ਰਾਸ਼ਟਰੀ ਮੂਲ, ਧਰਮ, ਲਿੰਗ, ਅਸਮਰੱਥਾ, ਨੌਕਰੀ ਤੋਂ ਸਤਕਾਰ ਨਾਲ ਹਟਾਏ ਗਏ ਪੁਰਾਣੇ ਸਿਪਾਹੀ ਜਾਂ ਫੌਜੀ ਦਰਜੇ, ਜਨਿਸੀ ਰੁਝਾਨ, ਆਨੁਵੰਸ਼ਿਕ ਜਾਣਕਾਰੀ ਜਾਂ ਉਮਰ ਦੇ ਅਧਾਰ 'ਤੇ ਪੱਖਪਾਤ ਨਹੀਂ ਕਰਦਾ। ਹੇਠਾਂ ਦੱਸੇ ਗਏ ਵਿਅਕਤੀ ਲਿੰਗਪਾਤ ਨਾ ਕਰਨ ਬਾਰੇ ਨੀਤੀਆਂ ਸਬੰਧੀ ਸੁਆਲਾਂ ਨਾਲ ਨਜਿੱਠਣ ਲਈ ਨਿਯੁਕਤ ਕੀਤਾ ਗਿਆ ਹੈ: ਮਨੁੱਖੀ ਵਸੀਲਿਆਂ ਬਾਰੇ ਡਾਇਰੈਕਟਰ [Director for Human Resources], 237 W. Kellogg Road, Bellingham, WA 98226 (ਟੈਲੀਫੋਨ 360.383.3400). ਟਾਈਟਲ IX ਦੀ ਪਾਲਣਾ ਲਈ, ਸੰਪਰਕ ਕਰੋ: ਵਿਦਿਅਕ ਸੇਵਾਵਾਂ ਬਾਰੇ ਵਾਈਜ਼ ਪ੍ਰੈਜੀਡੈਂਟ [Vice President for Educational Services], 237 W. Kellogg Road, Bellingham, WA 98226, (ਟੈਲੀਫੋਨ 360.383.3070). ਅਸਮਰੱਥਾ ਸਬੰਧਤ ਸਹਾਇਤਾ ਸੇਵਾਵਾਂ ਦੇ ਦਫ਼ਤਰ [Disability Support Services Office] ਨਾਲ 360.383.3080; VP 360.255.7182 ਨੰਬਰਾਂ 'ਤੇ ਸੰਪਰਕ ਕਰਕੇ ਤੁਸੀਂ WCC ਦੇ ਪ੍ਰਕਾਸ਼ਨ ਦੂਜੇ ਰੂਪਾਂ ਵਿਚ ਮੰਗਵਾ ਸਕਦੇ ਹੋ।

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, генетической информации 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. A break in continuous enrollment occurs when a student does not enroll and attend classes in four or more consecutive quarters (summer quarter is included in this calculation). When a break in continuous enrollment does occur the student may apply for graduation under the current catalog at the time of re-enrollment or under any subsequent catalog provided continuous enrollment is maintained.

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. Most are available in this catalog and/or from the College website. Visit www.whatcom.ctc.edu, go to Consumer Information at the bottom of the page and click on Public Disclosure.

AIDS Prevention / Information

Entry and Advising Center, Laidlaw Center, 116
360.383.3080

Athlete Completion and Transfer Rates/ Athletics - Gender Equity

Student Life and Athletics Office,
Syre Student Center, 208
360.383.3110

Campus Security Report

Entry and Advising Center, Laidlaw Center, 116
360.383.3080

Drug and Alcohol Prevention

Counseling Services, Laidlaw Center, 116
360.383.3080

Graduation and Transfer Rates

Registration Office, Laidlaw Center, 102
360.383.3030

Information on the Family Education Rights and Privacy Act (FERPA)

This Catalog (page 17) or Registration Office,
Laidlaw Center, 102
360.383.3030

Notice of Non-Discrimination

This Catalog (page 5) or Human Resources Office,
Laidlaw Center, 235
360.383.3400

State Support of Higher Education Students

Registration Office, Laidlaw Center, 102
360.383.3030

Student Rights and Responsibilities

This Catalog (page 151) or
VP for Educational Services, Laidlaw Center, 204
360.383.3070

Voter Registration Information

Visit www.secstate.wa.gov or
Student Life Office, Syre Student Center, 208
360.383.3110

om
COLLEGE



Academic Calendar | Tuition and Fees

2012-2013 ACADEMIC CALENDAR

Holidays and Non-Instructional Days

SEPTEMBER 2012						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

OCTOBER 2012						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

NOVEMBER 2012						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

DECEMBER 2012						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JANUARY 2013						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY 2013						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

MARCH 2013						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL 2013						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY 2013						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE 2013						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

JULY 2013						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST 2013						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FALL QUARTER 2012 (Thursday, September 27 to Friday, December 14)

- September 3 Labor Day (College closed)
- September 19 College closed
- September 27 Quarter begins
- November 12* Veterans Day (College closed)
- November 21 College open/no classes
- November 22-23* Thanksgiving (College closed)
- December 14 Quarter ends
- December 25 Christmas Day (College closed)

WINTER QUARTER 2013 (Thursday, January 3 to Friday, March 22)

- January 1 New Year's Day (College closed)
- January 2 College open/no classes
- January 3 Quarter begins
- January 21* Martin Luther King, Jr. Day (College closed)
- February 18* Presidents Day (College closed)
- February 19 College closed
- March 22 Quarter ends

SPRING QUARTER 2013 (Tuesday, April 2 to Friday, June 14)

- April 1 College open/no classes
- April 2 Quarter Begins
- May 27* Memorial Day (College closed)
- June 14 Quarter ends / Commencement

SUMMER QUARTER 2013 (Monday, July 1 to Friday, August 23)

- July 1 Quarter begins
- July 4 Independence Day (College closed)
- August 23 Quarter ends

* No Saturday classes on holiday weekend.

Refer to www.whatcom.ctc.edu under Degrees & Programs, Calendars for the complete calendar of important dates, closures and updates.

2013-2014 ACADEMIC CALENDAR

Holidays and Non-Instructional Days

FALL QUARTER 2013 (Wednesday, September 25 to Friday, December 13)

September 2	Labor Day (College closed)
September 18	College closed
September 25	Quarter begins
November 11*	Veterans Day (College closed)
November 27	College open/no classes
November 28-29*	Thanksgiving (College closed)
December 13	Quarter ends
December 25	Christmas Day (College closed)

WINTER QUARTER 2014 (Wednesday, January 8 to Friday, March 28)

January 1	New Year's Day (College closed)
January 7	College open/no classes
January 8	Quarter begins
January 20*	Martin Luther King, Jr. Day (College closed)
February 17*	Presidents Day (College closed)
February 18	College closed
March 28	Quarter ends

SPRING QUARTER 2014 (Tuesday, April 8 to Friday, June 20)

April 7	College open/no classes
April 8	Quarter Begins
May 26*	Memorial Day (College closed)
June 20	Quarter ends / Commencement

SUMMER QUARTER 2014 (Tuesday, July 1 to Friday, August 22)

July 1	Quarter begins
July 4*	Independence Day (College closed)
August 22	Quarter ends

* No Saturday classes on holiday weekend.

Refer to www.whatcom.ctc.edu under Degrees & Programs, Calendars for the complete calendar of important dates, closures and updates.

SEPTEMBER 2013						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER 2013						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER 2013						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER 2013						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JANUARY 2014						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY 2014						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

MARCH 2014						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL 2014						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY 2014						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE 2014						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

JULY 2014						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST 2014						
S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

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.

Some programs may have additional fees or tuition rates because they are self-supporting. For more information, visit www.whatcom.ctc.edu under Admissions, Tuition & Fees.

Examination, Certification and Placement Testing Fees

These fees range from \$5-\$250 and may be waived in certain circumstances.

Common Fees

Studio print making fee	\$150
Nursing application fee	\$150
Nursing materials fee	\$250
Nursing 100 materials fee	\$75
Late enrollment fee	\$50
Science lab fee	\$30
Various Misc. fees.....	\$5 - \$200 (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.

2012 - 2013 TUITION RATES		
Student Classification	Credits	Tuition Rates
Resident	1-10 credits	\$112.85 per credit
	11-18 credits	\$53.00 per credit
	19 credits & above	\$96.25 per credit
Non-Resident & International Students	1-10 credits	\$284.85 per credit
	11-18 credits	\$58.00 per credit
	19 credits & above	\$268.25 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.		

TUITION PAYMENT PLAN
Whatcom Community College offers students the option of paying their tuition in multiple payments by enrolling in a Tuition Payment Plan. This plan offers students the opportunity to make a down-payment upon registration for each quarter, and then pay the balance of their tuition in several equal payments. Students must sign up online for this option and will find a link from WCC's OASIS student portal. The plan is administered and serviced by Nelnet Business Solutions and requires a non-refundable fee for each quarter enrolled. Please refer to the College's web site for more information.

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, or has a qualifying visa (A, E, G, H1, K or L); 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 tuition status from non-resident to resident or by using a tuition waiver 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.

Tuition waivers must be received in the Registrar's Office prior to the 30th calendar day of the quarter for which the waiver is to be applied.

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.

Tuition waivers must be received in the Registrar's Office prior to the 30th calendar day of the quarter for which the waiver is to be applied.



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 sent 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 30 for program information and page 41 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 Communications degree

Refer to pages 56-80 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 18 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 request in writing or through the National Student Clearinghouse. Students must complete and submit a written request by mail, fax or in person to the Registration Office or go online and request one through the National Student Clearinghouse. Instructions and forms for ordering transcripts are 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 below) 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 is inaccurate,

misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the College to amend a record should write the college official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student's 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 before the College discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interest. 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 College official also may include a volunteer or contractor outside of the College who performs an institutional service of function for which the College would otherwise use its own employees and who is under the direct control of the College with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A college official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility for the College.

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.

4. The right to prevent disclosure of directory information.

The College routinely publishes and discloses directory information about students to various requestors. Directory information consists of address, email address, telephone number, field of study, weight and height of athletes, most recent previous school attended, photographs, date of birth, participation in officially recognized activities and sports, honor roll, enrollment status (full or part time), dates of attendance, and degrees/awards (including names of scholarships) 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 in Laidlaw Center, 102.

5. 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. Additionally, a two-credit college success course designed for new students (EDPL 100) is offered quarterly, exploring such topics as learning styles, test taking strategies, educational planning, financial literacy, and stress management in college. Contact the Entry and Advising Center or visit WCC's website for more information and to register online.

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

Located in Entry and Advising, Laidlaw Center, 116, the Career Center provides a wide variety of services to assist students with their career planning and job search. Career Advisors are available by drop-in for brief advising and by appointment for discussions and topics deserving more time. Staff will assist students on an individual and group basis with career exploration and up-to-date services and assistance in resume writing, interviewing, networking and other job readiness skills. Other career and employment resources are available at the Library, the Writing Center and WorkSource.

Career Center services include:

- Job listings, announcements and workshops
- Computer-based skill and interest assessments
- Reference books and newsletters on career trends
- Vocational biographies
- Computers for use for students in their job search
- Correspondence and scholarship information

COUNSELING

At Whatcom Community College, short-term personal counseling is available to all enrolled students. WCC counselors assist and support students whose personal challenges are interfering with their academic, personal and career goals; helping them problem-solve and find solutions. Counseling is confidential and free to students. And when needed, WCC counselors are able to help students access community resources. 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.

ACCESS & DISABILITY SERVICES

Access and Disability Services

Whatcom Community College is committed to ensuring access to programs, activities and facilities for students with disabilities. Students are eligible for services if they have a physical, mental or sensory impairment that substantially limits one or more major life activities; or if the individual is perceived to have such an impairment; or if there is record of such an impairment. In order to receive services, students must self-disclose to the Office of Access and Disability Services and provide documentation from a health care provider.

Services

Accommodations and services are determined on a case-by-case basis and include, but are not limited to: note takers, readers, scribes, accommodated testing, sign language and oral interpreters, speech-to-text transcribing, texts in alternate format, adaptive equipment and software. Students must request accommodations on a quarterly basis. For more information, contact Entry and Advising in Laidlaw Center to schedule an appointment with the Associate Director of Access and Disability Services.

FINANCIAL AID

Financial Aid Eligibility

Students attending Whatcom Community College for the purpose of receiving a unique degree or unique certificate may be eligible for financial assistance through federal, state or local funding programs. 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 academic advisor have the best chance of graduating in a timely fashion and accomplishing their academic goals without exhausting their financial aid

eligibility before completing their program. It is especially important for students who are planning to transfer to a four-year program to meet with an advisor to insure that WCC degree requirements and the four-year program entry requirements are met without exhausting their financial aid eligibility.

For financial aid eligibility purposes, WCC students may take a maximum combined total of two unique degrees or certificates. Once a student completes their first degree or certificate they must meet with a WCC academic advisor to secure an Approved Program Completion Plan to determine only classes required to complete the second degree or certificate. Students who do not follow the Approved Program Completion Plan may lose their financial aid eligibility.

Financial aid eligibility does not apply toward securing a second general AAS-DTA transfer degree or ALS degree. Financial aid eligibility does not apply to a student with a four-year degree for taking a general AAS-DTA transfer degree or ALS degree.

Financial aid students are expected to enroll in courses that meet remaining requirements for the program into which they are admitted or courses that prepare them to enroll in required classes. For example, a Physical Therapist Assistant student would not be eligible for financial aid funding to take a Physical Education class, since a PE class does not apply to the PTA degree.

Information about establishing financial aid eligibility, maintaining financial aid eligibility, and about various financial aid benefit programs is available in the Financial Aid section of the WCC website and is also available by visiting the Financial Aid Office.

Changing Your Program of Study

You may change your program of study a maximum of twice during your first 45 college level credits. If you wish to change your program after you have completed 46 or more college level credits which apply to your program of study, you must submit a Petition for Change of Academic Program. Previously attempted credits that are degree requirements will count toward the maximum allowed for your new program if your petition is approved. Students within 15 credits of completing their program of study will not normally be permitted to change programs or pursue a second degree or certificate without completing their present program of study and remain eligible to receive financial aid funding.

Application Process

Whatcom Community College has implemented a secure Financial Aid Portal that provides financial aid applicants with 24/7 access to the status of their financial aid requirements for each award year. Once the Financial Aid Office receives the student's FAFSA information from the U S Department of Education students can access the Financial Aid Portal. Additional information on the use of the secure Financial Aid Portal is available in the Financial Aid section of the WCC website.

The Whatcom Community College Financial Aid Office communicates to students and prospective students who have completed their FAFSA via the email address that the student provides on their FAFSA.

Apply Early! The WCC Financial Aid Process takes approximately 6-8 weeks. Awarding for a new school year (summer quarter through spring quarter) starts approximately May 1.

Step 1 - Student completes FAFSA at www.fafsa.ed.gov

- WCC School Code: 010364
- Need help completing the FAFSA? Call 1.800.433.3243.
- It takes WCC approximately one week to receive the student's FAFSA information.

Step 2 - WCC receives student's FAFSA information

- Student is sent an email alert (to email address listed on FAFSA) verifying FAFSA received and sending student to WCC Financial Aid Student Portal to see list of additional requirements.
- Processing will not continue until all requested elements are met.

Step 3 - Program Admission

- Student must be admitted into Program by WCC Registration to be eligible for financial aid.

Step 4 - Review

- After all elements are met and worksheets completed and returned, WCC is ready to review a student's application.
- Review process may take 3- 4 weeks.

Step 5 - Initial Awarding Process

- The initial awarding process takes approximately 2-3 weeks.
- Student awarded maximum amounts for grants, work study and scholarships.
- Once awarded, student receives an email alert notifying student to go to WCC Financial Aid Student Portal to see their financial aid awards.
- If student is not eligible for grants, work study and/or scholarships, student is sent an email alert informing them and notifying them of their student loan eligibility and the WCC student loan process.

Step 6 - Student Loan Awarding Process

- Students who are not eligible for grants or scholarships or whose awards do not meet their education funding needs may request a student loan award after the student has been notified of their potential student loan eligibility.
- To request a student loan, go to the "Stafford Loan Instruction" section of the Financial Aid area of the WCC Website.

Step 7 - Awards Released

- Financial aid award funds are always applied to tuition and fees due, remaining credit balances are provided via check to the student.
- Student check availability and amounts can be viewed by using the WCC Financial Aid Student Portal.

Application Deadlines

WCC has established a "priority deadline" of March 15 for completing the financial aid process for the next award year (which starts with Summer Quarter). Students may apply for aid throughout the year; however, if the student is expecting a determination of eligibility and financial aid awards by the time the student will be starting classes, the student must complete the financial aid process by the "priority processing deadline" that applies to the quarter for which they will be starting to attend. WCC has established a "priority processing deadline" for new students who will start attending WCC during quarters after summer quarter (which is the first quarter of the Award Year). These dates are listed in the "Important Financial Aid Dates" area in the Financial Aid Section of the WCC Website. Students are always encouraged to complete their FAFSA and the WCC financial aid

process as early as possible, as applications are reviewed and aid is awarded in the order in which the student has completed all of their financial aid requirements.

Students who have not been awarded aid prior to published tuition due dates for the quarter that they will be starting should plan on paying their own tuition by the published tuition due dates to prevent being dropped for non-payment from the classes for which they registered.

Satisfactory Academic Progress Requirements for Financial Aid Recipients

Federal and State Financial Aid Regulations require that students who receive financial aid be required to make Satisfactory Academic Progress in order to maintain financial aid eligibility. Whatcom Community College Financial Aid Satisfactory Academic Progress requires students to maintain a minimum 2.0 cumulative academic grade point average for the academic program in which the student is enrolled and requires that the student cumulatively complete a minimum of two thirds of the program credits for which the student has enrolled. *Students are urged to carefully plan their academic class load each quarter, as any classes which are started and then dropped, adversely affect the student's Satisfactory Academic Progress.* Students have a **maximum time frame** for completing a program of study. To remain eligible for financial aid the student must be mathematically capable of completing their program within at least 150% (or 125% for State Need Grant) of the total number of credits that are required for their declared program. (Note: all program credits attempted are counted in this calculation.)

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.

Satisfactory Academic Progress is reviewed at the completion of each quarter for every student who is receiving financial aid. Financial Aid Satisfactory Academic Progress is based on cumulative program credits for all financial aid awards except for Washington State Need Grant and Washington State Work Study awards for which the SAP eligibility is based upon quarter-by-quarter academic performance. (See Financial Aid Satisfactory Academic Progress Policy in the Financial Aid Section of the WCC Website for more detail.)

Scholarships

Whatcom Community College, the Whatcom Community College Foundation and numerous friends of the College have cooperated to develop and offer scholarships for WCC students. Awards typically 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. More information is available at the Student Financial Aid Office or by contacting the Foundation.

A new scholarship web tool has been developed by the State of Washington and supporting private industry to assist higher education students in Washington to locate and apply for scholarships. This web tool can be accessed at “theWashBoard.org”.

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, 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 34). 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, including ESLA.

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.

STUDENT BOOKSTORE

The WCC Bookstore stocks all course materials required or recommended for courses taught at the College. A listing of these course materials is available at www.whatcom.ctc.edu under Students Services, Campus Resources, Bookstore. The bookstore also stocks a large selection of supplies, study aids, gifts, candy, snacks, sportswear and academically-priced computer 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 website.

All computer access requires students to use a personalized network account. This is required for computer access in all labs, classrooms, etc. With the network accounts, students will have:

- Personalized username and password
- “My Documents” network storage 5 GB and Web Storage 25GB
- Wireless access
- Whatcom email address
- Web-based Microsoft Office
- Remote access to campus desktops and applications

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.

Visit www.whatcom.ctc.edu under Student Services, Campus Resources, Computing Resources for more detailed information.

Student Access Computer Lab

There are 79 computers in the Student Computer Lab offering Windows XP, Windows 7, Office 2010, and Internet access. The lab provides WCC students with access to their student network accounts, curriculum based software, email, faxing, scanning, copying and printing (black & white and color).

Students can check out laptops, Flip video cameras, digital cameras and get assistance setting up their network accounts in the SAL. Also available are five big screen monitors for group projects.

Student Technology Helpdesk staff are available in the computer lab to answer questions about access to course management systems, use of online resources, student email and common software used by students.

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, holds issue forums, and conducts surveys 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.

Programming and Diversity Board (Student Activities)

The ASWCC Programming and Diversity Board is a group of student leaders who work to enhance student life by offering a wide spectrum of educational and recreational programs. The Board is dedicated to providing programming around topics of diversity and social justice issues, with the intent to increase conversations across campus that promote inclusiveness and multicultural competencies. Members of our campus community look forward to participating in the wide range of events brought to campus. While the Board is focused on diversity and social justice, the group also offers events such as theater productions, hip-hop concerts, speakers, intramurals sports, movies, ski trips to Mt. Baker, hikes, music and more!

Students on the Board are members of a high-functioning leadership team and receive both training and real-life experience in leadership, budgeting, marketing, program planning, graphic design, and contract negotiations. All students are welcome and encouraged to apply for a position on the Board! This unique, one-year employment opportunity begins each year in fall quarter. Applications are accepted during spring quarter for the following year and are available online or may be picked up at the Programming and Diversity Board office, which is located in Syre Student Center, 208. Upon completion of this one year program, members of the Board will have tangible evidence of their experience and achievements, and will have completed a culminating portfolio that will support their academic transfer and/or transition into employment. For more information, email activities@whatcom.ctc.edu or call 360.383.3170.

Ambassadors Program

Student Ambassadors serve as outstanding representatives of Whatcom Community College by strengthening connections with faculty, staff, and current and future students. Ambassadors provide tours for prospective students, market and attend campus events, guide community members to campus resources, and wel-

come new students at orientations. These outstanding student leaders strive to support student success and retention, provide peer leadership, promote diversity on campus, and assist with the successful transition of new students. Applications for this program are accepted annually in the Spring quarter, and selected Ambassadors serve a year-long term from September through June. Program participants earn a stipend for the 30+ hours they contribute per quarter. The Student Ambassador Program is located in Syre Student Center, 208.

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, including the Ethnic Student Association, Service Learning Club, Math Club and many more. For more information about the 30+ clubs on campus, please visit the WCC website or stop by the Office of Student Life located in Syre Student Center, 208.

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 Di-

rector 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 (Orca Card) is issued to all currently enrolled students upon payment of quarterly tuition. To obtain an Orca Card, you must provide your Student ID number and a photo ID (driver's license, passport, or military). In addition, the college deposits \$15 for printing and copying on your card each quarter.

WCC student I.D. cards can be used to access:

- Computer, business and classroom labs
- Items from the WCC library
- Fitness Center, Pavilion gym and tennis courts
- WCC Wireless Network

In addition, you may deposit funds into your account to make purchases at:

- The Dockside Café and campus coffee stands
- WCC Book Store
- Campus vending machines
- Westside Pizza (Bellingham)

Students may deposit funds onto their Orca Card through MyWCC or by depositing cash into a Point of Deposit (POD) located in the Heiner and Syre buildings.

Family and Friends of WCC students can support a student's education by depositing funds to help pay for books and meals. Go to www.whatcom.ctc.edu/orcard. Under "Stuff You Should Know," click on "Deposits" and then "Guest Deposit." The information you will need includes:

- The student's 9-digit ID number (located on the back of the card)
- Their first and last name as it appears on the Orca Card

Note: WCC students must log in at least once on OASIS before guests can make a deposit.

Your first ORCA Card is free; replacement cards are \$15.00.

To learn more, please contact the Office of Student Life at 360.383.3007 or stop by Syre Center, 208.

WORKFIRST

WorkFirst provides parents currently receiving TANF access to training to improve skills, increase earning potential, and increase opportunities for employment. Students must be: enrolled in a Professional Technical Program, completing prerequisites for a Professional Technical Program, enrolled in classes to improve pre-college level English, Math, or computer literacy skills, or preparing to take the GED exam. For more information, please contact the WorkFirst Administration Office in Laidlaw Center, 134B.

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.

BASIC FOOD & EMPLOYMENT TRAINING (BFET)

BFET provides eligible students access to Basic Food, Working Connections Child Care, and some limited tuition assistance. Students must be: enrolled in a Professional Technical Program; completing prerequisites for a Professional Technical Program; enrolled in classes to improve pre-college level English, Math, or computer literacy skills; or preparing to take the GED exam. For more information, please contact the BFET Coordinator in Laidlaw Center, 116.



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 (AS-T) 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 39.

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. 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 Office 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 College Success. 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 and are available day and evening. 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 Office 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 & CONTINUING 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 & Continuing Education classes are affordably priced and offered at convenient times—days, evenings and weekends—throughout the year. There is no application for admission and registration can be completed over the phone or online. Classes are listed in the Discover quarterly schedule and on the Community & Continuing Education websites. Customized training is also available to businesses and agencies to meet specific needs. For more information, visit Community Education at www.whatcomcommunityed.com and Continuing Education at www.whatcom.ctc.edu/continuinged.

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 achieve 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 Learning Contract is a mode of learning where a student can earn credit for independent, individualized, college level experiences outside the classroom. Students can design their own course or use the learning contract as a way to take a course from the WCC Catalog. A faculty mentor, an individual with expertise in the subject area, is recruited to facilitate and evaluate the student's learning. The Learning Contract Broker helps students to develop ideas and put all the elements of the learning experience together. 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 Education/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.

Self-Paced Labs/Mediated Learning

This learning mode allows students to progress at an individual pace with assistance from an instructor.

Study Abroad

Several opportunities for student learning 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 experiences are often “life changing.” The Study Abroad Coordinator in the International Programs Office 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.

Prior Learning Assessment

Currently enrolled students may earn college credits 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. Not all courses are appropriate for credit by examination or evaluation. Information outlining 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 official 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 that have been approved for a specific period of time and that 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 credits 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

F Less than Minimum Achievement

Indicates that a student did not demonstrate minimum achievement toward course outcomes either because the student did not complete a sufficient amount of work or because a student performed at a level below minimum achievement on work completed.

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 additional instruction. A signed agreement between the instructor and the student, outlining the timeframe 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. Credits are not granted until the “I” has been changed. If a student does not complete the agreement in the allotted amount of time, the Registrar’s Office will change “I” to the standing grade that was assigned by the instructor on the incomplete agreement.

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 academic participation in a class prior to completing course work sufficient to justify a letter grade and did not complete official withdrawal procedures. Generally, discontinued academic participation occurred prior to the midpoint of the quarter. *Note:* Although a "V" is not calculated in the overall G.P.A at our College, it may translate as "F" to many receiving institutions and be equivalent to a 0.00 grade point value for transfer, financial aid, and other purposes.

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
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.

- 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, visit the Honors Program page on the WCC website, or drop by Cascade Hall, 145.

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:

- The grades to be excluded are at least three years old; and
- There has been an interruption in college attendance; and
- 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 36 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 43-45 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 four-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 52-55 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 55 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:

- Business Administration
- Computer Information Systems

- Criminal Justice
- Massage Practitioner
- Medical Assisting
- Nursing
- Paralegal Studies
- Physical Therapist Assistant

See pages 56-80 for degree details, specialization options and for specific requirements and regulations.

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
- Visual Communications

See pages 56-80 for specific program requirements, course lists and regulations.

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 of 45 credits or greater currently offered by the College are:

- Accounting
- CIS Network Administration
- CIS Technical Support
- Criminal Justice
- Early Childhood Education
- Hospitality & Tourism Business Management
- Massage Practitioner
- Medical Assisting
- Medical Billing and Coding
- Medical Front Office Reception
- Office Administration
- Paralegal Studies
- Retail Management

See pages 56-80 for specific program course lists, requirements and regulations. For more information on certificates below 45 credits that offer additional specialization opportunities, visit www.whatcom.ctc.edu under Degrees and Programs, Professional Technical Degrees.

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, Engineering, 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., Business Administration, Criminal Justice, 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, Laidlaw Center, 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/Unlisted 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 of unlisted electives 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

These courses are designed to provide students the opportunity to extensively explore topics through writing. In order to meet the requirements of a writing intensive course, the course must meet the following criteria:

- (1) A minimum of 2000 words (approximately 8 typed, double-spaced pages) of graded writing.
- (2) The 2000 words should be distributed among at least three different papers. Writing must be evaluated on both form and content by the instructor.
- (3) Writing activities (both graded and ungraded) should count for 50% of the course grade. Writing skills should count for a significant portion of the grade on writing activities.
- (4) Writing could be done in and/or out of class.

Diversity Studies (courses designated "d") 3 credits

These courses are designed to give students the ability to describe or analyze issues in socioeconomic status, ethnicity, gender, race, religion and/or other differences in the United States. At least one-third of course content or time must be devoted to these topics.

Global Studies (courses designated "g") 3 credits

These courses are designed to give students the ability to describe or analyze

- (1) the global interrelationships among societies, cultures, or peoples

or

- (2) a single society, culture, or people other than those from within the United States.

At least one-third of the course content or time must be devoted to these topics.

Sustainability (courses designated "s") 3 credits

These courses are designed to give students the ability to examine the interrelationships between human activity and the natural environment and how humans deal with these issues. In addition, the viability of social and economic systems may be studied. At least one-third of course content or time must be devoted to these topics.

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

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

CMST& 101 OC	CMST& 102 OC
CMST 110 OC	CMST 145 OC
CMST& 210 OC	CMST& 220 OC
CMST& 230 OC	CMST 295C 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,MS I	CHEM& 161 Q,MS I
CHEM& 162 Q,MS I	CHEM& 163 Q,MS I
CHEM 295 Q,MS	
CS 140 Q,SR,MS	CS 145 Q,SR,MS
CS 215 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	ENGR 240 Q,MS
IDS 112 SR,SS wdg	IDS 113 SR,SS
IDS 295Q Q, SR	
MATH& 107 Q,MS	MATH 121 Q,SR,MS s
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& 264 Q,MS
MATH 295 Q,SR,MS	
PHIL& 106 SR	PHIL 295Q Q,SR
PHYS& 114 Q,SR,MSI	PHYS& 115 Q,SR,MSI
PHYS& 116 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& 100Hw	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 205 Hwg ART 215 Hwg ART 276 Hp	ART 204 Hwg ART 206 Hg ART 221 Hp ART 295 H
ASL& 123 Hd	
CMST 205 Hwd CMST 250 H,SSwd	CMST 225 H,SSwdgs CMST 295H H
DRMA& 101 Hg DRMA 295 H	DRMA 125 Hp
ENGL& 111 Hwg ENGL& 114 Hwg ENGL 134 Hwg ENGL 137 Hwg ENGL 141 Hwg ENGL 150 Hwg ENGL 169 Hwd ENGL 191 Hwg ENGL 226 Hwd ENGL& 237 Hw ENGL 258 Hwg ENGL 266 Hwd ENGL 268 Hw ENGL 286 Hwg ENGL 295H H	ENGL& 113 Hwdg ENGL 124 Hwgs ENGL 136 Hw ENGL 138 Hwd ENGL 142 Hwg ENGL 161Hwd ENGL 180 Hwg ENGL 225 Hwd 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 165 Hw FILM 295 H	FILM 110 Hw FILM 130 Hg FILM 160 Hwd FILM 180 Hg
FRCH& 123 Hg FRCH& 222 Hg FRCH 295 H	FRCH& 221 Hg FRCH& 223 Hg
GERM 104 Hg GERM 295 H	GERM& 123 Hg
HUM& 101 Hwdg HUM 133 Hg HUM 295 H	HUM 106 Hwdg HUM 170 Hwg
IDS 152 H,SSwdg IDS 180 H,SSwg IDS 260 Hwd IDS 295H H	IDS 161 H,SS,MSwd IDS 220 Hwg IDS 270 Hwg

JAPN 104 Hg JAPN 295 H	JAPN& 123 Hg
MUSC& 105 Hg MUSC 115 Hd MUSC& 142 Hg MUSC 295 H	MUSC 110 Hg MUSC& 141 Hg MUSC& 143 Hg
PHIL& 101 Hg PHIL 130 H PHIL 140 Hwdg PHIL 295H H	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& 235 SSg	ANTH& 104 SSg ANTH 150 SSd ANTH& 204 SSs ANTH& 210 SSds ANTH 225 SSwdg ANTH 295S SS
BUS& 101 SS BUS 295 SS	BUS& 201 SS
CJ& 101 SSw	
CMST 225 H,SSwdgs ECE 105 SS	CMST 250 H,SSwd
ECON 100 SS ECON& 201 SS ECON 203 SS ECON 210 SS w	ECON 110 SSgs ECON& 202 SSg ECON 205 SS wg ECON 295 SS
EDUC& 202 SS	
GEOG 100 SSgs GEOG 110 SSgs GEOG 295 SS	GEOG 105 S gs GEOG 115 SSwds

HIST& 116 SSg	HIST& 117 SSg
HIST& 118 SSg	HIST 120 SSwg
HIST 124 SSws	HIST& 146 SS
HIST& 147 SS	HIST& 148 SS
HIST 158 SSg	HIST 204 SSg
HIST 205 SSg	HIST 208 SSg
HIST 210 SS	HIST 212 SSg
HIST 213 SSg	HIST& 214 SSd
HIST& 215 SSwd	HIST& 219 SSd
HIST 220 SSg	HIST 225 SSg
HIST 230 SSg	HIST 233 SSg
HIST 295 SS	

IDS 112 SR,SSwdg	IDS 113 SR,SS
IDS 152 H,SSwdg	IDS 161 H,SS,MSwd
IDS 170 SSwgs	IDS 180 H,SSwg
IDS 210 SS,MS wgs	IDS 295S SS

POLS& 101 SS	POLS& 201 SSg
POLS& 202 SS	POLS& 203 SSg
POLS& 204 SSg	POLS 295 SS

PSYC& 100 SS	PSYC 165 SSg
PSYC& 180 SSwd	PSYC& 200 SSw
PSYC 210 SS	PSYC 211 SS
PSYC& 220 SSd	PSYC 225 SSw
PSYC 240 SSgs	PSYC 250 SS
PSYC 265 SSg	PSYC 295 SS

SOC& 101 SS	SOC 120 SSd
SOC& 201 SSd	SOC 210 SSg
SOC 220 SSd	SOC 250 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 104 MSI
BIOL 133 MSg	BIOL& 160 MSwl

BIOL& 221 MSwl	BIOL& 222 MSwl
BIOL& 223 MSwl	BIOL& 241 MSI
BIOL 295 MS	

CHEM 104 MS	CHEM& 110 MSI
CHEM& 121 Q,MSI	CHEM& 131 MSI
CHEM& 161 Q,MSI	CHEM& 162 Q,MSI
CHEM& 163 Q,MSI	CHEM& 261 MSI
CHEM& 262 MSI	CHEM& 263 MSI
CHEM 295 Q,MS	

CS 140 Q,SR,MS	CS 145 Q,SR,MS
CS 215 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	ENGR 240 Q,MS

ENVS& 100 MSws	
----------------	--

GEOL 100 MSI	GEOL& 101 MSI
GEOL 104 MSI	GEOL 110 MSgs
GEOL 140 MSgsl	GEOL 150 MSI
GEOL 211 MSI	GEOL 212 MSwl
GEOL 295 MS	

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

MATH& 107 Q,MS	MATH 121 Q,SR,MSs
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& 264 Q,MS	MATH 295 Q,SR,MS

NUTR& 101 MS	
--------------	--

OCEA& 101 MS I	
----------------	--

PHYS 109 MS Is	PHYS& 110 MS I
PHYS 112 MS Igs	PHYS& 114 Q,SR,MS I
PHYS& 115 Q,SR,MS I	PHYS& 116 Q,SR,MS I
PHYS& 221 Q,SR,MS I	PHYS& 222 Q,SR,MS I
PHYS& 223 Q,SR,MS I	PHYS 295 Q,SR,MS

PHYS 104 MS I

PHYS 295 MS

**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 222 LE

ART 223 LE

ART 230 LE

ART 231 LE

ASL& 121 LE^dASL& 122 LE^d

BIOL& 242 LE

BIOL& 260 LE^w

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 201 LE

DRMA 202 LE^d

EDUC& 115 LE

EDUC& 204 LE

ENGL 194 LE

ENGR 100 LE

FILM 194 LE

FRCH 105 LE

FRCH& 121 LE^gFRCH& 122 LE^gGERM& 121 LE^gGERM& 122 LE^gIDS 130 LE^gIDS 131 LE^gIDS 150 LE^gJAPN& 121 LE^gJAPN& 122 LE^gJOURN 210 LE^wJOURN 211 LE^w

MATH 207 LE

MUSC 155 LE

MUSC 160 LE

MUSC 161 LE

MUSC 162 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 265 LE

MUSC 266 LE

MUSC 267 LE

PE (activity)

PE 102 LE

PE 103 LE

PE 106 LE

PE 108 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 157 LE

PE 170 LE

PE 206 LE

PE 223 LE

PE 241 LE

PE 246 LE

PE 269 LE

PE 270 LE

PE 271 LE

PE (non-activity)

PE 133 LE

SPAN& 121 LE^gSPAN& 122 LE^g**UNLISTED ELECTIVES -
Courses Designated "UE"***Any course numbered 100 or above***DIVERSITY -
Courses Designated "d"**ANTH 150 SS^dANTH& 210 SS^dsANTH& 216 SS^dsANTH 225 SS^wdg

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 250 H,SSwd	
DRMA 202 LEd	
EDUC 225 UEd	
ENGL& 113 Hwdg	ENGL 138 Hwd
ENGL 161 Hwd	ENGL 169 Hwd
ENGL 225 Hwd	ENGL 226 Hwd
ENGL 261 Hwd	ENGL 266 Hwd
ENGL 267 Hwd	
FILM 160 Hwd	
GEOG 115 SSwd	
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 161 H,SS,MSwd	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	

**GLOBAL -
Courses Designated "g"**

ANTH& 100 SSgs	ANTH& 104 SSg
ANTH 140 SSg	ANTH& 206 SSwgs
ANTH 225 SSwdg	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
BIOL 133 MSg	
CMST 225 H,SSwdgs	
DRMA& 101 Hg	
ECON 110 SSgs	ECON& 202 SSg
ECON 205 SSwg	
ENGL& 111 Hwg	ENGL& 113 Hwdg
ENGL& 114 Hwg	ENGL 124 Hwgs
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	FRCH& 221 Hg
FRCH& 222 Hg	FRCH& 223 Hg
GEOG 100 SSgs	GEOG 105 SSgs
GEOG 110 SSgs	
GEO 110 MSgs	GEO 140 MSgsl
GERM 104 Hg	GERM& 121 LEg
GERM& 122 LEg	GERM& 123 Hg
HIST& 116 SSg	HIST& 117 SSg
HIST& 118 SSg	HIST 120 SSwg
HIST 158 SSg	HIST 204 SSg
HIST 205 SSg	HIST 208 SSg
HIST 212 SSg	HIST 213 SSg
HIST 220 SSg	HIST 225 SSg
HIST 230 SSg	HIST 233 SSg
HUM& 101 Hwdg	HUM 106 Hwdg
HUM 133 Hg	HUM 170 Hwg

IDS 112 SR,SS wdg	IDS 130 LE g
IDS 131 LE g	IDS 150 LE g
IDS 152 H,SS wdg	IDS 170 SS wgs
IDS 180 H,SS wg	IDS 210 SS,MS wgs
IDS 220 H wg	IDS 270 H wg

JAPN 104 H g	JAPN& 121 LE g
JAPN& 122 LE g	JAPN& 123 H g

MUSC& 105 H g	MUSC 110 H g
MUSC& 141 H g	MUSC& 142 H g
MUSC& 143 H g	

PHIL& 101 H g	PHIL 132 H dgs
PHIL 140 H wdg	

PHYS 112 MS lgs

POLS& 201 SS g	POLS& 203 SS g
POLS& 204 SS g	

PSYC 165 SS g	PSYC 240 SS gs
PSYC 265 SS g	

SOC 210 SS g

SPAN 104 H g	SPAN& 121 LE g
SPAN& 122 LE g	SPAN& 123 H g
SPAN& 221 H g	SPAN& 222 H g
SPAN& 223 H g	

SUSTAINABILITY - Courses Designated "s"

ANTH& 100 SSgs	ANTH& 204 SSs
ANTH& 205 MSs	ANTH& 206 SSwgs
ANTH& 210 SSds	ANTH& 216 SSds

BUSAD 280 UEs	BUSAD 281 UEs
BUSAD 282 UEs	

CIS 100 UEs

CMST 225 H,SSwdgs

ECON 110 SSgs

ENGL 124 Hwgs

ENVS& 100 MSws

GEOG 100 SSgs	GEOG 105 SSgs
---------------	---------------

GEOG 110 SSgs	GEOG 115 SSwds
---------------	----------------

GEOL 110 MSgs	GEOL 140 MSgsl
---------------	----------------

HIST 124 SSws

IDS 170 SSwgs	IDS 210 SS,MSwgs
---------------	------------------

MATH 121 Q,SR,MSs

PHIL 132 Hdgs

PHYS 109 MSIs	PHYS 112 MSIs
---------------	---------------

PSYC 240 SSgs

WRITING INTENSIVE- Courses Designated "w"

ANTH& 200 SSw	ANTH& 206 SSwgs
---------------	-----------------

ANTH 225 SSwdg

ART& 100 Hw	ART 107 Hwdg
-------------	--------------

ART 150 Hwg	ART 203 Hwg
-------------	-------------

ART 204 Hwg	ART 205 Hwg
-------------	-------------

ART 215 Hwg

BIOL 103 MSwl	BIOL& 160 MSwl
---------------	----------------

BIOL& 221 MSwl	BIOL& 222 MSwl
----------------	----------------

BIOL& 223 MSwl	BIOL& 260 LEw
----------------	---------------

BUSAD 140 UEw

CJ& 101 SSw

CMST 205 Hwd	CMST 225 H,SSwdgs
--------------	-------------------

 CMST 250 H,SSwd

ECON 205 SSwg

ECON 210 SSw

ENGL& 111 Hwg

ENGL& 113 Hwdg

ENGL& 114 Hwg

ENGL 124 Hwgs

ENGL 134 Hwg

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 226 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

 ENVS& 100 MSws

FILM 101 Hw

FILM 110 Hw

FILM 120 Hw

FILM 140 Hw

FILM 160 Hwd

FILM 165 Hw

 GEOG 115 SSwds

 GEOL 212 MSwl

HIST 120 SSwg

HIST 124 SSws

 HIST& 215 SSwd

HUM& 101 Hwdg

HUM 106 Hwdg

 HUM 170 Hwg

IDS 112 SR,SSwdg

IDS 152 H,SSwdg

IDS 161 H,SS,MSwd

IDS 170 SSwgs

IDS 180 H,SSwg

IDS 210 SS,MSwgs

IDS 220 Hwg

IDS 260 Hwd

 IDS 270 Hwg

 JOURN 210 LEw

 JOURN 211 LEw

 PHIL 110 Hw

 PHIL 140 Hwdg

 PSYC& 180 SSwd

 PSYC& 200 SSw

 PSYC 225 SSw

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 to which you are planning to transfer.) 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& 101 English 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 100, 240
 - ENGR& 214, 215, 225
 - MATH 204
 - MATH& 264
- 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 100, 240, ENGR& 214, 215, 225, ENGL& 230, BIOL& 221, 222, CHEM& 162, MATH 207, MATH& 264.
- 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)

(Continued on next page)

- 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 - GENERAL STUDIES

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 100, 240
 - ENGR& 215, 225
 - MATH 207
 - MATH& 264

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
 - ENGR 100, 240
 - MATH 207
 - MATH& 264

- 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

Essential Skills and Related Instruction in Professional Technical Degrees/Certificates

At Whatcom Community College the Professional Technical Programs recognize that developing communication, computation and human relations skills are essential for students preparing to earn either a degree or certificate en route to finding employment. While some of these essential skills are embedded in program curricula, their importance is such that students also need to take specific courses with clearly identified instructional outcomes addressing these areas. Each professional technical degree or certificate course template guides students by indicating, with the following designations, which courses in Related Instruction are most appropriate to provide this content:

CM = Communications

HR = Human Relations

CP = Computation

Related Instruction: Skills content will be taught by faculty or professionals monitored by teaching faculty who are appropriately qualified in these areas.

BUSINESS ADMINISTRATION

The Business and Office Administration Program is designed to prepare students for a variety of entry-level positions in business occupations. The Associate in Science degree offers options for focused study in:

- Accounting
- Business Information Systems
- Hospitality and Tourism Business Management
- Entrepreneurship
- General Business

Certificate options include Accounting, Office Administration or Hospitality and Tourism Business Management.

Short-term Training Opportunities

Short term Certificates of Proficiency are also offered in the following areas:

- Payroll Accounting
- QuickBooks Pro
- Clerical Assistant

For more information, visit www.whatcom.ctc.edu under Degrees & Programs, Professional Technical Degrees, Business.

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 130	QuickBooks Pro	3
ACCT& 201	Principles of Accounting I	5

(Requirements continued on next page)

ACCT& 202	Principles of Accounting II	5
ACCT& 203	Principles of Accounting III	5
ACCT 270	Payroll Accounting	3
BIS 141	Spreadsheets I	3
BIS 142	Spreadsheets II	5
BUS& 101	Introduction to Business	5
BUS& 201	Business Law	5
Total		39

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)	
<i>or</i>	Any course designated "Q/SR"	5
ENGL& 101	English 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

Course ID	Course Title	Credits
CO-OP 180	Preparing for Career Work Experience	
<i>or</i> 190	Cooperative Education/ Internship	1-5
ACCT 250	Governmental/Not-For-Profit Accounting	
<i>or</i> ACCT 260	Individual Income Tax	5
<i>or</i>	Any course numbered 100 or above in ACCT, BIS, BUS, BUSAD, CIS, ECON, OFFAD, PSYC, SOC	0-7
Total		6-10

TOTAL CREDITS56-64

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

RELATED INSTRUCTION*/GENERAL EDUCATION REQUIREMENTS

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

COOPERATIVE WORK EXPERIENCE/ELECTIVES

Course ID	Course Title	Credits
CO-OP 180	Preparation for Career Work Experience	1-2
CO-OP 190	Cooperative Education/Internship	3-5
Total		4-7

TOTAL CREDITS 45 - 48

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

Course ID	Course Title	Credits
ACCT& 201 or ACCT 100	Principles of Accounting I Introduction to Accounting	3 or 5
ACCT 130	QuickBooks Pro	3
OFFAD 105	Records Management	3
OFFAD 150	Office Procedures	5
OFFAD 104	Keyboarding for Speed and Accuracy I	2
OFFAD 160	Office Management	5
BIS 101	Introduction to Business Computing	3
BIS 121	Word Processing I	3
BIS 122 or 161 or 181	Business Document Design Database Management I Introduction to Presentation Software	3-5
BIS 141	Spreadsheets I	3
Total		33-37

RELATED INSTRUCTION*/GENERAL EDUCATION REQUIREMENTS

Course ID	Course Title	Credits
BUSAD 100 or MATH 111 or	Business Math (CP) Methods for Problem Solving (CP) Any course designated "Q/SR"	5
ENGL& 101 or BUSAD 140	English Composition I (CM) 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

ELECTIVES

Course ID	Course Title	Credits
CO-OP 180	Preparation for Career Work Experience	
or 190	Cooperative Education/Internship	1-5
Total		1-5
TOTAL CREDITS		45-57

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

(Requirements continued on next page)

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*/GENERAL EDUCATION REQUIREMENTS

Course ID	Course Title	Credits
CMST& 101	Introduction to Communication (HR)	
or 230	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 Education/Internship	
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

ASSOCIATE IN SCIENCE

BUSINESS ADMINISTRATION

The Business Administration degree combines a common core of business related courses with a specialty option in Entrepreneurship, Accounting, Business Information Systems, General Business or Hospitality and Tourism Business Management. It prepares students to start their own small business and/or gain technical and professional skills to obtain employment in various supervisory or 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 230	Human Resource Management	5
ECON 210	Economic Ethics	5
ECON 100	Survey of Economic Principles	
or ECON& 201	Micro Economics	
or ECON& 202	Macro Economics	5
Total		43

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
ACCT 130	QuickBooks Pro	3
ACCT 250	Governmental/Not-for-Profit Accounting	5
ACCT 260	Individual Income Tax	5
ACCT 270	Payroll Accounting	3
BIS 141	Spreadsheets I	3
BIS 142	Spreadsheets II	5
BIS 161	Database Management I	3
Total		27

OR

Option III - Business Information Systems

Course ID	Course Title	Credits
BIS 121	Word Processing I	3

(Requirements continued on next page)

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

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

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

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)	
or MATH 111	Methods for Problem Solving (CP)	
or	Any MATH course numbered 107 or above	
or	Any course designated "Q/SR"	5
ENGL& 101	English Composition I (CM)	5
ENGL& 230	Technical Writing (CM)	3
CMST 145	Introduction to Organizational Communication (HR)	

or Any CMST course designated "OC" 3-5
Total 16-18

COOPERATIVE WORK EXPERIENCE/ELECTIVES

Course ID	Course Title	Credits
CO-OP 180	Preparing for Career Work Experience (if needed)	
or CO-OP 190	Business Cooperative Education/ Internship	2-4
Electives	Any courses numbered 100 or above in the following disciplines: ACCT, ARTGR, BUSAD, BIS, CIS, OFFAD, PSYC, SOC.	
or CO-OP 190	Cooperative Education/Internship	0-8

Total 2-10

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 Computer Information Systems (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 (NWCET.org) and the Cisco Networking Academy. The program prepares students for the Cisco Certified Network Associate (CCNA) certification and several other certifications including CompTia's A+ and Security+. It has earned the endorsement of the Committee on National Security Systems for the 4011 and 4013 certifications. The CIS program offers an Associate of Science degree, along with certificate programs in Technical Support and Network Administration.

CAE2Y Designation

WCC was recently named a Center of Academic Excellence in Information Assurance Education (CAE2Y). This award was made in recognition of the caliber of the CIS curriculum, credentials of its faculty and nationally-recognized program certifications. As a Center of Academic Excellence, WCC benefits from standardized curricula, articulation to four-year institutions and other factors.

Prerequisite Courses

Placement into Math 94 and English 92 or above.

Additional Requirements During/After Course of Study

Students must maintain at least a "C" (2.0) grade in all CIS courses and demonstrate professional work behavior exhibited through good class attendance, punctuality and timely completion of class assignments. 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 offered, 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 116	Virtualization	3
CIS 205	Computer Operating Systems II	5
CIS 206	Computer Support I	5
CIS 226	Cisco Networking I	5
Total		26

RELATED INSTRUCTION*/GENERAL EDUCATION REQUIREMENTS

Course ID	Course Title	Credits
ENGL& 101	English Composition I (CM)	5
MATH	Any MATH course numbered 107 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 Education/Internship or approved equivalent	
<i>or</i> Elective	Any college level course numbered 100 or above. Recommended disciplines: ACCT, ARTGR, BIS, BUS, BUSAD, CIS, CJ, CS, ECON, MATH, or OFFAD.	5-7
Total		5-7
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

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 116	Virtualization	3
CIS 205	Computer Operating Systems II	5
CIS 206	Computer Support I	5
CIS 214	Network Security I	5
CIS 215	Network Security II	5
CIS 216	Industrial Control Systems Security	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		66

RELATED INSTRUCTION*/GENERAL EDUCATION REQUIREMENTS

Course ID	Course Title	Credits
BUSAD 170	Customer Service for Professionals (HR)	
<i>or</i> CMST	Any CMST course designated "OC"	3-5
ENGL& 101	English Composition I (CM)	5
MATH	Any MATH course numbered 107 or above (CP)	
<i>or</i> PHIL& 106	Introduction to Logic (CP)	5
Total		13-15

(Requirements continued on next page)

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

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

COOPERATIVE WORK EXPERIENCE/ELECTIVES

Course ID	Course Title	Credits
Co-op 190	Computer Field Cooperative Education/Internship or approved equivalent	5
Electives	Any college level course numbered 100 or above. Recommended disciplines: ACCT, ARTGR, BIS, BUS, BUSAD, CIS, CJ, CS, ECON, MATH or OFFAD or PSYCH 106	
or	CO-OP 180	4-6

Total 9-11

MINIMUM TOTAL CREDITS.... 90

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

CRIMINAL JUSTICE

The Criminal Justice program is designed to provide students with knowledge and skills required 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. The program offers an Associate in Science degree with two options for focused study as well as a certificate option.

Prerequisite Courses

All 200-level CJ 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 CJ 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 Criminal Justice course selection to maximize transferability of their credits and earn both the AS in Criminal Justice and the Associate in Arts & Sciences (direct transfer) degrees. Advising assistance is strongly recommended.

CERTIFICATE

CRIMINAL JUSTICE

The Criminal 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 109	Community Relations	3
CJ& 110	Criminal Law	3
CJ 206	Crime Scene Investigation and Evidence Collection	5
CJ 240	Criminal Investigation/Interviewing Techniques	3
CJ 245	Laws of Arrest, Search and Seizure	3
CJ 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

(Requirements continued on next page)

ELECTIVES

Course ID	Course Title	Credits
SPAN& 121	Spanish I	
<i>or</i>	other world language	
<i>or</i>	*demonstrated proficiency in a world language	
<i>or</i> SOC 250	Multicultural Issues	
<i>or</i> BIS 101	Introduction to Business Computing	
<i>or</i> POLS& 202	American Government	
<i>or</i> ENGL& 230	Technical Writing	
<i>or</i> CO-OP 190	Cooperative Education/Internships	
<i>or</i>	Any college level course numbered 100 or above 5-6	

*World language proficiency must be demonstrated by an approved exam.

Total 5-6
TOTAL CREDITS..... 45-46

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

ASSOCIATE IN SCIENCE

CRIMINAL JUSTICE

The Criminal Justice program 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. This Associate in Science offers two options for focused study.

CORE REQUIREMENTS

Course ID	Course Title	Credits
CJ& 101	Introduction to Criminal Justice	5
CJ 109	Community Relations	3
CJ& 110	Criminal Law	3
CJ 206	Crime Scene Investigation and Evidence Collection	5
CJ 240	Criminal Investigation/ Interviewing Techniques	3
CJ 245	Laws of Arrest, Search and Seizure	3
CJ 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	
<i>or</i>	*demonstrated proficiency in a world language	5

*World language proficiency must be demonstrated by an approved exam. Additional credits may be required in electives to meet 90 credit degree requirement.

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
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 <i>or</i> other world language	5
SPAN& 123	Spanish III <i>or</i> other world language	5
CMST& 210	Interpersonal Communication (CM)	3

Total21-25

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

(Requirements continued on next page)

MATH 111	Methods for Problem Solving (CP)	
or IDS 113	Quantitative Methods in the Social Sciences (CP)	
or	Any course designated "Q/SR"	5
CMST& 101	Introduction to Communication (CM)	
or CMST& 230	Small Group Communication (CM)	5
Total		15

ELECTIVES

Course ID	Course Title	Credits
CO-OP 190	Cooperative Education/Internships	
and/or	Any course numbered 100 and above 4-8	
Total		4-8
TOTAL CREDITS		90

EARLY CHILDHOOD EDUCATION

The Early Childhood Education (ECE) program prepares students for careers working with children in early learning and care programs, Headstart, preschools, childcare centers & homes. Certificate graduates usually work under the supervision of a teacher or director. The degree prepares students for lead teacher or administrator positions in early learning programs.

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 to identify the education path that best serves your interests. 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 Development	5
EDUC& 115	Child Development	5
EDUC 225	Child, Family and Community	3
EDUC 250	Professionalism in the Workplace	2
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	Introduction to Communication (CM)	
or 210	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 Education/Internship (or approved equivalent)	5
Total		5
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

Course ID	Course Title	Credits
ART 155	Art Education for Children	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
EDUC 280	Instructional Technology	3
MUSC 155	Music Education for Children	3
Field Elective	Any ECE or EDUC Course	3-5
Total		57-59

RELATED INSTRUCTION*/GENERAL EDUCATION REQUIREMENTS

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

Course ID	Course Title	Credits
CO-OP 190	ECE Cooperative Education/ Internship	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

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 clinics, 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 state and national 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. A number of program courses are provided in an online/hybrid format which means that the lecture portions are delivered by the instructor online and the lab portions are provided face-to-face in a dedicated lab.

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. This curriculum is approved by the Washington State Massage Board, a subsidiary of the Washington State Department of Health.

Special Application Process

Admission to the Massage Practitioner program is by special application, and is done on a first come first served 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 a program 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%) or better 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 is 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. They receive a suspension by the college for violations of the Students Rights and Responsibilities Policy.
6. PFor a second time during the program, they fail to meet any standard that would require probation.

Students dismissed from the program will be sent a certified letter 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 massage courses if they are re-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 clinics, 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 state and national 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

(Requirements continued on next page)

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 107	Math in Society (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 clinics, 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 state and national 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 230	Massage Applications: Orthopedic Treatment	
or 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

(Requirements continued on next page)

RELATED INSTRUCTION*/GENERAL EDUCATION REQUIREMENTS

Course ID	Course Title	Credits
BUSAD 100	Business Math (CP)	
or MATH 107	Math in Society (CP)	
or	any class designated "Q/SR"	5
ENGL& 101	English Composition I (CM)	5
CMST& 210	Interpersonal Communications (CM)	5
PSYC& 100	General Psychology (HR)	
or SOC& 101	Introduction to Sociology (HR)	5
Total		20

ELECTIVES

Course ID	Course Title	Credits
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 (MA) 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 accepted 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 with the CMA (AAMA) credential.

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 and Medical Front Office Reception. 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, or medical billing specialist. Many of the core courses can be applied toward the selective entry Medical Assisting 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 31 for details.

Prerequisite Courses

ENGL& 101; MATH 096 (or higher) or placement into MATH 098; MA 113 or BIS 101; MA 101; CMST& 210 or CMST 145.

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” (2.0) grade or better.
- Occupational Exposures - The medical assistant may be exposed to various chemicals used in disinfecting and sterilization, laboratory testing reagents, biohazard wastes, 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 (available to students accepted into the MA program). Safety issues and concerns when dealing with occupational exposures are a major focus within the Medical Assisting Program curriculum.
- Students accepted into the Medical Assisting Degree or Certificate programs will need to show documentation that indicates they have begun required immunization series. 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. Placement 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.

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 96 or above

Course ID	Course Title	Credits
ENGL&101	English Composition I (CM)	5
MA 113 or BIS 101	Introduction to Medical Computing Introduction to Business Computing	3
CMST& 210 or CMST 145	Interpersonal Communication (HR) Introduction to Organizational Communication (HR)	3 or 5
MA 101	Medical Terminology I	2

Total..... 13-15
(Requirements continued on next page)

CORE REQUIREMENTS

<i>Course ID</i>	<i>Course Title</i>	<i>Credits</i>
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)	4
MA 123	The Medical Office and Electronic Records	5
MA 124	Computerized Medical Billing	3
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

<i>Course ID</i>	<i>Course Title</i>	<i>Credits</i>
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)	4
MA 123	The Medical Office and Electronic Records	5
MA 144	Office Emergencies	1
Total		23

SPECIALTY REQUIREMENTS

<i>Course ID</i>	<i>Course Title</i>	<i>Credits</i>
MA 124	Computerized Medical Billing	3
MA 135	Medical Procedural Coding	3
MA 155	Medical Diagnostic Coding	3
CO-OP 180	Preparation for Career Work Experience	2
CO-OP 190	Cooperative Education/Internship	5
Total		16

RELATED INSTRUCTION*/GENERAL EDUCATION REQUIREMENTS

<i>Course ID</i>	<i>Course Title</i>	<i>Credits</i>
ENGL& 101	English Composition I (CM)	5
MA 113 or BIS 101	Introduction to Medical Computing 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

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 I	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)	4
MA 123	The Medical Office and Electronic Records	5
Total		20

SPECIALTY REQUIREMENTS

Course ID	Course Title	Credits
MA 222	Advanced Topics in Healthcare Communication	5
MA 144	Office Emergencies	1
CO-OP 180	Preparing for Career Work Experience	
<i>or</i> PSYCH 106	Job Finding Skills	2
Total		8

RELATED INSTRUCTION*/GENERAL EDUCATION REQUIREMENTS/ELECTIVES

Course ID	Course Title	Credits
CMST&210	Interpersonal Communication (HR)	
<i>or</i> CMST 145	Introduction to Organizational Communication (HR)	3 or 5
ENGL& 101	English Composition I (CM)	5

MA 113 <i>or</i> BIS 101	Introduction to Medical Computing Introduction to Business Computing	3
Electives	Any college level courses numbered 100 or above	4-6
Total		17-19
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 96 or above

Course ID	Course Title	Credits
ENGL&101	English Composition I (CM)	5
MA 113 <i>or</i> BIS 101	Introduction to Medical Computing Introduction to Business Computing	3
CMST& 210 <i>or</i> CMST 145	Interpersonal Communication (HR) Introduction to Organizational 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)	4
MA 123	The Medical Office and Electronic Records	5
MA 124	Computerized Medical Billing	3

(Requirements continued on next page)

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

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

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 100 or above	
or	BUSAD 100 Business Math (CP)	
or	Any "Q/SR" course	5
Electives	Any college level courses numbered 100 or above	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 health care problems to progress toward optimal health and wellness. The program prepares students to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

In addition to the traditional on-campus and community clinic 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; STAT& 146; 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 nursing program website and the application materials referred to below for complete details.

Special Application Process

Admission to the nursing program is by selective entry 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 Assistant.

Short-Term Training Opportunity

In addition to the degree offered, 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 Director at least one quarter prior to the quarter in which he/she intends to re-enroll. The Program Director 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 Director 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 health care problems to progress toward optimal health and wellness. The program prepares students to take the National Council Licensure Examination for Registered Nurses (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& 146	Introduction to Statistics	5
CHEM& 121 <i>or</i>	Introduction to Chemistry 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
Note: A	NTH& 235 highly recommended (but not required)	
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

(Requirements continued on next page)

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 Education/ Internship	5
Total		34

(Requirements continued on next page)

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

Course ID	Course Title	Credits
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

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

***RELATED INSTRUCTION/GENERAL EDUCATION REQUIREMENTS**

Course ID	Course Title	Credits
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

Course ID	Course Title	Credits
CO-OP 190	PLS Cooperative Education/Internship (or approved equivalent)	5
Additional Cooperative Education/Internship 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. All prerequisites must be completed with a minimum grade of C+ (2.3).

Note: With the exception of MA 101 and BIOL& 241, other program prerequisites may be 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 certifications, 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
Science Lab	Any BIOL, CHEM or PHYS Lab Course	5
MA 101	Medical Terminology I	2
BIOL& 241	Human Anatomy and Physiology 1	5
Note:	Biol& 242 highly recommended (but not required) CMST& 101, 210, 220 or 230 highly recommended (but not required)	
Total		27

CORE REQUIREMENTS

Course ID	Course Title	Credits
PTA 101	Introduction to Physical Therapy	3
PTA 105	Test and Measurements	2
PTA 110	PTA Procedures I	5
PTA 111	PTA Procedures II	7
PTA 113	PTA Procedures III	4
PTA 151	Clinical Experience	4
PTA 201	Ethical Issues in Physical Therapy	3
PTA 225	PTA Procedures IV	5

PTA 226	PTA Procedures V	4
PTA 227	PTA Procedures VI	7
PTA 251	Clinical Experience II	4
PTA 253A	Clinical Affiliation I	9
PTA 253B	Clinical Affiliation II	9
PTA 273	Anatomy and Pathophysiology for the PTA I	3
PTA 274	Anatomy and Pathophysiology for the PTA II	4
PTA 280	Special Topics	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		84
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 program 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	
or 116	3D Design	3 or 5
ART 185	Introduction to Graphic Design	5
ART& 100	Art Appreciation	
or ART 150	History of Photography-1839 to the Present	
or 205	Western Art from 18th to Mid-20th Century	
or 215	Western Art from WWII to the Present	3 or 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

(Requirements continued on next page)

SPECIALTY REQUIREMENTS –

Choose one option:

Option I: Graphic Design

<i>Course ID</i>	<i>Course Title</i>	<i>Credits</i>
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

Option II: Web/Interactive Media

<i>Course ID</i>	<i>Course Title</i>	<i>Credits</i>
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

<i>Course ID</i>	<i>Course Title</i>	<i>Credits</i>
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)	
<i>or</i> 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 or 5
Total		13-15

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 or 5
ART 175	Printmaking: Relief and Monotype	3 or 5
ART 176	Printmaking: Etching I	5
ART 186	Introduction to Digital Video	5
ART 187	Computer Art	3 or 5
ART 200	Figure Drawing I	3 or 5
ART 212	Drawing II	3 or 5
ART 221	Painting	3 or 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 Education/ 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 100 INTRODUCTION TO ACCOUNTING (3)**

This course is designed to help students learn the fundamentals of accounting as applied to bookkeeping systems of small businesses and professional organizations. (UE)

ACCT 110 ACCOUNTING FOR A/P, A/R, 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. (UE)

ACCT 130 QUICKBOOKS PRO (3)

This course is designed to present accounting concepts and their relationship to QuickBooks Pro by completing transactions for a 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. (UE)

ACCT& 201 PRINCIPLES OF ACCOUNTING I (5)

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 methods, and

cash policies using both manual forms and computerized methods. Prerequisite: MATH 97 or higher. Recommended preparation: basic proficiency in Excel. (LE)

ACCT& 202 PRINCIPLES OF ACCOUNTING II (5)

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 accounting projects. Prerequisite: ACCT& 201 with a "C" grade or higher. (LE)

ACCT& 203 PRINCIPLES OF ACCOUNTING III (5)

This course introduces decision tools that managers use in evaluating business plans, controls, and performances along with basic manufacturing accounting concepts and reports. These tools are learned through various in-class and online exercises, problems, and tests. Prerequisite: ACCT& 202 with a "C" grade or better. (LE)

ACCT 250 GOVERNMENTAL/NOT-FOR-PROFIT ACCOUNTING (5)

This course provides a fundamental knowledge of the distinguishing characteristics of not-for-profit and governmental accounting. It covers 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& 201. (UE)

ACCT 260 INDIVIDUAL INCOME TAX (5)

This course is designed to provide students with a basic understanding of the Internal Revenue Code as it relates to the taxation of individuals. ACCT 260 focuses on taxation methods, principles, and procedures used to assist students in preparing individual income tax returns. Prerequisite: ACCT& 201. (UE)

ACCT 267 ESSENTIALS IN NOT-FOR-PROFIT AND GOVERNMENTAL ACCOUNTING (3)

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)

ACCT 270 PAYROLL ACCOUNTING (3)

A comprehensive course that includes the skills, procedures, and conceptual knowledge necessary to accurately perform manual and computerized payroll processing tasks. Prerequisite: ACCT& 201. (UE)

ANTH**ANTHROPOLOGY****ANTH& 100 SURVEY OF ANTHROPOLOGY (5)**

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)

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)

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)**

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)

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)

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. (SS s)

ANTH& 205 BIOLOGICAL ANTHROPOLOGY (5)

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. (MS s)

ANTH& 206 CULTURAL ANTHROPOLOGY (5)

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)

A survey of North American Indigenous peoples emphasizing cultural-ecological adaptations from prehistoric 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)

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 225 PSYCHOLOGICAL ANTHROPOLOGY (5)

The relationship between mind and culture. Topics include a cross-cultural analysis of ritual and gender, emotion, belief, mental health, depression, schizophre-

nia, “culture-bound syndromes”, and mental health’s global importance in Western and non-Western health industries. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. Recommended preparation: ANTH& 100, 205 or 206. (SSwdg)

ANTH& 235 CROSS CULTURAL MEDICINE (5)

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 295M HONORS PROGRAM SPECIAL TOPICS SEMINAR (2)

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. (MS)

ANTH 295S HONORS PROGRAM SPECIAL TOPICS SEMINAR (2)

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)

ART

ART

ART& 100 ART APPRECIATION (3 OR 5)

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/COLLAGE (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: ETCHING I (5)

Introductory methods of incising and etching copper plates to create printable images, using an etching press. Techniques covered include drypoint, line etching, and tonal etching. For beginning and experienced artists. 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 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 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 221 or permission of instructor. (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: ETCHING II (5)

Having been introduced to basic methods of etching in Art 176, students can design images with specific techniques in mind, and expand upon their knowledge by learning more complex etching methods. Techniques covered include mezzotint, sugarlift, softground, spitbite, and whiteground etching. 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 concepts, 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 Actionscript 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: resume writing, interviewing, portfolio presentations, business contracts, copyright law, recordkeeping, and taxes. (UE)

ASL

AMERICAN SIGN LANGUAGE

ASL& 121 AMERICAN SIGN LANGUAGE I (5)

Introduction to ASL, a visual/gestural language. Emphasis on vocabulary, grammar and Deaf culture/history. (LEd)

ASL& 122 AMERICAN SIGN LANGUAGE II (5)

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)

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)

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)

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 133 NATURAL SCIENCE OF AUSTRALIA AND NEW ZEALAND (5)

Focuses on the ecology of Australia and New Zealand, including ecosystems and human impact on ecosystems. The biodiversity, characteristics, and interactions of Australian flora and fauna will also be investigated within various habitats and ecosystems. A significant portion of the course will involve field observations and experiences. This course is offered only to students participating in the Australia/New Zealand study

abroad program and does not meet the lab requirement. (MSg)

BIOL& 160 GENERAL BIOLOGY WITH LAB (5)

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& 221 MAJORS ECOLOGY/EVOLUTION (5)

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)

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)

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)

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)

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)

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 knowledge 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)

BUS**BUSINESS****BUS& 101 INTRODUCTION TO BUSINESS (5)**

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. (SS)

BUS& 201 BUSINESS LAW (5)

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)

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 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 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 enrollment, 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)

BUSAD 280 SUSTAINABLE BUSINESS PRACTICES I (3)

This class is the first of a three part series. The focus of this course is measuring, tracking, & implementing sustainability in a business/institutional setting. The class will provide a practical introduction to sustainability, business and leadership practices. Topics covered will include: energy efficiency, transportation, water, and zero waste. Recommended preparation: students have professional work experience OR have completed a basic series of business, economics, political science, and/or related coursework. (UEs)

BUSAD 281 SUSTAINABLE BUSINESS PRACTICES II (3)

This is the second course in a three part series. The focus of this course is the sustainable supply chain. Topics covered will include: responsible purchasing, renewable energy, sustainable food, sustainable building and development, and alternate sources of revenue and/or savings. Prerequisite: BUSAD 280 or permission of instructor. (UEs)

BUSAD 282 SUSTAINABLE BUSINESS PRACTICES III (3)

This is the third course in a three part series. The focus of this course is the sustainable business model. Topics covered will include: triple bottom line accounting, leadership skills for change agents, corporate social responsibility, employee ownership, and marketing. Prerequisite: BUSAD 281 or permission of instructor. (UEs)

CHEM CHEMISTRY**CHEM 104 FINDING THINGS OUT: CHEMISTRY (5)**

Part of a 3-quarter set of courses using extensive hands-on and inquiry-based activities to help students understand a few central ideas in chemistry regarding the flow of energy and matter. Students will develop critical thinking skills required to pursue scientific understanding of important ideas in chemical systems. (MSI)

CHEM& 110 CHEMICAL CONCEPTS WITH LAB (5)

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)

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)

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)

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. 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)

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. (QMSI)

CHEM& 163 GENERAL CHEMISTRY WITH LAB III (5)

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)

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)

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)

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 116 VIRTUALIZATION (3)

Implementing virtualization techniques and technologies. Prerequisite: CIS 105 with a C or better or permission of program coordinator. (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 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 216 INDUSTRIAL CONTROL SYSTEMS SECURITY (5)

Securing Industrial Control Systems including identifying risks, configuring devices and protocols, attack methods, and security ICS networks. Prerequisite: CIS 215 with a C or better or permission of program coordinator. (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)

CJ**CRIMINAL JUSTICE****CJ& 101 INTRODUCTION TO CRIMINAL JUSTICE (5)**

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 109 COMMUNITY RELATIONS (3)

Formerly ADMJ 109. 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)

CJ& 110 CRIMINAL LAW (3)

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)

CJ 115 LAW ENFORCEMENT DEFENSIVE TACTICS (2)

Formerly ADMJ 115. 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)

CJ 206 CRIME SCENE INVESTIGATION & EVIDENCE COLLECTION (5)

Formerly ADMJ 206. 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)

CJ 240 CRIMINAL INVESTIGATION/INTERVIEWING TECHNIQUES (3)

Formerly ADMJ 240. 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)

CJ 245 LAWS OF ARREST, SEARCH & SEIZURE (3)

Formerly ADMJ 245. 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)

CJ 275 PATROL PROCEDURES (3)

Formerly ADMJ 275. 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)

CMST COMMUNICATION STUDIES**CMST& 101 INTRODUCTION TO COMMUNICATION (3 OR 5)**

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& 102 INTRODUCTION TO MASS MEDIA (5)

This course explores the history, institutions, and social impact of mass communication media. The course is taught from a perspective of theories of persuasion, the symbolic power of images, and the relationship between information and knowledge. Special attention is given to the impact of these media on how we live and believe as individuals and as a society. Oral and written communication skills are acquired through class presentations, discussion, observation, and written assignments. Prerequisite: 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 145 INTRODUCTION TO ORGANIZATIONAL COMMUNICATION (5)

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)

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)

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)

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)

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. (SS,Hwdgs)

CMST& 230 SMALL GROUP COMMUNICATION (5)

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 250 SURVEY OF COMMUNICATION THEORY (5)

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 295C HONORS PROGRAM SPECIAL TOPICS SEMINAR (2)

Reading, writing, discussion and oral presentations designed to develop in-depth, advanced level knowledge of a topic in Communication Studies. Required preparation: acceptance into the Honors Program. (OC)

CMST 295H HONORS PROGRAM SPECIAL TOPICS SEMINAR (2)

Reading, writing, discussion and oral presentations designed to develop in-depth, advanced level knowledge of a topic in Communication Studies. Required preparation: acceptance into the Honors Program. (H)

CO-OP COOPERATIVE EDUCATION / INTERNSHIPS

CO-OP 180 PREPARING FOR CAREER WORK EXPERIENCE (1-2)

Prepares students to develop and perform in a career-relevant internship or job placement while heightening their job retention skills. Students will assess their goals and values while networking to research and assess their employing community. They will learn to complete a professional application process, including resumes, cover letters, and conducting a quality interview for an internship/job. Finally, they will analyze and discuss job retention skills from employer and employee perspectives, including teamwork and common communication issues in diverse workplaces. (UE)

**CO-OP 190 COOPERATIVE EDUCATION/
INTERNSHIPS (1-5)**

Experience-based learning courses for variable credit across disciplines. Students deepen learning and enrich resumes by applying knowledge and skills in a structured, career-related setting within the employing community. Also developed are appropriate work ethics, attitudes, responsibility, personal qualities, critical thinking and problem solving skills necessary for the workplace. Measurable learning outcomes are written collaboratively by the student, faculty mentor and employer through a learning contract process. Co-ops above 5 credits may be arranged with permission from a Co-op Coordinator. Recommended preparation: CO-OP 180. (UE)

**CO-OP 290 COOPERATIVE EDUCATION/
INTERNSHIPS (1-5)**

Experience-based learning courses for variable credit across disciplines. Students deepen learning and enrich resumes by applying knowledge and skills in a structured, career-related setting within the employing community. Also developed are appropriate work ethics, attitudes, responsibility, personal qualities, critical thinking and problem solving skills necessary for the workplace. Measurable learning outcomes are written collaboratively by the student, faculty mentor and employer through a learning contract process. Co-ops above 5 credits may 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 structures, 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 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 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)**

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)

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)

DRAMA 120 EXPERIMENTAL THEATRE PROJECT (1-5)

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)

DRAMA 125 ACTING I (5)

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)

DRAMA 140 CREATIVE DRAMA (5)

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)

DRAMA 201 ACTING II (5)

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: DRAMA 110, 120 or 125 and permission of instructor. (LE)

DRAMA 202 ACTING III (5)

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: DRAMA 110, 120, 125 or 150 and instructor permission. (LEd)

DRAMA 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 drama. Required preparation: acceptance into the Honors Program. (H)

ECE**EARLY CHILDHOOD EDUCATION****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, encourag-

ing 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 formal 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. Prerequisite: ECE 105, 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)

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. (SSgs)

ECON& 201 MICRO ECONOMICS (5)

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)

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 210 ECONOMIC ETHICS (5)

This course is an integrated study of the role of law, ethics, morality, and social responsibility in an entrepreneurial environment. Using case analysis to study and solve: ethical dilemmas in the Market Place, the ethics of the Economic Actor, and ethics/social responsibility of organizations. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (SSw)

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 environment. 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 103 HOW TO LEARN ONLINE (2)

This class is designed to build skills and confidence for students who plan to take classes that are online, hybrid or use Moodle. (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)

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)

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)

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)

EDUC 280 INSTRUCTIONAL TECHNOLOGY (3)

Formerly CIS 280. 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)

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 084 COLLEGE SKILLS DEVELOPMENT FOR THE PROFESSIONS IV (2)

This course is designed to be taught with ENGL& 101. Students will develop their college-level reading, writing and study skills to support successful completion of 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 089 STRATEGIC LEARNING FOR IBEST STUDENTS (3)

A course designed to help students formulate strategies for learning effectively while they transition to college-level classes. Course topics include time management, setting goals, reading textbooks, taking notes, improving concentration and memory, and preparing for and taking tests. Required preparation: participation in developmental education IBEST. (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. ENGL 095A (2 credits) and ENGL 095B (3 credits) combined are equivalent to ENGL 095. S/U grading. Prerequisite: placement test and/or writing sample. (N)

ENGL 095A BASIC COMPOSITION: COMMUNICATION SKILLS BASICS (2)

A basic writing course with readings. reviews summary, paraphrasing, paragraph, and essay writing, various rhetorical structures, as well as basic grammar, punctuation, sentence structures, and Standard English. Content is designed to address both the contextualized nature of a specific program as well as academic preparation. ENGL 095A (2 credits) and ENGL 095B (3 credits) combined are equivalent to ENGL 095. S/U grading. Prerequisite: placement test and/or writing sample. (N)

ENGL 095B BASIC COMPOSITION FOR WORKPLACE & ACADEMIC NEEDS (3)

A basic writing course with readings. In-depth review of summary, paraphrasing, essay writing, various rhetorical structures, and research paper as well as basic grammar, punctuation, sentence structures, and Standard English. Content is designed to address both the contextualized nature of a specific program as well as academic preparation. ENGL 095A (2 credits) and ENGL 095B (3 credits) combined are equivalent to ENGL 095. S/U grading. Prerequisite: ENGL 095A. (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 or ENGL 95A and ENGL 95B combined. (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; ENGL 95 or ENGL 95A and 95B combined or placement test. (UE)

ENGL& 101 ENGLISH COMPOSITION I (5)

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)

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)

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)

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. (Hwdg)

ENGL& 114 INTRODUCTION TO DRAMA (3 OR 5)

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 124 ENVIRONMENTAL LITERATURE (5)

The course will explore literature as a vehicle for environmental awareness internationally. Reading, writing, and discussion will facilitate an understanding of a writer's connection with nature and environmental issues. A critical understanding of, and appreciation for, the relationship between a writer, the environment, and sense of place will be emphasized. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (Hwgs)

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 ENGL 95A and 95B), or successful completion of ENGL 92 and placement into ENGL 100. (UE)

ENGL 170A COLLEGE STUDY SKILLS FOR IBEST 1 (2)

A course designed to enhance effectiveness in time management, organization, textbook reading and academic research. Required preparation: participation in Developmental Education IBEST. (UE)

ENGL 170B COLLEGE STUDY SKILLS FOR IBEST 2 (3)

A course designed to enhance knowledge and effectiveness in learning theories, test taking, memory, note making, vocabulary and reading rates. Prerequisite: Completion of ENGL 170A with a "C" grade or better. (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 writing. 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 226 CHILDREN'S LITERATURE II (5)

Further 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 225. (Hwd)

ENGL& 230 TECHNICAL WRITING (3 OR 5)

Methods of research, organization and presentation of findings typical of professional and technical writing and reports. 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)

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)

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 295C 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 ENGL& 101 and ENGL& 102. Prerequisite: acceptance into the Honors Program and eligibility for course it is paired with. (CC)

ENGL 295H 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. Prerequisite: acceptance into the Honors Program and eligibility for course it is paired with. (H)

ENGR ENGINEERING

ENGR 100 DISCOVERING ENGINEERING (2)

This course explores engineering through class discussion, hands-on activities, and presentations by speakers from industry and universities. Topics include engineering disciplines, career options, academic success strategies, planning your program of study, and a discussion of transfer institutions offering engineering. Prerequisite: ENGL 100 or ESLA 117. (LE)

ENGR 120 INTRODUCTION TO SCIENTIFIC COMPUTING (2)

The course introduces MATLAB as a programming tool for mathematical analysis, visualization, simulation, and modeling, specifically pertaining to solving engineering design and analysis problems. Prerequisite: MATH& 142 with a "C" or better. (UE)

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)

ENGR 240 APPLIED NUMERICAL METHODS (5)

Numerical solutions to problems in engineering and science using modern scientific computing tools. Application of mathematical judgment in selecting computational algorithms and communicating results. Introduction to MATLAB programming for numerical computation. Prerequisite: MATH& 163 with a "C" or better. Recommended preparation: MATH 204 and MATH 207 or concurrent enrollment. (Q,MS)

ENVS ENVIRONMENTAL SCIENCE

ENVS& 100 SURVEY OF ENVIRONMENTAL SCIENCE (5)

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)

ENVS 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 environmental science. Required preparation: acceptance into the Honors Program. (MS)

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 work-

place. 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)

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)

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 1 A (2)

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 1 B (2)

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 I A (2)

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 I B (2)

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 I A (2)

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 I B (2)

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)

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)

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-interme-

diate ESL students. S/U grading. Required preparation: admission to the ESLA Program. (N)

ESLA 021A ENGLISH GRAMMAR II A (2)

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)

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)

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)

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)

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)

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)

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)

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)

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)

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)

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)

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)

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)

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)

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)

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)

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)

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)

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)

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)

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)

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)

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)

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)

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)

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)

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)

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)

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 085 ENGLISH IN THE COMMUNITY (2)

This course will give ESL students the opportunity to communicate orally with native English speakers in a community service situation. Students will broaden their understanding of Americans and American society while using English in a real communicative setting. S/U grading. Prerequisite: placement in ESLA 050 or permission of instructor. (N)

ESLA 088A INTERNATIONAL STUDENT LIFE A (1)

This course is designed to support international students 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 ACADEMIC READING AND WRITING FOR READING (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. Writing about reading passages and paraphrasing skills are also included. 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 116 ENGLISH COMMUNICATION FOR THE PROFESSIONS (5)

Communication practice for the professions, designed for non-native speakers of English. Assignments include business letters, memos, summaries, reports, oral presentations, and small group discussions. S/U grading. Prerequisite: ESLA 113 or permission of instructor. Recommended preparation: ESLA 115. (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 ADAPTATIONS (5)

An introduction and investigation into the art of adaptation, examining the relationships between films and their source material and the times which produced them, looking especially close at remakes and the generational shifts they mirror. 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: ENGL 100/ESLA 117 or placement in ENGL& 101. (Hwd)

FILM 165 INTRODUCTION TO FILM NOIR (5)

Intro to Film Noir examines the Post War development of a visual style in American filmmaking, from its origins in social changes to its underlying cultural values. The course will examine the visual style in different genres, as well as examine several of the major auteurs (directors) of the style. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. Recommended preparation: FILM 101. (Hw)

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 (3 OR 5)

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 105 INTRODUCTION TO FRENCH PHONETICS (3)**

In this course, students will be introduced to general principles of French phonetics and improve their pronunciation and understanding of spoken French through audio exercises, poems, short readings and dialogues. Prerequisite: FRCH& 121. Recommended preparation: FRCH& 122. (LE)

FRCH& 121 FRENCH I (5)

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)

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)

Continuation of FRCH& 122. Introduces additional verb tenses and more advanced grammar constructions and vocabulary to further develop 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& 122. (Hg)

FRCH& 221 FRENCH IV (5)

A second-year course building upon the foundation of the first year sequence, while introducing and practicing more advanced grammatical structures and vocabulary in culturally relevant situational and functional contexts. Taught in French. Prerequisite: FRCH& 123. (Hg)

FRCH& 223 FRENCH VI (5)

Continuation of French 222 with continued emphasis on language for communication and formal writing techniques while studying more advanced structures and registers. Further exposure to aspects of francophone culture through literature and film. Taught in French. Prerequisite: FRCH& 222. (Hg)

FRCH& 222 FRENCH V (5)

Continuation of French 221 with continued emphasis on language for communication while increasingly stressing reading comprehension strategies and effective writing. Further exposure to aspects of francophone culture. Taught in French. Prerequisite: FRCH& 221. (Hg)

FRCH 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 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 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)

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 140 NATURAL DISASTERS (5)

A study of the nature, causes, impacts, and methods of coping with natural disasters, including earthquakes, volcanic eruptions, landslides, floods, tsunamis, 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 as 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 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)

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)

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)

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)

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)

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)

Western Europe from the French Revolution to the present, examining modern nations, their ideologies, growth, and conflicts. (SSg)

HIST 120 US FOREIGN POLICY FROM 1945 TO THE PRESENT (3)

This course investigates the dominant themes of American diplomatic tradition and traces the evolution of U. S. foreign policy from World War II to the present. Primary focus will be on the Cold War and how it influenced diplomatic and military policy around the globe, along with an analysis of post-Cold War and "single super-power" diplomacy including the war on

terror, the war on drugs, and US intervention in various countries. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (SSwg)

HIST 124 ENVIRONMENTAL HISTORY OF THE UNITED STATES (3)

This course will consider how people in the United States have interacted with nature over time and past and current paradigms for this interaction. This course will investigate the origins of terms like conservation, ecology, wilderness, environmentalism, sustainability, urbanization and the "industrialization" of natural ecosystems, environmental justice and sustainability. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (SSws)

HIST& 146 US HISTORY I (5)

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)

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)

Survey course exploring the social, political, and economic history of recent times. (SS)

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 affect 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 mod-

ern 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 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)

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)

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)

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 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 233 HISTORY OF AUSTRALIA AND NEW ZEALAND (5)

This course surveys the development of Australia and New Zealand from the beginning of human habitation, through the exploration and colonization by Europeans, to the establishment of national governments, and the emergence of truly multicultural societies at the end of the 20th Century. This course is offered only to students participating in the Australia/New Zealand study abroad program. (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& 241. (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& 241. (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)

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 distribution 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 133 AUSTRALIAN/NEW ZEALAND LIFE AND CULTURE (5)

Humanities course designed to give students a broad background to the meaning of Australian and New Zealand culture and civilization. A social historical and cultural approach to contemporary society in Australia and New Zealand is taken. This course is offered only to students participating in the Australia/New Zealand study abroad program. (Hg)

HUM 170 CULTURAL HISTORY AND PRACTICES (5-8)

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)

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 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 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 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 170 INTRODUCTION TO SUSTAINABILITY (5)

An interdisciplinary, introductory course designed to expose students to the history, concepts, and practices of sustainability in three general areas: environmental (ecology), economic (business), and social (community). Includes a practical application of the concepts learned in the class as well as an exploratory section on environmental careers. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (SSwgs)

IDS 180 VISUAL MEDIA AND CULTURE (5)

Interdisciplinary exploration of cultural identity and values in relation to visual media. Draws on humanities anthropology, communications studies, symbolic reasoning. Examines forms of visual expression in global and historical comparison as well as the use of visual media as source material for cultural study. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (H,SSwg)

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. Recommended preparation: Math 98. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (SS,MSwgs)

IDS 220 THE WESTERN CULTURAL TRADITION (6)

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 260 AMERICAN CULTURAL STUDIES (6)

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)

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 295H 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. (H)

IDS 295Q 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)

IDS 2955 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. (SS)

JAPN JAPANESE

JAPN 104 READING AND WRITING ELEMENTARY JAPANESE (5)

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)

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)

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)

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)

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 will introduce students interested in health-care careers to basic concepts in phlebotomy. Students will learn legal issues, infection control and safety, an overview of anatomy and medical terminology related to phlebotomy and blood collection techniques and procedures. S/U grading. Recommended preparation: MA 101. Prerequisite: ABE 58 or ABE 76 or ESL 58 or ESL 76. (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 113 INTRODUCTION TO MEDICAL COMPUTING (3)
This course is designed to increase competency and confidence using computer software including word processing and spreadsheet programs. The course will also explore internet use for communication, collaboration and research. Projects will utilize Medical Assisting

materials. Recommended preparation: MATH 094, Keyboard 20 wpm. (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 (4)

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 an introduction to communication strategies and competencies. Recommended preparation: CMST 210; ENGL 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 (3)

Introduction to data entry procedures for medical financial records, billing and rebilling insurance claims, posting private and insurance payments, managing accounts receivable, and end of month reports. Includes in-depth practice using simulations. Recommended preparation: ENGL 100/ESLA 117; 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 and the pharmacy; methods of administration; and state certification requirements. Credit not granted for students who previously took MA 138. Required preparation: acceptance into the MA program. (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. This class will cover practice exams as well as including the CMA exam. Required preparation: acceptance into the MA program. (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 222 ADVANCED TOPICS IN HEALTHCARE COMMUNICATION (5)

This course is a focused examination of advanced communication strategies in the outpatient setting. Topics include quality control, advanced scheduling, complex patient case studies and working with the healthcare team. Prerequisite: MA 122. Recommended Preparation: CMST& 210 or CMST 145, ENGL 100/ESLA 117 and computer literacy. (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 060 MEDICAL MATH SUPPORT (2)

This is a course for students who are enrolled in MATH 096, (Medical Math) who need supplemental instruction or review in fractions, percents, decimals, ratio and proportion, solving basic algebraic equations and word problems. Recommended preparation: MATH 094. (N)

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 096 MEDICAL MATH (5)

This course is intended to be an introductory algebra course for students entering healthcare professions with the course content contextualized for the medical field. Topics will include an overview of algebra skills used in the medical field, measurement systems, conversion procedures, dosages, intravenous calculations, charts, tables and graphs, variation, and linear equations and their graphs. Students are expected to have mastered basic arithmetic concepts. Prerequisite: MATH 94. (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. Graph-

ing 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)

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& 107 MATH IN SOCIETY (5)

Formerly MATH 125. Exploration of mathematical concepts with emphasis on observing closely, developing critical thinking, analyzing, and synthesizing techniques, improving problem solving skills, and applying concepts to new situations. Core topics are probability and statistics. Additional topics may be chosen from a variety of math areas useful in our society. Graphing calculator required. Prerequisite: MATH 99 with a grade of "C" or better. (Q,MS)

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& 141 PRECALCULUS I (5)

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)

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)

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 099 with a grade of "C" or better. (Q,SR,MS)

MATH& 148 BUSINESS CALCULUS (5)

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)

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)

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)

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& 264 CALCULUS 4 (5)

This is the second quarter of multivariable calculus. Topics include multiple integration in different coordinate systems, the gradient, the divergence, and the curl of a vector field. Also covered are line and surface integrals, Green's Theorem, Stoke's Theorem and Gauss' Theorem. Prerequisite: MATH& 163 with a grade of "C" or better. (Q,MS)

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)

MUSC MUSIC**MUSC& 105 MUSIC APPRECIATION (5)**

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)

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)

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)

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)

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)

Participation in musical activities developmentally appropriate for use with young and school aged children. Students will develop a repertoire of songs. (LE)

MUSC 160 CLASS PIANO I (2)

This course introduces fundamentals of piano technique, repertoire, and musical literacy. Scales, modes and melody will be explored alongside elementary keyboard harmony. Working at digital pianos, this course is paced both for students beginning musical studies and for musicians active in other areas but new to the keyboard. (LE)

MUSC 161 CLASS PIANO II (2)

This course continues progressive study of piano technique, repertoire, and musical literacy. A balance of classical and jazz genres will be introduced with principles of fingering, interpretation of chord symbols and the experience of performance in ensembles. Prerequisite: MUSC 160. (LE)

MUSC 162 CLASS PIANO III (2)

Concepts of harmony, transposition, improvisation, and composition will be developed at the keyboard. Repertoire will be expanded with an individual portfolio of audition pieces in varied genres compiled for each student. Performance abilities will be demonstrated through interactive ensemble playing. Prerequisite: MUSC 161. (LE)

MUSC 163 CLASS VOICE (2)

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)

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)

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)

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)

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)

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)

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 per-

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)

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)

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 265 CHAMBER CHOIR I (2)

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)

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)

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)

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 test) are required for clinicals. Recommended preparation: assessment into ENGL 92 and ENGL 95 or higher. Required preparation: 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 musculoskeletal 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 B (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 com-

plex 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)

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)

OCEA**OCEANOGRAPHY****OCEA& 101 INTRODUCTION TO OCEANOGRAPHY WITH LAB (5)**

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 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 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 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 provided 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 provided 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 provided 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 provided 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 pre-school 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 provided 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 provided 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 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 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 157 ADVANCING YOGA PRACTICE (1)

This course expands on the fundamentals of Yoga. Course includes intermediate and advanced poses, the Yoga Sutras, the 5 sheath model, Chakra energy system, Sanskrit terminology and breathing techniques. Recommended preparation: PE 108 or prior Yoga experience. (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 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 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 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)

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)

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 295H 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)

PHIL 295Q 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. (Q,SR)

PHYS PHYSICS**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& 110 PHYSICS FOR NON-SCIENCE MAJORS (5)

Formerly PHYS& 100. 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 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& 114 GENERAL PHYSICS I (5)

Formerly PHYS& 121. 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& 115 GENERAL PHYSICS II (5)

Formerly PHYS& 122. 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 or PHYS& 114 with a "C-" or better. (Q,SR,MSI)

PHYS& 116 GENERAL PHYSICS III (5)

Formerly PHYS& 123. Third course in algebra-trig physics sequence. Electricity and magnetism, simple circuits, light and introduction to modern physics. Weekly laboratory work. Prerequisite: PHYS& 122 or PHYS& 115 with a "C-" or better. (Q,SR,MSI)

PHYS& 221 ENGINEERING PHYSICS I (5)

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)

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)

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,MS)

PHYSC PHYSICAL SCIENCE**PHYSC 104 FINDING THINGS OUT: ENERGY (5)**

First of a three quarter set of courses using extensive hands-on and inquiry-based activities that allow students 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 PHYSC 104, GEOL 104, and BIOL 104. Lab work included. (MSI)

PHYSC 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 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 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 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 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)**

Introduction to political concepts, public opinion, pressure groups, and government systems. (SS)

POLS& 201 INTRODUCTION TO POLITICAL THEORY (5)

Evaluation of major political concepts in regard to government, property, religion and man's place in society. (SSg)

POLS& 202 AMERICAN GOVERNMENT (5)

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)

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)

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)

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 PSYCHOLOGY**PSYC& 100 GENERAL PSYCHOLOGY (5)**

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)

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)

PSYC 165 PSYCHOLOGY OF ADJUSTMENT (5)

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, lifelong learning, and career development. (SSg)

PSYC& 180 HUMAN SEXUALITY (5)

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)

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. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101; and PSYC& 100. (SSw)

PSYC 210 CHILD DEVELOPMENT (5)

Psychological growth and development from conception through adolescence including biological, social and cognitive development. Recommended preparation: PSYC& 100. (SS)

PSYC 211 SOCIAL PSYCHOLOGY (5)

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)

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)

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 240 ENVIRONMENTAL ISSUES AND HUMAN BEHAVIOR (5)

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 250 INTRODUCTION TO ORGANIZATIONAL BEHAVIOR (5)

Applies psychological knowledge to understanding and changing behavior in the workplace. Includes individual, group, and organizational components. Topics include perception, learning, personality, attitudes, motivation, group dynamics, communication, decision-making, conflict resolution, power, leadership, culture, structure, change. (SS)

PSYC 265 CROSS CULTURAL PSYCHOLOGY (5)

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)

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)

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 105 TESTS AND MEASUREMENTS (2)

This course provides instruction in various types of physical therapy tests and measurements including goniometry, manual muscle testing, sensory testing and posture examination. In addition, this course examines the application of these tests to the patient plan of care. Required preparation: program admittance; Prerequisite: HLTH 202. (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. (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; HLTH 202. (UE)

PTA 113 PTA PROCEDURES III (4)

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, 273, 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 225 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 226 PTA PROCEDURES V (4)

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. Focus on upper extremity and cervical/thoracic spine. Required preparation: program admittance; PTA 225. (UE)

PTA 227 PTA PROCEDURES VI (7)

Principles of physical therapy treatment programs applied to specific disabilities, emphasis on neurological dysfunctions, normal and abnormal development, and common pediatric neurological dysfunctions. Instruction in selected advanced procedures for treating dysfunctions. Required preparation: program admittance; PTA 226. (UE)

PTA 251 CLINICAL EXPERIENCE II (4)

Supervised practical experience in the application of physical therapy procedures in the treatment of patients 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, 113, 151, 274. (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 201, PTA 226, PTA 227, PTA 251, PTA 280. (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 201, PTA 226, PTA 227, PTA 251, PTA 280, PTA 253A. (UE)

PTA 273 ANATOMY AND PATHOPHYSIOLOGY FOR THE PTA I (3)

Basic overview of structure and function of various components of the human body systems from cellular level up to the organ system level and of general pathology, the disease process and its effect on rehabilitation. Orientation to common pharmacologic interventions, effects and side effects. Required preparation: program admittance. (UE)

PTA 274 ANATOMY AND PATHOPHYSIOLOGY FOR THE PTA II (4)

Continued overview of structure and function of various components of the human body systems from cellular level up to the organ system level and of general pathology, the disease process and its effect on rehabilitation. Orientation to common pharmacologic interventions, effects and side effects. Required preparation: program admittance. (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. (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)

SOC SOCIOLOGY**SOC& 101 INTRODUCTION TO SOCIOLOGY (5)**

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)

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)

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)

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)

Examination of current social issues. Includes in-depth study of an issue of student's choice. (SSd)

SOC 250 MULTICULTURAL ISSUES (5)

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)

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/vocabulary 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)

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)

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)

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)

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)

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)

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/her 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 (10) 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 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 may not use staff computers.
- 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 personal 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 sites and other posted resources.
 - 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

Ed.D, Oregon State University

MA, University of Iowa

AB, Grinnell College

BOWEN, ANNE

Executive Director for the WCC Foundation and for Advancement

BA, Western Washington University

HARRI, EDWARD

Dean for Instruction

MS, Western Washington University

BA, Whitman College

LANGSTRAAT, NATHAN

Interim Vice President for Administrative Services

MBA, Western Washington University

BA, Western Washington University

LEATHERBARROW, RONALD

Vice President for Instruction

PhD, University of Maryland

MA, University of Buffalo

BA, University of Buffalo

ONION, PATRICIA

Vice President for Educational Services

MC, Arizona State University

BS, Arizona State University

FULL-TIME FACULTY & ADMINISTRATION

Whatcom Community College serves the educational needs of the community with both full-time and adjunct (part-time) faculty.

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

Director of Advising

BA, University of Washington

AA, Bellevue Community College

BEISHLINE, ROBERT

Art

MFA, University of Minnesota

BA, University of Puget Sound

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

BRONSTEIN, KENNETH*Director of Finance*

MBA, Saint Mary's College of California

MMus, University of Washington

BA, University of California, Santa Barbara

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

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

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

ENGBRETSON, HILARY*Biology*

MS, Western Washington University

BS, Oral Roberts University

ERICKSON, WAYNE*Biology*

DVM, Washington State University

MS, Washington State University

BA, Central Washington University

LPN, Bellingham Technical College

FASLER, JOHN*Accounting*

JD, Thomas Jefferson University College of Law

MAc, University of Arizona

MAdmin, University of California, Riverside

BS, University of Arizona

BS, University of California, Riverside

BA, University of California, Riverside

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

HAMMERBECK, MARY*English*

MA, Western Washington University
 BA, Northland College, WI

HAMMOND, LAUREL*Administrative Assistant to the VP for Educational Services*

BA, Western Washington University

HANSON, COLLEEN*Administrative Assistant to the VP for Admin. Services*

Diploma, Merritt Davis Business College

HAYES, ARIANNE*Medical Assisting*

AS, Whatcom Community College

HOLFERTY, KERRI*Associate Director of Access*

M.Ed, Western Washington University
 BA, Western Washington University

HOPCROFT, LEO*Developmental Education*

MEd, Western Washington University
 BA, Western Washington University
 AA, Whatcom Community College

HU, JOHNNY*Mathematics*

MS, Western Washington University
 BA, Whitman 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 for Running Start*

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

KOHN, BEN*World Languages & Humanities*

MA, University of Washington
 BA, University of Washington
 Certification, Det Fynske Musikonservatorium,
 Odense, Denmark

KOLOGYCHUK, 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

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)

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

MILLAN, BJ*Nursing*

MS, University of Tampa
 BA, University of Manitoba
 AS, St. Petersburg, Florida

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

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

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

Washington Executive Leadership Academy (WELA) 2012

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

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

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

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

AA, Brevard Community College

Washington Executive Leadership Academy (WELA)
2011**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

Director for Print & Copy Services
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 Student Access and First Year
Experience*
MEd, Western Washington University
MA, Western Washington University
BA, Western Washington University

VAN BEEK, JAMIE

Physical Therapist Assistant/Medical Assistant
AS, Whatcom Community College

VERMILLION, MARY

Interim Communications and Marketing Manager
BJ, University of Missouri

VLAHOS, MARGARET

Counselor
MS, University of Southern Mississippi
BS, University of Southern Mississippi

WALKER, JANICE

Director for Workforce Education
M.Ed., Western Washington University
BA, Western Washington 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

YPMA, HEIDEMARIE*Mathematics*

MEd, Western Washington University
 BA, Western Washington University

ZUCK, SUE*Administrative Assistant to VP for Instruction and Dean for Instruction*

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 on www.whatcom.ctc.edu/AboutUs/Directory/Faculty-StaffDirectory.

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/Social Science*

EdD, University of Washington
 EdM, Boston University
 BA, University of Washington

BUTTS, RICHARD FRANKLIN*Massage Therapy*

BFA, University of Alaska, Fairbanks

CHANDLER, SUZANNE*English*

MEd, Western Washington University
 BA, Western Washington University

CHATTERTON, EDWARD*Geography/History*

MA, Western Washington University
 BA, Western Washington University
 AA, Whatcom Community College

COLLIER, DONNA*Adult Basic Education, English as a Second Language*

MEd, Western Washington University
 BS, Utah State University
 BA, University of California, Santa Barbara

CONNER, JESSICA*Mathematics*

MS, Western Washington University
 BS, Western Washington University
 AA, Peninsula College

CORRELL, RONALD*Economics*

JD, University of Saskatchewan
 MEc, University of Calgary
 BComm, 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
 MA, University of Idaho
 BS, University of Idaho

DALLAS, BRAD

Mathematics
 MEd, Western Washington University
 BS, University of Georgia

DAUGHERTY, CONNIE

Art
 MA, San Diego State University
 BA, Pacific Lutheran University

DAVIS, 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

EPP, AL

Business
 MA, National University
 BS, California State College – Bakersfield
 AS, Community College of the Air Force
 AA, Bakersfield College

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

GROCHOWSKI, EUGENIA

Art
 MFA, University of Washington
 BFA, University of the Arts

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

HENDERSON, JENNIFER

Chemistry
 PhD, Johns Hopkins University, School of Medicine
 BA, Whitman College

HENKEL, AMANDA

English
 MA, Colorado State University
 BA, University of Oregon

HENOCH, BRENDA

Physical Therapist Assistant
 MPT, Samuel Merritt University
 BA, CSU, Chico

HOLFERTY, KERRI

FYE & Cooperative Education
 M.Ed, Western Washington University
 BA, Western Washington University

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

JENSEN, KATIE

Transitional Learning/Medical Assistant
MA, University of Montana
BA, University of Kansas
BSJ, University of Kansas

JOHANSEN, CYNTHIA

Early Childhood Education
MA, Pacific Oaks College
BA, Western Washington University

KEHE, DAVID

English as a Second Language
MA, School for International Training
BA, Bradley University

KENYON, JOANNA

English
MFA, School of the Art Institute of Chicago
MA, Western Washington University
BA, Reed College

KOZACZUK, CARINA

Education
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

MARTIN CONNIE

ESL/ESLA
MA, Western Washington University

MARTINDALE, LORI

English
ABD, European Graduate School
MA, Western Washington University
BA Western Washington University

MCCONNEL, JONATHON

Library
MA, University of Oregon
MLIS, University of Washington
BS, Lewis & Clark College

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

MORGAN, KATHERINE

Art
MFA, University of Washington
BFA, University of Washington
BA, Western Washington University

MORRIS, DONNA J.

Mathematics
MA, Fresno Pacific University
BA, Vanguard University

OLIVER, MALCOM

Counselor
MA, Antioch University
BA, Western Washington University
AA, Walla Walla Community 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

REED-JONES, CAROL*Music*

M Mus Western Washington University
 B Mus University of British Columbia

REID, ALFRED*Anthropology and Geography*

MA, Western Washington University
 BA, Western Washington University
 AAS, Tacoma Community College

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

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

SCHRENGOYST, 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 (IA)

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

ZAMORA, ANDI

Communication Studies
MA, University of Washington
BA, University of Evansville, Indiana

Index

A

Academic Calendar	8
Academic Progress Policy	37
Accounting Certificate	56
Accounting Courses (ACCT)	84
Accreditation	4
Administrators	159
Admission Procedures	14
Advanced Placement	30
Advising	20
Adult Basic Education Courses (ABE)	82
Adult Basic Education Program	15, 30
Affirmation of Inclusion	4
Alcohol and Controlled Substance Policy	155
Alternative Learning	31
American Sign Language Courses (ASL)	89
Anthropology Courses (ANTH)	85
Art Courses (ART)	86
Art—Graphic Design Courses (ARTGR)	88
Associate in Arts and Sciences Transfer Degree	40
Course Designators	45
Associate in Arts Degrees	41
Associate in Liberal Studies Degree	40
Associate in Science Degrees	40
Associate in Science (Transfer) Degree	40
Associated Students of WCC	26
Astronomy Courses (ASTR)	90
Athletics	27
Auditing a Class	16

B

Biology Courses (BIOL)	90
Board of Trustees	159
Bookstore	25
Business Courses (BUS)	91
Business Administration Courses (BUSAD)	92
Business Administration Degree	59
Business Information Systems Courses (BIS)	91

C

Calendars	8
Campus Map	174
Career Center	21
Catalog Agreement	6
Certificate Programs	39
Change of Schedule	16
Chemistry Courses (CHEM)	93
College in the High School	32
College Level Examination Program (CLEP)	32
College Success Studies	30
Commencement	38
Communication Studies (CMST)	96
Community Education	31
Computer Information Systems Courses (CIS)	94
Computer Information Systems Degree	62
Computer Science Courses (CS)	98
Consumer Information	6
Contract Learning	31
Cooperative Education Courses (CO-OP)	97
Cooperative Education/Internship/Service Learning	31
Core Learning Abilities	4
Counseling	21
Course Descriptions	81-148
Credit by Examination	32
Credit Load	34
Credits	34
Criminal Justice Certificate	63
Criminal Justice Courses (CJ)	95
Criminal Justice Degree	64

D

Dance Courses (DANCE)	99
Dean's List	36
Degrees/Certificates/Diplomas	39
Drama Courses (DRMA)	99
Disability Support Services	21
Diversity Courses	48

E

Early Childhood Education Certificate/Degree . . .	65, 66
Early Childhood Education Courses (ECE)	100
Economics Courses (ECON)	101
Education Courses (EDUC)	102
Educational Options	30
Educational Planning Courses (EDPL)	101
eLearning	31
Engineering Courses (ENGR)	108
English Courses (ENGL)	103
English as a Second Language Courses (ESL)	109
English as a Second Language—Academic Courses (ESLA)	112
English as a Second Language Program	15, 30
Environmental Studies Courses (ENVS)	109
Examination Fees	10

F

Faculty	159
Fees	10
FERPA Notice	17
Film Courses (FILM)	117
Financial Aid	21
Satisfactory Progress Requirements	23
Financial Obligations	18
Foreign Language Courses (See French, German, Japanese, Spanish)	
French Courses (FRCH)	118
Full-time Students	16

G

General Education Development	
Certificate (GED)	41
Fees	10
Geography Courses (GEOG)	118
Geology Courses (GEOL)	119
German Courses (GERM)	119
Global Studies Courses	44
Grade Change	36
Grade Point Values/Average	35
Grade Reports	17

Grading System	34
Graduation Requirements	38
Graduation with Honors	38
Graphic Design Courses (ARTGR)	88

H

Hardship Withdrawal	17
Health Services Courses (HLTH)	122
High School Diploma Requirements	41
History Courses (HIST)	120
History and Philosophy of the College	2
Honors Program	36
Honors Program Courses (HONOR)	122
Horizon Student Newspaper	27
Hospitality and Tourism	
Business Management Certificate	57
Human Development Courses (HUMDV)	122
Humanities Courses (HUM)	122

I

I-BEST	31
Identification	17, 27
Instructional Modes	31
Interdisciplinary Studies Courses (IDS)	123
International Baccalaureate	33
International Students	14, 24
Intramural Sports	27

J

Japanese Courses (JAPN)	125
Journalism Courses (JOURN)	125

L

Late Registration	16
Learning Center	24
Learning Contracts	31
Learning Contract Courses (LC)	125
Learning Options	31
Lecture/Group Discussion	32
Library	25
Library Courses (LIBR)	126

Loans (Financial Aid)	21	Physical Therapist Assistant Courses (PTA)	145
M		Physical Therapist Assistant Degree	78
Mailing Address	1	Physics Courses (PHYS)	141
Major Preparation	42	Placement Testing/Orientation	15, 20
Massage Practitioner Degree	68	Political Science Courses (POLS)	143
Massage Therapy Courses (MT)	131	Preparing for a Major	42
Math Center	24	President's Welcome	2
Mathematics Courses (MATH)	129	Psychology Courses (PSYC)	143
Medical Assisting Certificates/Degree	69	Psychology Courses (PSYCH)	143
Medical Assisting Courses (MA)	126	R	
Military Training	33	Reciprocity Agreement	34
Mission Statement—WCC	3	Refunds	11
Music Courses (MUSC)	132	Registration	15
N		Registration/Advising Appointments	15
Network Administration Certificate	62	Related Instruction	56
Non-Collegiate Training	33	Repeating a Course	36
Non-Resident Students	11	Residency Requirements	11
Non-Resident Tuition Rates	10	Resident Student Tuition	10
Notice of Non-Discrimination	5	Retail Management Certificate	58
Nursing Courses (NURS)	134	Running Start Program	14
Nursing Degree	74	S	
Nutrition Courses (NUTR)	136	Satisfactory/Unsatisfactory Grading	16
O		Scholarships	24
Oceanography Courses (OCEA)	137	Self-paced Labs	32
Office Administration Courses (OFFAD)	137	Sociology Courses (SOC)	147
Office Administration Certificate	58	Spanish Courses (SPAN)	147
Online (eLearning) Courses	31	Standards of Progress	
Orientation	20	Academic	37
P		Financial Aid	23
Paralegal Studies Courses (PLS)	142	Student Activities	26
Paralegal Studies Certificate/Degree	75	Student Clubs	27
Parent Education Courses (PARED)	138	Student Complaints	156
Petition for Exclusion of Low Grades	37	Student Computer Use	25, 157
Petition for Waiver of Degree Requirements	38	Student Government (ASWCC)	26
Philosophy Courses (PHIL)	140	Student ID Card	27
Physical Education Courses (PE)	138	Student Life	26
Physical Science Courses (PHYSC)	141	Student Newspaper (Horizon)	27
		Student Records	17
		Student Identification Numbers	17

Student Rights Under FERPA.....	17	U	
Student Rights and Responsibilities.....	151	Underage Students	14
Students Under Age 18.....	14	V	
Study Abroad.....	32	Veterans Benefits	24
Sustainability Courses.....	50	Visual Communications Degree	79
T		W	
Tech Prep Program.....	33	Waivers.....	12
Technical Support Certificate.....	61	Withdrawals	17
Transcripts.....	17	WorkFirst.....	28
Transfer Credit.....	33	Worker Retraining.....	28
Transitional Learning Programs		Writing Center	24
(ABE, ESL, GED, I-BEST)	15, 30	Writing Intensive Courses	50
Tuition Rates.....	10		
Tutoring.....	24		

Graphic Design by Varvid
 Photography by Steve Kennedy, David Scherrer, John Meloy and WCC staff/students

Whatcom Community College takes photographs on campus throughout the year. These images often include students, employees and guests in classrooms, computer labs, athletic events and other campus activities. WCC reserves the right to use these photographs as part of its publicity and marketing effort. Those who attend, visit or work at WCC do so with the understanding that these photographs might include them and might be used by the College for promotional purposes, including but not limited to, publications, advertisements, website and social media.



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 onto Meridian St.
- Turn left onto W. Kellogg Rd.

Whatcom
COMMUNITY COLLEGE

237 W. KELLOGG ROAD, BELLINGHAM, WA 98226