Shoreline Community College provides equal opportunity in education and employment and does not discriminate on the basis of race, sex, age, color, religion, national origin, marital status, gender, sexual orientation or disability. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Stephen Smith, Vice President for Human Resources and Legal Affairs
Shoreline Community College
16101 Greenwood Ave N
Shoreline, WA 98133
Telephone: 206-546-4694
E-Mail: ssmith@shoreline.edu

This publication is available in alternate formats by contacting the Office of Special Services at (206) 546-5832 or (206) 546-4520 (TDD).

Every effort has been made to assure the accuracy of the information contained in this catalog. Students are advised, however, that such information is subject to change without notice, and advisors should, therefore, be consulted on a regular basis for current information. The College and its divisions reserve the right at any time to make changes in any regulations or requirements governing instruction in and graduation from the College and its various divisions. Changes shall take effect whenever the proper authorities determine and shall apply not only to prospective students but also to those who are currently enrolled at the College. Except as other conditions permit, the College will make every reasonable effort to ensure that students currently enrolled in programs and making normal progress toward completion of any requirements will have the opportunity to complete any program which is to be discontinued.

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

"Welcome to Shoreline Community College!"

I love being able to say that because Shoreline is exactly the place I want to be and I hope it will be for you, too.

One of the reasons I sought out Shoreline is the college vision statement. It says, “We will be a world-class leader in student success and community engagement.” I wanted to be part of a place that shouts out, “We will be world class!”

How does a college become world class? Through its students. And that means we want to come alongside you to be your very best!

First and foremost, Shoreline is about student success. Shoreline has a reputation for academic excellence. That reputation has been earned by creating the environment and providing the support students need to do their best work. My experiences since arriving at Shoreline have confirmed that I am part of an organization that is focused on helping students reach their goals.

I know that Shoreline students come from all walks of life, so let me tell you a little about how I got here.

I am the youngest of four children, born to two high-school valedictorians and college graduates who instilled the value of education as the door to the life of the mind and access to the American dream.

My father is African-American and the oldest of nine. He grew up in rural Georgia where the violence and indignities of overt racism and Jim Crow laws did not crush his spirit. From a very early age, he wanted to fly. In the 1930’s, it was illegal for an African-American to become a licensed pilot. Despite the odds, he saved his money and learned to fly. Later, he used his skills as a pilot and became one of the distinguished aviators in World War II, known as the Tuskegee Airmen.

My mother is the only child of an only child. Her parents emigrated from Haiti in the 1920s. Among her many successes, she graduated from Benedict, a historically Black college, where she taught Freshman English at the age of 15 and received her baccalaureate degree at 19. Through my mother, I learned that truth can be found through education and the wonder of the written word.

So much of who I am comes from this wellspring of tenacious hope and belief in the human spirit.

Life is about discovering what yours is meant to be and then living that life to its fullest. French writer Marcel Proust said such discovery takes fresh eyes. Education can give you fresh eyes to discover talents and strengths so you can make a difference. This requires an openness to learn more, to care more, to achieve more for you and your community.

I urge you to engage in your education and know there are people ready to come alongside you on this journey of discovery. Shoreline is ready to walk with you on your path to success. I’m confident that together, you can get there.

With best wishes for your success,

Cheryl Roberts, Ed. D.
President Shoreline Community College
# 2015–2016 College Calendar

## Fall Quarter 2015
- Advising and Registration by Appointment for New Students: TBA
- Instruction Begins: September 23, 2015
- Veteran’s Day – Holiday: November 11, 2015
- Thanksgiving Day – Holiday: November 26–27, 2015
- Instruction Ends: December 4, 2015
- Prep Day (No Classes): December 7, 2015
- Winter Quarter Registration by Appointment for New Students: TBA
- Exam Days: December 8, 9, 10, 2015

## Winter Quarter 2016
- Instruction Begins: January 4, 2016
- Martin Luther King Day – Holiday: January 18, 2016
- Presidents Day – Holiday: February 15, 2016
- Instruction Ends: March 14, 2016
- Prep Day (No Classes): March 15, 2016
- Spring Quarter Registration by Appointment for New Students: TBA
- Exam Days: March 16, 17, 18, 2016

## Spring Quarter 2016
- Instruction Begins: March 28, 2016
- Commencement: June 6, 2016
- Instruction Ends: June 6, 2016
- Prep Day (No Classes): June 7, 2016
- Exam Days: June 8, 9, 10, 2016

## Summer Quarter 2016
- Registration for New Students: TBA
- Instruction Begins: June 20, 2016
- Independence Day – Holiday: July 4, 2016
- Fall Quarter Registration for New Students Begins: TBA
- Instruction and Exams End: August 11, 2016

# 2016–2017 College Calendar

## Fall Quarter 2016
- Advising and Registration by Appointment for New Students: TBA
- Instruction Begins: September 21, 2016
- Veteran’s Day – Holiday: November 11, 2016
- Thanksgiving Day – Holiday: November 24 & 25, 2016
- Instruction Ends: December 2, 2016
- Prep Day (No Classes): December 5, 2016
- Winter Quarter Registration by Appointment for New Students: TBA
- Exam Days: December 6, 7, 8, 2016

## Winter Quarter 2017
- Instruction Begins: January 9, 2017
- Martin Luther King Day – Holiday: January 16, 2017
- Presidents Day – Holiday: February 20, 2017
- Instruction Ends: March 20, 2017
- Prep Day (No Classes): March 21, 2017
- Spring Quarter Registration by Appointment for New Students: TBA
- Exam Days: March 22, 23, 24, 2017

## Spring Quarter 2017
- Instruction Begins: April 3, 2017
- Memorial Day – Holiday: May 29, 2017
- Commencement: June 11, 2017
- Instruction Ends: June 12, 2017
- Prep Day (No Classes): June 13, 2017
- Exam Days: June 14, 15, 16, 2017

## Summer Quarter 2017
- Registration for New Students: TBA
- Instruction Begins: June 26, 2017
- Independence Day – Holiday: July 4, 2017
- Fall Quarter Registration for New Students Begins: TBA
- Instruction and Exams End: August 17, 2017
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Vision, Mission, Core Themes and Strategic Plan

Vision
We will be a world-class leader in student success and community engagement.

Mission
We are dedicated to serving the educational, workforce and cultural needs of our diverse community.

Core Themes
1. Educational Attainment and Student Success
Shoreline Community College will provide excellence in academics so that all students will complete their program and/or graduate with the academic preparation and skills necessary to continue their education, meet the demands of the workplace or improve their quality of life through leisure-time activity.

2. Program Excellence
Shoreline Community College fosters excellence in its educational program.

3. Community Engagement
Shoreline Community College initiates, cultivates and nurtures relationships with cities, including Shoreline and Lake Forest Park, local school systems, businesses, the Shoreline Community College Foundation, community-based and international organizations.

4. Access and Diversity
Shoreline Community College maximizes student access to all its transfer, professional-technical and developmental programs. SCC promotes a diverse student body and employees who reflect the local, state, regional and international communities that the college serves.

5. College Stewardship
Shoreline Community College serves as a model of effective stewardship to citizens of the state of Washington.

Engagement, Equity and Excellence
Engagement, equity and excellence characterize all our efforts toward the goals outlined in the Plan.

Engagement (noun): The act of sharing in the activities of a group. A mutual pact, contract, or agreement.

Equity (noun): The state, quality, or ideal of being just, impartial, and fair.

Excellence (noun): Of the highest or finest quality; exceptionally good of its kind.

Strategic Plan
SCC’s strategic plan, the result of internal self-assessment and long discussion, reflects the College’s core values for student success and academic excellence. These values are the foundation that sets the College’s direction for the coming years.

The Strategic Plan is comprised of eight critical themes, all of which are important to the future of the institution. Our goal is to ensure that higher education is accessible, affordable, and relevant to our students as we attempt to increase the numbers of students who engage in learning at the College. We know that our programs transform lives and create opportunities that allow our students to go on to better their earnings potential and their individual lifestyles. These students contribute positively to the welfare of our global society and to the economic well-being of Washington state.

Shoreline Community College is ready to meet the challenges of our changing economy and is deeply committed to satisfying the educational needs of our students.

The strategic themes and directions of the College’s strategic plan appear on the following page.
Strategic Themes and Directions

PROGRAM EXCELLENCE
SCC fosters excellence in its educational programs.

- Enhance the quality of our educational programs through innovation and continuous improvement.
- Create and apply standards for assessment of student learning and program effectiveness.
- Create and revise programs based on community needs, economic trends, and college strengths, particularly in science, mathematics, engineering and the liberal arts.

STUDENT SUCCESS
Students find enrichment in a safe environment for personal and professional growth. Students reach their goals through innovative programs of study, support services and a diverse campus life.

- Increase opportunities for success through convenient, student-friendly enrollment services.
- Develop and implement an innovative, proactive advising model.
- Provide high quality pre-college programs and comprehensive learning assistance.
- Recruit, retain, and develop a diverse community of learning.

DIVERSITY, EQUITY AND ACCESS
SCC enables access to educational opportunities for all members of the community by promoting diversity and equity in our working and learning environment.

- Develop a shared language and understanding of diversity and equity.
- Ensure that students from underrepresented groups experience the same levels of access and success in reaching their educational goals as other students.
- Provide high quality pre-college programs and comprehensive learning assistance.
- Recruit, hire, retain, and develop a diverse college workforce.

INFRASTRUCTURE AND TECHNOLOGY
SCC provides state-of-the-art buildings, classrooms and technology in a safe and attractive campus.

- Fund and build an allied health and sciences center.
- Develop a coordinated, comprehensive technology plan.
- Implement a unified plan for the maintenance and improvement of classrooms, buildings and campus grounds.
- Enhance the utility and usability of the college website.

ENVIRONMENTAL STEWARDSHIP AND SUSTAINABILITY
SCC models sustainability in its curriculum and operations that are ecologically sound, socially just and economically viable.

- Provide services centered around sustainability and community.
- Operate the college in an environmentally responsible way.
- Develop a curriculum that reflects our commitment to environmental stewardship.

MULTICULTURAL AND GLOBAL COMPETENCE
SCC supports and educates all members of the campus community in their development as multiculturally and globally competent citizens.

- Offer innovative approaches to promoting global citizenship through service learning, international programs, and partnerships.
- Integrate our international students into the campus community.
- Develop multicultural competence among all members of the campus community through curriculum, professional development, and social interaction.

COMMUNITY ENGAGEMENT
SCC is the learning, entertainment and gathering hub of the community.

- Engage the community in planning for capital projects and infrastructure.
- Create and market programs to attract and engage our community.
- Build community partnerships with business, government agencies and organizations.
- Expand and strengthen the relationship between the Foundation and the college.

CAMPUS CULTURE
We value and respect each others' diverse contributions to our collective goals.

- Provide opportunities and encouragement for all campus employees to enhance their skills through professional development.
- Promote managerial and administrative excellence through accountability and succession planning.
- Develop a culture of assessment and collaborative planning.
- Encourage participation and investment in an equitable campus governance system.
Technology is featured on the first of the building’s three floors. The student computer lab contains current versions of standard and specialized software installed on 100+ new computers and is equipped with a scanner, laser and color printers. The interactive television service provides a two-way, full motion video/audio capability that enables the college to be linked to other colleges, government agencies and businesses in the United States and around the world.

The second and third floors of the Library/Technology Center house library and media collections and services. The Library features many full text periodical and reference databases, a home page (www.shoreline.edu/library) with reviewed web sites, online reference services, research tutorials and links to other libraries. In addition to quiet, comfortable reading/study areas, there is an information/research and media classroom, 25 computers available for student use, copy machines and group study rooms equipped with media playback units. Additional Internet connectivity is available through the building’s wireless network. Digital cameras and other media equipment are available for student use.

Friendly faculty and staff are available throughout the building to assist you with your research, information and technology questions. Our librarians and media coordinator provide both general and subject-specific information as well as research and media literacy instruction for students and faculty. Information about the various services and collections of the Library/Technology Center may be obtained by calling (206) 546-4556.

THE COLLEGE

Shoreline Community College offers excellent academic, professional-technical and work force training programs to meet the lifelong learning needs of its community. Dedicated faculty and staff are committed to the educational success of all students.

Located 10 miles north of downtown Seattle, Shoreline is one of the most strikingly beautiful college campuses in Washington. Nestled among native evergreens, the campus is a brilliant sea of colors during spring, summer and fall, when many flowering plants are in bloom. The scenic surrounding area is nationally known for its recreational and cultural opportunities, which richly complement academic life. Twenty-six buildings constitute the 83-acre campus. These include an award-winning automotive training center, a visual arts building, computer centers, laboratories, a student center, a theater, a well-equipped gymnasium that includes an exercise room and racquetball courts, a child care center, a sophisticated multimedia center and the Ray W. Howard Library/Technology Center.

Established in 1964, Shoreline operates under the regulations of the State Board for Community and Technical Colleges and is governed by the Board of Trustees of Shoreline Community College, District Number Seven.

The college is a member of the American Association of Community Colleges and the Association of Community College Trustees.

RAY W. HOWARD LIBRARY

The Library/Technology Center plays an influential role in providing instruction and instructional support to students and faculty across all college programs. The building provides a variety of individual and group study areas including a state-of-the-art information and research classroom/lab and a 100+ seat open computer lab. The various service areas and reading rooms house a collection of books, magazines, journals, music, and film. Also available are digital holdings for newspapers, journals, books, encyclopedias, streaming voice, and DVD/CDs and other non-print media. Equipment, furnishings and study areas provide students with a building well suited for research and learning in the 21st century.

SCC WEBSITE – WWW.SHORELINE.EDU

The official website address of the College is www.shoreline.edu. The website contains information that is helpful to students and should be consulted often. The College uses the website to deliver online classes, post grades, register students, sell books, and more.

Announcements regarding changes to polices and programs, publicity for events on campus, and more are posted on a regular basis.
Shoreline Community College is accredited by:
Northwest Commission on Colleges and Universities
8060 165th Avenue North East, Suite 100
Redmond, WA 98052

Specific programs are accredited by the National League for Nursing Accrediting Commission, the American Dental Association, Commission on Accreditation of Health Informatics and Information Management Education and the National Accrediting Agency for Clinical Laboratory Sciences. The Automotive Program is accredited by the National Automobile Technicians Education Foundation.

Shoreline Community College focuses on programs and partnerships that put people back to work, help advance careers and contribute to improving the Washington State economy. Shoreline Community College is dedicated to meeting the post-secondary educational needs of its community. The college serves more than 8,000 students per quarter. Individuals may take, on a credit or an audit basis, any class for which they meet the requirements. Suggestions for workshops and classes are welcome at (206) 533-4101.

Shoreline Community College is organized into the following instructional divisions: Health Occupations, Physical Education and Business; Humanities; Science, Mathematics, Automotive, Manufacturing, Engineering and Energy; Social Science, Library, Media, Technology Information and eLearning. Extended Learning constitutes another division, which offers non-credit courses and contract training. Courses offered by the college generally fall under one of these units. Each unit cooperates in the planning and administration of the instructional programs offered by the college.

Shoreline Community College operates a year-round academic calendar comprised of three (3) 11-week quarters during fall, winter, and spring, and one (1) 8-week quarter during the summer. Courses are also offered in the evenings and weekends. Class schedules are published each quarter listing the date, times, and locations of classes. These schedules are available approximately four weeks prior to the start of registration.

Shoreline Community College is a comprehensive college that offers courses in a variety of areas to meet the demands of local and regional communities.

College courses at the freshman and sophomore levels are offered. These courses have been designed to prepare students for upper-division work at a four-year college or university. The curriculum at Shoreline is rigorous and challenging. Instructors focus on preparing students for the high caliber of study at the four-year universities.

The Honors Program
The Honors Program at Shoreline Community College is designed to offer a challenging curriculum for students planning to transfer to four-year institutions of higher learning or who simply wish to deepen their college experience. Students have the opportunity to work on in-depth projects in specific academic disciplines and to create a community of scholars with whom to share their ideas. The Honors Program encourages students to work closely with faculty in seminars and colloquia to develop a research agenda. Graduation from the Honors Program provides students with an accomplishment that could lead to greater scholarship possibilities and admission to more selective colleges and universities.

For detailed, up-to-date information about Shoreline’s Honors Program, please visit www.shoreline.edu/honors.

Career Training
Professional-Technical and Workforce Training
These programs are designed to prepare students for gainful employment upon completing a course of study at the college. More than 50 career training programs are now available at Shoreline Community College. Details may be found in the Professional–Technical Degree Programs section of this catalog.

Worker Retraining Program
The Worker Retraining Program is a partnership between community and technical colleges and the Employment Security Department. The program provides funding and other resources to enable unemployed individuals to acquire the skills needed to return to work. This could mean a short-term skills upgrade, or a new career path and enrollment in a professional-technical program.

The WorkFirst Program
The WorkFirst Program provides tuition and books for parents who are receiving cash assistance (TANF). The WorkFirst Program also pays for childcare, bus pass/tickets, uniforms and certification tests. WorkFirst provides funding for tuition assistance for working parents to continue their education in SCC’s professional-technical programs. For more information, please call (206) 546-6927.
Study Abroad
(206) 533-6656

Shoreline Community College is a regional leader in providing short and long-term study abroad programs for two-year college students. In addition to 10-week (one academic quarter) programs sponsored in association with the Washington State Community College Consortium for Study Abroad (WCCCSA), Shoreline offers unique two-to four-week International Summer Institute study abroad programs around the world. Recent opportunities have included programs in Argentina, England, France, Guatemala, Italy, Japan, South Africa, Namibia, Mexico, China, Greece, Turkey, Honduras and Thailand.

Shoreline partners with colleges around the globe to give students in professional-technical programs the opportunity to study abroad within their field. Partner schools are located in Denmark and Korea. Shoreline sponsored study-abroad programs cover a variety of instructional disciplines and feature credit-bearing courses that are transferable to four-year colleges and universities. Financial aid resources apply to Shoreline sponsored study-abroad programs.

To learn about current offerings, please go to www.shoreline.edu/international/study-abroad/.

Parent Education Program
(206) 546-4593; (206) 546-4540

The Parent Education Program encourages parents to develop child guidance skills and a personal philosophy of family relations. Child development, parenting roles in home and society and family communications are studied in a supportive environment. Parents enroll in the following courses: Parent Education 114-116, 124-126, 134-139, 144-146, 154-159, 164-169, 174-179 and 184-186. All of these are college credit courses. Up to 6 credits of Parent Education courses may be used toward the ADTA. A maximum of 5 credits from Parent Education courses may be used toward the AS degree. See the list of restricted transfer courses for more information. Topics explored in these courses include:

Child Development
■ Social, emotional, physical and cognitive development
■ Language and literacy development
■ Multicultural perspectives

Nutrition and Health
■ Early intervention and preventive measures
■ The impact of diet on children’s health
■ Dental health care
■ Accident prevention for children
■ Available resources

Parenting Skills
■ Child guidance strategies
■ Effective communication
■ Developing self esteem
■ Values structuring
■ Impact of mass media pressures

Family Relationships
■ Single parents/blended family issues
■ Family communication
■ Changing adult roles and lifestyles in the family
■ Parenting in our diverse society
■ Impact of culture

Cooperative preschools are located throughout the college district. These programs are affiliates of the college and have varying hours depending on the number of participants. Each preschool is a separate non-profit corporation, with responsibility for the financing and operation of their cooperative preschool. The college provides the instructors for the parent education courses. The seven affiliated Parent Education Cooperative Preschools serve parents of children from infants through age 5. For information on the schedules of these affiliated preschools, please call (206) 546-4593. To enroll, contact the cooperative preschool directly.

HIGH SCHOOL PROGRAMS

High School Completion Program
Shoreline’s High School Completion Program helps individuals re-engage with their education and earn a high school diploma. By attending courses offered by the college and meeting state requirements, students can earn a high school diploma that is recognized by the State of Washington. With approval from a high school counselor, full-time high school students may take a limited number of college courses and transfer those credits to their high school to assist them with earning a high school diploma from their high school. To qualify to take college courses, students must take the COMPASS placement test. For more information call (206) 546-6906.
Career Education Options/Learning Center North

The Career Education Options Program and Learning Center North offer out-of-school youth a chance to go back to school for the education and training needed to succeed in the world of work. The program is available to 16- to 21-year-olds who left high school without earning a diploma.

Through CEO, students enhance life skills, receive job training and learn effective job search strategies. The program also provides assistance with placement into internships and employment. While in the program, students may pursue a college degree or certificate in a professional-technical field. Many students also simultaneously work toward a GED certificate or high school diploma.

The CEO Program provides continuous support services to help students achieve their educational and career goals. Funded in partnership with the Office of the Superintendent of Public Instruction, the program provides tuition, books, supplies, transportation assistance and tutoring to qualifying students. Additional support services may be available on an individual basis. For information on enrolling in CEO, please call (206) 546-7844 or drop by the CEO office, Rm. 5222 in the 5000 (FOSS) Building.

Learning Center North is operated in partnership with the King County Work Training Program on the Shoreline campus. The program serves youth who want to attain their GED and go on to college and/or employment. The site has a GED and basic skills classroom, a computer lab, employment services, case management, career and educational planning. Learning Center North enrolls students on an ongoing basis. Services include individualized instruction, internships and computer software and hardware skills. Schedule an orientation appointment by calling (206) 533-6733 or visiting the office in the Building 2900 Annex.

Running Start

High school juniors and seniors may qualify to participate in the Shoreline Community College Running Start Program and earn college credit while simultaneously completing their high school graduation requirements. To qualify for the program, high school students must take the COMPASS placement test and qualify for English& 101 in both reading and writing. If students would like to take any math courses or any science courses for which math is a prerequisite, students need to also take the math portion of the COMPASS test.

Running Start students who satisfactorily meet the college associate degree requirements will be awarded a SCC degree and upon written request may be awarded a Washington State high school diploma from the college.

For additional information on the Running Start Program, call (206) 546-6906 or visit the Running Start office in Room 5229 of the 5000 (FOSS) Building.

Tech Prep

The Tech Prep Program offers high school students the opportunity to prepare for Professional – Technical degrees and to complete college equivalent classes while still in high school. An agreement is prepared between the high school and college faculty that ensures that credits taken in high school and college are transferable between programs. If you enter this program while attending high school, you will get a solid start on a community/technical college certificate or degree, earning college credit while completing your high school requirement.

Students who complete a Tech Prep class while attending high school with a grade of “B” or better and have submitted a Tech Prep application to the Tech Prep College Connection will receive a college transcript from either Shoreline Community College or another Tech Prep College Connection member college: Bellevue CC, Cascadia CC and Lake Washington Technical College. For additional information, call (206) 546-7852, or go to www.techprepcc.org.

Community Education Programs

The Plus 50 Career Builder

The Plus 50 Career Builder program is designed to offer workforce-related, short courses for mature workers who find themselves in an occupational transition. In these times, many people are being challenged to reinvent themselves as they struggle with unexpected changes in the labor market and unforeseen shifts in their personal circumstances. This may mean examining and refocusing past experiences and skills, refreshing old skills sets and/or developing new ones. The Plus 50 Career Builder program offers a schedule of short courses and seminars on a quarterly basis in an attempt to address these needs of the 50+ demographic. Please see the college website for schedule information at www.shoreline.edu/workforce/Plus-50.
TRANSPORTABLE PROGRAMS

Adult Basic Education (ABE)
Low-cost courses in reading, writing, study skills and mathematics are designed to help students improve their skills for work-related or personal reasons, or to prepare to enter degree programs or workforce education training. These courses, along with student support services, provide orientation and guidance to help students discover their interests and abilities and prepare for success in their college courses. Tuition is $25 per quarter. A low-income tuition waiver is available. Call (206) 546-4602 for more information.

GED Test Preparation/High School 21
Shoreline Community College offers low-cost GED (General Education Preparation) courses to help students preparing to take the GED test. Successful completion of the test results in awarding of the General Educational Development Certificate. The GED Test with four content areas – literacy, mathematics, science, and social studies – will measure a foundational core of knowledge and skills that are essential for career and college readiness. Students who are 21 and older may opt to apply these same skills above toward an official Washington State high school diploma by documenting prior work and life experience in addition to demonstrating basic skills. Tuition for either program is just $25 per quarter and a low income tuition waiver is available. Call (206) 546-4602 for more information.

English as a Second Language (ESL)
Low-cost English language classes are offered to help students improve their skills in speaking, listening, reading, writing and grammar. These classes are offered morning, afternoons and evenings. Tuition is $25 per quarter. A low-income tuition waiver is available. Call (206) 546-4602 for more information.

Integrated Basic Education and Skills Training (I-BEST)
I-BEST allows students to begin a workforce education career pathway program while improving their basic English, reading, writing, or math skills. Shoreline offers four I-BEST programs: Automotive General Service Technician (GST); Computer Numerically Controlled Machining (CNC); Office Technology (OT); and Nursing Assistant Certified (NAC). Financial assistance is available to help pay for tuition and books. Assistance in finding internships and job placements is also available. Call (206) 546-6930 for more information.

eLEARNING/VIRTUAL CAMPUS
Shoreline Virtual Campus is committed to providing quality education at times and places most convenient to students. To accomplish this, the college has developed eLearning courses that offer several flexible options to students. These options include video courses, online courses (computer based/Internet) and hybrid courses that blend online and on-campus learning. In addition, several degrees and certificates can be obtained completely online. For more information, please call (206) 546-6966 or visit the eLearning website at www.shoreline.edu/eLearning/. The Northwest Association of Schools and Colleges accredits Shoreline’s eLearning program.

Video Courses
Video courses make use of videocassettes, DVD’s, textbooks and study guides to deliver content. Cassettes and DVD’s may be rented as a set for the quarter or checked out individually from the Media Center. Contact the checkout desk at (206) 546-4529 or media@shoreline.edu. Students may be required to attend one or more on-campus sessions. Video courses offer flexibility, convenience and rigor in a quality video, print or web-based course format.

Online (Internet) Courses
Online courses have start and stop dates, regular assignments and project due dates, but because the classroom is online and most classes are fully asynchronous, work can be done at a time and place most convenient for the student. Online classes have been developed with the same learning outcomes as traditional on-campus courses. Because courses are delivered at a distance in an online learning environment, they are reading-and writing-intensive. Even though attendance is not required at a specific time, students will need to spend time in the online classroom five out of every seven days and plan on a minimum of 12 to 15 hours of class work each week for most online classes. Using a computer and the Internet, students receive lessons and assignments and return completed course work. Students communicate with their instructor and other class members through e-mail and threaded discussions from their home or work place. Some online courses require synchronous online interaction, which requires attendance in an online classroom at a specific date and time. Students may be required to arrange to have an exam remotely proctored several times during the quarter.

Hybrid Courses
Hybrid courses offer students a mixture of on-campus and online learning experiences, with regular on-campus meetings per week. Why choose a Hybrid class? You get face-to-face, personal interaction with your instructor and other students. Plus, you have anytime/anywhere access to the course, on your own computer with Internet access or in Shoreline’s computer labs. You spend more time learning and less time traveling to campus or looking for a parking space.

Courses That Include Some Internet Content
Most face-to-face courses require some Internet content. These courses take place at one of the college’s physical sites. Online resources are used to supplement the on-campus instruction but do not reduce the requirement
for on-site classroom attendance. Please check with your instructor for more information.

**Interactive Television (ITV)**

Shoreline Community College is part of Washington State’s K-20 data/video network which serves all community colleges, universities and K-12 school districts in the state. Shoreline provides high quality interactive courses to students in designated ITV classrooms in remote colleges, universities and school districts around the state. Shoreline’s latest ITV improvement also enables students with high speed Internet access to take ITV classes from their home or office, around the corner or around the world.

**WashingtonOnline**

WashingtonOnline courses are developed and shared by the Washington State Community and Technical Colleges system and offered as Shoreline courses. These asynchronous online courses are conducted completely on the Internet. WAOL courses have start and stop dates, regular assignments and project due dates, but students can work at the time and place most convenient to them. Students must be admitted and enrolled at Shoreline Community College in order to enroll in these courses. Grading and content for these courses are the responsibility of the instructor’s home college. Collections and refunds of tuition and fees are Shoreline’s responsibility.

**INTERDISCIPLINARY STUDIES**

Shoreline’s Interdisciplinary Studies allow students to discover, explore, and connect. Interdisciplinary Studies courses allow you to fulfill graduation requirements in an alternative way. These courses integrate two or more subjects into one class that focuses on a common theme.

Two or more instructors team-teach these Interdisciplinary Studies courses, so students get to explore issues or problems through multiple perspectives. Interdisciplinary Studies courses offer you a unique, challenging, engaging learning experience.

Interdisciplinary Studies courses come in many forms. Some courses may combine three or more disciplines, giving students a full-time load. Other courses may provide students with ten, eight, or five credits.

**SERVICE LEARNING**

Service-learning is a non-traditional model of teaching and learning that allows students to engage in meaningful community service opportunities that purposefully overlap with and enhance the academic learning that occurs in the classroom. Each service-learning course allows you to sharpen your leadership, critical thinking, and problem-solving skills while simultaneously taking action to meet real community-defined needs.

Service-learning courses typically bear 5-credits and require students to complete fifteen hours of service throughout the quarter, although variations on this model may be offered. Course loads in fully-integrated service-learning classes are intentionally adjusted to account for the extra time students must commit to in order to complete their service. A wide range of academically relevant service-learning opportunities are set up prior to the start of the quarter to ensure that the placements are both interesting and accessible to students.

**INDIVIDUAL PROJECTS**

**Guidelines for Individual Projects**

Individual project credits are for individualized study. They consist of advanced study in the student’s primary academic or career area of interest under the guidance of the division involved. Students initiate requests for individual projects with an appropriate faculty member. Students planning to participate in individual project credits must have completed a basic course in the relevant discipline.

Individual project credits may not be used to satisfy general or distribution degree requirements. Students should consult with their advisors and check with the elective degree requirements of their transfer institution to determine the applicability of individual project credits.

**Individual project credits**

Faculty offering individual project credits submit to the division dean a written contract, including details of the nature of the project, the resources to be used, the materials to be produced or activities to be completed by the student and the method of evaluation and grading that is to be used by the instructor.

**For 3 credits**: Students must complete 99 project hours and enroll before the end of the second week (10th day) of the quarter.

**For 2 credits**: Students must complete 66 project hours and enroll before the end of the third week of the quarter.

**For 1 credit**: Students must complete 33 project hours and enroll before the end of the fifth week of the quarter.
Policies for Students

Shoreline Community College is in compliance with Title IX of the Educational Amendments of 1972. Title IX prohibits discrimination on the basis of sex and protects students from sexual harassment in a school’s educational programs and activities. This amendment protects students in connection with all academic, educational, extracurricular, athletics and other programs of the institution. Sexual harassment, which is unwelcome conduct of a sexual nature and includes acts of sexual violence is a form of sex discrimination and violates Title IX as well as Title VII of the Civil Rights Act of 1964.

Shoreline Community College is also in compliance with Title VI of the Civil Rights Act of 1964. All educational programs and services will be administered without regard to race, creed, disability, religion, color, national origin (including minorities with limited English language skills), age, marital status, gender, sexual orientation or status as a Vietnam-era or disabled veteran.

Inquiries regarding compliance with any of these regulations or relevant grievance procedures should be directed to the Dean of Student Affairs, (206) 546-4641, 5000 (FOSS) Building, or any administrative unit head.

In accordance with the Rehabilitation Act of 1973, Section 504, all educational programs will be provided without regard to physical status. No otherwise qualified individual with disabling conditions shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program, activity or service administered by the college. Students who would be deemed qualified are those individuals who can perform at an acceptable level of productivity in a vocational education and/or academic setting. Reasonable accommodations will be made unless such accommodations will cause undue hardship on the college. Campus facilities and programs are accessible to individuals with disabling conditions.

Inquiries regarding this policy should be directed to the Dean of Student Affairs, (206) 546-4641, 5000 (FOSS) Building.

Shoreline Community College complies with the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment) concerning the information that becomes a part of a student’s permanent educational record and governing the conditions of its disclosure. Procedural guidelines governing compliance with this statute have been developed and are available through the office of the Registrar. Any student wishing to have information withheld when inquiries are received must notify the Registrar in writing.

DISCLAIMER
The college reserves the option to amend, modify or revise any provision of this catalog for the following reasons, including but not limited to:

1. a lack of funds to operate a program or course;
2. unavailability of instructors;
3. a change in administrative or Board of Trustees’ policy; or
4. a change in the laws, rules or regulations of the state of Washington that govern the operation of community colleges.

SUMMARY OF STUDENT RIGHTS
Student Rights and Responsibilities are protected through policies and procedures adopted by the College’s Board of Trustees. Following are some of the key policies pertaining to students. A full description of the policies and accompanying procedural guidelines can be found in the offices of the VP of Academic and Student Affairs and Dean of Student Affairs or via the college website.

Fair Grades
Students are protected by College policy through orderly procedures against arbitrary and capricious actions or decisions relating to academic evaluations by their instructors. (College Policy 5035 – Student Grievance Procedures)

Confidential Records
The confidentiality of student records is protected by College policy requiring guidelines which are in accordance with the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment) concerning the information that becomes a part of a student’s permanent educational records and governing conditions of its disclosure. (College Policy 5040 – Student Records)

Freedom from Discrimination
Shoreline Community College policy prohibits illegal discrimination in any form including, but not limited to, sexual harassment of or by any student, faculty, administrator, or staff. See College Policy 4111 (Affirmative Action/Equal Opportunity) and 4113 (Sexual Harassment). If you believe you have been harassed or discriminated against because of your race, ethnicity, gender, age, or marital status, please contact the SCCSBA Student Advocate, Dean of Student Affairs, or the Vice President for Human Resources and Legal Affairs.
Advanced Placement

Students may be placed in an advanced course of a sequence on the basis of their high school achievement or test results. Credit may be granted for the course omitted. (College Policy 5160 – Advanced Placement)

Prior Learning Assessment (PLA)

Students can earn Prior Learning Assessment (PLA) credit by matching their college-level experience to a variety of college course outcomes. Shoreline Community College recognizes that as adults you may acquire college-level knowledge and skills in a variety of situations: employment, military experiences and coursework, internships, independent research, volunteer or civic work and prior coursework. To minimize the loss of credit and to prevent the repetition of educational achievements, an assessment process (PLA) for awarding credit for prior learning has been established.

Credit for prior learning is awarded only for college-level learning which took place after high school and must be related to the current theories, practices and content of the relevant academic field, as assessed by college faculty with current content expertise. Documentation of learning shall be comprehensive, independently verifiable, authentic and up-to-date. High academic standards for awarding PLA credit will be applied, and the evaluation of prior learning will be consistent with effective contemporary assessment methodologies in respective fields. Evaluation of prior learning may include portfolio reviews, standardized testing, demonstrations, product creation, interviews and/or other processes as determined by discipline faculty in academic departments.

Students considering PLA credit will meet with faculty advisors to discuss the feasibility of such credit, the available PLA options, application process and required documentation. For professional-technical degrees and certificates, awarded credit shall not exceed 25% of the credits required for the program, certificate or degree. For academic transfer, credits granted through PLA will transfer as restricted elective credits included in the 15-credit limit for all restricted elective credits. Some colleges and universities may not accept PLA credits in a transfer situation.

Please check with the program or division for a listing of the courses available for Prior Learning Assessment (PLA) (College Policy 5162). Learning outcomes achieved through prior learning must match all the outcomes for college coursework for students to be awarded credit. Students are encouraged to use the Credit-by-Examination process for challenging courses, if available. Not all college coursework is available for PLA.

Credit by Examination

Students currently enrolled at Shoreline may obtain credit for certain courses by satisfactorily passing comprehensive examinations, provided the student has never audited, received college credit for, or failed the challenge course. In addition, a student can not take a challenge exam for a course if s/he has audited or failed either a required or prerequisite course or another course which assumes knowledge of the course being challenged. (College Policy 5161 – Credit by Examination)

Freedom of Speech

Any recognized student organization, with the knowledge and approval of its advisor, may invite to the campus any speaker the group would like to hear. Although it is the advisor’s responsibility through the inviting group to ensure the educational relevance of such programs, all such speakers have complete discretion in the content and manner of their presentation, subject to restraints imposed by federal and/or state constitutions and statutes. Moreover, the appearance of an invited speaker on campus does not involve an endorsement, either implicit or explicit, or his/her views by Shoreline Community College, its faculty, its administration or its Board of Trustees. (College Policy 5255 – Off Campus Student Invited Speakers)

Use of Human Subjects

It is the policy of the Board of Trustees regarding the use of human subjects to protect the rights, well-being, and personal privacy of individuals, to assure a favorable climate for the acquisition of technical skills and the conduct of academic inquiry, and to protect the interest of Shoreline Community College. (College Policy 5329 – Use of Human Subjects)

Appearance and Dress

Educational opportunities at the College may not be granted or denied on the basis of standards of personal appearance unless a student’s appearance disrupts the educational process or constitutes a threat to safety. (College Policy 5215 – Appearance and Dress)

Reasonable Accommodation, Disabilities

Students with disabilities have the right to request and receive reasonable accommodations to ensure access to programs and facilities at Shoreline Community College. To receive such accommodations, students are responsible for directing requests in a timely manner to the Office of Special Services along with documentation of the nature and extent of their disability. Reasonable accommodations include, but are not limited to: modification and flexibility in test-taking arrangements; adjustments in nonacademic services and other rules; and auxiliary aids and services. (College Policy 5114 – Reasonable Accommodation of Students with Disabilities)

SUMMARY OF STUDENT RESPONSIBILITIES

Student Conduct

Admission to the College carries with it the expectation that the students will conduct themselves as responsible members of the academic community. This includes the expectation that students will obey the law; comply with the rules and regulations of the College; maintain high standards of integrity and honesty; respect the rights, privileges and property of other members of the College community, and will not interfere with legitimate College operations.

Student activity or behavior which violates any provision of the College conduct code is not acceptable; yet, an individual who enrolls at the College can rightfully expect that the instructors and administrators will exercise with restraint the
power of the College to regulate student behavior, and that rules and regulations will be adopted only when the education process clearly and directly requires such legislation. However, restrictive rules and regulations will not be made without showing relevance to those conditions toward which they apply. The enforcement of these rules and regulations shall be fair and shall be pursued in accordance with regulations governing student conduct. Sanctions, up to and including expulsion from the College, may be imposed for failure to satisfy the expectations stated above. These sanctions will determine whether, and under what conditions, the violator may continue at the College.

Violations of the Student Conduct Code will lead to disciplinary action; however, nothing herein will be construed to deny students their legally and/or constitutionally protected right(s) to due process. (College Policy 5030 – Student Conduct and Discipline)

Student Grievance

Students shall have recourse against arbitrary and capricious actions or decisions relating to academic evaluations by their instructors through an orderly procedure. (College Policy 5035 – Student Grievance Procedures)

a. When a student believes that he/she has a grievance regarding an academic evaluation, he/she should seek out the involved faculty member(s), state the nature of the grievance, and make a serious attempt to mutually resolve the issue. This step shall be initiated no later than the last day of the next regular academic quarter, excluding summer quarter.

b. If step a. does not produce a satisfactory result for the student, he/she may request a meeting with the division chair (or the immediate supervisor) of the involved faculty member(s) to discuss the grievance within ten (10) instructional days of the conclusion of the discussion conducted under step 4(a). The student shall present a written, signed statement of the nature of the grievance to the division chair, who shall then attempt to achieve a mutually satisfactory resolution of the grievance. If the student chooses, he/she may be accompanied by a representative of the student body association or personal counsel.

Title IV Student Complaint Process:

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

Dishonest in Academics

Each student is expected to exhibit academic integrity. Shoreline Community College does not permit any form of academic dishonesty, such as cheating or plagiarism.

a. Academic dishonesty occurs when a student provides unauthorized academic benefits to another student or receives academic benefits he/she did not earn through his/her own efforts, by cheating or plagiarizing.

b. Cheating includes, but is not limited to, conferring an unearned benefit to another student, copying another’s work on an exam, preparing for an exam by using test questions from a stolen exam, accessing unauthorized materials, or turning in another person’s work as one’s own.

c. Plagiarism is quoting, paraphrasing or summarizing portions of another’s work from a published, unpublished or electronic source without acknowledging that source.

Consequences of any breach of academic integrity shall be clearly defined in a course syllabus and may include withholding or credit lowering of grade, and/or failure (0.0) for the assignment and/or course, or lesser sanction. Matters involving academic dishonesty may be referred to the Dean of Student Affairs for additional disciplinary action(s).

STUDENT RECORDS AND RIGHTS TO PRIVACY

All Students at Shoreline Community College are protected by the Family Educational Rights and Privacy Act (FERPA) of 1974. Your privacy is protected with certain restrictions on the disclosure of your student educational records and information. You have the following rights, protection and privacy of your educational records at Shoreline Community College.

1) The right to inspect and review your student education records within 45 days of the day the college receives a request for access. The Student should submit a written request to the Registrar’s Office identifying the records(s) they which to inspect.

2) The right to request the amendment of the student’s education records the student believes are inaccurate.

3) The right to authorize disclosure of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. The College will disclose the following information authorized by FERPA on all students:

• Student’s name(s)
• Telephone number
• Major or field of study
• Dates of attendance
• Degrees and awards received

Directory Information can be released by the College unless the Registrar’s Office has received a written notice signed by the student requesting non-disclosure of all student information. FERPA authorizes disclosure without consent to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement); a person or company with whom the College has contracted (such as an attorney, auditor, collection agent, or verification agency); a person serving on the Board of Trustees; or a student assisting another school official in performing his or her tasks. Upon request, the College may disclose education records without
consent to officials of another school in which a student seeks or intends to enroll, and to military recruitment services pursuant to the Solomon Amendment. The College is also required to provide information to the Federal Government regarding students who may be eligible for the American opportunity tax credit programs. The College does not disclose education records to family members without student written consent.

4) Students have the right to file a complaint with the U.S. Department of Education concerning alleged failure by the college to comply with the requirements of FERPA. The name and address of the Office that administers FERPA:

Family Policy Compliance Office
US Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605
Student Services

ADMISSION

Admission Information:
Shoreline Community College
16101 Greenwood Avenue North
Shoreline, WA 98133-5696
Phone:  (206) 546-4621
Fax:  (206) 546-5835
Email:  sccadmis@shoreline.edu
Web:  www.shoreline.edu

Students may begin their college education at Shoreline Community College in fall, winter, spring or summer quarter. To apply for admission, students should submit an application to the Admissions Office. Applications should be submitted as early as possible before the quarter begins. Applicants will receive notification of acceptance and registration information by e-mail.

Web Admissions
To apply to Shoreline Community College via the Web, access the online admissions application at our college Web site: www.shoreline.edu. Fill out the online admissions application on your computer, then follow instructions to submit it.

ADMISSION ELIGIBILITY

A candidate for admission to Shoreline Community College must be a graduate of an accredited high school, have a General Education Development (GED) certificate or be at least 18 years of age. Upon admission, students may be required to submit any of the following records to the Enrollment Services Office.

1. Assessment Results
Evidence of placement level is required before registration in English composition, reading, math, “W” courses, and some Science courses. Assessment test results are used to assist students with placement in appropriate levels of these classes. They are not used to determine whether a student will be admitted to Shoreline Community College.

Students may submit COMPASS or ASSET test scores for English placement and COMPASS or ASSET test scores within two years for mathematics placement. COMPASS test is available at Shoreline by appointment. Test scores from other Washington Community & Technical Colleges will be honored.

Before the student’s registration date, the college will send instructions on how to make a testing appointment.

Test results will be uploaded automatically to the Student Management System.

2. College Transcripts
Students who have attended other colleges are required to submit official transcripts from all colleges from which they wish to transfer credit toward their Shoreline Community College degree. Shoreline Community College accepts credits earned at colleges or universities that are recognized by the Northwest Commission on Colleges and Universities or other regionally accredited agencies as regionally accredited. Transcripts of course work from other colleges may also be required to provide evidence of placement level before registration in English composition, reading, math or “W” courses.

Students receiving federal financial aid or those receiving educational benefits from the Department of Veterans Affairs are required to submit official transcripts from all prior colleges including, in the case of veterans, those attended before, during, and after active duty.

Official transcripts submitted to Shoreline Community College become the property of the college.

3. High School Transcripts
Students are encouraged to submit final, official high school transcripts to Shoreline’s Admissions Office. High school transcripts assist advisors of students seeking to transfer to four-year institutions to meet those institutions’ admissions and graduation requirements.

*For a description of “W” courses, see page 101.
STUDENTS WHO HAVE NOT GRADUATED FROM HIGH SCHOOL
Applicants who have not graduated from high school must take placement tests before registration. The College recommends that applicants consider the High School Completion Program or the General Education Development Test as an aid to planning the student’s program.

High school students attending a day high school full-time or part-time may also take high school completion classes or college credit classes to meet their own high school requirements. The student must have an authorization letter from his or her counselor or vice principal stating that the high school will allow the student to attend the college classes and will accept the credits earned.

The Running Start program allows high school juniors and seniors to take college classes. See the Running Start section of this catalog for more information.

Students under the age of 16 must meet special requirements in order to enroll at Shoreline. Contact the Enrollment Services Office at (206) 546-4611 for more information.

AUDIT STUDENTS
An audit student must be registered and have paid required tuition and fees. Class participation will be at the instructor’s discretion. No credit is earned. A student cannot change to or from audit status after the first day of the seventh week of the quarter. The audit grade appears as an “N” and will be permanently posted on the official transcript.

INTERNATIONAL STUDENTS
SCC does NOT require international students to take the TOEFL examination. Instead, each Shoreline student is asked to take an ESL proficiency test upon arrival in the U.S. in order to be placed in the appropriate classes.

In order to apply for admission as an international student, the following items are required:
1. A completed application form.
2. Complete and official high school records (all years), as well as any college or university transcripts.
3. Evidence of financial responsibility.
4. Application fee.

Please contact International Education for an application packet.

PROGRAMS WITH SPECIAL SELECTION PROCEDURES
Admission to the college does not guarantee acceptance into certain programs that have special requirements. Dental Hygiene, Health Informatics and Information Management, Medical Laboratory Technology and Nursing fall into this category. Other programs such as Automotive Service Technology have waiting lists due to high demand for such majors. Refer to the Professional-Technical Degree Programs section of this catalog for further information.

TRANSFER CREDITS
Credits earned at colleges or universities that are recognized by the Northwest Commission on Colleges and Universities or other regional accrediting agencies are accepted by Shoreline Community College.

REGISTRATION
(206) 546-4611

The registration procedure allows continuing students with the largest number of accumulated credits to register first. This permits students to move up in the priority order each quarter they are in attendance. In-person registration may be by written proxy if a student is unable to report at the scheduled time.

All students will be assigned to and are encouraged to consult with a faculty advisor. The signature of a faculty advisor will be required to register only for students who:
1. Are taking English as a second language classes (ESL)
2. Are non-immigrants attending on a student visa
3. Are pursuing a vocational degree program which requires a competitive admission process, or
4. Are attending Shoreline in the Running Start or High School Completion Program.

Web Registration
Students at Shoreline Community College can register via the Web on or after their scheduled appointment date. Access online registration at the college web address: www.shoreline.edu. See the quarterly Class Schedule for deadlines for tuition payments. Credit card and debit payment is available online, as are payment plans.

Automatic Waitlist
Students can put themselves on a waitlist for a full class, or check their position on a waitlist via the web at www.shoreline.edu. Registration into a wait-listed class is automatic when space becomes available until the waitlist cutoff date. See the quarterly Class Schedule for specific dates. The signature of the instructor is required to register after that date.
CHANGE OF REGISTRATION
Web registration is available through the first week of the quarter. It is the student’s responsibility to confirm any schedule changes by adding or dropping classes with the Enrollment Services Office. The advisor’s signature is required if the student wishes to take more than 23 credits in one quarter.

Students desiring to change their class schedules during the first five days of a quarter may do so online, or fill out a class schedule change form and take it to the Enrollment Services Office. No signatures are required except in the case of full or special-permission classes as indicated in the class schedule.

Changes during the sixth through the 10th day are made on the same form and require the signature or emailed permission of the instructor.

From the 11th day through the end of the fourth week, the class schedule change form must be used and requires the signature of the instructor(s) and, for adds only, the division Dean. During this time a grade of “W” will automatically be given for dropped classes. Although advisors’ signatures are not required for these changes, students are encouraged to see advisors for assistance.

It is not possible to add classes after the end of the fourth week of the quarter. The schedule change form is used for drops only from the first day of the third week to the first day of the seventh week and requires the signature or emailed permission of the instructor(s). From the second day of the seventh week, the instructor will assign the proper grade on the grade roster (see Grading System section of this catalog). No “W” grades will be issued after the first day of the seventh week. Although advisors’ signatures are not required for these changes, students are encouraged to see advisors for assistance.

EARLY WithDRAWAL PROCEDURES (FROM CLASS OR COLLEGE)
From the eleventh day of the quarter through the first day of the seventh week of the quarter, the procedure for withdrawing from a class is as follows:

Students should obtain the instructor’s signature or emailed permission for each class to be dropped and take the necessary steps to officially withdraw with Enrollment Services. During this period, the grade given will be an automatic “W.”

Starting the second class day of the seventh week through the last day of instruction, the grade will be a I, NC, P, V or Z (if emergency situation is applicable) as the instructor’s judgment dictates. No “W” grade will be issued after the end of the first day of the seventh week.

DROP FOR NONPAYMENT
Students who fail to pay their tuition in full by the tuition payment deadline may be administratively withdrawn from all classes. Re-registration will not be possible after the fourth week (or summer equivalent.)

SPECIAL BENEFITS REQUIREMENT
Students expecting to receive compensation for full-time programs under the G.I. Bill, Social Security, Railroad Retirement Board or any other outside agency will be required to carry at least 12 credit hours.

RECORDS
(206) 546-4623

CONFIDENTIALITY
Shoreline Community College protects student privacy as required by federal law in the Family Education Rights and Privacy Act (FERPA) of 1974. A student at Shoreline may have all personal information held confidential. The Enrollment Services Office can provide this special service. For more information, call the Registrar’s Office (206) 546-4613.

NAME CHANGES
Continuing or returning students are required to submit legal documentation for a change of name as shown on Shoreline records. Acceptable proof would be a marriage certificate or court order or notarized copy thereof. Picture identification is also required.

STUDENT IDENTIFICATION NUMBER (SID)
Students are issued a randomly assigned student identification number at the time of admission. Disclosure of social security numbers is not mandatory, except for the purposes of financial aid, Federal American opportunity tax credit, employment in any position at Shoreline including work study, and workforce or Employment Security reporting. Voluntary disclosure is authorized for the purposes of academic transcripts and assessment/accountability research. Your social security number is confidential and will be protected under the Family Educational Rights and Privacy Act.

*Summer quarter deadlines differ. Please refer to the Summer class schedule.
STUDENT IDENTIFICATION CARDS
A new I.D. requires valid photo identification (like a Washington State driver’s license or passport) and a copy of a class schedule indicating that tuition due has been paid or documentation of a funding resource for tuition payment. The first student I.D. card issued is free. If the I.D. card is lost, stolen or mutilated, replacement cards are $15. New I.D. cards issued due to a name change cost $5 and the name change must be completed in the Records Department in Enrollment Services before the new card is issued in the library.

TRANSCRIPT REQUESTS
Requests may be made in person, by mail or online. The Transcript Request form is available on the second floor of the 5000 building, or on Shoreline’s web site: www.shoreline.edu/transcripts.aspx. Online requests must be paid for by credit or debit card. For more information, phone (206) 546-4614.

OBTAINING INFORMATION
Information kiosks are located in Enrollment Services (5000 Building), Shoreline Bookstore, and the library, where students may view and print an unofficial copy of their records. This information can also be accessed via the Web at www.shoreline.edu.

HOLDS ON STUDENT RECORDS
Students who have been placed on academic suspension or who are under age 16 must meet with the Registrar before being allowed to register. Students who have outstanding debts to the college (such as traffic and parking fines or library fines) will not be allowed to register or make program changes until these have been cleared. Likewise, official transcripts will not be released until debts are cleared. The Registrar’s Office requires up to 24 hours to process the release of a hold on student records.

Students under conduct/disciplinary matters/outstanding parking citations can also be on hold and must meet with Dean of Students and/or Director of Security.

SCHEDULE OF TUITION AND FEES
As a Washington state public institution, Shoreline Community College is required to comply with all applicable state laws regarding residency classification.

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

1. The student is a US citizen, has permanent resident status, or is otherwise permanently residing in the United States under color of law; and
2. The student is financially independent* for the current calendar year and the calendar year prior in which the application is made; and
3. The student 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.

* If a student is not financially independent, then his/her residency is based on whether one or both parents/legal guardians have met all residency requirements.

Washington state laws require that new residents of Washington change out-of-state driver’s licenses and out-of-state 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.

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

1. Members/dependents of the US military or Washington National Guard; or
2. Students who are not US citizens and do not have permanent resident immigration status, but attended a Washington state high school for at least 3 years and have graduated (ref. HB 1079); or

Students should contact the Registrar’s Office for complete details regarding residency classification.
# Tuition and Fee Information (A)

<table>
<thead>
<tr>
<th>Resident</th>
<th>Non-Resident</th>
<th>U.S. Citizen or Eligible Non Citizen</th>
<th>Non-Resident</th>
<th>Non-Resident</th>
</tr>
</thead>
<tbody>
<tr>
<td>PART</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>1 credit</td>
<td>$104.46</td>
<td>$192.19</td>
<td>$276.46</td>
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<tr>
<td>TIME</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>2 credits</td>
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<tr>
<td>3 credits</td>
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<td>TIME</td>
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<tr>
<td>Over 18,</td>
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<td>$177.10</td>
<td>$268.26</td>
<td>$96.26</td>
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<tr>
<td>per credit (c)</td>
<td></td>
<td></td>
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</tbody>
</table>

NOTES:

(a) **Notice:** All fees are subject to change pending proposed fee increases by the Student Body Association and subsequent approval by the Board of Trustees, or further clarification of actions by the Legislature. Some courses may have additional fees for supplies or other charges.

(b) For purposes of being considered “full time” for funding from federal and state financial aid programs, Department of Veterans Affairs, Social Security, and most other outside agencies, a student is required to carry at least 12 credits.

(c) An additional operating fee of $86.26, $177.10, $268.26 and $48.13 per credit hour over eighteen (18) is charged for resident, non-resident citizen, non-resident non-citizen, and eligible veteran students, respectively, and may be subject to waiver for required vocational courses.

**Notice:** All fees are subject to change pending proposed fee increases by the Student Body Association and subsequent approval by the Board of Trustees, or further clarification of actions by the Legislature.

The tuition prices shown here were accurate as this catalog went to press. Tuition is subject to change by the State Legislature and State Board for Community & Technical Colleges.

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A student wishing to change his or her residency classification must petition the college by completing an original residency questionnaire form (obtainable online or in Enrollment Services) and by providing necessary documentation. This should be completed before registration, or no later than 30 days from the start of the quarter.

## Student Fees

### Audit Fee

Same as for credit fee.

### Credit by Examination (Challenge)

Per credit hour: $10. Contact the appropriate instructional division office for more information.

### Methods of Payment

MasterCard, VISA, cash, debit cards and personal checks are accepted.

### Senior Citizens (60 or Over)

Tuition is waived for up to two regular college credit classes on a space-available basis for credit or audit. There is a $5 fee for this service. Senior citizens must pay all applicable college and class fees.

### Special Fees

Many classes require special fees for equipment, laboratory use, materials or personal instruction. Such fees will be listed in the quarterly class schedule. A special selection process fee will be required when applying to certain programs.

### Student Union Renovation Fee

$4.40 per credit up to a maximum of $52.80 per quarter.

### Sustainability and Commuter Option Fee

Approved by student election, this $34.00 fee funds multiple service improvements to the campus such as increased bicycle rack access, parking improvements and reduced bus pass costs.
Student Technology Fee
An additional $4.40 per credit fee ($44 maximum) has been approved by Student Government to support technology for students. This fee is calculated into your total charges.

Transcript Fee
$5.00 per transcript, $30.00 to mail outside of the USA. There is a 3-5 business day processing period. Expedited transcript request require an additional fee of $20.00.

Refunding of Fees
A refund of fees is made either when a student officially withdraws from the college or when there is a partial withdrawal (reduction in credit hours).

Financial aid recipients may be required to repay some or all financial aid upon withdrawal, depending on the type of aid received, the documented last day of attendance and applicable rules and regulations governing financial aid. For refunds for financial aid recipients, see the Financial Aid section of this catalog.

REFUND POLICIES
Refunds are made according to the following schedule:

Before first week* of the quarter: full refund except for fees listed in the schedule of fees as non-refundable.

During the first week of the quarter: 100 percent of refundable fees. (Summer Quarter: see class schedule.) Withdrawal is not reflected on student transcript.

Second week of the quarter: 50 percent of refundable fees. (Summer Quarter: see class schedule.) Withdrawal is not reflected on student transcript.

Third week of the quarter: 50 percent of refundable fees. (Summer Quarter: see class schedule.) Withdrawal appears as a “W” on student transcript.

After the third week of the quarter: No refund will be issued. (Summer Quarter: see class schedule.) Students who withdraw from the college without complying with official withdrawal procedures, and students who are asked to withdraw by the college, do not receive a refund of fees.

Example 1: Student A officially withdraws during the first week of the quarter. Whether or not the student attended class, he or she is eligible for a 100-percent refund.

Example 2: Student B withdraws halfway through the third week of the quarter. The student is eligible for a 50-percent refund of tuition; the college retains 50 percent. (See Summer Quarter class schedule for equivalent.)

Note: Financial Aid recipients should refer to the examples in the Financial Aid section, since different regulations and percentages may apply.

Note: Student fees for Continuing Education classes are refundable up to two business days before the class begins.

Refunds are made if a class is cancelled by the college.

Note: Refund policy may differ for shortened or late-starting classes.

* For purposes of this policy a “week” consists of five consecutive days excluding Saturdays, Sundays and official college holidays or the Summer equivalent. E.g. If the first day of the quarter is a Wednesday, then the first week of the quarter is Wednesday, Thursday, Friday, Monday and Tuesday.
ADVISORS assist students with
• Identifying their educational goals,
• Developing strategies to achieve these goals,
• Obtaining information about admissions and registration, course placement and selection, transcript evaluation, graduation requirements, and transferring to a college/university,
• Understanding program prerequisites,
• Explaining Shoreline policies and procedures,
• Accessing transfer and planning guides, course equivalency guides, and locating campus resources.

Advising can take place in the instructional divisions, in the Advising and Counseling Center, or online. Instructional division advisors are contacted through posted office hours or by appointment. The Advising and Counseling Center is located in Room 5229 (FOSS Building) and is open from 8 a.m. to 5 p.m. on Monday-Thursday and 8 a.m. to 4:30 p.m. on Friday. Drop-in hours are available and appointments can be scheduled. Online advising is also available for students (http://new.shoreline.edu/eadvising).

COUNSELING
(206) 546-4559

Counseling Services provide a safe environment where students are helped to reach their academic goals through career, educational, and personal counseling. Through career, personal, and educational counseling, professional counselors work closely with students in an effort to promote a positive learning environment and educational experience. Shoreline offers only short-term counseling services.

Career counseling is available to help students identify their personal interests and abilities in relation to academic planning and the world of work. Career counselors provide both group and individualized career counseling using assessment and evaluation services offered at a minimal fee.

Educational Counseling is available to help students develop strategies that support their educational goals and academic success. Students learn a variety of skills: time management, test anxiety, stress reduction, goal setting, and study skills.

Personal counseling is available to help students overcome difficulties that present barriers to achieving their educational and personal goals. Professional counselors are also available for crisis counseling and psychological emergencies. Counselors provide both group and individual counseling services. Counselors also serve as campus and community referral resources for students, faculty and staff. To make an appointment, call Counseling Services at 206-546-4559.

Information shared during the course of personal counseling is confidential. There is no charge for counseling.

RESOURCES FOR STUDENTS

WORKFORCE EDUCATION AND JOB CONNECTIONS CENTER
(206) 546-5882

The Workforce Education and Job Connections Center, located on the ground floor of the 5000 (FOSS) building, provides students and the community with resources to find employment – be it a part-time job during school or a professional career after completion of a training program.

The Center posts announcements about current job openings, upcoming job fairs, and companies that are hiring.

Students who are uncertain about their future choice of career or program of study can access WOIS software – a career assessment tool that includes interest inventories, as well as information about various careers and training programs.

Staff is available to help students use the Center’s computers to access job banks, career information, and labor market information. Staff is also available to critique resumes and provide workshops on job search strategies.

The Workforce Education and Job Connections Center also houses, the Worker Retraining, Opportunity Grant, Basic Food Employment and Training, Plus 50 and Workfirst programs. Employment Security, Department of Human and Social Services and other Community Based Organizations are also represented.

For information on services call:

Front Desk/Information.................................(206) 546-5882
To Post a Job Opening.................................(206) 546-7842
Worker Retraining Program..........................(206) 546-6961
Cooperative Education Internship Program ....(206) 546-6961
Employment Security co-location ..................(206) 546-7842
Opportunity Grant Program..........................(206) 546-4695
Basic Food Employment & Training Program ... (206) 546-6967
Workfirst Program ......................................(206) 546-6957
Plus 50 Career Builder .................................(206) 533-6706
or email shorecareers@shoreline.edu.
EMPLOYMENT SECURITY CO-LOCATION
(206) 546-7842

The Washington State Employment Security Department has a representative on campus at Shoreline Community College to save you the time of traveling to your local office for service. The co-location representative is located in the Workforce Education and Job Connections Center and is available Monday-Friday 8:30 a.m.- 4:30 p.m. and offers a full range of support services including, but not limited to:

Unemployment Insurance Benefits Information and Assistance
- Help in understanding and completing Unemployment Insurance paperwork
- Assistance in completing Commissioner Approval for Training (CAT) applications for the Worker Retraining and other training/retraining programs
- Assistance in completing Training Benefits applications for the Worker Retraining and other training/retraining programs
- Liaison between claimant and the Employment Security Claims Center in resolving issues and problems regarding Unemployment Insurance Benefits
- Unemployment Insurance information and forms available

Employment Information and Job Referral
- Individual résumé assistance, labor market information, and job referrals

MULTICULTURAL CENTER
(206) 533-6618

The Multicultural Center is a place for people to meet, explore their cultural origins and work toward understanding, respect and appreciation of the diversity within our campus community and society.

The Center provides information and services that support students’ academic, personal and professional success. Students may explore strategies for reaching their educational goals and receive information about college and community resources. Students are encouraged to share life experiences and learn from one another during social and cultural gatherings. The Center, located in Room 9301 in the PUB, is open from 8am to 5pm Monday through Thursday and 8am to 4:30pm on Fridays. Summer hours may vary.

The Multicultural Center offers opportunities for skill and leadership development through workshops, conferences, and community service. The Center also sponsors presentations and performances that highlight aspects of diversity. Resources are available for college employees interested in integrating multicultural theory and perspectives into the curriculum or work settings.

OFFICE OF SPECIAL SERVICES

The Office of Special Services (OSS) is located in room 5226. Programs for students in OSS include Veteran’s Services, Services for Students with Disabilities, the Community Integration Program, support for students working with outside funding sources such as the Department of Vocational Rehabilitation or Labor & Industries and assessment and testing.

OSS program staff are committed to providing students with exceptional individualized service. This commitment to student service and satisfaction is demonstrated by service standards which include: attending to students promptly and courteously, maintaining strict confidentiality, making sure that students are referred to appropriate resources as necessary and ensuring that students are treated with dignity, respect and kindness.

Service for Students with Disabilities
(206) 546-4545

All students who qualify as having a disabling condition under section 504 of the Rehabilitation Act of 1973, the Washington Core Services bill or the Americans with Disabilities Act, may request accommodation or assistance from the Office of Special Services. Students with questions about qualification should contact the program office. It is the mission of the SSD program to ensure that the legal mandates are followed and that all students have access to educational programs, campus services and activities.

Examples of possible accommodations include; testing accommodation, note-taking assistance and referral for tutoring. Other services include referral for personal counseling, academic advising, career assessment, or other assistance as appropriate. Students requesting accommodation should call the OSS office at (206) 546-4545 or (TTY) (206) 546-4520 for information on specific accommodations or to make an appointment for assistance.

Students who are working with outside funding sources such as the Department of Vocational Resources or Labor & Industries may also call (206) 546-4645.

Veterans Programs
(206) 546-4645 or (206) 546-4545

Shoreline Community College has a nationally recognized Veterans Program. Our mission is to support student veterans and help make their experience at Shoreline Community College a success. Our services include assistance accessing and understanding GI Bill benefits, a Veteran specific academic advisor, military transcript evaluation, and determining tuition discount eligibility. Additional services include use of the Veterans Resources Center, connection with the campus V.E.T.S. Club, access to an on-site Vet Corps representative and referrals for disability resources, mental health & wellness counsel-
ing and community resources. The office is located in the FOSS Building, Room 5246.

Veterans and dependents who are planning to use Educational Benefits offered by the Veterans Administration while attending Shoreline Community College should attend a Veteran/Dependent Orientation or schedule a meeting with the Veterans Program Coordinator. VA application deadlines are extremely important and it is recommended that student Veterans contact with Veterans Program Office as soon as possible upon making the decision to enroll at Shoreline.

In addition to the help accessing GI Bill Education Benefits, Shoreline Community College provides eligible Veterans and National Guard Members a 50% discount on tuition. To be eligible, the Veteran must be a Washington state resident, provide a copy of Form DD214 which states the Veteran received an Honorable Discharge and the National Defense Service Medal for service in or support of those who served on foreign soil. Veterans and National Guard Members who meet the same criteria, but have not served their country on foreign soil, qualify for a 25% discount on tuition. Additionally, Shoreline Community College will waive 100% tuition for children or spouse of Veteran who has died or become totally disabled in the line of duty. For further assistance with tuition waivers, please contact the Veterans Programs Office.

Community Integration and Employment Program
(206) 546-5823 or (206) 546-4545

The Community Integration and Employment Program (CIEP) at Shoreline Community College is a grant funded program within the Office of Special Services. CIEP primarily serves adults with developmental disabilities and provides comprehensive individualized services in support of campus academics/integration and community-based employment. To receive services students must be eligible for funding through the State of Washington Developmental Disabilities Administration. For those not eligible for this funding, there is a private pay option. For more information or to schedule a visit, please call (206) 546-5823.

PARENT-CHILD CENTER
(206) 546-4690

The SCC Parent-Child Center (PCC) provides high quality child care and early learning for the children of students, state employees and community members. Students are eligible for discounted rates which are subsidized by SS&A funds. The center is licensed by the State of Washington for ages 6 weeks to 5 years. The PCC is also accredited by the National Association for the Education of Young Children (NAEYC). In addition, we are endorsed as an EcoHealthy Child Care Center.

The center collaborates with the Parent Education and Education Departments, as well as the Center for Service Learning and many other areas on campus. The PCC functions as an instructional laboratory/demonstration site serving as an observational and practicum site for students in both vocational and academic programs.

The center is open from 7:00 am until 6:00 pm Monday through Friday. Both part-time and full-time options are available. The center is closed state holidays and eight days per year for staff training and professional development. The center has a child nutrition program that provides a breakfast, lunch and pm snacks. The PCC is located in the 1900 building.

For more information visit our web page: www.shoreline.edu/parentchildcenter/.

SCC FOUNDATION
(206) 533-6783

The Shoreline Community College Foundation is dedicated to increasing student access and success at Shoreline Community College through raising funds, building partnerships and advocating for students and the college. The SCC Foundation offers scholarships and also provides emergency financial assistance to eligible students with pressing needs. The SCC Foundation currently manages a variety of accounts and endowments on behalf of generous donors and SCC departments for the benefit of students. A volunteer board of directors composed of representatives of community leaders, business and industry, alumni and educators governs the SCC Foundation. Please visit the SCC Foundation office in Room 1005 in the Administration Building or check the website for further information at www.shoreline.edu/foundation/.

WOMEN’S CENTER
(206) 546-4715

The Women’s Center reflects the college’s commitment to student success and educational excellence. It supports women and men who are exploring or pursuing educational opportunities by providing an array of services and initiatives that are grounded in principles of equity and inclusiveness.

The Women’s Center is a comfortable place for sharing information and learning about college and community resources. The Center, located in Room 9301 in the PUB, is open from 8 a.m. to 5 p.m., Monday through Thursday, and from 8 a.m. to 4:30 p.m. on Fridays. Summer hours may vary. Students and community members have access to these services:

Information and Resources

Personalized referrals are provided to individuals with questions about housing, legal assistance, child and health care, financial matters, and other concerns. Information about financial resources for college students is available.
Learning Opportunities
Lectures, performances and workshops are held each quarter to increase awareness of different issues and perspectives.

LEARNING ASSISTANCE CENTERS

The Writing & Learning Studio
(206) 546-4101 ext. 4308
The Writing & Learning Studio (TWLS) provides opportunities for students to develop writing, reading and study skills in a friendly lab environment. Resources include student success workshops, English lab credit courses, instructional handouts and free tutorial assistance for reading and writing across the curriculum (e.g. essays, reports, research papers, etc.). Walk-ins are always welcome. TWLS is located in Room 1501.

Math Learning Center
(206) 546-5825
The Math Learning Center (MLC), located in the 2200 Building, serves students in math courses from arithmetic through calculus. The MLC provides individual assistance and the opportunity for students to work in groups. Equipped with computers, graphing calculators, videos and printed materials, the MLC provides a supportive environment for students studying math.

English as a Second Language
(ESL/GED Computer Lab)
(206) 546-6624
The ESL/GED Computer lab is located in Room 1721 and provides students with additional assistance towards learning English as a second language. The lab is equipped with computers and training modules to enhance the study of the language. Students may drop-in during open lab hours.

Biology/Chemistry Learning Center
(206) 546-7852
The Biology/Chemistry Learning Center, located in Room 2717, serves students in all Chemistry and Biology courses. This is a drop-in center where tutors and faculty can provide individual assistance.

INTERNATIONAL EDUCATION
(206) 546-4697
(206) 546-7854 - Fax
Website: www.shoreline.edu/international
Shoreline Community College is committed to global education and engagement. We welcome international students from around the world to study in our university transfer, professional/technical and English as a Second Language programs.

The International Education (IE) department provides services to assist international students with admissions, immigration, college orientation, cultural adaptation, academic advising, and social and leadership activities.

International Education engages with local, national and international partners and organizations, offering programs to advance global awareness, understanding and cultural exchange.

Study Abroad
Shoreline Community College encourages students to study abroad. As members of the Washington State Community College Consortium for Study Abroad, the College is committed to providing opportunities for students to travel and study abroad. The International Education department provides study abroad advising to students and support to faculty members leading Shoreline’s study abroad programs.

GLOBAL AFFAIRS CENTER
Website: www.shoreline.edu/gac
The Global Affairs Center is a hub for encouraging critical thinking, dialog and engagement on global issues. Programs sponsored by the center promote awareness and intercultural understanding among students, college employees and community members. Activities include:

• Symposia – Evening events based on current global issues
• Global Eyes – Daytime events that highlight student, college employees and community member global interests and experiences
• Great Discussions – Small-group discussions about specific foreign policy issues
• Learning Moments – Impromptu discussions of current global events, such as humanitarian emergencies, economic crises, and political changes

Partnerships
• The Worldly Philosophers and Dismal Scientists Society student club
• The University of Washington Evans School of Public Affairs/Humphrey Fellows Program
• Global Washington
• The World Affairs Council of Seattle
• The Washington Council on International Trade
• The Washington State China Relations Council

TUTORING
(206) 546-7852
Tutoring Services is located in Room 4203 of the Library. Tutoring Services provides free tutoring for any subject a student is registered for. On average students may receive two hours per week of individualized tutoring support per class registered for. Students may also find jobs as tutors through Tutoring Services. Additionally, a number of drop-in centers are also available on campus for academic assistance.
new Student Orientation is an important step in becoming a successful college student at Shoreline. This is the point where students learn about the college and what it has to offer. Students planning to complete a college transfer degree (Associate of Arts, Associate of Science, or DTA) or a Professional-Technical degree or certificate should take part in both the Online Orientation and On-Campus Advising and Registration Appointment.

The Online Orientation will
- Provide you with information about resources, services, classes and policies,
- Familiarize you with the college’s degree or certificate programs,
- Prepare you to talk with an advisor about your class schedule, and
- Explain the registration process.

The On-Campus Advising and Registration Appointment will
- Provide you with the opportunity to meet advisors and other new students,
- Learn about college resources,
- Select classes,
- Get registered, and
- Identify your assigned advisor.

More information about both the Online Orientation and On-Campus Advising and Registration Appointment can be found on the Advising website: www.shoreline.edu/advising/orientation.aspx

Shoreline’s Testing Center provides a variety of testing services for potential, current, and returning students, as well as for those from other colleges who need proctor services, and those needing to take the GED.

The Compass test is a required, computerized placement test for new or returning students. It is untimed, and assesses reading, writing, and mathematics skills to ensure accurate placement in English and math courses. The Testing Center provides all materials for the exam (calculator, pencils, etc.). Test results are immediately available and retakes are possible, but check with the Testing Center for current departmental policies on how many times one can retake the test. A copy of your results are available immediately. Take them with you to orientation and/or advising appointments.

Compass scores are generally valid for 2 years, but check with an advisor for specific information as some programs require current scores.

Students are encouraged to make an online appointment for the test prior to registering for classes. Detailed information about the Compass test, including study guides, other testing services, and test schedule can be found at our website listed above.

If you have a BA or BS degree and are returning to college, it may not be necessary for you to take the COMPASS test. Consult with an advisor before making an appointment and/or paying for the test because test fees are non-refundable.

Potential and enrolled students who are non-native English speakers and who have been in the United States less than 4 years should have their English skills assessed, according to the policies and procedures of the English as a Second Language (ESL) program described in this catalog.

Financial Aid
(206) 546-4762

Shoreline offers financial assistance to eligible students enrolled in an eligible degree or certificate program at the college. Eligibility is determined by federal and state regulations based on information students and parents report on the application forms. Students might receive aid in the form of grants, employment or student loans.

Students are encouraged to complete the federal FAFSA form as soon as possible after January 1 for the following academic year which starts at Shoreline in summer quarter. Financial aid files complete by early deadline, with all the required documents, will be given priority consideration for available funds.

To apply for aid, students must:
1. Complete the FAFSA (Free Application for Federal Student Aid) and submit it to the federal processor. Students apply using the Internet. Information is available in Financial Aid, 5000 Building, and at high schools and public libraries. The web application can be located at www.fafsa.gov; students and parents can request a financial aid PIN at www.pin.ed.gov to use to electronically “sign” the FAFSA and for other electronic federal financial aid processes.

2. Complete the Financial Aid Data Sheet for Shoreline
3. Students in transfer degrees must have academic transcripts from prior colleges attended in the last 10 years submitted to the Admissions Office and evaluated for credits that can transfer to Shoreline; and
4. Submit all additional documents as required by the Financial Aid Office.

5. After a file is complete, eligibility for aid will be determined, and students will be notified by email. Student loans require an additional application. The Data Sheet and other forms are available on Shoreline’s Financial Aid office web site: www.shoreline.edu/enrollment-services/financial-aid/forms.aspx
STUDENT SERVICES

General Eligibility Requirements
To receive financial aid, federal regulations require that students must:

- be eligible according to federal calculations based on the FAFSA;
- have a high school diploma or GED;
- be enrolled in an eligible degree or certificate program;
- be a U.S. citizen or eligible non-citizen;
- have a valid Social Security Number;
- make satisfactory academic progress;
- sign the FAFSA statement certifying that they will use financial aid only for educational purposes;
- not be disqualified based on a conviction for a drug-related offense;
- certify that they are not in default on a federal student loan and do not owe a repayment of a federal grant; and
- be registered with the Selective Service, if required;
- not be currently enrolled in high school.

Additional eligibility notes:

- Students generally must be enrolled for at least half time (6 credits) in eligible credits to receive aid; students enrolled for less than half time might be eligible for a limited amount of federal Pell Grant and Washington State Need Grant assistance.
- A student must be an undergraduate to receive grants. Students who have received a bachelor’s degree or its equivalent or a first professional degree are not eligible for grants, but they are eligible for student loans. As required by federal regulations, this includes unaccredited or foreign schools and schools not accepted or recognized by Shoreline.
- Students cannot receive financial aid from two schools at the same time.
- Shoreline participates in study-abroad programs approved for academic credit. Eligible students may receive financial aid through available grant and loan programs offered at Shoreline.

Types of Aid Available

GRANTS AND WAIVERS

Federal Pell Grants
This federal grant is available to eligible students enrolled at least part-time. In some cases, limited amounts of Pell Grants may be available to students enrolled for less than six credit hours. Grants will be awarded in amounts up to $5,775* for the 2015-16 academic year. Determination of the amount is based on the FAFSA application information submitted by the applicant to the federal processor.

*subject to change

Supplemental Educational Opportunity Grants (SEOG)
These federal grants are available to students with exceptional financial need and range from $100 to $1,925 for the year. Priority is given to students with the greatest need who meet the priority deadlines.

Washington State Need Grants
These are available for state residents. Students must meet other criteria established by the state.

Shoreline Grant, Tuition and Fee Waivers
These are available for state residents enrolled for at least 6 credits. The state permits colleges to award this grant and/or to waive a portion of resident tuition and fees for a limited number of eligible students.

EMPLOYMENT

Federal and State Work-Study
Work Study is a program in which students are employed and earn money to help pay for their educational expenses. Paychecks are received twice each month for the hours worked. The earnings are partially subsidized by federal and state funding. Jobs are available on and off campus.

Shoreline Community College participates in federal loan programs including the federal Direct Loan (subsidized and unsubsidized), parent PLUS loan and Nursing Loans. Students are encouraged to borrow as little as possible, as cumulative debt by the end of college can be financially difficult.

More information about the federal Direct Loan program is available in the Financial Aid Office and on the Internet at www.studentloans.gov.

Subsidized Direct Loans
The maximum loan is $3,500 per academic year for first-year students and $4,500 for second-year students (must have completed half of the required credits in their program of study). Eligibility for the subsidized Direct Loan is based on financial need as determined using the federal FAFSA application and the credits completed in their degree program.

Unsubsidized Direct Loans
Unsubsidized Direct Loans are not based on financial need. First-year dependent students may borrow up to a combined maximum of $5,500 in subsidized and unsubsidized Direct Loans. Second-year dependent students with at least half of the required credits completed in their degree program may borrow up to a combined maximum of $6,500. Independent students may borrow up to $6,000 in unsubsidized Direct Loans in addition to
the maximum subsidized amounts for first or second year, depending on need and the cost of attendance (see Estimated Costs of Attendance).

The interest rate on the Subsidized loan is 4.66% and Unsubsidized loan is 4.66%**. Interest is paid by taxpayer funds on the Subsidized loan while students are enrolled at least six credits and during the six-month grace period. Loan Entrance counseling is required for first-time borrowers, and Exit Counseling is required for all students when they leave school. The counseling is completed at www.studentloans.gov. To borrow a student loan, students must complete the Master Promissory Note at www.dlenote.ed.gov and submit the Direct Loan Request form to the Financial Aid office which is available in the office or at www.shoreline.edu/enrollment-services/financial-aid/forms.aspx, “Forms.”

If a Direct Loan recipient’s enrollment drops below 6 credits during a quarter, the college is required by the U.S. Department of Education to cancel the student’s loan. The student is no longer eligible to receive any further funds from the original loan application. The student must be re-approved for the receipt of further loan aid, and must submit a new student loan request form.

**Parent PLUS Loans**

Parent PLUS Loans are available for parents of students who have first completed the FAFSA and financial aid application process. Parents must complete the Master Promissory Note at www.dlenote.ed.gov and submit the Parent PLUS Loan Request form to the Financial Aid office. The PLUS Loan form is available in the office.

**Nursing Loans**

Students admitted to the Nursing Program may borrow up to $2,500 a year. These funds are available to those who demonstrate need. These loans must be repaid during a 10-year period after completing the degree program. Interest is paid during the repayment period at 5 percent.

**Short-Term/Emergency Loans**

Who may borrow? Continuing students with a 2.0 GPA. A cosigner may be required.

Conditions of the loan: Loans are granted for resident tuition, books, and emergencies. The maximum amount a student may borrow is the amount needed for the quarter’s books, or the amount needed to pay resident tuition, or $150 for emergencies.

Service charge and repayment: A service charge of $5 is placed on each loan. To assist as many students as possible with these limited funds, a short-term loan must be repaid within 60 days of the date of the promissory note, and no later than the end of the quarter in which the loan is made.

**How to apply:** Students must apply in person through the Women’s and Multicultural Center. The application may require additional documentation.

**SHORELINE SCHOLARS FOUNDATION**

Shoreline Community College, the Shoreline Community College Foundation and other philanthropic partners combine efforts on a new scholarship program called Shoreline Scholars that launched March 27, 2015. The Shoreline Scholars Program for 2015 is for residents of Shoreline and Lake Forest Park who will be graduating from high school this spring. Home-school students are also eligible to apply. Shoreline Scholars may receive up to a full tuition scholarship for two years in any field of study, including university transfer or professional/technical programs. Qualification for the scholarship is based on demonstrated financial need and academic achievement. The specific criteria for qualification are available at www.shoreline.edu/shoreline-scholars and may be adjusted from time to time.

**SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID RECIPIENTS**

Satisfactory academic progress toward a degree or certificate must be maintained to be eligible for financial aid. Students must meet the academic standards of the college and the requirements of the financial aid policy for progress. A complete copy of the policy is available in the Financial Aid Office and is mailed with each initial notification of financial aid. The policy is also available at www.shoreline.edu/enrollment-services/financial-aid/forms.aspx.

Academic performance is evaluated each quarter and on an annual basis, according to the Registrar’s grade reports and/or an instructor’s report. Each quarter, full-time students are expected to register for and complete a minimum of 12 credits with at least a 2.0 grade point average (GPA). Students must achieve and maintain at least a 2.0 cumulative GPA. Students are also expected to complete at least 75 percent of all credits they attempt, the Federal “pace” requirement.

Grades of 0.0, H, I, N, NC, V, W, Z and audited classes do not count toward completed credits. At the end of each quarter, students who complete fewer than credits registered are on warning or cancellation status. Students may reinstate eligibility by achieving a cumulative g.p.a. of at least 2.0 and a 75% completion rate. Aid is normally available for 125 percent of the number of credits required for the program of study. All credits attempted, including withdrawals, are counted toward the 125 percent limit.

If unusual circumstances prevent a student from making progress, students may submit a written petition to request that their eligibility for aid be reinstated. Students might attach supporting documentation to their petition.

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* *Interest rates and other conditions are subject to change, and the federal government pays interest charges for students only on subsidized Direct Loans for students enrolled at least half time.
ESTIMATED AVERAGE COSTS
OF ATTENDANCE FOR FINANCIAL AID
The following estimated average costs will be used to
determine financial aid eligibility for a state resident
attending full-time for three quarters (nine months) in
the 2015 - 2016 academic year. The tuition and fee
amounts are determined primarily by the State
Legislature; the other expenses are estimated averages.

<table>
<thead>
<tr>
<th></th>
<th>Living with parents or relatives</th>
<th>Living away from parents or relatives</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition &amp; Fees*</td>
<td>$ 4,164</td>
<td>$ 4,164*</td>
</tr>
<tr>
<td>Books &amp; Supplies</td>
<td>1,050</td>
<td>1,050</td>
</tr>
<tr>
<td>Rent, Food, Utilities</td>
<td>3,270</td>
<td>9,780</td>
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<tr>
<td>Transportation</td>
<td>1,380</td>
<td>1,350</td>
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<tr>
<td>Personal &amp; Miscellaneous</td>
<td>1,680</td>
<td>1,860</td>
</tr>
<tr>
<td><strong>Estimated Total</strong></td>
<td><strong>$ 11,544</strong></td>
<td><strong>$ 18,204</strong></td>
</tr>
</tbody>
</table>

Expenses will vary depending on special program costs,
non-resident tuition, daycare and other factors. The stu-
dent budget is revised annually to reflect current costs.

QUALIFYING SKILL-BUILDING COURSES
The following courses are designed to increase the ability
of a student to pursue a course of study leading to a cer-
tificate or degree offered by Shoreline Community
College. Classes acceptable for financial aid will be fund-
ed to a maximum of three (3) quarters or 45 credits.
(Tutorial and audit classes are not acceptable.) All other
provisions of the Satisfactory Academic Progress Policy
must be met by financial aid recipients.

- Biol 090
- Chem 090
- Engl 090
- Engl 080
- Engl 081
- Engl 082
- Engl 087
- Engl 089
- Styk 099

Adult Basic Education/English as a Second Language courses
[050091] are not eligible for financial aid.

RIGHTS AND RESPONSIBILITIES

Rights
All financial aid recipients have the right to review their
financial aid file for the accuracy of the information con-
tained therein and submit corrections. Confidential infor-
mation covered under the Privacy Act may not be reviewed
without prior approval of the individual concerned.

Responsibilities
Students and their families have the primary responsibility
for paying for their educational expenses. In addition to
expected contributions from parents, students are expected
to contribute from their savings and earnings. Federal and
state financial aid programs are intended to supplement,
not replace, the resources of a student’s family.

Students are responsible for:
- knowing when their tuition, fees and other charges
  are due;
- understanding when and how financial aid funds
  will be available to help pay expenses;
- ensuring that they have other funds to pay their
  remaining expenses, if financial aid does not cover
  all expenses;
- completing all applications clearly and completely,
  and submitting all additional documentation
  required by the Financial Aid Office;
- reading and understanding all information mailed
  to them related to financial aid;
- knowing the financial aid requirements for
  Satisfactory Academic Progress;
- completing all credits each quarter for which they
  receive financial aid with at least a 2.0 G.P.A.;
- informing the Financial Aid Office if they will
  receive agency funding or a scholarship to help pay
  their expenses at Shoreline;
- notifying the Financial Aid Office immediately
  when they officially withdraw from classes (or when
  they withdraw unofficially by stopping attendance
  in their classes); and
- starting each quarter with their own money to pay
  for their initial expenses, as financial aid checks are
  not available until after the first day of the quarter.

Withdrawal from Classes: Should it become necessary for
a student to withdraw from classes, he or she should
obtain a Schedule Change Form from Registration. The
form should be completed and returned to Registration
so that the Financial Aid Office is notified. Students
should indicate their last day of attendance on the
Schedule Change Form (add/drop form). If required,
students might have to repay a portion of the aid they
received (see following).

Withdrawal or Not Completing Credits
After Receiving Financial Aid: Requirements for
Repayment and Return of Aid
When students receive financial aid, either by check
or by having tuition or other charges paid electronically,
they are expected to complete the credits for which they
received the aid.

When students officially or unofficially withdraw from
Shoreline after they receive financial aid, or if students
complete zero credits in any quarter they received finan-
cial aid, they might have to repay a portion of the aid
they received.

Shoreline uses the federal “Return of Title IV Funds”
requirements to calculate the amount of federal financial
aid that must be repaid by students and the amount that
must be returned to the federal aid programs by Shoreline.
This calculation is based on the withdrawal date.

The federal calculations generally use a student’s date of official withdrawal or the last documented date of attendance in class to determine the amount of federal financial aid (Title IV FSA program funds) that the student did not “earn” by remaining enrolled. The amount of Title IV aid funds that the student received in excess of the standard costs of attendance for the time in class must be repaid or returned to the student aid programs.

For the State Need Grant and for the Shoreline Grant, Shoreline’s Institutional Refund policy is used to determine the amounts that must be returned to these state aid programs, and to determine the amount of non-institutional expenses for the calculation of state aid that must be repaid by students.

State funds used for institutional charges will be returned after federal Title IV aid funds. The federal and state aid funds will be returned in the following allocation order: Unsubsidized Federal Direct Loan, Subsidized Federal Direct Loan, FFEL PLUS loan, Federal Pell Grant, FSEOG, State Need Grant, and Shoreline Grant (state 3½% funds).

Students are expected to notify the Financial Aid Office immediately when they withdraw officially (or when they withdraw unofficially by stopping attendance in their classes). If students owe a repayment of financial aid, they will not be eligible to receive aid in the future until they have repaid the full amount owed.

This policy is subject to change, and a complete copy of the current policy for repayment and return of all aid types is available in the financial aid office.

Concurrent Enrollment
Students are allowed to receive financial aid only from one college for the same enrollment period – they are not allowed to receive aid from two colleges at the same time. Students attending two colleges simultaneously (concurrent enrollment) are eligible to receive aid only from the college at which they are seeking a degree or certificate.

WORK BASED ASSISTANCE
Worker Retraining Program
The Worker Retraining Program, located in the Workforce Education and Job Connections Center, provides excellent opportunities for skills upgrades or career retraining for dislocated workers and displaced homemakers as well as other populations.

Students can select any one of over 50 professional-technical programs – from a one-quarter skills upgrade to a two-year degree program. Students can receive at least one quarter of tuition assistance from the college, plus referrals to other funding sources that may provide up to two years of additional funding. Depending on the availability of funds and the student’s eligibility, financial assistance for books and funds for placement testing may also be available.

The program serves people who are currently receiving unemployment insurance or who have exhausted their unemployment insurance in the past 48 months. Displaced homemakers, as well as other populations, may also qualify for the program.

At the Workforce Education and Job Connections Center, students have access to on-site representatives from Employment Security, Department of Social and Human Services, and various other funding sources. The Worker Retraining Program also coordinates closely with the Financial Aid office at SCC. Worker Retraining students receive priority registration, educational planning, enrollment assistance, and job search assistance.

Orientations with program information are held every Wednesday. To find out about the next orientation session, call (206) 546-5882, visit the Workforce Education and Job Connections Center, or sign-up at www.startnextquarter.org

WorkFirst
The WorkFirst Program provides job-related training and tuition and books for clients who are TANF eligible. For eligibility requirements, call (206) 546-6957.

Available Services Include:
■ financial aid and assessment for tuition and books;
■ career interest tests;
■ career placement assistance;
■ work study opportunities;
■ employment preparation – the resume, the interview, job search strategies;
■ employer interviews on campus; and
■ Internet career assistance.

The Basic Food and Employment Training Program
Students who are receiving DSHS Basic Food Assistance may be eligible for the Basic Food and Employment Training Program. This program provides tuition, fees and books for Basic Food recipients who are interested in professional technical training.

The Opportunity Grant
(206) 546-4695, FOSS Bldg. 5101
This funding source is for Washington state residents who are income eligible and do not already have an Associates or higher degree from a U.S. school and is only for students enrolled in, or enrolling in, Accounting, Automotive, Business Technology, Clean Energy Technology & Entrepreneurship, Early Childhood Education, Health Informatics & Information Management, Manufacturing, Nursing Assistant Certified, Office Technology, Phlebotomy, and Visual Communication Technology. Eligible students receive tuition/fees and books/supplies.
INTERNSHIP PROGRAMS
For internship opportunities see our Workforce Education and Job Connections Center on the first floor of the FOSS Building. Call 206-546-6930.

OTHER STUDENT SERVICES
BOOKSTORE
(206) 546-4732
The College Bookstore, on the lower level of the PUB (9000 Building) stocks textbooks, class required supplies and materials as well as college related reference books. The bookstore stocks specialized materials such as nursing scrubs and supplies, and required kits for art, engineering, manufacturing classes, etc. The bookstore also stocks art, photography and office supplies, as well as gifts, greeting cards and Shoreline logo clothing. The bookstore has recently expanded food, snack and beverage offerings, and now offers fresh brewed coffee and many other convenience items.

The bookstore accepts cash, MasterCard and Visa and personal checks with student picture ID.

Fall, winter and spring quarter normal hours are 7:30 am to 5:00 pm, Monday through Thursday, and 7:30 am to 4:00 pm Friday.

The bookstore is open extended hours the first week of the quarter. Hours vary for summer quarter and the time period between the end of summer quarter and Labor Day. Open hours are posted, and are available on the information phone line: (206) 546-4731 and on the website www.shorelineccbookstore.com.

Online Bookstore
Students are encouraged to take advantage of the bookstore website which can be accessed directly at http://www.shorelineccbookstore.com or via links from the Shoreline Community College web page. This site is operational 24 hours a day, 7 days a week. Students may purchase textbooks at this site and have the books shipped to their home address. Purchases made online must be paid with a MasterCard or Visa. The site provides up-to-date information about textbook availability and pricing, buyback and store hours.

Textbook Rental Program
Each quarter selected textbooks, both new and used, are available to rent. To rent a textbook a student must have a current Shoreline ID and a credit card. At the end of the quarter the rented textbooks are returned to the bookstore by a designated due date. Students that fail to return rental books are charged the replacement cost plus a handling fee. The rental price of a textbook is approximately 30-50% less than purchasing the book. With a few exceptions most financial aid sources allow students to decide between purchasing and renting textbooks.

Textbook Buyback
At the end of each quarter during exam week, the bookstore invites a used book wholesaler to conduct a textbook buyback. There are two levels of pricing for books; 50% of the new retail price will be paid for books that the bookstore needs for the upcoming quarter. Need is based on the information the bookstore receives from the instructors and the level of bookstore stock. Books that the bookstore does not need are bought back based on current national demand. These books are shipped to the wholesalers warehouse for resale. Wholesale prices are approximately 10-30% of the new retail price. Out-of-print books and old editions are not in national demand and therefore may have no buyback value.

CAMPUS SECURITY
The Shoreline Community College Safety and Security Department provides security seven days a week, 24 hours a day. The Safety and Security department manages traffic safety, parking, emergency preparedness and response and crime prevention. This department works closely with Shoreline Fire and Police Departments.

The Safety and Security Department is located in the FOSS Building (Building 5000) in room 5102. The business line for the office is (206) 546-4633. For emergencies and/or after hours and weekends, a security officer can be reached by dialing 4499 from any campus or blue light phone, or (206) 235-5860 from a cell phone. To contact Shoreline Police and Fire Departments directly from campus phones dial 9911 or 911 from pay phones or cellular phones.

Contact the Safety and Security Department for:
Emergencies (any fire, medical, or disasters); Crimes on campus, including damage to campus facilities or property, or traffic collisions, disputes, parking or other violations.

For Emergencies during daytime hours – call the Safety & Security Office at ext. 4463 (campus phone) or (206) 546-4463.

For Emergencies after hours (4:30pm) or on weekends call ext. 4499 (campus phone) or (206) 235-5860.

Do not need to dial a number or ext. at a Blue Light Phone.
DENTAL HYGIENE CLINIC
(206) 546-4711

Shoreline Community College Dental Hygiene Clinic provides a number of dental services to adults and children who would like affordable dental care. The clinic dentists provide dental exams. Dental hygiene students, with supervision of instructing licensed dental hygienists, provide teeth cleaning, x-rays, fluoride treatments, sealants and selected fillings. This is an educational setting so appointment times are restricted to open clinic times.

FOOD SERVICE
(206) 546-6918

Lancer Hospitality, provides food service on campus. Services include cafeteria dining, deli/espresso, catering services and vending. The majority of these services are provided from the PUB location. Lancer strives to provide a variety of healthy dining options tailored to the diverse college community.

Food service needs for persons with disabilities should be addressed to the college Americans with Disabilities Act compliance office, located in the Human Resources Office in Building 1000. Additional information is available at www.dineoncampus.com/shoreline.

HOUSING

Shoreline Community College is designed to serve students who commute to the campus and maintains no dormitories or other housing.

INSURANCE

Student accident/health insurance (and/or other types of insurance) may be required in some programs. Students with F-1 visas must either obtain their own health insurance or purchase an insurance plan through Shoreline. More information is available at the International Education Office in the 9000 (PUB) building. Students may obtain health insurance coverage(s). A Injury and Sickness Insurance Plan brochure as well as Student and Family Dental Plan information request card are available at the Cashier’s Officer in the 5000 (FOSS) building.

PARKING AND TRANSPORTATION

Campus Security is charged with the responsibility of establishing rules and regulations for pedestrian, vehicular, and non-vehicular traffic on property owned, operated, and/or maintained by the College. Parking and traffic laws are granted to the college by RCW 28B.50.140(10) to provide a fair and uniform method of regulating such rules and regulations. Failure to abide by these laws may result in a fine, as well as being considered a violation of the code of student conduct.

Due to the high demand for daytime parking, a shuttle bus and van service is available free to students at the rear of the Sears parking lot on N. 160th St and Aurora Ave. (Enter the parking lot off N. 160th St.) The shuttles operate between 8:00 am to 4:00 pm, Monday–Thursday and 8:00 am to 2:00 pm on Fridays. There is no shuttle service during Summer Quarter, Quarter breaks, State Holidays or other school closures. You do not need an SCC parking permit to park at the Sears lot. For further information, please go to: http://new.shoreline.edu/map/sears-parking-shuttle.aspx

Weekend and evening parking requires a permit. Students can park in staff lots after 4:00 pm. Quarterly parking permits are required for all students that wish to park on campus. One pre-purchased student permit allows you to park on campus in all student lots for both day and evening classes. The fee is $45 plus tax per quarter. Permits can be purchased at the Cashier’s Office (2nd floor of the 5000 building), and the Bookstore (1st floor of the 9000 “PUB” building.) (Price is subject to change.) Purchase of a parking permit does not guarantee you a parking space. Student parking permits must hang from your vehicle’s rear view mirror facing outward in order to be valid.

For vehicles transporting two or more students at the same time, a limited number of carpool permits are available at the Safety & Security Department, room 5102. Carpool permits are free of charge and allow parking in the Greenwood Parking Lot only.

Motorcycles and bicycles must park in designated areas only. Please obtain a parking lot map at: http://new.shoreline.edu/safetyandsecurity/bikesandmotorcycles.aspx to locate the appropriate parking area for your cycle. Motorcycles do not need a parking permit.

Disabled parking is available on campus. A valid Washington State disabled parking placard is required to park in disabled parking spaces.

There is no student parking allowed at any time in the Visitor Lot. Students parking in the Visitor Lot will be cited. Multiple unpaid violations will result in your vehicle being impounded (towed).

Illegal parking will result in fines and/or having your vehicle impounded (towed). It is illegal at all times to park in roadways, fire lanes, bus zones, loading zones, on walkways or pedestrian paths, landscaped areas, curbs zoned with red, areas with “No Parking” signs, or in service driveways. Other violations that may result in your vehicle being impounded include: blocking a fire hydrant, blocking another legally parked car, double parking, parking in a marked tow away zone, or having outstanding unpaid citations at SCC.

Fines are payable at the Cashier’s Office. If you believe a ticket was unjustified, you may fill out a citation appeal form at the campus Safety and Security Department.
(5102). Appeals must be filed within 5 working days of the date on the ticket; after that time you are required to pay the fine, and may not appeal.

For further assistance with parking, citations, appeals, and questions, please contact the Safety and Security Department at (206) 546-4633 or stop-in Room 5102, Mon-Fri, 8:00 am to 4:30 pm.

**Suggestions for Easier Parking**

- The Greenwood Avenue North lower lot usually has parking available throughout the day.

- Consider taking classes in the afternoon and at night, when parking is readily available in most student lots.

Please be considerate of our surrounding community by adhering to the speed limits, not parking in residential neighborhoods, and keeping all of our streets free of litter.
Student Life

Shoreline Community College encourages students to take advantage of our services and facilities, and welcomes student involvement in campus activities and special events. Students are offered many opportunities to become involved in the campus community through attendance at special educational programs offered outside of the classroom, through participation with clubs and organizations that plan these programs, through participation in recreational or intercollegiate sports, and especially through working with the outstanding students, professional staff, and faculty who support these programs. Students can learn valuable skills and develop lifelong friendships by taking leadership roles in campus organizations. Your participation in the extracurricular programs that help define campus life is always valued and will broaden your educational experience at the college.

STUDENT LEADERSHIP CENTER
PUB, Room 9301
(206) 546-4654

Shoreline Community College offers students unique educational opportunities for student leadership, co-curricular learning, service learning, social interaction, cultural expression, and recreational experiences. Students are encouraged to explore student clubs and organizations, performing arts, publications, intramural and intercollegiate sports, and college governance opportunities. Many of these programs are organized to supplement classroom learning, while many others are developed in response to student interest. Through participation in campus organizations, students can build lasting friendships, experience unique educational opportunities, and establish support systems of peers, faculty and staff advisors. A list of active clubs and organizations is available in the Student Leadership Center.

Many leadership opportunities are available for students to learn how to conduct meetings, how to recruit members and develop organizations, coordinate events, develop learning and outreach activities, communicate with diverse groups, manage budgets and promote programs. The Student Leadership Center also offers ongoing leadership training.

STUDENT GOVERNMENT
PUB, Room 9301
(206) 546-4541

The Student Body Association (SBA) serves as the recognized representative of Shoreline Community College students on campus. Student leaders provide a student perspective to the college on campus life and the quality of educational programs and services on campus. Student leaders have the opportunity to address the Board of Trustees, staff members and governance committees on issues that are important. They serve on faculty appointment review committees and on faculty and administrative hiring committees, and participate in developing the strategic plans, policies and priorities of the college.

Student Government also allocates funds to student clubs and organizations and provides support and advocacy for these groups. Student Government is an active participant in fostering the mission of Shoreline Community College, and it has provided leadership for many innovations on campus, including the creation of the Multicultural Center, the creation of the Student Technology Fee and the renovation of the Pagoda Union Building (PUB).
The SBA manages the Student Services and Activities Fee, the Student Technology Fee, the PUB Renovation Fee and the Sustainable Commuter Option Fee. The SBA also provides recognition of new student clubs and organizations, and serves as a forum for student issues and concerns. Responsibilities of the SBA, including the structure of standing committees on Budget and Finance, Constitution and Bylaws, and Communications, are outlined in the Student Body Association Constitution, available in the Student Leadership Center.

The Student Body Association President appoints student representatives to campus governance committees and to faculty Appointment Review Committees. The Student Advocate receives any student complaints and serves as a referral source for resolving these issues. The Minister of the Treasury maintains accurate records for the PUB Reserve funds and provides accessible supplemental funding packets for clubs and organizations. Students are encouraged to visit the Student Leadership Center to inquire about leadership opportunities available through Student Government.

**INTERCOLLEGIATE ATHLETICS**

(206) 546-4746

The College offers a program of seven intercollegiate sports for student-athletes to participate in varsity competition. Shoreline Community College is a member of the Northwest Athletic Conference (NWAC) which includes colleges in Washington, Oregon, Idaho and British Columbia, Canada.

Athletic Department sport offerings are: Men’s and Women’s Basketball, Men’s and Women’s Soccer, Women’s Volleyball, Men’s Baseball and Women’s Softball. Shoreline’s teams are aligned with the Northern Region of the NWAC Conference which includes community colleges in the Seattle area and West and North of the city into British Columbia. Teams routinely travel to Eastern Washington, Oregon and other national and regional areas for non-regional play.

Academics is very important to Shoreline Athletics and the department has 50-65 student-athletes each quarter that are members of the department’s academic clubs for 3.0 GPAs or better. The department strives for student-athletes to complete their specific degrees or certificates and be eligible to compete athletically at four year colleges.

The Shoreline sport programs also offer partial scholarships for talented athletes in all intercollegiate sports. NWAC rules allow up to 65% of tuition per quarter to be paid by the athletic department for some student-athletes and athletes may work athletic funded jobs for up to $1500 per academic year. The NWAC limits the number of scholarships offered and Shoreline’s financial resources only allow a certain number of scholarships to be funded so not all scholarships are funded to the maximum limit.

You can find more information about the Shoreline Athletic Department on the athletic website at www.shoreline.edu/athletics.

**INTRAMURAL AND EXTRAMURAL PROGRAMS**

(206) 546-4553

The Shoreline Community College Intramural Department encourages all students to participate in a wide variety of recreational activities. The program features, tournaments, clubs and specialty programs. Activities are geared towards men and women of all ages and skill levels. Beginners are welcome! Basketball, soccer, ping-pong, and badminton are some of the more popular activities. Club activities are less competitive or non-competitive in nature. The purpose of these clubs is to allow people with similar interests to get together and participate in their chosen activity. Soccer Club, Fencing Club, and Mixed Martial Arts Club are a few examples. Specialty programs include both individual events and year long activities. The annual river rafting trip and the annual ski trip are examples of individual events, while the yoga, and Zumba programs are examples of year-long classes.

Students are encouraged to become involved and make suggestions for new programs. The Intramural Department works towards providing any activity or program that is of interest to the students of Shoreline Community College. For more information, please call 206-546-4553.
Shoreline’s academic regulations are an ongoing concern of the Faculty Senate and the college governance structure. As such, any of the following requirements are subject to periodic review and possible change.

**GRADING**

**PROCEDURAL GUIDELINES**

1. **Time Frame for Assignment of Possible Grades – Fall, Winter, Spring**

<table>
<thead>
<tr>
<th>WEEK(S)</th>
<th>POSSIBLE GRADES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 – 2</td>
<td>None</td>
</tr>
<tr>
<td>3 – first day of seventh week</td>
<td>N or W — if early exit procedure is followed</td>
</tr>
<tr>
<td>7 – last day of instruction</td>
<td>I, NC, P, V, Z — if early exit procedure is followed</td>
</tr>
<tr>
<td>Final Exam Week</td>
<td>4.0 – 0.7, H, I, NC, P, V, Z</td>
</tr>
</tbody>
</table>

2. **Time Frame for Assignment of Summer Quarter Grades**

   Enrollment Services will publish the time frame for summer quarter. (See also Academic Calendar.)

3. **Grading System**

<table>
<thead>
<tr>
<th>Grade Issued</th>
<th>Description of Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.0</td>
<td>A</td>
</tr>
<tr>
<td>3.0</td>
<td>B</td>
</tr>
<tr>
<td>2.0</td>
<td>C</td>
</tr>
<tr>
<td>1.0</td>
<td>D</td>
</tr>
<tr>
<td>0.7 – 0.9</td>
<td>Credit can be granted but may not transfer to Washington state baccalaureate institutions</td>
</tr>
<tr>
<td>0.0</td>
<td>Failure to complete minimum requirement</td>
</tr>
<tr>
<td>0.0</td>
<td>Unofficial withdrawal from course (V grade)</td>
</tr>
<tr>
<td>H</td>
<td>Course in progress</td>
</tr>
<tr>
<td>W</td>
<td>Official withdrawal from course</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete (see Incomplete Grade for more detail)</td>
</tr>
<tr>
<td>P</td>
<td>Satisfactory (credit only, no grade point)</td>
</tr>
<tr>
<td>NC</td>
<td>Unsatisfactory (no credit, no grade point)</td>
</tr>
<tr>
<td>N</td>
<td>Audit (see Course Audit for detail)</td>
</tr>
<tr>
<td>R</td>
<td>Repeat (This is not a grade, but will appear on the transcript beside the lowest grade when a course has been repeated.) This grade will not be factored into GPA</td>
</tr>
<tr>
<td>Z</td>
<td>Hardship Withdrawal (no grade point)</td>
</tr>
</tbody>
</table>

   *Note: Per state requirements, a minimum grade point of 1.0 is necessary for the transfer of any credit for baccalaureate institutions that accept the AA-DTA in Washington State.

Shoreline Community College uses the following numeric grading system and grade-point values for reporting and recording academic achievement in most courses. A grade of 0.7 or above earns credits. Grades of 1.0 and above qualify for transfer credits in the state of Washington. However, a minimum grade is required for some programs for a number of purposes including technical courses, general education requirements, progression in a sequence of classes, and to satisfy a prerequisite. Students should consult the applicable course descriptions and program requirements if they have questions.

**Hold** Grades – Indicates a course has not yet officially ended and the student is actively involved in finishing the required work. With the approval of the Vice President for Academic and Student Affairs, this grade is used in courses that have an official ending date scheduled after the end of the regular quarter. Upon the completion of the course, the instructor will award the final grades that will replace the H grade on each student’s transcript.
I: Incomplete – At a student’s request, a grade of Incomplete may be given when the instructor agrees that the student, for an unavoidable reason, has been unable to complete a specific course requirement during the eleven-week quarter, but can successfully complete the course work with no additional instruction.

The instructor must specify what requirements the student must fulfill in order to convert the Incomplete grade to an appropriate grade on a standard Incomplete Contract form.

To obtain credit for the course, the student must convert an Incomplete into an appropriate grade by completing the requirements specified in the standard contract within the time limits specified therein, not to exceed one calendar year from the date of the contract.

N: Audit – If a student chooses audit status (N) for a course, they participate in the coursework, but no credit is earned for the course and a grade is not received. A student must register for the course and pay the regular tuition and fees. A student may change their status to Audit with instructor permission by completing the appropriate form in Enrollment Services no later than the first day of the seventh week of the quarter (or the equivalent in summer quarter). An N will appear on the transcript.

P/NC & P/0.0: Pass/No Credit & Pass/0.0 – This grade is given when a student successfully completes a course offering a Pass/No Credit (P/NC) option. By assigning a P, the instructor certifies a performance level of at least 2.0. P allows credit for the course, but the grade will not be considered in GPA calculations. In college-level courses (numbered 100 and higher) designated as having a P/0.0 or P/NC option, students who wish to be graded on the Pass/0.0 grade must submit a Student Option Grading Form signed by their instructor to Enrollment Services no later than the end of the day which constitutes the midpoint of the course. Students in pre-college level courses must request the P/NC or P/0.0 grade no later than the last day of instruction. Unless a 2.0 performance level is achieved, the student selecting the P/0.0 option will receive no credit and the grade of 0.0, and the student selecting the P/NC credit will receive an NC grade. The NC grade will not be considered in the GPA calculation. While some degrees and programs may allow no P credits, no degree or program at Shoreline may include more than thirty credits.

V: Unofficial Withdrawal – To be awarded when a student attends briefly, rarely or not at all and does not officially withdraw with a W grade. This grade counts as a 0.0 in GPA calculations.

W: Official Withdrawal – A W grade will be granted at a student’s request only from the first day of the third week through the first class day of the seventh week (or the equivalent for the summer quarter) provided the student follows the early exit procedure. No Ws will be given after the cut off date. Ws remain on the transcript but are not counted in GPA computations.

A student may not withdraw to avoid consequences of cheating, plagiarism or other intellectual dishonesty.

Z: Hardship Withdrawal – This grade may be given at a student’s written request and the instructor’s agreement that an unforeseen crisis and/or unusual, extreme circumstance has occurred after the official withdrawal period is over which has interfered with or interrupted the student’s ability to attend class and continue performing passing course work. Prior to the end of the official withdrawal period, the W grade should be used. This grade will not be considered in GPA calculations.

4. Dropping or Withdrawing from a Class

a. Dropping a Class

(i.) Drop procedures are initiated by the student. When a student drops a class, no grade will be assigned and no record of registration will appear on the transcript.

(ii.) Through the tenth class day, the student may drop a class without instructor permission.

(iii.) A student may not drop a class to avoid consequences of cheating, plagiarism or other intellectual dishonesty.

b. Withdrawal from a Class

(i.) Withdrawal procedures are initiated by the student. When a student withdraws from a class, a grade of W will be assigned and registration is recorded on the transcript.

(ii.) From the eleventh instructional day and through the first class day of the seventh week of a regular quarter (or the summer quarter equivalent), the student may officially withdraw from a class by obtaining the instructor’s signature or emailed permission.

(iii.) The student will follow procedures by notifying Enrollment Services in order to officially withdraw immediately after obtaining instructor permission.

(iv.) A student may not withdraw to avoid consequences of cheating, plagiarism or other intellectual dishonesty.

c. Early Withdraw Procedure if Extreme or Unusual Circumstances Apply

This may be invoked when early withdrawal procedures in 4.b. cannot be followed.
(i.) If circumstances do not permit completion of the normal withdrawal procedure, the instructor, appropriate division dean, or the Dean of Students, if necessary may sign a Schedule Change form to withdraw the student.

(ii.) In such cases, if the person signing the withdrawal form is not the instructor, the person signing the form shall notify the student’s instructor(s) of the circumstances in order that the instructor may award the appropriate grade.

d. Hardship Withdrawal

This grade may be given at a student’s written request and the instructor’s agreement that an unforeseen crisis and/or unusual, extreme circumstance has occurred after the official withdrawal period is over which has interfered with or interrupted the student’s ability to attend class and continue performing passing course work. Prior to the end of the official withdrawal period, the W grade should be used. This grade will not be considered in GPA calculations.

(i.) The student completes a Student Written Request to Instructor for Hardship Grade Form and submits it, along with appropriate documentation of the hardship, to the instructor.

(ii.) If, at the instructor’s discretion, the request for hardship withdrawal is granted, a grade of Z will be assigned and registration will be recorded on the transcript. This grade will not be considered in GPA calculations.

5. Repeating a Course

Courses may be repeated to improve a grade, but credit is applied only once. In no circumstance will any course be repeated more than twice in order to improve a grade; this is defined as two repeats in addition to the original enrollment. This limit may not apply to all pre-college level courses (numbered less than 100).

To repeat a course for the purpose of improving a grade, the student must register for the course, submit a Course Repeat form to Enrollment Services during the quarter in which the student is repeating the course, and pay all necessary fees. The lower grade remains on the transcript and is designated with an “R”, and only the highest grade awarded in a repeated course will be used in calculating GPA at Shoreline. 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.

6. Computation of Grade Point Average (GPA)

The number of credits for each course is multiplied by the numerical grade awarded resulting in the grade points for that course. The GPA is computed by dividing the sum of the grade points earned in courses awarding numerical grades and V grades by the total number of credits attempted in those courses. H, I, N, NC, P, W, and Z grades are not assigned weights and are not used in computing GPA. When a student transfers from Shoreline Community College to another institution, the grading policy of the receiving institution will be applied to the transcript and the computation of the GPA.

7. Grading Systems

a. Mandatory Numerical Grade: Students will be awarded grades from 4.0 to 0.7 in 0.1 increments, 0.0, H, I, V, W, or Z.

b. Mandatory and Optional Pass/No Credit Systems: Divisional faculty, acting in appropriate disciplinary sub-units, may designate certain courses as Mandatory or Optional Pass/No Credit. Faculty will report any change in designation through divisional planning committees and the Curriculum Committee, as well as insure that the correct designation then appears in the quarter class schedule.

(i.) Grading in Mandatory Pass/No Credit Courses.

The instructor will give only an H, I, N, NC, P, V, W, or Z grade as defined in section 3.

(ii.) Grading in Optional Pass/0.0 and Pass/No Credit Courses.

Students wishing to be graded on the Pass/0.0 or Pass/NC system must submit a pass option form signed by their instructor to the registration desk no later than the end of the day which constitutes the midpoint of the course. Students selecting this option will receive a 0.0, H, I, N, NC, P, V, W, or Z grade as defined in section 3. Students not qualifying for this optional grading system will receive a numerical grade. Students in pre-college level courses must request the P/NC or P/0.0 grade no later than the last day of instruction.

Courses assigned by faculty to mandatory or optional pass/no credit will be marked on each quarter’s class schedule. All unmarked courses will use only the numerical grading system.
GRADE REPORTS
Grade reports are not be mailed to students. Students may view or print an unofficial transcript of their final grades from Shoreline’s web site: www.shoreline.edu.

GRADE CHANGES
Instructors must submit a signed grade change form to the Records Desk in Enrollment Services to change a grade. Grade changes are allowed only within one year of the date the original grade was issued.

SCHOLASTIC REQUIREMENTS

SCHOLASTIC WARNING, PROBATION AND SUSPENSION
A student who earns a quarterly grade-point average of less than 1.75 is placed on academic warning. A student whose quarterly grade-point average is less than 1.75 for a second consecutive quarter receives an academic probation notice. A student who earns a quarterly grade-point average of less than 1.75 for the third consecutive quarter receives academic suspension. Students who have been academically suspended by the college may petition for reinstatement. Contact the Registrar’s Office at (206) 546-4613 for more information.

Transfer students entering the college after having been on probation at or having been dropped from another institution must maintain a minimum cumulative grade-point average of 1.75 after attempting 24 credit hours at Shoreline Community College.

Note: Different criteria and regulations apply to financial aid recipients. See the Financial Aid section earlier in this catalog, or contact the Financial Aid Office.

FRESH START
Students who have not been in attendance at Shoreline Community College or any institution of higher learning for a period of 18 months may request the elimination of their previous Shoreline credits and GPA. The student’s academic record and transcript will continue to show the previous courses taken and grades received, but the grades for previous courses will not be used in the calculation of the student’s Shoreline GPA, and credits earned may not be used to satisfy graduation requirements. If a student transfers to another college or university, the receiving institution may accept credits and recalculate the GPA according to its own policies. Quarters that include courses used toward the awarding of previous degrees or certificates cannot be expunged. Contact the Registrar’s Office at (206) 546-4623 for more information.

HIGH SCHOLARSHIP

PRESIDENT’S LIST
Full-time students (enrolled for at least 12 credits) who have earned at least 30 hours of credit, all of which are used in the computation of the grade-point average*, and who earn a cumulative grade-point average of 3.9 or higher are named to the President’s List.

In addition, students who attain a cumulative grade-point average of 3.9 to 4.0 shall be designated President’s Scholars at graduation.

* Mandatory P/NC/0.0 courses are excluded from this requirement.

VICE PRESIDENT’S LIST
Full-time students (enrolled for at least 12 credits) who have earned at least 30 hours of credit, all of which are used in the computation of the grade-point average*, and who achieve a quarterly grade-point average of 3.9 or higher have their name placed on the Vice President’s List and shall be designated V.P. Scholar.

* Mandatory P/NC/0.0 courses are excluded from this requirement.

HONORS LIST
Full-time students (enrolled for at least 12 credits) who have earned at least 30 hours of credit, all of which are used in the computation of the grade-point average*, and who earn a quarterly grade-point average of 3.6 to 3.89 are named to the Honors List.

Students who attain a grade-point average of 3.6 to 3.89 shall be designated Honors Graduates at graduation.

Eligibility for these lists is determined by the Faculty Senate and the college governance structure. As such, the standards governing eligibility are subject to periodic review and possible change.

* Mandatory P/NC/0.0 are excluded from this requirement.

PHI THETA KAPPA
Phi Theta Kappa is the national honors scholastic fraternity for American community and junior colleges. Its primary goal is to recognize outstanding community college scholars. To be eligible, a student (either full- or part-time) must have a cumulative grade-point average of at least 3.5 and a minimum of 12 transferable credit hours at Shoreline Community College. Once accepted, the student must maintain a cumulative 3.3 GPA while at the college.
CREDIT INFORMATION
CREDIT AND CREDIT LOADS

The academic year at Shoreline Community College is divided into three quarters of 11 weeks each and a summer session of eight weeks. In general, a class that meets one hour a week yields 1 hour of credit per quarter; one that meets five hours a week yields 5 credit hours. Laboratory and some other classes may vary from this pattern.

ASSESSMENT AND AWARDING OF CREDIT FOR PRIOR LEARNING (PLA)
See page 8 for details regarding earning credit through Prior Learning Assessment.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)
Credit is generally not allowed for the College Level Examination Program (CLEP) general exams or subject exams. Exceptions can be made by the appropriate division dean.

CREDIT BY EXAMINATION (CHALLENGE)
As a currently enrolled student at Shoreline Community College, you may obtain credit for certain courses by satisfactorily passing comprehensive examinations, provided that you have never received college credit for the challenged course or for another course which assumes knowledge of the course being challenged.

If you are considering the Credit-by-Examination process, you must meet with an academic advisor who will apprise you of the options available, the steps in the application process, and required documentation to be submitted. The advisor will refer you to the appropriate division dean. The faculty member of the appropriate instructional unit will determine if the course(s) are available for challenge exam considerations. You may not take a challenge exam for a course that you have audited or failed. The faculty member will also apprise you of other restrictions. The grade that you received in the challenged course will appear on your transcript. Please be advised that credit received in courses through Credit-by-Examination with a grade of P/NC may not be accepted by the transfer institution in courses required for a major. You are advised to check with the transfer institution on this and other restrictions on transferring credit earned through challenge exams. The costs for Credit-by-Examination include a processing fee and the faculty assessment fee.

IMPORTANT: See description of “P” grade on page 31, especially for students intending to transfer to another college or university.

ADVANCED PLACEMENT
Students who do college-level work in high school can receive appropriate credit or placement or both on the basis of performance in the Advanced Placement Program (A.P.) of the College Board. Credit earned through Advanced Placement will be recorded with a “P” grade. To receive transfer consideration for A.P. exam scores, students must have the A.P. Testing Service send an official score report to the Shoreline Records Office and be a currently enrolled student.

Advanced Placement scores range from a high of 5 to a low of 1. The various academic areas that offer A.P. credit or placement or both have adopted the same qualifying scores as the corresponding departments at the University of Washington. Where appropriate, A.P. credit may apply toward the general or distribution requirements for the Associate in Arts degree (AA–DTA), Associate in Science – Transfer (AS–T) and/or other degrees offered at Shoreline.

Washington community and technical colleges will accept in transfer from other community and technical colleges unrestricted elective credit for an A.P. score of 3 or higher. Credit will be awarded on the basis of official A.P. results. For students who transfer, credits granted for general education or major requirements will be specified by the receiving institution’s AP credit policies; otherwise, elective credit will be granted.

The following outlines the current Advanced Placement practices of the college:
Students who engaged in college-level study in high school through an International Baccalaureate (IB) Program can obtain credit towards a Shoreline Community College degree, placement in advanced classes, or both, on the basis of their performance on IB exams.

- For placement into an eligible advanced course, students present an original copy of their test results to the Registrar’s Office.
- For credit, the student must ask the testing agency to send scores to the Records Office.
- Posting of IB credits may be requested after successful completion of 10 Shoreline Community College credits.

PLEASE NOTE: Students will not be granted credit if credit has been awarded for an equivalent college course.

**ATTENDANCE**

Students are expected to attend all sessions of classes in which they are enrolled, in accordance with instructor requirements.

**STUDENT CLASSIFICATION**

Students are considered freshmen until they have completed 45 credit hours, at which time they become sophomores.

**FINAL EXAMINATIONS**

Final examinations are held at the end of each quarter. Students are required to take the final examination at the time and date specified in the Quarterly Class Schedule in order to receive credit for a course. Students who have three or more finals in one day or a scheduling conflict may petition a division dean whose courses are involved for a change of examination time. Such a petition must be received in writing at least two weeks before the beginning of the first day of examinations. Division deans will consult with the affected faculty members before approving or disapproving the petition.

Finals for Summer Quarter are given during the last scheduled meeting of the class.

**OFFICIAL TRANSCRIPTS**

An official transcript is a record of the student’s academic grades. It shows courses taken, credits earned, grades received, transfer credits accepted and degrees or certificates received at Shoreline. An official transcript carries the registrar’s signature and the college seal. Please use the online request at www.shoreline.edu/transcripts.aspx. As transcript fees are subject to change, please visit the transcript page of the college website at www.shoreline.edu/transcripts.aspx for the latest fee information. Please allow three - five business days for processing of online transcript requests.
**GRADUATION REGULATIONS**

Students may elect to graduate under the official catalog published at the time they first began their degree or certificate at Shoreline, provided they remain continuously enrolled and the time lapsed does not exceed five years. Continuous enrollment is defined as attending a minimum of two quarters during each academic year. If students are not continuously enrolled, they must follow the graduation requirements in the catalog in effect when they re-enter Shoreline. Any student may choose to graduate under the degree or certificate requirements in the current catalog at the time of graduation. *(For exceptions in programs such as nursing, see below.)* Some programs require a separate application to enter the program. For such programs, students must meet the graduation requirements in place at the time they entered the program or at the time they graduate. For more information, consult an advisor.

After consultation with the faculty advisor, it is ultimately the student’s responsibility to choose and implement his or her program to see that all specific requirements for that program and all general requirements for graduation from the college have been met in an acceptable manner. To receive a degree or certificate from Shoreline Community College, a student must:

1. Achieve at least a 2.0 grade-point-average for all course work used to satisfy degree requirements, including Shoreline Community College course work and courses accepted in transfer from other colleges. Individual courses with grades below 2.0 that are accepted in transfer by the College may not fulfill prerequisite requirements for some Shoreline Community College courses, degrees and certificates. NOTE: Certain Shoreline Community College programs may have different grade and graduation requirements. Please consult with a representative of the particular program for details. Institutions to which students transfer after completing their Shoreline degree may calculate G.P.A. differently and may have higher G.P.A. requirements.

2. Earn from Shoreline at least 25 of the credits being applied toward the degree or certificate.

3. Submit an official transcript to the Shoreline Enrollment Services Office for each college from which transfer credit is to be applied to the Shoreline degree. It’s important to meet with your advisor and have transfer credit evaluated as early as possible.

4. Earn at least 60 credits (65 for the AA–DTA) with numerical grades rather than “P” (Pass) grades.

5. Graduating students do not need to be in attendance to apply for graduation. After leaving Shoreline Community College, students who are short no more than 10 credits may take the credits at any accredited institution to meet their degree requirements.

6. Satisfy all general and specific requirements of the college, including fulfillment of financial obligations and removal of any financial holds on the student’s records.

Students who are eligible for a degree should plan to submit a graduation application the quarter before they plan to graduate. Degrees will be awarded on a quarterly basis.

**GRADUATION CEREMONY**

(Commencement)

Students who have graduated during the previous fall and winter quarters will be invited to participate in the annual spring commencement ceremony, along with all applicants for spring and summer quarter graduation. Participation in the ceremony is not an indication of graduation. In order to be included in the ceremony, graduation applications for spring and summer must be received by the second week of April. For more information on how to apply for graduation and to participate in the annual spring graduation ceremony, call (206) 546-5841.

Diplomas are mailed 8-12 weeks after the end of the quarter degree is earned.
Shoreline’s General Education curriculum is built on a unique set of outcomes designed to provide our students with the skills, knowledge and awareness they will need to make informed decisions, lead healthy and productive lives, and contribute to the global community as lifelong learners. Through various experiences in many different courses, students learn to place their personal knowledge in a wider framework, to expand their understanding of themselves and others, and to integrate their learning across traditional subject boundaries. The curriculum emphasizes strong skills in communication and analytic thought, as well as broad knowledge in the major areas of human learning: math and science, social science, arts and humanities.

- **Quantitative Reasoning.** Students will demonstrate college-level skills and knowledge in applying the principles of mathematics and logic.

- **Communication.** Students will read, write, speak in, and listen to college-level English. Effective communication incorporates awareness of the social nature of communication and the effects of ethnicity, age, culture, gender, sexual orientation and ability on sending and receiving oral, non-verbal, and written messages.

- **Multicultural Understanding.** Students will demonstrate understanding of issues related to race, social class, gender, sexual orientation, disabilities and culture and the role these issues play in the distribution of power and privilege in the United States.

- **Information Literacy.** Students will access, use and evaluate information in a variety of formats, keeping in mind social, legal and ethical issues surrounding information access in today’s society.

- **General Intellectual Abilities.** Students will think critically within a discipline, identify connections and relationships among disciplines, and use an integrated approach to analyze new situations.

- **Global Awareness.** Students will demonstrate understanding and awareness of issues related to, and consequences of, the growing global interdependence of diverse societies by integrating knowledge from multiple disciplines. Students will describe how social, cultural, political, and economic values and norms interact.

These General Education outcomes are broad statements of what students should ideally be able to do after completing Shoreline’s Associate in Arts or Associate in Science degrees. The College is committed to providing each student with the opportunity to attain these outcomes; however, individual attainment within and among the outcome areas will vary according to each student’s ability, readiness and level of commitment. The outcomes are also integrated as appropriate within the degrees and certificates offered through each of the college’s professional-technical programs.
Degrees and Certificates

ASSOCIATE ACADEMIC TRANSFER DEGREES

Shoreline Community College offers Associate degrees that transfer to baccalaureate institutions both in state and out of state. To earn an Associate transfer degree, students need to complete a minimum 90 college-level credits that fulfill stated course requirements with a minimum 2.0 cumulative grade point average (GPA). The GPA required for admission into baccalaureate colleges and universities varies; therefore, students need to check admission requirements of the school where they plan to transfer. While the degree does not guarantee admissions, many Washington State baccalaureate institutions give priority admissions to students with an Associate transfer degree. Associate transfer degrees offered at Shoreline are listed below:

- Associate in Arts—Direct Transfer Agreement (AA—DTA)
- Associate in Science—Transfer (AS—T)—Track 1
- Associate in Science—Transfer (AS—T)—Track 2
- Associate in Arts—Individualized Plan (AA—IP)
- Associate in Fine Arts (AFA—DTA)
- Associate in Music (AM) (used for transfer to Music Conservatories)
- Associate in Applied Science—Transfer (AAS—T)
  (transfer if an articulation agreement exists between a community college and university)

To improve a transfer application, students are advised to take courses to prepare for a baccalaureate major or professional program within the Associate degree guidelines. Several Major Related Programs (MRPs) have been developed to help students select specific courses in preparation for entrance into baccalaureate degree programs and majors in Washington State. MRPs are associate degrees including:

- Business AA—DTA/MPR
- Bioengineering and Chemical Engineering AS—T Track 2/MPR
- Computer and Electrical Engineering AS—T Track 2/MPR
- Construction Management AA—DTA/MPR
- Mathematics Education AA—DTA/MPR
- Mechanical/Civil/Aeronautical/Industrial/Materials Science Engineering AS—T Track 2/MPR
- Nursing AA—DTA/MPR

PROFESSIONAL-TECHNICAL DEGREES AND CERTIFICATES

Shoreline offers more than 50 specialized programs leading to an Associate in Applied Arts and Sciences (AAAS) degree, Certificates of Proficiency (CP) or Certificates of Completion (CC). AAAS degrees require a minimum of 90 credits and typically two years of full-time study. A Certificate of Proficiency requires a minimum of 45-89 credits, while a Certificate of Completion is typically 20-44 credits. Shoreline also offers short term Certificates of Completion that are 19 credits or fewer.

Professional-Technical programs provide students with specialized knowledge and skills that prepare students to enter the workforce after completing their degree or certificate. Shoreline regularly updates and revises its curriculum in these applied areas, working closely with local program advisory committees comprised of industry professionals to ensure students are receiving the knowledge and skills currently in demand by employers in the field. Applied degrees and certificates offered at Shoreline Community College are listed below:

- Associate in Applied Arts and Sciences (AAAS)
- Certificate of Proficiency (CP)
- Certificate of Completion (CC)
ASSOCIATE DEGREE AND HIGH SCHOOL DIPLOMA

Students who are enrolled through Running Start and satisfactorily complete an Associate degree can be awarded a Washington state high school diploma from the College upon written request. Additionally, students who are 21 years or older and satisfactorily complete an Associate degree can also be awarded a Washington state high school diploma from the College upon written request. For more information contact High School Programs Office at 206-546-6906.

TRANSFER OF CREDIT

Transfer Rights and Responsibilities

The College and students have transfer rights and responsibilities that help facilitate students reaching their academic goals and in transferring college course work to another higher education institution. See Students Transfer Rights and Responsibilities at: www.sbctc.ctc.edu/college/s_resources.aspx.

Inter-College Transfer Policy

Shoreline Community College endorses the Inter-College Transfer Policy between Washington State community and technical colleges and baccalaureate institutions approved by the Higher Education Coordinating Board. Copies of this policy are available through the Registrar’s Office.

College-level courses offered by regionally accredited colleges and universities in the State of Washington shall normally be accepted in transfer by the receiving institution. In general, only college-level courses numbered 100 or above are eligible for transfer.

Professional-technical courses and programs are generally not transferable to baccalaureate institutions unless an articulation agreement exists between a community college and a university program. These are known as Associate in Applied Science—Transfer (AAS—T) programs. Students can transfer up to 15 credits of professional-technical courses as restricted transfer electives as part of the Direct Transfer Agreement if they complete the AA-DTA degree. A complete list of restricted electives starts on page 42. Some professional-technical courses are generally transferable if an articulation agreement exists between a community college and a university program. Also, receiving institutions may limit the number of credits earned with a P-Pass grade in the P/NC or P/0.0 grading system.

To transfer successfully to another institution, students are encouraged to:

1. Consult with an advisor to determine the best program or degree options for their academic and career goals.
2. Obtain a current catalog or visit the website of the receiving transfer institution to determine both admission and graduation requirements for the college or university, as well as admission and graduation requirements for the major or professional program.
3. Confer with an admissions officer or academic advisor at the transfer institution for information regarding admissions requirements, graduation requirements and transfer policies.
4. Check a quarter or two before graduation to ensure all requirements have been met before transferring.

Reciprocity Agreement—Washington State Community and Technical Colleges

Reciprocity is a policy among Washington State Community and Technical Colleges (CTCs) designed to assist students transferring among Washington community colleges to continue working toward an Associate in Arts or Associate in Science degree or Major Related Program (MRP). Students who have completed a specific course or entire areas of their degree requirements at one college will be considered to have met those same requirements at another Washington State community and technical college. These degree requirements include: Communication Skills, Quantitative/Symbolic Reasoning and distribution requirements in Humanities, Science and Social Sciences.

Transfer Evaluation Process

Students need to initiate a transcript evaluation process and be prepared to provide all necessary documentation to complete the credit evaluation.

To be eligible for reciprocity, students need to have:

1. Applied for admission to Shoreline Community College.
2. Completed a course or courses at another college that meet the Communications, Quantitative/Symbolic Reasoning or Humanities, Science and Social Science distribution requirements in the AA—DTA or AS—T degree.
3. Maintained a cumulative college-level GPA of 2.0 or better at the previous college.
4. Met the previous college’s residency requirement (minimum number of credits earned).
5. Continue to pursue the same academic transfer degree at Shoreline.
6. Provide all necessary documentation required on the Reciprocity Agreement Request Form available in the Registrar’s Office.
Washington 45 – One Year Transfer Courses*

The list of courses in Washington 45 does not replace the Direct Transfer Agreement, Associate of Science Tracks I and II or any Major Related Program agreement, nor will it guarantee admission to a four-year institution.

A student who completes courses selected from within the general education categories listed below at a public community, technical, four-year college or university in Washington State will be able to transfer and apply a maximum of 45 quarter credits toward general education requirement(s) at any other public and most private higher education institutions in the state.

For transfer purposes, a student must have a minimum grade of C or better (2.0 or above) in each course completed from this list.

Students who transfer Washington 45 courses must still meet a receiving institution’s admission requirements and eventually satisfy all their general education requirements and their degree requirements in major, minor and professional programs.

“First Year Transfer List” of general education courses

Communications (5 credits) – ENGL& 101, ENGL& 102

Quantitative and Symbolic Reasoning (5 credits) – MATH& 107, MATH& 148 or MATH& 151

Humanities (10 credits in two different subject areas or disciplines) – PHIL& 101, MUSC& 105, DRMA& 101, ENGL& 111, or HUM& 101. For colleges that use History as a Humanities HIST& 116, HIST& 117, HIST& 118, HIST& 146, HIST& 147, HIST& 148

Social Science (10 credits in two different subject areas disciplines) – PSYC& 100, SOC& 101, POLS& 101, POLS& 202. For colleges that use History as a Social Science HIST& 116, HIST& 117, HIST& 118, HIST& 146, HIST& 147, HIST& 148

Natural Sciences (10 credits in two different subject areas or disciplines) – BIOL& 100, BIOL& 160 with lab, ASTR& 100, ASTR& 101 with lab, CHEM &105, CHEM& 110 with lab, CHEM& 121 with lab, CHEM & 161, CHEM& 162, ENVS& 100, ENVS& 101, PHYS& 121, GEOL& 101 with lab

Additional 5 credits in a different discipline can be taken from any category listed above.

NOTE: Although these courses are listed under categories, the actual course may satisfy a different general education category at a receiving institution.

1 Many private non-profit colleges and universities have distinct general education requirements, therefore, students should check with institution(s) they plan to attend regarding application of transfer credits that will meet general education requirements.

2 Disciplines are sometimes called subject or subject matter areas and designated by a prefix (i.e. PHIL for Philosophy and POLS for Political Science).

* This language has not been officially approved by the state as of the printing of this catalog. Please check the following web site to see if any changes have been made: http://new.shoreline.edu/studentadvising/wa45.aspx
ASSOCIATE IN Arts—DIRECT TRANSFER AGREEMENT (AA—DTA)

The Associate in Arts (AA) degree, known as the Direct Transfer Agreement (DTA), is an agreement between Washington State Community and Technical Colleges and participating baccalaureate institutions. Washington State colleges and universities that subscribe to the Direct Transfer Agreement include:

- Bastyr University
- Central Washington University
- City University
- Cornish College of the Arts
- Eastern Washington University
- Gonzaga University
- Heritage College
- Northwest University
- Pacific Lutheran University
- Saint Martin’s University
- Seattle Pacific University
- Seattle University
- The Evergreen State College
- Trinity Lutheran College
- University of Washington
- University of Washington Bothell
- University of Washington Tacoma
- Washington State University
- Washington State University Tri-Cities
- Washington State University Vancouver
- Western Washington University
- Whitworth College

The AA—DTA transfers as a package to the colleges and universities indicated, satisfying most, if not all, of the lower division general education requirements and granting students junior standing. Nevertheless, some baccalaureate colleges and universities may still have unique general education requirements that students will need to complete after transfer. For students who transfer without the AA—DTA, courses will be evaluated on a course-by-course basis by the receiving institution.

The Associate in Arts degree is most often the degree of choice for students who plan to transfer into majors in the humanities and social sciences, as well as education and some health programs. It is also the option of choice for students who are undecided about their academic major.

GENERAL EDUCATION CORE REQUIREMENTS

- **Communication Skills** – 10 credits: English& 101, 102.
- **Quantitative Reasoning** – 5 credits: Mathematics& 107, 141, 142, 146, 148, 151, 152, 163, 264, Mathematics 111, 171, 207, 208, 211, Philosophy& 120.
- **Multicultural Understanding** – 5 credits: Art 105, Communication Studies 203, 285, History 245, Multicultural Studies 105 or Gender and Women’s Studies 284.

DISTRIBUTION REQUIREMENTS

- Humanities 15 credits
- Natural Sciences 15 credits
- Social Sciences 15 credits
- 45 total credits

A total of 45 credit hours from Humanities, Natural Sciences and Social Sciences is required. Courses listed as meeting Humanities and Social Science distribution areas can only be used to satisfy one distribution area, not both. Credits for a specific course may be used only once and may not be applied toward more than one distribution area.
GENERAL ELECTIVES
A minimum of 25 additional college-level credits numbered 100 or above are required for electives. Electives may include any course listed in the distribution areas or on the non-restricted Elective courses list. A maximum of 15 college-level credits are allowed from the Restricted Electives course list see page 43.

"W" — Writing-intensive Courses
Several of the courses listed in the following distribution areas are offered as “W” or writing-intensive courses. Check the individual course descriptions in the back of the catalog for “W” course offerings. While “W” courses are not a requirement to graduate from Shoreline Community College, the University of Washington requires 10 credits of “W” courses which can be taken at Shoreline.

Common Course Numbering
An ampersand (“&”) following a course department name, (e.g. ACCT& 201) indicates that the course is a common course number that is consistent across Washington State community colleges. For more information, visit www.shoreline.edu/CommonCourse.

HUMANITIES: 15 CREDITS
1. Select from at least two different disciplines.
2. No more than 5 credits may be included from those courses designated as performance skills/applied theory.
3. No more than 5 credits in a world language at the 100 level.
4. See the list below for courses eligible for Humanities distribution courses.

HUMANITIES — GENERAL
American Ethnic Studies 106
American Sign Language &121, &122, &123, &221, &222, &223
Art &100, 105, 234
Art History 204, 210, 224, 225, 226
Chinese &121, &122, &123
Cinema 201
Communication Studies &101, &102, 203, &210, &220, 285
Drama &101
French &121, &122, &123
Humanities 111, 112, 113, 140, 275
Japanese &121, &122, &123, 2221, &222, 223
Music 100, &105, 106, 108, 109, &141, &142, &143, 150, 200, 206, 224, &241, &242, &243
Philosophy &101, 102, &115, 210, 230, 240, 248, 267
Spanish& &121, &122, &123, 2221, 222, 2223

PERFORMANCE SKILLS/ APPLIED THEORY
A maximum of five credits from the following list can be used as Humanities distribution requirements.
Communication Studies 140, &230, 244, 247, 249
Drama 144–146, 167–169, 207–209, 222, 255

NATURAL/SCIENCES: 15 CREDITS
1. Select from at least two different disciplines.
2. Five credits must be in a laboratory science course.
3. Ten credits required in Physical, Earth and/or Biological Sciences.
4. See list below for courses eligible for Mathematics/Science distribution credit.

PHYSICAL, EARTH, BIOLOGY – 10 credits minimum
Courses listed below in laboratory and Non-Laboratory Science:

LABORATORY SCIENCE – 5 credits minimum
Astronomy &101
Biology 107, 124, 126, 144, &211, &212, &213, &231, &232, 244, 249, &260
Environmental Science &101, 202
Geography 203, 204
Geology &101, &110, &115, &208
Oceanography &101
Physics 110, &114, &115, &116, 2221, 2222, 2223

NON-LABORATORY SCIENCE
Anthropology &205
Biology 110, 150, &170, 270
Chemistry &139, 255
Environmental Science &100
Geology 107
Psychology 202

OTHER SCIENCE COURSES
If chosen, a maximum of 5 credits from the list below.
Math &107, 111, &141, &142, &146, &148, &151, &152, &163, 171, 207, 208, 211, &264
Nutrition &101
Philosophy &120
SOCIAL SCIENCES: 15 CREDIT HOURS

1. Select from at least two different disciplines.
2. See list below for courses eligible for Social Sciences distribution credit:

American Ethnic Studies 119, 215, 229
Anthropology 100, 204, 206, 207, 215
Business 101
Child Advocacy Studies 102, 202, 285
Communication Studies 102
East Asia 218
Economics 100, 201, 202
Gender and Women’s Studies 205, 215, 284–286, 288
Geography 100, 200, 250, 277
International Studies 101, 200, 201, 205
Multicultural Studies 105, 210, 238, 250
Philosophy 101, 102, 112, 201, 202, 205, 285, 288
Political Science 101, 102, 201, 210, 221, 276
Psychology 100, 200, 206–210, 220, 225, 236, 245
Sociology 101, 102, 112, 201, 202, 205, 285, 288

ELECTIVE COURSES (NON-RESTRICTED)

A minimum of 25 college-level credits numbered 100 or above are required for electives. They may be chosen from the list of Distribution Requirements or from the following elective courses. A maximum of 15 credits from Restricted Elective courses may be included.

Accounting 201, 202, 203
Anthropology 297–299
American Sign Language 297–299
Art 201, 290
Art History 292, 293, 295, 297, 298
Astronomy 297–299
Biology 270, 274, 275, 276, 277–292, 297–299
Business 101, 201
Chemistry 297–299
Chinese 297–299
Cinema 202, 295, 297–299
Communication Studies 291–295, 297–299
Computer Science 121, 141, 143
Criminal Justice 101, 106, 110, 120, 238, 240
Economics 272, 273, 291–295, 297–299
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Engineering 114, 115, 205, 206, 214, 215, 225, 240, 297–299
English 230, 276, 279, 292–295, 297–299
Environmental Science 297–299
French 293, 295, 297–299
Gender and Women’s Studies 291–295, 297–299

RESTRICTED ELECTIVES

A maximum of 15 college-level credits from these courses may be used toward the AA-DTA degree. A maximum of 5 credits from these courses may be used towards the AS-T degree.

Art 245, 291–299
Biology 265, 266, 270, 279, 280, 285, 286, 287, 288, 289, 290
Career Education Options 101
Communication Studies 245
Criminal Justice 130, 135, 137, 241, 242, 245, 249, 290, 291, 292, 293, 294, 295, 297, 298, 299
Drama 155, 156, 157, 190–196, 224, 244–246, 291
Education Learning Assistance 199, 291, 292
Engineering 200, 294
ESL 100
Health Informatics and Information Management 120, 125, 134, 154, 171–175, 219, 220, 224–226, 228, 234, 235, 291–293, 297–299
Human Development 101, 105, 130, 140, 290–295, 297–299
Informatics 150, 292
Library 297–299
Mathematics 100
NRG 110, 120, 121, 123, 130, 180, 200, 220, 290
Nursing (10 quarter program) 121–125, 131, 132, 142, 221–223, 231–235, 242, 243
Study Skills 100

ASSOCIATE IN SCIENCE—TRANSFER (AS—T)

The Associate in Science—Transfer (AS—T) is designed to help students develop a strong foundation in math and science courses for solid preparation into specific science related majors. The AS—T degree offers two tracks: Track 1 is for students majoring in biological sciences, chemistry, geology, earth science, environmental science, and oceanography or for health programs in dentistry, pharmacy and medical school; Track 2 is for students majoring in astronomy, atmospheric sciences, computer science, engineering or physics. Students completing the Associate of Science—Transfer degree will receive the same priority consideration for admission to baccalaureate institutions as they would with the Direct Transfer Associate’s degree and will be given junior status by the receiving institution. The AS—T degree does not stipulate that students will have met all of the general education requirements; students will be expected to complete further general education requirements after transfer. It is strongly recommended that students complete an entire sequence of science courses at one institution.

TRACK 1

Biological Sciences, Chemistry, Geology and Earth Sciences, Environmental Sciences, and Oceanography.

GENERAL EDUCATION CORE REQUIREMENTS

Communication Skills – 8-10 credits: English 101 and 102 or Communication Studies 101
Quantitative/Symbolic Reasoning – 5 credits: Mathematics 151
Multicultural Understanding – 5 credits: Art 105, Communication Studies 203, 285, History 245, Multicultural Studies 105 or Gender and Women’s Studies 284

DISTRIBUTION REQUIREMENTS

Humanities – 5 credits: See list for Associate in Arts (AA-DTA.)
Social Sciences – 5 credits: See list for Associate in Arts (AA-DTA.)
Humanities or Social Sciences – 5 credits: See list for Associate in Arts (AA-DTA.)

PRE-MAJOR PROGRAM

Science – 19 credits: Chemistry 171/181 and 172/182 and 173/183
Additional Mathematics – 10 credits: Mathematics 152, and 163 or Mathematics 211
One of the following sequences – 15-16.5 credits:
Biological Sciences: 211 and 212 and 213; or Physics &114, &115, &116 (Algebra based); or Physics &221 or 222 and 223 (Calculus based). Check with your transferring institution as to which Physics series is accepted.
Major sequence and/or supporting science courses – 10-15 credits: 10 to 15 credit hours of additional science courses to support major preparation

ELECTIVES

Elective courses are taken as needed to reach the minimum of 90 credit hours required for the degree. The Associate in Science—Transfer allows a maximum of 5 credits for restricted elective/professional-technical course work on page 44.


**TRACK 2**

Astronomy/Atmospheric Sciences, Computer Sciences, Engineering, Physics.

**GENERAL EDUCATION CORE REQUIREMENTS**

**Communication Skills** – 8-10 credits: English 101 and 102 or 230 or Communication Studies 101.

**Quantitative/Symbolic Reasoning** – 5 credits:
Mathematics & 151.

**Multicultural Understanding** – 5 credits:
Art 105, Communication Studies 203, 285, History 245, Multicultural Studies 105 or Gender and Women’s Studies 284.

**DISTRIBUTION REQUIREMENTS**

**Humanities** – 5 credits: See list for Associate in Arts (AA-DTA.)

**Social Sciences** – 5 credits: See list for Associate in Arts (AA-DTA.)

**PRE-MAJOR PROGRAM**

**Science** – 15-16.5 credits: Physics 221 and 222 and 223 (Calculus based) required for most Bachelor’s Degrees; or Physics 114 and 115 and 116 (Algebra based). Check with your transferring institution as to which Physics series is accepted.

**Additional Mathematics** – 10 credits: Mathematics & 152, and 163 or Mathematics 211 (Almost all students need 163 for their major.)

**Additional Science** – 5 credits: See Math/Science list for the Associate in Arts (AA-DTA), but this course must be outside of mathematics, physics and computer science departments. Engineering majors almost always require Chemistry 171/181.

**PROGRAM SPECIFIC COURSE AND ELECTIVES (27.5 – 32 CREDITS)**

Additional courses required for specific majors and elective courses are taken as needed to reach the minimum of 90 credit hours. The Associate in Science-Transfer degree allows a maximum of 5 credits for restricted elective/professional technical course work.

The AST degree is designed for students to take additional requirements needed to enter their major’s junior year. It may also include additional general education or elective courses. Required and recommended courses vary by major and by college/university; therefore, it is important for students to stay in close contact with their SCC advisor as well as the intended receiving institution as they plan their elective program.

**ASSOCIATE IN ARTS—INDIVIDUALIZED PLAN (AA—IP)**

The Associate in Arts – Individualized Plan is a self-designed degree that is primarily used for students who choose to complete general university requirements and/or major preparation courses for a specific college or university. The AA-IP is awarded to students who complete 90 transferable credits, including 15 credits of Shoreline’s general education core requirements. 15 credits of restricted transfer or technical courses may be included in these 90 credits. Students planning to transfer to a specific institution in fields such as Engineering or Health Sciences will typically follow the Associate in Science-Transfer degree, but may choose the AA-IP for more flexibility. Careful course planning is important when following the AA-IP; therefore students are recommended to consult with an advisor.

**GENERAL EDUCATION CORE REQUIREMENTS**

**Communication Skills** – 5 credits: English 101.

**Quantitative Reasoning** – 5 credits: Mathematics & 107, 111, & 141, & 142, & 146, & 151, & 152, & 163, & 171, 207, 208, 211, & 264, Philosophy & 120, Physics & 114, 115, 116, 221, 223, 222, or Physics 110.

**Multicultural Understanding** – 5 credits: Art 105, Communication Studies 203, 285, History 245, Multicultural Studies 105 or Gender and Women’s Studies 284.

**Transferable College-level Courses** – 75 credits: The 75 transferable college-level credits should be selected by following the general university and major requirements of the institution where you are planning to transfer. Many colleges and universities in Washington State publish course equivalency guides on their websites to identify transferable courses.

**MAJOR RELATED PROGRAM (MRP)**

To better prepare students for transfer into specific academic majors, community colleges and baccalaureate institutions in Washington State developed Major Related Programs to provide consistency in prerequisites courses required for admission to common majors. Major Related Programs (MRP) follow either the AA-DTA or AS-T guidelines. Currently, Shoreline Community College recognizes Major Related Programs in Business, Construction Management, Bioengineering and Chemical Engineering, Computer and Electrical Engineering, Mathematics, Mechanical, Civil Aeronautical, Industrial, Material Science Engineering and Nursing. Major Related Program planning guides are available on the college’s transfer planning guide site: http://new.shoreline.edu/programs/u-transfer-planning-guides.aspx
ASSOCIATE IN FINE ARTS (AFA)
The Associate in Fine Arts is designed for students who want to complete an academic degree with a concentration of study in the Fine Arts. The AFA degree provides an excellent opportunity to develop a strong portfolio of artwork that is required for admission and placement into most Fine Arts major programs. The AFA follows the Associate in Arts-Direct Transfer Agreement (AA-DTA) guidelines providing students with the same transfer benefits as the AA-DTA degree. For students who are not currently considering a baccalaureate degree, the AFA provides students with a broad educational experience and strong involvement in the arts which, in itself, leads to excellent career and educational opportunities.

The AFA degree offers two tracks of study: one in Photography (107 credits) and another in Studio Art with a concentration in 2-D or 3-D Art (104-107 credits).

PHOTOGRAPHY TRACK

GENERAL EDUCATION CORE REQUIREMENTS
Quantitative Reasoning – 5 credits: Mathematics &107, 111, &141, &142, &146, &148, &151, &152, &163, &171, 207, 208, 211, &264, Philosophy& 120.
Multicultural Understanding – 5 credits: Art 105, Communication Studies 203, 285, History 245, Multicultural Studies 105 or Gender and Women’s Studies 284.

DISTRIBUTION REQUIREMENTS
Humanities – 15 credits: (satisfied by Foundation Studio Art core requirements.)
Social Sciences – 15 credits: See list for Associate in Arts (AA-DTA.)
Mathematics/Sciences – 15 credits: See list for Associate in Arts (AA-DTA.)

PHOTOGRAPHY CORE REQUIREMENTS
59 credits:
Foundation Drawing and Design: Art 109, 131.
Photography: Art 144, 145, 146, 244, 246, 290.
Art History: Art History 204, 210, 224, 225, 226 (Choose three Art History courses.)
Computer Basics: VCT 124, 125.

FOUNDATION STUDIO ART TRACK

GENERAL EDUCATION CORE REQUIREMENTS
Quantitative Reasoning – 5 credits: Mathematics &107, 111, &141, &142, &146, &148, &151, &152, &163, &171, 207, 208, 211, &264, Philosophy& 120.
Multicultural Understanding – 5 credits: Art 105, Communication Studies 203, 285, History 245, Multicultural Studies 105 or Gender and Women’s Studies 284.

DISTRIBUTION REQUIREMENTS
Humanities – 15 credits: (satisfied by Foundation Studio Art core requirements.)
Social Sciences – 15 credits: See list for Associate in Arts (AA-DTA.)
Mathematics/Sciences – 15 credits: See list for Associate in Arts (AA-DTA.)

FOUNDATION STUDIO ART CORE REQUIREMENTS
53-56 credits:
Foundation Drawing: Art 131, 132, 133.
Foundation 2D & 3D Design: Art 109, 110.
Art History: Art History 204, 210, 224, 225, 226 (Choose three Art History courses)
Portfolio: Art 290.
In addition to the Foundation Studio Art core requirements, select a concentration of 3 courses in either 2D or 3D Studio Art:

2D Studio Art Concentration:
Photography: Art 144 145, 146, 244, 246.
Graphic Design: VCT 101, 102, 103.
Painting and Drawing: Art 251, 252, 253, 265.
Printmaking: Art 261, 262.

3D Studio Art Concentration:
Ceramics: Art 121, 122, 123.
Design and Materials: Art 254, 255, 256.
Sculpture: Art 271, 272, 273.
ASSOCIATE IN MUSIC (AM)

The Associate in Music is designed to prepare students for entrance into competitive music conservatory programs nationwide. Since admission into music conservatories is highly competitive, completion of the Associate in Music does not guarantee admission. Admission into such programs is based on proficiency in music theory, performance, sight singing and keyboard (piano) skills. The Associate in Music curriculum is excellent preparation for studio teaching and/or performing; therefore, it may be pursued and completed as a terminal degree. Shoreline offers Associate in Music degrees in Classical Piano, Classical Voice and Instrumental Music. For students planning to transfer to a baccalaureate college or university in Washington State, the AA-DTA Music transfer degree is the more appropriate degree option.

Students interested in pursuing the Associate in Music degree should contact a music advisor at the beginning of their program of study.

CLASSICAL VOICE

The Associate in Music degree in Classical Voice requires 93 quarter credits.

GENERAL EDUCATION CORE REQUIREMENTS

Communication Skills – 5 credits: English& 101
Quantitative Reasoning – 5 credits: Mathematics &107, 111, &141, &142, &146, &148, &151, &152, &163, &171, 207, 208, 211, &264, Philosophy& 120.
Multicultural Understanding – 5 credits: Art 105, Communication Studies 203, 285, History 245, Multicultural Studies 105 or Gender and Women’s Studies 284.

FOUNDATION MUSIC REQUIREMENTS

84 credits:
Music Theory: Music& 141, 142, 143, 241, 242, 243
Piano: Music 151, 152, 153, 251, 252, 253
Major Ensemble: Music 175
Private Lessons: Music 170, 270
Diction: Music 211, 212
Graduating Recital and Electives: Music 298;
Recommended: Music& 105, Music 135, 147, 155, 156, 165, 166.

ELECTIVES

4 credits:
Physical Education: Physical Education 149, 150.

CLASSICAL PIANO

The Associate of Music degree in Classical Piano requires 93 quarter credits.

GENERAL EDUCATION CORE REQUIREMENTS

Communication Skills – 5 credits: English& 101
Quantitative Reasoning – 5 credits: Mathematics &107, 111, &141, &142, &146, &148, &151, &152, &163, &171, 207, 208, 211, &264, Philosophy& 120.
Multicultural Understanding – 5 credits: Art 105, Communication Studies 203, 285, History 245, Multicultural Studies 105 or Gender and Women’s Studies 284.

FOUNDATION MUSIC REQUIREMENTS

78 credits:
Music Theory: Music& 141, 142, 143, 241, 242, 243
Class Piano: Music 151, 152, 153, 251, 252, 253
Major and Small Ensembles: Music 135, 136, 140, 144, 146, 147, 175
Private Piano Lessons: Music 180, 280
Core Piano Courses: Music 224, 225, 226
Graduating Recital and Electives: Music 298

ELECTIVES

Non-Music Courses: 10 credits

INSTRUMENTAL MUSIC

The Associate of Music degree in Instrumental Music requires 93 quarter credits.

GENERAL EDUCATION CORE REQUIREMENTS

Communication Skills – 5 credits: English& 101
Quantitative Reasoning – 5 credits: Mathematics &107, 111, &141, &142, &146, &148, &151, &152, &163, &171, 207, 208, 211, &264, Philosophy& 120.
Multicultural Understanding – 5 credits: Art 105, Communication Studies 203, 285, History 245, Multicultural Studies 105 or Gender and Women’s Studies 284.

FOUNDATION MUSIC REQUIREMENTS

74 credits:
Music Theory: Music& 141, 142, 143, 241, 242, 243
Piano: Music 151, 152, 153, 251, 252, 253
Major and Small Ensemble: Music 136, 140, 144, 146, 147, 175
Private Lessons: Music 196, 296
Graduating Recital: Music 298

ELECTIVES

Non-Music Courses: 10 credits
DEGREES AND CERTIFICATE PROGRAMS

ASSOCIATE IN APPLIED SCIENCE—TRANSFER (AAS—T)

The Associate in Applied Science-Transfer (AAS-T) are Professional Technical degrees with articulation agreements between community colleges and some baccalaureate institutions. The AAS-T provides options for students who complete a professional-technical degree and later wish to complete a bachelor’s degree related to their technical field of study. In addition to the technical program coursework, a minimum of 20 credits in general education courses are required for this degree. Students will need to complete the majority of general education courses after transfer. Programs currently offering this degree are Biotechnology Lab Specialist, Dental Hygiene, Digital Film Production, VCT: Graphic Design and Production Art, VCT: Animation and Video for Multimedia, VCT: Marketing, and Nursing.

GENERAL EDUCATION CORE REQUIREMENTS


Quantitative Reasoning – 5 credits: Mathematics &107, 111, &141, &142, &146, &148, &151, &152, &163, &171, 207, 208, 211, &264, Philosophy& 120.

Science, Social Science or Humanities – 10 credits:
Associate in Arts (AA-DTA) (of which 5 credits of Multicultural Understanding is required.)

DUAL ENROLLMENT PROGRAM:
SHORELINE AND UW BOTHELL

Shoreline Community College and the University of Washington—Bothell have partnered together to create a dual enrollment program. The Dual Enrollment program offers students a focused, efficient, and cost-effective plan to earn both an Associate degree and a University of Washington Bachelor’s degree. Those who qualify for dual enrollment will be fully recognized as students of both their community college and UW Bothell. Students can dual enroll in the following degree programs: Business, Computing & Software, and Interdisciplinary Arts & Studies. For more information, contact Yvonne Terrell-Powell, Director of Counseling Services (206) 546-4559. You may also contact a UW Bothell advisor at (425) 352-5000.

ACADEMIC CERTIFICATES AND ENDOREEMENTS

Our academic certificate programs allow busy adult learners to augment their existing skills for an increasingly dynamic and complex world. Endorsements allow students working towards a degree to enhance their degree by recognizing additional areas of study. These programs challenge you to explore subjects in depth and apply new concepts and skills in practical situations. The college is in the process of developing several more academic certificates and endorsements based on student interest and employer requests. For a description of our Multicultural Understanding Certificates or MBA Preparation Certificate please visit our web site at: http://new.shoreline.edu/programs/academic-certificates.aspx
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Professional-technical programs lead to an Associate in Applied Arts and Sciences (AAAS) degree, Certificate of Proficiency (CP) or Certificate of Completion (CC). The programs are designed to prepare students to enter the workforce in specific occupational fields upon completion of the degree or certificate.

Details of the professional-technical programs offered at Shoreline Community College are in this section of the catalog. Some programs require a separate application for admissions, and several have prerequisite courses required before applications are considered; therefore, it is important that students work closely with program advisors when registering for courses in professional-technical programs.

Professional-technical programs include specific vocational course work as well as general education courses and related instruction in the areas of communication, quantitative reasoning or computation, human relations and multicultural understanding. If a specific general education course is not required by a professional-technical program, students may choose classes from the list of general education core courses in the AA-DTA degree. In some cases, general education requirements are embedded within program-specific courses.

Articulation Agreements

Upon completion of an AAAS degree, students may want to continue their education by pursuing a bachelor’s degree. Opportunities to transfer Professional-technical programs to a baccalaureate degree program are expanding. Currently, articulation agreements exist with the University of Washington-Bothell, Eastern Washington University, Western Washington University, Evergreen State College and Central Washington University for some approved professional-technical programs. Students should inquire about the availability of an Associate in Applied Science—Transfer (AAS—T) degree in their chosen fields. Check with your program advisor and with these institutions for further information.

Lists of advisory committee members for each of the professional-technical programs are available online and in the Office of the Dean of Workforce Education.

Contact the Registrar’s Office (206) 546-4613, if you wish to inspect, review or restrict disclosure your student educational records or if you have any questions regarding your rights under the Family Educational Rights and Privacy Act.
## Degree Programs: Professional/Technical

**PROFESSIONAL-TECHNICAL PROGRAMS**

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DESCRIPTION
The Accounting Program prepares students for a variety of accounting occupations in the public and private sector. Typically, accounting clerks establish, develop and maintain the financial records of organizations and departments. Job duties may include recording debits and credits, preparing ledgers and balance sheets, verifying the accuracy of records, classifying payables and receivables, preparing bank deposits and posting transactions.

With the aid of improved and simplified software applications, many of these tasks are now performed and stored in computer files. Automation has expanded opportunities for managing financial information. In the accounting program, students use current software and develop skills in the creative process of organizing, analyzing and interpreting financial information.

OUTCOMES
Students who successfully complete this program (2.0 or better in each Accounting course) should be able to:
1. Apply basic principles, theories and procedures for recording and reporting financial data.
2. Apply practical accounting practices in a variety of business structures including corporations, partnerships and small businesses.
3. Prepare financial reports, which summarize or analyze relevant financial data.
4. Provide management support in the budgeting, planning and decision-making processes.
5. Apply knowledge of payroll laws and related practices.
6. Integrate accounting functions within a computerized business environment, select appropriate software and convert a manual accounting system to a computerized one.
7. Apply knowledge of individual income tax laws.
(AAAS degree only)

AAAS DEGREE
Total Credits Required . . . . . . . . . . .90–92

Certificate of Proficiency

Certificate of Proficiency

Total Credits Required . . . . . . . . . . .55

See www.shoreline.edu/planning for a complete planning guide for this option.

Certificates of Completion

These programs are designed to prepare students for entry level accounting clerk positions.

OUTCOMES
Students who successfully complete this program will understand the basic account cycle for service and merchandising firms. Students will have basic business computer skills with specific knowledge of commercial accounting software.

Certificates of Completion

Accounting Clerk
Total Credits Required . . . . . . . . . . .15

Accounts Receivable/Payable Clerk
Total Credits Required . . . . . . . . . . .20

Payroll Clerk
Total Credits Required . . . . . . . . . . .20

Tax Preparer
Total Credits Required . . . . . . . . . . .15

See www.shoreline.edu/planning for complete planning guides for these options.
DEGREE PROGRAMS: PROFESSIONAL/TECHNICAL

AUTOMOTIVE FACTORY-SPONSORED TRAINING PROGRAM

DESCRIPTION
Each of these factory-sponsored programs is comprehensive in both the depth and breadth of knowledge required of graduates. Students should plan to complete an average of 20 credits per quarter, unless they take their General Education/Related Instruction courses prior to beginning the program.

AUTOMOTIVE SERVICE EDUCATIONAL PROGRAM (ASEP) – General Motors
The General Motors Automotive Service Educational Program (ASEP) is a two-year cooperative program. The student spends alternating quarters in class and working in a sponsoring General Motors dealership.

MOPAR COLLEGE AUTOMOTIVE PROGRAM (Mopar CAP)
The Chrysler College Automotive Program is a two-year cooperative program. The student spends alternating quarters in class and working in a sponsoring Mopar CAP dealership.

PROFESSIONAL AUTOMOTIVE CAREER TRAINING (PACT) – Honda
The American Honda Professional Automotive Career Training Program (PACT) is a two-year cooperative program. The student spends alternating quarters in class and working in a sponsoring Honda or Acura dealership.

TOYOTA TECHNICAL EDUCATION NETWORK PROGRAM (T-TEN) – Toyota
The Toyota Technical Education Network Program (T-TEN) is a two-year cooperative program. The student spends alternating quarters in class and working in a sponsoring Toyota or Lexus dealership.

OUTCOMES
Students who successfully complete this program (a GPA of 2.0 or better for each individual course) should be able to:
1. Apply fundamentals of automotive service training, including the basics of automotive diagnostics and repair, pre-delivery inspection and warranty repair procedures.
2. Identify, inspect, disassemble and assemble basic components of automotive power plants.
3. Apply knowledge of the function, construction, operation troubleshooting and servicing of disc, drum and ABS brake systems, steering, suspension and wheel alignment.
4. Use electronic engine analyzers and scanners to test and tune ignition, fuel injection and emission systems.
5. Apply understanding of electrical principles, semi-conductors, microprocessors and wiring diagrams to diagnose and repair malfunctions of automotive electrical systems.
6. Apply knowledge of the function, construction, operation, troubleshooting and service of front-and rear-wheel drive manual and automatic transmissions and transaxles.
7. Test, service and repair heating and air-conditioning systems.

AAAS DEGREE
General Motors Automotive Service Educational Program (ASEP)
Total Credits Required ...............167-172

Honda PACT Program
Total Credits Required ...............167-172

Mopar College Automotive Program (Mopar CAP)
Total Credits Required ...............167-172

Toyota T-TEN Program
Total Credits Required ...............167-172

See www.shoreline.edu/planning for complete planning guides for these options.
Certificates of Proficiency
Automotive General Service (GST)
Technician – (I-BEST)

DESCRIPTION
The General Service Technician (GST) program is a three-quarter job training program designed primarily for students interested in introductory automotive training. This program includes integrated basic education skills training (IBEST) and is team-taught by an automotive instructor and a basic education skills instructor. English as a Second Language students or students who desire further basic skills development are encouraged to apply. For the third quarter internship, students find jobs in dealerships, independent auto repair shops, or other automotive businesses. Students earn a certificate of proficiency upon graduation.

OUTCOMES
Students who successfully complete this program (a GPA of 2.0 or better for the entire certificate) should be able to:
1. Perform common maintenance and inspection procedures for scheduled services on all automotive systems.
2. Identify and apply safe work practices on vehicles, tools and equipment, lifts and ventilation systems.
3. Handle and store hazardous waste in accordance with local and national laws.
4. Understand fundamental principles of automotive systems as defined by the eight ASE (Automotive Service Excellence) areas: Engine Repair; Automatic Transmission and Transaxle; Manual Drive Train and Axles; Suspension and Steering; Brakes; Electrical/Electronic Systems; Heating and Air conditioning; Engine Performance.
5. Utilize service information systems to obtain specification and proper service and maintenance procedures.
6. Apply work readiness (employability) behavior and skills for success in an entry-level automotive technician position.

CERTIFICATE OF PROFICIENCY

Total credits required .......... 45

See www.shoreline.edu/planning for a complete planning guide for this option.

Certificates of Completion
Automotive

DESCRIPTION
Shoreline Community College offers four Automotive Specialist Certificates of Completion for students who are interested in entering the automotive service industry. The Automotive Program provides students with the fundamental skills to succeed in the workplace along with valuable hands-on experience. Students alternate quarters between classroom instruction and paid dealership training. As students progress through the curriculum, they learn about the major automobile components and systems, including brakes, suspension, emissions, transmissions, electrical systems, heating and air conditioning, power trains and engine management systems. Students develop skills in automotive diagnostics, tune-ups and repairs. Students will also develop an understanding of automotive service business principles as they apply to the service technician. In their internship placement, students work under the guidance of a master technician at a sponsoring dealership. These paid internships give students the opportunity to integrate their learning and further develop their skills in automotive service technology. Students will have to complete additional requirements in addition to completing all four automotive certificates in order to be awarded manufacturer-specific certification. These requirements are specific to the individual programs.
OUTCOMES

Students who successfully complete this program (a GPA of 2.0 or better for each individual course) should be able to:

1. Apply fundamentals of automotive service training, including the basics of automotive diagnostics and repair, pre-delivery inspection and warranty repair procedures.
2. Identify, inspect, disassemble and assemble basic components of automotive power plants.
3. Apply knowledge of the function, construction, operation, troubleshooting and servicing of disc, drum and ABS brake systems, steering, suspension and wheel alignment.
4. Use electronic engine analyzers and scanners to test and tune ignition, fuel injection and emission systems.
5. Apply understanding of electrical principles, semi-conductors, microprocessors and wiring diagrams to diagnose and repair malfunctions of automotive electrical systems.
6. Apply knowledge of the function, construction, operation, troubleshooting and service of front- and rear-wheel drive, manual and automatic transmissions and transaxles.
7. Test, service and repair heating and air-conditioning systems.

CERTIFICATES OF COMPLETION

Automotive – Brakes Specialist

Total Credits Required ................. 38

Automotive – Drive Train Specialist

Total Credits Required ................. 38

Automotive – Electrical Specialist

Total Credits Required ................. 38

Automotive – Engine Specialist

Total Credits Required ................. 38

See www.shoreline.edu/planning for complete planning guides for these options.
DESCRIPTION

Biotechnology is an exciting and rapidly expanding field. Biologists and other scientists working in research and development use biotechnology techniques for the production of genetically engineered drugs, gene therapy, microbiology, virology, forensic science, agriculture and environmental science. The Biotechnology Laboratory Specialist Program prepares students for work in laboratories involved in any aspect of these processes.

The curriculum provides a foundation in a variety of math and science disciplines including algebra, statistics, chemistry, biology, microbiology and computer science. Students gain a working knowledge of molecular biology, recombinant DNA, immunology, protein purification and tissue culture – both through classroom lectures and “hands-on” laboratory learning experiences. Biotechnology laboratories are found in educational institutions, public health facilities and private corporations.

This program is Associate of Applied Science-Technology (AAS-T) degree eligible. The AAS-T degree indicator, which will appear on your transcript, will enable students to transfer this degree directly to some four-year institutions. Please check with your program advisor for more specific information.

OUTCOMES

Students who successfully complete this program (a GPA of 2.0 or better for the entire certificate) should be able to:
1. Assist research scientists in the laboratory.
2. Perform technical procedures such as cell counting, solution and media preparation, DNA extraction and characterization, electrophoresis, cloning, polymerase chain reaction, ELISA and other immunology techniques, maintenance of cell lines transfection, fermentation, protein isolation and purification using various chromatographic techniques.
3. Conduct research experiments following operating and safety protocols and apply knowledge of theory and techniques to troubleshoot appropriately.
4. Analyze and display data using computer technology including the Internet and software designed for maintaining a database, preparing spreadsheets, conducting statistical analysis, bioinformatics and graphical display.
5. Manage laboratory activities including record keeping, ordering supplies and preparing reports.

Certificate of Completion

Biotechnology Lab Specialist

DESCRIPTION

This Certificate is for students who have a Bachelor’s Degree or higher or substantial Science background. At a minimum, students will take the Biotechnology classes offered in the second year of the Associate’s Degree Program. These are: Media and Solution Prep, Molecular Biology, Recombinant DNA Technology, Immunology, Biotechnology Techniques (protein chemistry, isolation and purification). If students need updating in Math, Chemistry or Biology before starting the Certificate Program, Program advisors will recommend specific classes. Advisors may also recommend Chemistry Technology, statistics or Excel.

OUTCOMES

Provides students who already have degrees or substantial science background broad-based hands-on laboratory experience with associated academics to allow them to work as laboratory technicians and research assistants.

AAAS DEGREE

Total Credits Required . . . . . . . . .92.5–93.5

See www.shoreline.edu/planning for a complete planning guide for this option.
DEGREE PROGRAMS: PROFESSIONAL/TECHNICAL

BUSINESS ADMINISTRATION PROGRAM

(206) 546-4665

DESCRIPTION

The Business Administration Program offers concentrations in:

- Business
- Entrepreneurship
- General Business
- Retail Management
- Fashion Merchandising
- Marketing
- Sports and Event Marketing

This vocational degree program provides the student with a balanced background in business plus the opportunity for career specialization. The student completes the core requirements and can choose either a specific area of concentration in one of the five areas listed or he/she can plan an individualized course of study to meet specific career needs by completing 25 credits of advisor-approved electives. (General Business area of concentration).

AAAS Degree

Business Option

Note: This program is also available completely online.

Business covers a broad spectrum of knowledge and skills to be effective in a variety of business environments. The Business program provides essential learning of basic business principles to include managerial leadership, marketing and sales, effective supervision, international business, international business and legal issues related to business. The program integrates and builds critical thinking and problem solving skills to help students be effective and successful in multiple business environments. The program offers all online classes geared toward developing skills in business, but many of them are also transfer courses, should students decide to go this route.

OUTCOMES

Students who successfully complete this program (a GPA of 2.0 or better for the entire certificate) should be able to:

1. Understand general business principles related to products and services, accounting and finance, marketing and sales, business operations, legal issues and business decision-making.
2. Apply business mathematics to analyze data and solve business problems.
3. Apply theories of motivation, organizational behavior and effective management skills to create a healthy, productive work environment.
4. Effectively communicate – both verbally and in writing – in a variety of business and multicultural settings.

AAAS DEGREE

Total Credits Required . . . . . . . . . . . .93

See www.shoreline.edu/planning for a complete planning guide for this option.
Entrepreneurship Option

This program is designed to prepare students for careers in business management or to upgrade the skills of professionals already working in management positions. The Management Program provides an overview of business management theory, standard operating procedures, financial planning and business development techniques along with strategies for effective supervision. Students refine skills in oral and written communication. Through the core curriculum, students demonstrate fundamental business skills in accounting, economics, communication, marketing, purchasing, computer technology, supervision, and legal issues. Graduates will be prepared for positions as middle managers.

OUTCOMES
Students who successfully complete this program (a GPA of 2.0 or better for the entire certificate) should be able to:
1. Understand the nature of operations, personnel, finances, regulations, marketing and decision-making.
2. Apply business mathematics in order to analyze data and solve business problems.
3. Apply theories of motivation, occupational behavior and management in order to create a healthy, productive organizational climate.
4. Effectively communicate verbally and in writing within the business environment.
5. Understand the principles of managing business products, information and finance.
6. Apply principles of business planning and development.
7. Demonstrate effective leadership and supervision skills.
8. Effectively manage and supervise their own work and career development.

AAAS DEGREE

Total Credits Required . . . . . . . . . . . .93

See www.shoreline.edu/planning for a complete planning guide for this option.

Fashion Merchandising Option

Students will develop basic business skills, with a focus in Fashion Merchandising. The curriculum will focus on economics, accounting, computers, marketing, management, and general education outcomes. Students also take focused Fashion Merchandising classes to hone their skills in the area of display and effective visual merchandising, retail buying, retail management, and merchandising planning. This professional/technical degree is available to day students on a full or part-time basis. Graduates with general business administration skills and fashion merchandising skills may be able to obtain jobs in the retail sector of business. Graduates may also be able to apply their knowledge in a general business setting.

OUTCOMES
Students who successfully complete this program (a GPA of 2.0 or better for the entire certificate) should be able to:
1. Understand the nature of operations, accounting, regulations, marketing, human relations and decision-making.
2. Apply business mathematics in order to analyze data and solve business problems.
3. Apply theories of motivation, occupational behavior and management in order to create a healthy, productive organizational climate.
4. Effectively communicate verbally and in writing within the business environment.
5. Understand the principles of managing business products, information and finance.
6. Apply principles of business planning and development.
7. Demonstrate effective leadership and supervision skills.
8. Effectively manage and supervise their own work and career development.

AAAS DEGREE

Total Credits Required . . . . . . . . . . . .93

See www.shoreline.edu/planning for a complete planning guide for this option.
General Business Administration Option
This Business Administration degree increases career alternatives in respect to employment and is designed to meet the needs of employed students who wish retraining and upgrading of skills and those students who prefer to plan their courses of study to meet specific employment objectives.
This degree program is available to day and evening students either full-time or part-time.

NOTE: This degree does not transfer to four-year academic institutions. See "Degree Programs: Academic Transfer" section for information on business administration transfer degree.

OUTCOMES
Students who successfully complete this program (a GPA of 2.0 or better for the entire certificate) should be able to:
1. Understand the nature of operations, accounting, regulations, marketing and decision-making.
2. Apply business mathematics in order to analyze data and solve business problems.
3. Apply theories of motivation, occupational behavior and management in order to create a healthy, productive organizational climate.
4. Effectively communicate verbally and in writing in various business settings.
5. Understand management principles related to finance, personnel, products, services and information.
6. Apply general business skills to a variety of business environments.

AAAS DEGREE
Total Credits Required . . . . . . . . . . . .93

See www.shoreline.edu/planning for a complete planning guide for this option.

Marketing Option
Marketing encompasses a broad spectrum of business activities which relate to consumer demand, product awareness and customer satisfaction. Marketing specialists study trends which influence consumer needs and buying habits. They help to determine the level of demand of particular products and services, identify and attract potential consumers, develop pricing strategies, oversee product development and promote products and services. They also enhance the public image of businesses through advertising, promotional events and public information.
The Marketing program provides an overview of basic marketing components including the principles of retailing, professional selling, advertising, public speaking, transportation and international marketing. Students completing this degree have the opportunity to transfer to Central Washington University to earn a bachelor’s degree in Retail Management.

OUTCOMES
Students who successfully complete this program (a GPA of 2.0 or better for the entire certificate) should be able to:
1. Demonstrate professional sales skills, effectively interview clients and accurately gauge consumer needs.
2. Apply principles of sales management including the development and analysis of sales programs, budgets and expense reports.
3. Apply advertising principles including strategies for planning, producing and selecting the appropriate media.
4. Understand principles of product development, pricing, distribution strategies, promotion strategies and market research.
5. Apply principles of retailing such as business location, merchandising, inventory control, store management and vendor relationships.
6. Communicate effectively with consumers, business managers and vendors.
7. Understand business management as it relates to daily operations, personnel issues, finance, profit-loss analysis and decision-making.

AAAS DEGREE
Total Credits Required . . . . . . . . . . . .93

See www.shoreline.edu/planning for a complete planning guide for this option.
Sports and Event Marketing Option

Students will prepare to market sporting events and entertainment venues, as well as market local and regional entertainment events. Coursework will enable graduates to apply business and marketing techniques to sports and events. The program provides the opportunity to participate in an off-campus internship under the direction of an industry professional. This experience will further develop the student’s marketing skills and prepare them to launch their careers. The internship develops the ability to identify, document and successfully communicate personal and professional vision and strategies for a successful career in sports and event marketing.

OUTCOMES

Students who successfully complete this program (a GPA of 2.0 or better for the entire certificate) should be able to:
1. Demonstrate professional sales skills, effectively interview clients and accurately identify consumer needs.
2. Apply advertising techniques including strategies for planning, selecting and scheduling appropriate media.
3. Apply effective management and communication principles, such as internal communication techniques, coordinating event logistics, and fulfillment of administrative duties.
4. Implement effective public relations strategies.
5. Maximize event sales revenue through securing sponsorships and generating ticket sales.

OUTCOMES

Students who successfully complete this program (a GPA of 2.0 or better for the entire certificate) should be able to:
1. Apply principles of retail buying such as planning, merchandise selection and control, and building positive vendor relationships.
2. Apply principles of advertising including strategies for planning, producing and selecting appropriate media.
3. Communicate effectively with consumers, staff and vendors.
4. Demonstrate good salesmanship, effectively interview clients, accurately gauge consumer needs and build customer goodwill.
5. Apply principles of sales management including the development and analysis of sales programs, budget and expense reports.
6. Understand the nature of business operations, personnel, finances, regulations, marketing and decision-making.
7. Apply business mathematics to analyze data and solve business problems.

AAAS DEGREE

Total Credits Required . . . . . . . . . . . .93

See www.shoreline.edu/planning for a complete planning guide for this option.
Certificates of Proficiency

Entrepreneurship
Students acquire an overview of basic marketing components including the principles of retailing, professional selling, advertising, public speaking, transportation, and international marketing.

OUTCOMES
Students acquire an overview of small business such as planning, merchandise selection and control, and building positive vendor relationships. They learn to apply principles of advertising strategies and how to develop and analyze sales programs.

CERTIFICATE OF PROFICIENCY

Total credits required . . . . . . . . . . . . . . . 45
See www.shoreline.edu/planning for a complete planning guide for this option.

Fashion Merchandising
Students will develop basic business skills, with a focus in Fashion Merchandising. The curriculum will focus on economics, accounting, computers, marketing, management, and general education outcomes. Students also take focused Fashion Merchandising classes to hone their skills in the area of display and effective visual merchandising, retail buying, retail management, and merchandising planning. This professional/technical certificate is available to day students on a full or part-time basis.

OUTCOMES
Students who successfully complete this program (a GPA of 2.0 or better for the entire certificate) should be able to:
1. Understand the nature of operations, accounting, regulations, marketing, human relations and decision-making.
2. Understand textiles and costume history.
3. Identify trends and the development process
4. Demonstrate understanding of the fashion design and development process.
5. Effectively display merchandise.
6. Develop 6 month buying plans.
7. Understand the trend development process.

CERTIFICATE OF PROFICIENCY

Total credits required . . . . . . . . . . . . . . . 45
See www.shoreline.edu/planning for a complete planning guide for this option.

General Business
The General Business Administration program provides a balanced background in business concepts, office technology and management skills. Students are prepared to be effective in the business environment through the study of business communication, human relations and managerial leadership. The curriculum gives students an overview of the principles of finance, salesmanship, marketing, advertising, business management and related legal issues. The program builds critical thinking and problem solving skills. Students also learn the fundamentals of purchasing, retailing, product development and sales analysis. Students can choose either a specific area of concentration in marketing, entrepreneurship, retail management, or international business. This professional/technical certificate is available to day and students on a full- or part-time basis.

OUTCOMES
Students who successfully complete this program (a GPA of 2.0 or better for the entire certificate) should be able to:
1. Understand the nature of operations, accounting, regulations, marketing and decision-making.
2. Apply business mathematics in order to analyze data and solve business problems.
3. Apply theories of motivation, occupational behavior and management in order to create a healthy, productive organizational climate.
4. Effectively communicate verbally and in writing in various business settings.
5. Understand management principles related to finance, personnel, products, services and information.
6. Apply general business skills to a variety of business environments.

CERTIFICATE OF PROFICIENCY

Total credits required . . . . . . . . . . . . . . . 45
See www.shoreline.edu/planning for a complete planning guide for this option.
Marketing

Marketing encompasses a broad spectrum of business activities which relate to consumer demand, product awareness and customer satisfaction. Marketing specialists study trends which influence consumer needs and buying habits. They help to determine the level of demand of particular products and services, identify and attract potential consumers, develop pricing strategies, oversee product development and promote products and services. They also enhance the public image of businesses through advertising, promotional events and public information. The Marketing program provides an overview of basic marketing components including the principles of retailing, professional selling, advertising, public speaking, transportation and international marketing. This professional/technical certificate is available to day students on a full or part-time basis.

OUTCOMES

Students who successfully complete this program (a GPA of 2.0 or better for the entire certificate) should be able to:
1. Demonstrate professional sales skills, effectively interview clients and accurately gauge consumer needs.
2. Apply principles of sales management including the development and analysis of sales programs, budgets and expense reports.
3. Apply advertising principles including strategies for planning, producing and selecting the appropriate media.
4. Understand principles of product development, pricing, distribution strategies, promotion strategies and market research.
5. Apply principles of retailing such as business location, merchandising, inventory control, store management and vendor relationships.
6. Communicate effectively with consumers, business managers and vendors.
7. Understand business management as it relates to daily operations, personnel issues, finance, profit-loss analysis and decision-making.

Retail Management

Retail Marketing is any business activity that directs its efforts toward the selling of goods or services to consumers. The Retail Management program builds on the general business curriculum and prepares students for a leadership role in the dynamic retail industry. Depending upon the size of the retail company, retail managers are responsible for one or more parts of a retail operation including buying, marketing, merchandising, operations, inventory control, personnel or finance. This professional/technical certificate is available to students on a full or part-time basis.

OUTCOMES

Students who successfully complete this program (a GPA of 2.0 or better for the entire certificate) should be able to:
1. Apply principles of retail buying such as planning, merchandise selection and control, and building positive vendor relationships.
2. Apply principles of advertising including strategies for planning, producing and selecting appropriate media.
3. Communicate effectively with consumers, staff and vendors.
4. Demonstrate good salesmanship, effectively interview clients, accurately gauge consumer needs and build customer goodwill.
5. Apply principles of sales management including the development and analysis of sales programs, budgets and expense reports.
6. Understand the nature of business operations, personnel, finances, regulations, marketing and decision-making.
7. Apply business mathematics to analyze data and solve business problems.

CERTIFICATE OF PROFICIENCY

Total credits required ................. 45

See www.shoreline.edu/planning for a complete planning guide for this option.

Certificate of Proficiency
Retail Management (WAFC)
Western Association of Food Chains

The Retail Management (WAFC Endorsement) certificate provides a state-wide credential for those working in the retail food chain industry and other related retail jobs. This program is offered with a combination of classes online and on-campus as a convenient way to upgrade skills that could lead to better jobs in this field. The program is endorsed by
DEGREE PROGRAMS: PROFESSIONAL/TECHNICAL

BUSINESS ADMINISTRATION (CONT.)

1. Demonstrate professional sales skills, effectively interview clients and accurately identify consumer needs.
2. Apply advertising techniques including strategies for planning, selecting and scheduling appropriate media.
3. Apply effective management and communication principles, such as internal communication techniques, coordinating event logistics, and fulfillment of administrative duties.
4. Implement effective public relations strategies.
5. Maximize event sales revenue through securing sponsorships and generating ticket sales.

OUTCOMES

Students who successfully complete this program (a GPA of 2.0 or better for the entire certificate) should be able to:
1. Understand business operations, such as: marketing, financial reporting and human resource management
2. Apply principles of retail merchandising to plan and control merchandise assortments.
3. Apply marketing principles to plan, select and produce effective promotion.
4. Demonstrate professional selling skills – effectively interview clients and gauge consumer needs.
5. Apply business mathematics to analyze data and solve business problems.
6. Communicate effectively – verbally and in writing; build positive consumer, vendor and public relations.

CERTIFICATE OF PROFICIENCY

Total credits required................. 45

See www.shoreline.edu/planning for a complete planning guide for this option.

Certificates of Completion

General Business Administration

Students acquire an overview of business principles, marketing, supervision, law, professional communications and accounting.

OUTCOMES

This short-term certificate is offered to those who want to learn the basics of business administration: marketing, supervision, finance, business law, and professional communications. Students may apply all requirements toward completion of an Associate Degree in Business Administration.

Entrepreneurship

Students are provided a broad technical and practical base to evaluate entrepreneurial strategies and options. Skills in managing information, costs, legal requirements, marketing, accounting, sales, and advertising of a small business are the core of this certificate program. They will learn how to write a business plan.

OUTCOMES

This short-term certificate is offered to those who are interested in applying their vision and creativity as entrepreneurs. They will acquire basic business skills in mar-

the Western Association of Food Chains and focuses on necessary management skills of communication, math and skills specific to the retail industry. Online courses mean that the student can take courses while employed and also if relocated within the state. While endorsed by WAFC, skills are applicable to the entire retail management field. This Retail Management certificate could be the initial step, leading to an Associate degree and eventually a transfer degree for a bachelors program at a four-year university.

OUTCOMES

Students who successfully complete this program (a GPA of 2.0 or better for the entire certificate) should be able to:
1. Understand business operations, such as: marketing, financial reporting and human resource management
2. Apply principles of retail merchandising to plan and control merchandise assortments.
3. Apply marketing principles to plan, select and produce effective promotion.
4. Demonstrate professional selling skills – effectively interview clients and gauge consumer needs.
5. Apply business mathematics to analyze data and solve business problems.
6. Communicate effectively – verbally and in writing; build positive consumer, vendor and public relations.

CERTIFICATE OF PROFICIENCY

Total credits required................. 50

See www.shoreline.edu/planning for a complete planning guide for this option.

Certificate of Proficiency

Sports & Event Marketing

Students will prepare to market sporting events and entertainment venues, as well as market local and regional entertainment events. Coursework will enable graduates to apply business and marketing techniques to sports and events. The program provides the opportunity to participate in an off-campus internship under the direction of an industry professional. This experience will further develop the student’s marketing skills and prepares them to launch their careers. The internship develops the ability to identify, document and successfully communicate personal and professional vision and strategies for a successful career in sports and event marketing.

OUTCOMES

Students who successfully complete this program (a GPA of 2.0 or better for the entire certificate) should be able to:
keting, accounting, technology, and communications in addition to learning the fundamentals of writing a business plan and ways to identify new opportunities and take advantage of them.

**Fashion Merchandising**

Students will develop basic Fashion Merchandising skills. Students take focused Fashion Merchandising classes to hone their skills in the area of retail buying, retail management, and merchandising planning. This short-term certificate is available to day students on a full- or part-time basis. Students should be able to complete the program in two consecutive quarters (2 courses per quarter) or one full year (taking one class per quarter).

**OUTCOMES**

Students who successfully complete this program (a GPA of 2.0 or better for the entire certificate) should be able to:
1. Understand the nature of retail operations.
2. Understand textiles and fashion history.
3. Identify trends and the development process.
4. Demonstrate understanding of the fashion design and development process.
5. Develop 6 month buying plans.

**Project Management**

Project management is the planning, organizing, motivating, and controlling resources to achieve specific goals. A project has a defined beginning and end. Projects are usually time-constrained, and often constrained by funding or deliverables. The temporary nature of projects stands in contrast with business as usual (or operations) which are repetitive, permanent activities designed to produce products or services. In practice, the management of these two systems is often quite different, and as such requires the development of distinct technical skills and management strategies.

**OUTCOMES**

Students who successfully complete this program should be able to:
1. Understand the role of Business in society and the importance of Project Management.
2. Facilitate the primary constraints of scope, time, quality and budget.
3. Optimize the allocation of necessary inputs and integrate them to meet pre-defined objectives.
4. Develop Project Management assessments and reports for project progress.
Retail Management
Students acquire an overview of retail buying and management. Customer service skills and the principles of marketing, advertising, and supervision are also emphasized in this program.

OUTCOMES
Students acquire an overview of retail buying such as planning, merchandise selection and control, and building positive vendor relationships. They learn to apply principles of advertising strategies and how to develop and analyze sales programs.

Sustainable Business Leadership
Students will develop skills to implement sustainable business practices within their own companies.

OUTCOMES
Students who successfully complete this program (a GPA of 2.0 or better for the entire certificate) should be able to:
1. Explain the importance of sustainability in business.
2. Discuss types of sustainability initiatives.
3. Understand the role of business in society.
4. Describe various marketing practices surrounding sustainability.
5. Develop sustainability assessments.
7. Use diagrams to create sustainability systems.

Sports & Event Marketing
Students will prepare to market sporting events and entertainment venues, as well as market local and regional entertainment events. Coursework will enable graduates to apply business and marketing techniques to sports and events.

OUTCOMES
Students who successfully complete (a GPA of 2.0 or better for the entire certificate) this short-term certificate program should be able to:
1. Demonstrate professional sales skills.
2. Apply advertising techniques including strategies for scheduling appropriate media.
3. Apply effective management techniques such as coordinating event logistics.
4. Implement effective public relations strategies.
5. Maximize event sales revenue through securing sponsorships and generating ticket sales.
DESCRIPTION

The Business Technology program helps prepare individuals for jobs in today's computerized business environments. Students complete hands-on computer training in current word processing, spreadsheet, database, and presentation software. Students study human relations, mathematics, and communications, all essential for success in the workplace. Graduates of the program may find employment in a variety of office and administrative support positions. Students in the program develop skills essential in an office environment.

Students may complete both an AAAS Degree and Certificate of Proficiency. Those completing a degree program may choose electives from Accounting, Business Technology, Computer Information Systems, Visual Communications Technology, and/or other areas with Business Technology advisor approval.

OUTCOMES

Students who successfully complete this program (achieve a 2.0 or better for each BusTech course completed, plus an overall GPA of 2.0 or better) should have:
1. A knowledge of current business practice and office technologies.
2. An ability to prioritize, organize, and plan office work.
3. An ability to use current computer software packages proficiently.
4. The communication and interpersonal skills necessary to work effectively with others.
5. An ability to manage information effectively.

AAAS DEGREE

Total Credits Required ............... 90

See www.shoreline.edu/planning for a complete planning guide for this option.

Certificate of Proficiency

DESCRIPTION

The Business Technology Certificate of Proficiency program helps prepare individuals for success in today's computerized business environments. Students complete hands-on computer training in current word processing, spreadsheet and presentation software. Students study human relations, mathematics, and communications—all in demand in today's business environments. Graduates of the program may find employment in a variety of office support positions.

The Business Technology Certificate of Proficiency credits may be applied to the Business Technology AAAS Degree. See an advisor in this program for details.

OUTCOMES

Students who successfully complete this program (achieve a 2.0 or better for each BusTech course completed, plus an overall GPA of 2.0 or better) should have:
1. A knowledge of current business practice and office technologies.
2. An ability to prioritize, organize, and plan office work.
3. An ability to use current computer software packages proficiently.
4. The communication and interpersonal skills necessary to work effectively with others.
5. An ability to manage information effectively.

CERTIFICATE OF PROFICIENCY

Total credits required ............... 47-50

See www.shoreline.edu/planning for a complete planning guide for this option.
Certificates of Completion

Office Technology

Business technology and customer relations are essential skills for the smooth and efficient operation of any business. Students develop basic business skills, including: keyboarding, filing procedures, human relations, and essential computer software applications. For advanced study, consider a Certificate of Proficiency in Business Technology or one of several Accounting Certificates.

OUTCOMES

Students who successfully complete this program (achieve a 2.0 or better for each course completed) should be able to:
1. Plan, organize and prioritize work in a typical business environment.
2. Apply standard business office practices and procedures.
3. Employ technology tools such as Word and Excel to achieve satisfactory standards for entry level work.
4. Demonstrate proficiency in basic payroll practices.
5. Communicate effectively in an office setting.

CERTIFICATE OF COMPLETION

Total Credits Required . . . . . . . . . . . . . . 34

See www.shoreline.edu/planning for a complete planning guide for this option.

Business Software Applications

This program is designed to train students for entry-level jobs in a business environment using the most common Microsoft business applications.

OUTCOMES

Students who successfully complete this program (achieve a 2.0 or better for each BusTech course completed, plus an overall GPA of 2.0 or better) are ready to work in entry-level office settings.

CERTIFICATE OF COMPLETION

Total Credits Required . . . . . . . . . . . . . . 19

See www.shoreline.edu/planning for a complete planning guide for this option.

Customer Service Specialist/Receptionist

People in this career pathway aid communication to both internal and external customers and facilitate the flow of business within and between organizations. They keep records, file, greet customers and support supervisors and/or managers. This career path leads to both the Business Technology Certificate of Proficiency and AAAS Degree.

OUTCOMES

Students who successfully complete this program (achieve a 2.0 or better for each course completed) should have:
1. A working knowledge of word processing
2. A working knowledge of spreadsheets
3. An ability to communicate in a positive way to internal and external customers
4. An ability to organize office documents

CERTIFICATE OF COMPLETION

Total Credits Required . . . . . . . . . . . . . . 19

See www.shoreline.edu/planning for a complete planning guide for this option.
Office Assistant/Receptionist
People in this career pathway aid communication to both internal and external customers and aid the flow of business within and between organizations. They keep records, file, greet customers and support supervisors and/or managers.

OUTCOMES
Students who successfully complete this program (achieve a 2.0 or better for each course completed) should have:
1. A working knowledge of word processing
2. A working knowledge of spreadsheets
3. An ability to communicate in a positive way to internal and external customers
4. An ability to organize office documents

CERTIFICATE OF COMPLETION
Total Credits Required . . . . . . . . . . . . 17

See www.shoreline.edu/planning for a complete planning guide for this option.

Office Clerk
People in this career pathway keep records, file, provide data entry, and support supervisors and/or managers. This career pathway leads to both the Business Technology Certificate of Proficiency and to the Business Technology AAAS Degree.

OUTCOMES
Students who successfully complete this program (achieve a 2.0 or better for each course completed) should have:
1. A working knowledge of word processing
2. A working knowledge of spreadsheets
3. An ability to communicate in a positive way to internal and external customers

CERTIFICATE OF COMPLETION
Total Credits Required . . . . . . . . . . . . 16

See www.shoreline.edu/planning for a complete planning guide for this option.

Word Processing
This program is designed to train students for entry-level jobs in a business environment using the most common Microsoft business applications.

OUTCOMES
Students who successfully complete this program (achieve a 2.0 or better for each course completed) are ready to work in entry-level office settings.

CERTIFICATE OF COMPLETION
Total Credits Required . . . . . . . . . . . . 19

See www.shoreline.edu/planning for a complete planning guide for this option.
**Certificate of Completion (CC)**

**DESCRIPTION**
CAST is a certificate program designed for students working with or planning to work with children. It focuses on child protection and safety issues including criteria, identification, reporting, and advocacy for child victims and survivors of child abuse.

The CAST certificate should give students essential information for working with children and enhanced skills for job competition. The program includes studies regarding interdisciplinary, ethical, realistic, and culturally-sensitive issues that provide a focus on child protection and safety. The program should provide students with the ability to identify possible child abuse and neglect, and enable them to know how, when, where, and to whom to report the circumstances.

**OUTCOMES**
Students who successfully complete this program (a GPA of 2.0 or better for each individual course) should be able to:

1. Identify the historical trends in child maltreatment and advocacy, including practices related to multicultural and social justice issues.
2. Define the criteria for alleged maltreatment and describe the initial responses to child maltreatment by professionals.
3. Explain the civil and criminal laws involved in child maltreatment and how they impact the effort to protect children.
4. Identify the differences in system responses between civil and criminal proceedings and identify applicable laws, case work process and potential complications.
5. Demonstrate how to work effectively with individuals from different relevant professions and from a multicultural perspective.
6. Describe the investigative process and the roles of other involved professionals and identify the needed support systems for the child and family considering the context of family and child culture.

**CERTIFICATE OF PROFICIENCY**

Total credits required . . . . . . . . . . . . . 15

See [www.shoreline.edu/planning](http://www.shoreline.edu/planning) for a complete planning guide for this option.
DESCRIPTION
The Clean Energy Technology & Entrepreneurship Associate in Applied Arts and Sciences degree is designed to provide students with the theoretical and practical knowledge and skills necessary for a career in sustainable design, construction, maintenance and management. Upon completion of the degree, students are prepared for the Silicon Energy Manufacturing Solar Installation Certification and the National PV Installer Certification through the North American Board of Certified Energy Practitioners NABCEP. Shoreline works with professional affiliates, advisory committees and accreditation guidelines to ensure students receive the knowledge and skills currently in demand for employment.

Clean Energy Technology & Entrepreneurship

The Clean Energy Technology & Entrepreneurship program provides students with a background in alternative energy and an understanding of practices in high performance and zero energy building practices including alternative energy systems, green building techniques, and designing and installing residential and commercial electric, metering and control systems. Emphasis is on residential and commercial buildings with specialties in passive solar and sustainable (green) building Design and photovoltaic (solar electric) system. A strong hands-on component is obtained through the use of Washington State University’s Zero Energy House, which is permanently located on the main campus of Shoreline Community College.

OUTCOMES
Students who successfully complete this program (a GPA average of 2.0 or better for the entire certificate) should be able to:
1. Understand the basics of design for residential and commercial photovoltaic, electrical, and thermal systems.
2. Understand the applied code, and associated electrical equipment and performance parameters and attributes required for the design, installation and maintenance issues of photovoltaic energy systems.
3. Perform site audits including energy efficiency, load analysis, definition of the solar window, system siting and sizing.
4. Evaluate residential and small commercial building energy use patterns to recommend cost-saving designs.
5. Understand the nature of business operations, business finance, legal issuers, and decision-making.
6. Understand the principles of managing business products, marketing, and sales.

AAAS DEGREE

Total Credits Required . . . . . . . . . . . . 90

See www.shoreline.edu/planning for a complete planning guide for this option.
CLEAN ENERGY TECHNOLOGY & ENTREPRENEURSHIP (CONT.)

Clean Energy Technology & Entrepreneurship Certificate of Proficiency

DESCRIPTION
The Clean Energy Technology & Entrepreneurship Certificate of Proficiency is designed to provide students with the theoretical and practical knowledge and skills necessary for a career in sustainable design, construction, maintenance and management. Upon completion of the degree, students are prepared for the Silicon Energy Manufacturing Solar Installation Certification and the National PV Installer Certification through the North American Board of Certified Energy Practitioners NAB-CEP. Shoreline works with professional affiliates, advisory committees and accreditation guidelines to ensure students receive the knowledge and skills currently in demand for employment.

Clean Energy Technology & Entrepreneurship
The Clean Energy Technology & Entrepreneurship program provides students with a background in alternative energy and an understanding of practices in high performance and zero energy building practices including alternative energy systems, green building techniques, and designing residential and commercial electric, metering and control systems. Emphasis is on residential and commercial buildings with specialties in passive solar and sustainable (green) building design and photovoltaic (solar electric) systems. A strong-hands-on component is obtained through the use of Washington State University’s Zero Energy House, which is permanently located on the main campus of Shoreline Community College.

OUTCOMES
Students who successfully complete this program (a GPA of 2.0 or better for the entire certificate) should be able to:
1. Understand the basics of design for residential and commercial photovoltaic systems, thermal systems, hydro systems, wind systems, and solar domestic water systems.
2. Understand the applied code associated with electrical equipment and performance parameters and the attributes required for the design, installation, and maintenance issues of photovoltaic energy systems.
3. Perform site audits including energy efficiency, load analysis, definition of the solar window system siting and sizing.
4. Evaluate residential and small commercial building energy use pattern to recommend cost-savings designs.

CERTIFICATE OF PROFICIENCY

Total Credits Required. . . . . . . . . . . . . . 45

See www.shoreline.edu/planning for a complete planning guide for this option.
DESCRIPTION
Offers students an overview of the forces that have shaped and influenced the field of criminal justice; explores ethical and social issues and promotes self-awareness; introduces strategies for understanding, preventing and investigating criminal activities; teaches practical criminal justice procedures and prepares students for careers in law enforcement, corrections, private security, and other areas. Students planning to pursue a bachelor’s degree should follow the Criminal Justice Option A transfer degree.

OUTCOMES
Students who successfully complete this program (a GPA of 2.0 or better for the entire certificate) should be able to:
1. Evaluate federal and state constitutions and their respective criminal codes.
2. Apply basic theories of police operations and management.
3. Communicate effectively within the criminal justice system.
4. Effectively communicate with the public and respond to various problems many of which may not be criminal in nature.
5. Fairly enforce the laws which regulate public conduct.
6. Properly identify, collect and preserve evidence.
7. Conduct preliminary traffic and criminal investigations, report findings and testify effectively in court.
8. Promote security through appropriate application of standard patrol practices and police interventions.

AAAS DEGREE
Total Credits Required ............... 90

See www.shoreline.edu/planning for a complete planning guide for this option.
DEGREE PROGRAMS: PROFESSIONAL/TECHNICAL

DENTAL HYGIENE PROGRAM

(206) 546-4711

DESCRIPTION
Dental Hygiene is a health profession with its primary responsibility being preventive in nature. Licensure qualifies the dental hygienist to provide oral health services to patients in a variety of settings including private dental offices (general or specialty practices), public health facilities, state institutions, hospitals, common schools, nursing homes, group homes for the elderly or the disabled, and the military. In addition, dental hygienists may be employed as dental clinic managers, dental health educators and supervisors for public health agencies.

The Dental Hygiene Program is a two-year, seven-quarter curriculum which focuses on the development of strong clinical skills and proficiency as a dental health educator. Students completing this program are eligible to write the National Board Examination given by the Joint Commission on National Dental Examinations. Students are also prepared to take the clinical examination required by each of the licensing jurisdictions in the United States in order to become registered dental hygienists (RDH).

Upon completion of the program, the student will receive an Associate of Applied Arts and Sciences Degree. The program is accredited by the Commission on Dental Accreditation, a specialized accrediting body recognized by the U.S. Dept. of Education.

This program is Associate of Applied Science-Technology (AAS-T) degree eligible. The AAS-T degree indicator, which will appear on your transcript, will enable students to transfer this degree directly to some four-year institutions. Please check with your program advisor for more specific information.

PREREQUISITE COURSE WORK
Upon entry into the program, the student begins intense study of advanced sciences. Background in general education/related instruction and the basic sciences is essential to prepare the student to succeed in the dental hygiene curriculum.

Therefore, applicants are required to complete designated pre-dental hygiene course requirements no later than the end of Summer Quarter the year of application. Information on these courses is provided on our website www.shoreline.edu/dental for the year they are applying.

GENERAL EDUCATION REQUIREMENTS/RELATED INSTRUCTION

Quantitative Reasoning
See list of approved courses ........................................5

Multicultural Understanding
See list of approved courses ........................................5

Human Relations
BUS 105 Essentials of Human Relations (2) –or–
BUS 104 Human Relations (5) .................................2-5

PROGRAM PREREQUISITES

ENG& 101 English Composition .................................5

BIOL& 211 Majors Cellular Biology ..........................5

CHEM& 121 Intro to Chemistry ..................................5

CHEM& 131 Intro to Organic/Biochemistry ...............5

BIOL& 231 Human Anatomy ..................................5

BIOL& 232 Human Physiology ................................5

BIOL& 260 Microbiology .......................................5

NUTR& 101 Nutrition ............................................5

CMST& 101 Intro to Communication –or–
CMST& 220 Public Speaking ..................................5

PSYC& 100 General Psychology .............................5

APPLICATION TO PROGRAM

The Dental Hygiene Program receives more applications each year than there are available student spaces. It is therefore necessary to employ strict admissions requirements and selection procedures so that those applicants who are deemed best qualified to succeed in the Dental Hygiene Program and the dental hygiene profession may be selected.

It is important for every applicant (new or re-applying) to obtain updated information from our website during the Fall Quarter prior to beginning the application process. Since class selection procedures are subject to change, this will ensure that the applicant receives accurate information about required procedures, documents and deadlines. It is the applicant’s responsibility to seek current admissions information and to see that his or her file is complete and up-to-date. Advanced planning and early submission of materials are strongly encouraged.
DEGREE PROGRAMS: PROFESSIONAL/TECHNICAL

DEPARTMENT OF HEALTH AND HUMAN SERVICES

DEPARTMENT OF DENTAL HYGIENE

REQUIREMENTS AFTER ACCEPTANCE INTO THE PROGRAM

1. Complete physical examination, including eye examination
2. Tuberculin skin test
3. Record of current immunizations (tetanus, diphtheria, rubella, polio, measles, hepatitis B and mumps)

Students selected for the program will be required to purchase approved personal protective equipment, a “student issue” of supplies and instruments, and malpractice insurance. Students seeking further information about program costs should contact the Dental Hygiene Program at (206) 546-4711. Financial aid may be available through the college. Contact the Financial Aid Office at (206) 546-4762 for information. Dental Hygiene web advisor: dentalhygiene@shoreline.edu.

OUTCOMES

Students who successfully complete this program (a GPA of 2.0 or better for each individual course) should be able to:
1. Examine patients using appropriate screening procedures.
2. Expose and develop radiographs.
3. Remove calculus and plaque (hard and soft deposits) from teeth.
4. Teach patients how to maintain healthy teeth and gums through proper oral hygiene.
5. Counsel patients concerning the role of good nutrition in oral health maintenance.
6. Apply cavity preventive agents such as fluoride and sealants.
7. Make impressions of patients’ teeth for study models used in the evaluation of treatment options.
8. Place and finish dental restorations (fillings.)

AAAS DEGREE & AAS-T

Total Credits Required ............... 116

See www.shoreline.edu/planning for a complete planning guide for this option.
DEGREE PROGRAMS: PROFESSIONAL/TECHNICAL

EDUCATION

| (206) 546-4787 |

DESCRIPTION

The Education Programs are designed to provide students with the knowledge and skills necessary for employment in a variety of social and educational agencies. Based on personal and career interests, students may select one of three AAAS degree options: Early Childhood Educator/Paraeducator, and Special Education. These programs are designed to meet paraeducator requirements set by the State of Washington Office of the Superintendent of Public Instruction (OSPI) as well as the lead teacher requirements established by the State of Washington childcare licensing standards, the State of Washington ECEAP standards and the national Head Start performance standards.

Students learn about the social, emotional, language and intellectual development of children as well as specific strategies for encouraging healthy development. Students also learn how to develop group activities, plan a curriculum, guide individuals and groups of children, and effectively communicate with children, families and co-workers. Internships provide students with an opportunity to integrate classroom coursework, increase confidence and gain valuable experience. All courses are taught from a multicultural perspective.

OUTCOMES

Students who successfully complete this program (a GPA of 2.0 or better for the entire certificate) should be able to:

1. Select and implement developmentally and culturally appropriate educational practices that positively impact young children’s development, creativity and self-esteem.
2. Develop and implement creative, innovative and culturally sensitive instructional techniques.
3. Plan group activities and effectively manage a multicultural classroom.
4. Perform basic assessments and measurements of children in an educational setting.
5. Work appropriately with exceptional children and those with special needs.
6. Communicate effectively with children, parents, colleagues and educational administrators.

Early Childhood Educator/Paraeducator Option

AAAS DEGREE

Total Credits Required .......... 90

See www.shoreline.edu/planning for a complete planning guide for this option.

Special Education Option

AAAS DEGREE

Total Credits Required .......... 90

See www.shoreline.edu/planning for a complete planning guide for this option.
Certificates of Proficiency

In-Home Care Provider
The Certificate of Proficiency for In-Home Care Providers prepares graduates for work as a nanny or in-home care provider. Students gain an understanding of human growth and development along with a working knowledge of developmentally appropriate practices and activities. In addition, students learn practical skills such as first aid, healthy food preparation and effective communication. Internships and field placements provide students with an opportunity to integrate classroom learning and gain valuable “hands-on” experience. The program can usually be completed in three or four quarters.

OUTCOMES
Students who successfully complete this program (a GPA of 2.0 or better for the entire certificate) should be able to:
1. Understand the basic and developmental needs of infants, toddlers and preschool children.
2. Plan and prepare developmentally appropriate and culturally sensitive activities for young children.
3. Communicate effectively with parents and children.
4. Understand the principles of healthy nutrition and safe food handling and preparation.
5. Apply knowledge of safety and prevention techniques as well as perform basic first aid.

CERTIFICATE OF PROFICIENCY

Total Credits Required . . . . . . . . . . . . . . 48

See www.shoreline.edu/planning for a complete planning guide for this option.

Child Care Professional
The Certificate of Proficiency for Child Care Professionals prepares graduates for employment as lead teachers in licensed child care settings. Students learn about the social, emotional and intellectual development of young children as well as specific strategies for encouraging healthy development. Students also learn how to develop group activities, plan curriculum and manage a classroom. Internships provide students with an opportunity to integrate classroom learning and gain valuable “hands-on” experience. In addition, students learn effective strategies for communicating with children and parents as well as ways to integrate computer technology into the classroom. The program can usually be completed in three or four quarters.

CERTIFICATE OF PROFICIENCY

Total Credits Required . . . . . . . . . . . . . . 55

See www.shoreline.edu/planning for a complete planning guide for this option.

Early Childhood Basics
The Certificate of Completion for Early Childhood Basics provides the basic training required for teachers in some licensed child care settings. (Credential requirements for teachers in licensed child care programs vary from program to program, depending on many factors; this certificate will not meet the requirement of all centers.) It also provides the number of clock-hours necessary for seeking a Child Development Associate certificate (CDA). This certificate also meets the requirements for a Director of a Child Care Center that serves 12 or fewer children. prepares graduates for employment as teachers in licensed child care settings or assistant teachers in federal and state Early Childhood programs. Students learn about the social, emotional and intellectual development of young children as well as specific strategies for encouraging healthy development. Students also learn how to provide a safe and healthy learning environment, plan a culturally responsive curriculum and the basics of behavior management. Approximately 12 hours of practicum experience is integrated into coursework, and provides students with an opportunity to integrate classroom learning and gain valuable “hands-on” experience. The program can usually be completed in one or two quarters, depending upon course availability.

OUTCOMES
Students who successfully complete this program (a GPA of 2.0 or better for the entire certificate) should be able to:
1. Work positively with young children fostering their development, creativity and self-esteem.
2. Plan group activities and effectively manage a classroom.
3. Work with children developing normally as well as those with special needs in an age appropriate and culturally sensitive way.
4. Effectively communicate with children, parents, colleagues and educational administrators.
1. Work positively with young children fostering their development, creativity and self-esteem.
2. Plan group activities and effectively support the management of a classroom.
3. Work with children in an age appropriate and culturally sensitive way.

**Parent Education: Parenting Skills**

The certificate is designed for students who have demonstrated effective parenting skills through participation in a college-affiliated cooperative preschool. This certificate provides training for parents (or parent figures) in clinical setting. It enhances skills in child development, family relationships, and related topics that lead to effective parenting. Students who earn this certificate will be able to demonstrate parenting skills that include knowledge of child development, effective communication with young children, positive guidance techniques, ability to foster socio-emotional and cognitive skills, and creation of a positive environment for early learning.

**OUTCOMES**

Students who successfully complete this program (all classes are Pass/No Credit – there is no GPA calculation for the certificate) should be able to:

1. Describe young children in terms of physical, social, emotional, and cognitive development.
2. Demonstrate cooperative strategies for working with young children and adults in a group setting.
3. Use developmentally appropriate and supportive language when communicating with young children.
4. Evaluate and apply appropriate guidance techniques with young children.
5. Demonstrate an understanding of how children learn through play.
6. Plan and implement curriculum for young children.
7. Identify a variety of viewpoints on parenting and child development issues.
8. Understand the influence of culture, language, gender, birth order, and other factors in child development and parenting practices.
9. Access parenting information and resources from a variety of sources.

**CERTIFICATE OF COMPLETION**

Total Credits Required ................ 15

See www.shoreline.edu/planning for a complete planning guide for this option.

**Parent Education: Leadership Skills**

The certificate is designed for students who have demonstrated leadership skills in addition to effective parenting skills through participation in a college-affiliated cooperative preschool. This certificate provides training for parents (or parent figures) in clinical setting. In addition to parenting skills in child development, family relationships, and related topics that lead to effective parenting, this certificate includes leadership skills. Students earning this certificate take on additional responsibilities as members of the preschool board.

Students who earn this certificate should be able to demonstrate leadership skills that may include organizing and implementing activities/events, delegating tasks, facilitating meetings, keeping records, and problem solving.

**OUTCOMES**

Students who successfully complete this program (all classes are Pass/No Credit – there is no GPA calculation for the certificate) should be able to:

1. Work cooperatively with other members of the preschool board and Parenting Education faculty.
2. Communicate effectively with preschool parents, preschool board members, and Parenting Education faculty.
3. Complete tasks in a professional and timely manner.
4. Maintain confidentiality and respect for others.

**CERTIFICATE OF COMPLETION**

Total Credits Required ................ 18

See www.shoreline.edu/planning for a complete planning guide for this option.
ADMISSION PROCEDURE FOR ALL HEALTH INFORMATICS AND INFORMATION MANAGEMENT (HIIM) PROGRAMS

Applicants should have a high school diploma or G.E.D. Application for admission to the College must be made through the Admissions Office. To be admitted to any of the Health Informatics and Information Management program (HIIM), the following procedures must be followed:

1. Complete the online Shoreline Community College Application Form.
2. Complete the Health Informatics and Information Management program Application Form and attach the $15 application fee.
3. To have previous college coursework considered for transfer into Shoreline send two official transcripts for each college attended prior to entrance into the HIIM Program: One is sent to Shoreline’s Admission Office, and one is provided to the HIIM Program. For coursework taken at Shoreline Community College, provide a printout of the transcript as well as a printout for the current registration form if currently attending Shoreline.
4. Results of Compass tests showing placement recommendations for English, Writing, Reading and Mathematics (or college transcripts showing English and Mathematics coursework.)

Please contact the Health Informatics and Information Management program for information on prerequisites. For information, call Ellen Cadwell, RHIA at (206) 546-4757, ecadwell@shoreline.edu if your last name begins with A–L.
Call Gloria Anderson, MEd at (206) 546-4707, ganders@shoreline.edu if your last name begins with M–Z.

PREREQUISITE CLASSES/SKILLS FOR ENTRANCE INTO ALL HIIM PROGRAMS

English: Students must have completed English &101 with a grade of 2.0 or higher.

Mathematics: Students must have completed MATH 080 Elementary Algebra or higher level math with a grade of 2.0 or higher, or have placement results on the COMPASS test showing placement at MATH 099 Intermediate Algebra or higher.

Human Biology: Students must have completed BIOL&170 Human Biology or higher level Human Anatomy and Physiology course with a grade of 2.0 or higher.

Computer Applications: Students must be computer literate, at least at the basic level. They must have keyboarding skills at a minimum of 30 words per minute or take BusTc 100. Students must have completed CIS 105 with a grade of 2.0 or higher, or, as an alternate, they must provide a statement of their ability to work in a PC Windows environment, do word processing with MS Word, send and receive e-mails with attachments, and have basic internet skills.
**AAAS Degree**

**HEALTH INFORMATION TECHNOLOGY**  
*Note: This program is completely online.*

The Health Information Technician is in growing demand as a health information specialist. This professional manages the collection of paper and computer-based patient health records, monitors the accuracy and completeness of the information, analyzes records for quality of care and documentation, abstracts and codes patient information, prepares and interprets statistical clinical data and ensures appropriate access by others to clinical records while protecting the confidentiality of patient information.

Graduates have found jobs in hospitals, long term care facilities, ambulatory care clinics, hospices, home health care agencies, correctional centers, tumor registries, governmental agencies, clinics, and in research.

**ACADEMIC REQUIREMENTS**

Students in the Health Information Technology program are required to maintain a final grade of 2.0 in all required courses. When one course is listed as a prerequisite to another course, this means that the student must have completed the prerequisite course with a grade of 2.0 or above before enrolling in the second course. Strong English communication skills are needed throughout the program since this is an essential component of the career. Students must choose a decimal grading system for all courses unless prior permission is received from the HIIM Program Director.

**GRADUATION**

All students completing the Health Information Technology program are expected to earn the Associate of Applied Arts and Science Degree. Upon completion, the students are eligible to write the certification examination offered by the American Health Information Management Association for the Registered Health Information Technician (RHIT).

**ACCREDITATION**

The Health Information Technology program at Shoreline Community College is accredited by the Commission on Accreditation of Health Informatics and Information Management Education.

**COURSE FORMAT**

Theory is presented in online lessons. Online laboratory projects reinforce lectures and provide hands-on experiences simulating on-the-job activities. Professional practice experiences are provided in which the student is assigned to one or more health facility sites.

**CLINICAL ASSIGNMENTS**

The second-year professional practice is a total of 97.5 hours, normally completed winter term. Students are eligible for placement in HIIM 234, Professional Practice Experience, only if HIIM 219, 225 and 228 have been completed and only if the student has received formal permission from the HIIM Program Director. If there are not enough clinical sites available, placements may need to be made in another quarter.

Attendance is required for all assigned hours. Absences must be made up according to written program policy. Prior to placement in practicum sites, students are required to write a résumé, sign the Professional Standards Agreement and at their own expense, obtain physical examination, a TB test, immunization and a program approved background check.

Students will be assigned, when possible, to sites at their preferred geographic areas. However, due to the volume of students and limited number of sites, it is very probable that students will be required to travel to areas outside their preferred locations. Students are expected to provide their own transportation to and from clinical sites. Additional expenses related to parking or bus travel, additional immunizations and background checks should be anticipated.

**FINANCIAL AID**

Please see the section on Financial Aid for information pertaining to general loans, grants and waivers. In addition, three sources are available specifically for the health information technology student. Scholarships and loans from the Foundation for Research and Education (F.O.R.E.) are available through the American Health Information Management Association for qualified students. The Sister Peter Olivant Scholarship Award is given yearly to Health Information Technician students by the Washington State Health Information Management Association. The scholarship is available only to students entering their final year of the program. The Lucy Hay Scholarship is also available from the Seattle Area Health Information Management Association. Further information may be obtained from the program director.

**OUTCOMES**

Students who successfully complete this program (a GPA of 2.0 or better for each individual course – prerequisites must also be 2.0 or better) should have a working knowledge of:
1. Medical terminology, anatomy and physiology, human diseases, and pharmacology.

2. Patient clinical record content and health information systems for hospitals, post acute care facilities, home health agencies, medical and dental offices, and other outpatient clinics.

3. Health care delivery systems, regulations and political reform.

4. Legal and ethical issues related to health care and release of confidential data. Health Insurance Portability and Accounting Act (HIPAA) and American Recovery and Reinvestment Act (ARRA) requirements for privacy and security of health/billing data.


6. Prospective Payment Systems (PPS), for various inpatient and outpatient settings, Resource Based Relative Value Scale (RBRVS); Minimum Data Set (MDS); Intermediate Care Facility and Inpatient Rehabilitation Facility; Patient Assessment Instruments; Home Health Outcome and Assessment Information Set (OAISIS), components of fee setting, optimizing reimbursement based on insurance specifications, common coding errors and their impact on claims processing.

7. Medicare, Medicaid and private insurance requirements for health care facilities. Billing procedures for facilities using the CMS 1500 and UB-04 forms.


10. Management principles for the health information supervisor.

**CERTIFICATIONS**

Graduates are eligible to write the certification examination offered by the American Health Information Management Association (AHIMA) to become Registered Health Information Technicians (RHIT). In addition, they are eligible to write the AHIMA Certified Coding Specialist-Physician’s Office (CCS-P), entry-level Certified Coding Associate (CCA) and the American Academy of Professional Coders Certified Professional Coding (CPC, CPC-H) exams. Graduates are also eligible to write the Certified Coding Specialist (CCS) hospital inpatient examination. The CCS exam tests advanced-level inpatient coding practice.

**Health Information Technology**

**AAAS DEGREE**

Total Credits Required ............ 92-94

See [www.shoreline.edu/hiim](http://www.shoreline.edu/hiim) for a complete planning guide for this option.
Certificate of Proficiency
Medical Coding and Reimbursement Specialist

Note: This program is completely online.
The Medical Coding and Reimbursement Specialist reads and interprets the medical records of patients in all types of health care facilities to obtain detailed information regarding their diseases, injuries, surgical operations and other procedures. This specialist then assigns codes using ICD-10-CM/PCS, ICD-9-CM and CPT (Current Procedural Terminology). They handle all components of claims processing including management of disputed, rejected and delayed claims.

OUTCOMES
Students who successfully complete this program (a GPA of 2.0 or better for each individual course – prerequisites must also be 2.0 or better) should be able to:
1. Read and interpret medical records of patients.
2. Accurately assign diagnostic and procedural codes according to ICD-10-CM/PCS, ICD-9-CM and CPT, using federal coding compliance guidelines.
3. Complete insurance, CMS 1500 and UB 04 Medicare/Medicaid claim forms.
4. Apply privacy and security regulations for the release of confidential health/billing data, following HIPAA privacy requirements.
5. Use manual and computerized encoders and grouper systems to determine Diagnostics Related Groups (DRGs), Resource Based Relative Value Scale (RBRVS), and Ambulatory Payment Classifications (APCs).
6. Use personal computer software programs, as well as manual and automated accounting systems and electronic health record software.

CERTIFICATIONS
Graduates are eligible to write the American Health Information Management Association’s (AHIMA) Certified Coding Specialist – Physician’s Office (CCS-P) examination or the entry level Certified Coding Associate (CCA) for hospital inpatient coding. They are also eligible to write the American Academy of Professional Coders Certified Professional Coding (CPC and CPC-H) examinations. The AHIMA mastery-level Certified Coding Specialist (CCS) examination for inpatient coding is also available.

See www.shoreline.edu/hiim for a complete planning guide for this option.
DESCRIPTION
The CNC Manufacturing offerings at Shoreline Community College were designed by a Skill Panel representing manufacturing firms from the Puget Sound region. Each program has been customized to accommodate individual training needs depending on student goals and previous experience. The CNC Manufacturing programs were created for entry level students with little or no experience, also for incumbent workers with several years of experience looking to upgrade their skills. Students can also choose from a degree program for students looking to transfer to 4 year schools.

Certificate of Completion
Certificate in Basic Manufacturing
The CBM has two specific objectives for students that desire to enter the manufacturing work environment. The CBM can serve as a stand alone training tool preparing students for immediate entry into the workforce at the entry level. The CBM also serves as the prerequisite for entering into any of the manufacturing programs at Shoreline Community College. Students have the ability to challenge part or all of the courses within the CBM through a process of testing or by documenting evidence of prior experience.

The Certificate in Basic Manufacturing is a 21 credit, one-quarter course of study that provides students with entry-level manufacturing skills and a foundation to pursue other certificates and two-year degrees in other manufacturing specialty areas. The Certificate in Basic Manufacturing builds on the nine Learning Outcomes. Each Learning Outcome also represents an important component of the manufacturing industry, as identified by Washington State employers.

OUTCOMES
Students who successfully complete this program (a GPA of 2.0 or better for each individual course) should have acquired the foundational skills, knowledge and abilities necessary to:
1. Work effectively in a manufacturing environment.
2. Use systems to support the manufacturing business to meet the needs of internal and external customers.
3. Participate and contribute to the effectiveness of teams.
4. Introduction to Statistical Process Control (SPC).
5. Use fundamental skills in (writing, reading, math, speaking, listening and computing) to meet the needs of the workplace.
6. Gather, interpret and use data consistently and accurately to make decisions and take action.
7. Contribute to the maintenance of a safe and healthy work environment.
8. Blueprint reading
9. Demonstrate basic and precision measurement methods.

Certificate of Completion
Principles of Precision Machining
Certificate of Completion
This is a two quarter program which trains students for entry level positions as CNC (Computer Numerical Control) Machinists. The skills and knowledge are taught using hands-on, practical techniques.

OUTCOMES
Students who successfully complete this program should be able to:
1. Work effectively in a manufacturing environment.
2. Use systems to support the manufacturing business to meet the needs of internal and external customers.
3. Participate and contribute to the effectiveness of teams.
5. Use fundamental skills in (writing, reading, math, speaking, listening and computing) to meet the needs of the workplace.
6. Gather, interpret and use data consistently and accurately to make decisions and take action.
7. Contribute to the maintenance of a safe and healthy work environment.
8. Read blueprints.
9. Demonstrate basic and precision measurement methods.
Certificate of Proficiency

Manufacturing/Machinist

This is an intensive program designed to prepare qualified individuals for entry into the job market as a Machinist. Instruction covers programming and basic setup and operation of machines, blueprint reading, shop mathematics, machine tool theory, inspection, surface plate techniques, and Statistical Process Control (SPC). Students will be involved in the production and machining of industry parts. Instruction will also include the use and care of a wide variety of measuring devices used in the machining profession.

OUTCOMES

Students who successfully complete this program (a GPA of 2.0 or better for each individual course) should be able to:
1. Perform entry-level tasks as a machinist; program basic machine tools to perform routine machining functions.
2. Use mathematics skills to solve basic manufacturing problems.
3. Safely set-up Mills and Turning tools making tool length and work piece offsets.
4. Applying teamwork, inspection and SPC to manufacturing problems.
5. Utilize properties of materials and establish correct speeds and feeds.
6. Interpret mechanical blueprints.
7. Use current software for computer assisted machining (CAM).

AAAS Degree

Manufacturing/Machinist Technology

This is an intensive program designed to prepare qualified individuals for entry into the job market as a Manufacturing Technician. Instruction covers basic setup and operation of machines, blueprint reading, shop mathematics, machine tool theory, inspection, surface plate techniques, and Statistical Process Control (SPC). Specialist courses include Computer Aided Manufacturing (CAM), Computer Numerical Control Programming (CNC), and Rapid Prototyping. Students will be involved in the production and machining of industry parts. Instruction will also include the use and care of a wide variety of measuring devices used in the machining profession.

OUTCOMES

Students who successfully complete this program (a GPA of 2.0 or better for the entire certificate) should be able to:
1. Perform entry-level tasks as a machinist; program basic machine tools to perform routine machining functions.
2. Use mathematics skills to solve basic manufacturing problems.
3. Safely set-up Mills and Turning tools making tool length and work piece offsets.
4. Apply teamwork, inspection and SPC to manufacturing problems.
5. Utilize properties of materials and establish correct speeds and feeds.
6. Interpret mechanical blueprints.
7. Use current software for computer assisted machining.

Solid Works

The Certificate of Completion in Solid Works introduces students to designing, drafting, or illustrating construction, engineering, manufacturing or architecture. Shoreline Community College works closely with local advisory committees and industry professionals to ensure students receive the knowledge and skills currently in demand by employers in the field. Students interested in pursuing additional education should review the Engineering A.S.–Track 2 transfer degree planning guide.

Designers and drafters work with engineers and other professionals to translate their ideas into technical drawings, which will guide the fabrication of products, the assembly of industrial equipment and the construction of large projects such as buildings, dams and pipelines. Technical drawings prepared by drafters typically show what the finished product or structure will look like from every angle along with detailed specifications on the dimensions, materials and assembly procedures. These
drawings are then used to convey the engineer’s concepts to the people who will do the actual construction. Solid Works allows designers to create and revise products in the office or through the Internet.

OUTCOMES
Students who successfully complete this program (a GPA of 2.0 or better for the entire certificate) should be able to:
1. Utilize Solid Works skills to prepare drawings that detail specifications and procedures to be used in the construction and manufacturing process.
2. Apply appropriate techniques and procedures for solving basic engineering problems.
3. Use illustration skills to create pictorial drawings for use in manuals, parts books and advertisements.
4. Use calculation skills to determine the precise size of features shown on technical drawings.

CERTIFICATE OF COMPLETION

Total Credits Required . . . . . . . . . . . . . . . . . 16

See www.shoreline.edu/planning for a complete planning guide for this option.
DESCRIPTION
This course of studies is designed to prepare the graduate to work as a member of a clinical laboratory staff. As part of a clinical lab team, graduates will perform scientific laboratory testing to aid in the detection, diagnosis and treatment of disease. The program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences. Often graduates will seek career opportunities in clinical, research reference laboratory or veterinary labs.

Students obtain a background in the basic sciences and an understanding of medical laboratory procedures. The first year of the program is spent in classrooms and in college campus laboratories. The second year is spent on campus in lectures and student laboratories and in participating clinical laboratories under the combined direction of hospital and college personnel. This year covers four quarters.

Upon completion of the second year of the program with a GPA of 2.0 or better, the student is awarded an Associate in Applied Arts and Sciences Degree in Medical Laboratory Technology and is eligible to write national examinations for Medical Laboratory Technicians and Clinical Laboratory technicians. The Medical Laboratory Technician (MLT) student may go through graduation exercises in June and will receive a degree upon completion of the year of clinical training at the end of Summer Quarter.

ACADEMIC REQUIREMENTS
Students planning to pursue a MLT career should meet the following academic requirements:

1. All entering freshmen must comply with established college entrance testing.
2. It is expected that college level credit earned in areas of the physical sciences will have been completed within the past ten years. Exceptions may be made on an individual basis.
3. Certificate of Proficiency pathway is open to students with an associate degree or higher. Science prerequisites must be met. General Education requirements can be waived; core requirements must be met.

SELECTION INTO THE SECOND YEAR OF THE MLT PROGRAM
Selection to the second year of the program is based on successful completion of the academic requirements of the first year and an evaluation of certain personal attributes. Positions may be limited by the number of clinical spaces.

In order to be considered for the second year of the program, students must have completed the first year academic requirements with a grade point average of at least 2.5. These academic requirements include:

1. BIOL& 170, 211, 260
2. CHEM& 121, 131
3. MLT 180
4. Quantitative Reasoning (CIS 105 or approved alternate)
5. ENGL& 101
6. PE 284 or three credits of Physical Education and possession of current Red Cross First Aid & Adult CPR cards
7. IAStu 102/SpCmu 102 Multicultural Issues
8. BUS 104 or BUS 105

Students entering the MLT program will be expected to enroll in and satisfactorily complete MLT 180 in Spring Quarter before beginning the second year of study. In the event that more students finish first year academic requirements than there are available clinical spaces, a selection committee will meet with candidates to consider the following factors:

1. Courses taken and grades received.
2. Ability to communicate.
4. Sound physical and mental health.*

*Following acceptance into the program, each individual will be required to submit a health assessment report completed at the student’s expense. Should this report reveal health problems which would interfere with successful completion of the program, admission may be reviewed or revoked by an ad hoc MLT committee. Situations that might disqualify a student could include such things as history of serious emotional problems, incapacitating disease or condition, and/or visual impairment.

All students accepted into the 2nd year Medical Laboratory Technology program will be required to purchase malpractice insurance from the College any quarter they are in a clinical practicum rotation.
OUTCOMES

Students who successfully complete this program (a GPA of 2.0 or better for each individual course) should be able to:
1. Seek employment in a clinical laboratory setting performing routine laboratory procedures in each department with accuracy and precision.
2. Recognize normal and abnormal test results and take necessary action with critical values.
3. Perform and interpret basic quality control procedures.
4. Operate and maintain basic laboratory equipment.
5. Recognize and adhere to safety policies.
6. Demonstrate sound work ethics in interactions with patients, co-workers, and other personnel.

ACCREDITATION

National Accrediting Agency for Clinical Laboratory Science (NAACLS)
8410 W. Bryn Mawr Ave., Suite 670
Chicago, IL 60631-3415 • (773) 714-8880

Medical Director: Richard Patton, M.D.
Northwest Hospital, Seattle

AAAS DEGREE

Total Credits Required . . . . . . . . . . . . . . 114

See www.shoreline.edu/planning for a complete planning guide for this option.

Certificate of Proficiency

Medical Laboratory Technology

Medical Laboratory personnel examine, analyze and test clinical specimens such as cells, blood and other body fluids to aid in the detection, diagnosis and treatment of disease. Graduates of this program will be prepared to perform laboratory tasks assigned by the medical technologist, the pathologist or the physician. These tasks typically include the preparation of specimens, operation of automatic analyzers and performance of routine laboratory tests. The curriculum provides students with a foundation in the general sciences including biology, microbiology, general chemistry, organic and biochemistry, human anatomy and physiology. Students must complete these basic program and general education requirements prior to entering the second year of the program. During the second year students focus on all aspects of the medical laboratory technology curriculum. Students attend classroom lectures and gain “hands-on” experience in on-campus student laboratories. Laboratory practicums are completed in professional medical and hospital laboratories.

After successful completion of the program, graduates are eligible to take national certification examinations for Medical Laboratory Technician (MLT) or Clinical Laboratory Technician (CLT).

OUTCOMES

Students who successfully complete this program (a GPA of 2.0 or better for each individual course) should be able to:
1. Seek employment in a clinical laboratory setting performing routine laboratory procedures in each department with accuracy and precision.
2. Recognize normal and abnormal test results and take necessary action with critical values.
3. Perform and interpret basic quality control procedures.
4. Operate and maintain basic laboratory equipment.
5. Recognize and adhere to safety policies.
6. Demonstrate sound work ethics in interactions with patients, co-workers, and other personnel.

Certificate of Completion

Phlebotomy

Students learn the essentials of drawing blood, the role of the phlebotomist, safety and infection control, blood collection equipment, specimen processing, simple “waived testing,” and practice with equipment on classmates. Upon successful completion of didactic and student lab practice, students can register for a practicum work experience.

OUTCOMES

Students will be prepared to work in this field after one to two quarters.

Total Credits Required . . . . . . . . . . . . . . 13

See www.shoreline.edu/planning for a complete planning guide for this option.
DEGREE PROGRAMS: PROFESSIONAL/TECHNICAL

MUSICAL TECHNOLOGY

(206) 546-4662

DESCRIPTION
The Music Technology program at Shoreline Community College is designed to familiarize the student who is interested in music merchandising, audio engineering, Musical Instrument Digital Interface (MIDI) composition/production, and performance practice with the current trends of the profession.

Digital Audio Engineering Option
The Music Technology: Digital Audio Engineering program option prepares students for careers in linear and non-linear digital applications. Audio engineers use hardware and software to record, store, and edit musical and non-musical sounds. The development of multimedia and the Internet have created a variety of occupations built around the development and use of platform-specific tools for linear and non-linear digital audio production. The program provides students with an overview of music theory, performance, audio recording, digital and analog audio technology, Internet and multimedia applications. Graduates are prepared for entry-level positions in CD and DVD audio production, radio and television broadcast production, and audio for video post-production and sound design.

OUTCOMES
Students who successfully complete this program (a GPA of 2.0 or better for the entire certificate) should be able to:
1. Create audio recordings and provide mastering of material for distribution.
2. Create radio commercials as well as educational and instructional industrial products.
3. Create enhanced and new audio for existing video and film transfers.
4. Explain and apply Musical Instrument Digital Interface (MIDI) technology and digital audio technology.
5. Identify current production values, trends and industry standards affecting production today.
6. Relate to others and communicate effectively in the workplace.
7. Demonstrate basic music theory including ear training, sight reading, and keyboard proficiency.
8. Use basic business computer software applications.

AAAS DEGREE

Total Credits Required .................. 108

See www.shoreline.edu/planning for a complete planning guide for this option.

Electronic/MIDI Music Production Option
The Music Technology Electronic MIDI/Music Production program option is designed to prepare students for a career in music studio production and related occupations. This program provides students with a broad base of knowledge in Electronic Music Technology including Musical Instrument Digital Interface Technology (MIDI) including MIDI music production, sequencing, synthesis and sampling. Students develop “hands-on” skills in modern MIDI technology. They learn how to use MIDI as a tool to manipulate sound and create music. The program also includes an overview of the principles of music theory, audio recording and music arranging. Graduates are prepared for entry-level positions in radio, television, advertising and audio recording studios as well as churches, synagogues and other environments where MIDI technology is used.

OUTCOMES
Students who successfully complete this program (a GPA of 2.0 or better for the entire certificate) should be able to:
1. Use and program MIDI equipment to sample, sequence, synthesize and produce audio recordings.
2. Explain and apply fundamentals of music theory in the creation, evaluation and interpretation of musical compositions.
3. Apply basic principles of audio production, amplification and recording, and MIDI implementation.
4. Safely and appropriately use and maintain electronic audio equipment.
5. Relate to others and communicate effectively in the workplace.
6. Use basic business computer software applications.

AAAS DEGREE

Total Credits Required .................. 113

See www.shoreline.edu/planning for a complete planning guide for this option.
**Music Merchandising Option**

The Music Technology Merchandising program option is designed to prepare students for a career in music merchandising and related occupations. Students learn the fundamentals of music theory, along with the basic elements of merchandising including marketing, salesmanship, legal issues, business math and practical accounting. In addition, students develop related skills in professional communications and human relations. Depending upon personal interests and career interests, students also choose from a wide variety of electives in music performance, business management, contract administration, commercial law, electronic music, radio and television production, and audio recording.

**OUTCOMES**

Students who successfully complete this program (a GPA of 2.0 or better for the entire certificate) should be able to:
1. Apply principles of marketing and salesmanship in the merchandising of musical products or productions.
2. Create radio commercials as well as educational and instructional industrial productions.
3. Communicate effectively in the workplace both verbally and in writing.
4. Apply basic business math skills and accounting principles to plan and evaluate merchandising strategies.
5. Explain the basic principles of music theory.
6. Apply principles of applied music and performance in a selected area of interest – vocal or instrumental.
7. Use basic business computer software applications.

**AAAS DEGREE**

Total Credits Required ............... 95

See www.shoreline.edu/planning for a complete planning guide for this option.

**Performance Option**

The Music Technology Performance program option is designed to prepare students for a career in music performance and related occupations. The program provides students with a foundation in music theory and applied music including options for participation in concert bands, jazz, choral and bluegrass ensembles, orchestra, opera, musical theater and voice-dance theater.

Depending upon their personal and career interests, students may choose from a variety of electives in television production, digital audio recording, electronic (MIDI) music production and pop and commercial theory.

**OUTCOMES**

Students who successfully complete this program (a GPA of 2.0 or better for the entire certificate) should be able to:
1. Demonstrate an understanding of the principles of music performance.
2. Explain and apply the fundamental principles of music theory.
3. Demonstrate a proficiency in some area of musical performance either vocal or instrumental.
5. Identify current trends and industry standards affecting the field of music performance today.
6. Relate to others and communicate effectively in the workplace.
7. Use basic business computer software applications.

**AAAS DEGREE**

Total Credits Required ............... 90-97

See www.shoreline.edu/planning for a complete planning guide for this option.

**Digital Performer: Digital Audio**

Students study and learn the digital audio capabilities of Mark of the Unicorn’s Digital Performer software application and associated hardware. Students successfully completing this Certification Series are qualified to compose, arrange, sequence, record, edit, mix and master recordings of all types using Digital Performer. Examples include music, sound design for books on tape, computer applications and games, as well as radio and television commercials and feature length (and smaller) films and videos.

**OUTCOMES**

Students who successfully complete this program (a GPA of 2.0 or better for the entire certificate) should be able to:
1. Create radio commercials as well as educational and instructional industrial productions.
2. Communicate effectively in the workplace both verbally and in writing.
3. Apply basic business math skills and accounting principles to plan and evaluate merchandising strategies.
4. Explain the basic principles of music theory.
5. Apply principles of applied music and performance in a selected area of interest – vocal or instrumental.
6. Use basic business computer software applications.

**Certificate of Completion**

See www.shoreline.edu/planning for a complete planning guide for this option.
Foundations of Electronic Music
Certificate of Completion –
100% Online

This certificate provides core concepts and skills necessary for the production of electronic music. It provides students the groundwork for continued study and access to the industry. These foundational classes are core requirements of the Associate of Applied Arts and Sciences degree in Electronic/MIDI Production available at Shoreline Community College.

OUTCOMES
Students who successfully complete this program (a GPA of 2.0 or better for the entire certificate) should be able to:
1. Define and apply terminology common to the study of Electronic Music.
2. Explain and apply fundamentals of music theory in the creation, evaluation and interpretation of musical works.
3. Use electronic music equipment to sample, sequence, synthesize and produce music.
4. Implement electronic music using basic principles of acoustics, audio production, amplification, and recording.
5. Use basic computer software applications.
6. Safely and appropriately use and maintain electronic audio equipment.

CERTIFICATE OF COMPLETION

Total Credits Required ...............17

See www.shoreline.edu/planning for a complete planning guide for this option.
DESCRIPTION
The Nursing Program prepares individuals to become Registered Nurses. The curriculum provides a strong foundation in natural and social sciences and an understanding of patient care in a variety of settings. Throughout the program, students integrate experience caring for patients in acute care hospitals, long-term care facilities and community agencies. Graduates receive an Associate Degree in Applied Arts and Sciences in Nursing. After graduation, individuals must take and pass the N-CLEX RN examination to be licensed by the state as a Registered Nurse. Licensed graduates are qualified for employment as entry-level staff nurses in hospitals, long-term care facilities, clinics, doctors’ offices and home care agencies and to coordinate patient care provided by a nursing team.

This program is approved by the Washington State Nursing Commission and is nationally accredited by the National League for Nursing Accrediting Commission, Inc. at 3343 Peachtree Road NE, Suite 500, Atlanta, GA 30326. Telephone: (404) 975-5000 Fax: (404) 975-5020 or www.nlnac.org

OUTCOMES
Students who successfully complete this program (a GPA of 2.0 or better for each individual course) should, be able to:

1. Value nursing as a profession and support the health and well-being of individuals and society.
2. Value and maintain ethical, legal and professional standards of nursing practice.
3. Value caring as an approach to the nursing profession and serve as a role model of caring for others.
4. Value self awareness that leads to continued learning, self development in nursing and development of the nursing profession.
5. Value critical thinking and judgment as fundamental attributes for the registered nurse.
6. Assess the client as a total person.
7. Analyze data in order to accurately identify nursing diagnoses requiring independent action, medical problems needing referral and potential problems requiring nursing preventive action.
8. Plan appropriate and culturally sensitive nursing care.
9. Provide safe, effective nursing care through technical skills, communication and health teaching.
10. Evaluate nursing care, re-analyze and re-plan based on this evaluation.
11. Lead a group of nursing personnel in the care of a group of clients.
12. Communicate and collaborate effectively with other members of the health care team.
13. Use technology and both human and material resources in a cost-effective and appropriate manner.
PREREQUISITES FOR ADMISSION

To apply, every applicant (basic, LPN, and transfer) MUST meet the following minimum prerequisites.

1. Grade point average: 2.0 on college level work;
2. English 101 (meets Gen. ed. requirement);
3. Mathematics Competence: Must place above the level of Intermediate Algebra on COMPASS test taken within one year of the application.
4. English Competence: Must place into ENGL & 101 on COMPASS test in both reading and writing;
5. Chemistry: Must have completed (2.0 or higher) a five-credit college level inorganic chemistry course with lab (Chem & 121) within the past 10 years for basic applicants and 15 years for LPN advanced placement applicants. Chem & 121 may be counted toward the Quantitative Reasoning requirement for the degree;
6. Anatomy (BIOL & 231) and Physiology (BIOL & 232) or an equivalent 10 credits of Anatomy and Physiology I and II with supervised lab within the past 5 years for basic applicants and 10 years for LPN advanced placement applicants.

ADMISSION PROCEDURES

Students are expected to comply with all procedures for admission to Shoreline Community College. Admission to the College and initiation of course work to meet prerequisites or to complete some of the non-nursing courses that are part of the nursing program can occur any quarter. Students must request admission to the College no later than the quarter before they apply to the Nursing Program for admission. Contact the Admissions Office for admission to the College.

Admission to the College does not guarantee admission to the Nursing Program.

The Nursing Program has selective admission; therefore, a separate admission process for the Nursing Program is in place. No required nursing courses may be taken unless the individual has been admitted to the Nursing Program. Detailed information can be found at www.shoreline.edu/shoreline/nurse.html.

Students are admitted to the six quarter option Nursing Program each fall, winter and spring quarter. The six quarter option does not have courses taught during the summer quarter. Periodically students are admitted to the 10 quarter option of the Nursing Program. Students in this program attend classes all quarters, fall, winter, spring and summer. Nursing Program application dates are: Fall class — January 15-
April 3; Winter class — August 15-October 3; Spring class — November 15-January 3.

All application materials are found online at https://www.shoreline.edu/hots. The forms are completed online, printed and signed. The forms along with official transcripts, employment documentation, other supporting documents and the application fee are submitted to the Health Occupations Office. Failure to submit required materials by the ending date of the application period will result in the applicant being disqualified.

Regular information sessions regarding the Nursing Program and the admission process are held. Contact the Health Occupations Division office at (206) 546-4743 to obtain a schedule for information sessions.

TRANSFER

Non-nursing course work may be transferred from any other accredited college. If the courses were taken outside of the State of Washington, it will be necessary to submit course descriptions from a college catalog to assist in evaluation of that course.

Nursing course transfer from another program is evaluated on an individual basis. For information and an application for Nursing transfer, contact the Health Occupations office.

This program is Associate of Applied Science-Technology (AAS-T) degree eligible. The AAS-T degree indicator, which will appear on your transcript, will enable students to transfer this degree directly to some four-year institutions. Please check with your program advisor for more specific information.

ADVANCED PLACEMENT FOR LICENSED PRACTICAL NURSES

Licensed Practical Nurses may receive advanced placement in the Nursing Program. All non-nursing course requirements must also be met. For information on advanced placement, visit the website:
http://www.shoreline.edu/nursing/

ADDITIONAL INFORMATION

Following acceptance into the program, each individual will be required to submit a health assessment and immunization report completed at the student’s expense. Should this report reveal health problems which would interfere with successful completion of the program, the student will be counseled. Situations that might interfere with successful completion could include such things as history of serious emotional problems, and/or incapacitating disease or significant physical limitations. All students accepted into the nursing program will be required
to purchase malpractice insurance from the college each quarter at the time of registration. A background check is required by clinical agencies*. A student who cannot participate in patient care in clinical settings based on the background check will not be able to continue in the program. The application for licensure asks specific questions regarding previous licensure and felony and drug convictions. Further information may be obtained from the Washington State Nursing Care Quality Assurance Commission, P.O. Box 1099, Olympia, WA 98507-1099.

Proof of personal health insurance carried by the individual or individual’s family is also required before going to a clinical facility. Shoreline uniforms are required for wear in the clinical area.

A grade of C (2.0) or better is required in all nursing theory and required non-nursing general education courses. Practicum grades must be satisfactory. Failure to satisfactorily complete either theory or practicum necessitates retaking both.

Cost of the program reflects current community college tuition rates. Information on financial aid may be obtained by calling the Financial Aid Office. The college provides no living accommodations.

* A background check is required prior to entering the Nursing Program and additional checks may be required during the program.

**AAAS DEGREE & AAS-T**

**PROGRAM REQUIREMENTS**

**Prerequisites Taken Prior to Admission**

| ENGL& 101, CHEM& 121, BIOL& 211*, BIOL& 231, BIOL& 232 |

*Required if BIOL& 231, 232 taken at Shoreline

**Shoreline General Education Requirements**

| Quantitative Reasoning: See Gen Ed Approved List ...........5 |
| ENGL& 101, BIOL& 231, 232 taken prior to admission |

**Other Non-Nursing Requirements**

| BIOL& 260 Microbiology .........................5 |
| NUTR& 101 Nutrition .................................5 |
| (A 3-credit Nutrition transfer course may be substituted) |

**Total Credits Required ..................115**

See [www.shoreline.edu/planning](http://www.shoreline.edu/planning) for a complete planning guide for this option.
**Nursing Assistant Certified**

The Nursing Assistant Certified program provides instruction in basic nursing care skills, including: CPR, HIV/AIDS, and clinical training in a long term care facility. Students learn the essentials of hands-on caregiving, the body systems, diseases and the care needs associated with each one. In addition, students attend 5 days of skill lab training to learn how to take vital signs, transferring and bathing patients, and performing range of motion exercises as needed for rehabilitation. Nutrition and planning of specialized diets is also included.

Students who successfully complete the Nursing Assistant Certified program are eligible to take the State of Washington Nursing Assistant examination for State certification. Students receiving their certification will be eligible to apply for employment in a long term care nursing facility, hospital, or community health agency.

Many students with limited English language or basic skills will enroll through a special I-BEST process.

**OUTCOMES**

Students who successfully complete this program (a GPA of 2.0 or better for the entire certificate) should be able to:

1. Receive a Nursing Assistant Certified Certificate after passing State Examination.
2. Possess the ability to work in various settings.
3. Have points for getting into a Nursing Program at most Community Colleges.
4. Potentially find employment within 30 days.

**CERTIFICATE OF COMPLETION**

Total Credits Required .................. 17

See [www.shoreline.edu/planning](http://www.shoreline.edu/planning) for a complete planning guide for this option.
Digital Film Production

This program is designed to introduce students to the filmmaking process in four ways: 1) Through academic scholarship; 2) Technical knowledge; 3) Group collaboration; and 4) Through an introduction to the regional media industry. All students pursuing the A.A.A.S are trained in the use of digital video cameras, lighting equipment, field audio and digital editing equipment. The program is highly collaborative with an emphasis on working in teams. Students are encouraged to explore their interests outside the department in order to develop their craft through interdisciplinary connections. Those who complete the program and wish to begin working in the field may be prepared for entry-level production jobs due to an emphasis on making industry connections through an incorporation of guest professionals, internships, and service learning in our courses. Additionally, students who complete this degree path with a 2.4 or better GPA may also apply to transfer into Central Washington University’s Film & Video Studies program as a junior through an established articulation agreement between the schools.

OUTCOMES

Students who successfully complete this program (a GPA of 2.0 or better for the entire certificate) should be able to:
1. Explain the basic history, theory, and aesthetics of film and video production;
2. Produce effective digital video programs in a variety of styles;
3. Use digital video cameras, lighting, audio equipment in studio and field production settings;
4. Plan, script, and direct a program from pre-production through post-production;
5. Collaborate on video productions in multiple crew positions;
6. Use non-linear editing systems and other post-production software to create digital programs;
7. Demonstrate knowledge of professional set behavior, collaboration techniques, and ethics; and
8. Demonstrate familiarity with various filmmaking industry opportunities in the Puget Sound region and beyond.

AAAS DEGREE & AAS-T

Total Credits Required . . . . . . . . . . . 97

See www.shoreline.edu/planning for a complete planning guide for this option.

Acting For Stage and Camera

This is a professional training program in the basic skills of auditioning and acting in theater, films, TV and other media. Various acting techniques and philosophies are emphasized to provide the student with the skills, passion and discipline to compete in this craft. Students receive a foundation in the literature, theories and history of theater and film. This knowledge is then applied in analyzing scripts and creating characters as students audition for and perform in theatrical productions and digital films. Collaboration with technical crews, directors, writers and fellow actors is also stressed through classes, auditions and productions. Stage and film set protocols are studied and practiced. A central focus of this program is rehearsing and performing in professionally directed stage and film productions. Additionally, there is outreach to the community for projects and internships.

OUTCOMES

Students who successfully complete this program (a GPA of 2.0 or better for the entire certificate) should be able to:
1. Perform four monologues for stage and camera auditions.
2. Work with actors, writers and directors of varying skill levels and working styles.
3. Analyze a script stating character objectives, subtext, biography, and intentions appropriate to various genres and formats.
4. Memorize on deadlines a full-length stage performance and two short digital film performances.
5. Demonstrate knowledge of professional theater and film set behavior and ethics.
6. Demonstrate a familiarity with Western dramatic literature from the Greeks to contemporary American theater.
7. Demonstrate knowledge of the major acting theories used in contemporary theater and film.

CERTIFICATE OF PROFICIENCY

Total Credits Required . . . . . . . . . . . 68 -74

See www.shoreline.edu/planning for a complete planning guide for this option.
Writing and Directing for the Camera

This program prepares individuals to direct and write for films, TV and other digital video programs. Courses provide basic theory and hands-on experience in all phases of using digital production and post-production equipment. This training includes the use of digital video cameras, lighting equipment, as well as field audio and digital editing equipment. Additionally, there is a special focus on scriptwriting, pre-production planning, working with actors, managing a set and production, professional studio and film set protocol. Skill with video editing and post-production hardware and software applications (AVID and Final Cut Pro) will be emphasized. The program includes the production of video and digital film products under the supervision of professional producers, directors of photography, directors, and editors. Additionally, there is outreach to the community for projects and internships.

OUTCOMES

Students who successfully complete this program (a GPA of 2.0 or better for the entire certificate and at least a 1.0 to pass each class) should be able to:

1. Write a successful short script.
2. Direct and work with actors from varying skill levels and working styles.
3. Script, plan and direct a cast and crew in a project for preproduction through post-production.
4. Manage the use of digital video cameras, lighting, audio equipment in studio and field production settings.
5. Demonstrate knowledge of professional set behavior and ethics.

CERTIFICATE OF PROFICIENCY

Total Credits Required ............. 67-73

See www.shoreline.edu/planning for a complete planning guide for this option.
**PURCHASING AND SUPPLY CHAIN MANAGEMENT**

**DESCRIPTION**

The Purchasing and Supply Chain Management program is a unique and highly regarded program designed both for those entering the field and professionals seeking to upgrade their skills. The curriculum focuses on many aspects of purchasing including source selection, pricing theory, quality and quality assurance, logistics, supply chain management, specifications and standardization, purchase timing, value engineering, make-or-buy concepts and capital purchasing.

Students learn related business and accounting practices such as standard policies and operating procedures, negotiation techniques, planning, organizing, traffic concepts and inventory control theory. In addition, students gain an understanding of the legal aspects of purchasing and the Uniform Commercial Code. Graduates will be qualified for employment in purchasing positions in a variety of business settings including manufacturing and construction companies, retail operations, educational institutions and government offices.

**OUTCOMES**

Students who successfully complete this program (achieve a 2.0 or better for each Business (BUS or BUS&) course completed, plus an overall GPA of 2.0 or better) should be able to:

1. Utilize purchasing vocabulary and concepts related to source selection, pricing, quality, negotiating strategies to effectively procure goods and services.
2. Apply mathematical concepts in order to conduct price-cost analysis and make appropriate purchasing decisions.
3. Apply principles of materials and contract management.
4. Establish and maintain systems to track and control inventory.
5. Apply principles of finance, accounting, international business, logistics, business law, and economics to the field of purchasing and supply chain management.
6. Effectively communicate verbally and in writing within a variety of business environments.

**COURSE DEGREE**

Total credits required . . . . . . . . . . . . 90-91

See [www.shoreline.edu/planning](http://www.shoreline.edu/planning) for a complete planning guide for this option.

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**Certificate of Proficiency**

**Purchasing and Supply Chain Management**

**OUTCOMES**

Students who successfully complete this program (achieve a 2.0 or better for each Business (BUS or BUS&) course completed, plus an overall GPA of 2.0 or better) should be able to:

1. Utilize purchasing vocabulary and concepts related to source selection, pricing, quality, negotiating strategies to effectively procure goods and services.
2. Apply mathematical concepts in order to conduct price-cost analysis and make appropriate purchasing decisions.
3. Apply principles of materials and contract management.
4. Establish and maintain systems to track and control inventory.
5. Apply principles of finance, accounting, international business, logistics, business law, and economics to the field of purchasing and supply chain management.
6. Effectively communicate verbally and in writing within a variety of business environments.

**CERTIFICATE OF PROFICIENCY**

Total Credits Required . . . . . . . . . . . . 51

See [www.shoreline.edu/planning](http://www.shoreline.edu/planning) for a complete planning guide for this option.

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**Purchasing and Contract Management**

Purchasing and Contract Management certificate focuses on the fundamental aspects of the purchasing including methods to improve how organizations find the materials and services needed to make a product or service and deliver it to customers. Purchasing encompasses management of all activities involved in sourcing, procurement, contract management, and the technology used to facilitate the processes. It also includes the crucial components of coordination and collaboration with channel partners, which can be suppliers, intermediaries, third-party service providers, and customers.

**OUTCOMES**

Students who successfully complete this program (achieve a 2.0 or better for each Business (BUS or BUS&) course completed, plus an overall GPA of 2.0 or better) should be able to:
DEGREE PROGRAMS: PROFESSIONAL/TECHNICAL

PURCHASING AND SUPPLY CHAIN MANAGEMENT
(206) 546-4620

Supplier Relations and Logistics

Supplier Relations and Logistics certificate focuses on the fundamental aspects of the supply/value chain, including methods to improve how organizations manage suppliers of the materials and services needed to make a product or service and deliver them to customers. Supplier relations and logistics encompasses the management of all activities involved in sourcing, procurement, production, logistics and customer relations. It also includes the crucial components of coordination and collaboration with channel partners, which can be suppliers, intermediaries, third-party service providers, and customers.

OUTCOMES

Students who successfully complete this program (achieve a 2.0 or better for each Business (BUS or BUS&) course completed, plus an overall GPA of 2.0 or better) should be able to:

1. Apply the skills necessary to collaborate across the organization, understand and support the organization’s policies, and adapt to the ever changing work environment.
2. Utilize supply chain concepts and vocabulary related to sourcing, transportation, storage, and negotiation strategies to effectively procure, move and store goods and services.
3. Apply mathematical concepts to conduct price-cost analyses.
4. Apply principles of materials and contract management.
5. Establish and maintain systems to track, control, and protect materials and information.
6. Effectively communicate both verbally and in writing within a variety of business environments.

CERTIFICATE OF COMPLETION

Total Credits Required . . . . . . . . . . . . . . 14

See www.shoreline.edu/planning for a complete planning guide for this option.

Certificate of Completion
Purchasing and Supply Chain Management

Students acquire an overview of purchasing and supply chain concepts, interrelationships among business functions, legal systems, and supplier relationships. Students learn basic principles of purchasing, contracting, and logistics. The program prepares graduates for a variety of careers in supply chain operations.

OUTCOMES

This short-term certificate is offered to those who would like to update their knowledge and better understand purchasing and supply chain concepts.

CERTIFICATE OF COMPLETION

Total Credits Required . . . . . . . . . . . . . . 26

See www.shoreline.edu/planning for a complete planning guide for this option.
Sustainable Purchasing and Supply Chain Management

Note: This program is also available completely online.

OUTCOMES
Students who successfully complete this program (achieve a 2.0 or better for each Business (BUS or BUS&) course completed, plus an overall GPA of 2.0 or better) should be able to:
1. Understand the role of Business in society and the importance of sustainable business practices.
2. Apply principles of materials and contract management.
3. Establish and maintain systems to track and control materials.
4. Identify and describe sustainable business initiatives and marketing practices.
5. Develop sustainability assessments and report on sustainability progress.

CERTIFICATE OF COMPLETION

Total Credits Required . . . . . . . . . . . . . . 41

See www.shoreline.edu/planning for a complete planning guide for this option.
DESCRIPTION
The two-year Associate of Applied Arts and Sciences Degree in Visual Communication Technology prepares its graduates for first-time employment in the varied and rapidly changing field of visual communications. The program seeks to provide a comprehensive background for its students as well as opportunities for specialized study within the diverse areas of the industry. Entering students — who may begin any quarter — pursue an integrated program of foundation courses in art and design, computer graphics, visual communication media, business and communications. Students may add additional specializations to their two-year degree by taking extra courses. All programs of study emphasize portfolio development. Students are encouraged to seek industry experience through internships during their second year of study.

Graduates may find employment in a variety of settings including advertising agencies, publication houses, public relation firms, commercial graphics companies, visual support departments, printing departments, news agencies, print shops, digital service bureaus, software development companies, digital media companies, photo-processing companies, and the Internet. Some companies have in-house production departments while others subcontract with advertising agencies and independent designers.

Innovations in computer technology continue to rapidly change and expand the field of visual communication, in general, and the Visual Communication Technology Program at Shoreline Community College in particular. The following courses of study are subject to change. The student entering the program should expect these changes and stay in contact with vocational advisors in their area of study. Programs of study may be changed by students with the consent of the Visual Communications Technology faculty and the Humanities Division Dean. Students who do not start Fall Quarter may find that conflicts in course scheduling may require a longer time to graduate.

Certificates of Completion for focused programs of study and one-year Certificates of Proficiency are available as alternatives to the two-year degree.

Students complete General Education requirements, VCT Foundation requirements and VCT Degree Option requirements as described below.

Graphic Design
This Visual Communications Technology degree option provides a strong foundation in design and graphic arts production skills. Design theory and hands-on practice culminate in a competitive portfolio. Based on personal and career interests, students select electives to specialize in web design or upgrade skills in one or more areas such as typography, corporate identity, advertising, layout, packaging, environmental graphics and multimedia using software tools and current production technology. This degree articulates with several short-term, stackable certificates. For students wishing to pursue 4-year degree options please see a faculty advisor. Students may transfer from one VCT degree to another anytime while they are completing the foundation courses.

OUTCOMES
Students who successfully complete this program (a GPA of 2.0 or better for the entire certificate degree) should be able to:
1. Effectively use concept development procedures in visual communication problem solving.
2. Select and organize design elements including letter forms, illustrations, typography and other graphic images and effectively use art elements such as line, shape, color, value, texture and form in the development of visual images for a variety of media.
3. Apply principles of audience and market analysis, conduct research and develop resources in the production of desktop publishing, graphic design, illustration, electronic paste-up, scanning and manipulation of images, and multimedia productions.

AAAS Degree & AAS-T
Total Credits Required . . . . . . . . .112-121

See www.shoreline.edu/planning for a complete planning guide for this option.
Animation/Video for Multimedia

This Visual Communications Technology degree option provides a strong foundation in 2D and 3D animation and video for multimedia. Manipulation of many media types combined with interactivity and hands-on practice culminate in a competitive portfolio. Based on personal and career interests, students select upper-level classes in either the Animation OR the Video specialization. Students explore creative multimedia solutions and design theory as they create and edit both linear and non-linear motion graphics using software tools and current production technology. This degree articulates with several short-term, stackable certificates. For students wishing to pursue 4-year degree options, it is important to work closely with a faculty advisor. Students may transfer from one VCT degree to another anytime while they are completing the foundation courses.

OUTCOMES

Students who successfully complete this program (a GPA of 2.0 or better for the entire certificate/degree) should be able to:

1. Effectively use design elements and technical skills to create effective visual images for animation or video.
2. Create, select and organize design elements including letter forms, illustrations, typography and other graphic images in a structured environment for development in multimedia.
3. Apply principles of audience and market analysis, conduct research and develop resources in the production of visuals in commercial, documentary and artistic animation or video.

Creative Project Management

The Creative Project Management option is designed for students who want to pursue sales and marketing in the field of Visual Communication Technology. Students learn the basics of visual communication technology including design elements, photography, drawing, offset printing, graphic design and computer graphics. The program also covers fundamentals of business and marketing. The curriculum includes courses in business math, human relations, economics, salesmanship, advertising, public speaking and computer applications.

OUTCOMES

Students who successfully complete this program (a GPA of 2.0 or better for the entire certificate/degree) should be able to:

1. Identify the basic components of marketing strategies such as identification of market segments, consumer buying behavior, product planning, and promotion of goods and services.
2. Explain and apply advertising strategies for planning, producing and selecting the appropriate media.
3. Demonstrate good salesmanship: effectively interview clients, accurately gauge consumer needs, plan and deliver effective sales presentations, and build customer goodwill.
4. Apply basic art elements in the development of visual communication concepts.
5. Apply basic principles of graphic design in the selection and organization of images and text.
6. Identify mechanical aspects related to development of production-ready art, printing and multimedia.
7. Appropriately select production techniques for specific design projects.

Game and Art Design

Students will explore creative, multimedia tools and solutions on Mac and PC platforms, using industry-standard software. In addition to General Education requirements, study will take place at three levels: core foundational design training, concentrated study in game design and software-based and topic-based study in specialized areas.

The Seattle region has seen significant growth in the game design industry and the future looks promising. Companies are hiring entry-level employees with a broad, integrated foundation of conceptual and technical knowledge, along with specialized skills. This two-year plus Visual Communications Technology degree in Game Art/Design is designed to provide students with the conceptual thinking skills and foundational technical skills, as well as the specialized training required to be qualified for entry level game, animation and related positions.

Technical software training is done partly online with leading industry partners. This can be self-paced, allowing students to review lessons repeatedly and establish the self-directed life-long learner skills that the continually changing industry requires. This learning model also allows for greater focus on development of creative, conceptual skills and team collaboration skills in the classroom.
OUTCOMES
Students who successfully complete this program should be able to:
1. Develop and apply perceptual skills in creation of 2D and 3D game levels using visual design and game development software.
2. Using game development software integrated with design software, demonstrate technical skills, project management and production skills.
3. Conceive, plan, design and produce physical prototypes of games with characters and other assets, level, rules and game strategy.

AAAS DEGREE & AAS-T
Total Credits Required .......... 117-126

See www.shoreline.edu/planning for a complete planning guide for this option.

Certificates of Proficiency
Visual Communications Foundation
The Visual Communications Technology certificate program is designed to provide an introductory level of knowledge and practice in visual design principles; graphic and typographic design; photography and video; computer graphic technologies; and offset printing, pre-press and new imaging technologies. The certificate of proficiency is designed to serve the needs of working professionals and students seeking entry level or introductory positions by enhancing skills for employability.

For this Certificate of Proficiency, students study a condensed package of fundamentals in communications including design principles, typography, image creation, editing and preparation for final use, and will also receive training in specific software utilized in the industry. This one-year course of study provides a firm foundation in multiple areas. This certificate also articulates into the 2-year AAAS VCT degree for stronger knowledge and instruction in specific degree areas. Please see a VCT faculty advisor.

OUTCOMES
Students who successfully complete this program (a GPA of 2.0 or better for the entire certificate/degree) should be able to:
1. Build their knowledge base in many areas of visual communications, as a foundation for further study and learning.
2. Create, select and organize essential design elements including letter forms, illustrations, typography and other graphic images.
3. Use computer software applications for graphic design, illustration, print and web production and publishing, and image manipulation for multimedia and animation.
4. Be familiar with procedures, processes, and concerns in many types of introductory-level visual communication projects.

CERTIFICATE OF PROFICIENCY
Total Credits Required ............ 61-64

See www.shoreline.edu/planning for a complete planning guide for this option.

Foundation Program with Customized Specialization
The Visual Communications Technology specialization certificate is designed to provide an integrated foundation of knowledge and practice in visual design principles; graphic and typographic design; photography and video; computer graphic technologies; and offset printing, pre-press and new imaging technologies. Based on personal and career interests, students select an area of concentration in upper-level classes once they have completed the prerequisite requirements. The certificate of proficiency is designed to serve the needs of working professionals and students seeking entry-level positions by enhancing skills for employability.

For this Certificate of Proficiency, students will study the fundamentals of communications including design principles, typography, image creation, editing and preparation for final use, and will also receive training in specific software utilized in the industry. This one-year course of study provides a condensed foundation in multiple areas with a customizable choice of capstone classes (student choice). Students using this certificate must seek VCT faculty advising and work closely with them. This certificate also articulates into the 2-year AAAS VCT degree for stronger knowledge and instruction in specific degree areas. Please see a VCT faculty advisor.

OUTCOMES
Students who successfully complete this program (a GPA of 2.0 or better for the entire certificate/degree) should be able to:
1. Complete a shortened education sequence tailored to individual needs, as a pathway for further study and learning.
2. Create, select and organize design elements on an introductory level including letterforms, illustrations, typography and other graphic images.
3. Use computer software applications for graphic design, illustration, desktop design/publishing, and scanning or manipulating visual images, (and video or 2-d animation if these final classes are chosen).
4. Be familiar with procedures, processes, and concerns in many types of visual communication projects.

**CERTIFICATE OF PROFICIENCY**

Total Credits Required. 54-59

See [www.shoreline.edu/planning](http://www.shoreline.edu/planning) for a complete planning guide for this option.

**Certificates of Completion**

**Digital Illustration/Animation Level II**

The certificate is designed for students requiring an accelerated course of study and achievement in graphics production including planning, design and creation of digital 2-D graphics and 3-D animation. Students work in current industry software in both vector-based and pixel-based applications, acquire essential design, illustration, and problem-solving skills, and learn how to manage graphics projects and understand how to print or output graphics correctly.

**OUTCOMES**

Prepares students for using concept development procedures and visual communication problem solving in image production environments. Use computer software applications for creation of illustrations and other graphic material for a variety of production outcomes. Demonstrate a knowledge of color, perspective, line quality, and other illustrative factors. Explain 3-D concept development, construction, modeling, texturizing, movement and animation.

**CERTIFICATE OF COMPLETION**

Total credits required 18

See [www.shoreline.edu/planning](http://www.shoreline.edu/planning) for a complete planning guide for this option.

**Digital Photography Level II**

This program is designed for students seeking an expanding application of photography in digital form. It is assumed that students already have fine artist experience/education in photography and wish to expand skills for digital application.

**OUTCOMES**

Prepares students for positions and course studies in photographic image production, image manipulation and management.

**CERTIFICATE OF COMPLETION**

Total credits required 13

See [www.shoreline.edu/planning](http://www.shoreline.edu/planning) for a complete planning guide for this option.

**Web Design**

This program is designed for students requiring an integrated foundation of knowledge and practice in visual design principles, graphic and typographic design, computer graphic technologies and new imaging and display techniques for the Internet.

**OUTCOMES**

Prepares students for positions and course studies in web/media design, illustration, electronic presentation and in manipulating visual images for traditional and new media.

**CERTIFICATE OF COMPLETION**

Total credits required 19

See [www.shoreline.edu/planning](http://www.shoreline.edu/planning) for a complete planning guide for this option.
Art and Design Foundation
This program is identified for students needing an introduction to art and design as a complement to technical production. It is also one certificate in a series of short-term certificates, which contribute towards a one-year certificate of proficiency in VCT and also a two-year degree.

OUTCOMES
This program prepares students for entry-level positions and course studies in information technology for visual design principles.

CERTIFICATE OF COMPLETION
Total credits required . . . . . . . . . . . . . . . 15
See www.shoreline.edu/planning for a complete planning guide for this option.

Business Foundation
VCT students learn about basic business communications and skills for the workplace in relation to graphics and multimedia. Business communications, both written and verbal, are stressed in relation to interpersonal and human relations and common business/industry practices. Practical skills in marketing and copyright are also introduced.

OUTCOMES
Prepares to work in entry-level office settings as well as prepare for success in self-employment/freelance opportunities in fine, performing or technical arts.

CERTIFICATE OF COMPLETION
Total credits required . . . . . . . . . . . . . . . 19
See www.shoreline.edu/planning for a complete planning guide for this option.

Computer Foundation
This program is identified for students needing an introduction to computers in the workplace. It is also the first certificate in a series of short-term certificates, which contribute towards a one-year certificate of proficiency in Web Development.

OUTCOMES
The program prepares students for entry-level positions and course studies in information and visual technology.

CERTIFICATE OF COMPLETION
Total credits required . . . . . . . . . . . . . . . 15
See www.shoreline.edu/planning for a complete planning guide for this option.

Computer Graphics Foundations
This program is identified for students requiring an integrated foundation of knowledge and practice in visual design principles, graphic and typographic design, computer graphic technologies and new imaging techniques. It is also one certificate in a series of short-term certificates which contribute towards a one-year certificate of proficiency in Web Development.

OUTCOMES
The program prepares students for entry-level positions and course studies for desktop publishing, graphic design, illustration, electronic paste-up and to scan or manipulate visual images.

CERTIFICATE OF COMPLETION
Total credits required . . . . . . . . . . . . . . . 20
See www.shoreline.edu/planning for a complete planning guide for this option.

Digital Video
This program is designed for students requiring an integrated foundation of knowledge and practice in visual design principles in pre and post production of video.

OUTCOMES
Prepares students for positions and course studies for multimedia and web video applications, graphic design, illustration, and interactive design.

CERTIFICATE OF COMPLETION
Total credits required . . . . . . . . . . . . . . . 15-17
See www.shoreline.edu/planning for a complete planning guide for this option.
Shoreline Community College offers a full range of courses to meet students’ needs, including developmental studies, professional-technical preparation, lower-division transfer, and enrichment. These courses are described in the following section, listed in order by course number. The total credit hours for each course are listed in parentheses after the course title.

Many course descriptions include essential information such as prerequisites, grading options, and entry requirements. When choosing your courses, be sure to consider this information; it is provided to help you succeed.

The college constantly revises and updates its curriculum and may add new courses or make changes in existing course requirements during the span of this catalog. Please refer to the Quarterly Class Schedule, in print or online, for the most up-to-date course information.

Interdisciplinary Studies Programs

Connections, discovery, cross-pollination of ideas — that’s what takes place in an Interdisciplinary Studies Program. These programs are simply “packaged” courses that either combine or link together two or more classes around an issue in society or a common theme. By integrating subjects this way, the Interdisciplinary Studies Program can lead students to a deeper understanding of each subject. They can enhance a student’s skills in problem-solving — an essential ability for the 21st-century workforce.

W (Writing) Courses

In certain courses, writing in a specific discipline will be emphasized along with the subject matter associated with the title. A “W” after the course number means that writing is an integral part of the course. Writing instruction and feedback are provided. Writing grades enter into the determination of the grade for the course. Placement at the English 101 level or completion of necessary developmental English or ESL courses in preparation for English 101 is recommended for registration in a “W” course. The Quarterly Class Schedule identifies the “W” courses offered.
ACCOUNTING 104
Payroll Accounting (5)
A course designed to provide information and study of accounting for payroll, payroll taxes and benefits. Computer-assisted practice problems are required. Prerequisites: ACCT& 201 (may be taken concurrently) and math skills equivalent to or higher than MATH 70 or BUS 162, or equivalent math. Mandatory decimal grading.

ACCOUNTING 170
Federal Income Tax Individuals/Small Business (5)
This course presents the fundamentals of federal income taxation as it applies to individuals and sole proprietorships. This course will take a practical approach through preparation of individual tax returns including Schedules A, B, C, D. Previously ACCTG 170. Mandatory decimal grading.

ACCOUNTING & 201
Principles of Accounting I (5)
Basic principles, theories and procedures for reporting business transactions; analysis and presentation of financial information, integrated with computer applications. Previously ACCTG 210. Mandatory decimal grading.

ACCOUNTING & 202
Principles of Accounting II (5)
Accounting for short- and long-term assets and liabilities, corporations, statement of cash flows, financial statement analysis, and generally accepted accounting principles; integrated with computer applications. Previously ACCTG 220. Prerequisites: ACCT& 201. Mandatory decimal grading.

ACCOUNTING & 203
Principles of Accounting III (5)

ACCOUNTING 206
Computer Accounting (5)
An introduction to PC based computerized accounting using QuickBooks software designed for small business applications. Prerequisites: ACCT& 201 or instructor permission. Mandatory decimal grading.

ACCOUNTING 208
Not-for-Profit and Governmental Accounting (5)
An introduction to accounting for non-profit organizations and state and local governments. Topics include general and special fund accounting for state and local governments, hospitals, charities, foundations, colleges and universities. Prerequisites: Successful completion of ACCT& 201 and 202. Mandatory decimal grading.

ACCOUNTING 271
Intermediate Accounting I (5)
Principles of financial reporting for enterprises. Standard-setting; FASB conceptual framework; presentation of income statement, balance sheet, and statement of cash flows; cash and cash equivalents; receivables; and inventory valuation. Previously ACCTG 271.

ACCOUNTING 272
Intermediate Accounting II (5)
Principles of financial reporting for enterprises. Tangible and intangible assets; depreciation, impairments, and disposition; current and long-term liabilities; contingencies; stockholders' equity; earnings per share. Previously ACCTG 272. Prerequisites: ACCT 271 with a 2.0 or better, or instructor permission. Mandatory decimal grading.

ACCOUNTING 273
Intermediate Accounting III (5)
Principles of financial reporting for enterprises. Investments; revenue recognition; taxes in financial statements; pensions; leases; statement of cash flows; legal and ethical considerations in disclosure. Previously ACCTG 273. Prerequisites: ACCT 271 with a 2.0 or better, or instructor permission. Mandatory decimal grading.

ACCOUNTING 275
Accounting Information Systems (5)
Use of accounting systems to support business processes. Internal control, security, privacy, ethics; revenue and expense cycles; payroll, inventory, and fixed assets; source and output documents; systems planning. Previously ACCTG 275. Prerequisites: ACCT& 201 or ACCT 101 and BUS 101, or instructor permission. Mandatory decimal grading.

ACCOUNTING 277
Federal Income Tax: Corporations/Conduits (5)
Theory and practice of federal income taxation for C and S corporations, partnerships, and LLCs. Elements of exempt entities, trusts, estates, tax research and planning. Previously ACCTG 277. Prerequisites: ACCT& 202 or ACCT 102 and ACCT 170, each with a 2.0 or better, or instructor permission. Mandatory decimal grading.

ACCOUNTING 285
Auditing and Assurance (5)
Principles and practice of attest functions in the accounting profession. Generally accepted auditing standards; fraud and internal control; professional ethics and legal liability of auditors. Previously ACCTG 285. Prerequisites: ACCT 271 with a 2.0 or better, or instructor permission. Mandatory decimal grading.

ACCOUNTING 289
Cost Accounting (5)
Use of cost accounting in the controllership function. Cost behavior, cost tracing & apportionment. Relevant costs, transfer pricing, inventory issues, management control, and information systems. Previously ACCTG 289. Prerequisites: ACCT& 203 or ACCT 103; with a 2.0 or better, or instructor permission. Mandatory decimal grading.

ACCOUNTING 291
Special Topics In Accounting (1)
Classes focusing on specific issues and/or topics of interest in Accounting. Previously ACCTG 281.

ACCOUNTING 292
Special Topics In Accounting (2)
Classes focusing on specific issues and/or topics of interest in Accounting. Previously ACCTG 282.

ACCOUNTING 293
Special Topics In Accounting (3)
Classes focusing on specific issues and/or topics of interest in Accounting. Previously ACCTG 283.

ACCOUNTING 294
Special Topics In Accounting (4)
Classes focusing on specific issues and/or topics of interest in Accounting. Previously ACCTG 284.

ACCOUNTING 295
Special Topics In Accounting (5)
Classes focusing on specific issues and/or topics of interest in Accounting. Previously ACCTG 285.

ACCOUNTING 297
Individual Project In Accounting (1)
Individual project in a specific area of accounting. By arrangement with instructor. Previously ACCT 297. Prerequisites: Instructor permission, based on evaluation of students' educational and work experience. Mandatory decimal grading.

ACCOUNTING 298
Individual Project In Accounting (2)
Individual project in a specific area of accounting. By arrangement with instructor. Previously ACCTG 298. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Mandatory decimal grading.

ACCOUNTING 299
Individual Project In Accounting (3)
Individual project in a specific area of accounting. By arrangement with instructor. Previously ACCTG 299. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Mandatory decimal grading.

ADULT BASIC EDUCATION 001
Basic Skills Orientation and Assessment (1)
Students will learn about the ESL, ABE and GED programs and understand how to be successful in their classes. Students' basic skills will be assessed and students will be placed at their appropriate level. Mandatory P/NC grading.

ADULT BASIC EDUCATION 022
Reading and Writing for Life 2 (5)
Students will read with understanding by determining the reading purpose, selecting appropriate reading strategies, monitoring comprehension, analyzing information, and integrating information with prior knowledge. Students will write about family needs, job situations, and/or community roles. Mandatory P/NC grading.

ADULT BASIC EDUCATION 023
Math Skills for Life 2 (10)
Students learn to read, write and interpret basic mathematical information, solve whole number problems, and distinguish benchmark fractions, decimals and percents. Basic skills in data, statistics, shapes and measurements are included. Prerequisite: CASAS Appraisal score 201-210. Mandatory P/NC grading.

ADULT BASIC EDUCATION 032
Reading and Writing for Life 3 (5)
Students will read with understanding by determining reading purpose, selecting appropriate reading strategies, analyzing information, and integrating information
with prior knowledge. Students will write several connected paragraphs with correct mechanics, usage, and varied sentence structure. GED preparation continues. Prerequisite: CASAS Appraisal score 211-220. Mandatory P/NC grading.

**ADULT BASIC EDUCATION 033**  
Math Skills for Life 3 (10)  
Students learn to read, write and interpret basic mathematical information; solve whole number, basic fractions, decimals and percent problems. Data, statistics, shapes, and measurements are included. Preparation for the GED and Compass tests begins. Prerequisite: CASAS Appraisal score of 211-220. Mandatory P/NC grading.

**ADULT BASIC EDUCATION 042**  
Reading and Writing for Life 4 (5)  
Students read for understanding by determining purpose, selecting reading strategies, monitoring comprehension, analyzing information, and integrating information with previous knowledge in subject specific areas. Students write connected paragraphs in essay format while using academic English conventions. Course includes GED preparation. Prerequisite: CASAS Appraisal score 221-235. Mandatory P/NC grading.

**ADULT BASIC EDUCATION 043**  
Math Skills for Life 4 (10)  
Students read, write and interpret a variety of mathematical information including fractions, decimals, ratios and percents. Focus is GED/Compass preparation. Prerequisite: CASAS Appraisal score of 221-235. Mandatory P/NC grading.

**ADULT BASIC EDUCATION 046**  
ESL Math Overview (5)  
ESL Math Overview introduces students to basic math terminology. Students also learn (or review) basic math skills within the context of improving life skills. Students improve their English skills as they work through basic number and word problems. Prerequisite: Successful completion of Level 3 or placement into ESL Level 4 or above or by instructor permission. Mandatory P/NC grading.

**ADULT BASIC EDUCATION 081**  
Special Topics In Adult Basic Education (1)  
Classes focus on specific issues and/or topics of interest in ABE.

**ADULT BASIC EDUCATION 082**  
Special Topics In Adult Basic Education (2)  
Classes focus on specific issues and/or topics of interest in ABE.

**ADULT BASIC EDUCATION 083**  
Special Topics In Adult Basic Education (3)  
Classes focus on specific issues and/or topics of interest in ABE.

**ADULT BASIC EDUCATION 084**  
Special Topics In Adult Basic Education (4)  
Classes focus on specific issues and/or topics of interest in ABE.

**ADULT BASIC EDUCATION 085**  
Special Topics In Adult Basic Education L1 (5)  
Classes focus on specific issues and/or topics of interest in ABE-L1.

**ADULT BASIC EDUCATION 097**  
Individual Projects In ABE (1)  
Individual project in a specific area of ABE. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students’ educational and work experience. Mandatory decimal grading.

**AMERICAN ETHNIC STUDIES 106**  
Music In American Culture (5)  
Explore musical traditions from diverse American cultures through guided listening and analysis of songs, styles, genres and musicians, with emphasis on the role of race, class, gender and sexual-orientation. Dual listed as MUSC 106. Prerequisite: Successful completion of ENGL 099 or ESL 099 or placement into ENGL & 101. Student option grading.

**AMERICAN ETHNIC STUDIES 119**  
Survey of American Indian Studies (5)  
This course examines issues in American Indian Studies including native cultures, theories of American Indian origins, demographics, the formation of American Indian stereotypes, the resistance of Native peoples to racism and oppression, and contemporary issues (music, literature, health, etc.) Previously IASTU 119. Prerequisite: Concurrent or successful completion of ENGL & 101 recommended. Student option grading.

**AMERICAN ETHNIC STUDIES 215**  
From Rhymes to Reason: the Culture of Hip Hop (5)  
This course examines the culture of hip hop from its South Bronx (NYC) beginnings in the early 1970’s to its globalization. Students explore the musical, visual, spoken word and literary elements of hip hop. Topics include the role of race, class, gender, politics, appropriation and commodification. Previously IASTU 215. Student option grading.

**AMERICAN ETHNIC STUDIES 229**  
Tribal Governments & Policy (5)  
This course will introduce fundamental concepts of history, development, structure, and politics of American Indian governments and federal Indian policy. The course will investigate and examine the legal and structural aspects of modern tribal governments and their impact on intra-governmental relationships and tribal citizens. Mandatory decimal grading.

**AMERICAN ETHNIC STUDIES 291**  
Special Topics In American Ethnic Studies (1)  
Classes focusing on specific issues and/or topics of interest in American Ethnic Studies. Student option grading.

**AMERICAN ETHNIC STUDIES 292**  
Special Topics In American Ethnic Studies (2)  
Classes focusing on specific issues and/or topics of interest in American Ethnic Studies. Student option grading.

**AMERICAN ETHNIC STUDIES 293**  
Special Topics In American Ethnic Studies. (3)  
Classes focusing on specific issues and/or topics of interest in American Ethnic Studies. Student option grading.

**AMERICAN ETHNIC STUDIES 294**  
Special Topics In American Ethnic Studies (4)  
Classes focusing on specific issues and/or topics of interest in American Ethnic Studies. Student option grading.

**AMERICAN ETHNIC STUDIES 295**  
Special Topics In American Ethnic Studies (5)  
Classes focusing on specific issues and/or topics of interest in American Ethnic Studies. Student option grading.

**AMERICAN SIGN LANGUAGE & 121**  
American Sign Language I (5)  
ASL is the study of the fundamentals of the language, visual/gestural communication, basic information related to deaf culture, expressive and receptive skills, and work on comprehension and grammatical structure. Previously ASL 101. Student option grading.

**AMERICAN SIGN LANGUAGE & 122**  
American Sign Language II (5)  
Continuation of ASL 121 with increased development of communication strategies with emphasis on expanding vocabulary and grammatical understanding. Functional applications of the language and appreciation for the deaf culture and community. Previously ASL 102. Prerequisite: ASL& 121 or equivalent with instructor’s permission. Student option grading.

**AMERICAN SIGN LANGUAGE & 123**  
American Sign Language III (5)  
Use of ASL 121 and 122 skills for ASL storytelling and expand linguistic-grammatical features into longer monologues with use of descriptive-locative classifiers. Continue exposure of deaf history, culture, community and ASL. Previously ASL 102. Prerequisite: ASL& 121 and 122 or equivalent with instructor’s permission. Student option grading.

**AMERICAN SIGN LANGUAGE 297**  
Individual Project In American Sign Language (1)  
Individual project in a specific area of American Sign Language. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of student’s educational and work experience. Student option grading.

**AMERICAN SIGN LANGUAGE 298**  
Individual Project In American Sign Language (2)  
Individual project in a specific area of American Sign Language. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of student’s educational and work experience. Student option grading.
COURSE DESCRIPTIONS

AMERICAN SIGN LANGUAGE 299
Individual Project In American Sign Language (3)
Individual project in a specific area of American Sign Language. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of student’s educational and work experience. Student option grading.

ANTHROPOLOGY & 100
Survey of Anthropology (5)
An introduction to the four subfields of anthropology (archaeology, biological anthropology, linguistic anthropology and sociocultural anthropology) with an emphasis on biological and cultural diversity in past and contemporary societies. Mandatory decimal grading.

ANTHROPOLOGY & 204
Archaeology (5)
The principles and methods of archaeology are presented during the examination of the archaeological record from the earliest human groups to civilization. The techniques of field excavation, dating of archaeological remains and the reconstruction of past societies are discussed and evaluated. Previously ANTH 203. Mandatory decimal grading.

ANTHROPOLOGY & 205
Biological Anthropology (5)
The evolutionary biology of human beings is explored by examining the tenets of evolutionary theory, genetics, primate anatomy and behavior, the fossil record, and the range of biological diversity within and between contemporary human populations. Previously ANTH 201. Mandatory decimal grading.

ANTHROPOLOGY & 206
Cultural Anthropology (5)
Cross-cultural and multicultural understanding of human cultural and social diversity and environmental adaptation as expressed in the formation/maintenance of social groups based on ethnicity, kinship, gender, age, race/racism, power and privilege, politics, economics, psychology, religion, art in the USA and globally. Previously ANTHR 202. Mandatory decimal grading.

ANTHROPOLOGY & 207
Linguistic Anthropology (5)
The study of human and nonhuman primate communication. The study of human language and its sociocultural setting, relating the structure and history of language to human cognition and social behavior. Previously ANTH 203. Mandatory decimal grading.

ANTHROPOLOGY 215
Intro to Medical Anthropology and Global Health (5)
Examination of health, culture and medicine in the U.S. and abroad. Exploration of cross-cultural and biomedical perspectives on the human body, birth, death, suffering and healing. Emphasizes interrelationships of biological, political, economic and social factors on health and well-being. Prerequisite: ENGL& 101 preferred. Mandatory decimal grading.

ANTHROPOLOGY 295
Special Topics In Anthropology (5)
Classes focusing on specific issues and/or topics of interest in Anthropology.

ANTHROPOLOGY 297
Individual Project In Anthropology (1)
Individual project in a specific area of Anthropology. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students’ educational and work experience. Student option grading.

ANTHROPOLOGY 298
Individual Project In Anthropology (2)
Individual project in a specific area of Anthropology. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students’ educational and work experience. Student option grading.

ANTHROPOLOGY 299
Individual Project In Anthropology (3)
Individual project in a specific area of Anthropology. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students’ educational and work experience. Student option grading.

ART & 100
Art Appreciation: the World of Art (5)
Students learn to analyze diverse forms of art from world cultures. Students explore the creative process, visual elements of art, and cultural/political contexts in which art is made. Course may include themes such as birth/death, public vs. private art, the human form, etc. This course is for non-majors. Previously ART 125. Prerequisite: ENGL 099 or equivalent. Mandatory decimal grading.

ART 105
Multicultural Studies Through the Visual Arts (5)
Students explore the ways in which gender, race, class and sexual orientation have been represented in and defined by the visual arts. Students deconstruct historical and current images and examine how these images have impacted individuals’ access or denial to power, privilege and self-definition. Prerequisite: Successful completion of ENGL 099 or ESL 099 or placement into ENGL& 101. Mandatory decimal grading.

ART 109
Two-Dimensional Design (5)
This is an introductory course in two-dimensional design. Students explore basic elements, principles and processes of two-dimensional design. Design fundamentals are investigated and explored through lecture/demonstration, hands-on projects and class critiques/discussion. Student option grading.

ART 110
Three-Dimensional Design (5)
This is an introductory course in three-dimensional design. Students explore basic elements and principles through demonstrations and hands-on studio work. Projects emphasize problem-solving, concept development and creativity in the transformation of two-dimensional concepts into three-dimensional objects. Recommended: ART 109. Student option grading.

ART 121
Ceramic Art 1 (5)
This is an introductory course in the creation and appreciation of the ceramic vessel. Students learn basic hand-building, wheel-throwing and glazing processes as a foundation for further creative development. This is the first course in a three-course sequence. Previously ART 201. Student option grading.

ART 122
Ceramic Art 2 (5)
Students build upon skills learned in Ceramic Art 1 and continue their exploration of the processes, techniques and aesthetics of the ceramic vessel. The focus in the second quarter is on development of artistic direction, interests and point of view. Previously ART 202. Prerequisite: ART 121 or equivalent with instructor permission. Student option grading.

ART 123
Ceramic Art 3 (5)
Students further develop skills learned in Ceramic Art 1 and 2 and continue their exploration of the processes, techniques and aesthetics of the ceramic vessel. The focus in the third quarter is on continued development of artistic direction, interests and point of view. Previously ART 203. Prerequisite: ART 122 or equivalent with instructor permission. Student option grading.

ART 131
Drawing 1 (5)
This is an introductory course in drawing from observation. Students use a variety of media, including graphite, charcoal and ink, to draw from the still-life and the figure. Basic principles of composition are stressed. This is the first course in a three quarter sequence. No academic experience is required. Previously ART 105. Student option grading.

ART 132
Drawing 2 (5)
Students continue to work from the still life and the figure in class to build upon drawing skills and understandings acquired in Drawing 1. Additional projects emphasize individual exploration and problem-solving in the development of artistic direction, interests and point of view. Previously ART 106. Prerequisite: ART 151 or equivalent with instructor permission. Student option grading.

ART 133
Drawing 3 (5)
Students continue to work from the still life and the figure in class to further develop drawing skills acquired in Drawing 1 and 2. Additional projects emphasize further individual exploration and problem-solving. Previously ART 107. Prerequisite: ART 132 or equivalent with instructor permission. Student option grading.

ART 134
Drawing for Animation (5)
Students focus on drawing in sequence to create two-dimensional animations. They explore full animation techniques, character animation and storyboard development. Animation drawing formats include zoetrope strips, flip books and paper cells. Prerequisites: ART 131 or instructor permission by portfolio review. Student option grading.

ART 144
Beginning Photography (5)
Introduction to photographic image creation and expression through traditional film and digital mediums. Composition, aesthetics, history, lighting, darkroom techniques and
image editing tools for traditional film and digital mediums will be covered. Limited cameras available for short-term check out. Mandatory decimal grading.

**ART 145**
Intermediate Photography (4)
Students continue to work in both traditional film and digital mediums to build upon photographic skills and techniques acquired in Beginning Photography. The course emphasizes conceptual development, artistic direction, and personal expression in photography as an art form. Cameras available for short-term checkout.

**ART 146**
Advanced Photography (4)
Students continue to work in both traditional film and digital mediums to build upon photographic skills and techniques acquired in Intermediate Photo and Beginning Photo. The course emphasizes further conceptual development, artistic direction, personal expression in photography as an art form. Limited cameras available for check-out. Prerequisite: ART 144 and ART 145 or instructor permission. Mandatory decimal grading.

**ART 234**
History of Animation (5)
This course explores the history and structure of animation. Students study the international development of animation from its origins to present as well as its basic principles, theories and practices. The rise of studio production is contrasted with the role of the independent artist/ animator. Student option grading.

**ART 244**
Studio/Lighting/Digital Imaging (4)
Introduction to studio photography and studio lighting. Students learn the principles of light control, studio techniques, and post-processing for creative use in portrait, still life, and product photography. Students can work digitally or with traditional film/darkroom. Prerequisite: ART 144 and ART 145 or instructor permission. Student option grading.

**ART 246**
Documentary Photography (4)
This course presents theory and the philosophy of the photograph to interpret, comment on or record the events of humanity. Visual language of sequencing and structure are explored in digital and film. Limited cameras available for check-out. Prerequisite: ART 144, 145, or instructor permission. Student option grading.

**ART 251**
Painting 1 (5)
This is an introductory course emphasizing color and composition in paint media (watercolor and acrylic or oil). No previous experience is required. This is the first course in a three-quarter series. Previously ART 256. Student option grading.

**ART 252**
Painting 2 (5)
Students build upon skills learned in Painting 1, with emphasis on color, composition, and a deeper exploration of one paint media: acrylic, watercolor, or oil. The focus in the second quarter level is on developing students’ artistic direction, interests, and point of view. Previously ART 257. Prerequisite: ART 251 or instructor permission. Student option grading.

**ART 253**
Painting 3 (5)
Students further develop skills learned in Painting 2, with emphasis on color and composition, and a deeper exploration of one paint medium: acrylic, watercolor, or oil. The focus in the third quarter level is on further development of artistic direction, interests, and point of view. Previously ART 258. Prerequisite: ART 252 or instructor permission. Student option grading.

**ART 254**
Design & Materials: Wood & Plaster (5)
This is an introductory course in the exploration of wood and plaster as mediums for creative problem-solving and expression in three-dimensional design and sculpture. Students investigate and explore these materials through demonstrations and hands-on studio work. Previously ART 253. Student option grading.

**ART 255**
Design & Materials: Glass/Metal/Plastic (5)
This is an introductory course in the exploration of glass, metal or plastics as mediums for creative problem-solving and expression in three-dimensional design and sculpture. Students investigate and explore these materials through demonstrations and hands-on studio work. Previously ART 254. Student option grading.

**ART 256**
Design & Materials: Textiles (5)
This is an introductory course in the creation and appreciation of textiles as a medium for creative problem-solving and expression in art and design. Students investigate and explore textiles and related materials through demonstrations and hands-on studio work. Previously ART 254. Student option grading.

**ART 260**
Intermediate Studio Projects (5)
Students who have completed a basic fine art studio course series work in collaboration with an instructor to build upon the skills and concepts of that specific studio art sequence and to develop individual artistic direction, interests and points of view. May be taken multiple times for credit. Prerequisite: ART 146, 153, 109, 110, 130, 123, 253, or 271 or instructor permission. Mandatory P/N/C grading.

**ART 261**
Printmaking 1 (5)
Survey of fine art printmaking including relief, planographic and intaglio printmaking with a focus on design, drawing, techniques and materials used in printmaking. Instruction through lectures, demonstrations, critiques and research. Students create prints in each media. Student option grading.

**ART 262**
Printmaking 2 (5)
Students build upon skills learned in Printmaking 1 with emphasis on further exploration in one or more media and the development of artistic direction, interests and point of view. Prerequisite: ART 261 or instructor permission. Student option grading.

**ART 265**
Intermediate Drawing (5)
For students who have completed basic drawing series ART 131, 132, 133 and who want to continue to draw with supervision and feedback. May be taken up to three times. Series includes still life, landscape, figure, and fantasy drawings. Prerequisite: ART 133. Student option grading.

**ART 271**
Sculpture 1 (5)
This is an introductory course in the creation and appreciation of sculpture. Students explore basic sculptural processes, materials and tools as a foundation for creative problem-solving and sculptural expression. Typical materials include clay, plaster and wood. First in a three-course sequence. Previously ART 272. Student option grading.

**ART 272**
Sculpture 2 (5)
Students build upon skills learned in Sculpture 1 and continue their exploration of sculptural processes, materials and tools. The focus in the second quarter level is on developing students’ artistic direction, interests and point of view. Previously ART 273. Prerequisite: ART 271 or instructor permission. Student option grading.

**ART 273**
Sculpture 3 (5)
Students further develop skills learned in Sculpture 1 and 2 and continue their exploration of sculptural processes, materials and tools. The focus in the third quarter level is on continued development of artistic direction, interests and point of view. Previously ART 274. Prerequisite: ART 272 or instructor permission. Student option grading.

**ART 290**
AFA Portfolio (2)
Students review and assess their artwork and artistic development in order to create and present a portfolio in completion of the AFA degree and in preparation for transfer to college art programs and/or further artistic and professional development. Prerequisite: All required core and concentration art courses in AFA degree. Up to 5 credits of these required courses can be taken concurrently with ART 290. Student option grading.

**ART 291**
Special Topics In Art (1)
Classes focus on specific issues and/or topics of interest in Art. Previously ART 281.

**ART 292**
Special Topics In Art (2)
Classes focus on specific issues and/or topics of interest in Art. Previously ART 282.

**ART 293**
Special Topics In Art (3)
Classes focus on specific issues and/or topics of interest in Art. Previously ART 283.

**ART 294**
Special Topics In Art (4)
Classes focus on specific issues and/or topics of interest in Art. Previously ART 284.
ART 295
Special Topics In Art (5)
Classes focus on specific issues and/or topics of interest in Art. Previously ART 285.

ART 297
Individual Project In Art (1)
Individual project in a specific area of art. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Mandatory decimal grading.

ART 298
Individual Project In Art (2)
Individual project in a specific area of art. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Mandatory decimal grading.

ART 299
Individual Project In Art (3)
Individual project in a specific area of art. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Mandatory decimal grading.

ART HISTORY 204
Survey of Asian Art (5)
Students are introduced to the art and architecture of India, China, Korea and Japan. This course gives an overview of Asian art with a concentration on individual nations/cultures, specific periods, and the impact of religion, politics, and economics that shaped their cultural eras. Prerequisite: Completion of ENGL 099 or instructor permission. Student option grading.

ART HISTORY 210
Japanese Art History (5)
This course offers a comprehensive study into the art, architecture and crafts of Japan. Art and artists of Japan are examined as well as the religion, politics, and economics that shaped their cultural eras. Prerequisite: Completion of ENGL 099, placement in ENGL& 101 or instructor permission. Student option grading.

ART HISTORY 224
Survey of Western Art: Ancient (5)
Students study and analyze Western art and architecture from prehistory through the Greco/Roman era and the early Christian periods. This course addresses how art forms have been influenced by significant events, beliefs, and customs. Previously ARTH 201. Student option grading.

ART HISTORY 225
Survey of Western Art: Medieval/Baroque/Rococo (5)
Students study and analyze Western art and architecture from the Early Medieval Period to the 18th century. Students will evaluate how art has been influenced by significant artists, beliefs, and stylistic traditions. Previously ARTH 202. Student option grading.

ART HISTORY 226
Survey of Western Art: Modern/Postmodern (5)
Students study and analyze Western art and architecture from the late 19th century to the 21st century. Works of major artists, plus the development of new art forms in the Postmodern world are introduced. Previously ARTH 203. Student option grading.

ART HISTORY 292
Special Topics In Art History (2)
Classes focus on specific issues and/or topics of interest in Art History. Previously ARTH 282.

ART HISTORY 293
Special Topics In Art History (3)
Classes focus on specific issues and/or topics of interest in Art History. Previously ARTH 283.

ART HISTORY 295
Special Topics In Art History (5)
Classes focus on specific issues and/or topics of interest in Art History. Previously ARTH 285. Student option grading.

ART HISTORY 297
Individual Project In Art History (1)
Individual project in a specific area of art history. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of student's educational and work experience. Mandatory decimal grading.

ART HISTORY 298
Individual Project In Art History (2)
Individual project in a specific area of art history. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of student's educational and work experience. Mandatory decimal grading.

ART HISTORY 299
Individual Project In Art History (3)
Individual project in a specific area of art history. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of student's educational and work experience. Mandatory decimal grading.

ART SEMINAR 144
Beginning Photo Seminar (0)
Seminars for beginning photo course. Must be taken concurrently with ART 144.

ASTRONOMY & 101
Introduction to Astronomy (5)
A one-quarter survey course in astronomy, intended for non-science majors. Studies such topics as: the solar system, stellar evolution, galaxies and cosmology. Previously ASTR 101. Prerequisites: MATH 099, Student option grading.

ASTRONOMY 297
Individual Project In Astronomy (1)
Individual project in a specific area of ASTR. By arrangement with instructor. Previously ASTR 297. Prerequisite: Instructor permission, based on evaluation of student's educational and work experience. Student option grading.

ASTRONOMY 298
Individual Project In Astronomy (2)
Individual project in a specific area of ASTR. By arrangement with instructor. Previously ASTR 298. Prerequisite: Instructor permission, based on evaluation of student's educational and work experience. Student option grading.

ASTRONOMY 299
Individual Project In Astronomy (3)
Individual project in a specific area of ASTR. By arrangement with instructor. Previously ASTR 299. Prerequisite: Instructor permission, based on evaluation of student's educational and work experience. Student option grading.

AUTOMOTIVE TECHNOLOGY 101
Introduction to Automotive (3)
For students interested in the automobile from a business, technical, and/or consumer perspective. Subjects covered include automotive career exploration, consumer information, minor maintenance & safety inspection, and an introduction to technical systems. Also automotive history and current social issues associated with the automobile. Prerequisites: Recommended at least ENGL 090. Mandatory decimal grading.

AUTOMOTIVE TECHNOLOGY 110
Intro to Shop Procedures & Safety (4)
This course introduces the career of auto service technology and its many career ladders. Also, students will learn basic shop safety, and use and care of auto shop tools. Intended primarily for ESL students. Prerequisite: CASAS 220 or higher and ESLAB 040. Mandatory decimal grading.

AUTOMOTIVE TECHNOLOGY 111
Electrical Systems (8)
The fundamental principles of electricity and solutions for electrical problems in autos using Ohm's law. Diagnosis and service for basic auto electrical issues. Intended primarily for ESL students. Prerequisite: CASAS 220 or higher and ESLAB 040. Mandatory decimal grading.

AUTOMOTIVE TECHNOLOGY 112
Automotive Engines (4)
This course covers the following skill areas: engine repair including components, design, construction and theory of the internal combustion engine. Intended primarily for ESL students. Prerequisite: AUTOT 110 Intro to Automotive Shop & Personal Safety. Mandatory decimal grading.

AUTOMOTIVE TECHNOLOGY 113
Steering and Suspension Systems (8)
This course is designed for students entering the automotive service field and covers diagnosis, repair and alignment of 2-, 4-, and all-wheel drive systems. Intended primarily for ESL students. Prerequisite: AUTOT 110 Introduction to Automotive Shop & Personal Safety. Mandatory decimal grading.

AUTOMOTIVE TECHNOLOGY 114
Brakes (6)
This course is designed for students entering the automotive service field and covers the following skill areas: inspection, diagnosis, repair, and repair of conventional and ABS braking systems. Intended primarily for ESL students. Prerequisite: AUTOT 110 Introduction to Automotive Shop & Personal Safety. Mandatory decimal grading.

AUTOMOTIVE TECHNOLOGY 115
Drive Train (4)
This course is designed for students entering the automotive service field and covers the following skill areas: basic service of manual and automatic transmissions and transaxles. Intended primarily for ESL students. Prerequisite: AUTOT 110 Introduction to Automotive Shop & Personal Safety. Mandatory decimal grading.
AUTOMOTIVE TECHNOLOGY 116 Heating and Air Conditioning Systems (2) This course is designed for students entering the automotive service field and covers the diagnosis and service of automotive heating and air conditioning systems. Intended primarily for ESL students. Prerequisite: AUTOT 110 Introduction to Automotive Shop & Personal Safety. Mandatory decimal grading.

AUTOMOTIVE TECHNOLOGY 121 General Service Technician I (18) For entry-level automotive students. Course provides introduction to fundamentals, maintenance and inspection of the following automotive systems: Engine Design & Performance, Lubrication & Cooling, Electrical, and Air Conditioning. Integrates basic education skills, career exploration, and employability skills development (IBEST). Prerequisite: Instructor Permission. Mandatory decimal grading.

AUTOMOTIVE TECHNOLOGY 122 General Service Technician II (18) For entry-level automotive students. Course provides introduction to the fundamentals, maintenance, and inspection of the following automotive systems: Brakes, Steering, Suspension, Axle, Differential, Manual and Automatic Transmission, and 4-wheel drive. Integrates basic education skills and employability skill development (IBEST). Prerequisite: Instructor permission. Mandatory decimal grading.

AUTOMOTIVE TECHNOLOGY 151 Auto Brakes, Suspension, Transmission Rear Axles (20) This three week course will cover the fundamental operations of General Motors automatic transmissions, overhaul repair techniques and diagnostic procedures for the following transmissions, TH 350, TH 400, 125C, 200, 180C, and Torque Converter Clutch Diagnosis. Permission of instructor. Mandatory decimal grading.

AUTOMOTIVE TECHNOLOGY 152 Engine Repair, Heating and Air Conditioning (20) Engine operation and design with diagnosis and repair emphasis. Course also covers principles of refrigeration and air conditioning, heating systems and air distribution. Permission of instructor. Mandatory decimal grading.

AUTOMOTIVE TECHNOLOGY 160 Fundamentals of Automotive Service Training (9) This course introduces students to the automotive industry and presents an overview of systems. Also includes new model/product information, customer satisfaction index (CSI), safety, basic servicing, shop practices, and new/used vehicle inspection. Prerequisites: Instructor permission. Mandatory decimal grading.

AUTOMOTIVE TECHNOLOGY 161 Engine Repair (9) The components, design, construction, and operation of the internal combustion engine/powerplant will be studied. Engine removal, disassembly, inspection, measurement, repair, and reassembly are covered. Engine diagnostics and testing are performed. Permission. Mandatory decimal grading.

AUTOMOTIVE TECHNOLOGY 162 Specialized Electronics Training (9) For electrical specialists. Course builds from the electrical principles and concepts through automotive semi-conductors to microprocessors. The use of electrical measurement devices and wire repairing; on-bench and on-car exercises. Permission. Mandatory decimal grading.

AUTOMOTIVE TECHNOLOGY 163 Brakes and Suspension (9) Brake theory, inspection, diagnosis, repair and adjustment of disc/drum type systems; including hydraulic, power assist, and parking break systems. Theory, service, and diagnosis of anti-lock systems. Steering, suspension, and wheel alignment includes diagnosis, inspection, repair, and maintenance. Also, tire service and wheel balance. Permission. Mandatory decimal grading.

AUTOMOTIVE TECHNOLOGY 164 Manual Gear Trains and Transaxles (9) The design, construction, and operation of front, rear, and all-wheel drive systems. Gear train diagnosis, removal, disassembly, inspection, measurement, repair, reassembly, and installation; includes drive axle, hubs, and transfer case service. The use and application of diagnostic equipment will be covered. Permission. Mandatory decimal grading.


AUTOMOTIVE TECHNOLOGY 180T Fundamentals of Auto Service Training (8) This course introduces students to the automotive industry and presents an overview of vehicle and dealership systems. Includes new model product information, customer satisfaction index (CSI), safety, basic servicing, shop practices, and new/used vehicle inspection. Prerequisite: Instructor permission required. Mandatory decimal grading.

AUTOMOTIVE TECHNOLOGY 181T Engine Repair (9) Engine Mechanical system components, design, construction, and operation of the internal combustion engine. Includes engine removal, disassembly, inspection, measurement, repair and reassembly. Engine diagnostics and testing are performed. Prerequisite: Instructor permission required. Mandatory decimal grading.

AUTOMOTIVE TECHNOLOGY 183T Brakes and Suspension (18) Brake theory, inspection, diagnosis, repair and adjustment of disc/drum type systems. Includes hydraulic, power assist, parking and anti-lock system(ABS). Steering and suspension systems inspection, maintenance, diagnosis, and repair. Includes wheel balance and alignment. Prerequisite: Instructor permission required. Mandatory decimal grading.

AUTOMOTIVE TECHNOLOGY 184T Manual Gear Trains and Transaxles (7) Manual transmission design, construction, operation, inspection, maintenance, diagnosis and repair on front, rear and all-wheel drive systems. Includes drive axles, differentials, hubs, transfer case service, and overhaul procedures. Prerequisite: Instructor permission required. Mandatory decimal grading.

AUTOMOTIVE TECHNOLOGY 185T Engine Control Systems (13) Engine control systems theory, design, inspection, testing, diagnosis, and repair. Systems include ignition, fuel injection, air induction, engine control sensors, and engine control actuators. Emphasis is on using the correct diagnostic tools and procedures. Prerequisites: Instructor permission. Mandatory decimal grading.

AUTOMOTIVE TECHNOLOGY 186T Electrical Systems (18) Automotive electrical systems theory, construction, components, testing, diagnosis, and repair. Includes non-multiplexed, multiplexed, and microprocessor-controlled systems. Emphasis is on reading wiring diagrams and using electrical diagnostic tools and scan tools. Prerequisite: Instructor permission required. Mandatory decimal grading.

AUTOMOTIVE TECHNOLOGY 187T Automatic Transmissions/Transaxles (9) Automatic transmission/transaxle theory, operation, inspection, testing, diagnosis, and repair of mechanical, hydraulic and electrical systems. Includes remove and reinstall. Emphasis on using the proper diagnostic procedures and tools to diagnose faults in the system. Prerequisite: Instructor permission required. Mandatory decimal grading.
AUTOMOTIVE TECHNOLOGY 188T Heating and Air Conditioning (7)
Heating, ventilation and air conditioning (HVAC) system theory, operation, testing, diagnosis, and proper service practices. Includes identification, recovery, recycling, and recharging automotive HVAC systems. Emphasis is on using proper diagnostic procedures and tools. Prerequisite: Instructor permission required. Mandatory decimal grading.

AUTOMOTIVE TECHNOLOGY 189T Engine Emission Management Systems (8)
Engine emission management systems theory, components, testing, diagnosis, and repair. Emphasis is on using scan tools to interface with vehicle on-board diagnosis (OBD-II) to diagnose faults in the emission control systems. Prerequisite: Instructor permission required. Mandatory decimal grading.

AUTOMOTIVE TECHNOLOGY 190 General Service Technician Internship (9)
Student will interview with employers to obtain an internship or employment experience at an automotive (or related industry) business. Skills learned in the General Service Technician program will be applied and evaluated at the job site. Prerequisite: Instructor permission, AUTOT 121 and AUTOT 122, basic automotive tool set. Mandatory decimal grading.

AUTOMOTIVE TECHNOLOGY 291 Cooperative Dealership Experience I (20)
Students enrolled in the factory-specific programs will work at a new car-truck dealership as an apprentice technician. This is a cooperative experience involving the student, dealership, manufacturer, and Shoreline Community College to reinforce and apply skills learned during previous quarters. Previously AUTOT 250. Mandatory decimal grading. Dealership sponsor required.

AUTOMOTIVE TECHNOLOGY 292 Cooperative Dealership Experience II (20)
Students enrolled in the factory-specific programs will work at a new car-truck dealership as an apprentice technician. This is a cooperative experience involving the student, dealership, manufacturer, and Shoreline Community College to reinforce and apply skills learned during previous quarters. Previously AUTOT 251. Prerequisite: AUTOT 291. Mandatory decimal grading. Dealership sponsor required.

AUTOMOTIVE TECHNOLOGY 293 Cooperative Dealership Experience III (20)
Students enrolled in the factory-specific programs will work at a new car-truck dealership as an apprentice technician. This is a cooperative experience involving the student, dealership, manufacturer, and Shoreline Community College to reinforce and apply skills learned during previous quarters. Previously AUTOT 252. Prerequisite: AUTOT 292. Permission. Mandatory decimal grading. Dealership sponsor required.

AUTOMOTIVE TECHNOLOGY 294 Cooperative Dealership Experience IV (20)
Students enrolled in the factory-specific programs will work at a new car-truck dealership as an apprentice technician. This is a cooperative experience involving the student, dealership, manufacturer, and Shoreline Community College to reinforce and apply skills learned during previous quarters. Instructor permission required. Mandatory decimal grading.

AUTOMOTIVE TECHNOLOGY 295 Special Topics In Automotive Technology (4)
Classes focusing on specific issues and/or topics of interest in Automotive Technology. Prerequisite: Instructor permission. Mandatory decimal grading.

AUTOMOTIVE TECHNOLOGY 297 Individual Projects In Automotive Technology (1)
Individual project in a specific area of Automotive Technology. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of student’s educational and work experience. Mandatory decimal grading.

AUTOMOTIVE TECHNOLOGY 298 Individual Projects In Automotive Technology (2)
Individual project in a specific area of Automotive Technology. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of student’s educational and work experience. Mandatory decimal grading.

BIOLOGY 090 Biology Special Lab (3)
This class is an opportunity for tutorial instruction for students in biological subject matter areas where assistance may be needed. No appointments are necessary. Come in when you need help. An instructor/mentor is available. Previously BIOSC 090. Prerequisites: Registration in a biology class. Mandatory P/NC grading.

BIOLOGY 091 Biology Success Strategies (1)
Students learn organizational and time management skills, skills for independent learning, problem-solving approaches, test-taking strategies, vocabulary and techniques that promote confidence and success in biology. Concurrent enrollment in any 200-level BIOL course required. Mandatory P/NC grading.

BIOLOGY 107 Biology and Society (5)
This non-majors lab course examines the basic biological principles that underlie many of the issues facing our society. Among the topics addressed will be human impact on the environment and biodiversity, genetically modified organisms, gene therapy, stem cells, evolution and natural selection. Previously BIOSC 107. Student option grading.

BIOLOGY 110 Biotechnology: Science, Applications/Implications (3)
This overview class will cover current topics in Biotechnology. It will include basic elements of the science, current and expected capabilities and products, the structure of the industry, impact on society and the health care field and social questions. Previously BIOSC 110. Prerequisites: High School Biology, Chemistry, and English are suggested. Placement at or above ENGL 099 level required. Student option grading.

BIOLOGY 124 Northwest Flora (5)
Plant classification, field study, and laboratory identification of common Pacific Northwest plant families and investigating the ecology, cultural uses & conservation of plants at the local & global level. Laboratory. Previously BIOSC 123. Student option grading.

BIOLOGY 126 Sustainable Gardening/Horticulture (5)
This lab science course teaches environmentally responsible gardening practices and landscaping. Content includes plant identification, plant anatomy, soils, fertilizers/composting, integrated pest management, and water conservation. Previously BIOSC 126. Student option grading.

BIOLOGY 140 The Science of Cannabis (3)
Course will investigate the active compounds of cannabis and their various effects on human physiology in contrast with alcohol, nicotine, and morphine. Included are genetics and medical uses of cannabis. Historical perspectives on prohibition/legalization, and modern laws related to testing will be included. Prerequisite: Successful completion of ENGL& 101. Student option grading.

BIOLOGY 144 Marine Biology (5)
A study of local marine organisms and the environments in which they live. Laboratory and field work are designed to implement this study. Local field trips are included. BIOL 144 and BIOL 244 are taught concurrently. BIOL 144 is designed for non-science majors. Previously BIOSC 143. Prerequisite: ENGL 099 and MATH 080 with 2.0 or better. Student option grading.

BIOLOGY 150 Epidemiics & Culture (5)
Students will explore epidemic disease from multiple perspectives, including scientific, political, economic, religious, and artistic. The Bubonic Plague of the Middle Ages will serve as a paradigm for studying individual and cultural responses to other historical and modern epidemics. Previously BIOSC 150. Prerequisite: Completion of ENGL 099 or placement into ENGL& 101. Student option grading.

BIOLOGY 150W Epidemiics & Culture (5)
Students will explore epidemic disease from multiple perspectives, including scientific, political, economic, religious, and artistic. The Bubonic Plague of the Middle Ages will serve as a paradigm for studying individual and cultural responses to other historical and modern epidemics. Previously BIOSC 150. Prerequisite: Completion of ENGL 099 or placement into ENGL& 101. Student option grading.

BIOLOGY 170 Human Biology (5)
Introduction to the systems of the human body. Structures and functions of these systems will be stressed along with unifying principles such as nutrition, sex, genetics, environment, exercise and the aging process. Previously BIOSC 108. Student option grading.

BIOLOGY & 211 Majors Cellular: Biology (5)
Examines the cell as the basic unit of life. Topics covered include: the function of cell organelles, metabolic processes, cell division signaling, the genetics of individuals and populations. For life science majors and allied health students. Laboratory class. Previously BIOSC 201. Prerequisite: CHEM& 121 with...
2.0 or better. ENGL& 101 recommended. Student option grading.

**BIOLOGY & 212**  
Majors Animal: Biology (5)  
A survey of animals including a study of the identification structure and function. Evolution, embryology, and ecology of the kingdom is included. The emphasis is on the phylogenetic relationships among animals and the ecological relationships within the kingdom. Laboratory class. Previously BIOSC 202. Prerequisite: BIOL& 211. Student option grading.

**BIOLOGY & 213**  
Majors Plant: Biology (5)  
Survey of major taxonomic groups Fungi, Protista and Plantae. Study of morphology, physiology and reproductive patterns and evolutionary relationships. Origins of life, development of ecosystems, succession and features of the major terrestrial biomes. Laboratory class. Previously BIOSC 203. Prerequisite: Minimum of 2.0 in BIOL& 211, or permission. Student option grading.

**BIOLOGY & 231**  
Human Anatomy (5)  
Understanding the structure of the human body through the study of the various body systems. Intensive laboratory dissection and lectures are utilized. Laboratory class. Previously BIOSC 210. Prerequisite: BIOL& 211 with 2.0 or better. Student option grading.

**BIOLOGY & 232**  
Human Physiology (5)  
A systems approach to the study of the functions of the human body. Includes the nervous, muscular, circulatory, endocrine, respiratory, digestive and urogenital systems. Laboratory class. Previously BIOSC 211. Prerequisite: BIOL& 211 and BIOL& 251 or permission. Student option grading.

**BIOLOGY 244**  
Marine Biology for Science Majors (5)  
A study of local marine organisms and the environments in which they live. Laboratory and field work are designed to implement this study. Local field trips are included. BIOL 144 and BIOL 244 are taught concurrently. Previously BIOSC 243. Prerequisite: BIOL& 211. Student option grading.

**BIOLOGY 249**  
Tissue Culture and Staining (4)  
Introduction to theory and concepts of animal cell & tissue culturing. Teaches the fundamentals in tissue culture techniques, subculturing & maintenance of cell lines. Skills also include: cell viability testing, cell counting, feeding of cell lines & quality control. Previously BIOSC 260. Prerequisite: BIOL& 211 with 2.0 or better. Student option grading.

**BIOLOGY & 260**  
Microbiology (5)  
Survey of microorganisms with focus on healthcare applications. Structure, classification, metabolism and genetics of bacteria and viruses are main themes. Emphasis on disease process, microbial control and immunology. Laboratory techniques include isolation and identification of bacteria. Previously BIOSC 215. Prerequisite: BIOL& 211 with minimum 2.0. Student option grading.

**BIOLOGY 265**  
Solution and Media Preparation (2)  
Preparation of media and solutions commonly used in biotechnology laboratories. Use of basic lab tools such as pipettors, pH meters, scales, centrifuges, autochlorves and spectrophotometers, and lab notebook maintenance. Previously BIOSC 245. Prerequisite: High school Biology and Chemistry or instructor approval. Student option grading.

**BIOLOGY 266**  
Media and Solution Preparation II (2)  
Preparation of media and solutions commonly used in biotechnology laboratories. Use of basic lab tools such as pipettors, pH meters, scales, centrifuges, autochlorves and spectrophotometers. Use of MDS, GLP procedures and lab safety. Previously BIOSC 245. Prerequisite: High school Biology and Chemistry or instructor approval. Student option grading.

**BIOLOGY 270**  
Molecular Biology (3)  
To provide a basic understanding of the molecular mechanisms that underlie cellular processes, such as gene regulation, the secretory pathway, cell signaling, and the cell cycle. Previously BIOSC 250. Prerequisite: BIOL& 211 with 2.0 or better. Recommended CHEM& 131. Student option grading.

**BIOLOGY 274**  
Molecular Biology Laboratory (3)  
Laboratory course emphasizing hands on experience with molecular biological techniques utilized in modern research laboratories. Techniques include gene cloning, PCR, DNA and protein electrophoresis, and protein purification. Previously BIOSC 251. Prerequisite: BIOL& 211 and concurrent with BIOL 270. CHEM& 131 recommended. Student option grading.

**BIOLOGY 275**  
Recombinant DNA Techniques (6)  
Basic course in the theory and concepts of recombinant DNA techniques. Course will focus on the methods of gene cloning with viral and plasmid vectors, growth and maintenance of E. coli, extraction and purification of DNA, polymerase chain reaction, and protein expression. The lab will focus on ‘hands on’ techniques. Previously BIOSC 265. Prerequisite: BIOL 270 with 1.8 or better or permission. Student option grading.

**BIOLOGY 276**  
Immunology Lecture (3)  
This course focuses on the concepts necessary to understand the cellular, molecular and genetic basis of the immune system. Emphasis will be placed on antigen and antibody structure and function, antibody production, cellular based immunity, and the major histocompatibility complex. Prerequisite: BIOL 270. Student option grading.

**BIOLOGY 277**  
Immunology (6)  
This course focuses on the concepts and laboratory procedures necessary to understand the cellular, molecular and genetic basis of the immune system. Emphasis will be placed on antigen and antibody structure and function, antibody production, cellular based immunity, and the major histocompatibility complex. Previously BIOSC 270. Prerequisite: BIOL 270 or permission. Student option grading.

**BIOLOGY 279**  
Biotechnology Techniques (3)  
Students learn basic Biotechnology lab manufacturing and production techniques used to isolate and purify recombinant and/or therapeutic proteins in academic and industrial research laboratories. Previously BIOSC 275. Prerequisite: BIOL 270, 274 with 2.0 or better or permission. Student option grading.

**BIOLOGY 280**  
Seminar In Biotechnology (1)  
This course will focus on the skills needed to find internships and jobs in biotechnology. It will include speakers from the biotechnology industry, HR experts, and special topics such as cover letter and resume writing as well as interviewing skills. Previously BIOSC 295. Prerequisite: BIOL& 211 plus completion of at least ten additional credits toward the AAAS degree or Certificate of Proficiency in the Biotechnology Laboratory Assistant Program or permission. Mandatory P/NC grading.

**BIOLOGY 285**  
Basics of Bioinformatics (2)  
This course will present the basic priciples of genomic and proteomic analysis using public databases. Emphasis will be placed on hands-on training using BLAST searches to analyze protein and DNA sequences, using Entrez to study genomic structures and CN3D to study protein structure. Previously BIOSC 256. Prerequisite: BIOL 270 or equivalent experience. Student option grading.

**BIOLOGY 286**  
Molecular Lab Techniques In Medical Diagnostics (2)  
Practical experience using molecular techniques, such as PCR and ELISA, for medical diagnostic assays. Emphasis will be placed on understanding theory, experimental design, interpretation of results, and the limitations of these assays. Previously BIOSC 253. Prerequisite: BIOL& 211, BIOL& 260. Student option grading.

**BIOLOGY 287**  
High Performance Liquid Chromatography (HPLC) (2)  
This laboratory will present the theory of High Performance Liquid Chromatography as well as practical experience using the instrumentation. Students will receive hands-on training setting up and trouble shooting an HPLC, preparing protein samples for analysis, data collection and analysis of results. Previously BIOSC 255. Prerequisite: BIOL 270/274, BIOL 279, or instructor permission. Student option grading.

**BIOLOGY 288**  
Basic Principles of Flow Cytometry (2)  
This course will present the theory of flow cytometry as well as provide practical laboratory experience using the instrumentation. Students will receive hands-on training calibrating and trouble shooting a flow cytometer, preparing and staining cells for analysis, data collection and analysis of data. Previously BIOSC 252. Prerequisite: BIOL 270/274, BIOL 277 or equivalent. Student option grading.
BIOLOGY 289
Molecular and Biochemical techniques In Forensics (1)
Overview of the techniques used to analyze DNA and chemical crime scene evidence. Students will gain laboratory experience in the isolation and analysis of proteins and DNA from tissue samples using techniques such as PCR, gel electrophoresis, UV spectrophotometry, and chromatography. Previously BIOSC 254. Student option grading.

BIOLOGY 290
Internship (2)
This course is a cooperative education experience that provides students with work experience in the biotechnology industry. Previously BIOSC 290. Prerequisite: BIOL & BUSAD 211 plus completion of at least 10 additional credits toward the AAAS degree or Certificate of Proficiency in the Biotechnology Laboratory Assistant Program. Instructor permission required. Mandatory PNC grading.

BIOLOGY 292
Special Topics In Biology (2)
Classes focusing on specific issues and/or topics of interest in Biology.

BIOLOGY 297
Individual Project In Biology (1)
Individual project in a specific area of BIOL. By arrangement with instructor. Previously BIOSC 297. Prerequisite: Instructor permission, based on evaluation of student’s educational and work experience. Student option grading.

BIOLOGY 298
Individual Project In Biology (2)
Individual project in a specific area of BIOL. By arrangement with instructor. Previously BIOSC 298. Prerequisite: Instructor permission, based on evaluation of student’s educational and work experience. Student option grading.

BIOLOGY 299
Individual Project In Biology (3)
Individual project in a specific area of BIOL. By arrangement with instructor. Previously BIOSC 299. Prerequisite: Instructor permission, based on evaluation of student’s educational and work experience. Student option grading.

BUSINESS 101
Introduction to Business (5)
Survey of the role of business in a modern market economy, its growth, influence, and relationship to social responsibility. This course will include, but will not be limited to, a study of business objectives, internal and external functions, and organizational management challenges. Previously BUSAD 100. Mandatory decimal grading.

BUSINESS 102
Business Mathematics (5)
Develop analytical skills using estimating, ratio-proportion, percents, graphing, trade/cash discounts, merchandising, simple/compound interest and credit. The course contains elements of communication, critical thinking and problem solving. Previously BUSAD 175. Prerequisite: MATH 060 or score of 22 on COMPASS placement test. Mandatory decimal grading.

BUSINESS 103
Multiculturalism In the Workplace (3)
Explore multicultural understanding in the workplace from a business leadership perspective. Develop a personal and historical understanding of power and privilege to understand how multiculturalism can make businesses successful. Previously BUSAD 103. Mandatory decimal grading.

BUSINESS 104
Human Relations In Business (5)
Study of human relations in organizations, the identification and development of factors which tend to create a harmonious environment in work situations, discussion and case studies in problem solving and organizational behavior. Previously BUSAD 110. Mandatory decimal grading.

BUSINESS 105
Essentials Of Human Relations (2)
This interactive class will cover strategies on effective communication in organizations. It will also discuss human behavior, motivation and leadership styles and provide tools on how to be a better employee, who understands the value of a diverse workforce. Previously BUSAD 112. Mandatory decimal grading.

BUSINESS 106
Customer Service (3)
Develop skills in customer service. Topics include developing communication skills; instructing clients to use services/products; and how to develop customer loyalty. Previously BUSAD 135. Mandatory decimal grading.

BUSINESS 120
Principles Of Marketing (5)
This course examines the role of marketing in a market economy. Topics of study include the functions of marketing, marketing strategies, identifying market segments, consumer buying behavior, product planning, market communication/promotion, marketing of services. Previously BUSAD 120. Mandatory decimal grading.

BUSINESS 130
Principles Of Fashion (5)
Students will experience the fast changing world of fashion by looking at topics such as trend analysis, design, fashion production, textiles, marketing of fashion and consumer behavior. The course explores fashion from design idea to the retail store. Previously BUSAD 140. Mandatory decimal grading.

BUSINESS 135
Retail Marketing (5)
Students develop integrated marketing skills to plan and operate a retail business. Students explore buyer behavior, retail strategies, site analysis, inventory planning, retail buying, merchandising, staffing, & sales promotion strategies. Previously BUSAD 150. Mandatory decimal grading.

BUSINESS 141
Purchasing & Supply Management Fundamentals (5)
Introduction to the basic principles of purchasing and supply chain management with emphasis on understanding the purchasing and supply processes, organizational concepts, policy, relationships, and tools and techniques including cost/price analysis, and value analysis. Previously BUSAD 190. Mandatory decimal grading.

BUSINESS 142
Sourcing And Supplier Relations Fundamentals (5)
Sourcing concepts, methods and techniques used to manage an organization’s supply base are discussed. Emphasis is on strategic sourcing, including supplier selection, development and evaluation, supplier quality, and global sourcing. Mandatory decimal grading.

BUSINESS 143
Materials Management (4)
A critical evaluation of materials management principles, concepts and activities, including purchasing, inventory control, traffic, storekeeping, receiving, inspection, production control and the disposal of surplus. Mandatory decimal grading.

BUSINESS 144
Logistics And Transportation Fundamentals (3)
The course examines logistics principles, concepts and activities, including balancing logistic factors to achieve optimal performance. Topics include pricing analysis, regulatory restrictions, scheduling, protecting, warehousing, information systems, customer service, and shipping. Previously BUSAD 170. Mandatory decimal grading.

BUSINESS 180
Project Management (5)
Use project management concepts, tools, techniques and software (Microsoft Project) to plan, track and assess typical projects. Previously CIS 180. Prerequisite: BUSTC 105 or instructor permission. Student option grading.

BUSINESS 181
Project Planning (5)
The first in a series of two courses; students gain actual experience in project management; develop grant management skills including budgeting, scheduling and success measures. Prerequisite: BUS 180. Mandatory decimal grading.

BUSINESS 182
Project Management Practicum (5)
This is the second course in the series. Students gain actual experience in MS Project, coordinating documents, estimating, scheduling activities, assigning resources, tracking performance. These skills will help the student gain real world understanding of how to run a successful project. Prerequisites: BUS 180 and BUS 181. Mandatory decimal grading.

BUSINESS & 201
Business Law (5)
This course examines the nature and origin of law, law as a legal system of social thought & behavior, legal institutions and processes, legal reasoning, law as a process of protecting and facilitating voluntary arrangements in a business society. Previously BUSAD 250. Prerequisite: Enrollment in BTWRT 215 or ENGL 399 suggested. Mandatory decimal grading.

BUSINESS & 201W
Business Law (5)
This course examines the nature and origin of law, law as a legal system of social thought & behavior, legal institutions and processes, legal reasoning, law as a process of protecting and facilitating voluntary arrangements in a business society. Previously BUSAD 250. Prerequisite:
Enrollment in BTWRT 215 or ENGL 099 suggested. Mandatory decimal grading.

**BUSINESS 203**

Contract Management (4)
The contract planning process, development, management and legal issues related to business agreements are examined. Emphasis is placed on contract development, pricing arrangements, and the Uniform Commercial Code (UCC). Includes creating solicitation documents, contract clauses, evaluation and award criteria. Previously BUSAD 195. Mandatory decimal grading.

**BUSINESS 205**

Applied Business Law (5)
Develop legal skills particularly relevant to entrepreneurs, including methods of incorporation, contracts, intellectual property, liabilities, cyberlaw, employment law, ethics, bankruptcy, and social responsibility. Prerequisite: ENGL& 101 or BTWRT 215. Mandatory decimal grading.

**BUSINESS 207**

Fundamentals of Sustainable Business (5)
This course examines the concept of sustainability and its application in business beyond the basics of simply 'greening' the workplace. The relationship between business, the economy, society and the environment will be explored in depth. Prerequisite: ESL test placement into ESL 099 or COMPASS placement into ENGL 099.

**BUSINESS 208**

Sustainable Marketing (5)
An analysis of an organization's opportunities to develop sustainable business practices related to effective marketing strategies. Sustainable marketing requires a new holistic paradigm with equal emphasis on environmental, social equity and financial concerns. Mandatory decimal grading.

**BUSINESS 209**

Sustainable Business Strategies (5)
This course will teach students how to use sustainability as a driver of profit, discuss how to use sustainability principles in all aspects of business and how to implement and measure sustainability initiatives. Mandatory decimal grading.

**BUSINESS 215**

Introduction to International Business (5)
This course focuses on expanding businesses into overseas markets. Topics include globalization, global production, outsourcing and logistics, legal, cultural and ethical aspects of international business, international trade and investment, and global human resources management. Previously BUSAD 201. Prerequisite: BUS& 101 or permission. Mandatory decimal grading.

**BUSINESS 216**

International Marketing and Import/Export Mgmt (5)
Application of marketing principles on a transnational basis with particular emphasis on the cultural, legal, economic and political aspects of importing and exporting products, including supply chain management, role of the Internet and necessary documentation. Previously BUSAD 215. Prerequisite: BUS 120 or permission. Mandatory decimal grading.

**BUSINESS 220**

Advertising and Sales Promotion (5)
Students explore the dynamic field of advertising, including how advertising is planned and created, how media is selected, negotiating costs of media, regulating advertising, and pursuing advertising careers. An advertising campaign project is a focal point for this class. Previously BUSAD 230. Mandatory decimal grading.

**BUSINESS 225**

Professional Selling (5)
Designed to develop or extend selling skills. Topics include duties and qualifications of a professional salesperson, determining customer needs, planning & delivering effective sales presentations and building customer goodwill. A sales project is usually assigned. Previously BUSAD 130. Mandatory decimal grading.

**BUSINESS 230**

History of Fashion (5)
Students will learn how fashion and textiles have changed from ancient times to present and how fashion is affected by social, psychological, economic, religious and cultural influences. Previously BUSAD 145. Mandatory decimal grading.

**BUSINESS 235**

Retail Buying and Management (5)
This course focuses on the role of the retail buyer and manager, such as techniques for inventory planning, selecting merchandise, and merchandising strategies and merchandise control. Vendor relationships and human resources management are also emphasized. Previously BUSAD 240. Mandatory decimal grading.

**BUSINESS 240**

Introduction to E-Business (5)
Examine Internet and electronic technologies as global forces that influence strategic business planning in relationships with customers, suppliers, employees and communities. Analyze case studies and develop e-business plans considering organizational, managerial, marketing and financial perspectives. Previously BUSAD 222. Mandatory decimal grading.

**BUSINESS 245**

Eprocurement (5)
Business-to-business procurement strategies, options, methods, and solutions used to automate procurement, supplier management, and other supply chain activities are examined. Previously BUSAD 220. Mandatory decimal grading.

**BUSINESS 250**

Human Resource Management (5)
This participative course looks at supervision in organizations. Students will learn how to manage others using motivation techniques, employee training and performance evaluation programs. The class will also look at real world management problems and how to solve them. Previously BUSAD 200. Mandatory decimal grading.

**BUSINESS 255**

Principles of Management (5)
This course focuses on the organization of management, managerial functions and operations, division of responsibility, vertical and horizontal theory, managerial leadership and personnel functions, business control and procedures and basic management problems. Recommended: BUS 104 or BUS 250. Mandatory decimal grading.

**BUSINESS 260**

Sports & Event Marketing (5)
Learn how to market sports and events. Experience a unique combination of study and experience in planning, marketing and managing a sporting event. Mandatory decimal grading.

**BUSINESS 270**

Entrepreneurship-Starting a New Business (5)
Develop the skills to create a comprehensive, professional business plan for a new or existing venture. Conduct a feasibility analysis, determine form of ownership, design finance and marketing plans and examine key aspects of small business management. Previously BUSAD 270. Mandatory decimal grading.

**BUSINESS 274**

Business Leadership Development (2)
This course will require students to participate in leadership activities which will enhance their public speaking skills and problem solving skills in business settings. Mandatory decimal grading.

**BUSINESS 276**

The Big Challenge (3)
Students join a management team for a simulated business. Teams decide how to use resources to achieve goals and must adapt to a changing environment. Students further develop business skills such as leadership, communication, data analysis, decision making and prioritizing. Mandatory decimal grading.

**BUSINESS 278**

Effective Business Career Development (2)
This class will give students a competitive edge in the job market, providing strategies for pursuing business career options and developing effective self-marketing skills for the job search process. The course is intended to serve students completing a two-year business related degree. Prerequisite: Completion of 60 credits in Business classes. Mandatory P/NC grading.

**BUSINESS 290**

Business Internship (15)
Develop business skills working in a local business. Internships are supervised by professionals who coordinate training experiences. Prerequisite: Completion of 45 college-level credits in business related classes. Mandatory P/NC grading.

**BUSINESS 291**

Special Topics In Business (1)
Classes focusing on specific issues and/or topics of interest in Business. Previously BUSAD 281.

**BUSINESS 292**

Special Topics In Business (2)
Classes focusing on specific issues and/or topics of interest in Business. Previously BUSAD 282.

**BUSINESS 293**

Special Topics In Business (3)
Classes focusing on specific issues and/or topics of interest in Business. Previously BUSAD 283.

**BUSINESS 294**

Special Topics In Business (4)
Classes focusing on specific issues and/or topics of interest in Business. Previously BUSAD 284.
BUSINESS 295
Special Topics in Business (5)
Clases focusing on specific issues and/or topics of interest in Business; Previously BUSAD 285.

BUSINESS 297
Individual Project In Business (1)
Individual project in a specific area of Business. By arrangement with instructor. Previously BUSAD 297. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Mandatory decimal grading.

BUSINESS 298
Individual Project In Business (2)
Individual project in a specific area of Business. By arrangement with instructor. Previously BUSAD 298. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Mandatory decimal grading.

BUSINESS 299
Individual Project In Business (3)
Individual project in a specific area of Business. By arrangement with instructor. Previously BUSAD 299. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Mandatory decimal grading.

BUSINESS TECHNOLOGY 101
Beginning Keyboarding (5)
Introduces the keyboard and operational parts of the personal computer. Special attention is given to correct techniques and beginning formatting of memorandums, letters, and reports. Previously BUSTC 100. Student option grading.

BUSINESS TECHNOLOGY 102
Speed Keyboarding 1 (5)
Speed, accuracy, and technique drills on a personal computer. Designed for students who are keyboarding at various speeds. Prerequisite: BUSTC 101 or equivalent and 20 wpm keyboarding by touch. Student option grading.

BUSINESS TECHNOLOGY 103
Speed Keyboarding 2 (3)
Speed, accuracy, and technique drills on a personal computer. Windows OS required. Prerequisite: BUSTC 101 or equivalent and 20 wpm keyboarding by touch. Student option grading.

BUSINESS TECHNOLOGY 105
Computer Applications (5)
Introduction to computers and application software in a Windows based environment. Topics include: file management, the internet, and MS Office (Word, Excel, PowerPoint). Prerequisite: ENGL 099 or ESL 099 or instructor permission. Student option grading.

BUSINESS TECHNOLOGY 107
Computer 10-Key (2)
Learn the touch-key method on a computer 10-key pad. Student option grading.

BUSINESS TECHNOLOGY 109
CEO Keyboarding/Computer Survival (3)
This course introduces computer components, operational parts of the computer, computer keyboarding by touch, 10-key pad, e-mail, Internet, file management, and business letters, reports and tables. Prerequisite: For CEO students only. Requires CEO program approval. Student option grading.

BUSINESS TECHNOLOGY 112
Filing (2)
Filing is the organization and storage of business correspondence. Through a series of instruction and exercises, students apply the fundamental rules of filing. Student option grading.

BUSINESS TECHNOLOGY 114
Human Relations In the Office (2)
Explore human relations and communications within the office environment. Instructor's permission required. Student option grading.

BUSINESS TECHNOLOGY 128
Word 2013, Level 1 (5)
Introduction to Microsoft Word. Students will learn the basic features to create business documents. Prerequisites: BUSTC 101 or 25 wpm keyboarding. Student option grading.

BUSINESS TECHNOLOGY 129
Word 2013, Level 2 (5)
Learn advanced features of Microsoft Word. Topics include shared documents, footnotes/endnotes, headers/footers, mail merge, sort, styles, macros, tables/indexes, and forms. Prerequisite: BUSTC 128. Student option grading.

BUSINESS TECHNOLOGY 135
Applied Word Processing (4)
Apply previously learned advanced word processing techniques in the preparation of business documents using Word. Emphasis is on accuracy and mailable copy. Prerequisite: BUSTC 129. Student option grading.

BUSINESS TECHNOLOGY 150
Excel 2013 (5)
Designed for the beginning Excel user. Learn to build spreadsheets using basic and intermediate features of Microsoft Excel. File Management experience recommended. Prerequisite: ENGL 099 or ESL 099 or instructor permission and MATH 098. Student option grading.

BUSINESS TECHNOLOGY 160
Powerpoint 2013 (4)
Learn to organize information and create professional-looking graphic presentations. Learn the basic, intermediate, and advanced features of PowerPoint. Student option grading.

BUSINESS TECHNOLOGY 170
Access 2013 (5)
Designed for the beginning Access user. Introduction to basic and intermediate features of Microsoft Access. File Management experience recommended. Student option grading.

BUSINESS TECHNOLOGY 185
Publisher 2013 (4)
Learn to design and create professional quality publications that combine text, graphics, illustrations, and photographs (desktop publishing). Recommended: BUSTC 128 or equivalent, 25 wpm keyboarding. Student option grading.

BUSINESS TECHNOLOGY 214
Filing (2)
Filing is the organization and storage of business correspondence. Through a series of instruction and exercises, students apply the fundamental rules of filing. Student option grading.

BUSINESS TECHNOLOGY 270
Office Procedures (5)
Capstone course for Business Technology majors or others who want to learn about the role of the administrative assistant and current technologies. Prerequisite: Completion of BUSTC 128 Word Level 1 or equivalent or instructor permission. Mandatory decimal grading.

BUSINESS TECHNOLOGY 291
Special Topics In Business Technology (1)
Clases focusing on specific issues and/or topics of interest in Business Technology. Previously BUSAD 281.

BUSINESS TECHNOLOGY 292
Special Topics In Business Technology (2)
Clases focusing on specific issues and/or topics of interest in Business Technology. Previously BUSAD 283.

BUSINESS TECHNOLOGY 293
Special Topics In Business Technology (3)
Clases focusing on specific issues and/or topics of interest in Business Technology. Previously BUSAD 284.

BUSINESS TECHNOLOGY 295
Special Topics In Business Technology (5)
Clases focusing on specific issues and/or topics of interest in Business Technology. Previously BUSAD 285.

BUSINESS TECHNOLOGY 297
Individual Project In Business Technology (1)
Individual project in a specific area of Business Technology. By arrangement with instructor. Prerequisite: Instructor permission based on evaluation of students' educational and work experience. Mandatory decimal grading.

BUSINESS TECHNOLOGY 298
Individual Project In Business Technology (2)
Individual project in a specific area of Business Technology. By arrangement with instructor. Prerequisite: Instructor permission based on evaluation of students' educational and work experience. Mandatory decimal grading.

BUSINESS TECHNOLOGY 299
Individual Project In Business Technology (3)
Individual project in a specific area of Business Technology. By arrangement with instructor. Prerequisite: Instructor permission based on evaluation of students' educational and work experience. Mandatory decimal grading.

BUSINESS TECHNOLOGY 302
Special Topics In Business Technology (4)
Clases focusing on specific issues and/or topics of interest in Business Technology. Previously BUSAD 286.

BUSINESS TECHNOLOGY 305
Business English (5)
Review of vocabulary, punctuation, grammar, and current formats of business correspondence. Write business correspondence, a resume, and cover letter using Standard English. Research topics using web technology and standard references to prepare presentation. Previously BUSAD 115. Prerequisites: Placement in ENGL 099 or ESL 099 or successful completion of ENGL 090 or ESL 098 with a 2.0 or better. Recommended: Microsoft Word and Internet experience. Mandatory decimal grading.
BUSINESS WRITING 215
Business Communications (5)
Focuses on all levels of business communication including writing, teamwork, presentations, and intercultural communications. Learn writing strategies to produce a variety of professional communications such as business letters, memos, e-mail, and a short report. Learn to use the Internet and Shoreline library database to research business topics and present information. Previously BUSTC 215 and BUSTC 252. Placement in ENGL& 101 or successful completion of ENGL 099 or ESL 099 or BTWRT 155 with a 2.0 or better. Mandatory decimal grading.

CAREER EDUCATION OPTIONS 101
Preparation for Education and Career (10)
Introduction to college programs and services, academic success strategies and job readiness skills. Emphasis on life skills, study skills, problem-solving, goal-setting, and educational and career options. Students will learn to think critically and reflectively by looking inward to assess strengths and outward to access support. Prerequisites: Enrollment in the Career Education Options program. Student option grading.

CHEMISTRY 909
Chemistry Special Lab (3)
Tutorial lab for students enrolled in chemistry classes; designed to help with any type of problem concerning the field of chemistry. Prerequisite: Enrollment in any chemistry class. Mandatory P/NC grading.

CHEMISTRY 110
Chemical Concepts With Lab (5)
A non-science majors lab course. Presents basic chemical principles and examines contemporary social and environmental role of chemistry. Prerequisite: ENGL 099 or ESL 099 with a 2.0 or better, or test placement into ENGL& 101 without instructor permission. Student option grading.

CHEMISTRY 121
Intro to Chemistry (5)
Basic chemistry to supplement/high school chemistry for non-science majors. Introduces simplified atomic/molecular theory & the qualitative/quantitative relationships in the chemistry of solutions, gases, liquids, solids & their reactions. Mandatory 2-hour lab is taken concurrently. Prerequisite: MATH 099 with a 2.0 or better AND placement into ENGL& 101. Mandatory decimal grading.

CHEMISTRY 131
Introduction to Organic/Biochemistry (5)

CHEMISTRY 171
General Inorganic Chemistry I (4)
First course of three quarters of Gen. Chem. for science and engineering majors. Includes scientific measurement, atomic structure, nomenclature, stoichiometry, aqueous solutions and reactions, gas laws and theory, basic thermodynamics and nuclear chem. Course includes lecture and seminar. Concurrent enrollment in CHEM 181 is required. Prerequisite: Recent high school chemistry or CHEM& 121 with a 2.0 or better and ENGL 099, ESL 099, or placement into ENGL& 101 and placement into MATH& 141 or instructor permission. Mandatory decimal grading.

CHEMISTRY 172
General Inorganic Chemistry II (4)
Second course of three quarters of Gen. Chem. for science and engineering majors. Topics include quantum numbers, orbitals, atomic periodicity, bonding theories, molecular shapes/polarizity, liquids & solids, properties of solutions, and basic organic. Course includes lecture and seminar. Concurrent enrollment in Chem 182. Prerequisite: CHEM 171/181 with grades of 2.0 or better and placement into ENGL& 101 and placement into MATH& 141 or instructor permission. Mandatory decimal grading.

CHEMISTRY 173
General Inorganic Chemistry III (4)
Third course of three quarters of Gen. Chem. for science and engineering majors. Topics include kinetics, chemical equilibrium, acids and bases, buffers, solubility and complex ion equilibrium, entropy, Gibbs energy, electrochemistry & transition metals. Course includes lecture and seminar. Concurrent enrollment in Chem 183. Prerequisite: CHEM 172/182, ENGL& 101 and MATH&141 with grades of 2.0 or better or Instructor permission. Mandatory decimal grading.

CHEMISTRY 181
General Chemistry I (Lab-Lecture) (2.5)
Laboratory experimentation is used to reinforce the chemical concepts in CHEM 171. A separate lecture period is required to explain the lab theory, techniques and safety. Due to dangers involved in chemical experimentation, attendance in lecture is mandatory. Prerequisite: Concurrent enrollment in CHEM 171 or instructor permission. Mandatory decimal grading.

CHEMISTRY 182
General Inorganic Chemistry II (Lab-Lecture) (2.5)
This course utilizes laboratory experimentation to reinforce and enhance the chemical concepts discussed in CHEM 172. A separate lecture period is required to explain the lab theory, techniques, and safety. Due to dangers involved in chemical experimentation, attendance in lecture is mandatory. Prerequisite: Concurrent enrollment in CHEM 172 or instructor permission. Mandatory decimal grading.

CHEMISTRY 183
General Inorganic Chemistry III (Lab-Lecture) (2.5)
This course utilizes laboratory experimentation to reinforce and enhance the chemical concepts discussed in CHEM 173. A separate lecture period is required to explain the lab theory, techniques, and safety. Due to dangers involved, attendance in lecture is mandatory. Prerequisite: Concurrent enrollment in CHEM 173 or instructor permission. Mandatory decimal grading.

CHEMISTRY 241
Organic Chemistry I (4)
First course for students planning to take three quarters of organic chemistry with lab. Structure, nomenclature, reactions, and synthesis of the main types of organic compounds. Course requires a lab component and CHEM 271 must be taken concurrently. Prerequisite: CHEM 173/183 and ENGL& 101 with minimum grades of 2.0 or Instructor permission. Mandatory decimal grading.

CHEMISTRY 242
Organic Chemistry II (4)
Second course for students taking three quarters of organic chemistry with lab. Further discussion of physical & chemical properties of organic molecules, especially aromatic and carbonyl compounds. Course requires a lab component and CHEM 272 must be taken concurrently. Prerequisite: CHEM& 241/ CHEM 271 with minimum grades of 2.0 or Instructor permission. Mandatory decimal grading.

CHEMISTRY 243
Organic Chemistry III (4)
Third course for students planning to take three quarters of organic chemistry. Polyfunctional compounds and natural products, lipids, carbohydrates, amino acids, proteins, and nucleic acids. Course requires a lab component and CHEM 273 must be taken concurrently. Prerequisite: CHEM& 242/ CHEM 272 with a minimum grade of 2.0 or Instructor permission. Mandatory decimal grading.

CHEMISTRY 255
Introduction to Biochemistry (3)
First of a two-quarter series surveying basic principles of biochemistry and molecular biology, emphasizing broad understanding of chemical events in living systems in terms of metabolism and structure-function relationships of biologically important molecules. Prerequisite: CHEM& 243 (may be taken concurrently) and BIOL& 211 with a 2.0 or higher or Instructor permission. Mandatory decimal grading.

CHEMISTRY 256
Introduction to Biochemistry (3)
Second of a two-quarter series surveying basic principles of biochemistry and molecular biology, emphasizing broad understanding of chemical events in living systems in terms of metabolism and structure-function relationships of biologically important molecules. Prerequisite: CHEM 255 with a 2.0 or higher or Instructor permission. Mandatory decimal grading.

CHEMISTRY 271
Organic Chemistry I Lab (3)
First course of the lab component for students planning to take three quarters of organic chemistry with lab. Structure, nomenclature, reactions and synthesis of the main types of organic compounds. Concurrent enrollment in CHEM& 241. Prerequisite: CHEM 173/183 and ENGL& 101 with minimum grades of 2.0 or Instructor permission. Mandatory decimal grading.
CHEMISTRY 272
Organic Chemistry II Lab (3)
Second laboratory course for students planning to take three quarters of organic chemistry with lab. Further discussion of physical properties and transformations of organic molecules, especially aromatic and carbonyl compounds. Concurrent enrollment in CHEM& 242. Prerequisite: CHEM& 241/CHM 271 with minimum grades of 2.0 or Instructor permission. Mandatory decimal grading.

CHEMISTRY 273
Organic Chemistry III Lab (3)
Third laboratory course for students planning to take three quarters of organic chemistry with lab. Multistep syntheses, advanced distillation and purification techniques with instrumentation emphasis. Concurrent enrollment in CHEM& 243. Prerequisite: CHEM& 242/272 with minimum grades of 2.0 or instructor permission. Mandatory decimal grading.

CHEMISTRY 297
Individual Project In Chemistry (1)
Individual project in a specific area of CHEM. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students’ educational and work experience. Student option grading.

CHEMISTRY 298
Individual Project In Chemistry (2)
Individual project in a specific area of CHEM. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students’ educational and work experience. Student option grading.

CHEMISTRY 299
Individual Project In Chemistry (3)
Individual project in a specific area of CHEM. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students’ educational and work experience. Student option grading.

CHILD ADVOCACY STUDIES 102
Child Maltreatment & Advocacy (5)
This introductory course for Child Advocacy Studies covers the history, perspectives, legal framework and responses to child maltreatment. It is approached from a variety of diverse professional perspectives. The course is designed for students interested in gaining knowledge of child maltreatment. Dual listed as SOC 102. Mandatory decimal grading.

CHILD ADVOCACY STUDIES 202
Professional and Systemic Responses (5)
This course focuses on the responses of professionals and the system to allegations of child maltreatment. Designed for students entering fields in which knowledge of child maltreatment investigation and advocacy are necessary. Dual listed as SOC 202. Mandatory decimal grading.

CHILD ADVOCACY STUDIES 285
Gender, Violence and Social Change (5)
Study of gendered violence, its history, current research and contemporary issues. Social, psychological, legal and political implications of abuse are considered. Areas of study include child abuse, rape, domestic violence and sexual harassment. Recommended ENGL& 101. Dual listed with GWS 285. Student option grading.

CHINESE & 121
Chinese I (5)

CHINESE & 122
Chinese II (5)
A continuation of CHIN& 121 with more vocabulary, more complicated sentence structure. Topics: shopping, directions, activities, hobbies, likes and dislikes. Previously CHIN 112. Prerequisite: CHIN& 121 or equivalent with instructor permission. Student option grading.

CHINESE & 123
Chinese III (5)
Continuation of CHIN& 122 with more vocabulary, more complicated sentence structures, continued work on Chinese characters. Previously CHIN 113. Prerequisite: CHIN& 122 or equivalent with instructor permission. Student option grading.

CHINESE 297
Individual Project In Chinese (1)
Individual project in a specific area of Chinese. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students’ educational and work experience. Student option grading.

CHINESE 298
Individual Project In Chinese (2)
Individual project in a specific area of Chinese. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students’ educational and work experience. Student option grading.

CHINESE 299
Individual Project In Chinese (3)
Individual project in a specific area of Chinese. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students’ educational and work experience. Student option grading.

CINEMA 201
Introduction to Cinema History (5)
This course examines cinema history from pre-motion picture influences to modern day advances. Covers the historical, cultural and artistic impact of film and filmmaking. Prerequisite: Placement in ENGL& 101 or instructor’s permission. Student option grading.

CINEMA 201W
Introduction to Cinema History (5)
This course examines cinema history from pre-motion picture influences to modern day advances. Covers the historical, cultural and artistic impact of film and filmmaking. Prerequisite: Placement in ENGL& 101 or instructor’s permission. Student option grading.

CINEMA 202
The Language of Cinema (5)
Introductory course in cinema theory and analysis with a focus on the techniques and elements of cinematic language; including narrative structure, mise-en-scene, cinematography, lighting, editing, sound and production design. Prerequisite: Placement in ENGL& 101 or instructor’s permission. Student option grading.

CINEMA 205
Special Topics In Cinema (5)
Classes focus on specific issues and/or topics of interest in cinema. Previously CINEM 285.

CINEMA 297
Individual Project In Cinema (1)
Individual project in a specific area of cinema. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students’ educational and work experience. Mandatory decimal grading.

CINEMA 298
Individual Project In Cinema (2)
Individual project in a specific area of cinema. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students’ educational and work experience. Mandatory decimal grading.

CINEMA 299
Individual Project In Cinema (3)
Individual project in a specific area of cinema. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students’ educational and work experience. Mandatory decimal grading.

CLEAN ENERGY TECHNOLOGY 101
Introduction to Renewable Energy (5)
Survey course on Renewable Energy Systems. This course fulfills the need for a basic understanding of electricity, conservation, and entropy. It includes measuring energy, OHM’s Law, and renewable fuel. Student option grading.

CLEAN ENERGY TECHNOLOGY 102
Calculations for Energy Technologies (3)
Applied mathematics and physics concepts used in building energy technologies. Prerequisite: Completion of BUS 102 OR MATH 070 OR Compass score of 25 or more in Algebra OR Instructor Permission. Student option grading.

CLEAN ENERGY TECHNOLOGY 105
Electricity & Jobsite Safety (3)
This is a foundation course for Energy System Designers. It includes Jobsite Safety, Electrical Awareness, and Basics of Electricity. After completion of the 10 hour OSHA curriculum, students will receive the OSHA Construction Insdutry card. Grading: Optional Pass/NC.

CLEAN ENERGY TECHNOLOGY 110
Intro Energy/Sustainability In Built Environment (5)
Overview of energy issues from multiple perspectives, including resource & species depletion, climate impacts and public energy policy decisions, processes, & strategies. Mandatory decimal grading.

CLEAN ENERGY TECHNOLOGY 115
Introduction to Renewable Resources (5)
Introduction to design and application of renewable technology including solar, wind, hydro and biomass. Mandatory decimal grading.
CLEAN ENERGY TECHNOLOGY 120
Solar Electric Design & Applications (5)
Explore the use of sunlight to produce electricity. Practical & economical design of photovoltaic power systems, site analysis, system sizing, equip. specs & component selection, code requirements, economics of PV systems, and energy efficiency and conservation impacts on system design will be covered. mandatory P/NC grading.

CLEAN ENERGY TECHNOLOGY 121
Energy Audit 1: Residential (4)
Energy audits for residential and small commercial buildings. Mandatory P/NC Grading.

CLEAN ENERGY TECHNOLOGY 122
Energy Audit 2: Commercial (4)
Energy audits for large commercial buildings. Prerequisite: NRG 121. Mandatory P/NC grading.

CLEAN ENERGY TECHNOLOGY 123
PV Performance Analysis (3)
Deals with system performance & commissioning including pre-inspection checklist, startup, troubleshooting, verification, and monitoring. Focus is on a safe and properly installed system with overview of advanced metering tools. Prerequisite: NRG 120. Student option grading.

CLEAN ENERGY TECHNOLOGY 130
Solar Thermal Space/Hot Water Design & Install (5)
Learn theory, setting, design, procurement & installation of solar hot water systems. Examine passive/active unglazed/glazed, & evacuated tube technologies, optimal designs, alternative space heating, building codes, utility conservation programs, and site & federal incentives. Mandatory decimal grading.

CLEAN ENERGY TECHNOLOGY 160
Lead Green Associate Exam Preparation (4) Prepare students to pass the LEED GA examination. Mandatory P/NC Grading.

CLEAN ENERGY TECHNOLOGY 162
Large Building Assessment: Building Technology (4) Survey of large building assemblies, systems and energy efficiency technologies that affect building energy performance. Prerequisite: Completion of NRG 102 and NRG 180 or Instructor Permission. Mandatory decimal grading.

CLEAN ENERGY TECHNOLOGY 163
Large Building Energy: Methods & Measurements (4) Methods and measurements used for large buildings. Energy audits and assessments. Prerequisite: Completion of NRG 162 or Instructor Permission. Mandatory decimal grading.

CLEAN ENERGY TECHNOLOGY 180
Blueprint/Specs for Energy Technologies (3) Use and interpret technical drawings and specifications depicting building energy technologies. Mandatory decimal grading.

CLEAN ENERGY TECHNOLOGY 200
Zero Energy Building Design (5)
Covers principles behind design & building residential/commercial lowrise structures that approach or exceed net zero energy use over lifecycle. Examines historical/contemp. methods for optimal year-round comfort, reduced energy consumption, air quality improvement & environmental impacts. Prerequisite: NRG 101. Mandatory decimal grading.

CLEAN ENERGY TECHNOLOGY 201
Zero Energy Design Practicum (3) Students will gain hands-on, practical knowledge of the methods and materials explored in NRG design. Prerequisite: NRG 120, NRG 130, and NRG 200 or instructor permission. Student option grading.

CLEAN ENERGY TECHNOLOGY 202
Career Seminar for Clean Technology (3) Prepare students for internships and jobs in the Clean Technology industry. Will include networking strategies, cover letters, resume, interviewing skills. Prerequisite: Successful completion of at least 2 NRG classes. Mandatory P/NC grading.

CLEAN ENERGY TECHNOLOGY 220
Advanced PV Design (5)
Focus in on PV systems compliance with NEC codes & regulations. Emphasis on component selection, string sizing, inverter/module matching, conductor sizing, overload protection, grounding, mounting systems, battery backup. Accurate 3D drawings. Prerequisite: NRG 101 and NRG 120 or permission by instructor. Student option grading.

CLEAN ENERGY TECHNOLOGY 225
Introduction to SketchUp (5) Introduction to the use of the software for improving and evaluating the design of solar energy projects. Mandatory decimal grading.

CLEAN ENERGY TECHNOLOGY 226
Advanced Sketch-Up (5) This class uses advanced Sketch-Up to further develop technical skills and design principles. Prerequisite: NRG 225. Student option grading.

CLEAN ENERGY TECHNOLOGY 290
Renewable Energy/Solar Internship (5) This course provides students with work experience in the Renewable Energy industry. Mandatory decimal grading.

CLEAN ENERGY TECHNOLOGY 292
Special Topics In Zero Energy Technology (2) Classes focusing on specific issues and/or topics of interest in Zero Energy Technology.

CLEAN ENERGY TECHNOLOGY 297
Individual Project In Zero Energy Technology (1)

CLEAN ENERGY TECHNOLOGY 298
Individual Project In Zero Energy Technology (2)

CLEAN ENERGY TECHNOLOGY 299
Individual Project In Zero Energy Technology (3)

COMMUNICATION STUDIES & 01
Introduction to Communication (5)
Students learn verbal, nonverbal and listening skills essential to effective living and become competent communicators by applying interpersonal, small group, public speaking, and cross-cultural communication theories to a variety of contexts including the workplace, communities, and families. Prerequisite: Successful completion of ESL 099/ENGL 099 or higher. Student option grading.

COMMUNICATION STUDIES & 02
Introduction to Mass Media (5)
Explore the history, technologies and processes of mass communication systems including newspapers, magazines, books, radio, sound recordings, television, film and Internet. Recognize the cultural impacts, theories, related ethics and laws of mass communications. Prerequisite: Completion of ENGL& 101 with a grade of 2.0 or better, or minimum scores of 80 for writing and 80 for reading on the COMPASS test. Student option grading.

COMMUNICATION STUDIES & 02W
Introduction to Mass Media (5)
Explore the history, technologies and processes of mass communication systems including newspapers, magazines, books, radio, sound recordings, television, film and Internet. Recognize the cultural impacts, theories, related ethics and laws of mass communications. Prerequisite: Completion of ENGL& 101 with a grade of 2.0 or better, or minimum scores of 80 for writing and 80 for reading on the COMPASS test. Student option grading.

COMMUNICATION STUDIES 140
The Art of Storytelling (5)
Storytelling, one of our oldest art forms, varies in forms from entertainment to information transfer, healing, and community building. Discover the excitement and empowerment of performing stories from the personal to folktales. Explore the ways that power and privilege shape perceptions of race, class, gender, sexuality, age, etc. Learn communication skills to effect social change. Prerequisite: Successful completion of ENGL 099 required or placement into ENGL& 101. Student option grading.

COMMUNICATION STUDIES 203
Communication for Social Change (5)
Engage in reflection, discussion and thought-provoking activities to experience a wide range of cultural perspectives, to think critically, and to build empathy. Explore the ways that power and privilege shape perceptions of race, class, gender, sexuality, age, etc. Learn communication skills to effect social change. Prerequisite: Successful completion of ENGL 099 required or placement into ENGL& 101. Student option grading.

COMMUNICATION STUDIES & 210
Interpersonal Communication (5)
This course is designed to enhance your awareness, knowledge and skills in interpersonal communication in order to assist you in making more thoughtful, ethical choices in life. The focus is on experiences with friends, family, peers, coworkers and significant others. Previously SPCMU 105. Prerequisite: Successful completion of ESL 099/ENGL 099 or higher. Student option grading.

COMMUNICATION STUDIES & 220
Public Speaking (5)
Build confidence when speaking with others. Learn to influence others by critically listening to and crafting organized, informative and persuasive speeches. Conduct responsible research on topics appropriate for your audience. Use sound reasoning and strong delivery to achieve effective presentation skills. Previously SPCMU 220. Prerequisite: Successful completion of ESL 099/ENGL 099 or higher. Optional P/NC grading.
COMMUNICATION STUDIES & 230
Small Group Communication (5)
Study and practice of the uses of discussion in everyday problem-solving situations. Opportunities both to lead and to participate in valuatative and exploratory group discussions. Previously SPCMU 290. Student option grading.

COMMUNICATION STUDIES 244
News Writing (3)
Explore journalism, with a focus on reporting, news gathering and writing. The course covers links to public relations, advertising and digital journalism as well as ethical and legal concerns. Newspaper production is introduced. The class may be taken again for credit. Previously CMU 211. Student option grading.

COMMUNICATION STUDIES 244W
News Writing (3)
Explore journalism, with a focus on reporting, news gathering and writing. The course covers links to public relations, advertising and digital journalism as well as ethical and legal concerns. Newspaper production is introduced. The class may be taken again for credit. Previously CMU 211W. Student option grading.

COMMUNICATION STUDIES 245
Student Newspaper (3)
Experience hands-on learning in one or more aspects of the college newspaper, including reporting, writing, editing, photography, production or advertising. May be repeated for credit. Previously CMU 212. Student option grading.

COMMUNICATION STUDIES 245W
Student Newspaper (3)
Experience hands-on learning in one or more aspects of the college newspaper, including reporting, writing, editing, photography, production or advertising. May be repeated for credit. Previously CMU 212W. Student option grading.

COMMUNICATION STUDIES 247
Journalistic Writing (4)
Learn journalistic principles and practices. Write news articles, features, opinions and arts reviews. Explore ethical questions, legal concerns, and journalism’s links to public relations. Photojournalism, design, and online journalism are introduced. Previously CMU 221. Student option grading.

COMMUNICATION STUDIES 247W
Journalistic Writing (4)
Learn journalistic principles and practices. Write news articles, features, opinions and arts reviews. Explore ethical questions, legal concerns, and journalism’s links to public relations. Photojournalism, design, and online journalism are introduced. Previously CMU 221W. Student option grading.

COMMUNICATION STUDIES 249
Copy Editing (3)
Learn techniques of editing and rewriting news copy and gain experience in headline/caption writing and page design. Previously CMU 225. Prerequisite: CMST 244 or 247 or permission of instructor. Student option grading.

COMMUNICATION STUDIES 285
Critical Intercultural Communication (5)
Explore the complexities of intercultural communication in both U.S. and global contexts through an experiential, skill-building framework. Analyze how we are shaped by culture and positions of power and privilege. Develop and apply intercultural skills to affect social change. Note: CMST 285 and CMST 203 have different content. Prerequisite: Successful completion of ESL 099, ENGL 099 or placement into ENGL& 101. Mandatory decimal grading.

COMMUNICATION STUDIES 291
Special Topics In Communication Studies (1)
Classes focus on specific issues and/or topics of interest in communications.

COMMUNICATION STUDIES 292
Special Topics In Communications (2)
Classes focus on specific issues and/or topics of interest in communications.

COMMUNICATION STUDIES 293
Special Topics In Communications (3)
Classes focus on specific issues and/or topics of interest in communications.

COMMUNICATION STUDIES 294
Special Topics In Communications (4)
Classes focus on specific issues and/or topics of interest in communications.

COMMUNICATION STUDIES 295
Special Topics In Communication Studies (5)
Classes focus on specific issues and/or topics of interest in communications.

COMMUNICATION STUDIES 297
Individual Project In Communication Studies (1)
Individual project in a specific area of communications. By arrangement with instructor. Previously CMU 297. Prerequisite: Instructor permission based on evaluation of students’ educational and work experience. Mandatory decimal grading.

COMMUNICATION STUDIES 298
Individual Project In Communication Studies (2)
Individual project in a specific area of communications. By arrangement with instructor. Previously CMU 298. Prerequisite: Instructor permission based on evaluation of students’ educational and work experience. Mandatory decimal grading.

COMMUNICATION STUDIES 299
Individual Project In Communication Studies (3)
Individual project in a specific area of communications. By arrangement with instructor. Previously CMU 299. Prerequisite: Instructor permission based on evaluation of students’ educational and work experience. Mandatory decimal grading.

COMPUTER SCIENCE 121
Introduction to Programming (5)
Use a computer language such as Python to learn programming, problem solving, analysis, modular design & debugging - concepts for all programming languages. No prior programming experience needed. Topics: syntax, classes, data types, control flow, loops, if, procedures, parameters, output & arrays. Prerequisite: MATH 099 (2.0 or better) or a score of 75 or higher on the Algebra COMPASS test. Student option grading.

COMPUTER SCIENCE & 141
Introduction to Computer Programming With Java (5)
Design, implement computer solutions using object oriented technology. CS I curriculum: data types, algorithms, abstraction, classes, methods, inheritance, exceptions, arrays, control structures, sorting and searching. Previously COMPU 142. Prerequisite: MATH& 141 or MATH 111 (min. 2.0) or instructor permission. Mandatory decimal grading.

COMPUTER SCIENCE 143
Computer Science II Data Structures With Java (5)
Continuation of Level I Programming course emphasizing design, algorithms, abstraction, analysis, classes, data structures, dynamic memory management, file processing, standard libraries, & larger interactive solutions. CS II curriculum. Previously COMPU 143. Prerequisite: Successful completion of CS& 141 or instructor’s permission. Student option grading.

Sequence of Computer Science Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
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<tbody>
<tr>
<td>CS 121</td>
<td>Introduction to Programming</td>
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<td>OR</td>
<td>Programming Experience</td>
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<td>MATH&amp; 141</td>
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<td>MATH 111</td>
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<tr>
<td>CS&amp; 141</td>
<td>Intro to Computer Programming with JAVA</td>
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CRIMINAL JUSTICE & 101
Introduction to Criminal Justice (5)
An examination of crime, its causes and its impact on American life; the issues and challenges facing the American criminal justice system; the history and structure of the three major components of the justice system; and an introduction to the theories of sentencing and punishment. Previously CRIMJ 131. Mandatory decimal grading.

CRIMINAL JUSTICE & 106
Juvenile Justice (5)
An in-depth study of the Juvenile Justice System, its history and theories related to juvenile laws, causation of juvenile behavior, the proper methods of dealing with juveniles in the court system, and Washington state law relating to juvenile procedures. Previously CRIMJ 138. Mandatory decimal grading.

CRIMINAL JUSTICE & 110
Criminal Law (5)
A study of the nature and purpose of the criminal law, its sources, limitations and general principles, defenses and the wide range of conduct covered by the criminal law. The Revised Code of Washington is also studied. Previously CRIMJ 135. Mandatory decimal grading.

CRIMINAL JUSTICE 120
Administration of Justice (5)
A study of the structure and processes of the federal and state courts in American, their organization and jurisdiction and the impact of the Constitution. We will examine the roles of judges, attorneys, and law enforcement when citizens are charged with crimes. Mandatory decimal grading.

CRIMINAL JUSTICE 130
Information Gathering (5)
Students will examine the procedure of interviewing, note taking and recording the scene as well as conducting preliminary investigation and the documentation of this information. The fundamentals of police record systems will also be studied. Mandatory decimal grading.

CRIMINAL JUSTICE 135
Crime Prevention Through Community Partnerships (5)
Students will examine crime prevention from the perspective of individuals, businesses and law enforcement working together to solve problems in the community. Mandatory decimal grading.

CRIMINAL JUSTICE 137
Essentials of Interviewing (3)
A study of concepts and techniques for effectively interviewing victims and witnesses of crimes and interrogating suspects, as well as the proper methods and format for obtaining and recording written statements and confessions. Previously CRIMJ 137. Mandatory decimal grading.

CRIMINAL JUSTICE 238
Criminal Evidence and Constitutional Law (5)
Examines the role played by the U.S. and Washington State Constitutions in the application of criminal law and procedures. Students will analyze U.S. Supreme Court decisions and their effect on the admissibility of evidence. Previously CRIMJ 258. Mandatory decimal grading.

CRIMINAL JUSTICE 240
Introduction Forensic Science (5)
An overview of the scientific evaluation of physical evidence including DNA, fingerprints, biometrics, hair and fibers, firearms and toolmarks, questioned documents, drugs, explosives and flammable compounds. Death investigation procedures and the role of the expert witness will also be covered. Previously CRIMJ 240. Mandatory decimal grading.

CRIMINAL JUSTICE 241
Principles of Investigation I (5)
An in-depth study of the fundamentals, functions and elements of criminal investigations including preliminary & follow-up investigations leading to successful prosecutions. Challenges faced in investigations will be discussed. Previously CRIMJ 241. Mandatory decimal grading.

CRIMINAL JUSTICE 242
Principles of Investigation II (5)
An in-depth study of the fundamentals, functions and elements of criminal investigations in particular types of crimes. Information covered in CJ 241 will be built upon. Specific high-profile cases will be examined. Previously CRIMJ 242. Mandatory decimal grading.

CRIMINAL JUSTICE 245
Theory of Defensive & Control Tactics (5)
Introduces the theories and applications of physical and verbal force based on the ‘use of force continuum.’ Understand the civil and criminal context of application of force and control tactics. Perform control, defensive and handcuffing techniques. Previously CRIMJ 243. Prerequisite: Previous or concurrent enrollment in other CJ course. Mandatory decimal grading.

CRIMINAL JUSTICE 249
Police Operations (5)
A study of the organizational culture, organization structures, staffing, and utilization of resources within police departments. The support and staff functions which assist patrol and other line operations in accomplishing the department’s mission will be examined. Patrol operations will be emphasized. Previously CRIMJ 249. Mandatory decimal grading.

CRIMINAL JUSTICE 290
Internship (5)
A program in which the student will work directly with a criminal justice agency in a wide variety of tasks to give the student a better understanding of day to day operation and the tasks performed by a part of the criminal justice system. Previously CRIMJ 273. Mandatory decimal grading.

CRIMINAL JUSTICE 291
Special Topics In Criminal Justice (1)
Courses for criminal justice personnel desiring emphasis in a particular area relating to the criminal justice system. Previously CRIMJ 281. Mandatory decimal grading.

CRIMINAL JUSTICE 292
Special Topics In Criminal Justice (2)
Courses for criminal justice personnel desiring emphasis in a particular area relating to the criminal justice system. Previously CRIMJ 282. Mandatory decimal grading.

CRIMINAL JUSTICE 293
Special Topics In Criminal Justice (3)
Courses for criminal justice personnel desiring emphasis in a particular area relating to the criminal justice system. Previously CRIMJ 283. Mandatory decimal grading.

CRIMINAL JUSTICE 294
Special Topics In Criminal Justice (4)
Courses for criminal justice personnel desiring emphasis in a particular area relating to the criminal justice system. Previously CRIMJ 284. Mandatory decimal grading.

CRIMINAL JUSTICE 295
Special Topics In Criminal Justice (5)
Courses for criminal justice personnel desiring emphasis in a particular area relating to the criminal justice system. Previously CRIMJ 285. Mandatory decimal grading.

CRIMINAL JUSTICE 297
Individual Project In Criminal Justice (1)
Individual project in a specific area of Criminal Justice. By arrangement with instructor. Previously CRIMJ 297. Prerequisite: Instructor permission, based on evaluation of students’ educational and work experience. Mandatory decimal grading.

CRIMINAL JUSTICE 298
Individual Project In Criminal Justice (2)
Individual project in a specific area of Criminal Justice. By arrangement with instructor. Previously CRIMJ 298. Prerequisite: Instructor permission, based on evaluation of students’ educational and work experience. Mandatory decimal grading.

CRIMINAL JUSTICE 299
Individual Project In Criminal Justice (3)
Individual project in a specific area of Criminal Justice. By arrangement with instructor. Previously CRIMJ 299. Prerequisite: Instructor permission, based on evaluation of students’ educational and work experience. Mandatory decimal grading.

DENTAL HYGIENE 100
Head and Neck Anatomy (2)
The study of the anatomy of the head and neck—specifically the bony structures, blood supply, musculature, and nerve supply. Prerequisite: Admission to the Dental Hygiene Program or permission of instructor. Mandatory decimal grading.

DENTAL HYGIENE 101
Histology/Embryology (3)
The study of the development, histology and function of the tissues in the oral cavity. Prerequisite: Admission to the Dental Hygiene Program or permission of instructor. Mandatory decimal grading.

DENTAL HYGIENE 102
Principles of General Pathology and Systemic Disease (2)
The study of general disease conditions that affect the human body and dental treatment. Introduction to terminology, specific diseases and their causes. Prerequisite: Admission to the Dental Hygiene Program or permission of instructor. Mandatory decimal grading.
DENTAL HYGIENE 110
Dental Radiology (2)
The study of the fundamentals of radiology and radiation hygiene, with demonstration and practice in the exposing and processing of intra-oral radiographs. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

DENTAL HYGIENE 111
Dental Radiology (3)
Continuation of DENHY 110 with continued emphasis on intra-oral radiographic techniques. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

DENTAL HYGIENE 112
Dental Anatomy and Morphology (2)
Lecture and laboratory exercises on nomenclature, anatomy, morphology and function of the primary and permanent dentition. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

DENTAL HYGIENE 114
Oral Pathology (2)
The recognition and etiology of clinical oral pathologies of the oral/facial area. Introduction to detection, description and evaluation of oral lesions. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

DENTAL HYGIENE 115
Pain Control I (3)
A study of physiology, pharmacology of local anesthetic drugs, complications, patient evaluation, and techniques utilized in the administration of local anesthetics in dentistry. Previously DENHY 132. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

DENTAL HYGIENE 120
Medial Emergencies (2)
Lectures and clinical exercises preparing the student to prevent, recognize, and respond to medical emergencies in the dental setting. Previously DENHY 181. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

DENTAL HYGIENE 121
Clinical Dental Hygiene and Fundamentals I (8)
Initial course in a series of lectures and discussion associated with clinical skills and related subjects such as: accepted dental terminology, patient assessment and use of the mouth mirror, probe, sickle and explorer, integrated with an introduction to clinical procedures and patient examination techniques. Previously DENHY 121 AND DENHY 131. Prerequisite: Admission to Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

DENTAL HYGIENE 122
Clinical Dental Hygiene and Fundamentals II (6)
Second of a series of lectures and discussion and beginning clinical course in a series providing traditional dental hygiene procedures to patients from the campus and community. Admission to the Dental Hygiene Program or permission of the instructor. Previously DENHY 160. Mandatory decimal grading.

DENTAL HYGIENE 123
Clinical Dental Hygiene and Fundamentals III (6)
Third of a series of lecture and discussion and beginning clinical course in a series providing traditional dental hygiene procedures to patients from the campus and community, with increasing level of competency and speed. Previously DENHY 160. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor and successful completion of DENHY 122. Mandatory decimal grading.

DENTAL HYGIENE 124
Clinical Dental Hygiene and Fundamentals IV (5)
Third clinical and fourth lecture course in a series providing dental hygiene procedures at an increasing level of competency and speed on patients from the campus and community. Previously DENHY 180. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor and successful completion of DH 123. Mandatory decimal grading.

DENTAL HYGIENE 130
Pharmacology (3)
The study of the general pharmacological and therapeutic actions of drugs pertaining to dentistry, including nomenclature, dosage, routes of administration, indications, contraindications, and the legal factors involved in dispensing. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

DENTAL HYGIENE 140
Ethics and Jurisprudence (3)
Lectures and discussions regarding ethics and jurisprudence, specifically Washington State and Federal laws, malpractice, liability and responsibilities related to the practice of dentistry and dental hygiene. Previously DENHY 121. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

DENTAL HYGIENE 141
Procedures Seminar I (1)
First-year, weekly discussion and lecture sessions with special emphasis on program policies and procedures for lab and clinic operation and WISHA regulations for blood borne pathogen exposure control and oral hygiene, with demonstration and clinical application. Previously DENHY 152. Prerequisite: Admission to Dental Hygiene Program or permission of instructor. Mandatory P/0.0 or P/NC grading.

DENTAL HYGIENE 142
Procedures Seminar II (1)
First-year, weekly discussion and lecture sessions with special emphasis on patient care planning/referrals, and policies and procedures for clinical operation. Occasional guest lectures are included. Previously DENHY 162. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory P/0.0 or P/NC grading.

DENTAL HYGIENE 151
Patient Records I (1)
Weekly discussion sessions for 1st year students with emphasis on patient chart record keeping, patient care planning/referrals, and policies and procedures necessary to fulfill legal duties owed to patients, and maintain positive public relations. Admission to the Dental Hygiene Program or permission of the instructor. Previously DENHY 190. Mandatory decimal grading.

DENTAL HYGIENE 152
Patient Records II (1)
Discussion sessions for 1st year students with emphasis on patient chart record keeping, care planning/referrals, policies/procedures necessary to fulfill legal duties owed to patients and to maintain positive public relations. Includes screening exams on patients. Previously DENHY 191. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

DENTAL HYGIENE 161
Periodontology I (2)
The recognition and etiology of diseases of the periodontium. This is the first course in a series of three consecutive courses in periodontology, and provides fundamental knowledge in the field of dental hygiene. Previously DENHY 103. Prerequisite: Admission to the Dental Hygiene Program and satisfactory progress in the program. Mandatory decimal grading.

DENTAL HYGIENE 162
Periodontology II (2)
Continuation of the study of periodontal disease, with increased scope and depth concerning histopathology and etiologies of periodontal disease. Emphasis is placed on nonsurgical treatment of the various types of periodontal disease. Previously DENHY 104. Prerequisite: Admission to the Dental Hygiene Program or permission of instructor. Mandatory decimal grading.

DENTAL HYGIENE 171
Community and Public Health Dentistry I (2)
Concepts of community general and dental health and the role of the dental hygienist. Community needs assessment and education. Students work in groups to develop a community presentation. ADPIED model for Assessment, Design, Planning, Implementation, Evaluation and Documentation. Previously DENHY 120. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

DENTAL HYGIENE 181
Restorative Dentistry I (3)
An introduction to restorative and expanded dental hygiene procedures and dental materials. Chemical and physical properties of the materials utilized for these procedures will also be studied. Previously DENHY 140. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

DENTAL HYGIENE 182
Restorative Dentistry II (1)
Preclinical laboratory exercises in placement and finishing of amalgam and composite restorations and other restorative clinical procedures. Previously DENHY 141. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory P/NC grading.

DENTAL HYGIENE 215
Pain Control II (1)
Lecture, demonstration and clinical application of nitrous oxide analgesia and local anesthesia. Lectures on other pain control modalities used in dentistry. Previously DENHY 232. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.
**DENTAL HYGIENE 221**
Clinical Dental Hygiene V (6)
Continuing performance of traditional dental hygiene clinical procedures on patients from the campus and community with increasing competency and efficiency. Successful completion of DENHY 124. Previously DENHY 250. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

**DENTAL HYGIENE 222**
Clinical Dental Hygiene VI (6)
Continuing performance of traditional dental hygiene clinical procedures on patients from the campus and community with increasing competency and efficiency. Completion of initial Mock Board. Successful completion of DENHY 221. Previously DENHY 260. Mandatory decimal grading.

**DENTAL HYGIENE 223**
Clinical Dental Hygiene VII (6)
Continuing performance of traditional dental hygiene clinical procedures on patients from the campus and community with increasing competency and efficiency. Successful completion of DENHY 222. Previously DENHY 270. Mandatory decimal grading.

**DENTAL HYGIENE 231**
Dental Hygiene Fundamentals V (2)
Lectures, discussions and practice labs pertinent to clinical skills and related subjects which will be applied in second year dental hygiene clinic. Previously DENHY 251. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

**DENTAL HYGIENE 232**
Dental Hygiene Fundamentals VI (2)
Lectures, discussions, and practice labs pertinent to clinical skills and related subjects which will be applied in dental hygiene clinic. Previously DENHY 261. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

**DENTAL HYGIENE 233**
Dental Hygiene Fundamentals VII (2)
Lectures and discussions relating to entry into the dental hygiene profession and presentation of perio-control project. Successful completion of DENHY 232. Previously DENHY 271. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

**DENTAL HYGIENE 241**
Procedures Seminar V (1)
Second-year weekly discussion and lecture sessions with special emphasis on patient care planning/referrals and policies and procedures for clinical operation. Occasional guest lectures are included. Previously DENHY 252. Prerequisite: Admission to the Dental Hygiene Program or permission of instructor. Mandatory P/0.0 or P/NC grading.

**DENTAL HYGIENE 242**
Procedures Seminar VI (1)
Second-year, weekly discussion and lecture sessions with special emphasis on patient care planning/referrals, and policies and procedures for clinical operation, plus Mock Board patient selection criteria. Occasional guest lectures are included. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory P/NC grading.

**DENTAL HYGIENE 243**
Procedures Seminar VII (1)
Second-year, weekly discussion and lecture sessions with special emphasis on patient care planning/referrals, policies and procedures for clinical operation, and preparation for the restorative and written portions of the State and Western Regional Licensing Exams. Successful completion of DENHY 242. Previously DENHY 272. Mandatory P/NC grading.

**DENTAL HYGIENE 250**
Dental Gerontology (1)
A course dealing with the special knowledge, attitudes, and technical skills required to provide oral health care to older adults. Previously DENHY 183. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

**DENTAL HYGIENE 251**
Patient Records III (1)
Discussion sessions for 2nd year students with emphasis on patient chart record keeping, patient care planning/referrals, policies/procedures necessary to fulfill legal duties owed to patients. Patient exams/charting performed with instructor assistance. Previously DENHY 290. Prerequisite: Admission to Dental Hygiene Program or permission of instructor. Mandatory decimal grading.

**DENTAL HYGIENE 252**
Patient Records IV (1)
Weekly discussion sessions for second-year students with special emphasis on patient chart record keeping, patient care planning/referrals, policies/procedures necessary to fulfill legal duties owed to patients, and maintain positive public relations. Includes screening exams on patients. Previously DENHY 291. Prerequisite: Admission to Dental Hygiene Program or permission of instructor. Mandatory decimal grading.

**DENTAL HYGIENE 253**
Patient Records V (1)
Discussion sessions for 2nd year students with emphasis on patient chart record keeping, patient care planning/referrals, policies/procedures necessary to fulfill legal duties owed to patients. Patient exams/charting performed with minimal instructor assistance. Previously DENHY 292. Prerequisite: Admission to Dental Hygiene Program or permission of instructor. Mandatory decimal grading.

**DENTAL HYGIENE 260**
Care of the Patient With Special Needs (1)
Educational experiences which will enable each student to recognize the psychological, emotional, psychosocial, medical, and oral aspects of disabling conditions in preparation for clinical management of such patients. Previously DENHY 230. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

**DENTAL HYGIENE 261**
Periodontology III (1)
Continuation of the study of periodontal disease. Emphasis is placed upon the surgical, reconstructive and maintenance phases of periodontal therapy. Previously DENHY 204. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

**DENTAL HYGIENE 270**
Professional Issues (1)
Lecture and discussion regarding the practice of dental hygiene including resume development, interviewing techniques, patient scheduling systems, employment contracts and dental staff relations. Previously DENHY 222. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

**DENTAL HYGIENE 271**
Public Health/Community Dentistry (2)
Introduction to the basic principles of public health theory, methods, research, social epidemiology and its impact on dental health education and the dental care delivery system. Previously DENHY 220. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

**DENTAL HYGIENE 272**
Special Community Dental Health Project (1)
Advanced study in community dental health with group community projects presented and discussed in class. Certification in Washington State Sealant and Fluoride Varnish program. Previously DENHY 221. Prerequisite: DENHY 171 and DENHY 271 or permission of the instructor. Mandatory P/NC grading.

**DENTAL HYGIENE 278**
Extramural Clinic I (1)
Special clinical rotation for second-year students to attend individualized clinical experiences, with dental hygiene treatment for patients in extramural community clinics. Previously DENHY 263. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory P/0.0 or P/NC grading.

**DENTAL HYGIENE 281**
Restorative Dentistry III (3)
A study of restorative dentistry procedures and materials including the chemical and physical properties, selection, usage and manipulation. Previously DENHY 240. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

**DENTAL HYGIENE 282**
Restorative Dentistry Preclinic and Clinic (3)
Preclinical laboratory exercises in the placement and finishing of amalgam and composite restorations. Previously DENHY 241. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

**DENTAL HYGIENE 283**
Restorative Clinic I (2)
Clinical experience in restorative dentistry procedures. Previously DENHY 242. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.
COURSE DESCRIPTIONS

DENTAL HYGIENE 284
Restorative Clinic II (2)
Clinical experience in restorative dentistry procedures. Previously DENHY 244.
Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

DENTAL HYGIENE 288
Extramural Clinic II (1)
Special clinical rotation for second-year students to attend individualized clinical experiences, with dental hygiene treatment for patients in extramural community clinics. Previously DENHY 273. Prerequisite: Admission to the Dental Hygiene Program or permission of instructor. Mandatory decimal grading.

DENTAL HYGIENE 291
Special Topics In Dental Hygiene (1)
Classes focusing on specific issues and/or topics of interest in dental hygiene. Previously DENHY 281.

DENTAL HYGIENE 292
Special Topics In Dental Hygiene (2)
Classes focusing on specific issues and/or topics of interest in dental hygiene. Previously DENHY 282.

DENTAL HYGIENE 293
Special Topics In Dental Hygiene (3)
Classes focusing on specific issues and/or topics of interest in dental hygiene. Previously DENHY 283.

DENTAL HYGIENE 297
Individual Project In Dental Hygiene (1)
Individual project in a specific area of dental hygiene. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students educational and work experience. Mandatory decimal grading.

DENTAL HYGIENE 298
Individual Project In Dental Hygiene (2)
Individual project in a specific area of dental hygiene. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students educational and work experience. Mandatory decimal grading.

DENTAL HYGIENE 299
Individual Project In Dental Hygiene (3)
Individual project in a specific area of dental hygiene. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students educational and work experience. Mandatory decimal grading.

DEVELOPMENTAL EDUCATION 043
Dev - Math Skills for Life 4 (5)
Students apply, in various situations, mathematical concepts and procedures to estimate, solve problems, and/or carry out tasks involving whole numbers, decimals, fractions, ratio and proportion, percents, measurements, and tables and graphs. Equivalent to ABE 043. Mandatory P/NC grading.

DEVELOPMENTAL EDUCATION 080
Dev - Critical Thinking In College and Work (10)
Students improve their critical and creative thinking skills to become successful in college. Students learn strategies for reading, writing, problem-solving, self-assessment, and navigating college systems in the context of their transfer or professional goals. Equivalent to ENGL 080. Prerequisite: Students need COMPASS scores of 50 in Reading and 14 in Writing to take this class. Registration requires the signature of an approved advisor. Student option grading.

DEVELOPMENTAL EDUCATION 090
Dev - Reading/Writing for Academic Career Goals (10)
Students develop abilities for successful reading, writing and learning in college transfer or prof-tech programs. They learn how knowledge and information are organized and how to improve achievement of educational goals. Students work on academic/career goals. Equivalent to ENGL 090 + STYSK 100. Prerequisite: COMPASS scores of 61 in Reading and 28 in Writing, or completion of DEVED 080 or ENGL 080 with a 2.0 or better, or advisor permission. Student option grading.

DEVELOPMENTAL EDUCATION 092
Special Topics In Developmental Education (2)
Classes focus on specific issues and/or topics of interest in DEVED.

DEVELOPMENTAL EDUCATION 100
Dev - Analytical Reading and Writing (5)
Students develop analytical reading, writing, and thinking skills necessary for successful college-level study. The course is sometimes taught in the context of a transfer or professional-technical program. Equivalent to ENGL 099. Prerequisite: Appropriate COMPASS scores or completion of DEVED 090 or ENGL 090 with a 2.0 or better, or advisor permission. Student option grading.

DEVELOPMENTAL EDUCATION 101
Introduction to Theatre (5)
Students explore dramatic traditions by reading and analyzing plays from ancient to contemporary times. Previously DRAMA 101. Student option grading.

DEVELOPMENTAL EDUCATION 101W
Introduction to Theatre (5)
Students explore dramatic traditions by reading and analyzing plays from ancient to contemporary times. Student option grading.

DRAMA & 101
Introduction to Theatre (5)
An introduction to the craft of acting. Students learn theory and practice of acting through exercises, rehearsals and games, improving their ability to concentrate, relax, listen and observe and practice empathy. Open to all levels of experience. Previously DRAMA 153. Student option grading.

DRAMA 155
Acting for Television and Film (3)
Dramatic and commercial acting for work in film, television and commercials. Learn auditioning styles, acting technique and the marketing skills needed for a successful screen acting career. Previously DRAMA 155. Student option grading.

DRAMA 156
Acting, Writing, Directing for the Camera I (5)
A fast-paced introduction to film and video production. Discussion of films in terms of cinematic styles, acting and screenplay structure along with exercises in acting, directing, writing and filming of original productions. Previously DRAMA 156. Student option grading.

DRAMA 157
Acting, Writing, Directing for the Camera 2 (5)
An expanded fast-paced introduction to film and video production. Discussion of films in terms of cinematic styles, acting and screenplay structure along with exercises in acting, directing, writing and filming of original productions. Previously DRAMA 157. Student option grading.

DRAMA 174
Circus Performance: Balance and Motion (3)

DRAMA 207
Theatrical Production (1)
Laboratory for students participating in theatrical and video/film productions for the viewing public including writing, acting, directing, designing, technical theater and/or marketing. Previously DRAMA 207. Student option grading.

DRAMA 208
Theatrical Production (2)
Laboratory for students participating in theatrical and video/film productions for the viewing public including writing, acting, directing, designing, technical theater and/or marketing. Previously DRAMA 209. Student option grading.

DRAMA 224
Theater Career Planning and Auditioning (2)
Study of possible career opportunities in theater and film productions and the process of selection and application to programs and schools through interviews, resumes. Previously DRAMA 224. Student option grading.
DRAMA 225
Improv & Ensemble Techniques (2)
A study of individual and ensemble techniques, the course is concerned with developing the ability to respond creatively and improvisationally to a variety of situations. Previously DRAMA 295. Student option grading.

DRAMA 226
Children’s Theater Production (5)
A collaborative, student-driven course in which members write, design, and perform an original theatrical production for children and adults. Previously DRAMA 231. Student option grading.

DRAMA 234
Experimental Theater: Faculty Directed (5)
Students explore historical and contemporary non-traditional and experimental theater through the performance of faculty-directed new play scripts. Previously DRAMA 201. Prerequisite: Previous DRAMA 202. Admission by permission of instructor after audition. Student option grading.

DRAMA 235
Experimental Theater: Student Directed (5)
Explore historical and contemporary non-traditional theater through experimental scripts written, directed, and performed by students. Previously DRAMA 202. Prerequisite: Admission by permission of instructor after audition. Student option grading.

DRAMA 244
Stage Technology (5)
Students examine the fundamental theories, principles, and history of the techniques and equipment used for stage scenery, sound, and lighting. Previously DRAMA 210. Student option grading.

DRAMA 245
Beginning Stage Lighting (5)
Immerse in the theories, drafting techniques, and equipment used for stage lighting. Includes instruction in light pilot design and USITT drafting standards. Previously DRAMA 211. Student option grading.

DRAMA 246
Scenic Stage Design I (5)
Practicum in the theories, techniques, and practices used in scenic design and in creating stage settings. Previously DRAMA 212. Student option grading.

DRAMA 255
Directing (5)
Theory and practice in directing for stage productions. Attention given to all aspects from selection to actual production. Previously DRAMA 222. Student option grading.

DRAMA 291
Special Topics in Drama (1)
Courses focusing on specific issues and/or topics of interest in drama. Student option grading.

DRAMA 293
Special Topics in Drama (3)
Courses focusing on specific issues and/or topics of interest in drama. Previously DRAMA 283.

DRAMA 295
Special Topics in Drama (5)
Courses focusing on specific issues and/or topics of interest in drama. Previously DRAMA 285.

DRAMA 297
Individual Project in Drama (1)
Individual project in a specific area of drama. By arrangement with instructor. Prerequisite: Instructor permission based on evaluation of students’ educational and work experience. Mandatory decimal grading.

DRAMA 298
Individual Project in Drama (2)
Individual project in a specific area of drama. By arrangement with instructor. Prerequisite: Instructor permission based on evaluation of students’ educational and work experience. Mandatory decimal grading.

DRAMA 299
Individual Project in Drama (3)
Individual project in a specific area of drama. By arrangement with instructor. Prerequisite: Instructor permission based on evaluation of students’ educational and work experience. Mandatory decimal grading.

ECONOMICS 100
Survey of Economic Principles (5)
A survey of how capitalism works: how we choose what to buy, where to work, and how businesses and governments affect our lives, the environment, and the world. Not recommended for students seeking a bachelor’s degree in economics or business. Prerequisite: Placement in ENGL 099 or higher. Mandatory decimal grading.

ECONOMICS & 201
Micro Economics (5)
How do consumer and producer choices influence social outcomes? Issues include competition and corporate power, wealth and poverty, environmental quality, and role of government in a market economy. Previously ECON 200. Prerequisite: MATH 098 (2.0 or better), or a score of 51 or higher on the Algebra Compass test, or a score of 28 or higher on the College Algebra COMPASS test. Completion of ENG 099 (2.0 or better) or ESL 099 (pass) or COMPASS scores of 80 in Reading and 80 in Writing.

ECONOMICS & 202
Macro Economics (5)
What determines national economic growth and prosperity? What causes booms and busts? What are the effects of government policies regarding taxes, government spending and money supply? Issues include: unemployment, inflation, international trade and globalization. Previously ECON 201. Prerequisites: ECON & 201 Micro Economics or equivalent with instructor permission. Mandatory decimal grading.

EDUCATION 115
Child Growth and Development (5)
Explore the stages of development from pre-natal through elementary school age, with a special emphasis on multicultural perspectives and how to apply developmental principles to education and home settings. Previously EDU 101. Student option grading.

EDUCATION 116
Language and Literacy (5)
Gain research-based knowledge & skills to support emerging literacy and language of children from birth-2nd grade. Learn developmentally appropriate and culturally sensitive strategies to promote and assess language and literacy learning in classroom and family settings. Previously EDU 105. Student option grading.

EDUCATION 117
Culturally Relevant Anti-Bias Strategies (5)
Examine the impact of individual & institutional bias upon children and families of under-represented groups in US society. Develop strategies to create anti-bias and culturally sensitive classrooms, support social action, and assist children and families in self-advocacy. Previously EDU 115. Student option grading.

EDUCATION 118
Math In Early Education (5)
Students will learn to integrate effective and developmentally appropriate math content and processes into supporting the learning of pre-K through 2nd grade children. Topics related to understanding and managing testing and IEP practices in early education are included. Previously EDU 106. Prerequisite: MATH 070 or equivalent and one Education course or permission of instructor. Student option grading.
**EDUCATION 140**  
Instructional Methods: K-3 (5)  
Explore concepts, materials, methods and standards in the early elementary years. Content will incorporate a multicultural perspective that supports the learning styles of individual children. Previously EDU 140. Student option grading.

**EDUCATION 150**  
Early Childhood Curriculum Development (5)  
Explore theories and models of early childhood curriculum development, as well as teaching methods that support children’s learning and development within diverse group settings. Previously EDU 150. Student option grading.

**EDUCATION & 202**  
Introduction to Education (5)  
Explore how you may fit into the teaching profession. This intro course examines the complex role of American education in the global economy of the 21st century. We will analyze current research & trends in education to examine issues that affect teachers from preschool through high school, students and families. Previously EDU 100. Student option grading.

**EDUCATION & 204**  
Exceptional Child (5)  
Explore the history, current research, best practices, social and political issues in the provision of support for individuals with disabilities in education settings. Previously EDU 125. Prerequisite: EDUC& 202 recommended. Student option grading.

**EDUCATION 210**  
Best Practices In Special Education (5)  
Explore the systems and instructional methods used to teach exceptional students in regular and special education. Develop strategies for collaboration between professionals and parents. Prerequisite: EDUC& 204 recommended. Student option grading.

**EDUCATION 215**  
Family Systems (5)  
Learn about the inter-relationship of family, school, and community as it relates to child development, family structures and dynamics, interpersonal communication, parent-professional partnerships and resource coordination. Previously EDU 215. Student option grading.

**EDUCATION 250**  
Child Guidance and Classroom Management (5)  
Learn theory and practical skills in guiding individual children’s behavior and managing large and small groups of young children. Student option grading.

**EDUCATION 265**  
Issues and Trends In Childhood Education (5)  
Examine, analyze and interpret issues and trends in Early Childhood Education within the context of a rapidly changing society. Topics include educational reform, student assessment, teacher training, inclusion, multiculturalism and diversity, curriculum innovations, educational technology. Previously EDU 265.

**EDUCATION 290**  
Student Internship I (5)  
This is the introductory level of the student internship sequence. Each student will gain experience in a classroom setting and apply skills in teamwork, classroom management, curriculum development, teaching and professionalism. Develop a portfolio and attend weekly seminars. Prerequisites: Recommended five Education courses or prior work experience with children. Student option grading.

**EDUCATION 291**  
Special Topics In Education (1)  
Classes focusing on specific issues and/or topics of interest in Education.

**EDUCATION 292**  
Special Topics In Education (2)  
Classes focusing on specific issues and/or topics of interest in Education.

**EDUCATION 293**  
Special Topics In Education (3)  
Classes focusing on specific issues and/or topics of interest in Education.

**EDUCATION 294**  
Special Topics In Education (4)  
Classes focusing on specific issues and/or topics of interest in Education.

**EDUCATION 295**  
Special Topics In Education (5)  
Classes focusing on specific issues and/or topics of interest in Education.

**EDUCATION 296**  
Student Internship II (5)  
This is the advanced level of the student internship sequence. Each student is expected to work as a team member and demonstrate professionalism in a supervised education setting. Student will learn skills in classroom management, curriculum design and material development. Continued weekly seminars & portfolio development. Prerequisite: EDUC 290. Student option grading.

**EDUCATION 297**  
Individual Project In Education (1)  
Individual project in a specific area of education. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students’ educational and work experience. Student option grading.

**EDUCATION 298**  
Individual Project In Education (2)  
Individual project in a specific area of education. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students’ educational and work experience. Student option grading.

**EDUCATION 299**  
Individual Project In Education (3)  
Individual project in a specific area of education. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students’ educational and work experience. Student option grading.

**EDUCATION LEARNING ASSISTANCE 291**  
Special Topics In Education Learning Assistance (1)  
Classes focus on specific issues and/or topics of interest in education learning assistance. Previously EDUC 281.

**EDUCATION LEARNING ASSISTANCE 292**  
Special Topics In Education Learning Assistance (2)  
Classes focus on specific issues and/or topics of interest in education learning assistance. Previously EDUC 282.

**ENGINEERING 100**  
Introduction to Engineering and Design (4)  
Introduction to the engineering profession and the engineering design process. Course includes guest speakers, team activities, and career planning. Communication, creative skills, and teamwork are developed utilizing journals, written reports, poster presentations, and sketching. Mandatory decimal grading.

**ENGINEERING & 114**  
Engineering Graphics (5)  
Use of instruments, scales, techniques of lettering and line work. 3D visualization and fundamentals of orthographic projection including selections; isometric drawing; auxiliary views; dimensioning; simple rectilinear graphs, and introductions to CAD. Prerequisite: ENGL 099 or ESL 099 and MATH 099 with grades of 2.0 or better, or permission. Mandatory decimal grading.

**ENGINEERING 115**  
Introduction to Statics and Engineering Problems (5)  
Introduction to fundamental engineering principles including dimensional analysis, vector algebra, statics, and selected engineering topics. Designed to develop ability to analyze and solve engineering problems in a clear systematic manner. Prerequisite: ENGR& 114 and MATH& 142 with a grade of 2.0 or better. (MATH& 142 may be taken concurrently.) Mandatory decimal grading.

**ENGINEERING 205**  
Solid Works and Parametric Modeling (3)  
Introduction to creating 3D CAD models using feature-based, parametric solid-modeling design; base, boss and cut features using extruded, revolved, simple swept and lofted shapes; capturing design intent using automatic or user-defined geometric and dimensional constraints; detail and assembly drawings. Prerequisites: ENGR& 114 and MATH 099 with a 2.0 or better, or instructor permission. Mandatory decimal grading.

**ENGINEERING 206**  
Advanced Solid Works (3)  
Advanced 3D CAD models using SolidWorks parametric solid modeling; swept and lofted shapes; assembly interference checking, collision detection, dynamic clearance, physical dynamics and simulation surfaces, use of Photo Works rendering, and Cosmos FEA in linear static, frequency, buckling, and thermal analysis. Prerequisite: ENGR 205 with a 2.0 or better, or instructor permission. Mandatory decimal grading.

**EDUCATION LEARNING ASSISTANCE 199**  
Tutor Writing & Learning: Theory & Practice (3)  
This course combines classroom instruction with supervised practice for students wanting to work as tutors in The Writing & Learning Studio. Topics include writing center theory and practice, learning theory, and tutoring principles and strategies with a focus on helping writers during all stages of the writing process. Prerequisite: Minimum grade of 3.5 in ENGL& 101 and interview with instructor. Student option grading.
ENGLISH 080
Critical Thinking In College and Life (10)
Students improve their critical and creative thinking skills to become successful in college. Students learn strategies for reading, writing, problem-solving, self-assessment, and navigating college systems in the context of their educational goals and life interests. Mandatory P/NC grading.

ENGLISH 099
Analytical Reading and Writing (5)
Students develop analytical reading, writing, and thinking skills necessary for writing college-level essays. Previously ENGL 100. Prerequisite: COMPASS scores of 75 in Reading and 47 in Writing or completion of ENGL 090 or equivalent with a 2.0 or better, or instructor permission. Student option grading.

ENGLISH & 101
English Composition I: Reasoning/Research/Writing (5)
Students write research essays on various topics. Using both traditional and new information technologies, they develop skills as researchers, critical thinkers and writers of documented analysis and argumentation. Prerequisites: Completion of ENGL& 101 with a grade of 2.0 or better. Student option grading.

ENGLISH & 111
Introduction to Literature (5)
Students explore poetry, fiction, non-fiction and drama representing multiple perspectives of the human experience. Previously ENG 201. Prerequisite: Successful completion of ENGL& 099 or ESL 099, or placement into ENGL& 101. Student option grading.

ENGLISH & 111W
Introduction to Literature (5)
Students explore poetry, fiction, non-fiction and drama representing multiple perspectives of the human experience. Previously ENG 201. Prerequisite: Successful completion of ENGL& 099 or ESL 099, or placement into ENGL& 101. Student option grading.

ENGLISH & 112
Introduction to Fiction (5)
Students explore techniques of fiction and analyze fictional genres, including short stories and novels from various cultures and time periods, representing multiple perspectives of the human experience. Previously ENG 258. Prerequisite: Successful completion of ENGL& 099 or ESL 099 or placement into English 101. Student option grading.

ENGLISH & 113
Introduction to Poetry (5)
Students explore the mystery, magic and music of poetry. Readings focus on poets in English but may include works in translation from other times and cultures. Students examine the forms, styles and themes of poetry, keeping in mind that a poem is always greater than the sum of its parts. Previously ENG 257. Prerequisite: Successful completion of ENGL& 099 or ESL 099, or placement into ENGL& 101. Student option grading.

ENGLISH & 113W
Introduction to Poetry (5)
Students explore the mystery, magic and music of poetry. Readings focus on poets in English but may include works in translation from other times and cultures. Students examine the forms, styles and themes of poetry, keeping in mind that a poem is always greater than the sum of its parts. Previously ENG 257. Prerequisite: Successful completion of ENGL& 099 or ESL 099, or placement into ENGL& 101. Student option grading.
ENGLISH 154
Great Works of Asian Literature (5)
Students explore classic literature of Asian countries such as China, Japan, India, Vietnam & Korea. They will examine how the literature and sense of beauty in each country are influenced by Asian thought: Buddhism, Daoism, Confucianism and Hinduism. Texts may include fiction, plays, film and poetry. Previously ENG 151. Prerequisite: Successful completion of ENGL 099 or ESL 099, or placement into ENGL & 101. Student option grading.

ENGLISH 154W
Great Works of Asian Literature (5)
Students explore classic literature of Asian countries such as China, Japan, India, Vietnam & Korea. They will examine how the literature and sense of beauty in each country are influenced by Asian thought: Buddhism, Daoism, Confucianism and Hinduism. Texts may include fiction, plays, film and poetry. Previously ENG 151. Prerequisite: Successful completion of ENGL 099 or ESL 099, or placement into ENGL & 101. Student option grading.

ENGLISH 200
Survey of World Literature (5)
Students read a sample of fiction, poetry, drama and other genres from around the world. Students explore the features of these different forms, the role of culture and history in shaping the literature of various nations and various cultures’ distinct conceptions of literature. Prerequisite: Successful completion of ENGL 099 or ESL 099, or placement into ENGL & 101. Student option grading.

ENGLISH 200W
Survey of World Literature (5)
Students read a sample of fiction, poetry, drama and other genres from around the world. Students explore the features of these different forms, the role of culture and history in shaping the literature of various nations and various cultures’ distinct conceptions of literature. Prerequisite: Successful completion of ENGL 099 or ESL 099, or placement into ENGL & 101. Student option grading.

ENGLISH 207
Introduction to Irish Literature (5)
Students explore Irish culture through myth, fiction, poetry, and plays. Includes works written in English and translated from Gaelic. Periods may include Celtic, medieval, colonial, Irish Renaissance, and contemporary. Authors range from Nobel winners like Yeats, Joyce, and Heaney to regional authors such as Morrissey and Kavanagh. Prerequisite: Successful completion of ENGL 099 or ESL 099, or placement into ENGL & 101. Student option grading.

ENGLISH 207W
Introduction to Irish Literature (5)
Students explore Irish culture through myth, fiction, poetry, and plays. Includes works written in English and translated from Gaelic. Periods may include Celtic, medieval, colonial, Irish Renaissance, and contemporary. Authors range from Nobel winners like Yeats, Joyce, and Heaney to regional authors such as Morrissey and Kavanagh. Prerequisite: Successful completion of ENGL 099 or ESL 099, or placement into ENGL & 101. Student option grading.

ENGLISH & 220
Introduction to Shakespeare (5)
Students explore Shakespeare’s plays and sonnets for their unforgettable characters, brilliant language and timeless themes. Readings and film viewings may include Hamlet, Othello, A Midsummer Night’s Dream, Henry V, and The Tempest. Previously ENG 231W. Prerequisite: Successful completion of ENGL 099 or ESL 099 or placement into ENGL & 101. Student option grading.

ENGLISH & 220W
Introduction to Shakespeare (5)
Students explore Shakespeare’s plays and sonnets for their unforgettable characters, brilliant language and timeless themes. Readings and film viewings may include Hamlet, Othello, A Midsummer Night’s Dream, Henry V, and The Tempest. Previously ENG 231W. Prerequisite: Successful completion of ENGL 099 or ESL 099 or placement into ENGL & 101. Student option grading.

ENGLISH & 226
British Literature I (5)
Students explore English literature from the Middle Ages to the 17th century and how it reflects and shapes literary, political, historical, and cultural developments. Students will examine a variety of texts, genres, and perspectives. Previously ENG 264. Prerequisite: Successful completion of ENGL 099 or ESL 099 or placement into ENGL & 101. Student option grading.

ENGLISH & 226W
British Literature I (5)
Students explore English literature from the Middle Ages to the 17th century and how it reflects and shapes literary, political, historical, and cultural developments. Students will examine a variety of texts, genres, and perspectives. Previously ENG 264. Prerequisite: Successful completion of ENGL 099 or ESL 099 or placement into ENGL & 101. Student option grading.

ENGLISH & 227
British Literature II (5)
Students explore English literature from the 17th century to the late 18th century and how it reflects and shapes literary, political, historical, and cultural developments. Students will examine a variety of texts, genres, and perspectives. Previously ENG 265. Prerequisite: Successful completion of ENGL 099 or ESL 099, or placement into ENGL & 101. Student option grading.

ENGLISH & 227W
British Literature II (5)
Students explore English literature from the 17th century to the late 18th century and how it reflects and shapes literary, political, historical, and cultural developments. Students will examine a variety of texts, genres, and perspectives. Previously ENG 265W. Prerequisite: Successful completion of ENGL 099 or ESL 099, or placement into ENGL & 101. Student option grading.

ENGLISH & 228
British Literature III (5)
Students explore English literature from the 19th to the 20th century and how it reflects and shapes literary, political, historical, and cultural developments. Students will examine a variety of texts, genres and perspectives. Previously ENG 266W. Prerequisite: Successful completion of ENGL 099 or ESL 099 or placement into ENGL & 101. Student option grading.

ENGLISH 229
Gothic Literature (5)
Students explore how Gothic literature challenges conventional views through horror, the irrational, & the supernatural & examines how this literature expresses political, social, and cultural fears. They also trace the genre’s transformations through three centuries of British & American literature and film. Previously ENG 244. Prerequisite: Successful completion of ENGL 099 or ESL 099, or placement into ENGL & 101. Student option grading.

ENGLISH 229W
Gothic Literature (5)
Students explore how Gothic literature challenges conventional views through horror, the irrational, & the supernatural & examines how this literature expresses political, social, and cultural fears. They also trace the genre’s transformations through three centuries of British & American literature and film. Previously ENG 244. Prerequisite: Successful completion of ENGL 099 or ESL 099, or placement into ENGL & 101. Student option grading.

ENGLISH & 230
Technical Report Writing (3)
Students learn the fundamental principles and practices of effective technical writing in business, non-profit and/or government environments. Writing includes reports, letters, resumes, progress reports, brochures, technical reports, newsletters, executive summaries, surveys, and project documentation. Previously ENG 270. Prerequisite: ENGL & 101 or equivalent with instructor permission. Student option grading.

ENGLISH & 244
American Literature I (5)
Students explore American literature thematically and examine how it reflects and shapes literary, political, historical, and cultural developments. Each course will focus on a particular theme. Possible themes are: protest, war, the Harlem Renaissance, immigration, or American Dreams. Previously ENG 267. Prerequisite: Successful completion of ENGL 099 or ESL 099, or placement into ENGL & 101. Student option grading.

ENGLISH & 244W
American Literature I (5)
Students explore American literature thematically and examine how it reflects and shapes literary, political, historical, and cultural developments. Each course will focus on a particular theme. Possible themes are: protest,
war, the Harlem Renaissance, immigration, or American Dream. Previously ENGL 267. Prerequisite: Successful completion of ENGL 099 or ESL 099, or placement into ENGL& 101. Student option grading.

**ENGLISH & 245**
American Literature II (5)
Students explore how literature in a particular time period reflects and shapes literary movements and political, historical, and cultural developments. Each course may focus on a different time period. Possible timelines are: Colonial to 19th-century; 19th-century; 20th-century and 21st-century. Previously ENGL 267. Prerequisite: Successful completion of ENGL 099 or ESL 099, or placement into ENGL& 101. Student option grading.

**ENGLISH & 245W**
American Literature II (5)
Students explore how literature in a particular time period reflects and shapes literary movements and political, historical, and cultural developments. Each course may focus on a different time period. Possible timelines are: Colonial to 19th-century; 19th-century; 20th-century and 21st-century. Previously ENGL 267. Prerequisite: Successful completion of ENGL 099 or ESL 099, or placement into ENGL& 101. Student option grading.

**ENGLISH & 246**
American Literature III (5)
Students explore American literature through a particular genre or literary movement and examine how it reflects and shapes cultural, political, and historical developments. Genres and movements might include one of the following: Modernism, science fiction, protest literature, Beat poets, or LGBT literature. Previously ENGL 269. Prerequisite: Successful completion of ENGL 099 or ESL 099, or placement into ENGL& 101. Student option grading.

**ENGLISH & 246W**
American Literature III (5)
Students explore American literature through a particular genre or literary movement and examine how it reflects and shapes cultural, political, and historical developments. Genres and movements might include one of the following: Modernism, science fiction, protest literature, Beat poets, or LGBT literature. Previously ENGL 269. Prerequisite: Successful completion of ENGL 099 or ESL 099, or placement into ENGL& 101. Student option grading.

**ENGLISH 247**
African American Literature (5)
Students study African-American literature in its social, historical, and cultural context. We will explore how the literature reflects experiences unique to African-Americans while presenting characters, settings, themes and experiences shared by all: heartbeat, joy, fear, loss, love and death. Previously ENGL 235. Prerequisite: Successful completion of ENGL 099 or ESL 099, or placement into ENGL& 101. Student option grading.

**ENGLISH 247W**
African American Literature (5)
Students study African-American literature in its social, political, historical and cultural context. We will explore how the literature reflects experiences unique to African-Americans while presenting characters, settings, themes and
ENGLISH 287W
European Lit: Masterpieces of Greece and Rome (5)
Exploring how these works shaped their own cultures and exert a powerful influence upon later cultures, students read the myths, poems, comedies and tragedies of ancient Greece and Rome. Previously ENG 281W. Prerequisite: ENG& 101 or equivalent with instructor permission. Student option grading.

ENGLISH 288
European Lit: Medieval Through Enlightenment (5)
Students read works from The Medieval Era through The Age of Enlightenment, considering various genres and countries. Artists may include Dante, Boccaccio, Cervantes, Machiavelli, Goethe, and Voltaire. Previously ENG 282. Prerequisite: Successful completion of ENGL 099 or ESL 099, or placement into ENG& 101. Student option grading.

ENGLISH 288W
European Lit: Medieval Through Enlightenment (5)
Students read works from The Medieval Era through The Age of Enlightenment, considering various genres and countries. Artists may include Dante, Boccaccio, Cervantes, Machiavelli, Goethe, and Voltaire. Previously ENG 282W. Prerequisite: Successful completion of ENGL 099 or ESL 099, or placement into ENG& 101. Student option grading.

ENGLISH 289
European Lit: Modern to Contemporary (5)
Students read works from 19th-Century through present-day European literature, considering various genres and countries. Authors may include Dostoevsky, Tolstoy, Kafka, Camus, Ibsen, Collette, Checkov, and Calvino. Previously ENG 283. Prerequisite: Successful completion of ENGL 099 or ESL 099, or placement into ENG& 101. Student option grading.

ENGLISH 289W
European Lit: Modern to Contemporary (5)
Students read works from 19th-Century through present-day European literature, considering various genres and countries. Authors may include Dostoevsky, Tolstoy, Kafka, Camus, Ibsen, Collette, Checkov, and Calvino. Previously ENG 283W. Prerequisite: Successful completion of ENGL 099 or ESL 099, or placement into ENG& 101. Student option grading.

ENGLISH 292
Special Topics In English (2)
Classes focus on specific issues and/or topics of interest in English. Previously ENG 292.

ENGLISH 293
Special Topics In English (3)
Classes focus on specific issues and/or topics of interest in English. Previously ENG 293.

ENGLISH 294
Special Topics In English (4)
Classes focus on specific issues and/or topics of interest in English. Previously ENG 294.

ENGLISH 294W
Special Topics In English - W (4)
Classes focus on specific issues and/or topics of interest in English. Previously ENG 294W.

ENGLISH 295
Special Topics In English (5)
Classes focus on specific issues and/or topics of interest in English. Previously ENG 285.

ENGLISH 295W
Special Topics In English - W (5)
Classes focus on specific issues and/or topics of interest in English. Previously ENG 285W.

ENGLISH 297
Individual Project In English (1)
Individual project in a specific area of English. By arrangement with instructor. Previously ENG 297. Prerequisite: Instructor permission, based on evaluation of students’ educational and work experience. Mandatory decimal grading.

ENGLISH 298
Individual Project In English (2)
Individual project in a specific area of English. By arrangement with instructor. Previously ENG 298. Prerequisite: Instructor permission, based on evaluation of students’ educational and work experience. Mandatory decimal grading.

ENGLISH 299
Individual Project In English (3)
Individual project in a specific area of English. By arrangement with instructor. Previously ENG 299. Prerequisite: Instructor permission, based on evaluation of students’ educational and work experience. Mandatory decimal grading.

ENGLISH 299W
Individual Project In English (3)
Individual project in a specific area of English. By arrangement with instructor. Previously ENG 299W. Prerequisite: Instructor permission, based on evaluation of students’ educational and work experience. Mandatory decimal grading.

ENGLISH 300
Special Topics In English As a Second Language (5)
Classes focusing on specific issues and/or topics of interest in English as a Second Language.

ENGLISH AS A SECOND LANGUAGE 005
Special Topics In English As a Second Language (5)
Classes focusing on specific issues and/or topics of interest in English as a Second Language.

ENGLISH AS A SECOND LANGUAGE 090
Bridge to College English B (10)
Students prepare for academic coursework, with emphasis on content-based reading and writing for academic purposes, including essays, reports, summaries, and short-answer responses. Students read pre-college level materials, with a focus on academic vocabulary. Prerequisite: Successful completion of ESLAF 080 or ESLAB 060 or placement on the SCC advanced ESL placement test. Student option grading.

ENGLISH AS A SECOND LANGUAGE 095
Toefl Preparation (3)
Designed for high intermediate or advanced ESL students who need to take the internet-based TOEFL to enter undergraduate and graduate programs. Focus is on question types, test-taking strategies, and listening, reading, writing and speaking skills appropriate for the internet-based TOEFL. Prerequisite: Enrollment in or completion of ESL 098 or equivalent or permission of instructor. Mandatory P/NC grading.

ENGLISH AS A SECOND LANGUAGE 099
Bridge to College English C (5)
Students prepare for further academic coursework, refining the skills necessary for ENG& 101 and college courses. Emphasis is on content-based reading and writing for academic purposes. Students study more complex grammar and vocabulary and read increasingly complex introductory college-level materials. Previously ESL 100. Prerequisite: Successful completion of ESL 099 or appropriate placement on the Advanced SCC ESL placement test. Student Option Grading.

ENVIRONMENTAL SCIENCE & 100
Survey of Environmental Science (5)
A college level telecourse in environmental science which also serves as a resource for courses in biology, ecology, geography, geology and political science. It will utilize written and visual materials, with a focus on academic listening and speaking skills to help them succeed in college classes. Students listen to and take notes on lectures and use course topics to practice speaking skills required in academic settings. Students also develop a larger academic vocabulary. Prerequisites: Appropriate placement on the Advanced SCC ESL placement test or concurrent enrollment in ESL level 5 or above. Student option grading.

ENVIRONMENTAL SCIENCE & 101
Introduction to Environmental Science (5)
Examine natural cycles, ecosystems and other basic concepts of ecology. Study the issues of population, pollution and natural resources. The effects of economic, political and scientific decisions on us and our environment. Laboratory. Previously ENVSC 201. Prerequisite: Recommended placement into ENG& 101. Student option grading.

ENVIRONMENTAL SCIENCE & 101W
Introduction to Environmental Science (5)
Examine natural cycles, ecosystems and other basic concepts of ecology. Study the issues of population, pollution and natural resources. The effects on us and our environment from economic, political and scientific decisions. Previously ENVSC 201W. Student option grading.

ENVIRONMENTAL SCIENCE 202
Ecology of Natural Landscapes (6)
A study of the ecology of terrestrial and aquatic ecosystems and the interaction between them. This course examines models of how...
### COURSE DESCRIPTIONS

**Environmental Science 297**

**Individual Project In Environmental Science (1)**
- Individual project in a specific area of environmental science. By arrangement with instructor. Previously ENVS 297.
- Prerequisite: Instructor permission. Based on evaluation of student’s educational and work experience. Student option grading.

**Environmental Science 298**

**Individual Project In Environmental Science (2)**
- Individual project in a specific area of environmental science. By arrangement with instructor. Previously ENVS 298.
- Prerequisite: Instructor permission, based on evaluation of student’s educational and work experience. Student option grading.

**Environmental Science 299**

**Individual Project In Environmental Science (3)**
- Individual project in a specific area of environmental science. By arrangement with instructor. Previously ENVS 299.
- Prerequisite: Instructor permission, based on evaluation of student’s educational and work experience. Student option grading.

**ESL for Life & Work 010**

**ESL for Life and Work 1 (5)**
- This beginning level course teaches English language and civic skills students need in everyday life and in the workplace. Students improve reading, writing, listening and speaking skills while studying content such as personal and family information, daily routines, and shopping for basic needs. Prerequisite: Placement by ESL program. Mandatory Pass/NC grading.

**ESL for Life & Work 020**

**ESL for Life and Work 2 (5)**
- This is the second level in a series of ESL courses that emphasize English reading, writing, listening and speaking skills and civics for everyday life and the workplace. Content includes requesting information, expressing wants, likes and dislikes, and describing daily-life events. Prerequisite: Successful completion of ESLL 010 or placement by ESL office. Mandatory Pass/NC grading.

**ESL for Life & Work 030**

**ESL for Life and Work 3 (5)**
- This is the third level in a series of ESL courses that emphasize English reading, writing, listening, and speaking skills for everyday life and the workplace. Content includes American culture and education, work skills and community issues. Prerequisite: Successful completion of ESLL 020 or placement by ESL office. Mandatory Pass/NC grading.

**ESL for Life & Work 040**

**ESL for Life and Work 4 (5)**
- This is the fourth level in a series of ESL courses that emphasize English reading, writing, listening and speaking skills for everyday life and the workplace. Topics include involvement in community and consumer, health, and workplace issues. Prerequisite: Successful completion of ESL 030 or placement by ESL office. Mandatory Pass/NC grading.

**ESL for Life & Work 050**

**ESL for Life and Work 5 (5)**
- This is the fifth level in a series of ESL courses that emphasize English for everyday life and the workplace. At the high-intermediate level, students continue to improve reading, writing, listening and speaking skills while focusing on topics such as rights and responsibilities, career plans and consumer issues. Prerequisite: Successful completion of ESLL 040 or placement by ESL office. Mandatory Pass/NC grading.

**ESL/ABE 0005**

**Special Topics In ESL/ABE (0.5)**
- Classes focus on specific issues and/or topics of interest in ESLAB.

**ESL/ABE 001**

**Special Topics In ESL/ABE (1)**
- Classes focus on specific issues and/or topics of interest in ESLAB.

**ESL/ABE 002**

**Special Topics In ESL/ABE (2)**
- Classes focus on specific issues and/or topics of interest in ESLAB.

**ESL/ABE 003**

**Special Topics In ESL/ABE (3)**
- Classes focus on specific issues and/or topics of interest in ESLAB.

**ESL/ABE 004**

**Special Topics In ESL/ABE (4)**
- Classes focus on specific issues and/or topics of interest in ESLAB.

**ESL/ABE 005**

**Special Topics In ESL/ABE (5)**
- Classes focus on specific issues and/or topics of interest in ESLAB.

**ESL/ABE 006**

**ESL Through Technology I (3)**
- Students work on level-appropriate language skills in 4 areas — speaking, listening, reading, writing - and learn basic computer-media technology. This class may be repeated for credit. Prerequisite: Placement into ESL levels one or two. Mandatory P/NC grading.

**ESL/ABE 007**

**ESL Through Technology II (3)**
- Students work on level-appropriate language skills in 4 areas — speaking, listening, reading, writing - and learn basic computer-media technology. This class may be repeated for credit. Prerequisite: Placement into level three, four, or five. Mandatory P/NC grading.

**ESL/ABE 009**

**ESL Language Lab (1)**
- A learning center for students enrolled in ESL Level 1 to 5. Students practice language skills under supervision of an ESL instructor. Students must attend 20 hours on a drop in basis. Mandatory P/NC grading.

**ESL/ABE 010**

**Integrated Skills In English 1 (10)**
- Students will improve reading, writing and grammar in life skills contexts such as providing personal information, describing daily events, and identifying jobs and work-related abilities. Prerequisite: Appropriate placement on the CASAS and/or SCC ESL placement test. Mandatory P/NC grading.

**ESL/ABE 015**

**Listening & Speaking In English 1 (5)**
- Students improve listening and speaking to communicate in contexts such as personal information, schedules, jobs, and work-related abilities. Prerequisites: Appropriate placement on the CASAS and/or SCC ESL placement test. Mandatory P/NC grading.

**ESL/ABE 020**

**Integrated Skills In English 2 (10)**
- Students will improve their reading, writing and grammar for home, school, work and community with an emphasis on well-formed sentences. Prerequisites: Successful completion of the previous level or appropriate placement on the CASAS and/or SCC ESL placement test. Mandatory P/NC grading.

**ESL/ABE 025**

**Listening & Speaking In English 2 (5)**
- Students practice listening and speaking in the contexts of school, work, health, shopping, and places in the community. Prerequisites: Successful completion of the previous level or appropriate placement on the CASAS and/or SCC ESL placement test. Mandatory P/NC grading.

**ESL/ABE 026**

**Computer-Assisted ESL II (19)**
- This special ESL class will teach English reading, writing, speaking and listening skills around topics that are critical to all students’ lives. Students will spend half of their learning time in class and the other half working on the internet on a laptop computer loaned to them without cost by Shoreline Community College. Prerequisite: Completion of ESLAB 010 (Level 1 ESL) or placement in ESLAB 020. Mandatory P/NC Grading.

**ESL/ABE 030**

**Integrated Skills In English 3 (10)**
- Students further develop their reading, writing, and grammar skills with an emphasis on writing basic paragraphs. Prerequisites: Successful completion of the previous level or appropriate placement on the CASAS and/or SCC ESL placement test. Mandatory P/NC grading.

**ESL/ABE 035**

**Listening & Speaking In English 3 (5)**
- Students practice more complex listening and speaking tasks in job, school and daily-life situations. Students acquire basic conversational skills. Prerequisite: Successful completion of the previous level or appropriate placement on the CASAS and/or SCC ESL placement test. Mandatory P/NC grading.

**ESL/ABE 036**

**Computer-Assisted ESL III (19)**
- This special ESL class will teach English reading, writing, speaking, and listening skills around topics that are critical to all students’ lives. Students will spend half of their learning time in class and the other half working on the internet on a laptop computer loaned to them without cost by Shoreline Community College. Prerequisite: Completion of ESLAB 020 (Level 2 ESL) or placement in ESLAB 030.
ESL/ABE 040 Integrated Skills in English 4 (10)
Students read, write, speak, and listen to material about personal and social issues. Emphasis is given to using more advanced vocabulary and grammar. Prerequisite: Successful completion of ESL level 3 or placement into ESL level 4 or 5. Mandatory P/NC grading.

ESL/ABE 045 Listening & Speaking in English 4 (5)
Students continue to develop listening and speaking skills at an increasingly complex level. Students improve communication skills for everyday life and academic preparation. Prerequisite: Successful completion of the previous level or appropriate placement on the CASAS and/or SCC ESL placement test. Mandatory P/NC grading.

ESL/ABE 047 ESL Healthcare Overview (5)
ESL Healthcare Overview introduces students to care and common cultural differences found in healthcare settings and an overview of basic human anatomy. Listening, speaking and study skills are integrated into course content. Previously ESLAB 048. Prerequisite: Successful completion of ESL level 3 or placement into ESL level 4 or above or by instructor permission. Mandatory P/NC grading.

ESL/ABE 050 Integrated Skills in English 5 (10)
Students read pre-college materials, build vocabulary, use more advanced grammar and write well-developed and connected paragraphs that combine personal with text-based information. Prerequisite: Successful completion of the previous level or appropriate placement on the CASAS and/or SCC ESL placement test. Mandatory P/NC grading.

ESL/ABE 054 Connecting to College and Careers (1)
This course transitions students into college courses and introduces distance learning. Using technology, students enhance their communication skills while learning vocabulary and basic concepts related to careers and educational options. Prerequisite: Placement into ESL level five or successful completion of ESL level four or equivalent with instructor permission. Mandatory P/NC grading.

ESL/ABE 055 Listening and Speaking 5 (5)
This course continues to emphasize listening and speaking at an increasingly complex level. Students improve skills relevant for everyday life and college preparation. They take notes on and discuss short lectures and passages of informal speech. Prerequisite: Successful completion of ESL 045, ESL placement into level 5, or instructor's permission. Mandatory P/NC grading.

ESL/ABE 057 ESL Medical Terminology (5)
ESL Medical Terminology prepares students for health occupation courses and programs. Students improve their English as they learn medical terms, and an overview of basic anatomy. Medical Terminology and ESL faculty co-teach this course. Previously ESLAB 055. Prerequisite: Successful completion of ESL level 4 or ESL placement into level 5 or by instructor permission. Mandatory P/NC grading.

ESL/ABE 058 Focus On Writing (5)
Students practice writing skills to help them succeed in ESL and college classes. Students learn to find and correct errors, review grammar points and mechanics, and write in a variety of contexts. Some emphasis on organization. Course may be repeated for credit. Prerequisite: Successful completion of ESL level 3 or placement into ESL level 4 or 5 or 6. Mandatory P/NC grading.

ESL/ABE 059 English for the Office (5)
This course helps prepare ESL students for a career in an office setting. Language and technology skills are integrated with basic computer, software, office terminology, telephone and note-taking skills, basic business document preparation, and job search strategies. Prerequisite: Successful completion of ESL level 3, placement into level 5 or by instructor permission. Mandatory P/NC grading.

ESL/ABE 060 Integrated Skills in English 6 (10)
In this integrated reading, writing and grammar course, students gain skills necessary to advance to college courses and professional/technical training. Students progress from paragraph to basic essay writing. Reading topics vary depending on textbooks and instructor and/or student choice. Prerequisite: Successful completion of ESL level 5 or placement on the CASAS and/or SCC ESL placement test. Mandatory P/NC grading.

ESL/ABE 067 Anatomy and Physiology for ESL Students (5)
ESL Anatomy and Physiology prepares students for biology and/or health occupation courses and programs. Students improve their English skills as they learn basic anatomy, physiology and selected diseases. ESL and Biology faculty co-teach this course. Previously ESL 091. Prerequisite: Successful completion of ESL level 4 or ESL placement into Level 5 or above or by instructor permission. Mandatory P/NC grading.

ESLAF-INTERNATIONAL 001 Special Topics in ESLAF (1)
Clauses focus on specific issues and/or topics of interest in ESLAF.

ESLAF-INTERNATIONAL 004 Special Topics in ESLAF (4)
Clauses focus on specific issues and/or topics of interest in ESLAF.

ESLAF-INTERNATIONAL 005 Special Topics in ESLAF (5)
Clauses focus on specific issues and/or topics of interest in ESLAF.

ESLAF-INTERNATIONAL 006 ESL Through Technology II-International (3)
Students work on level-appropriate language skills in 4 areas — speaking, listening, reading, writing - and learn basic computer-media technology. This class may be repeated for credit. Prerequisite: Placement into ESL levels one or two. Mandatory P/NC grading.

ESLAF-INTERNATIONAL 007 ESL Through Technology II-International (3)
Students work on level-appropriate language skills in 4 areas — speaking, listening, reading, writing - and learn basic computer-media technology. This class may be repeated for credit. Prerequisite: Placement into level three, four, or five.

ESLAF-INTERNATIONAL 010 Integrated Skills in English 1 - International (10)
Students will improve reading, writing and grammar in life contexts such as providing personal information, describing daily events, free-time activities and hobbies. Prerequisites: Appropriate placement on the SCC ESL placement test. Mandatory P/NC grading.

ESLAF-INTERNATIONAL 015 Listening & Speaking in English 1 - International (5)
Students improve listening and speaking to communicate in contexts such as personal information, schedules, free-time activities and hobbies. Prerequisites: Appropriate placement on the SCC ESL placement test. Mandatory P/NC grading.

ESLAF-INTERNATIONAL 020 Integrated Skills in English 2 - International (10)
Students will improve their reading, writing and grammar for home, school and community with an emphasis on well-formed sentences. Prerequisite: Successful completion of the previous level or appropriate placement on the SCC ESL placement test. Mandatory P/NC grading.

ESLAF-INTERNATIONAL 025 Listening & Speaking in English 2 - International (5)
Students practice listening and speaking in the contexts of school, health, shopping, and places in the community. Prerequisites: Successful completion of the previous level or appropriate placement on the SCC ESL placement test. Mandatory P/NC grading.

ESLAF-INTERNATIONAL 030 Foundations in ESL A—Integrated Skills (10)
Students write simple paragraphs on personal topics by combining basic vocabulary and grammar structures. Students read a variety of texts on personal subjects. Prerequisites: Placement into level three, four, or five.

ESLAF-INTERNATIONAL 035 Listening & Speaking in ESL A—Integrated Skills (5)
Students practice conversing and speaking clearly within school, daily life and social situations. Students practice conversing and speaking clearly. Prerequisite: Appropriate placement on the SCC ESL placement test. Mandatory P/NC grading.

ESLAF-INTERNATIONAL 040 Foundations in ESL B—Integrated Skills (10)
Students write more complex paragraphs by combining expanded vocabulary and grammar structures. Students read a variety of pre-academic texts and materials. Prerequisite: Successful completion of ESLAF 050 or appropriate placement on the SCC ESL placement test. Mandatory P/NC grading.

ESLAF-INTERNATIONAL 045 Foundations in ESL B—Speaking/Learning (5)
Students practice speaking and listening skills within school, daily life and social situations. Students practice conversing and speaking clearly. Prerequisite: Placement on the SCC ESL placement test. Mandatory P/NC grading.

ESLAF-INTERNATIONAL 050 Foundations in ESL C—Integrated Skills (10)
Students practice and listen at an increasingly complex level. Students improve listening skills for everyday life as well as for
COURSE DESCRIPTIONS

FILM/VIDEO 255
Basic Video Production (3)
Intensive introduction to the practical applications of single camera video production techniques. Students work towards basic proficiencies on video camera, lighting, and audio equipment. Student option grading.

FILM/VIDEO 256
Video Production I (5)
Survey of the principles, theories and techniques of digital filmmaking production and visual storytelling with a focus on single-camera production. Includes an introduction to the production process, storyboarding, lighting, sound capture, and local filmmaking resources. Appropriate for all levels of experience. Prerequisite: CINEM 202 or FILM 255 with a 2.0 or better or instructor’s permission. Student option grading.

FILM/VIDEO 257
Video Production II (5)
This advanced video production course focuses more intensely on group collaboration, multi-camera digital filmmaking skills, and working with clients in a video production environment. Prior video production experience required. Prerequisite: FILM 255 or 256 with a 2.0 or better or instructor’s permission. Student option grading.

FILM/VIDEO 258
Cinematography and Sound Recording (5)
An advanced film course focusing on cinematography, lighting and sound. There is an emphasis on directing, grip and gaffing techniques, the aesthetics of camera work and dual-system sound recording. Prerequisite: FILM 255 or 256 or 257 or instructor’s permission. Student option grading.

FILM/VIDEO 265
Editing I (5)
Intro to video editing and the post-production process. Explores the historical and artistic development of editing, prevailing theoretical models, current/emerging technology, and techniques. Investigates post-production software (Media Composer, Final Cut Pro or Premiere, depending on quarter). Open to all levels. Course may be repeated. Prerequisite: Successful completion of ESIF 060 or appropriate placement on the SCC ESL placement test. Mandatory P/NC grading.

FILM/VIDEO 266
Introduction to Editing (5)
Prerequisite: Successful completion of ESL 060 or appropriate placement on the SCC ESL placement test. Mandatory P/NC grading.

FILM/VIDEO 267
Production Management (5)
Survey of the financial aspects of film production. Covers budgeting, scheduling, insurance, contracts, releases, script breakdowns, and preparing bids. Prerequisite: CINEM 202 or FILM 255 with a 2.0 or better or instructor’s permission. Student option grading.

FILM/VIDEO 268
The Documentary (5)
A praxis course focused on the analysis of film and video productions intended to be seen as factual presentations of historical, political or social events as well as introductory documentary production techniques. Course also covers the legal and ethical issues inherent in documentary production and distribution. Prerequisite: CINEM 202/W or CINEM 202 with a 2.0 or better or instructor’s permission. Student option grading.

FILM/VIDEO 269
Editing II (5)
This course focuses on advanced video editing skills using leading non-linear editing systems. Third course in the editing and post-production sequence. Prerequisite: FILM 265, VCT 268 or instructor permission. Student option grading.

FILM/VIDEO 270
Screenwriting (5)
An intensive seminar on the fundamentals of dramatic writing for the screen. This course focuses on key script elements: plot structure, character and scene development. Students will write multiple short screenplays over the course of the quarter. Open to all levels of screenwriting experience. Prerequisite: Placement in ENGL& 101 or instructor permission. Student option grading.

FILM/VIDEO 286
Film Production Management (4)
Survey course which explores the legal, financial and logistical aspects of film production. Covers producing and scheduling, insurance, contracts, releases, script breakdowns and preparing bids. Prerequisite: Any other course in Film or instructor’s permission. Student option grading.

FILM/VIDEO 287
The Documentary (5)
A praxis course focused on the analysis of film and video productions intended to be seen as factual presentations of historical, political or social events as well as introductory documentary production techniques. Course also covers the legal and ethical issues inherent in documentary production and distribution. Prerequisite: CINEM 202/W or CINEM 202 with a 2.0 or better or instructor’s permission. Student option grading.

FILM/VIDEO 290
Industry Experience In Film (5)
Application of digital filmmaking techniques and theories in an off-campus production environment. Site approval must be obtained by student. Course may be repeated. Student option grading.

FILM/VIDEO 291
Special Topics In Film/Video (1)
Classes focus on specific issues and/or topics of interest in film/video.

FILM/VIDEO 292
Special Topics In Film/Video (2)
Classes focus on specific issues and/or topics of interest in film/video.

FRENCH & 121
French I (5)

FRENCH & 122
French II (5)
Continuation of FRCH & 121. Fast-paced interactive approach to learning French. Topics: near future, past tense, imperative, paritive article, prepositions. Vocabulary themes: travel, food, purchases, directions. Cultural studies continued. Previously FRCH 102. Prerequisite: FRCH & 121 or equivalent with instructor’s permission. Student option grading.

FRENCH & 123
French III (5)
Continuation of FRCH & 122. Fast-paced interactive approach to learning French. Topics: imperfect, comparison, reflexive verbs, object pronouns, other tenses. Communication themes: past narrations, requests, daily activities, history of France, select Francophone cultures. Previously FRCH 103. Prerequisite: FRCH & 122 or equivalent with instructor permission. Student option grading.
COURSE DESCRIPTIONS

FRENCH 295
Special Topics in French (5)
Classes focusing on specific issues and/or topics of interest in French. Student option grading.

FRENCH 297
Individual Project in French (1)
Individual project in a specific area of French. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

FRENCH 298
Individual Project in French (2)
Individual project in a specific area of French. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

FRENCH 299
Individual Project in French (3)
Individual project in a specific area of French. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

GED PREPARATION 001
GED Preparation (5)
Students prepare for the GED test by reading for understanding, and writing five connected paragraphs in essay format using academic English conventions. GED orientation and test-taking skills will be included. GED math skills are covered in ACE math classes. Prerequisite: CASAS Appraisal score of 236 or higher. Mandatory P/N/C grading.

GENDER & WOMEN’S STUDIES 205
Gender and Global Justice (5)
Explores how globalization affects gender relations and the relative status of women and men in various global contexts. Investigates the institutional status of women in national and international systems of healthcare, justice, economics, politics, family, and development. Dual listed as INTST 205. Previously WOMEN 205. Prerequisite: Placement in ENGL 099 or higher. Student option grading.

GENDER & WOMEN’S STUDIES 215
Women In U.S. History (5)
Examines US history from pre-colonial times to the present from the perspectives of women of various racial, ethnic, religious, and socioeconomic backgrounds, and explores how women helped shape US history. Previously WOMEN 240. Dual listed with HIST 215. Prerequisite: Either concurrent or successful completion of ENGL 101 is recommended. Mandatory decimal grading.

GENDER & WOMEN’S STUDIES 215W
Women In U.S. History (5)
Examines US history from pre-colonial times to the present from the perspectives of women of various racial, ethnic, religious, and socioeconomic backgrounds, and explores how women helped shape US history. Previously WOMEN 215W. Dual listed with HIST 215W. Prerequisite: Either concurrent or successful completion of ENGL 101 is recommended. Mandatory decimal grading.

GENDER & WOMEN’S STUDIES 284
Gender, Race and Class (5)
This course explores the ways in which one’s gender, race, class and sexual orientation affect access to, participation in, and treatment by a variety of social institutions. We study the legal system, education, and the media as well as actions to confront systems of oppression in the U.S. Previously WOMEN 284. Student option grading.

GENDER & WOMEN’S STUDIES 285
Gender, Violence and Social Change (5)

GENDER & WOMEN’S STUDIES 286
Women of Power (5)
We will study the relationship between gender and power. Topics include barriers to acquiring power, strategies for obtaining power, and uses of power, especially for women. Students will research several powerful women. Emphasis is on class discussion and collaboration. Previously WOMEN 286. Recommend ENGL & 101. Student option grading.

GENDER & WOMEN’S STUDIES 286W
Women of Power (5)
We will study the relationship between gender and power. Topics include barriers to acquiring power, strategies for obtaining power, and uses of power, especially for women. Students will research several powerful women. Emphasis is on class discussion and collaboration. Previously WOMEN 286W. Recommend ENGL & 101. Student option grading.

GENDER & WOMEN’S STUDIES 288
Introduction to LGBTQ Studies (5)
This course will explore the field of Lesbian, Gay, Bisexual, Transgender, Intersex, and Queer Studies. We will focus on gender, sex, sexual orientation, and the body. Students will use the lenses of history, nation, culture, and politics to examine these areas and their interactions with race, class, and ability.

GENDER & WOMEN’S STUDIES 291
Special Topics in Gender & Women’s Studies (1)
Classes focusing on specific issues and/or topics of interest in Gender & Women’s Studies. Student option grading.

GENDER & WOMEN’S STUDIES 292
Special Topics in Gender & Women’s Studies (2)
Classes focusing on specific issues and/or topics of interest in Gender & Women’s Studies. Student option grading.

GENDER & WOMEN’S STUDIES 293
Special Topics in Gender & Women’s Studies (3)
Classes focusing on specific issues and/or topics of interest in Gender & Women’s Studies. Student option grading.

GENDER & WOMEN’S STUDIES 294
Special Topics in Gender & Women’s Studies (4)
Classes focusing on specific issues and/or topics of interest in Gender & Women’s Studies. Student option grading.

GENDER & WOMEN’S STUDIES 295
Special Topics in Gender & Women’s Studies (5)
Classes focusing on specific issues and/or topics of interest in Gender & Women’s Studies. Student option grading.

GENDER & WOMEN’S STUDIES 297
Individual Project in GWS (1)
Individual project in a specific area of Gender & Women’s Studies. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students’ educational and work experience. Student option grading.

GENDER & WOMEN’S STUDIES 298
Individual Project in GWS (2)
Individual project in a specific area of Gender & Women’s Studies. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students’ educational and work experience. Student option grading.

GENDER & WOMEN’S STUDIES 299
Individual Project in GWS (3)
Individual project in a specific area of Gender & Women’s Studies. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students’ educational and work experience. Student option grading.

GEOGRAPHY & 100
Introduction to Geography (5)
An introduction to the diverse field of geography. Introduction to physical and human geography with an emphasis on the nature and complexity of the human imprint on the Earth’s surface. Survey of major topical issues studied by geographers including landforms, climate, population, culture, cities and government. Previously GEOG 100. Prerequisite: Placement in ENGL 099 or ESL 099 or successful completion of ENGL 090 or ESL 098. Student option grading.

GEOGRAPHY 123
Introduction to Globalization (5)
This course considers the dynamic processes and consequences of increasing flows of goods, people, ideas, capital and services that cross traditional political, economic, cultural and geographic boundaries and the challenges that emerge for society, including environmental quality, cultural and political identity and economic opportunity. Dual listed as INTST 123. Prerequisite: Placement into ENGL 099 or ESL 099 or successful completion of ENGL 090. Mandatory decimal grading.

GEOGRAPHY & 200
Introduction to Human Geography (5)
An introduction to the field of human geography. Explores cultural patterns and processes and the geographic expression of society emphasizing the relationship between humans and the physical environment. Survey includes issues such as culture, language, resources and economic activity, population, cities and government. Previously GEOG 200. Prerequisite: Placement in ENGL 099 or ESL 099 or successful completion of ENGL 090 or ESL 098. Student option grading.
GEOGRAPHY 203
Cartography and Landforms (5)
An introduction to map use and landform analysis. Examines the dynamic processes behind Earth’s surface features. Emphasizes the recognition of these features and their importance to humans. Topics include global, North American and local (Puget Sound) perspectives. A lab science distribution credit. Previously GEOG 205 and GEOG2 203. Prerequisite: Placement in ENGL 099 or ESL 099 or successful completion of ENGL 090 or ESL 099. Student option grading.

GEOGRAPHY 204
Weather, Climate and Ecosystems (5)
An introduction to Earth’s atmosphere and ecosystems. Focus on atmospheric and biological patterns and processes and their measurement and representation. Topics include global, North American and local (Northwest and Puget Sound) perspectives including climate change. A lab science distribution credit. Previously GEOG 206 and GEOG C 204. Prerequisite: Placement in ENGL 099 or ESL 099 or successful completion of ENGL 090 or ESL 098. Student option grading.

GEOGRAPHY 277
Introduction to Urban Geography (5)
An introduction to the field of urban geography. Investigates the political and socioeconomic forces that have shaped North American cities and the historic and contemporary income, gender and minority group issues around urban inequality. Student option grading.

GEOGRAPHY 295
Special Topics in Geography (5)
Classes focusing on specific issues and/or topics of interest in Geography.

GEOGRAPHY 297
Individual Project in Geography (1)
Individual project in a specific area of geography. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students’ educational and work experience. Student option grading.

GEOGRAPHY 298
Individual Project in Geography (2)
Individual project in a specific area of geography. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students’ educational and work experience. Student option grading.

GEOGRAPHY 299
Individual Project in Geography (3)
Individual project in a specific area of geography. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students’ educational and work experience. Student option grading.

GEOLOGY & 110
Environmental Geology (5)
An introductory-level geology course with laboratory exploring the relations between geological processes and human populations including the impacts of human activities on the environment and the impacts of geological processes on human populations. Prerequisites: Completion of ESL 099 or ENGL 099 with a 2.0 or better or COMPASS test placement into ENGL& 101. Student option grading.

GEOLOGY & 115
Geology of National Parks (5)
An exploration of major geologic processes through the discovery of the origin of the landscapes and the study of the geologic history of America’s National Parks. Course will include laboratory and one week-end field trip to a National Park of Washington State. Previously GEOL 120. Student option grading.

GEOLOGY & 208
Geology of the Pacific Northwest (6)
Examines geological history of the Pacific Northwest. Includes laboratory study of the rocks and structures of the Northwest provinces & four weekend field trips to study the most important areas first hand. Previously GEOL 208. Prerequisite: GEOL& 101 or permission. Student option grading.

GEOLOGY 295
Special Topics in Geology (5)
Classes focusing on specific issues and/or topics of interest in geology. Previously GEOL 285.

GEOLOGY 297
Individual Project in Geology (1)
Individual project in a specific area of geology. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students’ educational and work experience. Student option grading.

GEOLOGY 298
Individual Project in Geology (2)
Individual project in a specific area of geology. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students’ educational and work experience. Student option grading.

GEOLOGY 299
Individual Project in Geology (3)
Individual project in a specific area of geology. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students’ educational and work experience. Student option grading.

GET IN GEAR 101
Get In Gear: English & Communication Studies (12)
ENGL 099/101 and CMST 101: Discover who you are as a college student and your place in a vibrant academic community. Explore the skills and resources you need to empower yourself, and develop critical thinking and communication skills so that you can participate successfully in all your communities. Establish habits of mind to ease and enrich your college experience. Students will take ENGL 099/101 (5 Cr) and Communication Studies 101 (5 Cr). You will register separately for Study Skills 099 (2 Cr) and/or MATH 007 (2 Cr). For more information visit our website or contact Kathie Hunt (khunt@shoreline.edu).

HEALTH INFORMATICS/INFO MGMT 120
Survey of Health Care Delivery (4)
Hospital ownership and organization, long term care, home health agencies, hospices, mental health treatment facilities, ambulatory care centers, social service agencies. Medical staff, educational preparation of health care professionals, medical ethics. Roles of government in health care. Health care financing. Prerequisite: Completion of ENGL& 101 with a grade of 2.0 or higher. HIIM advisor permission required. Mandatory decimal grading.

HEALTH INFORMATICS/INFO MGMT 125
Hospital and Clinic Patient Records (5)

HEALTH INFORMATICS/INFO MGMT 134
Medical Terminology (5)
Study of word elements (prefixes, suffixes and roots), terms in anatomy and physiology, selected diseases, symptoms, procedures, x-ray and laboratory tests in common usage, and commonly used medical abbreviations. Accurate spelling, meaning of terms and word elements, and pronunciation. Previously HCI 132. Prerequisite: Successful completion of ENGL 099 or ESL 099 or COMPASS test score showing readiness for ENGL& 101. Mandatory decimal grading.

HEALTH INFORMATICS/INFO MGMT 154
Medical Reimbursement Systems (5)
Overview of inpatient/outpatient health insurance plans, revenue cycles, health insurance claims, health insurance terminology, reimbursement methodologies for professional services, completion of billing forms, fraud and abuse/HIPAA issues, processing, various prospective payment systems. Prerequisite: Completion with a grade of 2.0 or higher of HIIM 171 and HIIM 172 or concurrent enrollment. HIIM advisor permission required. Mandatory decimal grading.

COURSE DESCRIPTIONS

137
HEALTH INFORMATICS/INFO MGMT 170
Legal Aspects of Health Care (4)

An introduction to legal concepts court functions, and practices. Confidentiality/release of information standards with practice including HIPAA requirements, confidentiality, security of data, and fraud and abuses. Prerequisite: Completion of ENGL 101 and HIIM 125 with a grade of 2.0 or higher. HIIM advisor permission required. Mandatory decimal grading.

HEALTH INFORMATICS/INFO MGMT 171
Basic Icd-10 Coding (5)

Instruction and practice with ICD-10CM/PCS systems. Introduction to Diagnostic Related Groups (DRGs) and their relationship to coding assignment and financial health care. Previously HCI 221. Prerequisite: Completion with a grade of 2.0 or higher HIIM 125, HIIM 134, HIIM 174 and HIIM 175 or concurrent enrollment. HIIM Advisor permission required. Mandatory decimal grading.

HEALTH INFORMATICS/INFO MGMT 172
CPT Coding (5)

Instruction and practice in outpatient coding using CPT and HCPCS coding systems. Ethical and legal coding practices stressed. Reimbursement methodologies related to APCs and RBRVS. Previously HCI 172. Prerequisite: Completion with a grade of 2.0 or higher - HIIM 171, 174, 175 or concurrent enrollment. HIIM Advisor permission required. Mandatory decimal grading.

HEALTH INFORMATICS/INFO MGMT 173
Intermediate Medical Coding (5)

Diagnosis and procedure coding using ICD-10 and CPT. Coding/abstracting, entering data into computerized encoder/grouped/abstracting system. Utilize DRGs and APCs. Other Coding Systems, fraud and abuse and compliance issues discussed. Previously HCI 222. Prerequisite: Completion with a grade of 2.0 or higher of HIIM 171 and 172. HIIM advisor permission required. Mandatory decimal grading.

HEALTH INFORMATICS/INFO MGMT 174
Pharmacology (3)

Terminology for medication ordering, dosing, administration. Effective use of drug references. Classes of drugs and common drugs in each class. Effect of drugs on living organisms and tissues, side effects of drugs, contraindications, drug-drug interactions, controlled substances and schedules, common drug regimens. Previously HCI 214. Prerequisite: Completion with a grade of 2.0 or higher of HIIM 134 or BIOL & 170. HIIM advisor permission required. Mandatory decimal grading.

HEALTH INFORMATICS/INFO MGMT 175
Human Diseases (5)

Introduction to principles of general mechanisms of diseases including etiology, prognosis, signs and symptoms. Relationship of normal body functioning to the physiologic changes that occur as a result of illness. Rationale for common therapies, laboratory tests & drugs for selected diseases. Previously HCI 215. Prerequisites: Completion with a grade of 2.0 or higher of HIIM 134 and BIOL & 170. HIIM advisor permission required. Mandatory decimal grading.

HEALTH INFORMATICS/INFO MGMT 219
Health Care Statistics (4)


HEALTH INFORMATICS/INFO MGMT 220
Quality Improvement In Healthcare (5)

Evaluation of medical care and its relationship to the credentialing process in health care facilities. Utilization review requirements & procedures. Patient safety and risk management principles. Joint Commission and National Committee for Quality Assurance. Prerequisite: Completion with a grade of 2.0 or higher or concurrent enrollment in HIIM 219, 225, and 228. HIIM advisor permission required. Mandatory decimal grading.

HEALTH INFORMATICS/INFO MGMT 224
Management for Health Information Supervisors (5)

Health Information Department management. Written/oral communications, legal aspects of supervision, job analysis/descriptions, interviewing, hiring, new staff orientation, staff education, motivation, problem employees, performance evaluations, unions, policies, procedures, office safety/layout, planning, budgets. Prerequisites: Formal acceptance into the second year of the Health Information Technology program, completion with a grade of 2.0 or higher in HIIM 219, 225 and 228. Completion of HIIM 220 and 226 or concurrent enrollment. HIIM advisor permission required. Mandatory decimal grading.

HEALTH INFORMATICS/INFO MGMT 225
Computers In Health Care (5)

This course provides an overview of health care industry computer applications and technology; systems interoperability; health care facility databases/repositories; patient electronic health records; computer security; legal aspects of electronic records; networking; Internet issues in health care; PubMed. Prerequisite: BUSTC 105 or equivalent and completion with a grade of 2.0 or higher or concurrent enrollment in HIIM 120. HIIM advisor permission. Mandatory decimal grading.

HEALTH INFORMATICS/INFO MGMT 226
Alternative Care Record Systems (4)

health record content requirements, information systems, and regulations in skilled nursing facilities, home health agencies, physician offices, hospital outpatient settings, prison health care, occupational health clinics, mental health settings, Cancer registries. Medical staff office. Health record consultation. Prerequisite: Completion of HIIM 219, 225, 228 with a grade of 2.0 or higher. HIIM advisor permission required. Mandatory decimal grading.

HEALTH INFORMATICS/INFO MGMT 228
Medical Coding Practicum (2)

Diagnosis and procedure coding using ICD-10 and CPT. Coding/abstracting health records and entering data into computerized encoder/grouped/abstracting system. Utilize Diagnosis-Related Groups (DRGs) and Ambulatory Payment Classifications (APCs). Coding compliance in relation to fraud and abuse in coding/billing. Prerequisite: Completion of HIIM 173 with 2.0 or above. HIIM advisor permission required. Mandatory decimal grading.

HEALTH INFORMATICS/INFO MGMT 234
Professional Practice Experience (4)

Practice in coding, abstracting, calculating statistics, capturing and reporting tumor registry data, releasing patient information, entering and retrieving computer data, analyzing records for deficiencies, and evaluating department systems in a variety of clinical health care facilities. Previously HCI 231. Prerequisite: Formal acceptance into the second year of the Health Information Technology program, completion with a grade of 2.0 or higher in HIIM 219, 225 and 228. Completion of HIIM 220 and 226 or concurrent enrollment. HIIM advisor permission required. Mandatory decimal grading.

HEALTH INFORMATICS/INFO MGMT 235
Health Information Technology Capstone Course (4)

Student teams research and present business plans for a new clinic health information department. Investigate, select and present department functions, job descriptions, supplies/equipment list, policies, procedures, flow charts, layout, and budget according to team-developed planning time table. Previously HCI 232. Prerequisites: Formal acceptance into the second year of the Health Information Technology program, completion with a grade of 2.0 or higher or concurrent enrollment in all courses required in the HIT program. HIIM advisor Permission required. Mandatory decimal grading.

HEALTH INFORMATICS/INFO MGMT 291
Special Topics In Health Informatics/Info Mgmt (1)

Classes focusing on specific issues and/or topics of interest in Health Informatics & Information Management. Previously HCI 291. HIIM advisor permission only. Student option grading.

HEALTH INFORMATICS/INFO MGMT 292
Special Topics In Health Informatics/Info Mgmt (2)

Classes focusing on specific issues and/or topics of interest in Health Informatics & Information Management. Previously HCI 292. HIIM advisor permission only.

HEALTH INFORMATICS/INFO MGMT 293
Special Topics In Health Informatics/Info Mgmt (3)

Classes focusing on specific issues and/or topics of interest in Health Informatics & Information Management. Previously HCI 293. HIIM advisor permission only.

HEALTH INFORMATICS/INFO MGMT 295
Special Topics In Health Informatics/Info Mgmt (5)

Classes focusing on specific issues and/or topics of interest in Health Informatics & Information Management. Previously HCI 295. HIIM advisor permission only.
#### Course Descriptions

##### Heath Informatics/Info Mgmt 297
Individual Project in Health Informatics/Information Management (3)

- Individual project in a specific area of Health Informatics & Information Management. By arrangement with instructor. Prerequisite: HIIM advisor permission, based on evaluation of student's educational and work experience

##### Heath Informatics/Info Mgmt 298
Individual Project in Health Informatics/Info Mgmt (2)

- Individual project in a specific area of Health Informatics & Information Management. By arrangement with instructor. Prerequisite: HIIM advisor permission, based on evaluation of student’s educational and work experience

##### Heath Informatics/Info Mgmt 299
Individual Project in Health Informatics/Info Mgmt (3)

- Individual project in a specific area of Health Informatics & Information Management. By arrangement with instructor. Prerequisite: HIIM advisor permission, based on evaluation of student’s educational and work experience

##### History 116
Western Civilization I: Ancient/Medieval History (5)

Survey of western civilization’s origins in the ancient Near East, Greece, Rome, Medieval Europe, Byzantium and Islam. An examination of social, cultural, political and intellectual traditions, including major religious and political institutions, medieval society, and urban culture to the Black Death. Previously HIST 111. Prerequisite: Concurrent or successful completion of ENGL& 101 is recommended. Mandatory decimal grading.

##### History 117
Western Civilization II: The Early Modern World (5)

Survey of western civilization from the thirteenth century to early nineteenth century with emphasis on the Renaissance, the Reformation, the rise and fall of absolute monarchies, the Scientific Revolution, the Enlightenment, the French Revolution, and the rise and fall of Napoleon. Previously HIST 112. Prerequisite: Concurrent or successful completion of ENGL& 101 is recommended. Mandatory decimal grading.

##### History 118
Western Civilization III: The Modern World (5)

Survey of the modern era examining the Industrial Revolution, the development of modern ideologies and imperialism, the World Wars, Cold War, and contemporary global economic, cultural, social, and political institutions. Previously HIST 113. Prerequisite: Concurrent or successful completion of ENGL& 101 is recommended. Mandatory decimal grading.

##### History 136
U.S. History I: to 1877 (5)

A chronological and thematic study of U.S. history from Early America to Reconstruction with emphasis on its cultural, diplomatic, economic, political, and social elements. Previously HIST 241. Prerequisite: Concurrent or successful completion of ENGL& 101 is recommended. Mandatory decimal grading.

##### History 137
U.S. History II: From 1877 (5)

A chronological and thematic study of U.S. history from the end of Reconstruction to the present with emphasis on its cultural, diplomatic, economic, political, and social elements. Previously HIST 242. Prerequisite: Concurrent or successful completion of ENGL& 101 is recommended. Mandatory decimal grading.

##### History & 146
US History I: Early America to 1800 (5)

- Chronological and thematic study of U.S. history from Early America to 1800 with emphasis on its cultural, diplomatic, economic, political, and social elements. Major topics: indigenous societies, European conquest and colonization, ethnic and religious diversity, slavery, the American Revolution, the U.S. Constitution, and republicanism. Prerequisite: Concurrent or successful completion of ENGL& 101 is recommended. Mandatory decimal grading.

##### History & 147
US History II: Nineteenth Century (5)

- Chronological and thematic study of U.S. History from 1800 to 1900 with emphasis on its cultural, diplomatic, economic, political, and social elements. Major topics: republicanism, westward expansion, slavery and abolitionism, social and political reform, Civil War, Reconstruction, Indian policy, industrialism, immigration and urbanization. Prerequisite: Concurrent or successful completion of ENGL& 101 is recommended. Mandatory decimal grading.

##### History & 148
US History III: Twentieth Century (5)

- Chronological and thematic study of U.S. History from 1900 to the present with emphasis on its cultural, diplomatic, economic, political, and social elements. Major topics: cultural and technological modernization, First and Second World Wars, economic prosperity and depression, social and political reform, multiculturalism, and globalization. Prerequisite: Concurrent or successful completion of ENGL& 101 is recommended. Mandatory decimal grading.

##### History 207
Introduction to Intellectual History (5)

An introduction to the classics of Western social and political thought from the classical ancient writers to modern theorists. Reading of the classics, from Plato to Lenin and beyond, will be studied in their historical context and also how they relate to our modern social and political conceptions. Prerequisite: Concurrent or successful completion of ENGL& 101 is recommended. Mandatory decimal grading.

##### History 214
Pacific Northwest History (5)

A chronological and thematic study of Pacific Northwest history (focused on Washington and Oregon but including regions from the Pacific Coast to the Rocky Mountains and from northern California to southern Alaska). Emphasizes cultural, economic, environmental, ethnic, political, and social topics. Previously HIST 267. Prerequisite: Either concurrent enrollment or successful completion of ENGL& 101 is recommended. Mandatory decimal grading.

##### History 214W
Pacific Northwest History (5)

A chronological and thematic study of Pacific Northwest history (focused on Washington and Oregon but including regions from the Pacific Coast to the Rocky Mountains and from northern California to southern Alaska). Emphasizes cultural, economic, environmental, ethnic, political, and social topics. Previously HIST 267. Prerequisite: Either concurrent enrollment or successful completion of ENGL& 101 is recommended. Mandatory decimal grading.

##### History 215
Women in U.S. History (5)

Examines U.S. history from pre-colonial times to the present from the perspectives of women of various racial, ethnic, religious, and socioeconomic backgrounds, and explores how women helped shape U.S. history. Dual listed with GWS 215. Previously HIST 240. Prerequisite: Either concurrent or successful completion of ENGL& 101 is recommended. Mandatory decimal grading.

##### History 215W
Women in U.S. History (5)

Examines U.S. history from pre-colonial times to the present from the perspectives of women of various racial, ethnic, religious, and socioeconomic backgrounds, and explores how women helped shape U.S. history. Dual listed with GWS 215. Previously HIST 240W. Prerequisite: Either concurrent or successful completion of ENGL& 101 is recommended. Mandatory decimal grading.

##### History 218
American Environmental History (5)

This course examines shifting attitudes toward nature during various historical periods by studying how North Americans attached meanings to the physical world and how humans reshaped landscapes and developed environmental policies. Mandatory decimal grading.

##### History 219
Native American History (5)

This course examines diverse American Indian histories from before European contact to the present. Emphasis is placed on Indian-European cultural interactions, US-Indian policy development, and the roles Natives played to ensure their survival and cultural integrity into the 21st century. Prerequisite: ENGL& 101 and 102 strongly recommended. Student option grading.

##### History 234
Ancient History (5)

An introduction to the history of the ancient Near East, Greece and Rome (Repubulc and Empire). The course examines political, economic, and social institutions and activities, including religious life and the cultural achievements of the great ancient civilizations. Prerequisite: Concurrent or successful completion of ENGL& 101 is recommended. Mandatory decimal grading.

##### History 235
Medieval European History (5)

Examines medieval civilization, from the collapse of Rome to the Black Death, including the rise of political institutions, the development of the medieval church, and the social, economic, and cultural achievements of the middle ages. Prerequisite: Concurrent or successful completion of ENGL& 101 is recommended. Mandatory decimal grading.
HISTORY 236 Early Modern European History (5)
Traces the political, social, economic, and cultural history of Europe from 1500 to 1815. Topics include the Renaissance, the Reformation, Scientific Revolution, Enlightenment, and political revolutions. Prerequisite: Concurrent or successful completion of ENGL& 101 is recommended. Mandatory decimal grading.

HISTORY 237 Modern European History (5)
Traces the political, social, economic and cultural history of Europe from 1815-1919. Applying an interdisciplinary approach this course emphasizes cultural diversity and multiple national influences in Europe and their reflection on a global world. Prerequisite: Concurrent or successful completion of ENGL& 101 is recommended. Mandatory decimal grading.

HISTORY 238 Contemporary European History (5)
Traces the political, social, economic and cultural history of Europe from the Treaty of Versailles to the present. Applying an interdisciplinary approach this course emphasizes cultural diversity and multiple national influences in Europe and their reflection on a global world. Prerequisite: Concurrent or successful completion of ENGL& 101 is recommended. Mandatory decimal grading.

HISTORY 245 History of American Immigration (5)
Multicultural study of immigration to the United States from the era of colonization to the present. Examination of the process of immigration and adaptation to life in the U.S., as well as reaction to immigrants by native-born Americans. Focus includes Asian, European, Latin American, and African immigrants. Prerequisite: Concurrent or successful completion of ENGL& 101 is recommended. Mandatory decimal grading.

HISTORY 246 African-American History 1: Ancient Africa to 1877 (5)
This course examines the economic and social development beginning in Africa, throughout the diaspora, with specific reference to the slave experience in the United States. Emphasis is upon the cultural, political, and economic development of Africa from an African American perspective. Previously HIST 211. Prerequisite: ENGL 099 or placement into ENGL& 101. Mandatory decimal grading.

HISTORY 247 African-American History 2: From 1877 (5)
Historical experiences of African Americans, post Civil War to present day. Emphasis is upon the cultural, political, and economic development of America from an African American perspective. Civil Rights movement will be a major focal point. Previously HIST 212. Prerequisite: ENGL 099 or placement into ENGL& 101. Mandatory decimal grading.

HISTORY 256 Northwest Native American History (5)
This course examines American Indian history of the Pacific Northwest Territory through cultural issues and conflicts, treaties and law, nature and ecology, and contemporary issues from an American Indian perspective. Prerequisite: Completion of ENGL& 101. Student option grading.

HISTORY 275 Real History: Film As Historical Text (5)
Much of what we know about the past has been shaped by the film industry. This course examines multiple film genres as well as different periods of history using films as historical texts. Critical viewing of films, readings from professional historical reviews, and historical sources will provide the basis for class discussions. Prerequisite: Concurrent or successful completion of ENGL& 101 is recommended. Mandatory decimal grading.

HISTORY 295 Special Topics In History (5)
Classes focusing on specific issues and/or topics of interest in History. Student option grading.

HISTORY 295W Special Topics In History (5)
Classes focusing on specific issues and/or topics of interest in History. Student option grading.

HISTORY 297 Individual Project In History (1)
Individual project in a specific area of history. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students’ educational and work experience. Student option grading.

HISTORY 298 Individual Project In History (2)
Individual project in a specific area of history. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students’ educational and work experience. Student option grading.

HISTORY 299 Individual Project In History (3)
Individual project in a specific area of history. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students’ educational and work experience. Student option grading.

HISTORY/EAST ASIA 218 Introduction to Japanese Civilization (5)
Survey of Japanese history, including the social, cultural, political and institutional developments from ancient times to the present. Covers theories of national origin and explores the historical roots of modern Japan. Foreign influences on Japan, ways of thinking, and religion and philosophy are also discussed. Previously EASIA 213. Student option grading.

HISTORY/EAST ASIA 297 Individual Project In East Asian History (1)
Individual project in a specific area of East Asian History. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students’ educational and work experience. Student option grading.

HISTORY/EAST ASIA 298 Individual Project In East Asian History (2)
Individual project in a specific area of East Asian History. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students’ educational and work experience. Student option grading.

HISTORY/EAST ASIA 299 Individual Project In East Asian History (3)
Individual project in a specific area of East Asian History. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students’ educational and work experience. Student option grading.

HONORS 100 Questions and Methods (5)
Cornerstone class for Honors Program. Students will examine diverse ways of asking and answering the enduring questions of the natural world and human society. Prerequisites: Admission to Honors Program and completion of or concurrent enrollment in ENGL& 102 or instructor permission. Mandatory decimal grading.

HONORS 230 Honors Seminar (3)
As the second course of the Honors Program sequence, students will explore their thesis topic with the aid of a faculty mentor with the focus of understanding and evaluating the theories, concepts, statistics or other information as related to their topic. Prerequisite: HNRS 100, ENGL& 102 are strongly recommended. Mandatory decimal grading.

HONORS 283 Special Topics In Honors (5)
Classes focusing on specific issues and/or topics of interest in Honors.

HONORS 292 Special Topics In Honors (2)
Classes focusing on specific issues and/or topics of interest in Honors. Student option grading.

HONORS 293 Special Topics In Honors (3)
Classes focusing on specific issues and/or topics of interest in Honors. Student option grading.

HONORS 295 Special Topics In Honors (5)
Classes focusing on specific issues and/or topics of interest in Honors.

HONORS 296 Honors Capstone (2)
Course designed around a common issue or theme. Students complete and present individual honors thesis projects. Prerequisite: HNRS 250. Mandatory decimal grading.

HONORS 298 Individual Project In Honors (2)
Individual project in a specific area of Honors. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students’ educational and work experience. Student option grading.

HONORS 299 Individual Project In Honors (3)
Individual project in a specific area of Honors. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students’ educational and work experience. Student option grading.
COURSE DESCRIPTIONS

HUMAN DEVELOPMENT 101
College Orientation and Success (2)
Develop skills important to success in college including goal setting, time management, stress reduction, study skills, academic and career planning. Mandatory P/NC grading.

HUMAN DEVELOPMENT 105
Career Exploration and Life Planning (2)
Identify your unique personality type, interests, values and strengths as related to career development and life planning. Explore various career and educational pathways that match your personal and professional goals. Be the architect of your future. Prerequisite: Placement into ENGL 099 or ESL 099. Mandatory P/NC grading.

HUMAN DEVELOPMENT 130
Stress Management (2)
Provide students with an understanding of the effects of stress on health, happiness and performance. Examine personal stressors and stress reduction skills. Mandatory P/NC grading.

HUMAN DEVELOPMENT 140
Improving Relationships (2)
Designed to help students communicate effectively with those close to them. Explore communication skills that enrich relationships. Mandatory P/NC grading.

HUMAN DEVELOPMENT 200
Special Topics in Human Development (0.5)
Classes focusing on specific issues and/or topics of interest in Human Development. Previously HUMDV 280.

HUMAN DEVELOPMENT 201
Special Topics in Human Development (1)
Classes focusing on specific issues and/or topics of interest in Human Development. Previously HUMDV 281.

HUMAN DEVELOPMENT 202
Special Topics in Human Development (2)
Classes focusing on specific issues and/or topics of interest in Human Development. Previously HUMDV 282.

HUMAN DEVELOPMENT 203
Special Topics in Human Development (3)
Classes focusing on specific issues and/or topics of interest in Human Development. Previously HUMDV 283.

HUMAN DEVELOPMENT 204
Special Topics in Human Development (4)
Classes focusing on specific issues and/or topics of interest in Human Development. Previously HUMDV 284.

HUMAN DEVELOPMENT 205
Special Topics in Human Development (5)
Classes focusing on specific issues and/or topics of interest in Human Development. Previously HUMDV 285.

HUMAN DEVELOPMENT 207
Individual Project in Human Development (1)
Individual project in a specific area of Human Development. By arrangement with instructor. Prerequisite: Instructor permission based on evaluation of students’ educational and work experience. Mandatory decimal grading.

HUMAN DEVELOPMENT 208
Individual Project in Human Development (2)
Individual project in a specific area of Human Development. By arrangement with instructor. Prerequisite: Instructor permission based on evaluation of students’ educational and work experience. Mandatory decimal grading.

HUMAN DEVELOPMENT 298
Individual Project in Human Development (3)
Individual project in a specific area of Human Development. By arrangement with instructor. Prerequisite: Instructor permission based on evaluation of students’ educational and work experience. Mandatory decimal grading.

HUMANITIES 111W
Exploring Culture: the Ancient World (5)
Explores cultures from prehistory to Middle Ages. Examine the forms and functions of religion, music, art, literature, how they are shaped by social, historical contexts. Includes ancient cultures, the development of Western thought in Greece and Rome, and of Christianity and Islam and their impact in Middle Ages. Previously HUMAN 111. Mandatory decimal grading.

HUMANITIES 112W
Exploring Culture: Medieval Europe to 1790 (5)
Explores development of Western culture and thought, focusing on religion, art, music, and literature in social and historical contexts of Late Middle Ages, Renaissance, Age of Exploration, Baroque/Reformation and Enlightenment. Emphasis on transitions which result in clear intellectual, imaginative, cultural shifts. Previously HUMAN 112. Mandatory decimal grading.

HUMANITIES 113W
Exploring Culture: Changing World Order (5)
Explores art, music, literature, religion as Western cultures move through social/historical changes in the 19th-21st centuries. Searches for individual/social identity in the collision of science/technology, relativism, internationalism, political polarization and new philosophies on human nature/personal responsibility. Previously HUMAN 113W. Mandatory decimal grading.

HUMANITIES 114W
World Humanities: Comparing Global Cultures (5)
Students compare several primarily non-Western cultures, using a chosen theme such as sacred space, death/dying, self-identity, etc. Students study the cultures’ expressions of the chosen theme through their arts/architecture, rituals, traditions, chanting/music, literature, and/or dance and create their own expressions of the chosen theme. Mandatory decimal grading.

HUMANITIES 115W
Exploring Culture: the Ancient World (5)
Explores cultures from prehistory to Middle Ages. Examine the forms and functions of religion, music, art, literature, how they are shaped by social, historical contexts. Includes ancient cultures, the development of Western thought in Greece and Rome, and of Christianity and Islam and their impact in Middle Ages. Previously HUMAN 111W. Mandatory decimal grading.

HUMANITIES 116W
Exploring Culture: Medieval Europe to 1790 (5)
Explores development of Western culture and thought, focusing on religion, art, music, and literature in social and historical contexts of Late Middle Ages, Renaissance, Age of Exploration, Baroque/Reformation and Enlightenment. Emphasis on transitions which result in clear intellectual, imaginative, cultural shifts. Previously HUMAN 112W. Mandatory decimal grading.

HUMANITIES 117W
Exploring Culture: Changing World Order (5)
Explores art, music, literature, religion as Western cultures move through social/historical changes in the 19th-21st centuries. Searches for individual/social identity in the collision of science/technology, relativism, internationalism, political polarization and new philosophies on human nature/personal responsibility. Previously HUMAN 113W. Mandatory decimal grading.

HUMANITIES 118W
World Humanities: Comparing Global Cultures (5)
Students compare several primarily non-Western cultures, using a chosen theme such as sacred space, death/dying, self-identity, etc. Students study the cultures’ expressions of the chosen theme through their arts/architecture, rituals, traditions, chanting/music, literature, and/or dance and create their own expressions of the chosen theme. Mandatory decimal grading.

HUMANITIES 119W
Exploring Culture: the Ancient World (5)
Explores cultures from prehistory to Middle Ages. Examine the forms and functions of religion, music, art, literature, how they are shaped by social, historical contexts. Includes ancient cultures, the development of Western thought in Greece and Rome, and of Christianity and Islam and their impact in Middle Ages. Previously HUMAN 111W. Mandatory decimal grading.

HUMANITIES 121W
Exploring Culture: Medieval Europe to 1790 (5)
Explores development of Western culture and thought, focusing on religion, art, music, and literature in social and historical contexts of Late Middle Ages, Renaissance, Age of Exploration, Baroque/Reformation and Enlightenment. Emphasis on transitions which result in clear intellectual, imaginative, cultural shifts. Previously HUMAN 112W. Mandatory decimal grading.

HUMANITIES 122W
Exploring Culture: Changing World Order (5)
Explores art, music, literature, religion as Western cultures move through social/historical changes in the 19th-21st centuries. Searches for individual/social identity in the collision of science/technology, relativism, internationalism, political polarization and new philosophies on human nature/personal responsibility. Previously HUMAN 113W. Mandatory decimal grading.

HUMANITIES 123W
World Humanities: Comparing Global Cultures (5)
Students compare several primarily non-Western cultures, using a chosen theme such as sacred space, death/dying, self-identity, etc. Students study the cultures’ expressions of the chosen theme through their arts/architecture, rituals, traditions, chanting/music, literature, and/or dance and create their own expressions of the chosen theme. Mandatory decimal grading.

HUMANITIES 124W
Exploring Culture: the Ancient World (5)
Explores cultures from prehistory to Middle Ages. Examine the forms and functions of religion, music, art, literature, how they are shaped by social, historical contexts. Includes ancient cultures, the development of Western thought in Greece and Rome, and of Christianity and Islam and their impact in Middle Ages. Previously HUMAN 111W. Mandatory decimal grading.

HUMANITIES 125W
Exploring Culture: Medieval Europe to 1790 (5)
Explores development of Western culture and thought, focusing on religion, art, music, and literature in social and historical contexts of Late Middle Ages, Renaissance, Age of Exploration, Baroque/Reformation and Enlightenment. Emphasis on transitions which result in clear intellectual, imaginative, cultural shifts. Previously HUMAN 112W. Mandatory decimal grading.

HUMANITIES 126W
Exploring Culture: Changing World Order (5)
Explores art, music, literature, religion as Western cultures move through social/historical changes in the 19th-21st centuries. Searches for individual/social identity in the collision of science/technology, relativism, internationalism, political polarization and new philosophies on human nature/personal responsibility. Previously HUMAN 113W. Mandatory decimal grading.

HUMANITIES 127W
World Humanities: Comparing Global Cultures (5)
Students compare several primarily non-Western cultures, using a chosen theme such as sacred space, death/dying, self-identity, etc. Students study the cultures’ expressions of the chosen theme through their arts/architecture, rituals, traditions, chanting/music, literature, and/or dance and create their own expressions of the chosen theme. Mandatory decimal grading.

HUMANITIES 128W
Exploring Culture: the Ancient World (5)
Explores cultures from prehistory to Middle Ages. Examine the forms and functions of religion, music, art, literature, how they are shaped by social, historical contexts. Includes ancient cultures, the development of Western thought in Greece and Rome, and of Christianity and Islam and their impact in Middle Ages. Previously HUMAN 111W. Mandatory decimal grading.

HUMANITIES 129W
Exploring Culture: Medieval Europe to 1790 (5)
Explores development of Western culture and thought, focusing on religion, art, music, and literature in social and historical contexts of Late Middle Ages, Renaissance, Age of Exploration, Baroque/Reformation and Enlightenment. Emphasis on transitions which result in clear intellectual, imaginative, cultural shifts. Previously HUMAN 112W. Mandatory decimal grading.

HUMANITIES 130W
Exploring Culture: Changing World Order (5)
Explores art, music, literature, religion as Western cultures move through social/historical changes in the 19th-21st centuries. Searches for individual/social identity in the collision of science/technology, relativism, internationalism, political polarization and new philosophies on human nature/personal responsibility. Previously HUMAN 113W. Mandatory decimal grading.
HUMANITIES 297
Individual Project In Humanities (1)
Individual project in a specific area of Humanities. By arrangement with instructor. Previously HUMAN 297. Prerequisite: Instructor permission based on evaluation of students’ educational and work experience. Student option grading.

HUMANITIES 298
Individual Project In Humanities (2)
Individual project in a specific area of Humanities. By arrangement with instructor. Previously HUMAN 298. Prerequisite: Instructor permission based on evaluation of students’ educational and work experience. Student option grading.

HUMANITIES 299
Individual Project In Humanities (3)
Individual project in a specific area of Humanities. By arrangement with instructor. Previously HUMAN 299. Prerequisite: Instructor permission based on evaluation of students’ educational and work experience. Student option grading.

INFORMATICS 150
Research In the Information Age (5)
Examines strategies for locating, evaluating, and using information resources, with attention to information access issues. Students practice finding, evaluating, and using a variety of information resources, including library databases, Internet, and other standard research tools, within a subject area. Mandatory decimal grading.

INFORMATICS 290
Special Topics In Information Literacy (0)
Special topics in Information Literacy. By arrangement with instructor. Non-credit.

INFORMATICS 292
Special Topics In Informatics (2)
Classes focusing on specific issues and/or topics on interest in library. Previously INFO 282.

INTERNATIONAL STUDIES 101
Survey of Contemporary Global Issues (5)
A survey of contemporary global issues and their historical origins drawing on knowledge and methodologies from multiple disciplines. Issues presented by faculty members from diverse academic fields will foster awareness of challenges facing different societies in an age of global interdependence. Prerequisite: Placement in ENGL 099 or higher. Mandatory decimal grading.

INTERNATIONAL STUDIES 123
Introduction to Globalization (5)
This course considers the dynamic processes and consequences of increasing flows of goods, people, ideas, capital and services that cross traditional political, economic, cultural and geographic boundaries and the challenges that emerge for society, including environmental quality, cultural and political identity and economic opportunity. Dual listed as GEOG 123. Prerequisite: Placement into ENGL 099 or ESL 099 or successful completion of ENGL 090. Mandatory decimal grading.

INTERNATIONAL STUDIES 200
States and Capitalism (5)
Origins of the modern state system, and of the world market in Europe. Analysis of interacting forces of politics and economics worldwide from 1500 to World War II. Prerequisite: ENGL& 101. Mandatory decimal grading.

INTERNATIONAL STUDIES 201
Introduction to International Political Economy (5)
Are you concerned about human rights, world hunger and poverty, terrorism, world environmental degradation, regional conflict, the WTO, economic, political and social globalization? All these issues converge in something called the international political economy. Examine these issues as they evolved in the international arena since WWI. Prerequisite: ENGL& 101 or equivalent test scores. Mandatory decimal grading.

INTERNATIONAL STUDIES 205
Gender and Global Justice (5)
Explores how globalization affects gender relations and the relative status of women and men in various global contexts. Investigates the institutional status of women in national and international systems of healthcare, justice, economics, politics, family, and development. Dual listed as WGS 205. Prerequisite: Placement in ENGL 099 or higher. Student option grading.

INTERNATIONAL STUDIES 292
Special Topics In International Studies (2)
Classes focusing on specific issues and/or topics of interest in International Studies.

INTERNATIONAL STUDIES 295
Special Topics In International Studies (5)
Classes focusing on specific issues and/or topics of interest in International Studies. Student option grading.

INTERNATIONAL STUDIES 297
Individual Project In International Studies (1)
Individual project in a specific area of International Studies. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students’ educational and work experience. Student option grading.

INTERNATIONAL STUDIES 298
Individual Project In International Studies (2)
Individual project in a specific area of International Studies. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students’ educational and work experience. Student option grading.

INTERNATIONAL STUDIES 299
Individual Project In International Studies (3)
Individual project in a specific area of International Studies. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students’ educational and work experience. Student option grading.

JAPANESE & 122
Japanese II (5)
Continuation of JAPN& 121 with more vocabulary, more sentence structures, communication strategies. Katakana and kanji characters introduced. Topics: shopping, directions, activities, hobbies, likes and dislikes. Previously JAPAN 112. Prerequisite: JAPN& 121 or equivalent with instructor’s permission. Student option grading.

JAPANESE & 123
Japanese III (5)
Continuation of JAPN& 122 with more vocabulary, more complicated sentence structures, continued work on Kaniji characters. Topics: Japanese food, restaurant, family, weather, seasons, and annual events. Previously JAPAN 113. Prerequisite: JAPN& 122 or equivalent with instructor’s permission. Student option grading.

JAPANESE & 221
Japanese IV (5)
A continuation of JAPN& 123, taught in communicative approach, continued work on Kaniji characters and sentence structures. Topics: rules and regulations, cooking, future plans, climate, geography, traveling, Japanese society and degree of politeness expressed in speech styles and communication behavior. Previously JAPAN 211. Prerequisite: JAPN& 123 or equivalent with instructor permission. Student option grading.

JAPANESE & 222
Japanese V (5)
A continuation of JAPN& 221, taught in communicative approach, continued work on Kaniji characters and sentence structures including transitive and intransitive verbs. Topics: Japanese customs and traditions, rules and regulations, Japanese streets and how to give directions, employment system in Japan and future plans. Previously JAPAN 212. Prerequisite: JAPN& 221 or equivalent with instructor permission. Student option grading.

JAPANESE & 223
Japanese VI (5)
A continuation of JAPN& 222, taught in communicative approach, continued work on Kaniji characters and speech styles based on social status, gender, age, and regional background. Topics: gift exchange, employment in Japan, neighborhood relations, complaints, social expectations, and social environmental issues. Previously JAPAN 213. Prerequisite: JAPN& 222 or equivalent with instructor permission. Student option grading.

JAPANESE 295
Special Topics In Japanese (5)
Classes focusing on specific issues and/or topics of interest in Japanese. Student option grading.

JAPANESE 297
Individual Project In Japanese (1)
Individual project in a specific area of Japanese. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students’ educational and work experience. Student option grading.

JAPANESE 298
Individual Project In Japanese (2)
Individual project in a specific area of Japanese. By arrangement with instructor. Prerequisite:
Instructor permission, based on evaluation of student’s educational and work experience. Student option grading.

JAPANESE 299
Individual Project In Japanese (3)
Individual project in a specific area of Japanese. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of student’s educational and work experience. Student option grading.

LEARNING CENTER NORTH 001
GED Advanced-Learning Center North (10)
Reading for understanding. Writing five connected paragraphs with standard conventions. Applied math to calculate discounts, interest, measurements of more complex figures. Creation and use of tables/graphs. Basic science and social studies topics/terminology. GED orientation and test taking skills. Focus: passage of GED subject tests. Prerequisite: CASAS Appraisal score of 245 or higher. Mandatory P/NC grading.

LEARNING CENTER NORTH 002
GED Basic - Learning Center North (10)

LEARNING CENTER NORTH 022
Reading and Writing for Life 2 (5)
Students will read with understanding by determining the reading purpose, selecting appropriate reading strategies, monitoring comprehension, analyzing information, and integrating information with prior knowledge. Students will write about family needs, job situations, or community roles. Mandatory P/NC grading.

LEARNING CENTER NORTH 023
Math Skills for Life 2 (5)
Students will learn the four basic math operations using whole numbers and will identify and use all basic math symbols. They will use computational tasks related to life roles i.e. understanding payroll stubs. Mandatory P/NC grading. Credits depend upon student entry into program.

LEARNING CENTER NORTH 032
Reading and Writing for Life 3 (5)
Students will read with understanding by determining reading purpose, selecting appropriate reading strategies, analyzing information, and integrating information with prior knowledge. Students will write several connected paragraphs with correct mechanics, usage, and varied sentence structure. Student option grading. Credits depend upon student entry into program.

LEARNING CENTER NORTH 033
Math Skills for Life 3 (5)
Students perform all four basic math operations with whole numbers and fractions, choose correct math operations to solve story problems, and convert fractions to decimals. Students apply these skills to authentic materials, e.g. balancing a budget. Credits depend upon student entry into program.

LEARNING CENTER NORTH 042
Reading and Writing for Life 4 (5)
Students read for understanding by determining purpose, selecting strategies, monitoring comprehension, analyzing information, and integrating it with previous knowledge in subject specific areas. Students write connected paragraphs in essay format while using academic English conventions. Mandatory P/NC grading. Credits depend upon student entry into program.

LEARNING CENTER NORTH 043
Math Skills for Life 4 (5)
Students apply, in various situations, mathematical concepts and procedures to estimate, solve problems, and/or carry out tasks involving whole numbers, decimals, fractions, ratio and proportion, percents, measurements, and tables and graphs. Mandatory P/NC grading. Credits depend upon student entry into program.

LEARNING CENTER NORTH 085
Special Topics In Learning Center North (5)
Classes focusing on specific issues and/or topics of interest in LCN.

LEARNING CENTER NORTH 095
Advanced Special Topics In Learning Center North (5)
Classes focusing on advanced specific issues and/or topics of interest in LCN.

LIBRARY 290
Special Topics In Library (0)

LIBRARY 297
Individual Projects In Library (1)
Individual project in a specific area of library. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students’ educational and work experience. Student option grading.

LIBRARY 298
Individual Projects In Library (2)
Individual project in a specific area of library. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students’ educational and work experience. Student option grading.

LIBRARY 299
Individual Projects In Library (3)
Individual project in a specific area of library. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students’ educational and work experience. Student option grading.

MANUFACTURING TECHNOLOGY 090
Certificate In Basic Manufacturing Orientation (1)
This course is the overview course for the Certificate in Basic Manufacturing and introduces the fundamental concepts of manufacturing, and the guidelines and requirements of the Manufacturing Technology Program. Prerequisites: Placement at ENGL 080 or ESL 098. Mandatory P/NC grading.

MANUFACTURING TECHNOLOGY 091
Fundamental Personal Skills in MFGT-1st (2)
This course introduces fundamental skills required to effectively function in a manufacturing environment: Listening-following simple spoken instructions, Observation-following clearly demonstrated instructions, and Teamwork-solving basic manufacturing problems in groups. Prerequisites: Placement at ENGL 080 or ESL 098. Mandatory P/NC grading.

MANUFACTURING TECHNOLOGY 092
Personal Skills-MFGT-2st (2)
This course introduces fundamental skills required to effectively function in a manufacturing environment: Listening-following simple spoken instructions, Observation-following clearly demonstrated instructions, and Teamwork-solving basic manufacturing problems in groups. Prerequisites: Successful completion of MFGT 091. Mandatory P/NC grading.

MANUFACTURING TECHNOLOGY 093
Fundamental Personal Skills In MFGT-1rm (2)
This course provides fundamental skills required to function effectively in a manufacturing environment: Reading-comprehending simple manufacturing materials, Writing-writing simple manufacturing instructions, and Mathematics-performing simple operations. Prerequisites: Placement at ENGL 080 or ESL 098, and placement at MATH 070. Mandatory P/NC grading.

MANUFACTURING TECHNOLOGY 094
Personal Skills In MFGT-2rm (2)
This course provides additional skills required to function effectively in a manufacturing environment: Reading-comprehending a variety of manufacturing materials, Writing-writing manufacturing instructions and documents, and Mathematics-solving simple manufacturing problems. Prerequisite: MFGT 093. Mandatory P/NC grading.

MANUFACTURING TECHNOLOGY 095
Technology In Manufacturing (2)
This course introduces the different types of technology used in Manufacturing, including personal computers, business management systems, ERP/MRP (enterprise resource planning/materials requirements planning)/material planning systems, data collection and analysis systems, and (CNC) computer numerical controlled or automated equipment. Prerequisites: Placement at ENGL 080 or ESL 098. Mandatory P/NC grading.

MANUFACTURING TECHNOLOGY 101
Health and Safety In Manufacturing (2)
This course provides a comprehensive overview of health and safety while it emphasizes paying attention to details, reviews hazards to watch for and discusses how to respond in an emergency. Prerequisites: Placement at ENGL 080 or ESL 098 and successful completion or concurrent enrollment in MFGT 090 and MFGT 095. Mandatory P/NC grading.
MANUFACTURING TECHNOLOGY 102
Print Reading In Manufacturing (1)
This course provides the fundamentals of mechanical print reading, including different types of mechanical drawings and components of each drawing type. Students will read and interpret drawings as well as sketch their own. Prerequisites: Placement at ENGL 080 or ESL 098 or successful completion or concurrent enrollment in MFGT 090 and MFGT 095. Mandatory P/NC grading.

MANUFACTURING TECHNOLOGY 103
Basic & Precision Measurement W/Intro to Spc (2)
This course provides the fundamental skills required to perform basic and precision dimensional measurements, including the use of rules, scales, tape measures, calipers, micrometers and the introduction of Statistical Process Control (SPC). Prerequisites: Placement at ENGL 080 or ESL 098 & successful completion or concurrent enrollment in MFGT 090, MFGT 099 & placement at MATH 070. Mandatory P/NC grading.

MANUFACTURING TECHNOLOGY 105
Basic Manufacturing (20)
This course is an introduction to machining using lecture, online and hands-on classroom experience. It is first in a two quarter certificate. Prerequisite: Placement into ENGL 080 or ESL 090, and MATH 070. Mandatory P/NC grading.

MANUFACTURING TECHNOLOGY 106
Intermediate Manufacturing (20)
This BEGINNING program prepares individuals as CNC Machinists. Instruction covers programming, set-up and operation of Okuma CNC machining and turning centers, blueprint reading, math, machine tool theory, CMM inspection, surface plate techniques, and Lean Mfg. Permission of instructor required. Prerequisite: Successful completion of MFGT 105.

MANUFACTURING TECHNOLOGY 110
Certificate In Basic Mfg Capstone (5)
This course is the Capstone Project for the Certificate in Basic Manufacturing and introduces the concepts of manufacturing, including technology sectors, team concepts, team development, team problem solving, product design, engineering impacts, economics, marketing, and entrepreneurship. Prerequisites: Successful completion or current enrollment in MFGT 090-095, MFGT 101, MFGT 102, MFGT 103. Mandatory P/NC grading.

MANUFACTURING TECHNOLOGY 113
Certificate In Basic Manufacturing (21)
This course introduces students to concepts concerning manufacturing techniques. Topics covered include safety, print reading, and precision measurement. A capstone project incorporating manufacturing skill sets working in a modern manufacturing lab creating a final product meeting necessary quality standards. Prerequisite: ENGL 080 or ESL 090, and MATH 070. Mandatory P/NC grading.

MANUFACTURING TECHNOLOGY 115
Manufacturing Technology (20)
This BEGINNING program prepares individuals as CNC Machinists. Instruction covers programming, set-up and operation of Okuma CNC machining and turning centers, blueprint reading, math, machine tool theory, CMM inspection, surface plate techniques, and Lean Mfg. Permission of instructor required. Prerequisite: Successful completion of MFGT 110. Mandatory decimal grading.

MANUFACTURING TECHNOLOGY 120
Manufacturing Technology Applications (20)
This INTERMEDIATE program prepares individuals as CNC Machinists. Instruction covers programming, set-up and operation of Okuma CNC machining and turning centers, blueprint reading, math, machine tool theory, CMM inspection, surface plate techniques, and Lean Mfg. Permission of instructor required. Prerequisite: Successful completion of MFGT 115 with a 2.0 GPA or better. Mandatory decimal grading.

MANUFACTURING TECHNOLOGY 155
Quality Assurance Fundamentals (5)
This course provides a fundamental overview and awareness of the concepts, theory, and practice of quality as it relates to today’s machining environment. Prerequisite: Successful completion of MFGT 120, or Instructor permission. Mandatory decimal grading.

MANUFACTURING TECHNOLOGY 156
Certified Quality Inspector Preparation (5)
This course adds depth to the fundamental overview of the concepts, theory, and practice of quality as presented in MFGT 155, with the goal of preparing students for quality inspection certificates such as the American Society for Quality Certified Quality Inspector. Prerequisite: Successful completion of MFGT 155, or instructor permission. Mandatory decimal grading.

MANUFACTURING TECHNOLOGY 157
Team Dynamics In MfgT (3)
This course provides a fundamental overview of teams in manufacturing including different team types, functions, team of development, team stages, and team management. Prerequisite: Successful completion of MFGT 155 with a 2.0 or GPA or better, or instructor permission. Mandatory decimal grading.

MANUFACTURING TECHNOLOGY 166
Quality Audits (5)
This course provides an overview of Quality auditing and discusses the various types of audits and the elements and application of each of those types of audits. Prerequisite: Successful completion of MFGT 155, MFGT 156, MFGT 157, MFGT 167, MFGT 170, MFGT 175, MFGT 230, MFGT 231, MFGT 232 with a 2.0 GPA or better. Mandatory decimal grading.

MANUFACTURING TECHNOLOGY 167
Inspection and Test (5)
This course provides a foundation and discusses the application of processes and techniques used in the manufacturing industry, including blueprint reading, sampling, inspection techniques, and testing methods. Prerequisite: Successful completion of MFGT 155, MFGT 156, MFGT 157 with a 2.0 GPA or better.

MANUFACTURING TECHNOLOGY 169
Preventive and Corrective Action (3)
This course provides the foundation that enables the implementation of preventing and corrective action systems in manufacturing processes. Prerequisite: Successful completion of MFGT 155, MFGT 156, MFGT 157, MFGT 167, MFGT 170, MFGT 175, MFGT 230, MFGT 231, MFGT 232 with a 2.0 or better. Mandatory decimal grading.

MANUFACTURING TECHNOLOGY 170
Quality Systems and Standards (5)
This course provides a fundamental overview and provides details and applications of the different quality systems and standards used in the manufacturing industry. Prerequisite: Successful completion of MFGT 135, MFGT 155, MFGT 157, MFGT 167, MFGT 170, MFGT 175, MFGT 230, MFGT 231, MFGT 232 with a 2.0 GPA or better. Mandatory decimal grading.

MANUFACTURING TECHNOLOGY 196
Manufacturing Internship (9)
This course is a cooperative work experience with local industry. Students will apply learned skills, gain actual on-the-job experience, and receive credit for work experience appropriate to their level of education. Prerequisite: Successful completion of MFGT 120 with a 2.0 GPA or better. Student option grading.

MANUFACTURING TECHNOLOGY 215
Manufacturing Technology Programming (6)
This course presents the introductory concepts of numerically controlled machining technology as it affects part design, part programming, and part production. Prerequisite: Successful completion of MFGT 115, MFGT 120, MFGT 176 with a 2.0 GPA or better or work experience equivalence with instructor approval. Mandatory decimal grading.

MANUFACTURING TECHNOLOGY 220
Computer Aided Manufacturing (CAM) (6)
This course provides the fundamental knowledge and skills to properly use Computer Aided Manufacturing software to transition products from design to manufacturing. Prerequisite: Successful completion of MFGT 115, MFGT 120, MFGT 196 with a 2.0 GPA or better. Mandatory decimal grading.

MANUFACTURING TECHNOLOGY 225
Rapid Prototyping (3)
This course provides a fundamental overview and discusses rapid photocopying and automated fabrication, including the generation of suitable CAD models, current rapid prototyping fabrication techniques, the use of secondary processing, and the impact of these technologies on society. Prerequisite: Successful completion of MFGT 115, MFGT 120, MFGT 196 with a 2.0 GPA or better. Mandatory decimal grading.

MANUFACTURING TECHNOLOGY 230
Measurement Systems (5)
This course provides the basic foundation of measurement systems and measurement system applications used in manufacturing. Prerequisite: Successful completion of MFGT 155, MFGT 156 with a 2.0 GPA or better. Mandatory decimal grading.

MANUFACTURING TECHNOLOGY 235
Calibration Systems (5)
This course describes the calibration process used in manufacturing to ensure measurements are accurate and traceable to national and international standards. Previously MFGT 232. Prerequisite: Successful completion of MFGT 155, MFGT 156, MFGT 157 with a 2.0 or better. Mandatory decimal grading.
MANUFACTURING TECHNOLOGY 236
Statistical Techniques (3)
This course provides the fundamental statistical concepts and methodologies and how they are used in industry to control manufacturing and business processes. Previously MFGT 233.
Prerequisite: Successful completion of MFGT 167, MFGT 195, MFGT 230, MFGT 234, MFGT 235 with 2.0 GPA or better.
Mandatory decimal grading.

MANUFACTURING TECHNOLOGY 240
CAD for Manufacturing (6)
An introduction to computer-aided drafting with emphasis on applications in manufacturing. Content includes DOS commands and all groupings of basic commands such as: Draw, Display, Edit, Layers, Settings, Dimension, Text, Block, File Management, Plotting and Printing.
Prerequisite: ENGR 101 or MACTH 170 or METFA 180 or equivalent experience.
Permission. Mandatory decimal grading.

MANUFACTURING TECHNOLOGY 244
Preventive Maintenance (3)
This course provides an overview of Preventive Maintenance practices, including: safety, plan development and implementation, technical documents, machine systems, measurement, alignment, coolants and lubricants, conduct and documentation of periodic checks, inspection, troubleshooting, and monitoring of machine operation.
Prerequisite: Successful completion of MFGT 120 or instructor permission. Mandatory decimal grading.

MANUFACTURING TECHNOLOGY 245
10-Hour OSHA (1)
This course is intended to raise the safety awareness and hazard identification knowledge of those working in the manufacturing field, and to lead to OSHA 10-Hour General Industry Safety Certification. Prerequisite: Successful completion of MFGT 120, or Instructor Permission. Mandatory decimal grading.

MANUFACTURING TECHNOLOGY 246
Mechanical Maintenance (5)
Course provides basic knowledge of machine maintenance as applied to mechanical components and systems. Topics include safety, documentation, mechanics, systems, setup, troubleshooting, and performance of maintenance. This course develops skills in alignment with NIMS Levels II and III Machine Building and Maintenance certifications. Prerequisite: Successful completion of MFGT 120 or Instructor Permission. Mandatory decimal grading.

MANUFACTURING TECHNOLOGY 247
Motive Maintenance (5)
This course provides basic knowledge of machine maintenance as applied to motive components and systems. Topics include safety, documentation, setup and maintenance of pumps, motors, and mechanical and fluid power systems. This course develops skills in alignment with MIMS Levels II and II Machine Building and Maintenance certifications. Prerequisite: Successful completion of MFGT 120, or Instructor Permission. Mandatory Decimal Grading.

MANUFACTURING TECHNOLOGY 250
Computer-Aided Manufacturing Lecture (4)
Introduction to CAM. Includes necessary DOS commands, CAM job planning, geometry description, editing, tool path, macro functions, file management, utilities & code generators. Corequisite: Choose one of the following labs to be taken concurrently with this class, MFGT 254, MFGT 255, MFGT 256, or MFGT 257. Prerequisite: INDUS 103, METFA 188, MACTH 171 or METFA 181. Mandatory decimal grading.

MANUFACTURING TECHNOLOGY 254
CAM Punching Lab (2)
CAM programming applied to CNC punch presses. Previously MFGT 251. Corequisite or prerequisite: MFGT 250 or permission.
Prerequisite: METFA 188 or METFA 181. Mandatory decimal grading.

MANUFACTURING TECHNOLOGY 255
Smartcam Programming for Milling Centers (3)
CAM programming applied to milling and machining centers. Previously MFGT 253.
Corequisite or prerequisite: MFGT 250 or permission. Prerequisite INDUS 103 or MACTH 171 or instructor permission.
Mandatory decimal grading.

MANUFACTURING TECHNOLOGY 256
CAM Turning Lab (2)
CAM programming applied to turning centers. Previously MFGT 253.
Corequisite or prerequisite: MFGT 250 or permission.
Prerequisite: INDUS 103 or MACTH 171 or permission. Mandatory decimal grading.

MANUFACTURING TECHNOLOGY 260
CAD/CAM Lecture (4)
Programming CAD/CAM - the linkage of Computer-Aided Drafting with Computer-Aided Mfg. The student will choose one lab to be taken concurrently with this lecture from the following options. Corequisite: MFGT 264 or 265 or 266 or 267.
Prerequisite: MFGT 250 or permission. Mandatory decimal grading.

MANUFACTURING TECHNOLOGY 264
CAD/CAM Punching (2)
CAD/CAM programming applied to CNC punch presses. Previously MFGT 261.
Corequisite or prerequisite: MFGT 260 or permission. Prerequisite: MFGT 250, 254 or permission. Mandatory decimal grading.

MANUFACTURING TECHNOLOGY 265
CAD/CAM Milling Lab (2)
CAD/CAM Programming applied to CNC Milling. Previously MFGT 262.
Corequisite or prerequisite: MFGT 260 or permission. Prerequisite: MFGT 250, 255 or permission. Mandatory decimal grading.

MANUFACTURING TECHNOLOGY 266
CAD/CAM Turning Lab (2)
CAD/CAM Programming applied to CNC Turning. Previously MFGT 263.
Corequisite or prerequisite: MFGT 260 or permission. Prerequisite: MFGT 250, 256 or permission. Mandatory decimal grading.

MANUFACTURING TECHNOLOGY 267
CAD/CAM Survey Lab (2)
Corequisite or prerequisite: MFGT 260 or permission. Prerequisite: MFGT 250, 257 or permission. Mandatory decimal grading.

MANUFACTURING TECHNOLOGY 290
Quality Internship (9)
This course is a co-op type work experience option for qualified students. Students will apply learned skills, gain actual on-the-job experience, and receive credit for work experience appropriate to training while completing the program of study. Previously MFGT 275.
Prerequisite: Successful completion of MFGT 166, 169, 170, 223 with a 2.0 GPA or better.
Mandatory decimal grading.

MANUFACTURING TECHNOLOGY 296
CAM Internship (9)
This course provides work experience with local industry. Students will apply learned skills, gain actual on-the-job experience, and receive credit for work experience appropriate to their level of education. Previously MFGT 276.
Prerequisite: Successful completion of MFGT 215, 220, 225 with a 2.0 or better.
Student option grading.

MANUFACTURING TECHNOLOGY 298
Individual Projects In Manufacturing Technology (2)
Individual project in a specific area of Manufacturing Technology. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of student’s educational and work experience.

MANUFACTURING TECHNOLOGY 299
Individual Projects In Manufacturing Technology (3)
Individual project in a specific area of Manufacturing Technology. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of student’s educational and work experience.

MATHEMATICS 007
Self-Paced Mathematics Review (2)
On-campus, computer-delivered. Intended for students who want to improve their math placement, or who want a review before beginning a math course. Students work with an instructor to design and complete an individual plan of study. Students work independently to review mathematics topics. Mandatory PNC Grading.

MATHEMATICS 060
Basic Math (5)
Addition, subtraction, multiplication, and division of whole numbers, common fractions, and decimals. Also includes an introduction to percentages, ratio and proportion, estimation and narrative problems. Student option grading.

MATHEMATICS 070
Introduction to Algebra (5)
An introduction to fundamental algebraic skills needed for Intermediate Algebra I. Course includes a review of arithmetic and an introduction to graphing, simplifying algebraic expressions, exponents, and solving linear equations. Prerequisites: MATH 060 (2.0 or better), or a score of 35 or higher on the Pre-Algebra COMPASS test. Student option grading.
Mathematics Curriculum Flowchart

Note: Math courses numbered 107 and above are college transferred courses. Math courses numbered 99 and below are non-transferable.
MATHEMATICS 092
Intermediate Algebra, Individualized - Module 2 (1)
On-campus computer-based instruction. Functions, linear models and graphs, solving linear inequalities, solving absolute value equations and inequalities. The 2nd in a sequence of 5 self-paced courses, MATH 091-095. The 5-course sequence is equivalent to MATH 099. Students must complete the entire MATH 091-095 sequence within 1 year. Prerequisite: MATH 080 (2.0 or better), or MATH 084 and MATH 085 (2.0 or better), or a score of 51 or higher on the Algebra COMPASS test, or a score of 28 or higher on the College Algebra COMPASS test. Previous credit for or concurrent enrollment in MATH 091 is required. Mandatory P/NC grading.

MATHEMATICS 093
Intermediate Algebra, Individualized - Module 3 (1)
On-campus computer-based instruction. Using rational exponents, simplifying radical expressions, and solving radical equations. This is the 3rd in a sequence of 5 self-paced courses, MATH 091-095. The 5-course sequence is equivalent to MATH 099. Students must complete the entire MATH 091-095 sequence within 1 year. Prerequisite: MATH 080 (2.0 or better), or MATH 084 and MATH 085 (2.0 or better), or a score of 51 or higher on the Algebra COMPASS test, or a score of 28 or higher on the College Algebra COMPASS test. Previous credit for or concurrent enrollment in MATH 092 is required. Mandatory P/NC grading.

MATHEMATICS 094
Intermediate Algebra, Individualized - Module 4 (1)
On-campus computer-based instruction. Solving quadratic equations by completing the square & the quadratic formula, graphing quadratic functions, applications. The 4th in a sequence of 5 self-paced courses, MATH 091-095. The 5-course sequence is equivalent to MATH 099. Students must complete the entire MATH 091-095 sequence within 1 year. Prerequisite: MATH 080 (2.0 or better), or MATH 084 and MATH 085 (2.0 or better), or a score of 51 or higher on the Algebra COMPASS test, or a score of 28 or higher on the College Algebra COMPASS test. Previous credit for or concurrent enrollment in MATH 093 is required. Mandatory P/NC grading.

MATHEMATICS 095
Intermediate Algebra, Individualized - Module 5 (1)
On-campus computer-based instruction. Evaluating exponential and logarithmic expressions, solving these types of equations. This is the 5th in a sequence of 5 self-paced courses, MATH 091-095. The 5-course sequence is equivalent to MATH 099. Students must complete the entire MATH 091-095 sequence within 1 year. Prerequisite: MATH 080 (2.0 or better), or MATH 084 and MATH 085 (2.0 or better), or a score of 51 or higher on the Algebra COMPASS test, or a score of 28 or higher on the College Algebra COMPASS test. Previous credit for or concurrent enrollment in MATH 094 is required. Mandatory P/NC grading.

MATHEMATICS 096
Intermediate Algebra, Individualized - Modules (5)
On-campus computer-based instruction of 1-credit self-paced modules. MATH 091-095. Rational, radical, and quadratic expressions and equations. Introduction to functions: linear, quadratic, exponential, and logarithmic. MATH 081-085 and MATH 091-095 together are equivalent to MATH 080 and MATH 099. Must be completed within one year. Prerequisite: MATH 080 (2.0 or better), MATH 084 and MATH 085 (2.0 or better), or a score of 51 or higher on the Algebra COMPASS test, or a score of 28 or higher on the College Algebra COMPASS test. Mandatory P/NC grading.

MATHEMATICS 098
Intermediate Algebra I (5)
Fundamentals and applications of algebra including solving linear equations and inequalities, linear systems of equations, functions, graphing functions, rational exponents, exponential functions, logarithms. Prerequisite: MATH 070 (2.0 or better), or a score of 25 or higher on the Algebra COMPASS test. Student option Grading.

MATHEMATICS 099
Intermediate Algebra II (5)
Simplifying and evaluating linear, quadratic, polynomial, radical, rational, exponential, and logarithmic expressions. Solving these same types of equations and inequalities with graphs and applications to real world modeling and investigating functions. Prerequisite: MATH 098 (2.0 or better), or a score of 51 or higher on the Algebra COMPASS test, or a score of 28 or higher on the College Algebra COMPASS test. Student option grading.

MATHEMATICS 100
Independent Study In College Math (3)
Students in MATH& 107 and above study mathematics individually or in small groups with Math Learning Center resources: learning assistants, textbooks, answer books, graphic calculators, computers, and online resources. Prerequisite: Concurrent enrollment in MATH& 107 or higher. Mandatory P/NC grading.

MATHEMATICS & 107
Math In Society (5)
Practical applications of mathematics as they arise in everyday life. Includes finance math, probability & statistics, and a selection of other topics. Designed for students who are not preparing for calculus. Prerequisite: MATH 098 (2.0 or better), MATH 099 (2.0 or better), MATH 095 (2.0 or better), or a score of 69 or higher on the Algebra COMPASS test or a score of 35 or higher on the College Algebra COMPASS test. Student option grading.

MATHEMATICS & 111
Elements of Pre-Calculus (5)
Algebra topics including mathematical modeling, graphing & problem solving with polynomials, rational, exponential & logarithmic functions. Applications. Topics from mathematics of finance. Intended for students in business, social sciences & some biological sciences. Prerequisite: MATH 099 (2.0 or better), or MATH 095 (2.0 or better), or a score of 75 or higher on the Algebra COMPASS test, or a score of 35 or higher on the Algebra COMPASS test. Student option grading.

MATHEMATICS & 141
Precalculus I (5)
The elementary functions and their graphs, with applications to mathematical modeling. Examples include linear, quadratic, polynomial, rational, exponential and logarithmic functions, composite functions, inverse functions and transformation of graphs. Prerequisite: MATH 099 (2.0 or better), or MATH 094 and MATH 095 (2.0 or better), or a score of 75 or higher on the College Algebra COMPASS test. Student option grading.

MATHEMATICS & 142
Precalculus II (5)
Triangle trigonometry, circular and inverse trigonometric functions, trigonometric identities, solving trigonometric equations, applications of trigonometry. Polar coordinates and parametric equations. Prerequisite: MATH& 141 (2.0 or better) or a score of 70 or higher on the College Algebra COMPASS test. Student option grading.

MATHEMATICS & 146
Introduction to Stats (5)
Analysis of data through graphical and numerical methods, linear regression, the Normal distribution, data collection, elementary probability, confidence intervals and hypothesis testing. Emphasis on applications. Prerequisite: MATH 098 (2.0 or better), MATH 099 (2.0 or better), MATH 095 (2.0 or better), or a score of 69 or higher on the Algebra COMPASS test or a score of 35 or higher on the College Algebra COMPASS test. AND placement in ENGL 099 or ESL 099. Student option grading.

MATHEMATICS & 148
Business Calculus (5)
Differential and Integral Calculus of elementary functions with an emphasis on business and social science applications. Designed for students who want a brief course in Calculus. (No credit given to those who have completed MATH& 151.) Prerequisite: MATH 111 preferred (2.0 or better) or MATH& 141 (2.0 or better), or a score of 70 or higher on the College Algebra COMPASS test. Student option grading.

MATHEMATICS & 151
Calculus I (5)
Definition, interpretation and applications of the derivative. Derivatives of algebraic and transcendental functions. Prerequisite: MATH& 142 (2.0 or better), or a score of 70 or higher on both the College Algebra and Trigonometry COMPASS tests. Student option grading.

MATHEMATICS & 152
Calculus II (5)
Definition, interpretation, and application of the definite integral. The Fundamental Theorem of Calculus, techniques of integration, definite integrals involving curves described parametrically, and introduction to separable differential equations. Prerequisite: MATH& 151 (2.0 or better.) Student option grading.
MATH 207
Elements of Differential Equations (5)
Linear and non-linear ordinary differential equations and applications. Graphical, numerical, analytical and qualitative methods. Prerequisite: MATH& 163 (2.0 or better) or instructor permission. Student option grading.

MATH 208
Linear Algebra (5)
Matrix operations, determinants, systems of equations, abstract vector spaces, linear transformations, eigenvalues and eigenvectors. Prerequisites: MATH& 163 (2.0 or better) or instructor permission. Student option grading.

MATH 211
Elements of Statistical Method (5)
Principles of data analysis, linear regression, data collection, elementary probability, random variables, probability distributions and statistical inference. Emphasis on practical applications and the interpretations of results. Prerequisites: MATH& 148 (2.0 or better) or MATH& 151 (2.0 or better) AND placement into ENGL 099 or ESL 099. Student option grading.

MATH 264
Calculus 4 (5)
Continuation of the MATH& 151-152-163 Calculus sequence. Optimization, multivariable integrals, vector fields, divergence, curl, line and surface integrals, Green’s Theorem, Stokes’ Theorem, and the Divergence Theorem. Prerequisite: MATH& 163 (2.0 or better) or permission. Student option grading.

MATH 292
Special Topics in Mathematics (2)
Classes focusing on specific issues and/or topics of interest in mathematics. Previously MATH 282.

MATH 293
Special Topics in Mathematics (3)
Classes focusing on specific issues and/or topics of interest in mathematics. Previously MATH 283.

MATH 295
Special Topics in Mathematics (5)
Classes focusing on specific issues and/or topics of interest in mathematics. Previously MATH 285.

MATH 297
Individual Project in Mathematics (1-5)
Individual project in a specific area of mathematics. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of student’s educational and work experience. Student option grading.

MATH 298
Individual Project In Mathematics (2)
Individual project in a specific area of mathematics. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of student’s educational and work experience. Student option grading.

MATH 299
Individual Project In Mathematics (3)
Individual project in a specific area of mathematics, by arrangement with instructor. Prerequisite: Instructor permission based on evaluation of student’s educational and work experience. Student option grading.

MEDICAL LAB TECHNOLOGY 121
Essentials of Phlebotomy (3)
A lecture and laboratory class includes the role of the phlebotomist, safety, infection control, phlebotomy technique, equipment, and specimen processing. Practice performing capillary and venipuncture techniques. Previously MLT 214. Prerequisite: ENGL 099 or equivalent, COMPASS test above ENGL 099. Mandatory decimal grading.

MEDICAL LAB TECHNOLOGY 122
Phlebotomy Laboratory Basics (3)
Lecture & Laboratory phlebotomy program course includes laboratory computer information systems, safety practices, specimen processing, and point of care testing. Customer service and patient confidentiality emphasized. Prerequisite: Acceptance into the Phlebotomy or MLT Program, or instructor permission. ENGL 099 or equivalent, or COMPASS test above ENGL 099. Mandatory decimal grading.

MEDICAL LAB TECHNOLOGY 123
AIDS & HIV Education for Health Care Workers (1)
Introduction to AIDS & HIV. Topics include exposure risk, infection control measures, symptoms of illness, opportunistic infections & blood borne pathogens. HIV testing reviewed. Outside class activities assigned. Meets the Washington State requirement for HIV/AIDS education for healthcare workers. Previously MLT 216. Prerequisite: Successful completion ENGL 099 or equivalent, or COMPASS test above ENGL 099. Mandatory decimal grading.

MEDICAL LAB TECHNOLOGY 132
Phlebotomy Practicum (6)
Phlebotomy training (40-160 hrs) in a health care facility per program requirement. Some online content. Health insurance, Hepatitis B and other vaccinations, PPD and Criminal History Background Check. Previously MLT 215. Prerequisite: ENGL 099 or equivalent recommended. MLT 121 or 200 required with grade of 2.0 or higher, and instructor permission. Admission to Phleb. or MLT Program. Mandatory P/NC Grading.

MEDICAL LAB TECHNOLOGY 181
Introduction to Medical Lab Procedures (4)
Course includes lecture & seminar introducing theory of clinical laboratory procedure, laboratory safety, specimen collection, quality control and urinalysis. Concurrent enrollment in MLT 182 recommended. Prerequisite: BIOL& 170 and BIOL& 211. Mandatory decimal grading.
Program or instructor permission. Mandatory decimal grading.

**MEDICAL LAB TECHNOLOGY 231**

**Hematology Laboratory (3)**

Basic application of clinical hematology including normal and abnormal development of cellular components of blood as manifested in disease, diagnostic hematologic tests performed, and theory of coagulation and diagnostic tests performed. Previously MLT 221. Prerequisite: Admission to MLT Program or instructor permission. Mandatory decimal grading.

**MEDICAL LAB TECHNOLOGY 232**

**Clinical Chemistry Lab (3)**

Application of theoretical techniques used in the clinical chemistry laboratory including sample preparation, manual & automated testing, quality control and associated disease states. Emphasis placed on performing routine clinical chemistry procedures, controls and evaluating results. Previously MLT 227. Prerequisite: Admission into the MLT Program. Mandatory decimal grading.

**MEDICAL LAB TECHNOLOGY 233**

**Parasitology & Mycology Lab (1)**


**MEDICAL LAB TECHNOLOGY 234**

**Clinical Microbiology Laboratory (3)**

Isolate and identify clinically significant microorganisms from specimens cultures. Emphasis placed on sterile technique, safety, quality control, isolation techniques, quality assurance and identification of microorganisms. Previously MLT 229. Prerequisite: BIOLX 260 with a grade of 2.0 or better and admission into the MLT Program. Mandatory decimal grading.

**MEDICAL LAB TECHNOLOGY 241**

**Hematology Practicum (6)**

Practical experience in clinical laboratory. 40 hours per week for 4 weeks. Perform routine laboratory procedures using hematology, coagulation, and urinalysis instrumentation and lab computer system. Previously MLT 230. Prerequisite: Admission to the MLT Program, MLT 221 and 231. Mandatory P/NC grading.

**MEDICAL LAB TECHNOLOGY 242**

**Chemistry Practicum (6)**

Practical experiences in a clinical laboratory, 40 hours per week for 4 weeks. Perform routine laboratory procedures using clinical chemistry instrumentation and lab computer system. Previously MLT 231. Prerequisites: Admission to the MLT Program, MLT 222 and MLT 232. Mandatory P/NC grading.

**MEDICAL LAB TECHNOLOGY 244**

**Microbiology Practicum (6)**

Practical experience in clinical laboratories. 40 hours per week for 4 weeks. Perform routine laboratory procedures using laboratory equipment and instrumentation in microbiology, parasitology, & mycology testing. Previously MLT 232. Prerequisite: Admission to the MLT Program, MLT 224 and MLT 234. Mandatory P/NC grading.

**MEDICAL LAB TECHNOLOGY 245**

**Integrated Immunohematology (10)**

A concentrated blood bank lecture/lab and clinical problem-solving course. Theory and practical application include: blood group serology, compatibility testing, antibody identification, QC, preparation/storage of donor units and blood components, and incompatibility resolution. Previously MLT 233. Prerequisite: Admission into the MLT Program, and MLT 221, 231, 225 and 225. Mandatory decimal grading.

**MEDICAL LAB TECHNOLOGY 291**

**Special Topics In Medical Lab Technology (1)**

Classes focusing on specific issues and/or topics of interest in Medical Lab Technology. Previously MLT 281. Permission.

**MEDICAL LAB TECHNOLOGY 292**

**Special Topics In Medical Lab Technology (2)**

Classes focusing on specific issues and/or topics of interest in Medical Lab Technology. Previously MLT 282. Permission.

**MEDICAL LAB TECHNOLOGY 293**

**Special Topics In Medical Lab Technology (3)**

Classes focusing on specific issues and/or topics of interest in Medical Lab Technology. Previously MLT 283. Permission.

**MEDICAL LAB TECHNOLOGY 297**

**Individual Project In Medical Lab Technology (1)**

Individual project in a specific area of Medical Lab Technology. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of student’s educational and work experience.

**MEDICAL LAB TECHNOLOGY 298**

**Individual Project In Medical Lab Technology (2)**

Individual project in a specific area of Medical Lab Technology. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of student’s educational and work experience.

**MEDICAL LAB TECHNOLOGY 299**

**Individual Project In Medical Lab Technology (3)**

Individual project in a specific area of Medical Lab Technology. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of student’s educational and work experience.

**MULTICULTURAL STUDIES 105**

**Introduction to Multicultural Studies (5)**

Students will develop a personal and historical understanding of issues related to race, social class, gender, sexual orientation, disabilities & culture; and how these issues are used in the distribution of power and privilege in the U.S. Previously IASTU 105. Prerequisite: Successful completion of ENGL& 099 or placement into ENGL& 101. Student option grading.

**MULTICULTURAL STUDIES 205**

**Seminar In Social Justice (5)**

We will engage in an extended analysis of complex problems in social justice using a comparative approach. We will begin our analysis in the U.S., and compare issues of social justice with other nations around the globe. We will examine prevention of social issues in detail. Previously IASTU 205. Prerequisite: Eligible for admission to ENGL& 101 and successful completion of core course in Multicultural Understanding. Student option grading.

**MULTICULTURAL STUDIES 210**

**African Studies (5)**

Survey of various ancient and modern peoples of Africa. We will examine specific pre- and post-colonial societies, institutions and social movements, with a focus on past and present contributions of Africans to World Culture. Previously IASTU 210. Prerequisite: Eligible for placement into ENGL& 101. Mandatory decimal grading.

**MULTICULTURAL STUDIES 238**

**Environmental Justice (5)**

Environmental Justice is an interdisciplinary, problem-solving approach that identifies and examines how inequalities arise in an environmental context. We will examine the historical, scientific, socioeconomic, legal, cultural, and political complexities of the relationship between people and the environment. Mandatory decimal grading.

**MULTICULTURAL STUDIES 250**

**Fundamentalism Among the Children of Abraham (5)**

This course seeks to investigate religious fundamentalism, within the Abrahamic religions of Judaism, Christianity, and Islam, with specific emphasis on the impact of contemporary Islamic fundamentalism and progressive Islamic doctrine. Previously IASTU 250. Prerequisite: Eligible for placement into ENGL& 101. Mandatory decimal grading.

**MULTICULTURAL STUDIES 291**

**Special Topics In Multicultural Studies (1)**

Classes focusing on specific issues and/or topics of interest in Multicultural Studies. Student option grading.

**MULTICULTURAL STUDIES 292**

**Special Topics In Multicultural Studies (2)**

Classes focusing on specific issues and/or topics of interest in Multicultural Studies. Student option grading.

**MULTICULTURAL STUDIES 293**

**Special Topics In Multicultural Studies (3)**

Classes focusing on specific issues and/or topics of interest in Multicultural Studies. Student option grading.

**MULTICULTURAL STUDIES 294**

**Special Topics In Multicultural Studies (4)**

Classes focusing on specific issues and/or topics of interest in Multicultural Studies. Student option grading.

**MULTICULTURAL STUDIES 295**

**Special Topics In Multicultural Studies (5)**

Classes focusing on specific issues and/or topics of interest in Multicultural Studies. Student option grading.
COURSE DESCRIPTIONS

MULTICULTURAL STUDIES 297
Individual Project In Multicultural Studies (1)
Individual project in a specific area of Multicultural Studies. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students’ educational and work experience. Student option grading.

MULTICULTURAL STUDIES 298
Individual Project In Multicultural Studies (2)
Individual project in a specific area of Multicultural Studies. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students’ educational and work experience. Student option grading.

MULTICULTURAL STUDIES 299
Individual Project In Multicultural Studies (3)
Individual project in a specific area of Multicultural Studies. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students’ educational and work experience. Student option grading.

MUSIC 100
Introduction to Music Theory (5)
An introduction to reading and writing music. Topics include standard music notation, meter, rhythm, scales and key signatures. May be used in preparation for MUSIC 141. Previously MUSIC 100. Prerequisite: Concurrent enrollment in MUSC 120 required for music and music technology majors. Mandatory decimal grading.

MUSIC & 105
Music Appreciation (5)
Why does music affect us the way it does?
There is no escaping music in our society; it’s everywhere. Together we will discover how and why music has impacted our culture through the centuries. We will explore music’s history, its basic elements, and its power to alter entire societies. Previously MUSIC 107. Prerequisite: Successful completion of ENGL 099 (or equivalent) or test placement into ENGL & 101. Student option grading.

MUSIC 106
Music In American Culture (5)
Explore musical traditions from diverse American cultures through guided listening and analysis of songs, styles, genres and musicians, with emphasis on the role of race, class, gender and sexual orientation. Previously MUSIC 104. Dual listed with AES 106. Prerequisite: Successful completion of ENGL 099 or ESL 099 or placement into ENGL & 101. Student option grading.

MUSIC 108
Music In World Cultures (5)
Experience the diversity of music from around the world by examining selected music in their broad cultural contexts: religious, historical and social. Emphasis on listening skills, music aesthetics, styles, genres, transmission and sociocultural backgrounds of musicians. Prerequisite: Successful completion of ENGL 099 or test placement into ENGL & 101. Student option grading.

MUSIC 109
American Popular Music (5)

MUSIC 114
Class Instruction-Guitar (1)
This course is intended for students with little or no background in guitar performance. It presents basic skills and techniques needed to enjoy playing the guitar. Students must supply their own acoustic guitar. Previously MUSIC 114. Student option grading.

MUSIC 115
Class Instruction Electric Bass (2)
Basic skills for the electric bass including reading bass clef, scales and modes, improving technical proficiency. For beginning to intermediate players. Students must provide their own instrument. Course may be taken up to six times. Previously MUSIC 115. Student option grading.

MUSIC 118
Class Instruction-Guitar II (2)
This course is intended for intermediate level guitarists. It builds on skills learned in Guitar I and presents more advanced techniques for improved acoustic guitar performance. Students must supply their own acoustic guitar. Previously MUSIC 118. Prerequisites: MUSIC 114-Guitar I, or permission of instructor. Student option grading.

MUSIC 119
Class Piano for General Students (2)
Students with little or no piano background learn basic piano skills and techniques. Previously MUSIC 127. Student option grading.

MUSIC 120
Class Piano for Music 100 Students (2)
Students learn basic skills needed in music reading, music theory and piano performance. Previously MUSIC 120. Prerequisite: Concurrent enrollment in MUSIC 100 is required. Mandatory decimal grading.

MUSIC 133
Shoreline Singers (2)
This advanced a cappella ensemble performs a variety of challenging vocal music including classical, world music, modern music, and jazz. The group tours annually and schedules multiple performances each quarter. Previously MUSIC 131. Prerequisite: Audition required. Also requires concurrent registration in Chorale or special permission of instructor. Mandatory decimal grading.

MUSIC 136
Jazz Ensemble (2)
The Jazz Ensemble rehearses and performs music in a variety of contemporary jazz styles. Sight reading, jazz interpretation, phrasing and improvisation are stressed. Students present several concerts each quarter and participate in a yearly concert tour, usually in Spring. Prerequisite: Membership in the Jazz Ensemble is by audition. Student option grading.

MUSIC 139
Sibelius Music Notation Software (3)
A fully online course introducing students to the creation of music using music notation software. Basic understanding of music notation is required. Prerequisite: MUSIC 100 or instructor permission. Student option grading.

MUSIC 140
Symphonic Band (2)
Shoreline’s Concert Band performs quarterly concerts that include traditional music, contemporary band works, orchestral transcriptions, solo features, Broadway musicals and marches. Rehearses on Monday evenings fall, winter, spring quarters. Previously MUSIC 140. Prerequisite: ability to play a band instrument. Mandatory decimal grading.

MUSIC & 141
Music Theory I: First Year Music Theory (5)
The course includes sight singing, keyboard training, and the theories and fundamentals of musical structure. Concurrent enrollment in MUSC 151 required. Previously MUSIC 101. Mandatory decimal grading.

MUSIC & 142
Music Theory II: First Year Music Theory (5)
This course continues the study of music fundamentals and structure. Sight singing, keyboard assignments, melodic and elementary dictation are integrated into the class. Course is intended primarily for music majors. Concurrent enrollment in MUSC 152 (Class Piano) is required. Previously MUSIC 102. Prerequisite: MUSIC 141 with a grade of 2.0 or higher. Mandatory decimal grading.

MUSIC & 143
Music Theory III: First Year Music Theory (5)
This course continues the study of theories and fundamentals of music structure. Sight singing and melodic and harmonic dictation are integrated into the class. This course is intended primarily for music majors. Concurrent enrollment in MUSC 153 (class piano) is required. Previously MUSIC 103. Prerequisite: MUSIC 142 with a grade of 2.0 or higher. Mandatory decimal grading.

MUSIC 144
Funkgroove (2)
Funkgroove is a performance troupe which provides opportunities for students to perform and record song compositions and arrangements in styles typical of commercial radio airplay from the 1970’s to the present. Registration requires instructor permission. Previously MUSIC 144. Student option grading.

MUSIC 146
Orchestra (2)
This course is intended for string students who join an approved off-campus community orchestra which rehearses once a week, works on standard orchestral literature and performs in a public concert at least once per quarter. Previously MUSIC 146. Prerequisite: Ability to play a string instrument, permission of a music faculty advisor & the community orchestra conductor. Mandatory decimal grading.

MUSIC 147
Small Ensemble Performance (4)
Designed for intermediate to advanced musicians and singers: Weekly rehearsals focus on small group performance skill. May be repeated 6 times for credit. Ensembles include: Chamber Wind, Vocal, Guitar, Sax, Piano, Studio Musicianship, Percussion, Bluegrass, Strings, iPad, Repertoire Jazz, Creative Music and Brass. Previously MUSIC 147. Student option grading.
MUSIC 150  
History of Bluegrass (2)  
Bluegrass blends various musical styles, including fiddle tunes, bluegrass, country, old-time string bands and jazz to form a uniquely American art form. This class examines the history and development of the music through reading, listening and online discussion. Previously MUSIC 150. Prerequisite: Successful completion of ENGL 099 or placement into ENGL& 101. Student option grading.

MUSIC 151  
Class Piano for Music Theory I Students (2)  
Music students with little or no piano background learn basic skills required of all music majors. Previously MUSIC 121. Prerequisite: Concurrent enrollment in MUSC& 141 is required. Mandatory decimal grading.

MUSIC 152  
Class Piano for Music Theory II Students (2)  
Music theory students learn basic piano skills and techniques required of music majors. Previously Music 122. Prerequisite: Concurrent enrollment in MUSC& 142 is required. Mandatory decimal grading.

MUSIC 153  
Class Piano for Music Theory III Students (2)  
Music theory students learn basic piano skills and techniques required of music majors. Previously Music 123. Prerequisite: Concurrent enrollment in MUSC& 143 is required. Mandatory decimal grading.

MUSIC 154  
Opera Workshop (1)  
Students perform a minor role in a one-act opera and opera scenes in full production in English or the original language. Previously MUSIC 161. Prerequisite: Instructor permission based on student audition. Mandatory decimal grading.

MUSIC 155  
Opera Workshop (2)  
Students perform a secondary role in a one-act opera and opera scenes in full production in English or the original language. Previously MUSIC 162. Prerequisite: Instructor permission based on student audition. Mandatory decimal grading.

MUSIC 156  
Opera Workshop (3)  
Students perform a major role in a one-act opera and opera scenes in full production in English or the original language. Previously MUSIC 163. Prerequisite: Instructor permission based on student audition. Mandatory decimal grading.

MUSIC 161  
Class Voice Instruction - Beginning (2)  
Beginning voice students learn the fundamentals and basic techniques needed in vocal performance to enhance their ability to sing in a performing ensemble and/or perform in public. This course may be repeated for credit. Previously MUSIC 137. Prerequisite: Completion of MUSC 161 or permission of instructor. Student option grading.

MUSIC 163  
Class Voice Instruction - Advanced (2)  
Advanced voice students learn the fundamentals and basic techniques needed in vocal performance to enhance their ability to sing in a performing ensemble and/or perform in public. This course may be repeated for credit. Previously MUSIC 139. Prerequisite: Completion of MUSIC 162 or permission of instructor. Student option grading.

MUSIC 164  
Musical Theater Performance (1)  
Students perform a minor musical theater role in full production, accompanied by orchestra. Previously MUSIC 164. Prerequisite: Instructor permission based on student audition. Mandatory decimal grading.

MUSIC 165  
Musical Theater Performance (2)  
Students perform a secondary musical theater role in full production, accompanied by orchestra. Previously MUSIC 165. Prerequisite: Instructor permission based on student audition. Mandatory decimal grading.

MUSIC 166  
Musical Theater Performance (3)  
Students perform a major musical theater role in full production, accompanied by orchestra. Previously MUSIC 166. Prerequisite: Permission of instructor after audition. Mandatory decimal grading.

MUSIC 167  
Voice-Dance Performance Techniques I (2)  
Students develop the ability to sing and move simultaneously in preparation for performing on stage in musical roles. Previously MUSIC 167. Student option grading.

MUSIC 170  
Private Instruction - Classical Voice I (1)  
Students sing in a variety of languages, prepare for and give public performances. Students receive one-on-one mentoring to nurture artistic goals and improve vocal technique. This course enables the vocal music major to transfer two years of applied study to universities, colleges, and conservatories. Previously MUSIC 170. Prerequisite: Placement by audition and enrollment in SCC, choral ensemble. Instructor approval required. Mandatory decimal grading.

MUSIC 175  
Chamber Choirale (2)  
Mixed voice ensemble that performs choral music in several concerts each quarter. Usually tours during the year. Membership by audition. For information call the Humanities Division or the Music Department. Previously MUSIC 153. Mandatory decimal grading.

MUSIC 180  
Individual Instruction - Classical Piano I (1)  
Individual instruction on technique and classical piano literature from various periods of time. Previously MUSIC 172. Prerequisite: Reading knowledge of piano music. Permission of instructor. Mandatory decimal grading.

MUSIC 184  
Private Instruction Popular Voice I (1)  
Students are coached to sing in a variety of popular music styles preparing them to give public performances. Students receive one-on-one mentoring to nurture artistic goals and improve technique. Vocal exercises safely increase stamina and range while developing stylistic skills matching their genre of choice. Student option grading.

MUSIC 196  
Individual Instruction Instrumental I (1)  
Individual instruction on string, woodwind, brass and percussion instruments. Previously MUSIC 171, 173 through MUSIC 194. Instructor permission required. Mandatory decimal grading.

MUSIC 204  
Improvisation I (2)  
Improvisation I covers the basic elements of jazz improvisation, exploring various styles and idioms, and is open to all instrumentalists interested in playing jazz. Previously MUSIC 204. Mandatory decimal grading.

MUSIC 205  
Improvisation II (2)  
Improvisation II covers intermediate elements of jazz improvisation while exploring various styles and idioms. The class is open to all instrumentalists and vocalists interested in playing jazz. Previously MUSIC 205. Prerequisite: MUSIC 204 or instructor permission. Mandatory decimal grading.

MUSIC 206  
Jazz History (5)  
Examine the history and development of jazz in the U.S. as well as its key historical figures, including Louis Armstrong, Duke Ellington, Charlie Parker, Miles Davis and others. Includes the study of issues that parallel the growth of jazz music in American society from 1900 to the present day. Student option grading.

MUSIC 207  
The Craft of Songwriting (2)  
Students examine the craft of writing a song and investigate how structure, melody, and lyrics function together to create a well-written song. The history of songwriting and the classic work of great songwriters are used to explore the process of songwriting. Previously MUSIC 207. Student option grading.

MUSIC 210  
Songwriting Workshop (2)  
Explore songwriting techniques in a supportive community with other songwriters. Explore various styles, lyrics, sharpen melodies and polish song structure. Students will write and workshop numerous original works and develop their individual voices as songwriters. Prerequisite: MUSIC 207 or instructor permission. Student option grading.

MUSIC 211  
Diction for Singers-Italian/German (3)  
Students perform musical compositions from the past three hundred years in both Italian and German. This course stresses correct pronunciation through use of the International Phonetic Alphabet. Previously MUSIC 208. Prerequisite: MUSIC 161 or instructor permission. Mandatory decimal grading.
MUSIC 212  Diction for Singers-French/English (3)
Students perform musical compositions from the past 300 years in both French and English. This course stresses correct pronunciation through use of the International Phonetic Alphabet. Previously MUSIC 209. Prerequisite: MUSC 211 or instructor permission. Student option grading.

MUSIC 224  Survey of Piano Literature (2)
Students learn essential characteristics of piano compositions from the Baroque through the 20th Century. Previously MUSIC 221. Prerequisite: Intermediate reading level of piano music is recommended. Student option grading.

MUSIC 225  Collaborative Piano (2)
Pianists learn the skills and techniques of collaborating with vocal and instrumental soloists and ensembles. Previously MUSIC 222. Intermediate or above reading level of piano music. Instructor permission required. Mandatory decimal grading.

MUSIC 226  Piano Pedagogy (2)
Students will learn repertoire/methods for teaching piano students in individual and group settings. Previously MUSIC 223. Prerequisite: Intermediate reading level of piano music required. Student option grading.

MUSIC & 241  Second-Year Music Theory (5)
This course continues the study of traditional harmony with emphasis on modulation, mode mixture, formal analysis and the Neapolitan sixth. Advanced melodic and harmonic dictation, sight singing and keyboard assignments are included. Previously MUSIC 201. Prerequisite: MUSC& 241 or permission with instructor permission. Mandatory decimal grading.

MUSIC & 242  Second-Year Music Theory (5)
This course continues the advanced study of traditional harmony. Topics include augmented sixth chords, enharmonic reinterpretation, chromatic modulation techniques. Advanced melodic and harmonic dictation, sight singing and keyboard assignments. Previously MUSIC 202. Prerequisite: MUSC& 241 or permission of instructor. Mandatory decimal grading.

MUSIC & 243  Second-Year Music Theory (5)
Late 19th and 20th-century harmonic practice including, chromatic sequence, modes and synthetic scales, serialism and polytonality as well as 20th-century rhythmic techniques. Advanced melodic and harmonic dictation. Sight singing and keyboard assignments. Previously MUSIC 203. Prerequisite: MUSC& 242 or permission of instructor. Mandatory decimal grading.

MUSIC 251  Class Piano for Music Theory IV Students (2)
Music theory students continue to learn piano skills and techniques required of music majors. Previously MUSIC 124. Concurrent enrollment in MUSC& 241 is required. Mandatory decimal grading.

MUSIC 252  Class Piano for Music Theory V Students (2)
Music theory students continue to learn piano skills and techniques required of music majors. Previously MUSIC 125. Concurrent enrollment in MUSC& 242 is required. Mandatory decimal grading.

MUSIC 253  Class Piano for Music Theory VI Students (2)
Music theory students continue to learn piano skills and techniques required of music majors. Previously MUSIC 126. Concurrent enrollment in MUSC& 243 is required. Mandatory decimal grading.

MUSIC 264  Conducting (2)
A beginning class in conducting with emphasis on beat patterns, beat styles, score reading and preparation for conducting vocal and instrumental ensembles. Includes an overview of the history of the art of conducting. Previously MUSIC 291. Prerequisite: Completion of First Year Theory sequence or instructor approval required. Mandatory decimal grading.

MUSIC 268  Voice-Dance Performance Techniques 2 (2)
Students develop further skills in moving and singing simultaneously, including part singing and complex dance combinations. This course is a continuation of MUSIC 167 for the more advanced student. Previously MUSIC 168. Prerequisite: Completion of MUSIC 167 or instructor permission. Student option grading.

MUSIC 270  Private Instruction - Classical Voice 2 (1)
Students sing in a variety of languages, give public performances, and continue to receive one-on-one mentoring to nurture artistic goals and improve vocal technique. This course enables the vocal music major to transfer two years of applied study to universities, colleges, and conservatories. Placement by audition. Instructor approval required. Mandatory decimal grading.

MUSIC 278  Conducting 2 (2)
A continuation of the conducting course. Previously MUSIC 167. Prerequisite: MUSC& 242 or permission of instructor. Mandatory decimal grading.

MUSIC 280  Individual Instruction - Classical Piano II (1)

MUSIC 284  Private Instruction Popular Voice II (1)
Students build on their ability to sing in a variety of popular music styles improving their ability to give public performances. Second-year students continue to receive one-on-one mentoring to nurture artistic goals and improve technique. Vocal exercises safely develop stylistic skills teaching the areas of specialization. Student option grading.

MUSIC 291  Special Topics In Music (1)
Classes focus on specific issues and/or topics of interest in music. Previously MUSIC 263.

MUSIC 292  Special Topics In Music (2)
Classes focus on specific issues and/or topics of interest in music. Previously MUSIC 264.

MUSIC 293  Special Topics In Music (3)
Classes focus on specific issues and/or topics of interest in music. Previously MUSIC 265.

MUSIC 294  Special Topics In Music (4)
Classes focus on specific issues and/or topics of interest in music. Previously MUSIC 266.

MUSIC 295  Special Topics In Music (5)
Classes focus on specific issues and/or topics of interest in music. Previously MUSIC 267.

MUSIC 296  Private Instruction Instrumental (1)
Individual instruction on string, brass, woodwind and percussion instruments. Previously MUSIC 271, 273 through MUSIC 294. Prerequisite: MUSC 196 or instructor permission. Mandatory decimal grading.

MUSIC 297  Individual Project In Music (1)
Individual project in a specific area of music. By arrangement with instructor. Previously MUSIC 297. Prerequisite: Instructor approval, based on evaluation of students’ educational and work experience. Mandatory decimal grading.

MUSIC 298  Individual Project In Music (2)
Individual project in a specific area of music. By arrangement with instructor. Previously MUSIC 298. Prerequisite: Instructor approval, based on evaluation of students’ educational and work experience. Mandatory decimal grading.

MUSIC 299  Individual Project In Music (3)
Individual project in a specific area of music. By arrangement with instructor. Previously MUSIC 299. Prerequisite: Instructor approval, based on evaluation of students’ educational and work experience. Mandatory decimal grading.

MUSIC TECHNOLOGY 100  Career Development (2)
A seminar to assist students in the exploration and development of a career in the music industry. Factual information is presented by professionals working in a variety of music-related careers. Student option grading.

MUSIC TECHNOLOGY 101  Survey of Music Recording/Publishing Business (2)
Students learn techniques for successful operation of businesses focusing in the area of music recording and publishing. Cash flow is tracked and evaluated throughout the industry. The course details income generated by studio ownership, artist royalties, broadcast royalties and contract negotiation. Previously MUSIC 104. Student option grading.

MUSIC TECHNOLOGY 102  Rights and Methods In Multimedia (2)
Students learn techniques for the development and marketing of various multimedia products. They will be introduced to legal issues relating to content including copyrighting, trademark law, publicity and privacy rights, unions and...
other related organizations. Previously MUSTC 105. Student option grading.

**MUSIC TECHNOLOGY 106**  
Acoustics of Music (5)  
Students are introduced to the acoustical properties of sound and music. This course begins with an introduction to simple vibrating systems, wave and wave propagation and progress and goes through the reception of sound, frequency and pitch to auditorium and room acoustics. Prerequisite: Successful completion of MATH 080 (2.0 or better) or a score of 60 or higher on the Algebra COMPASS test. Student option grading.

**MUSIC TECHNOLOGY 121**  
First Year Audio Recording I (3)  
Students gain a working knowledge of signal flow in a modern multi-track recording facility through the study and application of acoustics, decibels and microphones. This course is the first of a structured three-course sequence. Previously MUSTC 220. Student option grading.

**MUSIC TECHNOLOGY 122**  
First Year Audio Recording II (3)  
Students gain a deeper understanding of signal flow in a modern multi-track recording facility through the study and usage of recording consoles and signal processing. This course is the second of a structured three-course sequence. Previously MUSTC 221. Student option grading.

**MUSIC TECHNOLOGY 123**  
First Year Audio Recording III (3)  
Students gain a deeper understanding of signal flow in a modern multi-track recording facility through the study and usage of audio recorders, amplifiers and speakers. This course is the third of a structured three-course sequence. Previously MUSTC 222. Prerequisite: MUSTC 122 or instructor permission. Student option grading.

**MUSIC TECHNOLOGY 131**  
Digital Audio Production I (3)  
Introduction to ProTools. Manipulate the two main windows in ProTools and learn basic work flows. First in a series of three courses. Previously MUSTC 226. Prerequisite: VCT 124 Mac Basics prior or simultaneously. Student option grading.

**MUSIC TECHNOLOGY 132**  
Digital Audio Production II (3)  
Intermediate ProTools. Manipulate audio and MIDI components of the software and study more complex production work flow. Second in a series of three courses. Previously MUSTC 227. Prerequisite: MUSTC 131 or equivalent with permission of instructor. Student option grading.

**MUSIC TECHNOLOGY 133**  
Digital Audio Production III (3)  
Sound design for static and dynamic applications and video games. Third course of 3 in series. Previously MUSTC 228. Prerequisite: MUSTC 132 or equivalent with permission of instructor. Student option grading.

**MUSIC TECHNOLOGY 143**  
Introduction to Pop & Commercial Music Theory I (3)  
This course begins a process of study in ear training, harmony, rhythm, melody, nomenclature, and production skills necessary for success in pop and commercial music styles. Previously MUSTC 103. Prerequisite: MUSC 142 or instructor permission. Student option grading.

**MUSIC TECHNOLOGY 151**  
Introduction to MIDI (2)  
Course introduces students to MIDI music production using synthesizers, sequencers, samplers, drum machines, personal computers and electronic control devices. The history, transmission, and protocol of the MIDI data stream are examined. Instruction is balanced between demonstration and hands-on learning opportunities. Previously MUSTC 230. Prerequisite: VCT 124 (may be taken concurrently) or instructor permission. Student option grading.

**MUSIC TECHNOLOGY 152**  
MIDI Sequencing I (2)  
This course introduces students to MIDI sequencing technology using the Macintosh computer. Students learn basic MIDI production skills including real and step-time entry, quantization, looping, transposition, editing, and sound selection. The course features both demonstration and hands-on learning opportunities. Previously MUSTC 231. Prerequisite: MUSTC 151. Student option grading.

**MUSIC TECHNOLOGY 153**  
MIDI Sequencing II (2)  
This course develops advanced skill in MIDI sequencing technology. Students learn MIDI functions including data manipulation in various editing environments, synchronization, humanization, and the use of plug-ins and virtual instruments. The course features a balance of demonstration and hands-on learning opportunities. Previously MUSTC 241. Prerequisite: MUSTC 151, MUSTC 152. Student option grading.

**MUSIC TECHNOLOGY 154**  
Synthesizers: Modular, FM, Physical Modeling (4)  
Introducing creative sound design using a modular synthesis construction program to demonstrate underlying theory. Subtractive, modular and FM synths will be explained, using oscillators, EGs, filters and dynamic modulation concepts. Prerequisite: Intro to Music Technology 101 or instructor permission. Student option grading.

**MUSIC TECHNOLOGY 155**  
Synthesizers: Sampling, Wavetable, Granular (4)  
Learn the fundamental processes associated with sampling (looping, keyboard mapping, velocity layers, instrument building, and beat creation) and introduces other related methods of synthesis wavetable and granular synthesis. Uses a modular synth construction software application for analysis of concepts. Prerequisite: MUSTC 151 - Intro to MIDI or instructor permission. Student option grading.

**MUSIC TECHNOLOGY 163**  
MIDI Drum Programming (2)  
Students learn to program drum beats using available MIDI devices. A variety of styles and approaches are presented to develop skill in both real-time and step entry programming. Instruction is balanced between demonstration and hands-on learning. Previously MUSTC 234. Prerequisite: MUSTC 151 or instructor permission. Student option grading.

**MUSIC TECHNOLOGY 171**  
Dig. Audio Workstation I: Musical Digital Audio (5)  
Students learn the Digital Performer or Apple Logic application with an emphasis on the digital audio component of the application software. Students demonstrate and develop projects simulating a commercial recording studio environment. First in series of three courses. Previously MUSTC 236. Student option grading.

**MUSIC TECHNOLOGY 172**  
Dig. Audio Workstation II: Static Sound Design (5)  
Students learn the Digital Performer or Apple Logic application as it applies to audio post-production of static sound design elements such as software graphical-user-interface (GUI), on-line audio and books-on-tape, simulating a commercial recording studio environment. Second in series of three courses. Previously MUSTC 235. Prerequisite: MUSTC 171. Student option grading.

**MUSIC TECHNOLOGY 173**  
Dig Audio Worksta III: Film & Video Sound Design (5)  
Logic or Digital Performer video post-production simulating a commercial environment. Third in series of three courses. Previously MUSTC 238. Prerequisite: MUSTC 172. Student option grading.

**MUSIC TECHNOLOGY 200**  
Navigating the New Music Business (3)  
As conventional models in the music business crumble, we investigate new revenue streams and emerging businesses on the web, incorporating social media into P.R. and how to network effectively. Explore new ways of creating, financing, promoting and distributing music. Student option grading.

**MUSIC TECHNOLOGY 201**  
Masters and Mentors (2)  
Students interact weekly with a different guest speaker from the local music community, including managers, label owners, studio owners, booking agents, entertainment lawyers and DIY musicians who bring real world credentials and expertise to the classroom. Student option grading.

**MUSIC TECHNOLOGY 221**  
Multitrack Music Production I (3)  
Students learn the operation of a multitrack recording studio while working as engineers on mixing and basic recording projects. This course is the first of a structured three-course sequence. Previously MUSTC 223. Prerequisite: MUSTC 123 or instructor permission. Student option grading.

**MUSIC TECHNOLOGY 222**  
Multitrack Music Production II (3)  
Students exercise intermediate skills in multitrack music production while working as engineers and producers on recording projects. Emphasis is on the development of a student recording portfolio. This course is the second of a structured three-course sequence. Previously MUSTC 224. Prerequisite: MUSTC 221 or equivalent with permission of instructor. Student option grading.
MUSIC TECHNOLOGY 223  Multitrack Music Production 3 (3)  Students exercise advanced skills in multitrack music production while working as engineers and producers on recording projects. Emphasis is on the development of a student recording portfolio. This course is the third of a structured three-course sequence. Previously MUSTC 225. Prerequisite: MUSTC 222 or equivalent with permission of instructor. Student option grading.

MUSIC TECHNOLOGY 231  Audio Post I Digital Music Production (5)  Provides students with a working understanding of advanced non-linear digital production of music using digital audio workstations in a recording studio environment. Portfolio materials demonstrate music recording, mixing and mastering techniques. First in series of three courses. Previously MUSTC 246. Prerequisite: MUSTC 135 or instructor permission. Student option grading.

MUSIC TECHNOLOGY 232  Audio Post II - Digital Radio Production (5)  Advanced radio broadcast-oriented commercial, public service, short- and long-form programming non-linear digital production using digital audio workstations in a recording studio environment, based on a broadcast paradigm (quick turnaround, high-volume production of time-sensitive audio content.) 2nd in series. Previously MUSTC 247. Prerequisite: MUSTC 131, MUSTC 132, MUSTC 133, MUSTC 231 and VCT 124, or Instructor Permission. Student option grading.

MUSIC TECHNOLOGY 233  Audio Post III - Digital Audio for Video (5)  Design music, sound effects, and other creative audio components for existing video material, using advanced production techniques on a non-linear digital audio workstation. Learn standards and practices used in the post-production industry in a recording studio environment. 3rd in series of 3. Previously MUSTC 248. Prerequisite: MUSTC 133, MUSTC 232 or instructor permission. Student option grading.

MUSIC TECHNOLOGY 241  Pop and Commercial Music Theory I (5)  Basic music theory concepts as applied to pop and commercial music. Includes ear training and basic harmonic, rhythmic, and melodic applications in popular styles. Techniques for creating four-part harmony typical of horn and string accompaniments in commercial music. Previously MUSTC 215. Prerequisite: MUSTC 143 or permission of instructor. Student option grading.


MUSIC TECHNOLOGY 243  Pop and Commercial Music Theory III (5)  Application of music theory concepts to create commercially viable pop music. Advanced ear training, arranging, production techniques, chord substitution, progressions in non-diatonic function. Counterpoint technique in pop music. Individualized creative projects accumulate techniques acquired in 3-quarter sequence. Previously MUSTC 217. Prerequisite: MUSTC 242 or equivalent with permission of instructor. Student option grading.

MUSIC TECHNOLOGY 271  Advanced Electronic Music Production I (4)  Students gain advanced techniques in the creation of new musical timbres through advanced synthesis-patch and sample-patch design. Students learn to use these sounds through practical application within their own MIDI-based musical compositions. Prerequisite: MUSTC 151, MUSTC 152, MUSTC 153, MUSTC 161, MUSTC 162, MUSTC 163, MUSTC 171, MUSTC 172, MUSTC 173 or instructor permission. Mandatory decimal grading.

MUSIC TECHNOLOGY 272  Advanced Electronic Music Production II (4)  Students acquire techniques for producing realistic sounding emulations of acoustic instruments through the use of sequencers, synthesizers and samplers. Students also learn to incorporate recorded, acoustic instruments into their electronic music sequences. Prerequisite: MUSTC 151, MUSTC 152, MUSTC 153, MUSTC 161, MUSTC 162, MUSTC 163, MUSTC 171, MUSTC 172, MUSTC 173, MUSTC 264 or instructor permission. Mandatory decimal grading.

MUSIC TECHNOLOGY 273  Advanced Electronic Music Production III (4)  Students acquire techniques in composing music for other media and will compose and produce music for film scores, video games, and other media. Prerequisite: MUSTC 151, MUSTC 152, MUSTC 153, MUSTC 161, MUSTC 162, MUSTC 163, MUSTC 171, MUSTC 172, MUSTC 173, MUSTC 264 or instructor permission. Mandatory decimal grading.

MUSIC TECHNOLOGY 274  Music Technology Portfolio Development (2)  Create a professional portfolio which includes samples of student’s work and is tailored to each student. Previously MUSTC 249. Prerequisite: Second-year standing and completion of advanced Music Technology courses, or with instructor permission. Student option grading.

MUSIC TECHNOLOGY 290  Internship In Music Business (5)  Application of music business techniques and theories in an off-campus environment. Site approval must be obtained by student. This variable credit course may be repeated. Prerequisite: Completion of at least 45 credits in Entertainment Business program and instructor’s permission. Student option grading.

MUSIC TECHNOLOGY 291  Special Topics In Music Technology (1)  Classes focus on specific issues and/or topics of interest in music technology. Previously MUSTC 282.

MUSIC TECHNOLOGY 292  Special Topics In Music Technology (2)  Classes focus on specific issues and/or topics of interest in music technology. Previously MUSTC 283.

MUSIC TECHNOLOGY 293  Special Topics In Music Technology (3)  Classes focus on specific issues and/or topics of interest in music technology. Previously MUSTC 284.

MUSIC TECHNOLOGY 294  Special Topics In Music Technology (4)  Classes focus on specific issues and/or topics of interest in music technology. Previously MUSTC 285.

MUSIC TECHNOLOGY 295  Special Topics In Music Technology (5)  Classes focus on specific issues and/or topics of interest in music technology. Previously MUSTC 286.

MUSIC TECHNOLOGY 297  Individual Project In Music Technology (1)  Individual project is a specific area of music technology. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students’ educational and work experience. Mandatory decimal grading.

MUSIC TECHNOLOGY 298  Individual Project In Music Technology (2)  Individual project is a specific area of music technology. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students’ educational and work experience. Mandatory decimal grading.

MUSIC TECHNOLOGY 299  Individual Project In Music Technology (3)  Individual project is a specific area of music technology. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students’ educational and work experience. Mandatory decimal grading.

NURSING 067  Fundamentals of Caregiving (2.5)  This course meets the Washington State requirements for ‘Fundamentals of Care Giving’, certificate in order to be employed in community care giving settings. Mandatory P/NC grading.

NURSING 068  Receiving Nurse Delegation (1)  This course prepares the student to receive delegation of selected nursing tasks under the Washington State Nurse Delegation regulations. Mandatory P/NC grading.

NURSING 069  Nursing Assistant Training (6.5)  This course prepares the student to be a nursing assistant. Federal and state requirements for taking the Nursing Assistant Certification Examination will be included. Mandatory P/NC grading.

NURSING 070  Comprehensive Nursing Assistant Training (15)  This course prepares the student to be a nursing assistant for the care of residents of community and long term care facilities. Requirements for ‘Fundamentals of Care Giving,’ ‘Nurse Delegation,’ and federal and state requirements for taking the Nursing Assistant Certification examination will be included. Mandatory P/NC grading.
NURSING 094  
Success Strategies for Nursing Students (2)  
Success for academic success in nursing. Includes reading, study, and test-taking skills, working in culturally diverse groups, drug dosage computation, and campus support services. An optional course recommended for those interested in improving academic skills or for whom English is not the native language. Previously NURS 091. Prerequisite: Admission to the Nursing program. Concurrent enrollment in NURS 121 or permission required. Mandatory P/NC grading.

NURSING 095  
Critical Thinking In the Nursing Process (2)  
An optional problem-solving seminar designed to assist students in developing their critical thinking skills in relationship to the nursing process. Emphasis will be on case studies. Previously NURS 092. Prerequisite: Advanced placement LPN student or concurrent enrollment in NURS 152 or permission. Mandatory P/NC grading.

NURSING 121  
Communication In Nursing (3)  
Application of basic prin, of communication and human relations to health care settings. Identification of problems in relationships and techniques for working with people of diverse backgrounds in health care environments. Equiv. to NURSE 121. Previously NURS 130. Prerequisite: Admission to the Nursing Program. Concurrently with NURS 131. Mandatory Decimal Grading.

NURSING 131  
Skills Practice Laboratory for Communication (1)  
Practice of communication skills including diverse clients with varying preferences, values, and needs. Includes professionalism, self-awareness and impact on communication, group process, and interpersonal relationships. Prerequisite: Admission to the Nursing program. Mandatory P/NC grading.

NURSING 141  
Foundations of Nursing Practice (3)  
Describes organizing framework foundational to the nursing program. Concepts include: critical thinking, nursing process, patient-centered care, homeostasis, and environment with emphasis on human needs and lifespan regarding the older adult. Socialization into the nursing profession is emphasized. Previously NURS 132. Prerequisite: Admission to the Nursing Program. Concurrent with NURS 151 and 161. Mandatory decimal grading.

NURSING 142  
Nursing Practice and Common Health Disturbances (5)  
Nursing care for persons with common health disturbances related to: immobility, malnutrition, infection, inflammation, healing, pain, perioperative care, unconsciousness, dementia, diabetes, integumentary and musculoskeletal disorders and end of life issues. Prerequisite: NURS 121, 131, 141, 151, 161. Taken concurrently with NURS 152 & 162. Mandatory decimal grading.

NURSING 143  
Nursing Practice & Complex Health Disturbances I (6)  
Third course in the nursing sequence with emphasis on hospitalized patients with complex health disturbances. Focus is on the surgical experience, fluid, electrolyte and acid-base balance, respiratory, cardiac, neurological, immunological, cancer, gastrointestinal, endocrine, and sensory problems. Previously NURS 150. Prerequisite: NURS 142, 152 and 162 or advanced placement LPN entry. Mandatory decimal grading.

NURSING 151  
Nursing Foundations Practicum (4)  
Provides opportunity for student to apply the nursing process, communication techniques, and basic nursing skills in a long-term care setting. Equiv. to NURSE 142. Previously NURS 134. Prerequisite: Admission to the Nursing Program. Concurrently with NURS 141 and 161. Mandatory P/NC grading.

NURSING 152  
Common Health Disturbances Practicum (4)  
Provides the opportunity to expand the use of nursing process and technical skills when caring for hospitalized persons. Emphasizes medication administration, health teaching and interpersonal communication. Prerequisite: NURS 121, 131, 141, 151, 161. Taken concurrently with NURS 142, 162. Mandatory P/NC grading.

NURSING 153  
Complex Health Disturbances I Practicum (5)  
Students provide care for hospitalized individuals with complex health disturbances with special emphasis on individuals undergoing surgery. Concurrent enrollment in NURS 143 & 163 required. Prerequisites: NURS 142, 152, and 162. Mandatory P/NC grading.

NURSING 161  
Skills Practice Laboratory I (1)  
Provides on-campus experience practicing basic nursing skills. Equiv. to NURSE 132. Previously NURS 133. Prerequisite: Admission to the Nursing Program. Concurrent enrollment in NURS 141 and 151. Mandatory P/NC grading.

NURSING 162  
Skills Practice Laboratory II (1)  
Provides progression in the practice of nursing skills in an on-campus laboratory setting. Prerequisite: NURS 121, 131, 141, 151, 161. Taken concurrently with NURS 142 and 152. Mandatory P/NC grading.

NURSING 163  
Skills Practice Laboratory III (1)  
Third course in the Nursing sequence where students practice and demonstrate nursing skills in an on-campus laboratory setting. Taken concurrently with NURS 143 and 153. Previously NURS 221. Prerequisites: NURS 142, 152, and 162 or advanced placement LPN entry. Mandatory P/NC grading.

NURSING 221  
Nurs Pract/Complex Health Disturbances II (2.5)  
Second course in three course series of nursing care for patients with complex health disturbances with emphasis on care of persons with conditions of the neurological, hematological, genitourinary, renal and reproductive systems. Nursing role with toxins and bioterrorism is included. Prereq: NURS 230. Prerequisites: NURS 143, 153, and 163. Mandatory decimal grading.

NURSING 222  
Nurs Practice and the Childbearing Family (3)  
Provides knowledge related to physiological and psychological changes occurring during the childbearing experience. Major focus is homeostasis for mother, newborn, and family unit. Explores cultural implications and diverse approaches and attitudes regarding childbearing. Taken concurrently with NURS 232. Previously NURS 240. Prerequisites: NURS 221, 231, 241, 251. Mandatory decimal grading.

NURSING 223  
Nurs Practice & Complex Health Disturbances III (3)  
Final course in the nursing sequence focusing on nursing care of persons throughout the life span with complex health disorders related to hematopoietic disorders; acute renal, cardiac, and respiratory disorders, trauma, severe burns and the hospitalized child. Pharmacology is integrated. Previously NURS 270. Prerequisites: NURS 221, 231, 242, 252. Mandatory decimal grading.

NURSING 231  
Complex Health Disturbances II Practicum (5)  
Students provide care for hospitalized individuals with complex health disturbances. Concurrent enrollment in NURS 221 required. Prerequisites: NURS 143, 153, and 155. Mandatory P/NC grading.

NURSING 232  
Nursing and Childbearing Family Practicum (4)  
Expands use of the nursing process and advanced skills to the care of the childbearing family unit with emphasis on antepartum, intrapartal and postpartal care of mothers and newborns in both acute care and community settings. Taken concurrently with NURS 222. Previously NURS 241. Prerequisites: NURS 143, 221, 231, 241, and 251. Mandatory P/NC grading.

NURSING 233  
Complex Health Disturbances III Practicum (4)  
Clinical nursing practice in an acute care setting in which students are to apply theory attained in all previous levels as well as theory of Nursing 223. Focuses on transition to registered nurse role. Taken concurrently with NURS 223. Previously NURS 271. Prerequisites: NURS 222, 232, 242, 252. Mandatory P/NC grading.

NURSING 241  
Nursing Practice and Psychosocial Disturbance (2.5)  
Concepts of mental health; psychopathology; treatment modalities; psychopharmacology and the effect of culture and development on mental health status and the mental health system and its effect on individuals are explored. Principles of psychosocial nursing and working with the interdisciplinary team are emphasized. Previously NURS 232. Prerequisites: NURS 121, 131, 143, 153, and 163. Mandatory decimal grading.

NURSING 242  
Nursing Practice and Health Promotion (3.5)  
Provides knowledge related to maintaining and promoting optimal health for individuals and families. Discusses health disparity as it relates to power/privilege. Emphasis is on supporting client self-determination and self care in the home and community. Prerequisites: NURS 221, 231, 241, 251. Mandatory decimal grading.
COURSE DESCRIPTIONS

NURSING 243
Managing Nursing Care In the Health Care System
Prerequisite: NURS 272. Presents basic management theory applied to nursing & the management of patient/client care. Emphasizes the challenges, issues, & trends affecting the nursing profession and the health care system of today. Provides information relative to legal issues surrounding nursing practice. Previously NURS 272. Prerequisites: NURS 220, 221, 231, 252, or permission. Mandatory decimal grading.

NURSING 251
Psychosocial Disturbance Practicum (2)
Clinical practicum providing care to individuals with psychotropic disturbances in a variety of settings. Working in an interdisciplinary team is emphasized. Taken concurrently with NURS 241. Previously NURS 233. Prerequisites: NURS 143, 153, and 163. Mandatory P/NC grading.

NURSING 252
Nursing and Health Promotion Practicum (1.5)
Clinical practice in ambulatory and community settings. The major focus is on use of nursing process and promoting health and self determination with consideration of underserved populations. Previously NURS 243. Prerequisites: NURS 221, 231, 241, 251 or instructor’s permission. Mandatory P/NC grading.

NURSING 253
Managing Nursing Care Practicum (2)

NURSING 266
Cardiac Monitoring (2)
Optional nursing course. Fundamentals of bedside cardiac monitoring and dysrhythmia interpretation. Prerequisite: Enrollment in second year of registered nursing program or current nursing licensure. Mandatory P/NC grading.

NURSING 267
Intravenous Therapy (2)
Optional nursing course. Concepts include: Intravenous fluid types, equipment, indications for therapy, site selection, compatibility, drip titration, dosage and rate calculation, site maintenance, and complications. Live IV insertion practice is not included. Prerequisite: Currently enrolled in second year of nursing program or licensure as a nurse. Mandatory P/NC grading.

NURSING 268
Introduction to Critical Care Nursing (2)
Optional nursing course. Fundamental concepts of the critical care experience for patient and nurse. Includes content on sedation, nutrition, hemodynamic monitoring, and mechanical ventilation. No clinical component to this course. Prerequisite: Currently enrolled in second year of nursing program or licensed as a nurse. Mandatory P/NC grading.

NURSING 290
Leadership Experience In Nursing (1)
An elective course that focuses on support for students in leadership positions in organizations.

Emphasizes developing skills for group leading, recruitment of others into the organization’s programs, organizing and planning events, fund raising, and managing conflict within organizations. Prerequisite: Admission to the Nursing Program. Concurrent enrollment in other nursing courses or permission is required. Mandatory P/NC grading.

NURSING 291
Special Topics In Nursing (1)
Classes focussing on specific issues and/or topics of interest in nursing. Previously NURS 281.

NURSING 292
Special Topics In Nursing (2)
Classes focussing on specific issues and/or topics of interest in nursing. Previously NURS 282.

NURSING 293
Special Topics In Nursing (3)
Classes focussing on specific issues and/or topics of interest in nursing. Previously NURS 283.

NURSING 294
Special Topics In Nursing (4)
Classes focussing on specific issues and/or topics of interest in nursing. Previously NURS 284.

NURSING 295
Special Topics In Nursing (5)
Classes focussing on specific issues and/or topics of interest in nursing. Previously NURS 285.

NURSING 297
Individual Project In Nursing (1)
Individual project in a specific area of nursing. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of student’s educational and work experience.

NURSING 298
Individual Project In Nursing (2)
Individual project in a specific area of nursing. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of student’s educational and work experience.

NURSING 299
Individual Project In Nursing (3)
Individual project in a specific area of nursing. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of student’s educational and work experience.

NURSING 10-QTR 095
Success Strategies I - 10 Qtr (1)
Support for academic success in nursing. Includes reading, study, and test-taking skills, working in culturally diverse groups and campus support services. An optional course recommended for students interested in improving academic skills. Mandatory P/NC grading.

NURSING 10-QTR 096
Success Strategies II - 10 Qtr (1)
Support for academic success in nursing. Includes reading, study, drug dosage computation, working in culturally diverse groups, & campus support services. An optional course recommended for students interested in improving academic skills. Mandatory P/NC grading.

NURSING 10-QTR 097
Critical Thinking in the Nsg Process I - 10 Qtr (1)
An optional problem-solving seminar designed to assist students in developing their critical thinking skills in relationship to the nursing process. Emphasis will be on case studies. Prerequisite: Current enrollment in 10-Quarter Nursing Program. Mandatory P/NC grading.

NURSING 10-QTR 098
Critical Thinking in the Nsg Process II - 10 Qtr (1)
Continuation of an optional problem-solving seminar designed to assist students in developing their critical thinking skills in relationship to the nursing process. Emphasis will be on case studies. Prerequisite: Current enrollment in 10 Quarter Nursing Program. Mandatory P/NC grading.

NURSING 10-QTR 121
Communication In Nursing - 10 Qtr (3)
Students apply basic principles of communication and human relations to health care settings. Includes identification of problems in human relationships and techniques for working successfully with clients, families, co-workers, and others of diverse backgrounds in the health care environment. Equiv. to NURS 121. Prerequisite: Admission to the 10 quarter option of the nursing program. Mandatory decimal grading.

NURSING 10-QTR 122
Found. of Nursing Practice - 10 Qtr (3)
Organizing framework foundational to the nursing program. Concepts include critical thinking, nursing process, total person, homeostasis, environment, human needs, lifespan development of the older adult, and responsibilities of the RN. Equiv. to NURS 141. Prerequisite: NURSE 121 and 131. Concurrent with NURSE 132 and 142. Mandatory decimal grading.

NURSING 10-QTR 123
Nsg Practice & Common Health Disturbances - 10 Qtr (7)
Nsg care for persons with common health disturbances related to immobility, malnutrition, infection, inflammation, healing, pain, peri-operative care, unconsciousness, diabetes, musculoskeletal disorders, & end-of-life issues across the life span. Includes nsg skills practice labs and clinical practicum to care for hospitalized persons. Prerequisites: NURSE 121, 131, 122, 132, 142. Mandatory decimal grading.

NURSING 10-QTR 124
Nsg Prac & Complex Health Disturbances I - 10-Qtr (6.5)
First course in nursing sequence that focuses on nursing care for persons with complex health disturbances. Emphasis on electrolyte and acid-base imbalances and respiratory conditions. Includes nsg skills practice labs and clinical practicum to care for complex hospitalized individuals, primarily those individuals undergoing surgery. Prerequisite: NURSE 123, Mandatory decimal grading.

NURSING 10-QTR 125
Nsg Prac & Complex Health Disturbances II - 10-Qtr (6)
Second course in sequence that focuses on nursing care for persons with complex health disturbances. Emphasis on cardiovascular, shock, neurological, immunological, cancer,
gastrointestinal, endocrine, sensory, and integumentary problems. Includes nog skills
practice labs. Prerequisite: NURSE 124. Mandatory decimal grading.

NURSING 10-QTR 131
Communication Skills Lab - 10 Qtr (1)
Practice of communication skills including communicating within the health care team and
with clients; group process; and responding to individuals with varying needs, ages, and
problems. Techniques for managing personal stress in health care settings are explored.
Instructor approval required. Equiv. to NURS 131. Prerequisite: Admission to the 10 quarter
option of the Nursing Program. Mandatory P/NC grading.

NURSING 10-QTR 132
Skills Practice Lab - 10 Qtr (1)
Provides on-campus experience practicing basic nursing skills. Equiv. to NURS 161.
Prerequisite: NURSE 121 and 131. Concurrent enrollment in NURSE 122 and 142.
Mandatory P/NC grading.

NURSING 10-QTR 142
Nursing Foundations Practicum - 10 Qtr (4)
Provides opportunity for student to apply the nursing process, communication techniques, and
basic skills in a long-term care setting. Equiv. to NURS 151. Prerequisite: NURSE 121 and

NURSING 10-QTR 221
Nsg Pract & Complex Health Disturb III - 10-
Qtr (2.5)
Third course in four course series of nursing care
for patients with complex health disturbances
with emphasis on care of persons with conditions of
the neurological, hepatobiliary, genitourinary,
renal and reproductive systems. Nursing role with
toxins and bioterrorism is included. Equiv. to
NURS 221. Prerequisite: NURSE 125.
Mandatory decimal grading.

NURSING 10-QTR 222
Nursing Practice and Health Promotion - 10-
Qtr (3.5)
Provides knowledge related to maintaining and
promoting optimal health for individuals and
families. Discusses health disparity as it relates
to power/privilege. Emphasis is on supporting
client self-determination and self care in the
home and community. Equiv. to NURS 242.
Prerequisite: NURSE 221 & 231. Mandatory
decimal grading.

NURSING 10-QTR 223
Nursing Pract & the Childbearing Family - 10-
Qtr (3)
Provides knowledge related to physiological and
psychological changes occurring during the
childbearing experience. Major focus is
homeostasis for mother, newborn, and family
unit. Explores cultural implications and diverse
approaches and attitudes regarding childbearing.
Equiv. to NURS 222. Prerequisite: NURSE 222
& 232. Mandatory decimal grading.

NURSING 10-QTR 224
Nursing Nsg Care In the Health Care System -
10-Qtr (3)
Presents basic management theory applied to
nursing and the management of patient/client
care. Explores the challenges, issues, and trends
affecting the nursing profession and the health care
system of today. Provides information relative to legal issues surrounding nursing
practice. Equiv. to NURS 243. Prerequisite:
NURSE 223, 233, and 243. Mandatory
decimal grading.

NURSING 10-QTR 225
Nursing Pract & Complex Health Disturb IV -
10-Qtr (3)
Final course in the nursing sequence focusing on
nursing care of persons throughout the
life-span with complex health disorders
related to hematopoietic disorders; acute
renal, cardiac, and respiratory disorders,
trauma, severe burns and the hospitalized
child. Pharmacology is integrated. Equiv. to
NURS 225. Prerequisite: NURSE 224 and
234. Mandatory decimal grading.

NURSING 10-QTR 231
Complex Health Disturbances Practicum I -
10-Qtr (6.5)
Clinical practicum where students apply
theoretical concepts from NURSE 221 in
providing care to hospitalized individuals with
complex health disturbances. Prerequisite:
NURSE 125. Mandatory P/NC grading.

NURSING 10-QTR 232
Nursing and Health Promotion Practicum - 10-
Qtr (1.5)
Clinical practice in ambulatory and community
settings. The major focus is on use of nursing
process and promoting health and self
determination with consideration of underserved
populations. Equiv. to NURS 252. Prerequisite:
NURSE 221 & 231. Mandatory P/NC grading.

NURSING 10-QTR 233
Nursing and Childbearing Family Practicum -
10-Qtr (4)
Expands use of the nursing process and advanced
skills to the care of the childbearing family unit
with emphasis on antepartal, intrapartal and
postpartal care of mothers and newborns in both
care and community settings. Equiv. to
NURS 252. Prerequisite: NURSE 222 & 232.
Mandatory P/NC grading.

NURSING 10-QTR 234
Managing Nursing Care Practicum - 10-Qtr (2)
Clinical practicum where basic management
theory and nursing theory from entire program
are applied to the management of patient/client
care. Emphasis on moving into the registered
nursing role. Equiv. to NURS 253.
Prerequisite: NURSE 223, 233, and 243.
Mandatory P/NC grading.

NURSING 10-QTR 235
Complex Health Disturbances Practicum II -
10-Qtr (4)
Clinical nursing practice in an acute care setting
where students are to apply theory attained in
all previous levels as well as theory of
NURSE 225. Focuses on transition to
registered nurse role. Equiv. to NURS 233.
Prerequisite: NURSE 224 AND 234.
Mandatory P/NC grading.

NURSING 10-QTR 242
Nsg Pract and Psychosocial Disturbance - 10-
Qtr (2.5)
Concepts of mental health; psychopathology;
treatment modalities; psychopharmacology and
the effect of culture and development on
mental health status; and the mental health
system and its effect on individuals are
explored. Principles of psychosocial nursing
and work with the interdisciplinary team are
emphasized. Equiv. to NURS 241. Prerequisite:
NURSE 121, 131, 221, and 231. Mandatory
decimal grading.

NURSING 10-QTR 243
Psychosocial Disturbances Practicum - 10-Qtr (2)
Clinical practicum providing care to individuals
with psychiatric disturbances in a variety of
settings. Working with an interdisciplinary team
is emphasized. Equiv. to NURS 251. Prerequisite:
NURSE 242. Mandatory P/NC grading.

NURSING 10-QTR 301
Nursing Assistant Theory and Practices (11)
This course is designed to prepare students for
the WA State Nursing Assistant exam for state
Certification. Students learn the essentials of
hands-on care giving, body systems, basic
nutrition and the care needs associated with each.
Additional endorses in dementia and
nurse delegation are provided. Prerequisite:
Acceptance into the NAC program and
concurrent enrollment in NAC 101 and
NAC 104. Mandatory decimal grading.

NURSING 10-QTR 304
Nursing Assistant Clinical Experience (4)
The course is required for all nursing assistant
students and provides hands-on training in how
to take vital signs, transferring and bathing
patients and performing range of motion exercises as needed for rehabilitation.
Prerequisite: Acceptance into the NAC program and
concurrent enrollment in NAC 101 and
NAC 104. Mandatory P/NC grading.

NUTRITION & 101
Nutrition (5)
A general study of nutrients in food, its
digestion, absorption and metabolism. Course
also deals with energy balance, weight control,
nutritional assessment and improvement of
general well-being. Previously NDF 110.
Prerequisite: Recommended completion of
MATH 070 and ENGL 099 or ESL 099.
Student option grading.

NUTRITION & 101W
Nutrition (5)
A general study of nutrients in food, its
digestion, absorption and metabolism. Course
also deals with energy balance, weight control,
nutritional assessment and improvement of
general well-being. Previously NDF 110W.
Prerequisite: Recommended completion of
MATH 070 and ENGL 099 or ESL 099.
Student option grading.
NUTRITION 188 Nutrition and Fitness (3)  
This course is designed for anyone wanting to improve their health through nutrition and fitness, from recreational exercises to serious athletes. Included are discussions of fitness goals and guidelines, nutrients and energy systems, weight maintenance, eating disorders, nutrition misinformation, and supplement use. Dual listed with PE 188. Prerequisites: Recommended completion of MATH 070 and ENGL 099 or ESL 099.

NUTRITION 293 Special Topics In Nutrition (3)  
Classes focusing on specific issues and/or topics of interest in nutrition. Previously NDF 285. Student option grading.

NUTRITION 297 Individual Project In Nutrition (1)  
Individual project in a specific area of nutrition. By arrangement with instructor. Previously NDF 297. Prerequisite: Instructor permission based on evaluation of student’s educational & work experience. Student option grading.

NUTRITION 298 Individual Project In Nutrition (2)  
Individual project in a specific area of nutrition. By arrangement with instructor. Previously NDF 298. Prerequisite: Instructor permission based on evaluation of student’s educational & work experience. Student option grading.

NUTRITION 299 Individual Project In Nutrition (3)  
Individual project in a specific area of nutrition. By arrangement with instructor. Previously NDF 299. Prerequisite: Instructor permission based on evaluation of student’s educational & work experience. Student option grading.

OCEANOGRAPHY 101 Introduction to Oceanography (5)  
Study of the sea floor features, the earth’s interior, ancient sea levels and climates, pollutants, nutrients, ocean currents, waves, beaches, tides and habitats. Labs on rocks, charts and navigation, sea water and organisms of the sea. Previously OCEAN 101. Prerequisites: ENGL 101 and MATH 80 with 2.0 or better. Student option grading.

OCEANOGRAPHY 174 Underwater Photography (2)  
Fundamentals of taking pictures underwater. Suitable films, cameras and underwater housings are demonstrated. The properties of light under water and special lighting effects are discussed. Pictures taken underwater are then critiqued in class. Previously OCEAN 174. Prerequisite: PE 120. Student option grading.

OCEANOGRAPHY 297 Individual Project In Oceanography (1)  
Individual project in a specific area of oceanography. By arrangement with instructor. Previously OCEAN 297. Prerequisite: Instructor permission, based on evaluation of students educational and work experience. Student option grading.

OCEANOGRAPHY 298 Individual Project In Oceanography (2)  
Individual project in a specific area of oceanography. By arrangement with instructor. Previously OCEAN 298. Prerequisite: Instructor permission, based on evaluation of students educational and work experience. Student option grading.

OCEANOGRAPHY 299 Individual Project In Oceanography (3)  
Individual project in a specific area of oceanography. By arrangement with instructor. Previously OCEAN 299. Prerequisite: Instructor permission, based on evaluation of students educational and work experience. Student option grading.

PARENT EDUCATION 114 Parent Cooperative Preschool 1: 0-1, 1-Day (2)  
Lecture/lab for parents of birth to one year olds; PARED 114/115/116 together cover parenting the infant: child development, influences on development, guidance and discipline, health, nutrition, play, language and literacy development. Sequence of topics is by instructor discretion. Instructor approval required. Mandatory P/NC grading.

PARENT EDUCATION 115 Parent Cooperative Preschool 2: 0-1, 1-Day (2)  
Lecture/lab for parents of birth to one year olds; PARED 114/115/116 together cover parenting the infant: child development, influences on development, guidance and discipline, health, nutrition, play, language and literacy development. Sequence of topics is by instructor discretion. Instructor approval required. Mandatory P/NC grading.

PARENT EDUCATION 116 Parent Cooperative Preschool 3: 0-1, 1-Day (2)  
Lecture/lab for parents of birth to one year olds; PARED 114/115/116 together cover parenting the infant: child development, influences on development, guidance and discipline, health, nutrition, play, language and literacy development. Sequence of topics is by instructor discretion. Instructor approval required. Mandatory P/NC grading.

PARENT EDUCATION 124 Parent Cooperative Preschool 1: 1-2, 1-Day (2)  
Lecture/lab for parents of 8-20 year olds; PARED 124/125/126 together cover parenting the 8-20 year old: child development, influences on development, guidance and discipline, health, nutrition, play, language and literacy development. Sequence of topics is by instructor discretion. Instructor approval required. Mandatory P/NC grading.

PARENT EDUCATION 125 Parent Cooperative Preschool 2: 1-2, 1-Day (2)  
Lecture/lab for parents of 8-20 year olds; PARED 124/125/126 together cover parenting the 8-20 year old: child development, influences on development, guidance and discipline, health, nutrition, play, language and literacy development. Sequence of topics is by instructor discretion. Instructor approval required. Mandatory P/NC grading.

PARENT EDUCATION 126 Parent Cooperative Preschool 3: 1-2, 1-Day (2)  
Lecture/lab for parents of 8-20 year olds; PARED 124/125/126 together cover parenting the 8-20 year old: child development, influences on development, guidance and discipline, health, nutrition, play, language, and literacy development. Sequence of topics is by instructor discretion. Instructor approval required. Mandatory P/NC grading.

PARENT EDUCATION 134 Parent Cooperative Preschool 1-2, 1-Day (2)  
Lecture/lab for parents of 2-3 year olds; 1-day/week option. PARED 134/135/136 together cover parenting the 2-3 year old: child development, influences on development, guidance and discipline, health, nutrition, play, language and literacy development. Instructor approval required. Previously PARED 127. Mandatory P/NC grading.

PARENT EDUCATION 135 Parent Cooperative Preschool 2-3, 1-Day (2)  
Lecture/lab for parents of 2-3 year olds; 1-day/week option. PARED 134/135/136 together cover parenting the 2-3 year old: child development, influences on development, guidance and discipline, health, nutrition, play, language and literacy development. Instructor approval required. Previously PARED 128. Mandatory P/NC grading.

PARENT EDUCATION 136 Parent Cooperative Preschool 3-4, 1-Day (2)  
Lecture/lab for parents of 2-3 year olds; 1-day/week option. PARED 134, 135, 136 together cover parenting the 2-3 year old: child development, influences on development, guidance and discipline, health, nutrition, play, language and literacy development. Instructor approval required. Previously PARED 129. Mandatory P/NC grading.

PARENT EDUCATION 137 Parent Cooperative Preschool 1-2, 2-Day (2)  
Lecture/lab for parents of 2-3 year olds; 2-day/week option. PARED 134/135/136 together cover parenting the 2-3 year old: child development, influences on development, guidance and discipline, health, nutrition, play, language and literacy development. Instructor approval required. Previously PARED 134. Mandatory P/NC grading.

PARENT EDUCATION 138 Parent Cooperative Preschool 2-3, 2-Day (2)  
Lecture/lab for parents of 2-3 year olds; 2-day/week option. PARED 134/135/136 together cover parenting the 2-3 year old: child development, influences on development, guidance and discipline, health, nutrition, play, language and literacy development. Instructor approval required. Previously PARED 134. Mandatory P/NC grading.

PARENT EDUCATION 139 Parent Cooperative Preschool 3-4, 2-Day (2)  
Lecture/lab for parents of 3-4 year olds; 2-day/week option. PARED 134/135/136 together cover parenting the 3-4 year old: child development, influences on development, guidance and discipline, health, nutrition, play, language and literacy development. Instructor approval required. Previously PARED 134. Mandatory P/NC grading.

PARENT EDUCATION 144 Parent Cooperative Preschool 1-3, 3-Day (3)  
Lecture/lab for parents of 3-4 year olds; PARED 144/145/146 together cover parenting the 3-4 year old: child development, influences on development, guidance and discipline, health, nutrition, play, language, and literacy development. Sequence of topics is by instructor discretion. Instructor approval required.
required. Previously PARED 140. Mandatory P/NC grading.

PARENT EDUCATION 143
Parent Cooperative Preschool 2: 3-4, 3-Day (3)
Lecture/lab for parents of 3-4 year olds; PARED 144/145/146 together cover parenting the 3-4 year old: child development, influences on development, guidance and discipline, health, nutrition, play, language, and literacy development. Sequence of topics is by instructor discretion. Instructor approval required. Previously PARED 141. Mandatory P/NC grading.

PARENT EDUCATION 146
Parent Cooperative Preschool 3: 3-4, 3-Day (3)
Lecture/lab for parents of 3-4 year olds; PARED 144/145/146 together cover parenting the 3-4 year old: child development, influences on development, guidance and discipline, health, nutrition, play, language, and literacy development. Sequence of topics is by instructor discretion. Instructor approval required. Previously PARED 142. Mandatory P/NC grading.

PARENT EDUCATION 147
Parent Cooperative Preschool I: 3-5, 2-Day (2)
Lecture/lab for parents of 3-5 year olds: Topics include child development, influences on development, guidance & discipline, health, nutrition, play, language, & literacy development. Mandatory P/NC grading.

PARENT EDUCATION 148
Parent Cooperative Preschool II: 3-5, 2-Day (2)
Lecture/lab for parents of 3-5 year olds: Topics include child development, influences on development, guidance & discipline, health, nutrition, play, language, & literacy development. Mandatory P/NC grading.

PARENT EDUCATION 149
Parent Cooperative Preschool III: 3-5, 2-Day (2)
Lecture/lab for parents of 3-5 year olds: Topics include child development, influences on development, guidance & discipline, health, nutrition, play, language, & literacy development. Mandatory P/NC grading.

PARENT EDUCATION 150
Parent Cooperative Preschool 1: 4-5, 3-Day (3)
Lecture/lab for parents of 4-5 year olds; PARED 154/155/156 together cover parenting the 4-5 year old: child development, influences on development, guidance and discipline, health, nutrition, play, language, and literacy development. Sequence of topics is by instructor discretion. Instructor approval required. Previously PARED 151. Mandatory P/NC grading.

PARENT EDUCATION 151
Parent Cooperative Preschool 2: 4-5, 3-Day (3)
Lecture/lab for parents of 4-5 year olds; PARED 154/155/156 together cover parenting the 4-5 year old: child development, influences on development, guidance and discipline, health, nutrition, play, language, and literacy development. Sequence of topics is by instructor discretion. Instructor approval required. Previously PARED 152. Mandatory P/NC grading.

PARENT EDUCATION 154
Parent Cooperative Preschool 3: 4-5, 3-Day (3)
Lecture/lab for parents of 4-5 year olds: Topics include child development, influences on development, guidance & discipline, health, nutrition, play, language, & literacy development. Mandatory P/NC grading.
PARENT EDUCATION 185
Parent Cooperative Preschool 2: 0-5 (1)
Parent education lecture course for parents of children birth to age 5. Topics include child development, influences on development, guidance & discipline, health, nutrition, play, literacy & community building. Mandatory P/NC grading.

PARENT EDUCATION 186
Parent Cooperative Preschool 3: 0-5 (1)
Parent education lecture course for parents of children birth to age 5. Topics include child development, influences on development, guidance & discipline, health, nutrition, play, literacy & community building. Mandatory P/NC grading.

PARENT EDUCATION 191
Special Topics In PARED (1)
Lecture course for parents that explores concepts and theories of selected parenting issues. PARED 191, 192, 193 together provide parents with knowledge to enable the formulation and practice of problem solving techniques to build and enhance self esteem within the family unit. Sequence of topics is by instructor discretion. Instructor approval required. Mandatory P/NC grading.

PARENT EDUCATION 192
Special Topics In PARED (2)
Lecture course for parents that explores concepts and theories of selected parenting issues. PARED 191, 192, 193 together provide parents with knowledge to enable the formulation and practice of problem solving techniques to build and enhance self esteem within the family unit. Sequence of topics is by instructor discretion. Instructor approval required. Mandatory P/NC grading.

PARENT EDUCATION 193
Special Topics In PARED (3)
Lecture course for parents that explores concepts and theories of selected parenting issues. PARED 191, 192, 193 together provide parents with knowledge to enable the formulation and practice of problem solving techniques to build and enhance self esteem within the family unit. Sequence of topics is by instructor discretion. Instructor approval required. Mandatory P/NC grading.

PARENT EDUCATION 291
Special Topics In Parent Education (1)
Classes focusing on specific issues and/or topics of interest in Parent Education. Student option grading.

PARENT EDUCATION 292
Special Topics In Parent Education (2)
Classes focusing on specific issues and/or topics of interest in Parent Education. Student option grading.

PARENT EDUCATION 293
Special Topics In Parent Education (3)
Classes focusing on specific issues and/or topics of interest in Parent Education. Student option grading.

PARENT EDUCATION 297
Individual Project In Parent Education (1)
Individual project in a specific area of Parent Education. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students’ educational and work experience. Student option grading.

PARENT EDUCATION 298
Individual Project In Parent Education (2)
Individual project in a specific area of Parent Education. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students’ educational and work experience. Student option grading.

PARENT EDUCATION 299
Individual Project In Parent Education (3)
Individual project in a specific area of Parent Education. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students’ educational and work experience. Student option grading.

PHILOSOPHY & 101
Introduction to Philosophy (5)
Examination and discussion of important philosophical arguments pertaining to the classic questions of philosophy, including: Does God exist? What is truth? How does knowledge differ from opinion? What is consciousness? Do we have free will? What is justice? Prerequisite: Recommended successful completion of ENGL 099 or placement into ENGL& 101. Student option grading.

PHILOSOPHY 102
Contemporary Moral Problems (5)
Students examine a variety of different ethical viewpoints and theories they apply to moral issues such as war, human trafficking, capital punishment, human rights, animal rights, euthanasia, the environment, abortion, racial and ethnic discrimination, social justice, and issues of gender and sexuality. Prerequisite: Recommended successful completion of ENGL 099 or placement into ENGL& 101. Student option grading.

PHILOSOPHY & 115
Critical Thinking (5)
An informal, non-symbolic introduction to logic and critical thinking emphasizing real-life examples, natural language applications, and the informal logical fallacies. Previously PHIL 115. Student option grading.

PHILOSOPHY & 120
Symbolic Logic (5)
Students translate reasoning into symbolic language and then test it for validity using algorithms and proof procedures similar to those used in math and computer science. Prerequisite: MATH 098 (2.0 or better), or MATH 099 (2.0 or better), or a score of 69 or higher on the Algebra COMPASS test or a score of 35 or higher on the College Algebra COMPASS test. Student option grading.

PHILOSOPHY 210
Comparative Religion (5)
A comparative survey of the history, beliefs and practices of major religions and religious traditions around the world. Judaism, Christianity, Islam, Hinduism, Buddhism, Taoism, Jainism, Shintoism, Native American traditions and traditions of other indigenous peoples, Witchcraft, and so forth. Student option grading.

PHILOSOPHY 240
Introduction to Ethics (5)
What is the basis of human rights? Which rights, if any, should be universal? What, if anything, is truly good in itself? What is social justice? Join this course for lively philosophical discussions on these and other big questions pertaining to the nature of right and wrong, good and bad. Prerequisite: ENGL& 101 or equivalent recommended. Student option grading.

PHILOSOPHY 248
Ethical Issues In Criminal Justice (5)
Critical discussion of the philosophical, psychological, ethical underpinnings of human behavior in the Criminal Justice system, including ethical challenges and issues of multiculturalism within the Criminal Justice system. Mandatory decimal grading.

PHILOSOPHY 265
Philosophy Through Film (5)
This course will examine a variety of philosophical arguments through the medium of film. It will consist of screenings, readings and lectures, and lively discussion. Students will engage a wide range of exciting thinkers, issues, and movies with the goal of understanding both how our world is and how we want it to be. Prerequisite: Recommended placement into ENGL& 101. Mandatory decimal grading.

PHILOSOPHY 267
Introduction to Philosophy of Religion (5)
Does God exist? Do we have an immortal soul? Is there life after death? What is faith? Has science proven there is no God? Is it ever reasonable to believe a miracle occurred? Why does the world contain evil? Join this class to engage in lively philosophical discussions concerning these and other big questions pertaining to religion. Student option grading.

PHILOSOPHY 295
Special Topics In Philosophy (5)
Classes focusing on specific issues and/or topics of interest in philosophy. Student option grading.

PHILOSOPHY 297
Individual Project In Philosophy (1)
Individual project in a specific area of philosophy. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students’ educational and work experience. Student option grading.

PHILOSOPHY 298
Individual Project In Philosophy (2)
Individual project in a specific area of philosophy. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students’ educational and work experience. Student option grading.

PHILOSOPHY 299
Individual Project In Philosophy (3)
Individual project in a specific area of philosophy. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students’ educational and work experience. Student option grading.

PHYSICAL EDUCATION 105
Badminton I (2)
Introduction to the rules, techniques, physical skills, and strategies of the game of badminton. Students will learn origins and rules, develop individual skills and reinforce their skill through competitive games and tournament experiences. Student option grading.
PHYSICAL EDUCATION 109
Golf I (2)
Designed for the beginning or part time golfer. Includes rules of the game, the full swing, short game, and strategy. Videotaping, and practice range will be included. Previously PE 114. Student option grading.

PHYSICAL EDUCATION 110
Tennis I (2)
Introduction to the rules, techniques, physical skills and strategies of the game of tennis. Historical and technical perspectives, basic strategies, individual skill development, singles and doubles strategies and competition. Previously PE 122. Student option grading.

PHYSICAL EDUCATION 116
Tai Chi I (2)
Introduction to the art of Tai Chi and its basis in Chinese philosophy as it relates to the development of the individual. Students will develop basic Tai Chi moves and learn a form of exercise based on soft, fluid movements. Previously PE 133. Student option grading.

PHYSICAL EDUCATION 117
Yoga I (2)
Introductory class where the focus is from the inside out. Gain balance, strength, flexibility and stability from the body’s core. Will blend energizing effort with relaxing, while quieting the mind, toning the body and inspiring personal confidence. Previously PE 134. Student option grading.

PHYSICAL EDUCATION 126
Yoga/Pilates Fusion I (2)
Introduction to the flexibility, balance, and breathing aspects of Yoga combined with the strengthening properties of Pilates for a complete body workout; toning the body, reducing stress, and building self-confidence. Mandatory decimal grading.

PHYSICAL EDUCATION 136
Weight Training & Cardio Fitness (2)
A complete muscular strength and cardiovascular fitness training experience centered around individual machine techniques. Allows the student to develop and experiment on their own personal fitness program. Previously PE 127. Student option grading.

PHYSICAL EDUCATION 138
Weight Training I (2)
Understanding, developing and maintaining muscular strength and endurance through participation in an individual weight training program. Previously PE 129. Student option grading.

PHYSICAL EDUCATION 139
Core Strength Conditioning I (2)
Develop and understand the importance of core body strength through a variety of activities including yoga, Pilates, the exercise ball and resistance exercises. Focus will be on the development of the core muscle groups while developing overall body strength and flexibility. Previously PE 151. Student option grading.

PHYSICAL EDUCATION 154
Soccer I (2)
Introduction to techniques, physical skills, & strategies of soccer. Learn origins & rules, develop individual skills through a series of demonstrations, drills & individual performance tasks & reinforce those skills through competitive games. Previously PE 102. Student option grading.

PHYSICAL EDUCATION 155
Basketball I (2)
Introduction to basketball skills and conditioning. Includes passing, shooting, ball movement, individual and team strategy, skills and techniques, rules of the game, scoring procedures and officiating. Previously PE 108. Student option grading.

PHYSICAL EDUCATION 174
Circuit Performance: Balance and Motion (3)

PHYSICAL EDUCATION 188
Nutrition and Fitness (3)
This course is designed for anyone wanting to improve their health through nutrition and fitness, from recreational exercisers to serious athletes. Included are discussions of fitness goals and guidelines, nutrients and energy systems, weight maintenance, eating disorders, nutrition misinformation, and supplement use. Dual listed with NUTR 188. Prerequisites: Recommended completion of MATH 070 & ENGL 099 or ESL 099. Student option grading.

PHYSICAL EDUCATION 200
Fitness Lab (3)
Pursue your fitness goals in an informal supervised setting while earning college credit. Gain practical experience while participating in your personal fitness program. Prerequisites: PE 101, or any of the following: PE 127, PE 128, PE 129, PE 227, PE 228, PE 229. Mandatory P/NC grading.

PHYSICAL EDUCATION 205
Badminton II (2)
Advanced study of the rules, techniques, physical skills, and strategies of the game of badminton. Drills, individual performance tasks and reinforcement of skill through competitive games and tournament experiences. Prerequisite: PE 105 or instructor permission. Student option grading.

PHYSICAL EDUCATION 209
Golf II (2)
Golf for the intermediate or advanced player. Includes the swing refinement, short game and strategy. Videotaping, and practice range, will be included. Previously PE 214. Prerequisite: PE 109 or permission. Student option grading.

PHYSICAL EDUCATION 210
Tennis II (2)
Advanced tennis for the experienced player. View the game from the technical perspective including advanced skill development; singles and doubles strategies and in-class competition. Previously PE 222. Prerequisite: PE 110 or permission. Student option grading.

PHYSICAL EDUCATION 216
Tai Chi II (2)
Advanced level class. Builds on and focuses on mastery of basic skills, techniques and philosophy of Tai Chi, as expressed in Chinese culture. Introduction to advanced skills and movements. Previously PE 233. Prerequisite: PE 116 or instructor permission. Student option grading.

PHYSICAL EDUCATION 217
Yoga II (2)
Advanced class. Increase your balance, strength, flexibility and stability from the body’s core with refined yoga techniques. Blend energizing effort with relaxing; inhaling with exhaling, quieting, toning the body, and inspiring personal confidence. Previously PE 234. Prerequisite: PE 117 or permission. Student option grading.

PHYSICAL EDUCATION 226
Weight Training and Cardio Fitness II (2)
Advanced muscular and cardiovascular strength and endurance training. Student will be expected to know the elements of fitness and principles of overall body condition, and be able to develop and execute several training regimens. Previously PE 227. Prerequisite: PE 136 or instructor permission. Student option grading.

PHYSICAL EDUCATION 238
Weight Training II (2)
Advanced weight training. Develop and maintain muscular strength and endurance through participation in an individual weight lifting program utilizing a variety of strength and endurance exercises. Previously PE 229. Prerequisite: PE 138 or instructor permission. Student option grading.

PHYSICAL EDUCATION 239
Core Strength Conditioning II (2)
Advanced core fitness training using a variety of exercise forms including yoga, Pilates, BOSU, exercise ball and light weights. Develop an understanding of core strength development and its relationship to health and fitness. Previously PE 231. Prerequisite: PE 139 or instructor permission. Student option grading.

PHYSICAL EDUCATION 254
Soccer II (2)
Advanced conditioning, skills, and strategies for highly skilled, experienced players. Advanced individual and team strategies. Previously PE 202. Prerequisite: PE 154 or instructor’s permission. Student option grading.

PHYSICAL EDUCATION 255
Basketball II (2)
Advanced study of the rules, techniques, physical skills and strategies of the game of basketball. Skills refined through games and related drills. Introduction to advanced technically demanding skills and team offensive and defensive systems. Previously PE 208. Prerequisite: PE 155 or instructor permission. Student option grading.
PHYSICAL EDUCATION 260
Fitness Participation (1)
Fitness experience designed for the student who already has knowledge in a team or individual sport, or lifetime fitness activity and is interested in continuing participation in that activity. Grade based on attendance and participation only. No written assignments. Previously PE 260. Prerequisite: 100 or 200 level of the specific activity course required. Mandatory P/N/C grading.

PHYSICAL EDUCATION 270
Basketball Strategies (3)
Off-season conditioning, skills, and individual and team strategies for the highly skilled athlete. Includes intensive conditioning and competition. Previously PE 251. Student option grading.

PHYSICAL EDUCATION 274
Baseball Strategies (3)
Off-season conditioning, skills, and individual and team strategies for the highly-skilled athlete. Includes intensive conditioning and competitive experiences. Previously PE 252. Student option grading.

PHYSICAL EDUCATION 275
Tennis Strategies (3)
Off-season conditioning, skills, and individual and team strategies for the highly skilled athlete. Includes intensive competitive and conditioning experiences. Previously PE 253. Student option grading.

PHYSICAL EDUCATION 276
Volleyball Strategies (3)
Off-season conditioning, skills, and individual and team strategies for the highly skilled athlete. Includes intensive competitive and conditioning experiences. Previously PE 257. Student option grading.

PHYSICAL EDUCATION 277
Soccer Strategies (3)
Off-season conditioning, skills, and individual and team strategies for the highly skilled athlete. Includes intensive conditioning and competition experiences. Previously PE 258. Student option grading.

PHYSICAL EDUCATION 278
Softball Strategies (3)
Off-season conditioning, skills, and individual and team strategies for the highly skilled athlete. Intensive conditioning and competitive experiences. Previously PE 259. Student option grading.

PHYSICAL EDUCATION 280
Cardio-Pulmonary Resuscitation (1)
CPR for the Professional Rescuer. Includes adult, infant and child rescue breathing, choking and CPR, as well as two-person CPR, pocket mask and bag-valve mask skills. Previously PE 191. Student option grading.

PHYSICAL EDUCATION 290
Special Topics In Physical Education (0.5)
Classes focusing on specific issues and/or topics of interest in physical education. Previously PE 280. Student option grading.

PHYSICAL EDUCATION 291
Special Topics In Physical Education (1)
Classes focusing on specific issues and/or topics of interest in physical education. Previously PE 281. Student option grading.

PHYSICAL EDUCATION 292
Special Topics In PE (2)
Classes focusing on specific issues and/or topics of interest in physical education. Previously PE 282. Student option grading.

PHYSICAL EDUCATION 293
Special Topics In Physical Education (3)
Classes focusing on specific issues and/or topics of interest in physical education. Previously PE 283. Student option grading.

PHYSICAL EDUCATION 294
Special Topics In Physical Education (4)
Classes focusing on specific issues and/or topics of interest in physical education. Previously PE 284. Student option grading.

PHYSICAL EDUCATION 295
Special Topics In Physical Education (5)
Classes focusing on specific issues and/or topics of interest in physical education. Previously PE 285. Student option grading.

PHYSICAL EDUCATION 297
Individual Project In Physical Education (1)
Individual project in a specific area of physical education. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of student’s educational and work experience. Student option grading.

PHYSICAL EDUCATION 298
Individual Project In Physical Education (2)
Individual project in a specific area of physical education. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of student’s educational and work experience. Student option grading.

PHYSICAL EDUCATION 299
Individual Project In Physical Education (3)
Individual project in a specific area of physical education. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of student’s educational and work experience. Student option grading.

PHYSICS 090
Physics/Engineering Learning Center (1)
A learning and tutorial center for students enrolled in PHYS& 121, 122, 123 and PHYS& 221, 222, 223 as well as ENGR 115 and all 200-level ENGR courses. Provides individual and small group tutorial assistance for those enrolled in those courses. Previously PHYS 100. Prerequisite: Must be enrolled in a Physics or Engineering course. Mandatory P/N/C grading.

PHYSICS 110
Concepts of the Physical World (5)
Introduction to selected physics concepts and theories. Intended for liberal arts and other non-science majors. Prerequisite: MATH 099 (2.0 or better). Student option grading.

PHYSICS & 114
General Phys I W/Lab (5)
Algebra-based physics for majors in health sciences, architecture, vocational and technical programs, and other majors not requiring calculus. Studies Newtonian mechanics. Previously PHYS& 121 & 131. Prerequisite: MATH& 142 with a grade of 2.0 or better. Mandatory decimal grading.

PHYSICS & 116
General Phys III W/Lab (5)
Calculus-based physics for majors in health sciences, architecture, vocational and technical programs, and other majors not requiring calculus. Studies electricity and magnetism. Previously PHYS& 122 & 132. Prerequisite: PHYS& 114 (previously PHYS& 121 & 131) and MATH& 142 with grades of 2.0 or better. Mandatory decimal grading.

PHYSICS & 221
Engineering Physics I W/Lab: Mechanics (5.5)
Calculus-based physics for majors in physical sciences, engineering, pre-medicine, mathematics. Studies Newtonian mechanics. Includes laboratory. Previously PHYS& 221 & 231. Prerequisite: MATH& 151 with grade of 2.0 or better. Mandatory decimal grading.

PHYSICS & 222
Engineering Physics II W/Lab: Electromagnetism (5.5)
Calculus-based physics for majors in physical sciences, engineering, pre-medicine, mathematics. Studies electricity and magnetism. Includes laboratory. Previously PHYS& 222 & 232. Prerequisite: PHYS& 221 and MATH& 163 with grades of 2.0 or better. Mandatory decimal grading.

PHYSICS & 223
Engr Physics III W/Lab: Waves, Heat & Light (5.5)
Calculus-based physics for majors in physical sciences, engineering, pre-medicine, mathematics. Studies fluids, waves, sound, thermodynamics and light. Includes laboratory. Previously PHYS& 223 & 233. Prerequisite: PHYS& 221 and MATH& 152 with grades of 2.0 or better. Mandatory decimal grading.

PHYSICS 297
Individual Project In Physics (1)
Individual project in a specific area of physics. By arrangement with instructor. Prerequisite: Instructor permission based on evaluation of student’s educational and work experience. Student option grading.

PHYSICS 298
Individual Project In Physics (2)
Individual project in a specific area of physics. By arrangement with instructor. Prerequisite: Instructor permission based on evaluation of student’s educational and work experience. Student option grading.

PHYSICS 299
Individual Project In Physics (3)
Individual project in a specific area of physics. By arrangement with instructor. Prerequisite: Instructor permission based on evaluation of student’s educational and work experience. Student option grading.
POLITICAL SCIENCE & 101
Introduction to Political Science (5)
This course provides a general overview of the major political movements, ideologies, and regimes that have shaped the contemporary world. Examines the nature, purpose, and practice of politics in both its democratic and non-democratic forms. Emphasis on explaining political change and stability. Previously POLSC 101. Student option grading.

POLITICAL SCIENCE & 202
Introduction to American Government and Politics (5)
This course provides an introduction to the U.S. political system. Students examine how the political process in the United States addresses significant public problems and conflicts in American society. Previously POLSC 202. Student option grading.

POLITICAL SCIENCE & 203
International Relations (5)
This class examines how nations interact in a globalized world. World views, national interests, power, war and peace, international organizations and law, trade and development, human rights, the environment, and alternate strategies for resolving global problems will be discussed. Previously POLSC 203. Prerequisite: ENGL& 101 is recommended. Student option grading.

POLITICAL SCIENCE 221
American Foreign Policy (5)
This course introduces students to the subject of American foreign policy. The focus is on (1) the evolution of policy, its values, circumstances and priorities, especially since 1945, and (2) the institutions and processes through which policy is made and carried out. Previously POLSC 221. Prerequisite: ENGL& 101 recommended. Student option grading.

POLITICAL SCIENCE 291
Special Topics In Political Science (1)
Classes focusing on specific issues and/or topics of interest in political science. Student option grading.

POLITICAL SCIENCE 292
Special Topics In Political Science (2)
Classes focusing on specific issues and/or topics of interest in political science. Student option grading.

POLITICAL SCIENCE 293
Special Topics In Political Science (3)
Classes focusing on specific issues and/or topics of interest in political science. Student option grading.

POLITICAL SCIENCE 294
Special Topics In Political Science (4)
Classes focusing on specific issues and/or topics of interest in political science. Student option grading.

POLITICAL SCIENCE 295
Special Topics In Political Science (5)
Classes focusing on specific issues and/or topics of interest in political science. Student option grading.

POLITICAL SCIENCE 295W
Special Topics In Political Science (5)
Classes focusing on specific issues and/or topics of interest in political science. Student option grading.

POLITICAL SCIENCE 297
Individual Project In Political Science (1)
Individual project in a specific area of political science. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students’ educational and work experience. Student option grading.

POLITICAL SCIENCE 298
Individual Project In Political Science (2)
Individual project in a specific area of political science. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students’ educational and work experience. Student option grading.

POLITICAL SCIENCE 299
Individual Project In Political Science (3)
Individual project in a specific area of political science. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students’ educational and work experience. Student option grading.

PSYCHOLOGY & 100
General Psychology (5)
Course provides an introduction to the scientific study of the biological, mental, and social factors that influence human behavior. Topics covered include: personality, learning, memory, critical thinking, intelligence, psychological disorders, and treatments. Previously PSYCH 100. Mandatory decimal grading.

PSYCHOLOGY & 200
Lifespan Psychology (5)
A survey of human development from conception through death. Physical, emotional, cognitive and psychosocial development will be explored. Previously PSYCH 204. Mandatory decimal grading.

PSYCHOLOGY 202
Biopsychology (5)
How does our biology influence how we think, feel, and act? How does our behavior impact the way our biology is expressed? This course examines these two questions and explores the interaction between biology and behavior. Topics include: memory, sex, drugs, and mental illness. A prerequisite for UW psychology majors. Previously PSYCH 202. Prerequisite: PSYC& 100 or equivalent with instructor permission. Mandatory decimal grading.

PSYCHOLOGY 207
The Psychology of Excellence (5)
This course focuses on the application of psychological theories & research to enhancing performance in a variety of life settings. Topics include: self-regulation, goal setting, visualization, stress management, attention control, time management, effective communication, & conflict resolution. Previously PSYCH 207. Mandatory decimal grading.

PSYCHOLOGY 208
Adulthood, Aging and Development (5)
A study of the basic concepts and issues in adult aging and development. Exploration of the developmental patterns and problems characteristic of the adult years from a cultural perspective. Previously PSYCH 208. Mandatory decimal grading.

PSYCHOLOGY 209
Fundamentals of Psychological Research (5)
This course covers the key themes and concepts of psychological research and is a foundation course for students planning to take additional courses in psychology. Students will also learn how to critically evaluate scientific findings and claims made by the popular press. A prerequisite for UW psychology majors. Previously PSYCH 209. Prerequisite: PSYC& 100 or equivalent with instructor permission. Mandatory decimal grading.

PSYCHOLOGY 210
Psychology of Sexuality & Relationships (5)
Survey of social, psychological and biological influences on patterns of human sexual behavior. Sexual dysfunction and therapy, contraception, and venereal disease will also be considered. Previously PSYCH 210. Mandatory decimal grading.

PSYCHOLOGY & 220
Abnormal Psychology (5)
Introduction to the field of psychopathology. A survey of the symptoms, causes, and treatment of psychological disorders will be considered. Previously PSYCH 205. Prerequisite: PSYC& 100, or equivalent with instructor permission. Mandatory decimal grading.

PSYCHOLOGY 225
Drugs and Behavior (5)
This course surveys the popular recreational drugs in terms of their pharmacological, physiological (health) and psychological impact on the individual. In addition, we will examine issues related to drug use and abuse, addiction, treatment, drug regulation and enforcement, as well as other topical issues. Student option grading.

PSYCHOLOGY 236
Introduction to Personality (5)
Introduction to the scientific study of personality, including personality theories and theorists, personality assessment, and personality constructs. Previously PSYCH 236. Prerequisite: PSYC& 100 or equivalent with instructor permission. Mandatory decimal grading.

PSYCHOLOGY 245
Social Psychology (5)
An introduction to the scientific study of relations between individuals and groups and the effects of contextual variables such as: race, ethnicity, culture, and gender. Some of the topics included are: group function, self-concept, conflict, aggression, and discrimination. Previously PSYCH 245. Mandatory decimal grading.

PSYCHOLOGY 293
Special Topics In Psychology (3)
Classes focusing on specific issues and/or topics of interest in psychology. Student option grading.

PSYCHOLOGY 295
Special Topics In Psychology (5)
Classes focusing on specific issues and/or topics of interest in psychology. Student option grading.

PSYCHOLOGY 297
Individual Project In Psychology (1)
Individual project in a specific area of psychology. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students’ educational and work experience. Student option grading.
COURSE DESCRIPTIONS

PSYCHOLOGY 298
Individual Project In Psychology (2)
Individual project in a specific area of psychology. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

PSYCHOLOGY 299
Individual Project In Psychology (3)
Individual project in a specific area of psychology. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

SOCIOLoGY 101
Introduction to Sociology (5)
Introduces the major perspectives and methods in sociology to explain the principles of society, culture, and sociocultural relationships. Topics include socialization, social interaction and structure, groups, organizations, deviance, stratification, inequality, institutions and social change. Previously SOC 110. Mandatory decimal grading.

SOCIOLoGY 102
Child Maltreatment & Advocacy (5)
This introductory course for Child Advocacy Studies covers the history, perspectives, legal framework and responses to child maltreatment. It is approached from a variety of diverse professional perspectives. The course is designed for students interested in gaining knowledge of child maltreatment. Dual listed as CAST 102. Mandatory decimal grading.

SOCIOLoGY 112
Introduction to Criminology (5)
An introduction to Criminology as an academic discipline and as a science. Discussions include Crime theory, measuring crime, impact of crime and treatment of offenders and victims. Mandatory decimal grading.

SOCIOLoGY & 201
Social Problems (5)
Analysis of the process of social and personal disorganization and reorganization as related to selected social problems such as crime, delinquency, drug abuse, poverty, race relations and over population. Previously SOC 270. Mandatory decimal grading.

SOCIOLoGY 202
Professional and Systemic Responses (5)
This course focuses on the responses of professionals and the system to allegations of child maltreatment. Designed for students entering fields in which knowledge of child maltreatment investigation and advocacy are necessary. Dual listed as CAST 202. Mandatory decimal grading.

SOCIOLoGY 250
Sociology of Families (5)
Examines the institution of the family in various cultures in the United States and globally. Current issues, debates and public policies that affect the family will also be examined. Previously SOC 252. Mandatory decimal grading.

SOCIOLoGY 288
Sociology of Minority Groups (5)
Within a sociological context, examine current and historical issues confronting United States minority groups. Explore the influence of culture and social structure on intergroup relations within the U.S. to include topics such as prejudice, discrimination, power, privilege and group identity. Mandatory decimal grading.

SOCIOLoGY 295
Special Topics In Sociology (5)
Classes focusing on specific issues and/or topics of interest in Sociology. Student option grading.

SOCIOLoGY 297
Individual Project In Sociology (1)
Individual project in a specific area of Sociology. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

SOCIOLoGY 298
Individual Project In Sociology (2)
Individual project in a specific area of Sociology. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

SPANISH & 121
Spanish I (5)
Fast-paced beginning course in Spanish: listening, speaking, reading and writing. Topics include greetings, family, and leisure activities vocabulary and the present tense. Cultural studies include social amenities and exposure to Hispanic art, music and history. Previously SPAN 101. Student option grading.

SPANISH & 122
Spanish II (5)
Fast-paced course in Spanish: listening, speaking, reading and writing. Topics include past tenses, commands, direct/indirect object pronouns, clothing and food vocabulary. Cultural studies continue with exposure to Hispanic art, music and history. Previously SPAN 102. Prerequisite: SPAN & 121 or equivalent with instructor's permission. Student option grading.

SPANISH & 123
Spanish III (5)
Fast-paced course in Spanish: listening, speaking, reading and writing. Topics include subjunctive, future, conditional and work vocabulary. Cultural studies continue with exposure to Hispanic art, music and history. Previously SPAN 103. Prerequisite: SPAN & 122 or equivalent with instructor's permission. Student option grading.

SPANISH & 221
Spanish IV (5)
Class conducted in Spanish. Major emphasis on increased vocabulary and review of grammatical structures. Development of ability to create imaginative dialogue. Weekly conversation groups. Introduction to the study of literature through poems and short stories. Previously SPAN 2001. Prerequisite: SPAN & 123 or equivalent with instructor's permission. Student option grading.

SPANISH & 222
Spanish V (5)
Class conducted in Spanish. Continues review of grammar, development of practical vocabulary and discussion of poems and short stories. Weekly conversation groups. Previously SPAN 202. Prerequisite: SPAN & 221 or equivalent with instructor's permission. Student option grading.

SPANISH & 223
Spanish VI (5)
Class conducted in Spanish. Conversation class for advanced-intermediate students. Integration of skills developed in previous quarters. Emphasis on group work and conversational skills/techniques. Presentations in Spanish and weekly conversation groups. Previously SPAN 203. Prerequisite: SPAN & 222 or equivalent with instructor's permission. Student option grading.

SPANISH 297
Individual Project In Spanish (1)
Individual project in a specific area of Spanish. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

SPANISH 298
Individual Project In Spanish (2)
Individual project in a specific area of Spanish. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

SPANISH 299
Individual Project In Spanish (3)
Individual project in a specific area of Spanish. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

STUDY SKILLS 099
College Study Skills Seminar (2)
Students learn techniques for studying successfully in their college courses. Techniques may include time management, reading and writing methods, note-taking, test-taking and memorization skills. Students practice these skills using materials from other classes during the quarter. Mandatory P/NC grading.

STUDY SKILLS 100
Academic Success Strategies (5)
Students learn techniques for studying successfully in their college classes. Techniques may include reading strategies, information-gathering, note-taking, writing-to-learn and improving memory. Students will practice these skills using materials from their other classes. Prerequisite: COMPASS scores of 61 in Reading, 28 in Writing, or completion of ENGL 080 or equivalent with a 2.0 better, or instructor permission. Student option grading.

STUDY SKILLS 297
Individual Project In Study Skills (1)

VISUAL COMMUNICATION TECHNOLOGY 101
Graphic Design 1 (5)
Course introduces Graphic Design with
student option grading.

**VISUAL COMMUNICATION TECHNOLOGY 102**
Graphic Design 2 (5)
Introduces Graphic Design concepts and methods used in page layout for print and web. Explores marketing principles and strategies, ad layout models, art direction, campaign development and production issues. Previously ART 202. Prerequisite: VCT 101 (2.0 minimum), or instructors permission. Student option grading.

**VISUAL COMMUNICATION TECHNOLOGY 103**
Graphic Design 3 (5)
Course continues the study of principles and theories of design concept development with emphasis on visual identity. Logo design is introduced as the visual distillation of the message. Other topics include figure/ground relationships, recognition, color schemes and production issues. Previously ART 203. Prerequisite: VCT 101 (2.0 minimum), VCT 102 (2.0 minimum), VCT 128 (2.0 minimum), or instructor permission. Student option grading.

**VISUAL COMMUNICATION TECHNOLOGY 112**
Visual Communication Survey (5)
A survey of the visual design industry and production processes for print, web, video, animation, multimedia and game design. Previously VCT 111. Student option grading.

**VISUAL COMMUNICATION TECHNOLOGY 124**
Basic Macintosh Systems Operations (2)
An introductory course in the fundamental operations and uses of the Macintosh computer. Students learn how to efficiently use the current operating system as related to visual communications design and production. (Call 206.546.4671 to test out of this class.) Student option grading.

**VISUAL COMMUNICATION TECHNOLOGY 125**
Intro to Image Construction, Editing & Output (3)
Introduces current information, tools and techniques used to create digital materials for a variety of visual communications applications. Highlights digital image attributes including: resolution, color modes, editing, file formats and output. Prerequisites: Students completing any AAS degree in the VCT program are required to maintain a minimum grade of 2.0 in each VCT or ART course in order to progress to the next class. May repeat class or obtain advisor’s waiver. Student option grading.

**VISUAL COMMUNICATION TECHNOLOGY 128**
Adobe: Page Layout W/InDesign (5)
Introduction to digital page layout design, concepts and skills with emphasis on typical industry documents. Projects include single and multiple-page and multiple-panel layouts such as letterhead and brochure design. Basic graphic design principles, software integration and preparation for output are addressed. Prerequisite: VCT 124 (2.0 minimum) and VCT 125 (2.0 minimum), or instructor permission. (VCT 101 suggested) Student option grading.

**VISUAL COMMUNICATION TECHNOLOGY 134**
Adobe: Illustrator (Vector Graphics) (5)
This course introduces digital illustration for print, web, and multimedia, using vector-based software. Students will develop problem-solving skills related to illustration techniques and software by producing industry-level projects. Prerequisite: VCT 124 (2.0 minimum) and 125 (2.0 minimum), or instructors permission. Student option grading.

**VISUAL COMMUNICATION TECHNOLOGY 135**
Adobe: Animation/Interactive Media (5)
This course introduces practice and theory in creating 2D animation projects. Students develop skills using industry software and interactive media. Prerequisite: VCT 124 (2.0 minimum), VCT 125 (2.0 minimum), VCT 136 (2.0 minimum), or instructor permission. (VCT 134 suggested) Student option grading.

**VISUAL COMMUNICATION TECHNOLOGY 136**
Adobe: Raster Graphics W/Photoshop (5)
This course introduces bitmap image editing, illustration and compositing using industry standard software to create content for print, web, 2D, and 3D multimedia. Non-destructive digital imaging techniques and workflows emphasize layers, masks and adjustments. Prerequisite: VCT 124 (2.0 minimum) and VCT 125 (2.0 minimum), or instructor permission. Student option grading.

**VISUAL COMMUNICATION TECHNOLOGY 144**
Digital Photography for Industry (4)
This introductory course explores the modes and roles of digital photography, the possibilities of the medium, and creative and aesthetic issues. Students use digital image capture and output and work in both black and white and color through assignments, lectures, and critiques. Previously VCT 141. Prerequisite: VCT 124 (or equivalent) and VCT 125 (or equivalent) and VCT 136, or portfolio review. Instructor permission required. Mandatory decimal grading.

**VISUAL COMMUNICATION TECHNOLOGY 155**
Digital Production (5)
This course explores current digital output processes such as aqueous, solvent-based inkjet and toner-based printing. Topics include display graphics, banners, apparel graphics, vehicle wraps and on-demand printing. Prerequisite: VCT 112 (2.0 minimum), 124 (2.0 minimum), 125 (2.0 minimum) and 136 (2.0 minimum), or instructor permission. Student option grading.

**VISUAL COMMUNICATION TECHNOLOGY 156**
Creative Project Management (5)
Course focuses on the skills needed to efficiently manage all phases of creative design and production workflow, including scheduling, budgeting, pricing, client presentation, job tracking and invoicing. Student option grading.

**VISUAL COMMUNICATION TECHNOLOGY 170**
Adobe: Interactive/Web Design (5)
This course introduces web design, HTML, and CSS as well as topics such as usability, grids and web standards. Students apply standard design principles in the creation of interactive web page layouts. Prerequisite: VCT 124 (2.0 minimum) and VCT 125 (2.0 minimum), or instructor permission. (VCT 136 recommended.) Student option grading.

**VISUAL COMMUNICATION TECHNOLOGY 176**
Introduction to 3D Modeling and Animation (5)
This course introduces students to the world of 3D with entry-level software. Students will learn the basics of 3D modeling and animation without the steep learning curve that exists with some high-end 3D authoring tools. Foundational concepts and skills taught in this course are transferrable to all 3D software programs. Student option grading.

**VISUAL COMMUNICATION TECHNOLOGY 190**
Internship In Visual Communications (5)
Application of visual communication techniques and theories in an off-campus production environment. Site approval must be obtained by student. Course may be repeated. Prerequisite: Completion of at least 45 credits in ART/VCT and instructor’s permission. Student option grading.

**VISUAL COMMUNICATION TECHNOLOGY 199**
Visual Communications Study Center (5)
Students complete supplemental study projects for Visual Communications to support their progress in the VCT program. This course may be taken multiple times for credit. Continuous enrollment is allowed for this class. Previously VCT 099. Prerequisites: VCT 124 or equivalent and VCT 125 or equivalent. Instructor permission required. Student option grading.

**VISUAL COMMUNICATION TECHNOLOGY 204**
Graphic Design 4: Packaging & Event Graphics (5)
Explores graphic design principles used in product packaging, environmental graphics, point of purchase displays and event booth signage with an adherence to a standardized design process. Prerequisite: VCT 103 (2.0 minimum), VCT 134 (2.0 minimum) and VCT 136 (2.0 minimum), or instructor permission. Student option grading.

**VISUAL COMMUNICATION TECHNOLOGY 205**
Specialization: Design Studio/Portfolio 5 (4)
Students explore portfolio development as they pursue an individual direction, producing new design solutions and reworking existing projects. Hard copy and digital formats of finished portfolios are created. Prerequisite: VCT 204 (minimum 2.0) or instructor permission. Student option grading.
COURSE DESCRIPTIONS

VISUAL COMMUNICATION

TECHNOLOGY 206
Specialization: Design Studio/Portfolio 6 (4)
Students continue exploring portfolio development as they pursue an individual direction, producing new design solutions and reworking existing projects. Hard copy and digital formats of finished portfolios are created. Prerequisite: VCT 205 (minimum 2.0) or instructor permission. Student option grading.

VISUAL COMMUNICATION

TECHNOLOGY 207
Specialization: Design Studio/Portfolio 7 (4)
Students continue exploring portfolio development as they pursue an individual direction, producing new design solutions and reworking existing projects. Hard copy and digital formats of finished portfolios are created. Prerequisite: VCT 206 (minimum 2.0) or instructor permission. Student option grading.

VISUAL COMMUNICATION

TECHNOLOGY 215
Specialization: Adobe Studio/Portfolio 1 (4)
Students explore visual design software as they pursue an individual direction, using online training modules for Adobe software to produce portfolio material. Prerequisite: VCT 128 (2.0 minimum), VCT 134 (2.0 minimum), VCT 136 (2.0 minimum), or instructor permission. Student option grading.

VISUAL COMMUNICATION

TECHNOLOGY 216
Specialization: Adobe Studio/Portfolio 2 (4)
Students continue exploration and skills development as they pursue an individual direction, using online training modules for Adobe software to produce portfolio material. Prerequisite: VCT 128 (2.0 minimum), VCT 134 (2.0 minimum), VCT 136 (2.0 minimum), or instructor permission. Student option grading.

VISUAL COMMUNICATION

TECHNOLOGY 217
Specialization: Adobe Studio/Portfolio 3 (4)
Students complete their exploration and skills development in this final course in the sequence, using online training modules for Adobe software to produce portfolio material. Prerequisite: VCT 128 (2.0 minimum), VCT 134 (2.0 minimum), VCT 136 (2.0 minimum), or instructor permission. Student option grading.

VISUAL COMMUNICATION

TECHNOLOGY 225
Specialization: Interactive Web/Studio 1 (4)
Students explore web/interactive design as they pursue an individual direction, using online training modules for HTML, CMS, CSS, Javascript and other Web/interactive authoring applications. Prerequisite: VCT 134 (2.0 minimum), VCT 135 (2.0 minimum), VCT 136 (2.0 minimum), VCT 170 (2.0 minimum), or instructor permission. Student option grading.

VISUAL COMMUNICATION

TECHNOLOGY 226
Specialization: Interactive Web/Studio 2 (4)
Students continue exploration and skills development as they pursue an individual direction, using online training modules for HTML, CMS, CSS, Javascript and other Web/interactive authoring applications. Prerequisite: VCT 205 (minimum 2.0) or instructor permission. Student option grading.

VISUAL COMMUNICATION

TECHNOLOGY 227
Specialization: Interactive Web/Studio 1 (4)
Students complete exploration of interactive design as they pursue an individual direction, using online training modules for HTML, CMS, CSS, Javascript and other Web/interactive authoring applications. Prerequisite: VCT 134 (2.0 minimum), VCT 135 (2.0 minimum), VCT 136 (2.0 minimum), VCT 170 (2.0 minimum), or instructor permission. Student option grading.

VISUAL COMMUNICATION

TECHNOLOGY 230
History of Visual Media (5)
This course begins with the foundational history of visual media, then branches out to specific areas of study including the history of graphic design, animation, multimedia and game art. Student option grading.

VISUAL COMMUNICATION

TECHNOLOGY 233
Specialization: Autodesk/3D Studio/Game Design 1 (4)
Students explore and develop skills as they pursue an individual direction, using online training modules for Autodesk or other 3D software to produce portfolio material. Prerequisite: VCT 134 (2.0 minimum), VCT 135 (2.0 minimum), VCT 136 (2.0 minimum), VCT 176 (2.0 minimum), or instructor permission. Student option grading.

VISUAL COMMUNICATION

TECHNOLOGY 236
Specialization: Autodesk/3D Studio/Game Design 2 (4)
Students continue exploration and skills development as they pursue an individual direction, using online training modules for Autodesk or other 3D software to produce portfolio material. Prerequisite: VCT 134 (2.0 minimum), VCT 135 (2.0 minimum), VCT 136 (2.0 minimum), VCT 176 (2.0 minimum), or instructor permission. Student option grading.

VISUAL COMMUNICATION

TECHNOLOGY 237
Specialization: Autodesk/3D Studio/Game Design 3 (4)
Students complete their exploration and skills development in this final course in the sequence, using online training modules for Autodesk or other 3D software to produce portfolio material. Prerequisite: VCT 134 (2.0 minimum), VCT 135 (2.0 minimum), VCT 136 (2.0 minimum), or instructor permission. Student option grading.

VISUAL COMMUNICATION

TECHNOLOGY 245
Specialization: Video/Visual Effects Studio 1 (4)
Students explore an individual direction using online training modules for video and effects software to produce portfolio material. Prerequisite: VCT 267 (2.0 minimum) or VCT 268 (2.0 minimum), or instructor permission. Student option grading.

VISUAL COMMUNICATION

TECHNOLOGY 246
Specialization: Video/Visual Effects Studio 2 (4)
Students continue exploration of an individual direction, using online training modules for video and effects software to produce portfolio material. Prerequisite: VCT 245 (2.0 minimum), or instructor permission. Student option grading.

VISUAL COMMUNICATION

TECHNOLOGY 247
Specialization: Video/Visual Effects Studio 3 (4)
Students complete exploration of an individual direction, using online training modules for video and effects software to produce portfolio material. Prerequisite: VCT 246 (2.0 minimum), or instructor permission. Student option grading.

VISUAL COMMUNICATION

TECHNOLOGY 251
Introduction to Game Design Theory (5)
Course explores the process and theory of game design and interactive experience design. Students learn and practice an industry-standard design process to produce hand-crafted, physical prototypes of games focusing on the conceptual development of interactive content. Student option grading.

VISUAL COMMUNICATION

TECHNOLOGY 252
Introduction to Game Art (5)
Course provides the foundation for understanding the essential vocabularies, principles and concepts in game art. Students practice workflow skills for conceptual game art development. Course covers game art styles, hand-and digital-rendering skills, lighting and perspective in creating game characters, backgrounds and props. Student option grading.

VISUAL COMMUNICATION

TECHNOLOGY 253
Introduction to Game Development (5)
Course focuses on the construction of interactive 3D game levels by combining 3D models, sound, animations and scripts in a game engine application. Various genres of games are analyzed, including first-person shooter, strategy, racing and hidden object games. Prerequisite: VCT 251 (minimum 2.0) and VCT 252 (minimum 2.0), or instructor permission. Student option grading.

VISUAL COMMUNICATION

TECHNOLOGY 257
Electronic Prepress & Publishing II (4)
Further development in digital file preparation for output. Students learn prepress as well as skills for refining of trapping, imposition and pagination, customer relations and time management. Troubleshooting file formats for digital output and workflow management are addressed. Prerequisite: VCT 123. Prerequisite: VCT 157 and instructor signature or instructor permission with portfolio review. Mandatory decimal grading.

VISUAL COMMUNICATION

TECHNOLOGY 267
Editing II: Avid Media Composer Lab (3)
Intensive video editing lab with Avid Media...
Composition With After Effects (4)

Course provides theory and practice in using After Effects for post production work in compositing, animation and motion effects. Topics include composition, effects, alpha channels, color correction, tweening, motion paths, importing and exporting. Prerequisites: VCT 134 and VCT 135 and VCT 136, and VCT 267 or 268, or instructor approval. Student option grading.

Visual Communication Technology 299

Individual Project VCT (3)

Individual project in a specific area of VCT. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students’ educational and work experience. Student option grading.

Visual Communication Technology 268

Editing Software Lab (3)

Intensive video editing lab with Media Composer, Final Cut Pro or Premiere (depending on quarter). To be taken after completion of FILM 265 to gain experience with a second or third editing platform. Course may be repeated. Prerequisite: FILM 265. Student option grading.

Visual Communication Technology 270

Web Design II With Dreamweaver (4)

An intermediate course addressing concept, design and usability issues for web development. Current technologies for web applications are explored through lecture and hands-on projects that involve the exploration of human/computer interaction through dynamic graphics elements and structure. Previously VCT 238. Prerequisite: VCT 170. Student option grading.

Visual Communication Technology 274

Flash II: Interface Design (4)

This course introduces students to user-interface screen design for rich-media applications such as CD, DVD, web, kiosk and handheld devices. Students gain experience with animation technologies and software while focusing on visual communications concepts and project development. Previously VCT 174. Prerequisites: VCT 124 (or equivalent) and 125 (or equivalent) and 134 and 135, or portfolio review. Instructor permission required. Student option grading.

Visual Communication Technology 275

Flash III: Interactive Animation Studio (4)

Focus on typical interactive projects from industry including animated logos, presentations, games, web sites and kiosks. Use advanced animation and design methods, movie clip-based architecture, library sharing, tips and optimization techniques. Add interactivity and dynamic content through scripting in ActionScript 3.0. Previously VCT 277. Prerequisite: VCT 274, instructor signature or instructor permission with portfolio review. Student option grading.

Visual Communication Technology 276

3D Modeling & Animation With Maya (5)

Course covers the extensive capabilities of Maya as the art and entertainment industry standard for 3D digital content creation. Students learn modeling techniques using polygons and NURBS. Texturing, animation and rendering are also highlighted. Prerequisite: VCT 134 (2.0 minimum), VCT 136 (2.0 minimum) and VCT 176 (2.0 minimum) or instructor permission with portfolio review. Student option grading.

Visual Communication Technology 277

3D Animation With Maya (4)

This course focuses on planning and producing high-quality 3D animation for use in multimedia, web, kiosk, mobile devices and video applications. Students use a variety of animation techniques to create realistic movement. Previously VCT 275. Prerequisite: VCT 276 and instructor signature, or instructor permission with portfolio review. Student option grading.
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St. Olaf College, B.A.; University of California at Santa Barbara, M.A.

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Earth Sciences/Geology
University of Rome, Laurea Degree; University of Rome and University of Perugia, Doctorate.

MATTHEW B. ALLISON
Studio Arts
University of Puget Sound, B.A.; Southern Illinois University, M.F.A.; Tokyo National University of Fine Art and Music, D.F.A.

GLORIA G. ANDERSON, RHIA, CCS
Health Informatics & Information Management
Northeastern University, B.S.; Antioch University, Seattle, M.Ed.

ALISON L. ARMSTRONG
Engineering
Western Washington University, B.S.; University of Washington, M.S.C.E.

VINCENT G. BARNES
English as a Second Language
Western Washington University, B.A.; University of Washington, M.A.T.

MARY ROSE C. BELLERT
Dental Hygiene
University of Washington, B.S.

ROBERT W. BIESIEDZINSKI
Automotive, Honda
Wyoming Technical Institute, Automotive Technology Training

STEVEN BOGART
Mathematics
University of Washington, B.S.; University of Washington, M.S.

KATHLEEN E. BOYD
English
Western Washington University, B.A.; University of Washington, M.A., Ph.D.

KAREN V. BRETZ
English as a Second Language
Seattle Pacific University, B.A., M.A.

CORINNE N. BUDNICK, R.N., C.C.R.N.
Nursing
University of Washington, B.S.N., M.N.

MARY W. BURROUGH, C.N.E., C.I.E
Nursing
Seattle University, B.S.; Seattle Pacific University, M.S.

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Health Informatics & Info Management
Illinois State University, B.S.

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Mathematics
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KENNETH D. CAMPBELL
Automotive, Chrysler
Skagit Valley College, A.T.A.; A.S.E. Certification
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<td>Psychology</td>
<td>Stanford University, B.A.; University of Washington, M.S., Ph.D.</td>
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<td>SUSANNE H. CHRISTENSEN, R.N., ARNP</td>
<td>Nursing</td>
<td>University of Washington, B.S., M.N.</td>
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<td>LAWRENCE C. CLARKE</td>
<td>Sociology</td>
<td>Wilberforce University, B.S.; Wayne State University, M.S.W.</td>
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<td>Counseling</td>
<td>University of Fairbanks, B.A.; Seattle University, M.Ed.</td>
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<td>Automotive, Topia</td>
<td>ASE Master Technician Certification</td>
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<td>GAIL DALTON</td>
<td>Business Technology</td>
<td>State University of New York, B.S.; University of Phoenix, M.Ed.</td>
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<td>DuVALLE M. DANIEL</td>
<td>English</td>
<td>University of Alabama, B.S.; Governors State University, M.A.</td>
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<td>RACHEL DAVID</td>
<td>Women’s Studies</td>
<td>University of California, B.A.; University of Washington, J.D.</td>
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<td>Physics, Astronomy</td>
<td>University of California, B.A.; San Diego State University, M.S.</td>
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<td>CHARLES K. “CHIP” DODD</td>
<td>Geography</td>
<td>University of California, B.A.; University of Washington, M.A.</td>
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<td>TONY A. DOupe</td>
<td>Drama/Cinema</td>
<td>Western Washington University, B.F.A; California Institute of the Arts, M.F.A.</td>
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<td>RUTHANN B. DUFFY</td>
<td>English as a Second Language</td>
<td>University of Maine, B.S.; Seattle University, M.A.</td>
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<td>PAMELA A. DUSENBERRY</td>
<td>Developmental English</td>
<td>The Evergreen State College, B.A.; Columbia University, M.A., M.Ed.</td>
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<td>JAMES P. ELENTSNEY, II</td>
<td>Audio Engineering</td>
<td>State University of New York, B.A.; Five Towns College, B.M., M.M.</td>
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<td>CLAIRE E FANT</td>
<td>Visual Communications/Technology</td>
<td>Shoreline Community College, A.A.A.S.; University of Puget Sound, B.A.</td>
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<td>Dental Hygiene</td>
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<td>SHANNON L. FLYNN</td>
<td>Mathematics</td>
<td>Western Washington University, B.S.; University of Washington, M.A.</td>
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<td>LINDA S. FORST</td>
<td>Criminal Justice</td>
<td>Florida Atlantic University, B.A.A., M.Ed., Ed.D.</td>
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<td>JESSICA G. GALAN</td>
<td>Advisor-International Education</td>
<td>University of Oregon, B.A.; Seattle University, M.Ed.</td>
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<td>JESSICA J. GIBSON</td>
<td>English as a Second Language</td>
<td>University of Washington, B.A.;</td>
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<td>LEONID G. GINES</td>
<td>Biology</td>
<td>Washington State University, B.S.; University of Montana, M.S.</td>
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<td>ERIC A. HAMAKO</td>
<td>Multicultural Studies</td>
<td>Stanford University, B.A., M.A.; University of Massachusetts, Ph.D.</td>
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<td>THOMAS “GUY” HAMILTON</td>
<td>Biotechnology/Biology</td>
<td>Indiana University, B.S.; University of Oregon, Ph.D.</td>
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<td>Automotive, General Service Technicians</td>
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<td>English as a Second Language</td>
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<td>English</td>
<td>Montana State University, B.A.; University of Washington, M.A., Ph.D.</td>
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<td>Philosophy</td>
<td>University of Washington, B.A., M.A., Ph.D.</td>
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<td>GWYNITH E. HOFFMAN-ROBINSON</td>
<td>Counseling</td>
<td>University of Washington, B.S.; Pepperdine University, M.A.; Seattle Pacific University, Ph.D.</td>
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<td>P. “NIKKI” HONEY, D.D.S.</td>
<td>Dental Hygiene</td>
<td>Albright College, B.S.; University of Washington, M.S.</td>
<td></td>
</tr>
<tr>
<td>JEANNETTE IDIART</td>
<td>English Composition/Literature</td>
<td>University of California, B.A.; University of Washington, M.A.</td>
<td></td>
</tr>
<tr>
<td>NANCY JIMMERMERSON FELKE</td>
<td>Advisor, ABE/ESL/HIS.21</td>
<td>Montana State University, B.A.; University of Washington, M.Ed.</td>
<td></td>
</tr>
<tr>
<td>ERNEST B. JOHNSON</td>
<td>Multicultural Studies</td>
<td>University of Hawaii, B.A.; University of Khartoum, M.A.; University of Washington, Ph.D.</td>
<td></td>
</tr>
<tr>
<td>JEFFREY K. JUNKINSMITH</td>
<td>Music Theory</td>
<td>Occidental College, B.A.; University of Iowa, M.A., Ph.D.</td>
<td></td>
</tr>
<tr>
<td>AILSA M. KELLM</td>
<td>Business Administration</td>
<td>University of Colorado, B.S.; University of New Mexico, M.B.A.</td>
<td></td>
</tr>
<tr>
<td>DANIEL F. KING</td>
<td>Accounting</td>
<td>Eastern Washington University, B.A., M.B.A.</td>
<td></td>
</tr>
<tr>
<td>AMY J. KINSEL</td>
<td>History</td>
<td>University of Puget Sound, B.A.; Cornell University, M.A., Ph.D.</td>
<td></td>
</tr>
<tr>
<td>CHRISTINA M. “MICHELLE” KLEISATH</td>
<td>Multicultural Studies</td>
<td>University of California, B.A.; University of Washington, M.A.; Ph.D.</td>
<td></td>
</tr>
<tr>
<td>DIANA E. KNAUF</td>
<td>Psychology</td>
<td>Western Washington University, B.A.; Fordham University, M.A., Ph.D.</td>
<td></td>
</tr>
<tr>
<td>MARJORIE E. COST</td>
<td>Nursing</td>
<td>Lamar University, B.S., M.S.; Xavier University, M.S.N.</td>
<td></td>
</tr>
<tr>
<td>KAREN J. KREUTZER</td>
<td>Chemistry</td>
<td>University of Washington, B.S., M.S.</td>
<td></td>
</tr>
<tr>
<td>FREDERIC C. KUCZMARSKI</td>
<td>Mathematics</td>
<td>University of Pennsylvania, B.A., Ph.D.</td>
<td></td>
</tr>
<tr>
<td>LINDA L. KUEHNERT</td>
<td>Chemistry</td>
<td>University of Washington, B.A., M.S.</td>
<td></td>
</tr>
<tr>
<td>ALISON P. LEAHY, R.D.</td>
<td>Dietetic Technology</td>
<td>California Polytechnic University, B.S.; University of Washington, M.S.</td>
<td></td>
</tr>
<tr>
<td>SARAH A. LEYDEN</td>
<td>Mathematics</td>
<td>Washington State University, B.S.; Western Washington University, M.S.</td>
<td></td>
</tr>
<tr>
<td>JULIET N. LOVEJOY</td>
<td>Mathematics</td>
<td>University of Washington, B.S.; University of Puget Sound, M.S.</td>
<td></td>
</tr>
<tr>
<td>ADRIA A. MAGRAITH</td>
<td>Biology</td>
<td>University of North Carolina, B.S.; University of Washington, M.S.</td>
<td></td>
</tr>
<tr>
<td>SCOTT A. MAIN</td>
<td>Automotive, General Motors</td>
<td>Shoreline Community College, AAAS, A.S.E. Certification</td>
<td></td>
</tr>
<tr>
<td>ALEXANDER S. MALINSKY</td>
<td>Mathematics</td>
<td>Western Washington University, B.S.; University of Washington, M.S.</td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>University/College</td>
<td>Field of Study</td>
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</tr>
<tr>
<td>STEPHEN P. MALOTT</td>
<td>University of Washington, B.A.</td>
<td>Audio Post Production</td>
<td></td>
</tr>
<tr>
<td>KRISTIN E. MARRA</td>
<td>Montana State University, B.S.; Antioch University, M.A.</td>
<td>ABEGED</td>
<td></td>
</tr>
<tr>
<td>STEPHEN J. MCCLOSKEY</td>
<td>Lake Forest College, B.A.; Syracuse University, M.A.; Syracuse University College of Law, J.D.</td>
<td>Business Administration/Law</td>
<td></td>
</tr>
<tr>
<td>BRUCE R. MCCUTCHEON</td>
<td>California State University, Dominguez Hills, B.A.; University of Washington, M.A.</td>
<td>English as a Second Language</td>
<td></td>
</tr>
<tr>
<td>JOANNA MCENTIRE</td>
<td>Manchester University, B.A.</td>
<td>English as a Second Language</td>
<td></td>
</tr>
<tr>
<td>TIFFANY C MEIER</td>
<td>Beloit College, B.A.; Western Washington University, M.Ed.</td>
<td>Advisor – International Education</td>
<td></td>
</tr>
<tr>
<td>MOLLY R. MORSE, M.S., MLS (ASCP)**</td>
<td>University of Oregon, B.S., M.S.; University of Oregon Health Sciences Center, B.S.</td>
<td>Medical Laboratory Technology</td>
<td></td>
</tr>
<tr>
<td>CLAIRE L. MURATA</td>
<td>Evergreen State College, B.A.; University of Washington, M.L.I.S.</td>
<td>Librarian</td>
<td></td>
</tr>
<tr>
<td>CYNTHIA L. OKAWARA</td>
<td>University of Washington, B.A., Western Washington University, M.Ed.</td>
<td>Advisor-International Education</td>
<td></td>
</tr>
<tr>
<td>DAVIS OLDHAM</td>
<td>Connecticut College, B.A.; University of Washington, M.F.A., Ph.D.</td>
<td>English Composition/World Literature</td>
<td></td>
</tr>
<tr>
<td>GARY A. PARKS</td>
<td>University of Montana, B.A., M.A; Seattle University, TESL Certificate</td>
<td>English</td>
<td></td>
</tr>
<tr>
<td>TIMOTHY K. PAYNE</td>
<td>Washington State University, B.A., M.A.</td>
<td>Economics</td>
<td></td>
</tr>
<tr>
<td>BETTY A. PEACE-GLADSTONE</td>
<td>Colorado State University, B.A., M.S.</td>
<td>Education</td>
<td></td>
</tr>
<tr>
<td>JUDY M. PENN</td>
<td>Concordia College, B.A.; Louisiana State University, M.S.</td>
<td>Biology/Microbiology</td>
<td></td>
</tr>
<tr>
<td>DAVID E. PHIPPMEN</td>
<td>Seattle University, B.S.; University of California at Los Angeles, Ph.D.</td>
<td>Chemistry</td>
<td></td>
</tr>
<tr>
<td>LESLIE J. POTTER-HENDERSON</td>
<td>University of Washington, B.A., M.A.S.</td>
<td>Librarian</td>
<td></td>
</tr>
<tr>
<td>TASLEEM T. QAASIM</td>
<td>Chicago State University, B.A.; University of Colorado, M.A.</td>
<td>Education</td>
<td></td>
</tr>
<tr>
<td>TRENA K. REDMAN</td>
<td>Washington State University, B.S.; University of Washington, M.N.</td>
<td>Nursing</td>
<td></td>
</tr>
<tr>
<td>DOUGLAS REID</td>
<td>North Texas State University, B.A.; City University, M.Ed.</td>
<td>Instrumental Music</td>
<td></td>
</tr>
<tr>
<td>GRACE A. RHODES</td>
<td>Evergreen State College, B.A.; Pacific Lutheran University, M.A.</td>
<td>Director, Writing &amp; Learning Studio</td>
<td></td>
</tr>
<tr>
<td>AURA A. RIOS ERICKSON</td>
<td>University of Utah, B.A., M.A., M.P.A.</td>
<td>Advisor, ABE/ESL/GED</td>
<td></td>
</tr>
<tr>
<td>T. SEAN RODY</td>
<td>University of Hawaii, B.A.; University of Nevada - Reno, M.A.</td>
<td>English</td>
<td></td>
</tr>
<tr>
<td>KEVIN C. RONER</td>
<td>Weber State University, A.A.S.; B.S., M.S.</td>
<td>Automotive, Toyota</td>
<td></td>
</tr>
<tr>
<td>LAUREN M. SANDVEN</td>
<td>St. Olaf College, B.A.; University of Washington, M.A.</td>
<td>Mathematics</td>
<td></td>
</tr>
<tr>
<td>NIRMALA S. SAVAGE</td>
<td>Claremont McKenna College, B.A.; University of Washington, M.S.</td>
<td>Mathematics</td>
<td></td>
</tr>
<tr>
<td>SUEANNE SEEGERS, M.T. (HEW)</td>
<td>Medical Lab Technology</td>
<td>Medical Lab Technology</td>
<td></td>
</tr>
<tr>
<td>STEVEN K. SEKI</td>
<td>University of Hawaii, B.A.; University of Oregon, M.S.</td>
<td>Advisor – Athletics</td>
<td></td>
</tr>
<tr>
<td>ANNA E. SHANKS, R.N., ARNP</td>
<td>Eastern Washington University, B.S.;</td>
<td>Nursing</td>
<td></td>
</tr>
<tr>
<td>KEITH B. SMITH</td>
<td>Sacramento City College, A.A.</td>
<td>Manufacturing Technology</td>
<td></td>
</tr>
<tr>
<td>MAYA SMORODINSKY</td>
<td>Vassar College, B.A.; University of Washington, Ph.D.</td>
<td>English</td>
<td></td>
</tr>
<tr>
<td>DAINA M. SMUIDRINS</td>
<td>University of Washington, B.A.; School for International Training, M.A., TESL</td>
<td>English as a Second Language</td>
<td></td>
</tr>
<tr>
<td>BRUCE SPITZ</td>
<td>University of Nebraska, B.M.E; University of Florida, M.M.</td>
<td>Music</td>
<td></td>
</tr>
<tr>
<td>DAVID A. STARR</td>
<td>Central Washington University, B.A., M.S.</td>
<td>Retail Management/General Business</td>
<td></td>
</tr>
<tr>
<td>MAYUMI STEINMETZ</td>
<td>University of Delaware, B.A.; University of Oregon, M.A.</td>
<td>Japanese/East Asian Studies</td>
<td></td>
</tr>
<tr>
<td>DELORES K. STEPHENS</td>
<td>University of Washington, B.S., M.N.</td>
<td>Nursing</td>
<td></td>
</tr>
<tr>
<td>ANNA M. STERNER, R.N.</td>
<td>University of Washington, B.S, M.N.</td>
<td>Nursing</td>
<td></td>
</tr>
<tr>
<td>KEITH A. TAKECHI</td>
<td>California State University, B.A., M.A.</td>
<td>Art History/Studio Art</td>
<td></td>
</tr>
<tr>
<td>JOHN M. TANKERSLEY</td>
<td>University of Tennessee, B.A., M.S.</td>
<td>Advisor – International Education</td>
<td></td>
</tr>
<tr>
<td>ROSALIE L. TEPPER</td>
<td>Emory University, B.A.; University of Washington, M.A.</td>
<td>Director, Math Learning Center</td>
<td></td>
</tr>
<tr>
<td>TERRY L. TAYLOR</td>
<td>University of Washington, M.A.</td>
<td>History &amp; Political Science</td>
<td></td>
</tr>
<tr>
<td>ROBERT B. THOMPSON</td>
<td>University of Washington, B.A.; University of Florida, A.B.D.</td>
<td>Psychology</td>
<td></td>
</tr>
<tr>
<td>GINGER F. VILLANUEVA</td>
<td>University of California, B.A.; Argony University, M.A.</td>
<td>Advisor – International Education</td>
<td></td>
</tr>
<tr>
<td>LYNNE A. VANNEMITHY</td>
<td>Defiance College, B.S.; McKendee College, B.S.N.; University of California, M.S.</td>
<td>English Composition</td>
<td></td>
</tr>
<tr>
<td>KIRA L. WENNSTRÖM</td>
<td>Oregon State University, B.S.; University of Texas, Ph.D.</td>
<td>Biology</td>
<td></td>
</tr>
<tr>
<td>ROSEMARY WHITESIDE</td>
<td>University of Texas, B.A., M.S.</td>
<td>Advisor – Veterans</td>
<td></td>
</tr>
<tr>
<td>LAUREN G. WILSON</td>
<td>Macalester College, B.A.; School for International Training; M.A.; TESOL</td>
<td>English as a Second Language</td>
<td></td>
</tr>
<tr>
<td>ANNAMARIA WINTERS</td>
<td>B.Gy. College of Education, B.Ed; Seattle University, M.Ed.</td>
<td>English as a Second Language</td>
<td></td>
</tr>
<tr>
<td>AMAR YAHIAQOU</td>
<td>University of Algiers, B.S.; University of Washington, M.S., Ph.D.</td>
<td>Chemistry</td>
<td></td>
</tr>
<tr>
<td>ALAN YATES</td>
<td>Western Washington University, B.A.</td>
<td>Graphic Design/Digital Arts &amp; Media</td>
<td></td>
</tr>
<tr>
<td>BROOKE G. ZIMMERS</td>
<td>University of Washington, B.A.</td>
<td>Speech Communication</td>
<td></td>
</tr>
<tr>
<td>ALCIA K. ZWEIFACH</td>
<td>University of Washington, B.A.; Seattle University, M.A.</td>
<td>Counselor</td>
<td></td>
</tr>
</tbody>
</table>
Senior Associate Faculty

MARIA HELENA AZEVEDO
Music

ELIZABETH S. BINNIAN
English as a Second Language

DAVID R. BOYLE
English as a Second Language

NANCY H. EICHER
English

CHRIS S. FISHER
Drama/Film

NANCY L. GOODISMAN
Mathematics

DEBORAH A. HANDRICH
English

HOLLY A. HAYNAER
English as a Second Language

ELLEN C. I. LEUNG
English

JOHN G. MOFFAT
Biology

NATALIE R. NIBLACK
Art

JENSINA V. OLIVER
Music

MOVEKE L SARGIZI
Biology

BRIAN K. SAUNDERS
Biology

TOREY A. STENMARK
Chemistry

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Emeriti

BRUCE A. AMSTUTZ

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SHIRLEY E. ANDERSON, M.T. (A.S.C.P.)

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MARIANNE BAKER, R.D.H.

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DAVID G. RUCKER

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SANDRA KIRK ROSTON

LAWRENCE P. RUNYAN

ANDREA M. DECUIR RYE

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DENZIL L. WALTers

LINDA L. WARREN

HERMlEN B. WATKINS, ARNP, R.N.C.

WILLIAM H. WAUGH

ARTHUR K. WEST

BURTON V. WESTON, III

DAN A. WHITE

DONNA J. WILDE

TROY T. WOLFF
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Faculty by Discipline

ACADEMIC ADVISING
Jessica G. Galan
Aurora S. Erickson
Tiffany C. Meier
Steven K. Seki
John M. Tankersley
Ginger F. Villanueva
Rosemary Whiteside

ACCOUNTING
Bradley Fader
Daniel F. King

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Nancy Jimmerson Felke
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ASTRONOMY/PHYSICS
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