Shoreline Community College

CATALOG 2006 - 2007

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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.
Dear Students:

A college education can open the door to a brighter future. For over 40 years, Shoreline Community College has helped students make decisions about their futures. We give them education to move into the workplace or on to a four-year university with the confidence and skills they need to succeed.

The college has worked hard to develop one of the most successful university transfer programs in the state. Each year, graduates of Shoreline Community College transfer smoothly to public and private four-year colleges and universities. What’s more, our graduates generally perform as well as the students who begin their college careers in the four-year schools.

Our professional/technical students graduate with the skills most in demand in today’s workplace. Their job placement rate is well over 90 percent. The average entry-level salary is $16 per hour, with many graduates earning much more.

SCC @ Lake Forest Park offers a wide array of information technology training, including A+ Service Technician, Network+, Microsoft Certified Systems Engineer and Oracle database administration and more.

Shoreline provides students with a technology-rich environment with a completely renovated library and 100-seat computer lab. We use technology to provide students with web registration, an online bookstore, and many new distance learning options.

This past year, we saw the economy produce many dislocated workers who began new careers by enrolling at SCC. Many others are preparing to enter the workforce for the first time. To help students prepare for college-level work, the college provides a rich program in basic skills, developmental education and English as a Second Language.

In the friendly, active and diverse environment of Shoreline Community College, every student counts. We invite you to visit our beautifully landscaped campus and learn more about the many exciting opportunities that await you.

With best wishes for your success,

Lee Lambert
Interim President
### 2006–2007 College Calendar

#### FALL QUARTER 2006
- **Advising and Registration by Appointment for New Students**: TBA
- **Instruction Begins**: September 28
- **Veteran's Day – Holiday**: November 10
- **Thanksgiving Day – Holiday**: November 23-24
- **Instruction Ends**: December 8
- **Prep Day (No Classes)**: December 11
- **Winter Quarter Registration by Appointment for New Students**: TBA
- **Exam Days**: December 12, 13, 14

#### WINTER QUARTER 2007
- **Instruction Begins**: January 8
- **Martin Luther King Day – Holiday**: January 15
- **President's Day – Holiday**: February 19
- **Instruction Ends**: March 19
- **Prep Day (No Classes)**: March 20
- **Spring Quarter Registration by Appointment for New Students**: TBA
- **Exam Days**: March 21, 22, 23

#### SPRING QUARTER 2007
- **Instruction Begins**: April 2
- **Memorial Day – Holiday**: May 28
- **Commencement**: June 10
- **Instruction Ends**: June 8
- **Prep Day (No Classes)**: June 11
- **Exam Days**: June 12, 13, 14

#### SUMMER QUARTER 2007
- **Registration for New Students**: TBA
- **Instruction Begins**: June 25
- **Independence Day – Holiday**: July 4
- **Fall Quarter Registration for New Students Begins**: TBA
- **Instruction and Exams End**: August 16

### 2007–2008 College Calendar

#### FALL QUARTER 2007
- **Advising and Registration by Appointment for New Students**: TBA
- **Instruction Begins**: September 27
- **Veteran's Day – Holiday**: November 12
- **Thanksgiving Day – Holiday**: November 22-23
- **Instruction Ends**: December 10
- **Prep Day (No Classes)**: December 11
- **Winter Quarter Registration by Appointment for New Students**: TBA
- **Exam Days**: December 12, 13, 14

#### WINTER QUARTER 2008
- **Instruction Begins**: January 7
- **Martin Luther King Day – Holiday**: January 21
- **President's Day – Holiday**: February 18
- **Instruction Ends**: March 17
- **Prep Day (No Classes)**: March 18
- **Spring Quarter Registration by Appointment for New Students**: TBA
- **Exam Days**: March 19, 20, 21

#### SPRING QUARTER 2008
- **Instruction Begins**: March 31
- **Memorial Day – Holiday**: May 26
- **Commencement**: June 8
- **Instruction Ends**: June 9
- **Prep Day (No Classes)**: June 10
- **Exam Days**: June 11, 12, 13

#### SUMMER QUARTER 2008
- **Registration for New Students**: TBA
- **Instruction Begins**: June 23
- **Independence Day – Holiday**: July 4
- **Fall Quarter Registration for New Students Begins**: TBA
- **Instruction and Exams End**: August 14
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Vision, Mission and Strategic Plan

Vision
Shoreline will be recognized in the Puget Sound region, in the state of Washington, across the nation and internationally as an outstanding community college. Shoreline will be a dynamic center for life-long learning and cultural enrichment of the community.

Mission
Shoreline Community College demonstrates dedication to student success by providing rich opportunities to learn, excellence in teaching and comprehensive support services, in close collaboration with its diverse community. Shoreline serves the community’s lifelong educational and cultural needs.

Strategic Planning
Shoreline employs a comprehensive strategic planning process in which the campus and community regularly review the college’s vision, mission and core values and anticipate the future environment in which the college will operate. Based on this, Shoreline establishes and updates general strategic directions to guide the college’s future and specific strategies for implementing the strategic directions. Annual reports are published to show the college’s progress in accomplishing its strategic plan. To participate in the planning process or to receive a copy of the strategic plan or annual report, please contact the President’s Office.
Shoreline Community College holds certain values that guide the college and endure through the changing environment in which it operates:

**ACADEMIC FREEDOM**
Shoreline Community College values vigorous intellectual inquiry rooted in academic freedom and built on an open exchange of ideas and the development of knowledge.

**ACCESS**
As a community college, Shoreline values open admission for all students regardless of their educational and socio-economic backgrounds.

**COLLABORATION**
Shoreline values cooperative partnerships and collaboration in decision making to improve the quality of decisions and to secure broad commitment to them.

**DIVERSITY**
Shoreline values the dignity and worth of all persons and the respectful treatment of the diverse individuals who learn and work at the college.

**ENVIRONMENTAL RESPONSIBILITY**
Shoreline values the conservation of natural resources, improvement of the natural environment and creation of environmentally sustainable practices.

**EXCELLENCE**
Shoreline values excellence in all its endeavors.

**INNOVATION**
Shoreline values creative solutions and continuously seeks new, flexible and responsive ways to achieve its mission.

**STUDENT SUCCESS**
Shoreline places high value on the lifelong academic and personal success of its students in and out of the classroom.

**SUPPORT**
Shoreline values a supportive environment for students and employees.
General Information

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.

SCC AT LAKE FOREST PARK

Lake Forest Park Towne Centre
17171 Bothell Way NE, Suite A220
Lake Forest Park, WA

Shoreline Community College also offers educational opportunities to the local community with its satellite campus, the Shoreline Community College @ Lake Forest Park. SCC@LFP is located in the Lake Forest Park Towne Centre and was established in 1990 to serve the eastern portion of the College’s district. The extension campus consists of six classrooms and computer labs, a testing center, a conference room, and office space.

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 recently renovated 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 more than 77,000 books, periodicals, videos, DVD/CDs and other non-print media. All new equipment, furnishings and study areas provide students with a building well suited for research and learning in the 21st century.

Technology is featured on the first floor of the building’s three floors. The student computer lab is open seven days a week during the fall, winter and spring quarters and contains current versions of standard and specialized software installed on new computers and scanners. A television/ITV studio is also available for video production and editing. 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. A video editing lab for students is adjacent to the television/ITV studio.

The second and third floors of the Library/Technology Center house library and media collections and services. The Library features an online catalog, many full text periodical and reference databases, a home page (www.shoreline.edu/library/) with reviewed web sites, online reference services, research tutorials, links to other libraries and distance learning services. In addition to quiet, comfortable reading/study areas, there is an information/research and media classroom, 24 public access computer terminals, copy machines, group study...
rooms equipped with media playback units and distributed data jacks for connection to the campus network. Additional Internet connectivity is available through the building’s wireless network. High-end multimedia computers available for playback or video production, 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. Look for courses offered by this division under Informatics and Library in the course description section of this catalog. Information about the various services and collections of the Library/Technology Center may be obtained by calling (206) 546-4556.

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.

ACCREDITATION
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, the American Dietetic 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.

COLLEGE AND COMMUNITY
Shoreline Community College is dedicated to meeting the post-secondary educational needs of its community. The college serves more than 8,000 credit students per quarter. Individuals may take, on a credit or an audit basis, any class for which they meet the requirements.

The college is here to serve its community and regularly offers continuing education classes to more than 1,200 people each quarter. Suggestions for workshops and classes are welcome at (206) 546-4562. Schedules listing continuing education classes are issued quarterly.

INSTRUCTIONAL DIVISIONS
Shoreline Community College is organized into the following instructional divisions: Business, Automotive and Manufacturing; Health Occupations and Physical Education; Humanities; Intra-American Studies and Social Sciences; and Science. 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.

ACADEMIC CALENDAR
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.

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

University Transfer
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.

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 free job training as well as free tuition and books for parents who are receiving
cash assistance (TANF) or are considered low-income. Currently, the program offers a variety of options and services including a Customized Jobs Skills Training, which prepares participants for employment with an employer partner. The College, through partnerships with local industry, develops short-term (22 weeks or less) training programs designed to give students specific job skills. In addition, 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) 533-6676

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 (WCCCCSA), Shoreline offers unique three- and 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 and Turkey.

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.

Please contact International Programs to learn more about current study-abroad offerings at (206) 533-6676.

**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 110, 111, 112, 120, 121, 122, 125, 126, 127, 130, 131, 132, 140, 141, 142 and 150, 151, 152. All of these are college credit courses. Up to 6 credits of Parent Education courses may be accepted towards degree requirements at transfer institutions. Topics explored in these courses include:

**Child Development**
- Social, emotional, physical and cognitive development
- Language and literacy development
- Multicultural perspective

**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 corporation, with responsibility for the financing and operation of their cooperative preschool. The college provides the instructors for the parent education courses. The eight 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.

**State Training and Registry System (S.T.A.R.S)**
(206) 546-4565

Shoreline Community College provides training and professional development opportunities for family childcare providers, childcare center staff, school-age directors and staff, program supervisors, site supervisors and lead teachers. This training and instructional development is in accordance with the Department of Social and Health Services’ licensure requirements. In addition, the curriculum is based on the guidelines of the Washington Association of Education of Young Children (W.A.E.Y.C.). Instructors who conduct this training have been approved as S.T.A.R.S. trainers.

Childcare providers can acquire the required 20 hours of basic training during the first six months of DSHS licensing or the first six months of employment in childcare by enrolling in EDU 282. The additional 10 hours of training that is required annually by DSHS can be acquired by enrolling in EDU 281. These courses are offered on a quarterly basis through our Education program and students earn college credit for these courses. Tuition costs for this required training is reimbursed through W.A.E.Y.C.

**HIGH SCHOOL PROGRAMS**

**High School Completion Program**

Shoreline’s High School Completion Program helps students earn a high school diploma. Adults age 18 or older may be able to earn a high school diploma by attending
classes at the college. Full-time high school students may be able to earn a high school diploma from a high school by attending classes at the college and transferring the credits to that high school. For more information, call (206) 546-4591.

**GED Program**

Shoreline Community College offers a low-cost General Education Development (GED) preparation course to help students preparing to take the GED test. Successful completion of the test results in the awarding of a General Educational Development Certificate. Areas of instruction include math, spelling, punctuation, grammar and vocabulary. In addition, the course concentrates on reading skills in social studies, natural sciences and literary interpretation. The GED test is given at various times during fall, winter and spring quarters. For additional information about GED classes, call (206) 546-4788. For information on GED testing, please call (206) 546-4608.

**Career Education Options (CEO)**

The Career Education Options (CEO) Program offers 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.

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.

**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. Students must qualify for Math 110 and English 101 if they wish to take any math courses or any science courses for which math is a prerequisite.

To receive a free COMPASS testing appointment, submit an admission application and an official copy of your high school transcript directly to the Running Start Office in the 5000 (FOSS) Building. For additional information on the Running Start Program, call (206) 546-6906.

**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, 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 North East Tech Prep Consortium will receive a college transcript from either Shoreline Community College or another North East Tech Prep Consortium member college: Bellevue CC, Cascadia CC, Edmonds CC and Lake Washington Technical College. For additional information, call (206) 546-7852, or go to www.techprep.org.

**COMMUNITY EDUCATION 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 professional/technical 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. Call (206) 546-5827 for more information.

**English as a Second Language (ESL)**

Classes are offered at low cost to help students improve their English skills in speaking, listening, reading, writing and grammar. These classes are offered as intensive day programs (17 hours/week) and part-time evening programs (5 hours/week) on campus and at various locations. Call (206) 546-5827 for more information.

**Extended Learning**

The Extended Learning Department sponsors a wide variety of professional development and personal enrichment courses designed to upgrade and strengthen job skills. These courses may include computer technology, management, biotechnology and education. Courses on foreign language, dance, exercise, art, music, writing and other areas of interest are also offered. Most courses are held evenings or on Saturdays. Credits are granted for some Extended Learning classes meeting the requirements of employers and funding agencies supporting skill develop-
opment activities. These credits are all below the 100 level and are not considered to be college-level. They are not intended by SCC as transferable credits, although some receiving institutions may accept them at their discretion. Extended Learning courses and workshops are offered on the main campus, at SCC@Lake Forest Park and at Shoreline School District locations. For additional information, call (206) 533-6700.

**Contract Training**
In addition to classes listed each quarter in the college class schedule, customized professional training is available to businesses and organizations to meet specific workforce needs. This skill training can be offered at our site or yours. Call (206) 533-6700 for more information.

**DISTANCE LEARNING**
Shoreline Community College is committed to providing quality education at times and places most convenient to students. To accomplish this, the college has developed distance learning courses that offer several options to students who cannot attend traditional on-campus courses. These options include video courses, online courses (computer based/Internet) and interactive television (ITV) courses. In addition, several degrees and certificates can be obtained at a distance. For further information, please call (206) 546-6966 or visit www.shoreline.edu/distance on the Web. The Northwest Association of Schools and Colleges accredits Shoreline’s distance learning 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 challenge in a quality video- and print-based course format.

**Online (Internet)**
Fully online courses have start and stop dates, regular assignments and project due dates, but because the classroom is online and asynchronous, work can be done at a time and place most convenient for the student. They have been developed with the same learning outcomes as traditional on-campus courses. Because online courses are delivered at a distance, 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 each course. 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. For mostly online classes, students may be required to test on campus or arrange to have an exam proctored several times during the quarter.

**Hybrid**
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 or in Shoreline’s computer labs with Internet access. You spend more time learning and less time traveling to campus or looking for a parking space.

**Web Enhanced**
Web-enhanced courses take place at one of the college’s physical sites. Online resources are used to supplement the on-campus instruction and do not reduce the requirement for on-site classroom attendance. Many SCC classes are now web-enhanced; 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. The benefits of these studies include having you:

- Join a community of learners, students and instructors together.
- Work collaboratively around a common theme.
- Gain a deeper understanding of subjects by exploring the connections between them.
- Solve more complex problems.
- Turn ideas into action and social change.

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. Below are some examples of various forms and courses we have offered.

**10 Credit course with two instructors**

**Dreams and Nightmares: Imagined and Real**  
PSYCH 100 (Introduction to Psychology) & ENG 101 or 271 (Composition)

This interdisciplinary course takes concepts in Introductory Psychology and explores them in greater depth by applying them to fiction and film and exploring them through the process of writing. Through traditional and untraditional sources, we will examine the mind through dream analysis; we will also explore the role our society plays in shaping our behavior through obedience, conformity, and other social factors; then, we will integrate these approaches to examine the nature of mental disorders.

**8 Credit course with two instructors**

**Sex and Sweat**  
PSYCH 210 (Human Sexuality) & PE 238 (Physical Education)

Are you interested in good health, good bodies and good relationships? Then this class is for you. This interdisciplinary studies program (Human Sexuality and Physical Education) will focus on sexual function, dysfunction, orientation, communication, sexually transmitted diseases, reproductive health, and contraception. To promote a healthier lifestyle, students will engage in cardiovascular exercise, resistance training, flexibility training and contemporary movement to music. Students will explore issues concerning body image, eating disorders, self-esteem, lifestyle choices and appropriate goal setting.

**5 Credit course with multiple faculty**

**The West vs. the Rest: Modern History of the International Political Economy**  
INTST 285 (Global Issues)

Interested in the causes and effects of violence, conflict, and globalization? This course examines the crucial foundational events of the modern world from the French Revolution to the development of today’s Global Marketplace. We examine the political framework and institutional structures that make up the modern world, including the impact of the World Wars, the Great Depression, the Cold War, the creation and governance of international institutions (IMF, WTO, etc.), and the relations between the industrialized West and the ex-colonial states.

**SPECIAL PROJECTS**

**Guidelines for Special Projects**

Special 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 special projects with an appropriate faculty member. Students planning to participate in special project credits must have completed a basic course in the relevant discipline.

Special 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 special project credits.

**Special project credits:**

- 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.

Faculty offering special 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.

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.
Shoreline Community College is in compliance with Title IX of the Educational Amendments of 1972. This regulation prohibits discrimination on the basis of sex in employment, educational opportunities and program participation. The college also recognizes that sex discrimination in the form of sexual harassment — defined as the use of one’s authority and power to coerce another individual into sexual relations, or to punish the other for his/her refusal — is also a violation of 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 Vice President for Student Services, (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 Vice President for Student Services, (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 vice president for student services. Any student wishing to have information withheld when inquiries are received must notify the Vice President for Student Services 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 Affairs and VP of Student Services or via the college website.

Fair Grades

Students are protected by College policy through orderly procedures against arbitrary or 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

It is College policy that illegal discrimination, including sexual harassment of students and by students will not be tolerated. Sexual harassment is defined as unwelcome sexual advances. (College Policy 4113 – Sexual Harassment) If you believe you have been discriminated against because of your race, ethnicity, gender, age, or marital status, please contact the SCCSBA Student Advocate, the Vice President of Student Services, or the Vice President of Human Resources.

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)

Credit by Examination

Students currently enrolled at Shoreline may obtain credit for certain courses by satisfactorily passing comprehensive examinations provided the student has never received college credit for the challenged course or for 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 insure 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)

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 constitutional-
ly 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.

**Dishonesty 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 Vice President of Student Services 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 Office of the Vice-President for Student Services or the Registrar's Office has received a written notice signed by the student requesting non-disclosure of all student information.

Upon request, the College may disclose selected education records to the military recruitment services pursuant to the Solomon Amendment. The college will not disclose student records to family members or any inquiries outside the college (with the exception of certain law enforcement and grand jury subpoenas) without notice to the student and/or written authorization.

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

Contact the Registrar's Office (206) 546-4581, 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.
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 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 Admissions Office.

1. Assessment Results
Evidence of placement level is required before registration in English composition, reading, math, or "W" 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 SAT, ACT, Compass or ASSET test scores dated within three years, or take the ASSET/COMPASS assessment test. Test results will be sent automatically to the Admissions Office.

(See Assessment Testing later in this section for more information.)

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 Association of Schools and Colleges 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.

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.

*See Degree Programs for a description of “W” courses, page 44.
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 tuition-free. 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 Admissions Office at (206) 546-4621 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 Programs 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 Information Technology, 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 Colleges and Universities or other regional accrediting agencies are accepted by Shoreline Community College.

REGISTRATION
(206) 546-4611
The registration procedure allows 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.

Appointment dates for registration are assigned to new and continuing students by mail each quarter. In-person registration may be by written proxy if a student is unable to report at the scheduled time.

Students are required to obtain their advisor’s signature for courses to be taken each quarter if they have completed fewer than 15 credits at Shoreline Community College. An advisor’s signature is not required, however, for a student who has completed 15 Shoreline credits and:
1. is not enrolled in an English as a Second Language program;
2. is not an international student; or
3. is not enrolled in a selected professional/technical program.

Web Registration
Students who have completed at least 15 credits 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.

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 waitlisted class is automatic when space becomes available until two business days prior to the first day of the quarter. The signa-
ture of the instructor is required to register after that date.

**CHANGE OF REGISTRATION**

Web registration is not available once the quarter begins. It is the student’s responsibility to confirm any schedule changes by adding or dropping classes with the Registration 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 must fill out a class schedule change form and take it to the Registration Office. No signatures are required except in the case of 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 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 second day of the seventh week* until the end of the quarter and requires the signature of the instructor(s). From the second day of the seventh week, the instructor will assign the proper grade on the form (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 fill out an official class schedule change form, obtain the instructor’s signature on the form for each class to be dropped and take the completed form to the Registration Office. 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 judgement 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 will 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 office of the vice president for student services can provide this special service. For more information, call (206) 546-4641.

**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 HOPE Scholarship tax credit, employment in any position at Shoreline including work study, and workforce or unemployment 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 (a Washington State driver's license or passport) and a copy of a class schedule indicating that at least 50% of tuition due has been paid or documentation of 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
An official transcript of academic achievement at Shoreline is available for a fee of $5.00 each, plus $1.00 for each additional copy per order. Requests may be made in person, by mail or by fax at (206) 546-5835. The Transcript Request form is available on the second floor of the 5000 building, or on Shoreline’s web site: www.shoreline.edu. Faxed requests must include a Visa or MasterCard number, expiration date, and signature. For more information, phone (206) 546-4614. Allow 72 hours for processing after the college receives your request.

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 free of charge. 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, library fines or instructional materials overdue) 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.

SCHEDULE OF TUITION AND FEES
Please see quarterly class schedules for tuition payment information and options. The college reserves the right to change any fees without notice to comply with state or college regulations and policies. Effective Fall Quarter 2006, students will have three options for payment:

• Pay in full within 5 business days of registering
• Make a 20% deposit and pay the balance by the end of the first week of the quarter (or summer equivalent).
• Make a 50% deposit and pay the balance by the end of the third week of the quarter (or summer equivalent).

Students expecting Financial Aid, Worker Retraining or Work First funding should contact that office to arrange payment or deferment. If funding is from a third party, such as a scholarship or GET account, students should call (206) 546-4533 for information.

RESIDENCY REQUIREMENTS
Non-resident tuition is required of students whose legal residence is outside of Washington state. For tuition purposes, a state resident is one who is a U.S. citizen or who has permanent resident immigrant status, refugee-parolee status or conditional entrant status, and

1) has established domicile (residence) in the state of Washington primarily for purposes other than educational for the period of one year immediately prior to the first day of the quarter and was financially independent from parents or legally appointed guardians for the calendar year prior to and the calendar year during which college enrollment begins, or

2) is a financially dependent student, one or both of whose parents or legal guardians have maintained domicile in the state of Washington for at least one year immediately prior to the first day of the quarter.

Effective July 1, 2003, individuals who are not permanent residents or U.S. citizens MAY qualify for resident tuition. To qualify, they must have graduated from a Washington state high school or, while living in Washington, have received the equivalent of a high school diploma. Additional criteria may apply.
NOTE: Typically, state residents document their legal residence in Washington by showing that for the entire 12 months immediately preceding the beginning of the quarter, they have done any or all of the following: a) held a Washington driver’s license or identification card, b) had their vehicle registered in the state of Washington, and c) been registered to vote in Washington.

Exemption from non-resident tuition is granted to students who:

a) are employed by a public university, college or community college within the state of Washington and

b) hold a graduate service appointment (involving not less than 20 hours per week) designated as such by an institution, or

c) are employed by an academic department (involving not less than 20 hours per week) in support of the instructional or research programs, or

d) are faculty members, classified staff members or administratively exempt employees holding not less than a half-time appointment, or spouses or dependent children of such persons.

A student wishing to change his or her residency classification must petition the college by completing the residency questionnaire form (obtainable in Enrollment Services) and by providing necessary documentation. This should be completed before registration.

STUDENT FEES (a)

Audit Fee
Same as for credit above.

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 audit only. 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
$3 per credit up to a maximum of $30 per quarter.

Technology Fee
$2.50 per credit up to a maximum of $25 per quarter.

Transcript Fee
$5.00 each, plus $1.00 for each additional copy per order. There is a 72-hour processing period.

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 classes:** 80 percent of refundable fees. (Summer Quarter: see class schedule.) Withdrawal is not reflected on student transcript.

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

**Third and fourth weeks of classes:** 50 percent of refundable fees. (Summer Quarter: see class schedule.) Withdrawal appears as a “W” on student transcript.

**After the fourth week of classes:** 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 an 80-percent refund. The college retains 20 percent of the tuition paid. (See Summer Quarter class schedule for equivalent.)

**Example 2:** Student B withdraws halfway through the fourth 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 will be made if a class is cancelled by the college.
ADDITIONAL SERVICES FOR STUDENTS

ADVISING

Advising provides students with the necessary information to make sound academic decisions and educational plans. Advisors assist students with information about admission and graduation requirements, course placement and selection, transcript evaluation and registration. Through advising, students make the connection between academic interests, degree requirements and career opportunities.

All full-time faculty and some staff assume responsibility for advising students. Counselors are available to work with students who are undecided and in need of career or personal counseling. Students may request a change of advisor at any time at the Information Desk in the 5000 (FOSS) Building.

Planning guides, course equivalency guides, transfer manuals and many college catalogs are available for reference in the Advising and Counseling Center, Room 5229 (FOSS) Building. The Advising and Counseling Center is open from 8 a.m. to 5 p.m. on Monday, Tuesday, and Thursday; from 8 a.m. to 8 p.m. on Wednesday; and from 8 a.m. to 4:30 p.m. on Friday.

COUNSELING (206) 546-4559

Counseling Services are located in the Counseling Center, Room 5229 (FOSS) Building. Grounded in human development theories, counselors offer a range of services to help students identify and achieve their personal, academic and career goals. Through personal, educational or career counseling, counselors work closely with students in an effort to promote a positive learning environment and educational experience.

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

Shoreline offers short-term personal counseling to help students overcome difficulties that present barriers to success. Issues that may impede academic progress can be addressed through counseling services. Counselors are experienced in handling complex situations that may result in a need for crisis intervention. They also serve as a campus and community referral resource for students, faculty and staff. Counselors are professionally educated, trained and experienced in counseling, psychology and social work. Information shared during the course of personal counseling is confidential.

Faculty teach an array of human development courses such as Career Exploration and Life Planning, Stress Management, Improving Relationships, College Orientation and Student Success. Counselors provide advising assistance, help students in their transition to other institutions and meet new and prospective students to assist with access to college programs and services.

RESOURCES FOR STUDENTS

CAREER & EMPLOYMENT SERVICES CENTER (206) 546-4610

The Career & Employment Services Center, located on the second floor of the 5000 (Foss) building, provides students and the community with resources to find all types of 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 may also use E-Recruiting software - a customized database of local jobs and internships. The Center sponsors an annual career fair for students and the community.

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. Students can learn more about the job search, resume writing, and interviewing by viewing videos or reading books in the Center’s library.

The Career & Employment Services Center also houses the Co-operative Education Program, the Worker Retraining Program, and the Employment Security representative.

For information on services call:

Job Posting and Information .................. (206) 546-4610
Worker Retraining/WorkFirst Programs .. (206) 546-6961
Cooperative Education Internship Program . (206) 546-7843
Employment Security co-location ............ (206) 546-7842

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 Career & Employment Services Center and is available Monday-Friday 8:30 a.m.-5 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 Telecenter in resolving issues and problems regarding Unemployment Insurance Benefits
- Current Unemployment Insurance information on campus

Employment Information and Job Referral
- Access to Employment Security web site for job listings and job referral: go2worksource.com
- Individual résumé assistance, labor market information, and job referrals

MULTICULTURAL/DIVERSITY EDUCATION CENTER
(206) 533-6618
The Multicultural/Diversity Education Center (MCDEC) is a place for all people to meet, explore their cultural origins and work toward understanding, respect and appreciation for the diversity within our campus community and society.

The MCDEC provides information and services that support students’ academic success. Students are encouraged to use the center to discuss their experiences, learn strategies for reaching their educational goals and to find out about college and community resources. The Center is open from 8am to 5pm Monday through Thursday and 8am to 4:30pm on Fridays. Summer hours may vary.

The Multicultural/Diversity Education Center also offers workshops, presentations and performances that highlight aspects of diversity throughout the year. Resources are available for faculty interested in integrating multicultural theory and perspectives into the curriculum.

OFFICE OF SPECIAL SERVICES
The Office of Special Services (OSS) is housed in the Student Development Center (5000 Building) room 5229. Programs for students in OSS include Veteran’s Services, Services for Students with Disabilities, the Community Integration Program and support for students working with outside funding sources such as the Department of Vocational Rehabilitation or Labor & Industries.

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 these 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) 546-4603.
Veterans Services
(206) 546-4645 or (206) 546-4545

Selected programs of study are approved by a Washington State Approving Agency for enrollment of those eligible for benefits under Title 38 and Title 10, U.S. Code. Veterans or other students who are planning to attend Shoreline Community College under benefits offered by the Veterans Administration and who have any questions about applications, credit load requirements, courses acceptable in specific programs, changes of educational goals, etc., must check with the Veteran’s Coordinator in the Veteran’s office (FOSS Bldg., Room 5246) or with the veterans counselor in the Student Development Center (FOSS Building, Room 5229).

V.A. application deadlines are extremely important, and it is recommended that contact with the college Veterans Office be made as soon as possible. Many benefits and services are available to veterans at Shoreline Community College. Those who have difficulties or the questions about the V.A. or college programs should contact the Veterans Counselor or the Veterans Coordinator.

All persons receiving Veterans benefits are subject to "Standards of Progress" and "Standards of Conduct," statements required by the Veterans Administration. The "Standards of Progress" statement requires maintaining a minimum of a 1.75 grade-point average, reporting changes in attendance or progress to the veteran’s coordinator promptly and completing a course of study in the length of time approved by the Veterans Administration. Any V.A. beneficiary who fails to meet these standards will be placed on probationary status for Veterans benefits for the following quarter.

Students who are placed on probation must complete all subjects for which they are registered with at least a 2.0 GPA, in addition to the requirements listed above. Students who fail to meet the standards for the probationary period will have their certification for Veterans benefits terminated for lack of sufficient progress and will be required to complete counseling before they are allowed to have their benefits reinstated. For further information, see the Veterans Counselor in the Advising and Counseling Center or the Veterans Coordinator.

The "Standards of Conduct" statement for veterans is the same as for all students at Shoreline Community College, as indicated under the Student Life section in this catalog.

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

The Community Integration Program (CIP) at Shoreline Community College is a grant funded program serving students with developmental disabilities. CIP demonstrates dedication to students with significant disabilities by providing comprehensive individualized services that promote access and success. Students must be registered with and eligible for services through the State of Washington’s Division of Developmental Disabilities (DDD) and/or meet other specific criteria to participate in this program. For information please call (206) 546-5823.

PARENT-CHILD CENTER

Shoreline Community College Parent Child Center provides high quality childcare for children of the students, state employees and community members. We are licensed by the State of Washington (DSHS) and received our accreditation for the National Association for the Education of Young Children in October of 2004.

The center offers a Parent Education Class for the parents that are enrolled in the center and functions as an instructional laboratory serving as an observational and practicum site for students enrolled in vocational and academic programs. The center serves children from the ages of 3 months through five years of age (not in kindergarten).

The center is open from 7:00 am until 6:00 pm Monday through Friday. We are closed Saturdays and Sunday. The center will close for two weeks after the end of summer quarter and two weeks at the end of December, state holidays and three days per year for staff training. We serve breakfast, lunch and a pm snack. Fee sheets are available in the PCC Office- Bldg 1900.

SCC FOUNDATION
(206) 546-4755

The Shoreline Community College Foundation directly assists students by providing emergency aid and scholarships to those in need. Because of generous donations, the Foundation can help students with such necessities as partial tuition, books, utility bills, child care, and bus passes. High school scholarships, returning student grants and transfer student scholarships are also awarded through the Foundation. The goal of the Foundation is to make the difference that allows students to stay in school.

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 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. The Women’s Center also has reference materials on topics related to women’s lives and experiences. Information about financial resources for college students is available.

**Learning Opportunities**
Lectures, performances and exhibits are held each quarter to increase awareness of different issues and perspectives. An array of presenters – educators, artists, writers, performers – is highlighted.

**LEARNING ASSISTANCE CENTERS**

**Academic Skills Center**
(206) 546-4308
The Academic Skills Center (ASC) provides opportunities for students to learn study techniques and improve reading and/or writing skills in a lab environment. Students learn through a variety of media, including computer programs, audio and video lessons, and traditional text materials. The Center’s director develops an individualized program of study and provides feedback to students. Learning assistants are available for one-on-one instruction. Students may also receive individual assistance on a walk-in basis with assignments from other classes in which they are enrolled. The ASC 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.

**INTERNATIONAL PROGRAMS**
(206) 546-4697
(206) 546-7854 - Fax
Website: www.international.shoreline.edu
Shoreline Community College currently serves more than 500 international students from over 50 different countries. Our International Programs Office provides comprehensive services to each of our students. International students are a valued part of our campus community and significantly contribute to Shoreline’s multicultural environment.

International students choose Shoreline Community College for many reasons. Its close proximity to downtown Seattle, ease of transfer to a university to obtain a bachelor’s degree, and the quality of the education at an affordable cost.

Shoreline offers a comprehensive ESL program that allows international students to take college classes while completing the higher levels of their ESL training.

**TUTORING**
(206) 546-7852
The Carl Perkins Support Services program manager and staff located in room 5204 are available in to assist and advocate for students with special needs who are enrolled in a professional/technical program and are also members of a special population such as single parents, re-entry students, limited-English-speaking students, students receiving financial aid and students with disabilities. Services provided may include, but are not limited to, providing access and referral to tutoring, counseling, guidance and other educational services on campus. The staff also advocates on behalf of students who receive supplemental assistance from community and governmental agencies such as Division of Vocational Rehabilitation, Department of Social and Health Services and Employment Security.

Tutoring services are also available in the Transfer Student Tutoring office in Room 952 for students intending to transfer to a four-year college or university. Students may also find jobs as tutors through either office. Additionally, a number of drop-in centers are also available on campus for academic assistance.
NEW STUDENT ORIENTATION

Shoreline offers a comprehensive orientation and registration program for new students, which includes a packet of orientation materials, small-group discussions and individual advising assistance. At orientation students are provided with information about Shoreline’s programs, services and degrees. Students are given assistance reading class schedules, placement testing, financial aid and connecting to advisors, counselors and student campus activities. Copies of placement test scores and evaluated transcripts are normally made available to students, provided official transcripts are on file in the Admissions Office before the orientation appointment. Transfer students who need a transcript evaluation after their initial registration should fill out a request form at the Information Desk in the 5000 (FOSS) Building.

Upon completion of the application, students make an appointment for new student orientation and registration. New students who have already earned a bachelor’s degree and do not need advising may go ahead and register at their scheduled time.

Continuing students have first priority in completing their registration based on the total number of completed credits identified on all official college transcripts that are submitted to the Admissions Office. Advising and an advisor’s signature is not required for a continuing student who has completed 15 Shoreline credits and:
1. is not enrolled in an English as a Second Language program;
2. is not an international student; or
3. is not enrolled in a selected professional/technical program.

It is strongly recommended, however, that students seek advising services before registration to ensure progress toward degree and certificate requirements.

ASSESSMENT TESTING/ COURSE PLACEMENT
(206) 546-4608

Shoreline conducts the ASSET and COMPASS placement tests to help students identify their skill levels in reading, writing and math. Test scores are used to help ensure accurate placement in English and math courses. Students who have taken either the SAT or ACT test within the previous three years may submit these scores in lieu of the ASSET or COMPASS test. Information about the assessment program will be provided to new students when they apply for admission and when they receive instructions regarding the registration process. These tests also determine the ability of a student to benefit from instruction at Shoreline Community College. Placement based on ASSET, COMPASS, SAT or ACT scores is required for the following students:
1. students who declare an intent to pursue a college degree or certificate.
2. students who plan to enroll in a math, English or a ‘W’ designated course or any course with math or English prerequisite. ‘W’ courses include extra writing requirements and are identified in the quarterly class schedule.

Placement testing is waived for transfer students who submit official college transcripts showing successful completion of both college-level math and English composition with a grade of 2.0 (C) or better.

Note: All students who are non-native speakers of English and who have been in the United States less than four years will have their English skills assessed, according to the policies and procedures of the English as a Second Language (ESL) program described elsewhere in this catalog.

FINANCIAL AID
(206) 546-4762

Shoreline offers financial assistance to 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 April 28, 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 may apply using either the paper form or on the Internet. Applications are available in the Financial Aid Office, 5000 Building, and are available at high schools and public libraries. The web application can be located at www.fafsa.ed.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. 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 mail. 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/financialaid/

**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; or submit a copy of passing scores on the ASSET or COMPASS placement tests for math (numerical), reading, and writing;
- 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 currently enrolled in high school.

Additional eligibility notes:

- Students generally must be enrolled for at least half time (6 credits) to receive aid; students enrolled for less than half time might be eligible for a limited amount of federal Pell 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 $4,050* for the 2005-06 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 $1,000 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 enrolled for at least 6 credits. 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.

**Student Loans**

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.dlssonline.com.
Subsidized Direct Loans
The maximum loan is $2,625 per academic year for first-year students and $3,500 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 $2,625 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 $3,500. Independent students may borrow up to $4,000 in unsubsidized Direct Loans in addition to the maximum subsidized amounts, depending on need and the cost of attendance (see Estimated Costs of Attendance below).

The interest rate on these loans is variable, not to exceed 8.25 percent.** Although application is made through the college, the loan is granted through a bank or other lender, requiring the student to complete an application process in addition to the FAFSA. Further, loan counseling is required of all first-time borrowers, and exit interviews are required of all borrowers when they leave the college.

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.

Student loan checks are available for each quarter of enrollment in the academic year. For first-time borrowers, in their first year, the first loan check will not be available until 30 days after the first quarter begins.

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 Financial Aid Office. The application may require additional documentation.

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/financialaid/.

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.

Grades of 0.0, H, I, N, NC, V, W and Z do not count toward completed credits. At the end of each quarter, full-time students who complete less than 12 credits and at least 6 credits are on financial aid probation. Students on probation must complete all credits for which they enroll (at least 6) with a GPA of 2.0 or higher. If they fail to make progress during a probationary quarter, financial aid is canceled until they have reinstated their eligibility. Students may reinstate eligibility by completing at least 6 credits in a quarter without financial aid, earning at least a 2.0 g.p.a. for the quarter; and they must also achieve or maintain 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.

**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.
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 must attach supporting documentation to their petition.

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 2005-2006 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/relatives</th>
<th>Living away from parents/relatives</th>
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<tr>
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<td>$2,433</td>
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<tr>
<td>Books/Supplies</td>
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<tr>
<td>Rent/Food/Utilities</td>
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<td>Transportation</td>
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<tr>
<td>Personal</td>
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<td>1,560</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$8,391</strong></td>
<td><strong>$12,957</strong></td>
</tr>
</tbody>
</table>

Expenses will vary depending on special program costs, non-resident tuition, daycare and other factors. The student 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 certificate or degree offered by Shoreline Community College. Classes acceptable for financial aid will be funded 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.

- BioSc 090
- Eng 089
- ESL 090
- Math 070
- Chem 090
- Eng 090
- ESL 095
- Math 080
- Eng 080
- Eng 091
- ESL 098
- Math 090
- Eng 081
- Eng 092
- ESL 099
- SpCmu 095A
- Eng 082
- Eng 095
- ESL 100A
- Stysk 099
- Eng 085
- Eng 096
- ESL 100B
- Eng 087
- Math 060

Adult Basic Education/English as a Second Language courses (050-089) 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 contained therein and submit corrections. Confidential information 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 GPA;
- 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 picking up a 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 financial aid, they might have to repay a portion of the aid they received. Shoreline also might have to return some financial aid funds to federal or state programs.

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 SFA 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 Career & Employment Services Center, provides excellent opportunities for skills upgrades or career retraining for dislocated workers and displaced homemakers.

Students can select any one of over 50 professional/technical programs - from a one-quarter skills upgrade to a two-year certificate program. Students receive one quarter of free tuition from the college, plus referrals to on-site 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 targets people who are currently receiving unemployment insurance or who have been on unemployment insurance in the past 24 months. Displaced homemakers may also qualify for the program.

At the Career & Employment Services Center, students have access to on-site representatives from Employment Security and various 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 weekly. To find out about the next orientation session, call (206) 546-4610, email shorecareers@shoreline.edu or visit the Career & Employment Services Center.

WorkFirst

The WorkFirst Program provides job-related training and free tuition and books for clients who are low income parents. For eligibility requirements, call (206) 546-6927.

Available Services Include:

- financial aid and assessment for tuition and books;
- career interest tests;
- COMPASS test for math and English placement;
- career placement assistance;
- internships;
- career and job opportunities — part-time, full-time and seasonal;
- employment preparation — the resume, the interview, job search strategies;
- employer interviews on campus; and
- Internet career assistance.
THE COOPERATIVE EDUCATION INTERNSHIP PROGRAM
(206) 546-7843

The Co-operative Education Program provides students the opportunity to utilize skills learned in the classroom and to gain relevant work experience while receiving college credit. Students participating in a Co-operative Education internship work closely with a faculty advisor to ensure that the internship is a valuable learning experience.

Although several professional-technical departments run their own internship programs, many departments utilize the Co-operative Education program. Located in the Career/Employment Center on the second floor of the Foss Building, Co-op staff can assist students with finding and setting up an internship, writing a resume, interviewing, and processing the Co-op Ed paperwork.

For more information, talk to your faculty advisor or call (206) 546-7843.

OTHER STUDENT SERVICES

BOOKSTORE
(206) 546-4732

The College Bookstore, on the lower level of the 5000 (FOSS) Building, stocks textbooks, class required supplies and materials. In addition, the bookstore stocks art, photography and office supplies, software, snacks, gifts, and Shoreline logo clothing. The bookstore is an authorized Apple Store and maintains an online site for Apple computers, which can be purchased by enrolled students at an educational discount.

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

Fall, winter and spring quarter normal hours are 7:15 am to 6:00 pm, Monday through Thursday, and 7:15 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 or bundled for pickup at the bookstore. 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 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 the 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 SALON

The SCC Campus Salon is located in a brand new facility at 910 N. 160th Street, just a few blocks east of the main campus. The Salon offers a wide array of services at very affordable prices. Services include: haircuts, styles, colors, foils, relaxers, manicures and pedicures. All services are performed by students and supervised by licensed instructors. We are open to the general public, students, faculty and staff.

Call the salon at (206) 542-5056 for an appointment and a schedule of salon hours.

CAMPUS SECURITY

The Shoreline Community College Safety and Security Department provides security 7 days a week, 24 hours a day. The Safety and Security office manages traffic safety, parking, emergency preparedness and response and crime prevention. This office works closely with Shoreline Fire and Police Departments.

The Safety and Security Office 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. 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 Office 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.
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) 546-4732
During the PUB renovation there will not be a cafeteria for food service. Food services will be spread to various locations around campus to meet the needs of the students. The student lounge, located in the lower level of the FOSS building, will provide an area with vending machines, microwaves and dining space. This space will be available from 7am to 9pm for student use.

The Bookstore will have frozen and ready to heat foods available for sale. There will be various vendors located around the campus selling ready to eat food items. The vendors coming on campus will be available primarily during the "lunch time" hours. In addition the shuttle service to the Sears Lot will expand its route during lunch hours to include the food court area located at Central Market.

A Whidbey espresso stand is located in the courtyard between the 1000 and 1200 buildings, operating from 7am to 2pm Monday through Friday. The Whidbey Java Shack located adjacent to the 2400 building, operates from 7am to 7:45pm Monday through Thursday and from 7am to 2pm on Friday. These stands are open when classes are in session. During the PUB transition period these stands will offer bagel sandwiches and hot soup in addition to espresso, coffee and pastries.

Emphasis is placed on providing a variety of foods to accommodate diverse tastes. 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.

HOUSING
Shoreline Community College is designed to serve students who commute to the campus. The college maintains no dormitories or other housing, and assumes no responsibility for independent housing facilities used by students.

INSURANCE
Student accident/health insurance (and/or other types of insurance) may be required in some programs. International students and study abroad students are required to have accident/health insurance coverage. Students must obtain their own health insurance coverage(s). A Injury and Sickness Insurance Plan brochure as well as Student and Family Dental Plan information request card are located at the Cashier’s Office in the 5000 (FOSS) building.

PARKING AND TRANSPORTATION
Shoreline Community College is designed to serve students who commute to the campus. Parking permits or day passes are required for ALL parking areas at Shoreline’s main campus and in the Sears shuttle parking lot. Quarterly permits may be purchased at the Cashier’s Office in the FOSS Building. Permits may be purchased at the time of registration. If you do not wish to purchase a quarterly permit, a day or evening permit may be purchased at one of the gates.

For vehicles transporting two or more students, carpool permits are available at the Safety and Security Office. Carpool lots are reserved for carpool only parking from 7 a.m. until 1 p.m.

A shuttle bus service is available from the Sears lot (off 160th) and the Greenwood lot to the main campus. For information other transit service to the college, please call Metro at (206) 553-3000 or visit http://transit.metrokc.gov/bus/bus.htm

Parking fees are subject to change.

Parking permits must hang from your vehicle’s rear view mirror as instructions indicate to be valid.

Parking areas will be marked and it illegal at all times to park in roadways, fire lanes, bus zones, loading zones, service driveways, on sidewalks, on landscape, in zones with red curbs and “No parking” signs. Parking is not allowed in a reserved space without the appropriate permit or authorization.

Parking in illegal areas will result in fines or having your vehicle impounded. Vehicles will be impounded without warning for blocking a roadway so as to impede the flow of traffic, blocking a fire hydrant or fire lane, creating a safety hazard, blocking another legally parked vehicle, parking in a marked tow away zone, or for outstanding unpaid parking citations.

Campus Safety and Security Officers patrol the campus (including the Sears lot). Officers may initiate vehicle stops for violations of traffic laws, which are applicable on all campus properties. Enforcement action may include a disciplinary referral to the Vice President of Student Services or citation and arrest depending on the specific violation, incident and totality of the circumstances.
Enforcement action may be taken to enforce state traffic laws including, but not limited to, speeding, negligent or reckless driving, failing to obey a traffic control device (stop sign), failing to yield to pedestrians, and all other traffic laws. If stopped by an officer, you are required to identify yourself. Failure to do so can result in disciplinary action and/or arrest, and impoundment of your vehicle.

Individuals may be cited for parking without a permit, parking in an unauthorized area, blocking a roadway, speeding, etc. If a fine is not paid, the college may delay a student’s registration, place a hold on his/her transcripts and/or financial aid, impound the vehicle or turn the fine over to a collection agency.

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 Office (5102). Appeals must be filed 5 working days after the date on the ticket; after that time you are required to pay the fine and may not appeal.

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.
- Parking permits may be purchased at the Cashier’s Office in the 5000 (FOSS) Building.

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.
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.

Shoreline Community College expects students to exercise good judgment when using buildings, equipment or campus grounds, when participating in classroom discussions, assignments or tests, and when interacting with other members of our campus community. A complete list of student standards of conduct, as well as campus rules and procedures, is printed in the college Policy Manual, which is available in the Ray W. Howard Library/Media Center, the Student Programs Office, the Student Government Office, and other administrative offices. College Policy 5030, the Student Code of Conduct and Discipline, outlines general expectations for student behavior and procedures for resolving issues of student conduct and discipline. College Policy 5033, Dishonesty in Academics, describes behavior that is unacceptable in the classroom and procedures for resolving situations involving academic dishonesty. College Policy 5035, Student Grievance Procedures-Academic Evaluation, provides procedures for resolving disputes that arise between students and faculty members regarding grades.
Many activities provide students with the opportunity to develop leadership skills, including learning how to manage meetings, how to recruit members and develop organizations, how to manage events, how to communicate with diverse groups, how to manage budgets, and how to promote programs. The Student Leadership program offers formal leadership training. The Campus Ambassadors Program (CAPS) offers students an opportunity to provide campus tours and other community outreach activities. The Arts and Entertainment Board develops the college’s Artist & Lecture Series.

There are many opportunities for students to perform as part of the outstanding music department groups, drama, film and video programs available on campus. Students also receive significant discounts on tickets to attend the Artist & Lecture Series performances and intercollegiate athletics available on campus.

Listed on the next page are the organizations currently active on campus. Contact information for club advisors and descriptions of club activities and events are available in the Student Programs Office.

**STUDENT GOVERNMENT**

Building 2900 Annex (during PUB renovation)
[206] 546-4541

The Student Body Association 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 they deem 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/Diversity Education Center, the creation of the Student Technology Fee (to fund computer labs), and the renovation of the Pagoda Union Building (PUB).

The Student Senate is composed of nine paid representatives, all of whom are elected during Spring Quarter. The Senate manages the Student Services and Activities Fee Budget, the Student Technology Fee Budget, and the PUB Renovation Fee Budget. The Senate also provides recognition of new student clubs and organizations, and serves as a forum for student issues and concerns. Responsibilities of the Senate, including the structure of standing committees on Budget and Finance, Constitution and Bylaws, and Publicity, are outlined in the Student Body Association Constitution, available in the Student Government Office.

The Student Executive Board is composed of six paid members, each having specific responsibilities outlined in the Student Body Association Constitution. All Executive Board positions are selected during Spring Quarter, with three elected (president, treasurer and legislative director), and three appointed (vice president, secretary, and student advocate).

The Student Body Association (SBA) president appoints student representatives to campus governance committees and to faculty Appointment Review Committees. Students are encouraged to apply for these jobs, as well as to fill vacancies on the Senate and Executive Board. The Student Advocate receives any student complaints and serves as a referral source for resolving these issues. Students are encouraged to visit the Student Government office to inquire about leadership opportunities available through Student Government.
# Campus Organizations

## Organizations

<table>
<thead>
<tr>
<th>Organization</th>
<th>Advisor</th>
<th>Phone</th>
</tr>
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<tbody>
<tr>
<td>Academic Skills Center</td>
<td>Grace Rhodes</td>
<td>4308</td>
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<tr>
<td>ADA Compliance</td>
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<tr>
<td>[Americans with Disabilities Act]</td>
<td>Scott Saunders</td>
<td>5821</td>
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<tr>
<td>Art Gallery</td>
<td>Natalie Niblack</td>
<td>4244</td>
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<tr>
<td>Arts &amp; Entertainment</td>
<td>Jamie Ardena</td>
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<tr>
<td>Baseball, Men</td>
<td>Steve Seki</td>
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<td>Basketball, Men</td>
<td>Jeff Mensden</td>
<td>4682</td>
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<tr>
<td>Basketball, Women</td>
<td>Rhonda Smith</td>
<td>533-6654</td>
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<td>Campus Ambassador</td>
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<tr>
<td>Program (D’CAPs)</td>
<td>Jamie Ardena</td>
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<tr>
<td>Choral Union</td>
<td>Robert Bigley</td>
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<tr>
<td>Colbert Lecture Series</td>
<td>Jamie Ardena</td>
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<tr>
<td>Concert Band</td>
<td>Ken Noreen</td>
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<tr>
<td>Delta Epsilon Chi</td>
<td>David Starr</td>
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<td>General Athletics, Men</td>
<td>Ken Burrus</td>
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<tr>
<td>General Athletics, Women</td>
<td>Ken Burrus</td>
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<tr>
<td>Instrumental Music/</td>
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<td>Jazz Ensemble</td>
<td>Doug Reid</td>
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<tr>
<td>Intra/Extramural Sports</td>
<td>Movakel Sargini</td>
<td>6994</td>
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<tr>
<td>Opera Workshop/Musicals</td>
<td>Susan Dolacky</td>
<td>4617</td>
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<tr>
<td>Phi Theta Kappa</td>
<td>Nancy Field</td>
<td>4596</td>
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<tr>
<td>Phone Outreach Program</td>
<td>Alicia Zweifach</td>
<td>6639</td>
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<tr>
<td>Plays/Video/Films</td>
<td>Chris Fisher</td>
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<td>Soccer, Men</td>
<td>George Dremousis</td>
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<td>Soccer, Women</td>
<td>Mark Szabo</td>
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<td>Softball, Women</td>
<td>Paul Smiley</td>
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<td>Spindrift Magazine</td>
<td>Debbie Handrich</td>
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<td>Student Executive Board</td>
<td>Scott Saunders</td>
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<td>Student Guide</td>
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<td>Student Leadership Team</td>
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<td>Student Theater Tech</td>
<td>Chris Fisher</td>
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<td>Stage Crew</td>
<td>Ron Owens</td>
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<td>Tennis, Men/Women</td>
<td>Eric Moujtabah-Webster</td>
<td>533-6653</td>
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<tr>
<td>Transfer Student Tutoring Program</td>
<td></td>
<td>4776</td>
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<tr>
<td>Volleyball, Women</td>
<td>Mark &amp; Raquel West</td>
<td>533-6633</td>
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<tr>
<td>Women’s Programs</td>
<td>Cathy Chun</td>
<td>4716</td>
</tr>
</tbody>
</table>

* If calling from off campus, please use the extension 546-. If calling from outside the Seattle area, please use area code (206).
INTERCOLLEGIATE ATHLETICS
(206) 546-4746

The College offers a complete program of intercollegiate competition for both women and men. Shoreline is a member of the Northwest Athletic Association of Community Colleges (NWAACC), which includes 39 colleges in Washington, Oregon and British Columbia.

Program offerings for include men’s and women’s soccer, women’s volleyball, men’s and women’s basketball, men’s and women’s tennis, women’s softball, and men’s baseball. Teams routinely travel as far as Coos Bay, Oregon and Coeur d’Alene, Idaho for league competition. Scholar athletes and league all-stars are honored each spring at the annual All Sports Awards Banquet. The Department has an excellent coaching staff that includes a former Olympic volleyball player and women’s basketball coach who played professionally. Coaches are allowed to award partial tuition scholarships.

In addition, Shoreline is a leader among NWAACC colleges in its commitment to student/athlete academic success. In the fall of 2004, Steve Seki was hired as the Athletic Department’s Student/Athlete Academic Success Manager. Seki works with all athletes in the Department to help them achieve academic success as they work towards their graduation requirements. For more information on Intercollegiate Athletics, please call 206-546-4746.

INTRAMURAL AND EXTRAMURAL PROGRAMS
(206) 546-6994

The Shoreline Community College Intramural Department encourages all students to participate in a wide variety of recreational activities. The program features leagues, tournaments, clubs and specialty programs. League and tournament activities are geared towards men and women of all ages and skill levels. Beginners are welcome! Basketball, soccer, racquetball, 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. Ski Club, Fencing Club, and Archery Club are a few examples. Specialty programs include both individual events and year long activities. The annual river rafting trip and the annual spring break ski trip are examples of individual events, while the swimming, yoga, and aerobics programs are examples of year-long activities.

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 206-546-6994.

ARTS & ENTERTAINMENT BOARD

The Arts & Entertainment Board provides a diverse schedule of music performances, lectures, comedy and special events for students and the community. At the same time, the Board provides employment opportunities and training for students to learn entertainment booking, contract negotiation, promotion and concert staging. The Board functions as a production team, with two special events coordinators responsible for auditioning and hiring entertainers and promoting events, two graphic arts coordinators responsible for designing promotional materials, a lecture series coordinator to oversee the operation of the Robert E. Colbert Lecture Series of eminent speakers, and two stage managers to operate sound and lighting equipment at events. The Arts & Entertainment Board announces the schedule of big name performances in an Artist & Lecture Series flier distributed each September. Numerous other events are scheduled for daytime performances on campus.
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>
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<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 withdrawal procedure is followed</td>
</tr>
<tr>
<td>Final Exam Week</td>
<td>4.0 - 0.0, H, I, NC, P, V, Z</td>
</tr>
</tbody>
</table>

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

   The Registrar’s Office will publish the time frame for the summer quarter. (See also Academic Calendar.)

3. **Grading System**

   Instructors may report grades from 4.0 to 0.7 in 0.1 increments, and the grade of 0.0. Grades in the range of 0.6 to 0.1 may not be assigned. Numerical grades may be considered equivalent to letter grades as follows:

   - 4.0 - 3.9: A
   - 3.8 - 3.5: A-
   - 3.4 - 3.2: B+
   - 3.1 - 2.9: B
   - 2.8 - 2.5: B-
   - 2.4 - 2.2: C+
   - 2.1 - 1.9: C
   - 1.8 - 1.5: C-
   - 1.4 - 1.2: D+
   - 1.1 - 0.9: D
   - 0.8 - 0.7: D-
   - 0.0: F

   **H:** Hold Grades – Course still in progress after grading deadline has passed. With the approval of the Vice President for Academic Affairs, instructors teaching courses that extend beyond the end of a quarter will award a H grade to all students at the time when grades are normally due. 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 is unable to complete the requirements of the course during the eleven-week quarter but can successfully complete the course work with no additional instruction.

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

   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 – To audit a course, a student must register for the course and pay the required tuition and fees. Class participation will be at the instructor’s discretion. Students may change their registration status to or from audit by completing the appropriate form in the registration office no later than the first class day of the seventh week of the quarter. Ns will appear on the transcript but are not counted in the GPA computation.

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 the P/0.0 or P/NC option, students who wish to be graded on the Pass/0.0 or Pass/NC option, must submit a Student Option Grading Form signed by their instructor to the registration desk no later than the end of the day which constitutes the midpoint of the course. In pre-college level courses (numbered less than 100), students may request a P/NC or P/0.0 grade option without a Student Option Grading Form at any time during the quarter. 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 option 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 P credits.

V: Unofficial Withdrawal – To be awarded when a student attends briefly, rarely or not at all and does not withdraw with a W grade. This grade will be considered to be a zero in GPA calculations.

W: Official Withdrawal – A W grade will be granted only from the first day of the third week through the first class day of the seventh week of the quarter (or the equivalent date 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 the GPA computation. A student may not withdraw to avoid consequences of cheating, plagiarism or other intellectual dishonesty.

Z: Hardship Withdrawal – This grade may be given at the student’s written request and the instructor’s agreement that a crisis and/or unusual, extreme circumstance which has interfered or interrupted the student’s ability to attend class and perform course work for the current quarter has occurred. This grade will not be considered in GPA calculations.

4. Early Withdrawal Procedure

Early withdrawal from a course is possible from the sixth day (or the equivalent date for summer quarter) through the last instructional day of any quarter.

a. Student’s Early Withdrawal Procedure

(1) The Student will initiate the early withdrawal request by securing an official Schedule Change form and filling it out.

(2) The student must obtain the instructor’s signature and date on the form. A grade must be assigned starting with the eleventh day (or equivalent date for summer quarter) through the last instructional day.

(3) The student will turn in the form to the registration office immediately.

b. Assignment of Early Withdrawal Grades

(1) If a properly completed Schedule Change form is turned in to the registration office during the first ten instructional days of a regular quarter (or the summer quarter equivalent), no grade will be assigned and no record of registration will appear on the transcript.

(2) Starting with the eleventh instructional day and continuing through the first class day of the seventh week of a regular quarter (or the summer quarter equivalent), the grade given on the Change of Program form must be a W. Registration is recorded on the transcript, as is the W or Z.

(3) Starting with the second class day of the seventh week of a regular quarter (or the summer quarter equivalent) through the last day of instruction, the grade given will be a I, NC, PV or Z (if emergency situation is applicable) as the instructor’s judgment dictates.

(4) A student may not withdraw to avoid consequences of cheating, plagiarism or other intellectual dishonesty.
c. Early Withdrawal Procedure if Extreme or Unusual Circumstances Apply

This may be invoked when Early Withdrawal Procedures in 4.a. cannot be followed. If the situation is judged to warrant special consideration, the Vice President for Student Services will be responsible to inform the student’s instructor(s) of the circumstances in order that each instructor may award the appropriate grade.

(1) From the beginning of the second week through the first day of the seventh week of each quarter (or the summer quarter equivalent), the instructor, appropriate division dean, or the Vice President for Student Services, if necessary may sign a Schedule Change form to withdraw the student if circumstances do not permit completion of the normal withdrawal procedure. In such cases, if the person signing the withdrawal form is not the instructor, the person signing the form shall notify the instructor(s) of the reason(s) for withdrawal. The W or Z grade will appear on the transcript.

(2) From the second day of the seventh week through the last day of instruction (or the summer quarter equivalent), the instructor, appropriate division dean, or the Vice President for Student Services, if necessary, may sign a Schedule Change form to withdraw the student if circumstances do not permit completion of the normal withdrawal procedure. The I, NC, V or Z grade will appear on the transcript.

5. Repeating a Course

Courses may be repeated to improve the 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 the registration office at the time of registration that a course is being repeated, and pay all necessary fees. Only the highest grade for the course will be used in computing grade point average. 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 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 credits 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.

6. 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 to the division chair two weeks prior to the submission of the next quarter’s class schedule to the registrar’s office.

(1) Grading in Mandatory Pass/No Credit Courses. The instructor will give only a 0.0, H, I, N, NC, P, V, W, or Z grade as defined in section 3.

(2) Grading in Optional Pass/No Credit Courses. Students wishing to be graded on the Pass/0.0 or Pass/NC system must submit a pass option card 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. 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) 546-5834 for more information.

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. Contact the Registrar’s Office at (206) 546-4613 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/Z/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/Z/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/Z/0.0 are excluded from this requirement.
CREDIT INFORMATION

CREDIT AND CREDIT LOADS

The academic year at Shoreline Community College is divided into three quarters of 10 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 EXPERIENTIAL LEARNING (CPEL)

The College recognizes that as adults you may learn college-level knowledge and acquire skills in a variety of situations: employment, military experiences, internships, independent research, volunteer or civic work and prior course work. To minimize the loss of credit to you and to prevent repeated course work, a process for awarding of credit for prior experiential learning through portfolio assessment, standardized testing, demonstrations, product creation, interviews or other process has been created. As an enrolled student in a professional/technical program, you can earn up twenty-percent of the college credit that you need to graduate from Shoreline Community College. Through this assessment process, you can avoid taking classes in your program that you have already mastered. For the complete policy, please visit: www.shoreline.edu/catpoliciesforstudents.html

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 to discuss the feasibility of acquiring credit through this process. This advisor 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, 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 either have the A.P. Testing Service send an official score report to the Shoreline Records Office, or if the high school identifies A.P. exam scores on the high school transcript, alert the Records Office to make note of this.

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 of Arts and Sciences degree (Option A).

The following chart outlines the current Advanced Placement practices of the college:

**Art History**
- AP-5 Art History (10 credits)
- AP-4 Art History (5 credits)

**Biology**
- AP-5 See biology advisor for credit and placement.
- AP-4 A minimum of 5 credits awarded after conference with advisor; up to 10 credits possible. "Biol X" A.P. credit may be counted toward natural science distribution.

**Chemistry**
- AP-3 Exemption from Chem 140 granted upon successful completion of Chem 150; consult Chemistry advisor.
Computer Science
AP-5 Comp X (5 credits); credits may not be counted toward re-
AP-4 quirements for a degree in computer science except as
AP-3 electives.

English
AP-5 Humanities X (5 credits); may be counted toward Humanities
AP-4 distribution for either AP English exam.

German
LANGUAGE:
AP-5 Germ 201, Germ 202, Germ 203 (15 credits)
AP-4 Germ 201, Germ 202 (10 credits)
AP-3 Germ 201 (5 credits)

History
AMERICAN:
AP-5 Hist 241 or Hist 242 (max. 5 credits)
AP-4
EUROPEAN HISTORY:
AP-5 Hist 231 or Hist 232 (max. 5 credits)
AP-4

Mathematics
AB Exam:
AP-5 Math 124, Math 125 (10 credits)
AP-4 Math 124 (5 credits)
AP-3
BC Exam:
AP-5 Math 124, Math 125 (10 credits)
AP-4 Math 124 (5 credits)
AP-3 Statistics Exam:
AP-5 Math 108 or Math 211 (max. 5 credits)
AP-4 Math 108 or Math 211 (max. 5 credits)

Music
Appreciation: See department advisor for placement and possible credit.
Theory: No credit; see department advisor for placement.

Physics
AP-5 No credit; exemption from Phys 121, Phys 122 for Physics C
exam, or from Phys 114, Phys 115, Phys 116 for Physics B
exam.

Romance Languages
LANGUAGE:
AP-5 French or Spanish 201, 202, 203 (15 credits)
AP-4 French or Spanish 201, 202 (10 credits)
AP-3 French or Spanish 201 (5 credits)
See department advisor.

Additional information may be obtained from the
Advising and Counseling Center in the 5000 (FOSS)
Building, (206) 546-4559.

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 begin-
ning of the first day of examinations. Division deans will
consult with the affected faculty members before approv-
ing 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 certifi-
cates received at Shoreline. An official transcript carries
the registrar’s signature and the college seal. There is a
charge of $5.00 for the first copy, and $1.00 for each
additional copy on the same order. Please allow 72 hours
for processing.
GRADUATION REGULATIONS

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. Satisfy all specific program and general college requirements as stated in the college catalog that was printed for the academic year that the student began that specific degree/certificate program at Shoreline, provided that the catalog used is not more than 10 years old at the time of the student’s graduation. However, for programs that have selective admission (e.g., Dental Hygiene, Health Care Information, Nursing and Automotive), students must satisfy both the prerequisite and program requirements in effect at the time they first attended Shoreline Community College, provided that was within the past 10 years.

2. Achieve a minimum 2.0 grade-point average for all Shoreline Community College course work and all courses accepted in transfer from other colleges which are used to satisfy degree requirements. The grades from these transfer credits will not be averaged with the Shoreline Community College GPA, and therefore, transfer credits must also average 2.0.

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

4. Submit an official transcript to the Shoreline Admissions Office for each college from which transfer credit is to be applied to the Shoreline degree.

5. For a degree, earn at least 60 credits (63 for the AAS Option A Degree) with numerical grades rather than “P” (Pass) grades.

6. Be in attendance at Shoreline at the time final credits toward graduation are earned. However, students who are short no more than 10 credits toward a degree or certificate after leaving Shoreline Community College may be able to arrange, on a case-by-case basis, to transfer those credits back to Shoreline from another accredited institution. Contact the credentials evaluator in Records at (206) 546-5841 for more information.

7. 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.

8. File an application for a degree or certificate in the Registrar’s Office.

Students who are eligible for a degree may submit a graduation application during their last quarter or the quarter preceding. 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 graduation ceremony, along with all applicants for spring and summer quarter 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) 546-4523.
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: 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 and Sciences or Associate in Science degree. 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 professional/technical programs.

**Listing of Degrees and Certificates**

Provided here are general descriptions of the degrees and certificates available through Shoreline Community College. Detailed course lists and graduation requirements are provided in the Degree Programs sections of this catalog. Planning guides are available near Registration in the 5000 (FOSS) Building.
ASSOCIATE IN ARTS AND SCIENCES
ACADEMIC TRANSFER (AAS)

Candidates for this degree may pursue either the Option A or the Option B plan.

Students pursuing either Option A or Option B must maintain a minimum 2.0 cumulative grade-point average to be eligible to receive this degree.

It is not necessary to complete a degree at Shoreline to be eligible to transfer, but most universities or programs within a university give admission preference to transfer students who have completed the Associate in Arts and Sciences degree or the Associate in Science.

Shoreline Community College and UW Bothell have partnered together to create a dual enrollment pathway. The Dual Enrollment pathway 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 Carla Hogan (206) 546-4538 or Yvonne L. Terrell-Powell (206) 546-4559. You may also contact an UW Bothell advisor at (425) 352-5000.

Option A
This degree is designed for those students who are interested in earning a general two-year academic degree. This degree is the designated “Direct Transfer Degree” at SCC as it meets the requirements for transfer under the Washington State Direct Transfer Agreement. This 93-credit degree is most often an appropriate goal for students who intend to transfer within Washington to one of the following institutions: Central Washington University, Eastern Washington University, Western Washington University, Washington State University, The Evergreen State College, Pacific Lutheran University, Seattle Pacific University, Seattle University, Northwest College, Whitworth College and the University of Washington branch campuses. The Option A degree transfers as a “package” to the colleges indicated, fulfilling most of their General Education requirements and providing junior status. It does not, however, guarantee admission to a specific major.

This degree may also be a goal for the student planning to transfer to the University of Washington main campus even though this institution has additional admission requirements beyond those of the Option A degree (see your advisor). It is also the degree of choice for students who intend to transfer but who are undecided about which baccalaureate institution they will attend. The degree provides strong academic study and may in itself provide excellent employment preparation for many careers. Requirements for this degree are shown under the Degree Programs: Academic Transfer section of this catalog.

Option B
This degree is called the “pre-professional/specific major” degree or “self-design” degree, and is primarily for those students who are planning to transfer to a four-year institution that does not accept the Option A “package,” or who prefer to follow the curriculum of their future school rather than the Option A. Another purpose of the degree is to prepare for a major, which has many prerequisite courses such as the arts, health professional programs, and others.

Ninety credit hours in transferable courses that satisfy the Shoreline Community College General Education Core Requirements are required to complete this degree.

Students intending to complete the Option B AAS degree should consult the admission and graduation requirements of their intended university and work carefully with their advisor to satisfy both Shoreline and intended transfer institution requirements.

ASSOCIATE IN SCIENCE (AS)

This degree is intended for transfer students who wish to pursue a bachelor’s degree in science, computer science, engineering or certain health professional programs at another college or university after completing their studies at Shoreline. The Associate in Science (AS) degree offers two tracks, one for students who plan to major in astronomy, atmospheric sciences, computer science, engineering or physics, and the other for students planning to major in biological sciences, chemistry, geology, earth science, environmental science, oceanography or prepare for programs such as dentistry, pharmacy and medical school. The focus of this program is on foundation mathematics and science courses, providing the AS graduate with a solid preparation for their future majors. This degree requires a minimum of 90 credits.

Both tracks of the Associate in Science are included in the Associate in Science Transfer Agreement, which applies to all public universities and several private colleges and universities in Washington State. This agreement provides students with some priority for admission at their intended transfer institution and helps ease transferability of AS courses towards major and general education requirements for the bachelor’s degree at the receiving transfer institution.
ASSOCIATE IN FINE ARTS DEGREE (AFA)
This degree is intended for students who are interested in earning an academic degree with a concentration of study in the Fine Arts and an emphasis on the development of a strong portfolio of artwork. The Associate in Fine Arts degree meets the requirements of the Washington State Direct Transfer Agreement and, in addition, the emphasis on portfolio development is designed to prepare the student as a candidate for art major status in Bachelor of Art and Bachelor of Fine Art programs. The AFA degree also provides a broad education and involvement in the arts for students who are not currently considering further degrees, providing opportunities for employment in galleries, community centers and museums.

The Associate in Fine Arts degree offers two tracks for study. Students exploring options in visual arts complete the Foundation Studio Track and select an area of concentration in 2D or 3D art. The Photography Track is designed for students who have already determined a focus in photography.

ASSOCIATE IN APPLIED ARTS AND SCIENCES (AAAS)
Shoreline offers more than 50 specialized programs under the Applied Associate in Arts and Sciences (AAAS) degree. The primary purpose of the AAAS is to provide students with professional skills that will allow them to gain employment in a specific field of work. The minimum number of credits varies for each specialized program, but must be at least 90 credits.

Shoreline regularly updates and revises its curriculum and degrees in these applied areas, working closely with local advisory committees to ensure that students are receiving the skills and knowledge currently in demand by employers in the field.

ASSOCIATE IN APPLIED SCIENCE – TRANSFER (AAS-T)
This degree is intended to provide possible transfer options for students whose immediate goal is professional/technical preparation for employment, but who may later wish to complete a bachelor’s degree related to their technical field of study. Programs currently offering this degree include: Biotechnology Lab Specialist, Dental Hygiene, Manufacturing Engineering and Nursing. For updated information about the status and requirements of this new degree, ask for a planning guide at the Student Development Center in the 5000 (FOSS) Building.

CERTIFICATE OF PROFICIENCY OR COMPLETION
A Certificate of Proficiency or a Certificate of Completion is awarded for the following programs to students who complete the requirements: Accounting, Basic Manufacturing, Business Technology, Child Care Professional, Computer Information Systems, Cosmetology, CAD Drafting, Dental Business Office Specialist, Digital Filmmaking Technology, Emergency Dispatcher, Entrepreneurship, Graphic/Print Production, In-Home Care Provider, CNC Machinist, Medical Coding and Reimbursement Specialist, Performance Arts/Acting for the Stage and Camera, Purchasing, Web Developer and Writing and Directing for the Camera.

Other programs may offer certificates; please check with faculty advisors.

TRANSFER OF CREDITS
Shoreline Community College endorses the Policy on Inter-College Transfer among Washington colleges and universities approved by the Higher Education Coordinating Board in February 1986.

Copies of this document are available through all public post-secondary institutions in the state of Washington and in the Registrar’s Office at Shoreline. Transfer students encountering difficulties are encouraged to contact the Registrar’s Office.

Students who plan to transfer from Shoreline Community College to a baccalaureate college or university are advised to study the following information.

Transferring students will be expected to meet the admission requirements of the baccalaureate institution at the time they transfer. Transferability of courses taken at Shoreline Community College is determined by the institution to which the student transfers. Most Shoreline courses that are designed for transfer do in fact transfer without problems. However, certain institutions may limit the number of credits earned in a Pass system (P/0.0 or P/Z) or may have limits on certain classes.

Washington Community and Technical colleges (CTCs) offer reciprocity to students transferring within the CTC system who are pursuing the Direct Transfer Agreement (DTA) degree to baccalaureate institutions or the Associate of Science-Transfer (AS-T) degree, or any of the Major-Ready Pathways/Direct Transfer Agreements. Students who completed an individual course that met distribution degree requirements or fulfilled entire areas of their degree requirements at one college will be considered to have met those same requirements if they plan to complete the same degree when they transfer to another community or technical college in Washington. These
degree requirements include Communication Skills, Quantitative Skills, or one or more Distribution Area requirements. Students must initiate the review process and must be prepared to provide necessary documentation. For complete information, students should contact Enrollment Services for information. The policies and procedures can be found at:
www.sbctc.ctc.edu/transfer/tpolicy.asp

The following are definitions to clarify the wording of the Reciprocity Agreement:

**Residency** credit refers to the minimum number of credits that a student must complete at the sending institution.

**Continuous enrollment** refers to the catalog edition that may be used to meet graduation requirements. Some colleges call this a *catalog agreement*.

Reciprocity shall be based upon the sending institution’s current catalog.

In general, those courses whose titles contain the word “technical” or “technology” are not transferable to all institutions, but they may transfer to some selected programs at four-year schools. Students should work closely with advisors before attempting to transfer courses that are specialized components of a two-year Professional Technical program.

Students may earn a total of more than 90 academic hours of credit at Shoreline Community College, but the total number of hours accepted for transfer is determined by the institution to which they transfer. Usually a minimum of 90 additional credits is required at the senior institution to earn a degree.

An institution to which an official transcript is sent may recompute the grade-point average of the student in accordance with its own requirements and policies.

A student should follow the procedures given to transfer satisfactorily to a baccalaureate institution.

1. Obtain a current catalog of the institution to which the student wishes to transfer and study its admission requirements and its suggested freshman and sophomore-level courses in the major field of interest. Institutions differ in treatment of credits received.
2. Confer with a Shoreline Community College advisor about transfer issues. Many curriculum planning guides for transfer to baccalaureate institutions are supplied by the college.
3. Confer, by letter or personal interview, with an admissions officer at the baccalaureate institution for further information about curriculum and transfer regulations.
4. Check carefully a quarter or two before transfer to be sure that all requirements will be met and all regulations observed to the satisfaction of the baccalaureate institution.

Last-minute changes in students’ major fields of study or in their choice of baccalaureate institution may cause Shoreline’s credits to transfer in different ways. Changes should be evaluated so that consequences are understood.

**APPLIED DEGREE TRANSFER PROGRAM**

Shoreline Community College has articulation agreements that allow a student to complete an Associate of Applied Arts and Sciences Degree in some technical areas, transfer to selected four-year institutions and earn a B.S. degree. For further information regarding applied transfer degrees, call the dean of Professional/Technical Programs at (206) 546-4595, or check with your program advisor.

**NON-TRANSFERABLE COURSES**

The following courses will not transfer to most four-year colleges:

1. Courses numbered below 100.
2. Certain courses numbered 100 or above, such as Parent Education and Continuing Education (These are not normally transferable; consult with your advisor for more information.)
3. Courses that are listed in the Restricted Transfer Course List (see Degree Programs).
ASSOCIATE IN ARTS AND SCIENCES(AAS): OPTION A

A minimum of 93 quarter hours of college credit are required. Students who have completed the requirements for Option A and have met the required admission standards will have completed the General Education Requirements and will be accepted at the junior level at the following institutions:

Central Washington University
Eastern Washington University
Evergreen State College
Gonzaga University
Northwest College
Pacific Lutheran University
Saint Martins College
Seattle Pacific University
Seattle University
The Evergreen State College
Washington State University
Western Washington University
Whitworth College
The University of Washington (Note: The UW has additional admission requirements beyond those of the Option A.)

Students graduating under Option A who choose to transfer to other institutions will normally be able to transfer their courses successfully. However, the above institutions have signed agreements with Shoreline Community College that guarantee, with possible minor exceptions, the completion of general education requirements and admission at the junior level.

Shoreline's General Education Core Curriculum requirements are Communications Skills, Quantitative Reasoning, Physical Education and Multicultural Education, as shown below under "General Requirements."

General and distribution course requirements follow.

GENERAL REQUIREMENTS

Communication Skills – 10 credit hours: English 101, 102


Physical Education – 3 credit hours: See the list of approved courses under Physical Education in the elective section on page 45.

Multicultural Education – 3-5 credit hours: Anthropology 202; Intra-American Studies 103, 201, 202; Geography 277; Sociology 288; Speech Communication 100, 103; all three of either of these sets of courses: French 201, 202, 203; or 202, 203, 297.

The Washington State Direct Transfer Agreement requires that all students meet Intermediate Algebra Proficiency standards. At Shoreline Community College this requirement is met by completion of 2nd year high school algebra or Math 097 + 098 or 099 or higher math course or examination. Shoreline has recently revised its General Education Outcomes and will be revising its General Education Curriculum. As revisions and additional alternative courses are approved, they will be added to the “Approved List of General Education Core Requirements” available from the Student Development Center, advisors and division offices.

DISTRIBUTION REQUIREMENTS

Humanities 15
Intra-American Studies 5
Natural Sciences 15
Social Sciences 15
50

A total of 50 credit hours from Humanities, Intra-American Studies, Natural Sciences and Social Sciences is required.
**DEGREE PROGRAMS**

**Electives**
A minimum of 22 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 list. A maximum of 15 credits are allowed from the Restricted Transfer course list.

**“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, many degrees at the University of Washington require 10 credits of “W” courses, which students can take at Shoreline.

**HUMANITIES: 15 CREDIT HOURS**

1. Select 5 credits from each of two disciplines.
2. No more than 5 credits may be included from those courses designated as performance/skills, applied theory or lecture/studio courses.
3. No more than 5 credits in foreign language at the 100 level may be included.
4. See the list that follows for courses eligible for Humanities distribution courses.

**HUMANITIES — GENERAL**
- American Sign Language 103
- Art 111, 129
- Art History 201, 202, 203
- Chinese 113
- Cinema 201
- Communications 200, 202, 203
- Drama 101
- English 201, 202, 231, 234, 257, 258, 259, 264, 265, 266, 267, 268, 269, 274, 275, 277, 278, 281, 282, 283
- French 103, 201, 202, 203
- German 103
- Japanese 113, 211, 212, 213
- Music 100, 101, 102, 103, 104, 107, 109, 200, 201, 202, 203, 206
- Philosophy 100, 102, 115, 210, 230, 240, 248, 267, 280
- Spanish 103, 201, 202, 203
- Speech Communication 100, 101, 103, 105, 220, 225, 230

**HUMANITIES PERFORMANCE/SKILLS, APPLIED THEORY, LECTURE/STUDIO**
A maximum of five (5) credits from the following list can be used as Humanities distribution requirements.

- American Sign Language 101, 102
- Chinese 111, 112
- Communications 211, 212, 221, 225, 261, 262, 263, 264, 266, 267, 282, 285, 291
- Drama 151, 152, 153, 155, 156, 157, 162, 163, 164, 165, 166, 201, 202, 203, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 218, 219, 220, 221, 222, 231, 295
- English 270, 271, 272
- French 101, 102
- German 101, 102
- Humanities 161, 162
- Japanese 111, 112
- Spanish 101, 102
- Speech Communication 140, 198, 201, 202, 203, 249, 290

**INTRA-AMERICAN STUDIES: 5 CREDIT HOURS**

Select 5 credits from the following list of Intra-American courses.


**MATHEMATICS/SCIENCES: 15 CREDIT HOURS**

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, BIOLOGICAL SCIENCES - 10 CREDIT MIN.**
Must include at least one laboratory science.

**LABORATORY SCIENCE - 5 CREDIT MIN.**
- Astronomy 101
- Biology Science 100, 102, 123, 126, 143, 201, 202, 203, 210, 211, 215, 230, 243, 251, 260, 265
Environmental Science 201, 202
Geography 205, 206
Geology 101, 103, 120, 201, 208
Oceanography 101
Physics 110, 114-116, 121-123

NON-LABORATORY SCIENCE
Anthropology 201
Biological Science 103, 108, 110, 140, 150, 250
Chemistry 139, 239
Environmental Science 101
Geology 100, 107
Psychology 202

OTHER MATHEMATICS/CIENCE COURSES
If chosen, a maximum of 5 credits from the list below.
Engineering 205, 206
Math 107, 108, 110, 111, 112, 120, 121, 124, 125, 126, 170, 171, 172, 207, 208, 209, 211, 224
Nutrition 110
Philosophy 115, 120

SOCIAL SCIENCES: 15 CREDIT HOURS

1. Select from at least two different disciplines.
2. Philosophy courses (except Philosophy 120) may be used for either Humanities or Social Sciences distribution.
3. See list which follows for courses eligible for Social Sciences distribution credit.

Anthropology 100, 202, 203, 205
Business Administration 100
Communications 203
East Asia 210, 211, 212, 213
Economics 100, 200, 201, 215, 260, 272, 273, 281, 282, 283, 284, 285
Geography 100, 200, 250, 277, 285
International Studies 101, 200, 201, 285
Philosophy 100, 102, 115, 210, 230, 240, 248, 267, 280, 285
Political Science 101, 202, 203, 221, 272, 273, 276, 281, 282, 283, 284, 285
Psychology 100, 204, 205, 206, 208, 209, 210, 236, 245, 285
Social Science 100
Sociology 110, 252, 260, 270, 280, 285, 288
Women’s Studies 282, 283, 284, 285

ELECTIVES COURSES

A minimum of 22 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 Transfer courses may be included.

Accounting 210, 220, 230
Anthropology 297, 298, 299
American Sign Language 297, 298, 299
Biological Science 275, 285, 290, 295, 297, 298, 299
Business Administration 100, 250, 260
Chemistry 297, 298, 299
Communications 297, 298, 299
Computer 131, 142, 143, 201, 297, 298, 299
Computer Information Systems 105, 106
Criminal Justice 131, 297, 298, 299
Drama 295, 297, 298, 299
East Asia 297, 298, 299
Economics 297, 298, 299
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Engineering 100, 101, 102, 103, 111, 121, 170, 200, 201, 210, 220, 230, 260, 297, 298, 299
English 297, 298, 299
Environmental Science 297, 298, 299
French 297, 298, 299
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German 297, 298, 299
History 297, 298, 299
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Intra-American Studies 297, 298, 299
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Music 297, 298, 299
Oceanography 297, 298, 299
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Psychology 297, 298, 299
Political Science 297, 298, 299
Psychology 297, 298, 299
Sociology 297, 298, 299
Social Science 297, 298, 299
Spanish 297, 298, 299
Speech Communication 297, 298, 299
Women’s Studies 297, 298, 299
RESTRICTED TRANSFER COURSES

A maximum of 15 credits from these courses may be used toward the AAS Option A degree. A maximum of 15 credits from these courses may be used toward the University of Washington degree. A maximum of 5 credits from these courses may be used towards the AS degree.

Accounting  101, 102, 103, 104, 206, 208
Automotive Sales  160, 161, 163, 164, 165, 166, 167, 168
Automotive Service Mid-management  101, 102, 103, 104, 105, 106, 107, 108, 109, 110
Automotive Technology  250, 251, 252
Business Administration  110, 112, 120, 130, 135, 150, 155, 170, 175, 190, 191, 192, 195, 200, 201, 215, 220, 221, 222, 224, 230, 240, 270, 281, 282, 283, 284, 285, 297, 298, 299
CNC Metal Fabrication  110, 112, 132, 180, 181, 182
CNC Operator Training  170, 171, 172
Cosmetology  130, 131, 132, 180, 181, 182
Chemistry  190, 191
Some CIS Programming classes have been accepted for direct transfer to specific institutions. See program advisor.
Cosmetology  101, 102, 103, 148, 149, 150, 151, 152, 201, 251, 252, 253, 260, 265, 281, 282, 283, 284, 285, 290, 291, 292, 293

The following Criminal Justice courses are transfer courses for Criminal Justice majors only. Baccalaureate institutions with degree programs in criminal justice will accept the following courses as direct transfers into the program:  Criminal Justice  131, 134, 138, 238, 248, 249, 251
Economics  297, 298, 299
Engineering Technology  154, 159, 163, 170, 180, 255, 266, 283, 285, 287, 288, 289, 297, 298, 299
English  100
ESL  100

ASSOCIATE IN FINE ARTS (AFA): PHOTOGRAPHY & FOUNDATION STUDIO ART

This degree is designed for students who are interested in earning an academic degree with a concentration of study in the Fine Arts. Students granted the degree meet all of the requirements of the Option A transfer degree and can expect some priority in admission as a transfer student to a four-year institution with a preparation towards a major in Fine Art. The AFA degree program provides an excellent opportunity to develop a strong body of work for portfolio presentation, a requirement for entry and placement into most Fine Art major programs. The strong academic and fine art program of study that the degree represents is also designed to provide opportunities for employment and involvement in the arts for students who do not currently seek admission into four-year programs.

The AFA degree offers two tracks of study: a concentration in Photography requiring a total of 107-109 program credits, and a concentration in Foundation Studio Art requiring a total of 104-109 program credits. It is possible to complete this degree within a two-year time...
span with registration continuing through Summer quarters. Without Summer quarter coursework, the student should expect registration in classes beyond a two-year time period. Students interested in pursuing the AFA degree are advised to contact an art advisor at the beginning of their program of studies.

**PHOTOGRAPHY TRACK**

**GENERAL REQUIREMENTS**
(Same as AAS: Option A)
- Communication Skills - 10 credit hours
- Quantitative Reasoning - 5 credit hours
- Multicultural Education - 3-5 credit hours
- Physical Education - 3 credit hours

**DISTRIBUTION REQUIREMENTS**
(Same as AAS: Option A)
- Humanities - 15 credits
  (contained in Photography Core Requirements)
- Math-Science - 15 credit hours
- Social Sciences - 15 credit hours
- Intra-American Studies - 5 credit hours

**PHOTOGRAPHY CORE REQUIREMENTS**
- Foundation Drawing and Design - Art 105, 109
- Photography - Art 100, 102, 103, 291, 292
- Art History - Art H 201, 202, 203
- Computer Basics - VCT 124, 125
- Digital Photography with PhotoShop - VCT 129 and 229

**FOUNDATION STUDIO ART TRACK**

**GENERAL REQUIREMENTS**
(Same as AAS: Option A)
- Communication Skills - 10 credit hours
- Quantitative Reasoning - 5 credit hours
- Multicultural Education - 3-5 credit hours
- Physical Education - 3 credit hours

**DISTRIBUTION REQUIREMENTS**
(Same as AAS: Option A)
- Humanities - 15 credits
  (contained in Foundation Studio Art Core Requirements)
- Math-Science - 15 credit hours
- Social Sciences - 15 credit hours
- Intra-American Studies - 5 credit hours

**FOUNDATION STUDIO ART CORE REQUIREMENTS**
- Foundation Drawing - Art 105, 106, 107
- Foundation 2D & 3D Design - Art 109, 110
- Art History - Art H 201, 202, 203
- Portfolio - Art 281

In addition to the, Foundation Studio Art Core requirements above, select a Concentration of 3 courses in either 2D or 3D Studio Art:

**2D Studio Art Concentration:**
- Photography - Art 100, 102, 103
- Graphic Design - Art 205, 206, 207
- Painting - Art 256, 257, 258

**3D Studio Art Concentration:**
- Ceramics - Art 201, 202, 203
- Design and Materials - Art 253, 254, 255
- Sculpture - Art 272, 273, 274

**ASSOCIATE IN ARTS AND SCIENCES (AAS): OPTION B**

This degree is called the “pre-professional/specific major” degree and is designed primarily for those students who are planning to transfer to a four-year institution that does not accept the Option A “package” concept or to complete a degree in a profession such as Engineering, Pharmacy, Architecture or Music.

Students planning to transfer to a specific institution in fields such as Engineering or Health Sciences may find Option B more flexible to allow for course preparation in a specific program or major; check with your advisor. The Associate in Arts and Sciences degree Option B is awarded to the student who has completed 77 or more credits transferable to a specific baccalaureate institution, and 13 credit hours of the Shoreline Community College General Education Core Requirements:

- Communication Skills — 5 credits  English 101 [or other English course as specified by transfer institution]
- Quantitative Reasoning — 5 credits  Chemistry 140, 141, 150, 151, 160, 161; Computer Science 131, 142; Economics 200; Mathematics 107, 108, 110, 111, 112, 120, 121, 124, 125, 126, 170, 171, 172, 207, 208, 209, 211, 224; Philosophy 120; or Physics 110, 114, 115, 116, 121, 122, 123
- Multicultural Education — 3 credits  Anthropology 202, Speech Communication 100; Intra-American Studies 103; Speech Communication 103; Intra-American Studies 201, Geography 277; Intra-American Studies 202, Sociology 288; Intra-American Studies 220, French 201 and 202 and 203 (All three courses must be taken.)

(By careful course selection and educational planning, students may satisfy requirements of their intended baccalaureate institution while also satisfying the above General Education Core Requirements.)

The baccalaureate requirements usually include prerequisites for the intended major and/or fulfill general graduation requirements for the transfer institution. Students may learn about these requirements by reading the catalog of the specific four-year institution and enrolling for equivalent classes at Shoreline Community College.

Planning guides have been prepared for many programs and institutions. These planning guides are available in the Student Development Center. Students intending to complete an Option B AAS degree for an institution for which a planning sheet has not been prepared should consult with their advisor or staff in the Student Development Center.

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**DEGREE PROGRAMS**

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ASSOCIATE IN SCIENCE (AS): TRACK 1 AND TRACK 2

Track 1 is designed for students entering the fields of Biological Sciences, Chemistry, Geology and Earth Sciences, Environmental Sciences and Oceanography. This track is also a good option for students preparing for some health professional programs, such as dentistry, medical school, pharmacy and veterinary medicine. Planning guides for dentistry, pharmacy and veterinary medicine are also available. Track 2 is designed for students entering the fields of Astronomy and Atmospheric Sciences, Computer Science, Engineering and Physics.

A minimum of 90 quarter hours of college credit and a minimum 2.0 Grade Point Average are required. The Associate in Science degrees are accepted as part of the Associate in Science Transfer Agreement at all public universities in Washington state, as well as a number of private colleges and universities. These include:

Central Washington University
Eastern Washington University
The Evergreen State College
University of Washington
University of Washington – Bothell Campus
University of Washington – Tacoma Campus
Washington State University
Western Washington University

The Associate in Science Transfer Agreement gives students the same priority consideration for admission to baccalaureate institutions as they would receive for completing the Direct Transfer Agreement Degree (At Shoreline Community College, this is AAS, Option A). It also ensures that students will be given junior status by the receiving institution. As is true for the Direct Transfer Agreement, this admission priority does not guarantee admission to any particular department.

The Associate in Science Transfer Agreement differs from the Direct Transfer Agreement in that most course requirements are major/program prerequisites, and the degree includes few General Education course requirements. Therefore, the Associate in Science Transfer Agreement does not stipulate that students will have met the General Education Requirements for their transfer university. On the contrary, students are expected to complete further General Education Requirements after transfer.

TRACK 1

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

GENERAL REQUIREMENTS

Communication Skills – 8-10 credit hours: English 101 and 102 or 270 or Speech Communication 101

Quantitative Reasoning – 5 credit hours: Mathematics 124

Multicultural Education – 5 credit hours: Anthropology 202; Intra-American Studies 103, 201 or 202; Geography 277; Sociology 288; Speech Communication 103; all three of either of these sets of courses: French 201, 202, 203 or 202, 203, 297

DISTRIBUTION REQUIREMENTS

Humanities – 5 credit hours: See list for Associate in Arts and Sciences, Option A

Social Sciences – 5 credit hours: See list for Associate in Arts and Sciences, Option A

Humanities or Social Sciences – 5 credit hours: See list for Associate in Arts and Sciences, Option A

PRE-MAJOR PROGRAM

Science – 19 credit hours: Chemistry 140/141 and 150/151 and 160/161

Additional Mathematics – 10 credit hours: Mathematics 125; and 126 or 211

One of the following sequences – 15-16.5 credit hours:

Biological Sciences 201 and 202 and 203; or Physics 114 and 115 and 116; or Physics 121 or 122 or 123

Major sequence and/or supporting science courses – 10-15 credit hours: 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. The Associate in Science Transfer Agreement allows a maximum of 5 credits for restricted transfer/vocational course work.

TRACK 2

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

GENERAL REQUIREMENTS

Communication Skills – 8-10 credit hours: English 101 and 102 or 270 or Speech Communication 101

Quantitative Reasoning – 5 credit hours: Mathematics 124

Multicultural Education – 5 credit hours: Anthropology 202; Intra-American Studies 103, 201 or 202; Geography 277; Sociology 288; Speech Communication 103; all three of either of these sets of courses: French 201, 202, 203 or 202, 203, 297
DISTRIBUTION REQUIREMENTS

Humanities – 5 credit hours: See list for Associate in Arts and Sciences, Option A
Social Sciences – 5 credit hours: See list for Associate in Arts and Sciences, Option A

PRE-MAJOR PROGRAM

Science – 15-16.5 credit hours: Physics 121 and 122 and 123 (required for most Bachelor’s Degrees); or Physics 114 and 115 and 116
Additional Mathematics – 10 credit hours: Mathematics 125; and 126 or 211 (Almost all students need 126 for their major.)
Additional Science – 5 credit hours: See Math/Science list for the Associate in Arts and Sciences, but this course must be outside of mathematics, physics and computer science departments. Engineering majors almost always require Chemistry 140/141.
Computer Programming – 5 credit hours: Several courses are available. Many degree programs require Computer Science 142.

PROGRAM SPECIFIC COURSE AND ELECTIVES

Additional courses specific to the major requirements and elective courses are taken as needed to reach the minimum of 90 credit hours. The Associate in Science Transfer Agreement allows a maximum of 5 credits for restricted transfer/vocational course work.

This section of the degree is designed for students to take the additional prerequisite courses needed to enter their major’s junior year. It may also include additional general education or elective courses. Thus, required and recommended courses vary by major, and there is also some variation by college/university. It is important for students to stay in close contact with their SCC advisor as well as their intended receiving institution, including the department in which they wish to major, as they plan their elective program.

ASSOCIATE IN APPLIED SCIENCES-TRANSFER (AAS-T)

AAS-T degrees are Professional/Technical degrees (AAAS) which either include a certain number of transfer courses, or have an articulation agreement with one or more universities. Minimum requirements for all AAS-T degrees will be to complete required applied courses for the equivalent Associate in Applied Arts and Sciences (AAAS) degree, plus the following general education coursework, selected from the list of Approved Courses provided in this catalog for the Associate in Arts and Sciences degree, Option A:

5 credits in Communication
5 credits in Quantitative Skills
10 credits in Science, Social Science, or Humanities.

Students who complete this degree will not have fulfilled their General Education Requirements for their receiving transfer institution. Students who transfer into a baccalaureate program with the AAS-T are expected to complete by far the great majority of their general education and distribution requirements after transfer.

ASSOCIATE IN APPLIED ARTS AND SCIENCES (AAAS)

Professional/Technical programs lead to Associate in Applied Arts and Sciences (AAAS) degrees and certificates and are designed for those students who are primarily interested in college work leading directly to employment. Several programs also offer certificates of completion for short-term training.

Details of the professional/technical programs available at Shoreline Community College are given in this section of the catalog. It is especially important that students work closely with program advisors when registering for courses in professional/technical programs. Some programs require a separate application to enter and several have prerequisite courses before such applications are considered. Planning sheets are available in the Student Development Center for all programs, as well as in the Professional-Technical Advising Handbook which is circulated to all faculty, program directors, and administrators.

Professional/Technical programs include specific vocational course work as well as required general education core courses in communication, quantitative reasoning, multicultural education and human relations. Related instruction supports programs of study for some applied or specialized associate degrees, and these degrees contain a recognizable body of instruction in the program related areas of 1) communication, 2) computation and 3) human relations.

If a specific general education course is not required by a professional/technical program, students may, as an option, choose classes from the list of transfer general education courses in communication (English 101), quantitative reasoning and multicultural education. However, in some certificate and AAAS degree programs, the following courses may also satisfy requirements:

Communication: BusAd 252 or Eng 100; Quantitative Reasoning: BusAd 175 or CIS 105. The Human Relations requirement can be satisfied with BusAd 110, 112/200; or Speech Communications 101, or in some cases by instruction embedded within program-specific courses. Students must get written approval for any substitution from the program advisor. Students should check with program advisors, individual program planning sheets, or this section of the catalog for specific program requirements.
The opportunities to transfer these degree programs towards a baccalaureate program are expanding. The College is currently negotiating articulation agreements with Seattle Pacific University, University of Phoenix, City University, the University of Washington - Tacoma, and Cogswell College. Currently, articulation agreements exist with the University of Washington - Bothell, Eastern Washington University, Western Washington University, Cogswell College, Evergreen State College and Central Washington University for students presenting some professional technical degrees. Check with your program advisor and with these institutions for further information. Some of the courses required in occupational programs, may individually transfer to a baccalaureate program. Students interested in these programs take courses from several institutions programs, such as Health Administration, Nutrition, Nursing, Dental Hygiene, medical school, dental school, pharmacy and others. Students interested in these programs take courses from several disciplines and must work closely with their advisor.

Lists of advisory committee members for each of the professional/technical programs are available online and in the Office of the Dean of Professional/Technical Education.
### PROFESSIONAL/TECHNICAL PROGRAMS

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<tr>
<th>Program</th>
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<tbody>
<tr>
<td>Biotechnology Lab Specialist (AAAS)</td>
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<tr>
<td>Biotechnology Lab Specialist (C.C.)</td>
<td>60</td>
</tr>
<tr>
<td>Engineering Technology</td>
<td>86</td>
</tr>
<tr>
<td>CAD/Drafting and Design Technology (AAAS)</td>
<td>86</td>
</tr>
<tr>
<td>CAD/Drafting (C.P)</td>
<td>87</td>
</tr>
</tbody>
</table>
ACCOUNTING PROGRAM

(206) 546-4665

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 will 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, business and personal income tax 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.

AAAS DEGREE

ASSUMED KNOWLEDGE: Keyboarding and 10-Key skills. If you do not possess these skills, Shoreline Community College offers courses in these areas.

A minimum grade of 2.0 for each Accounting course is required for credit towards the degree or certificate.

GENERAL EDUCATION REQUIREMENTS

<table>
<thead>
<tr>
<th>Cr.</th>
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<tbody>
<tr>
<td>BusTc 252</td>
</tr>
<tr>
<td>CIS 105</td>
</tr>
<tr>
<td>BusTc 150</td>
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<tr>
<td>BusAd 110</td>
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CORE REQUIREMENTS

<table>
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<tbody>
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<td>Acctg 101</td>
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<td>BusAd 175</td>
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<tr>
<td>SpCmu 101</td>
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Select one or more to complete credit requirements 4-5 credits.

<table>
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<tr>
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<tr>
<td>BusTc 128</td>
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<tr>
<td>BusAd 224</td>
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<tr>
<td>Internship-Acctng 297, 298, 299</td>
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</tbody>
</table>

Total Credits Required 90-94

*Please note: Econ 100 or Econ 200 required if ASSET math placement is above Math 099.
### Certificate of Proficiency

The certificate will be awarded upon completion of the course outlined below. All of these courses apply toward the Accounting AAAS degree.

A minimum grade of 2.0 for each Acctg-designated course is required for credit toward the degree or certificate.

**General Education Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
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<td>CIS 105</td>
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<td>BusTc 150</td>
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**Core Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
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<td>5</td>
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<td>BusTc 152</td>
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<td>BusTc 170</td>
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<tr>
<td>CIS 120</td>
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</table>

Total Credits Required: 55

### Certificate 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.

**Accounting Clerk**

**Program Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Acctg 101</td>
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<td>CIS 105</td>
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<tr>
<td>Acctg 206</td>
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</table>

Total Credits Required: 15

**Accounts Receivable/Payable Clerk**

**Program Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tr>
<td>Acctg 102</td>
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<tr>
<td>CIS 105</td>
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<tr>
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</tbody>
</table>

Total Credits Required: 20

**Payroll Clerk**

**Program Requirements**

<table>
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<th>Course</th>
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<td>CIS 105</td>
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<tr>
<td>Acctg 206</td>
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</tbody>
</table>

Total Credits Required: 20
AUTOMOTIVE FACTORY-SPONSORED TRAINING PROGRAM

DEGREE PROGRAMS: PROFESSIONAL/TECHNICAL

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. Students must be sponsored in a General Motors dealership before they are admitted to the program.

DAIMLERCHRYSLER COLLEGE AUTOMOTIVE PROGRAM (CAP) – DaimlerChrysler
The DaimlerChrysler College Automotive Program is a two-year cooperative program. The student spends alternating quarters in class and working in a sponsoring Chrysler dealership. Students must be sponsored in a Chrysler dealership before they are admitted to the program.

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. Students must be sponsored in a Honda or Acura dealership before they are admitted to the program.

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. Students must be sponsored in a Toyota or Lexus dealership before they are admitted to the program.

OUTCOMES
Students who successfully complete this program will 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 PROGRAM PREREQUISITES:
Minimum ASSET Test Scores for Numerical Skills (34-45), Writing (45-54), Reading (44-53) or ESL test placement in English 101
Sponsorship in appropriate dealership (GM, Toyota, etc.)
Automotive Skills Test
Valid Driver’s License
Proof of Insurability
Some dealers require drug testing
Instructor Interview

PLEASE SEE THE FOLLOWING PAGES FOR THE AAAS DEGREE OPTIONS.

(206) 546-5851
### DaimlerChrysler College Automotive Program (CAP)

**FRESHMAN YEAR**

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td><strong>Fall Quarter</strong></td>
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<tr>
<td></td>
<td>BusTc 252* Prof. Communications</td>
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<tr>
<td></td>
<td>BusAd 175* Bus. Mathematics –or–</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Math 099* Intermediate Algebra</td>
<td>5</td>
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<tr>
<td></td>
<td>BusAd 112* Human Relations</td>
<td>2</td>
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<tr>
<td></td>
<td>PE 292* First Aid &amp; Safety</td>
<td>3</td>
</tr>
<tr>
<td><strong>Winter Quarter</strong></td>
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<tr>
<td></td>
<td>AutoT 160 Auto Service Training</td>
<td>9</td>
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<tr>
<td></td>
<td>AutoT 163 Brakes, Suspension &amp; Alignment</td>
<td>9</td>
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<td>* Multicultural Issues: See Approved List</td>
<td>3-5</td>
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<tr>
<td><strong>Spring Quarter</strong></td>
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<tr>
<td></td>
<td>AutoT 250 Dealership Experience</td>
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<tr>
<td><strong>Summer Quarter</strong></td>
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<td>AutoT 161 Engine Repair</td>
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<tr>
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<td>AutoT 165 Engine Mgt. &amp; Emissions Systems</td>
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**SOPHOMORE YEAR**

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<tr>
<th>Quarter</th>
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<td>AutoT 164 Manual Gear Trains &amp; Transaxles</td>
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<td>AutoT 167 Automatic Transmission</td>
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<td><strong>Spring Quarter</strong></td>
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<td>AutoT 166 Electrical Systems</td>
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<td>AutoT 168 Heating and Air Cond.</td>
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Total Credits Required: 150-152

*Courses marked with an * are the General Education/Related Instruction requirements for this program.*

### General Motors Automotive Service Educational Program (ASEP)

**FRESHMAN YEAR**

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<th>Credits</th>
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<td>AutoT 163 Brakes, Suspension &amp; Alignment</td>
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<td>BusAd 175* Bus. Mathematics –or–</td>
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<td>Math 099* Intermediate Algebra</td>
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<td><strong>Spring Quarter</strong></td>
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<td>AutoT 250 Dealership Experience</td>
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<td><strong>Summer Quarter</strong></td>
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<td>AutoT 164 Manual Gear Trains &amp; Transaxles</td>
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Total Credits Required: 150-152

*Courses marked with an * are the General Education/Related Instruction requirements for this program.*
### Honda PACT Program

**FRESHMAN YEAR**

<table>
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<th>Quarter</th>
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<td>AutoT 163 Brakes, Suspension &amp; Alignment</td>
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<td>Eng 101 Composition</td>
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<td>AutoT 168 Heating &amp; Air Conditioning</td>
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**SOPHOMORE YEAR**

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<tr>
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<td>AutoT 165 Engine Mgt. &amp; Emissions Systems</td>
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<td>AutoT 161 Engine Repair</td>
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<tr>
<td>Spring</td>
<td>AutoT 167 Automatic Transmissions &amp; Transaxles</td>
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<td>AutoT 164 Manual Gear Trains &amp; Transaxles</td>
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</table>

Total Credits Required: 150-155

Courses marked with an * are the General Education/Related Instruction requirements for this program.

### Toyota T-TEN Program

**FRESHMAN YEAR**

<table>
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<th>Quarter</th>
<th>Course</th>
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<tbody>
<tr>
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<td>AutoT 160 Fund. of Auto Service Training</td>
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<td>AutoT 166 Engine Mgr. &amp; Emissions Systems</td>
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<tr>
<td></td>
<td>AutoT 168 Electrical Systems</td>
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<td>BusTc 252* Professional Communications</td>
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<tr>
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<td>AutoT 163 Brakes, Suspension &amp; Alignment</td>
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<td>AutoT 168 Heating &amp; Air Conditioning</td>
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<td></td>
<td>*Multicultural Education See Approved List</td>
<td>3-5</td>
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</tbody>
</table>

Total Credits Required: 150-155

Courses marked with an * are the General Education/Related Instruction requirements for this program.
Certificates of Proficiency
Automotive General Service (GST) Technician – ABE

DESCRIPTION
The General Service Technician (GST) program is a two-quarter job training program designed primarily for ABE students. Students earn a certificate of proficiency and upon graduation students can find jobs in places such as auto dealerships and independent auto repair shops. These classes are team taught by an automotive instructor and an ABE instructor.

OUTCOMES
Students who successfully complete this program will be able to:
1. Understand and identify basic auto shop and personal safety parameters at auto repair facilities.
2. Perform basic automotive diagnosis and repair, and use the associated tools.
3. Identify and interpret suspension and steering concerns, and determine corrective action.
4. Inspect/diagnose and replace most brake components.
5. Diagnose fluid usage, level, leaks, and condition.
6. Identify, inspect, and test Heating and Air Conditioning systems.
7. Diagnose and evaluate electronic systems and electrical features.

CERTIFICATE OF PROFICIENCY

PROGRAM PREREQUISITES
Minimum ASSET test scores: Math ASSET 35, COMPASS 19; Writing ASSET 25, COMPASS 13; Reading ASSET 29, COMPASS 45; Or instructor permission.

PROGRAM REQUIREMENTS Cr.
AutoT 120 General Service Technician I ..................18
AutoT 121 General Service Technician II ..................18
AutoT 252 Internship ...............................9

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

Automotive General Service (GST) Technician – ESL

DESCRIPTION
The General Service Technician (GST) program is a three-quarter job training program designed primarily for ESL students. Students earn a certificate of proficiency and upon graduation students can find jobs in places such as auto dealerships and independent auto repair shops. These classes are team taught by an automotive instructor and an ESL instructor.

OUTCOMES
Students who successfully complete this program will be able to:
1. Understand and identify basic auto shop and personal safety parameters at auto repair facilities.
2. Perform basic automotive diagnosis and repair, and use the associated tools.
3. Identify and interpret suspension and steering concerns, and determine corrective action.
4. Inspect/diagnose and replace most brake components.
5. Diagnose fluid usage, level, leaks, and condition.
6. Identify, inspect, and test Heating and Air Conditioning systems.
7. Diagnose and evaluate electronic systems and electrical features.

CERTIFICATE OF PROFICIENCY

PROGRAM PREREQUISITES
ESL level 4 or higher (CASAS 220) or Minimum ASSET test scores: Math ASSET 35, COMPASS 19; Writing ASSET 25, COMPASS 13; Reading ASSET 29, COMPASS 45; Or instructor permission.

PROGRAM REQUIREMENTS Cr.
AutoT 110 Intro to Auto Shop & Personal Safety .........4
AutoT 111 Electrical Systems ..........................8
AutoT 112 Automotive Systems ..........................8
AutoT 113 Steering & Suspension .........................6
AutoT 114 Brakes ........................................6
AutoT 115 Drive Train ....................................4
AutoT 116 Heating/Ventilation/Air Conditioning ........2
AutoT 252 Internship .....................................9

Total credits required .................45
DESCRIPTION
The Beauty Salon Management program offers students who complete the Cosmetology program an opportunity to earn an Associate degree (AAAS) by completing additional requirements in marketing and/or management (10 credits) and general education (19-21 credits). The Beauty Salon Management program is designed to prepare students to successfully own, operate or manage a beauty salon. Students can select a variety of courses in management, supervision, marketing, salesmanship, advertising, and retailing from the electives list.

Through the general education curriculum students build their communication and interpersonal skills. Admission to the Certificate and Degree program is by waiting list. All interested students should call (206) 542-5056 to request a brochure be mailed to them. Next, interested students will need to attend an information session. Session dates and times are listed in the brochure.

OUTCOMES
Students who successfully complete this program will be able to:
1. Successfully interact with customers and build a clientele.
2. Perform hair care and styling services such as permanent waving, hair coloring and lightening, chemical relaxing, scalp treatments, shampooing, cutting, shaping, setting and combing techniques.
3. Perform nail and skin care services such as manicuring and pedicuring, skin analysis, make-up application, facials and superfluous hair removal.
4. Perform appropriate safety and sanitation procedures related to all hair, skin and nail services.
5. Conduct typical business transactions such as making appointments, cashiering and inventory.
6. Manage daily salon operations, purchase supplies, supervise staff, and effectively promote products and services.
7. Create a five-year business plan.

GENERAL EDUCATION REQUIREMENTS

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eng 101</td>
<td>Composition and Expository Prose or BusTc 252 Professional Communications</td>
<td>5</td>
</tr>
<tr>
<td>BusAd 175</td>
<td>Business Mathematics</td>
<td>5</td>
</tr>
<tr>
<td>Cos 154</td>
<td>Human Relationship Skills</td>
<td>3</td>
</tr>
<tr>
<td>PE 292</td>
<td>First Aid &amp; Safety</td>
<td>3</td>
</tr>
<tr>
<td>Multicultural Education</td>
<td>See Approved List</td>
<td>3-5</td>
</tr>
</tbody>
</table>

If you attended part-time your first four quarters, you need to complete the following core requirements instead of Cos 151, 152:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cos 148</td>
<td>Clinical Practice Ia</td>
<td>9</td>
</tr>
<tr>
<td>Cos 149</td>
<td>Clinical Practice Iib</td>
<td>4.5</td>
</tr>
<tr>
<td>Cos 150</td>
<td>Clinical Practice IIIC</td>
<td>9</td>
</tr>
<tr>
<td>Cos 155</td>
<td>Clinical Practice IVd</td>
<td>4.5</td>
</tr>
</tbody>
</table>

ELECTIVES

Choose a minimum of 10 credits from the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AccTg 101</td>
<td>Practical Accounting</td>
<td>5</td>
</tr>
<tr>
<td>BusAd 100</td>
<td>Bus. Intro Analysis</td>
<td>5</td>
</tr>
<tr>
<td>BusTc 152</td>
<td>Fundamentals of Business Communications</td>
<td>5</td>
</tr>
<tr>
<td>BusAd 200</td>
<td>Essentials of Supervision</td>
<td>5</td>
</tr>
<tr>
<td>BusAd 250</td>
<td>Introduction to Law</td>
<td>5</td>
</tr>
<tr>
<td>BusAd 120</td>
<td>Principles of Marketing</td>
<td>5</td>
</tr>
<tr>
<td>BusAd 130</td>
<td>Salesmanship</td>
<td>5</td>
</tr>
<tr>
<td>BusAd 150</td>
<td>Retail Marketing</td>
<td>5</td>
</tr>
<tr>
<td>BusAd 230</td>
<td>Advertising</td>
<td>5</td>
</tr>
<tr>
<td>BusAd 135</td>
<td>Customer Service</td>
<td>3</td>
</tr>
<tr>
<td>BusTc 100</td>
<td>Beginning Keyboarding</td>
<td>5</td>
</tr>
<tr>
<td>CIS 105</td>
<td>Computer Applications</td>
<td>5</td>
</tr>
<tr>
<td>SpCmu 101</td>
<td>Speech Communication</td>
<td>5</td>
</tr>
</tbody>
</table>

Total credits required: 114-117

Attendance in the Summer Quarter is mandatory for all students in the Cosmetology program. Cosmetology quarters are 11 weeks in length.
DEGREE PROGRAMS: PROFESSIONAL/TECHNICAL

BIOTECHNOLOGY LAB SPECIALIST PROGRAM

(206) 546-4786 or (206) 546-4543

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 will 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, and graphical display.
5. Manage laboratory activities including record keeping, ordering supplies and preparing reports.

AAAS DEGREE

PROGRAM PREREQUISITES:
College level mathematics (Math 099 Intermediate Algebra) is a prerequisite for Math 108.

FIRST YEAR

Fall Quarter

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eng 101*</td>
<td>Composition and Expository Prose</td>
</tr>
<tr>
<td>BusTc 252*</td>
<td>Prof. Communications</td>
</tr>
<tr>
<td>Chem 101</td>
<td>General Chemistry</td>
</tr>
<tr>
<td>IAStu 102*/SpCmu 102</td>
<td>Multicultural Issues</td>
</tr>
</tbody>
</table>

Winter Quarter

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BioSc 201</td>
<td>Principles of Biology</td>
</tr>
<tr>
<td>BioSc 102*</td>
<td>Survey of Plant &amp; Animal Kingdoms</td>
</tr>
<tr>
<td>BioSc 108</td>
<td>Anatomy &amp; Physiology</td>
</tr>
<tr>
<td>BioSc 110</td>
<td>Biotechnology: Science, Applications and Implications</td>
</tr>
<tr>
<td>PE 292*</td>
<td>First Aid &amp; Personal Safety</td>
</tr>
<tr>
<td>CIS 105</td>
<td>Computer Applications</td>
</tr>
</tbody>
</table>

Spring Quarter

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BioSc 215</td>
<td>Topics in Microbiology</td>
</tr>
<tr>
<td>BusAd 112*</td>
<td>Human Relations</td>
</tr>
</tbody>
</table>

Summer Quarter

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BioSc 245</td>
<td>Solution and Media Preparation</td>
</tr>
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</table>

SECOND YEAR

Fall Quarter

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chem 190</td>
<td>Chemical Analysis I</td>
</tr>
<tr>
<td>BioSc 250/</td>
<td>Molecular Biology</td>
</tr>
<tr>
<td></td>
<td>Molecular Biology Lab</td>
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</table>

Winter Quarter

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr.</th>
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</thead>
<tbody>
<tr>
<td>Chem 191</td>
<td>Chemical Analysis II</td>
</tr>
<tr>
<td>BioSc 265</td>
<td>Recombinant DNA Techniques</td>
</tr>
<tr>
<td>BioSc 295</td>
<td>Biotechnology Seminar</td>
</tr>
</tbody>
</table>

Spring Quarter

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr.</th>
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</thead>
<tbody>
<tr>
<td>BioSc 270</td>
<td>Immunology</td>
</tr>
<tr>
<td>BioSc 275</td>
<td>Biotechnology Techniques</td>
</tr>
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</table>

Summer Quarter

<table>
<thead>
<tr>
<th>Course</th>
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</thead>
<tbody>
<tr>
<td>BioSc 260</td>
<td>Tissue Culture &amp; Stain</td>
</tr>
<tr>
<td>BioSc 290</td>
<td>Internship</td>
</tr>
</tbody>
</table>

Total Credits Required | 95-96 |

Courses marked with an * are the General Education/Related Instruction requirements for this program.
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.

PROGRAM REQUIREMENTS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BioSc 245</td>
<td>Media and Solution Prep for Biotechnology</td>
<td>4</td>
</tr>
<tr>
<td>BioSc 250</td>
<td>Molecular Biology Lecture</td>
<td>3</td>
</tr>
<tr>
<td>BioSc 251</td>
<td>Molecular Biology Laboratory</td>
<td>3</td>
</tr>
<tr>
<td>BioSc 265</td>
<td>Recombinant DNA Techniques</td>
<td>6</td>
</tr>
<tr>
<td>BioSc 270</td>
<td>Immunology</td>
<td>5</td>
</tr>
<tr>
<td>BioSc 275</td>
<td>Biotechnology Techniques</td>
<td>3</td>
</tr>
<tr>
<td>BioSc 295</td>
<td>Biotechnology Seminar</td>
<td>1</td>
</tr>
<tr>
<td>BioSc 260</td>
<td>Tissue Culture and Staining</td>
<td>4</td>
</tr>
<tr>
<td>BioSc 290</td>
<td>Internship</td>
<td>2</td>
</tr>
</tbody>
</table>

Total Credits Required: 31
DESCRIPTION
The Business Administration Program offers concentrations in:
• Entrepreneurship
• Fashion Merchandising
• General Business
• Marketing
• Retail Management
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 Degrees
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 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.
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 should be able to:
1. Understand the nature of operations, accounting, regulations, marketing, human relations and decision-making.
2. Understanding of textiles and costume history.
3. Ability to identify trends and the development process
4. Demonstration of understanding of the fashion design and development process.
5. Ability to effectively display merchandise.
6. Ability to develop 6 month buying plans.
7. Understand the trend development process.

AAAS DEGREE
PROGRAM PREREQUISITES:
Eng 100 (Analytical Reading and Writing) or ESL 100 (Academic ESL) or satisfactory ASSET test score or ESL placement test score for English 101
Math 070 (Preparation for Algebra) or satisfactory ASSET test score for Math 080 or 099

GENERAL EDUCATION REQUIREMENTS Cr.
Multicultural Ed: See Approved List ........................................3-5
PE: Wellness/First Aid/Activities .............................................3

CORE REQUIREMENTS Cr.
BusAd 100 Business: An Introductory Analysis .......................5
BusAd 120 Principles of Marketing .......................................5
BusAd 140 Intro to Fashion ..................................................5
BusAd 150 Retail Marketing and Management .....................5
BusAd 175 Business Math ....................................................5
BusTc 252 Prof. Communications .........................................5
Acctg 101 Practical Acctg. I ..............................................5
BusAd 201 Intro. Internatl’l Business .................................5
BusAd 222 Special Topics: eBusiness ................................5
Acctg 102 Practical Acctg. II ...........................................5
BusAd 155 Management Seminar ....................................5
BusAd 145 History of Fashion ............................................5
BusAd 110 Human Relations in Bus. .................................5
CIS 105 Computer Applications .........................................5
Econ 100 Principles of Economics – or – (No credit if Econ 200 or Econ 201 are taken)
Econ 201* Macroeconomics – or –
BusAd 240 Retail Buying and Management ........................5
BusAd 250 Introduction to Law ...........................................5
BusAd 270 Entrepreneurship .............................................5

Total Credits Required ..................................................96-98

APPROVED COURSE SUBSTITUTIONS
Eng 101 Composition and Expository Prose
for BusTc 252 Professional Communications (5 cr.)
Math 099 Intermediate Algebra
for BusAd 175 Business Mathematics (5 cr.)

* Students planning to complete Econ 201 should see catalog for course requirements.
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 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
PROGRAM PREREQUISITES:
Eng 100 or ESL 100 or satisfactory ASSET, COMPASS or ESL placement test score for English 101 or BusAd 252.
Math 099 or satisfactory ASSET, COMPASS test score for Math 107 or BusAd 175.

GENERAL EDUCATION REQUIREMENTS Cr.
BusTc 252 Prof. Communications ....................... 5
BusAd 175 Business Math ................................. 5
BusAd 110 Human Relations in Bus. .................... 5
Multicultural Ed: See Approved List .................... 3-5
PE: Wellness/First Aid/Activities ........................... 3

BUSAD CORE REQUIREMENTS Cr.
Acctg 210 Financial Accounting I .................... 5
Acctg 230 Managerial Accounting ..................... 5
BusAd 100 Business: An Introductory Analysis ........ 5
CIS 105 Computer Applications ........................ 5
BusAd 120 Principles of Marketing ..................... 5
BusAd 200 Essentials of Supervision ................... 5
BusAd 201 Introduction to International Business ...... 5
BusAd 222 E-Business .................................... 5
BusAd 250 Introduction to Law ............................ 5
Econ 100 Principles of Economics ....................... 5
Econ 200 Microeconomics* ............................... 5
BusAd 270 Entrepreneurship – Starting a New Business .................................................. 5

GENERAL BUSINESS DEGREE REQUIREMENTS Cr.
BusAd 130 Salesmanship ................................... 5
BusAd 150 Retail Marketing & Management ............ 5
BusAd 170 Fundamentals of Logistics & Transportation 5
BusAd 190 Purchasing & Supply Chain Management . 5

APPROVED COURSE SUBSTITUTIONS
Eng 101 Composition and Expository Prose
for BusTc 252 Professional Communications (5 cr.)
Math 107 Math: A Practical Art
for BusAd 175 Business Mathematics (5 cr.)
Acctg 101 Practical Accounting I
for Acctg 210 Financial Accounting (5 cr.)
Acctg 103 Practical Accounting III
for Acctg 230 Managerial Accounting (5 cr.)
CIS 106* Introduction to Information Technology
for CIS 105 Computer Applications (5 cr.)
Econ 100 Economic Principles
for Econ 200 Introduction to Microeconomics (5 cr.)

Total Credits Required ......................... 94-96

* Students planning to take Econ 200 or CIS 106 should see the catalog for course requirements.
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 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

PROGRAM PREREQUISITES
Eng 100 or ESL 100 or satisfactory ASSET, COMPASS or ESL placement test score for English 101 or BusAd 252.
Math 099 or satisfactory ASSET, COMPASS test score for Math 107 or BusAd 175.

GENERAL EDUCATION REQUIREMENTS
Cr.
BusTc 252 Prof. Communications .................. 5
BusAd 175 Business Math .......................... 5
BusAd 110 Human Relations in Bus. ............... 5
Multicultural Ed: See Approved List ................ 3-5
PE: Wellness/First Aid/Activities .................... 3

BUSAD CORE REQUIREMENTS
Cr.
Acctg 210 Financial Accounting I ................. 5
Acctg 230 Managerial Accounting ................ 5
BusAd 100 Business: An Introductory Analysis .. 5
CIS 105 Computer Applications ................... 5
BusAd 120 Principles of Marketing ................ 5
BusAd 200 Essentials of Supervision ............... 5
BusAd 201 Introduction to International Business .. 5
BusAd 222 E-Business ................................ 5
BusAd 250 Introduction to Law ...................... 5
Econ 100 Principles of Economics ................ 5
Econ 200 Microeconomics* ......................... 5
BusAd 270 Entrepreneurship – Starting a New Business ............... 5

MARKETING DEGREE REQUIREMENTS
Cr.
BusAd 130 Salesmanship ................................ 5
BusAd 135 Customer Service ........................ 3
BusAd 150 Retail Marketing & Management ....... 5
BusAd 230 Advertising & Sales Promotion ........... 5

APPROVED COURSE SUBSTITUTIONS
Eng 101 Composition and Expository Prose for BusTc 252 Professional Communications (5 cr.)
Math 107 Math: A Practical Art for BusAd 175 Business Mathematics (5 cr.)
Acctg 101 Practical Accounting I for Acctg 210 Financial Accounting (5 cr.)
Acctg 103 Practical Accounting I for Acctg 230 Managerial Accounting (5 cr.)
CIS 106* Introduction to Information Technology for CIS 105 Computer Applications (5 cr.)
Econ 100 Economic Principles for Econ 200 Introduction to Microeconomics (5 cr.)

Total Credits Required .................. 94-96

* Students planning to take Econ 200 or CIS 106 should see the catalog for course requirements.
Retail Management Option
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. Leadership training is provided through DEC. Delta Epsilon Chi members prepare for careers in marketing, merchandising or management. Students completing this degree may 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 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.
Certificate 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

GENERAL EDUCATION REQUIREMENTS  Cr.
BusTc  252  Prof. Communications .................. 5
BusAd  175  Business Math ......................... 5

CORE REQUIREMENTS  Cr.
Acctg  101  Practical Accounting I – or –
Acctg  210  Financial Accounting I ................. 5
BusAd  120  Principles of Marketing ............... 5
BusAd  135  Customer Service ...................... 3
BusAd  150  Retail Marketing & Management ....... 5
BusAd  175  Business Math ......................... 5
BusAd  200  Essentials of Supervision .............. 5
BusAd  201  Intro to International Business .......... 5
BusAd  230  Adv. & Sales Promotion ............... 5
BusAd  270  Entrepreneurship ..................... 5
BusTc  252  Professional Communication ........... 5
Spcmu  100  Speech Comm. in a Diverse Workplace .3

Total credits required .................. 51

Certificates of Proficiency

Certificates of Proficiency are also available in the following areas:

Fashion Merchandising - 48 credits
General Business - 51 credits
Marketing - 51 credits
Retail Management - 51 credits

Please call (206) 546-4665 for additional information and details, or go to www.shoreline.edu
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 will 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**

**PROGRAM PREREQUISITES or ASSUMED KNOWLEDGE**

BusTc 100 Beginning Keyboarding or equivalent

**GENERAL EDUCATION REQUIREMENTS**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BusTc 252</td>
<td>Prof. Communications</td>
</tr>
<tr>
<td>BusTc 150</td>
<td>Excel 2003</td>
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<tr>
<td>BusAd 112</td>
<td>Essentials of Human Relations (2) or 110</td>
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<tr>
<td></td>
<td>Multicultural Ed: See Approved List</td>
</tr>
<tr>
<td></td>
<td>Physical Education</td>
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**CORE REQUIREMENTS**

<table>
<thead>
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<th>Credits</th>
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<td>BusAd 135</td>
<td>Customer Service</td>
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<td>BusTc 152</td>
<td>Business Communication</td>
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<td>BusTc 103</td>
<td>Speed Keyboarding 1</td>
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<td>BusTc 104</td>
<td>Speed Keyboarding 2—50 wpm verified rate</td>
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<tr>
<td>BusTc 128</td>
<td>Word 2003 Level 1</td>
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<td>BusTc 129</td>
<td>Word 2003 Level 2</td>
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<tr>
<td>BusTc 135</td>
<td>Applied Word Processing</td>
</tr>
<tr>
<td>BusTc 160</td>
<td>PowerPoint 2003</td>
</tr>
<tr>
<td>BusTc 170</td>
<td>Access 2003</td>
</tr>
<tr>
<td>BusTc 180*</td>
<td>Front Page</td>
</tr>
<tr>
<td>BusTc 190</td>
<td>Electronic/Ten Key Calculator</td>
</tr>
<tr>
<td>BusTc 214</td>
<td>Filing</td>
</tr>
<tr>
<td>BusTc 270*</td>
<td>Office Procedures</td>
</tr>
<tr>
<td>BusTc 284**</td>
<td>Outlook</td>
</tr>
<tr>
<td>BusTc 299</td>
<td>Special Project: Work Experience</td>
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</table>

*offered Spring Quarter only
**offered Winter Quarter only

**ELECTIVES**

Choose 4-13 elective credits from the following courses:

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
<td>Acctg 101</td>
<td>Practical Accounting I</td>
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<tr>
<td>Acctg 102</td>
<td>Practical Accounting II</td>
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<td>BusTc 284</td>
<td>Publisher</td>
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<td>CIS 106</td>
<td>Intro to Information Tech</td>
</tr>
<tr>
<td>CIS 112</td>
<td>Intro to PC Hardware</td>
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<td>CIS 192</td>
<td>Lab for PC Hardware</td>
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<td>CIS 110</td>
<td>Operating Systems</td>
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<td>VCT 124</td>
<td>Basic Macintosh Systems Operation</td>
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<tr>
<td>VCT 125</td>
<td>Intro to Image Construction, Editing and Output</td>
</tr>
<tr>
<td>VCT 131</td>
<td>Computer Graphics: Desktop Publishing I</td>
</tr>
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</table>

Total Credits Required 90
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 will have:
1. A working knowledge of current computer software.
2. A knowledge of current business practice and office technologies.
3. An ability to prioritize, organize, and plan office work.
4. The communication and interpersonal skills necessary to work effectively with others.

Certificates of Completion

DESCRIPTION
These programs are 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 are ready to work in entry-level office settings.

PROGRAM PREREQUISITES
Entry-level skills in word processing or have passed BusTc 100 Business Keyboarding.

Business Software Applications

CERTIFICATE OF COMPLETION

PROGRAM REQUIREMENTS Cr.
BusTc 128 Word 2003, Level 1 ............... 5
BusTc 129 Word 2003, Level 2 ............... 5
BusTc 150 Excel 2003 ....................... 5
BusTc 160 PowerPoint 2003 .................. 4
BusTc 170 Access 2003 ....................... 5

Total Credits Required .................... 19-20

Microsoft Software Applications

CERTIFICATE OF COMPLETION

PROGRAM REQUIREMENTS Cr.
BusTc 128 Word 2003, Level 1 ............... 5
BusTc 150 Excel 2003 ....................... 5
BusTc 160 PowerPoint 2003 .................. 4
BusTc 170 Access 2003 ....................... 5

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

Word Processing

CERTIFICATE OF COMPLETION

PROGRAM REQUIREMENTS Cr.
BusTc 103 Speed Keyboarding 1 or 50 wpm .... 4
BusTc 128 Word 2003, Level 1 ............... 5
BusTc 129 Word 2003, Level 2 ............... 5
BusTc 135 Applied Word Processing ............ 5
BusTc 170 Access 2003 ....................... 5

Total Credits Required .................... 18
DESCRIPTION
The Computer Information Systems (CIS) program offers a well-balanced course of study designed to prepare graduates for a career in computer or Internet support or sales. Students gain technical expertise on computers and learn good communication skills. The core curriculum focuses on various aspects of computer support including these areas: operating systems, data communications, local area networks, systems analysis and design, web support, database and programming languages. Class instruction and computer labs provide many opportunities for developing “hands-on” skills. Students may also elect to complete a Computer Information Systems certificate program.

OUTCOMES
Students who successfully complete this program should be able to:
1. Work in desktop computer operating systems including Windows.
2. Understand and apply data communications (hardware and software) concepts and terminology.
3. Understand and apply basic concepts of computer systems design and analysis.
4. Select, install and maintain computer equipment.
5. Communicate effectively in business settings.
6. Provide additional support in one (or more) of these areas: database, networking, programming or web development.

AAAS DEGREE
PROGRAM PREREQUISITES
Eng 100 or ESL 100 (Analytical Reading and Writing) or BusTc 152 (Fundamentals of Business Communications), Math 80 and CIS 105. Consult individual course descriptions for specific prerequisites.

GENERAL EDUCATION REQUIREMENTS Cr.
CIS 106 Introduction to Information Technology . . . . . .5
BusTc 252 Professional Communications – or –
ENG 101 Composition & Expository Prose . . . . . . . . . . .5
BusAd 112 Essentials of Human Relations . . . . . . . . . . .2
Multicultural Ed: See Approved List . . . . . . . . . . . . . . . . . .3
PE Wellness/First Aid/Activities . . . . . . . . . . . . . . . . . . . . . . . . .3

PROGRAM REQUIREMENTS Cr.
Hardware, Operating Systems and Networks (35 credits)
CIS 110 Operating Systems . . . . . . . . . . . . . . . . . . . . . . . . . . .5
CIS 112 PC Hardware . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .5
CIS 114 Data Communications . . . . . . . . . . . . . . . . . . . . . . . . .5
CIS 116 Local Area Networks . . . . . . . . . . . . . . . . . . . . . . . . . .5
CIS 216 Windows Server . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .5
CIS 211 Unix . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .5
CIS 182 Security/Info. Assurance . . . . . . . . . . . . . . . . . . . . . . . .5
Database, Systems (20 credits)
CIS 120 Database Applications & Concepts . . . . . . . . . . . . . . . . . .5
CIS 121 Database Design . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .5
CIS 221 Introduction to SQL . . . . . . . . . . . . . . . . . . . . . . . . . . .5
CIS 234 Project Management Concepts . . . . . . . . . . . . . . . . . . .3
CIS 232 Project Management Application . . . . . . . . . . . . . . . . .2
Programming (15 credits)
PHIL 120 Logic . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .5
CIS 140 Internet/HTML . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .5
COMPU 142 Java I – or –
COMPU 131 Visual Basic . . . . . . . . . . . . . . . . . . . . . . . . . . . .5
Business, Customer Service (8 credits)
BusAd 100 Business: An Introductory Analysis . . . . . . . . . . . . .5
CIS 255 Internship . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .3

Total Credits Required . . . . . . . . . . . . . . . . . . . . . . . . . . . . .96

CONTINUED NEXT PAGE
Computer Informations Systems AAAS (cont.)

**SAMPLE SCHEDULE – FIRST YEAR**

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<thead>
<tr>
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<th>Course</th>
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<tr>
<td>Fall</td>
<td>CIS 106 Introduction to Information Technology</td>
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<tr>
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<td>CIS 140 Internet/HTML</td>
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<tr>
<td></td>
<td>PHIL 120 Logic</td>
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<td>Winter</td>
<td>CIS 110 Operating Systems</td>
<td>5</td>
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<tr>
<td></td>
<td>CIS 120 Database Applications &amp; Concepts</td>
<td>5</td>
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<tr>
<td></td>
<td>BusAd 112 Essentials of Human Relations</td>
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<td>PE Wellness/First Aid/Activities</td>
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<tr>
<td>Spring</td>
<td>CIS 112 PC Hardware</td>
<td>5</td>
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<tr>
<td></td>
<td>COMPU 142 Java I – or –</td>
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<tr>
<td></td>
<td>COMPU 131 Visual Basic</td>
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<td>BusAd 100 Business: An Introductory Analysis</td>
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<td>Summer</td>
<td>CIS 211 Unix</td>
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**SAMPLE SCHEDULE – SECOND YEAR**

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<td>CIS 114 Data Communications</td>
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<td>CIS 182 Security/Info. Assurance</td>
<td>5</td>
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<td></td>
<td>BusTc 252 Professional Communications – or –</td>
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<td></td>
<td>ENG 101 Composition &amp; Expository Prose</td>
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<tr>
<td>Winter</td>
<td>CIS 116 Local Area Networks</td>
<td>5</td>
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<td></td>
<td>CIS 121 Database Design</td>
<td>5</td>
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<td></td>
<td>CIS 234 Project Management Concepts</td>
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<td>CIS 232 Project Management Application</td>
<td>2</td>
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<tr>
<td>Spring</td>
<td>CIS 216 Windows Server</td>
<td>5</td>
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<td></td>
<td>CIS 221 Introduction to SQL</td>
<td>5</td>
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<td>CIS 255 Internship</td>
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<td>Multicultural Ed: See Approved List</td>
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<td>Recommended Elective</td>
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<td>ENG 270 Technical Writing</td>
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</table>

**Certificates of Proficiency**

**PC Tech Support**

The Computer Information Systems (CIS) certificate program offers a well-balanced course of study designed to introduce students to various aspects of computer support including these areas: operating systems, data communications, local area networks, systems analysis and design, web support, database and programming languages. This program also provides working professionals with an opportunity to enhance their computer skills and gain confidence -- essential elements for advancing in today's job market. In addition, students gain technical expertise on computers and build good communication skills. Students develop hands-on skills in class labs where they work with state-of-the-art business computers and software. Students may also elect to complete a Computer Information Systems degree.

**OUTCOMES**

Students who successfully complete this program should be able to:
1. Work in desktop computer operating systems including Windows.
2. Understand and apply data communications (hardware and software) concepts and terminology.
3. Select, install and maintain computer equipment.

**Certificate of Proficiency**

**Program Prerequisites**

Eng 100 or ESL 100 (Analytical Reading and Writing) or BusTc 152 (Fundamentals of Business Communications) or satisfactory ASSET test or ESL placement score for Eng 101. See Program Advisors for details, exceptions and additional information regarding prerequisites and program requirements.

**General Education Requirements**

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
<td>CIS 105 Computer Applications</td>
<td>5</td>
</tr>
<tr>
<td>BusTc 252 Professional Communications – or –</td>
<td>5</td>
</tr>
<tr>
<td>ENG 101 Composition &amp; Expository Prose</td>
<td>5</td>
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<tr>
<td>BusAd 112 Essentials of Human Relations</td>
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**Certificate Requirements**

<table>
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<th>Course</th>
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<tr>
<td>CIS 106 Introduction to Information Technology</td>
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<tr>
<td>CIS 110 Operating Systems</td>
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<td>CIS 112 PC Hardware</td>
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<td>CIS 120 Database Applications &amp; Concepts</td>
<td>5</td>
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<tr>
<td>CIS 140 Internet/HTML</td>
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</tr>
<tr>
<td>COMPU 142 Java I – or –</td>
<td>5</td>
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<tr>
<td>COMPU 131 Visual Basic</td>
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<td>BusAd 135 Customer Service</td>
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</table>

Total Credits Required: 45
Web Developer

Companies are investing more resources in creating a dynamic presence on the World Wide Web for communication, advertising, and commerce. As a result, skilled Web programmers, Web designers, and Web writers are in demand. Developed by a team of faculty and industry representatives, the Web Developer program integrates coursework and degree/certification tracks in the areas of Web programming, Web design, and Web writing.

OUTCOMES

Students who successfully complete this program should be able to:
1. Apply visual design principles and elements in creating Web pages and sites.
2. Write effective code using HTML and JavaScript.
3. Incorporate appropriate multimedia for the Web.
4. Use PCs and Macs in designing pages and sites.
5. Write effective text for publication on Web sites, intranets and interactive kiosks.
6. Understand and apply basic data communications concepts and terminology.
7. Apply marketing principles in developing Web pages.

CERTIFICATE OF PROFICIENCY

PROGRAM PREREQUISITES

ENG 100 (Analytical Reading and Writing) or BusTc 152 (Fundamentals of Business Communications) or satisfactory ASSET test score for ENG 101. See Program Advisors for details, exceptions and additional information regarding prerequisites and program requirements.

PROGRAM REQUIREMENTS

Computer Basis

<table>
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<tr>
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<td>VCT 125</td>
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Web Programming

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<td>CIS 140</td>
<td>The Internet &amp; HTML 5</td>
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<td>CIS 240</td>
<td>JavaScript &amp; Adv HTML 5</td>
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Web Design

<table>
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<th>Course</th>
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<tbody>
<tr>
<td>VCT 129</td>
<td>Intro to Photoshop 3</td>
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<tr>
<td>VCT 138</td>
<td>Introduction to Internet Web Design 3</td>
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<tr>
<td>MusTc 105</td>
<td>Rights and Methods in Multimedia 2</td>
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Web Writing

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<tbody>
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<td>Eng 272</td>
<td>Writing for New Media 5</td>
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Marketing

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<th>Course</th>
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<td>BusAd 120</td>
<td>Principles of Marketing 5</td>
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General Education Requirements

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<tbody>
<tr>
<td>BusTc 252*</td>
<td>Professional Communications 5</td>
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<td>BusAd 112*</td>
<td>Essentials of Human Relations (2) 5</td>
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<td>BusAd 110</td>
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Total 44-47

Web Design

<table>
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<th>Course</th>
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<tr>
<td>VCT 131</td>
<td>Computer Graphics: Desktop Publishing I 3</td>
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<td>VCT 132</td>
<td>Computer Illustration 3</td>
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<td>VCT 101</td>
<td>Graphic Design I 5</td>
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<td>Art 109</td>
<td>Design 4</td>
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<td>VCT 283</td>
<td>Advanced Web Design 3</td>
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</table>

*General Education Requirements
## Certificates of Completion

### PC Service Tech

This course is designed to prepare students to understand PC hardware and operating systems based on A+ certification.

**OUTCOMES**

Students who successfully complete this program will understand the basic components of data communications, LAN operating systems, and associated technology.

### Network

This program is designed to prepare students to set up and manage networks. The curriculum includes topics based upon Network + certification requirements.

**OUTCOMES**

Students who successfully complete this program will understand the basic components of data communications, LAN operating systems, and associated technology.

### Web Development with emphasis in Web E-commerce

Students will acquire an overview of e-commerce, categorize it, and examine its application to business. The program lays a foundation for employment in emerging web-based business positions.

**OUTCOMES**

This short-term certificate is offered to those business managers who would like to update their knowledge in the expanding field of e-commerce. This specialization is also part of the Web Development certificate program and may be applied to a one-year certificate of proficiency.

### Certificate of Completion

#### PROGRAM PREREQUISITES

<table>
<thead>
<tr>
<th>Course</th>
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<th>Credits</th>
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<td>CIS 106</td>
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#### CERTIFICATE REQUIREMENTS

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<td>CIS 110</td>
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<tr>
<td>CIS 112</td>
<td>Introduction to PC Hardware</td>
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Total Credits Required: 10

## Certificate of Completion

#### PROGRAM PREREQUISITES

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<td>VCT 124</td>
<td>Basic Macintosh Systems Operations</td>
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<td>VCT 125</td>
<td>Intro to Image Const. &amp; Output</td>
<td>.2</td>
</tr>
<tr>
<td>CIS 140</td>
<td>The Internet and HTML</td>
<td>.5</td>
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<td>CIS 240</td>
<td>JavaScript and Advanced HTML</td>
<td>.5</td>
</tr>
<tr>
<td>VCT 129</td>
<td>Intro to Photoshop</td>
<td>.3</td>
</tr>
<tr>
<td>VCT 138</td>
<td>Introduction to Internet Web Design</td>
<td>.3</td>
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<td>MusTc 105</td>
<td>Rights and Methods in Multimedia</td>
<td>.3</td>
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<tr>
<td>ENG 272</td>
<td>Writing for New Media</td>
<td>.5</td>
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<td>BusAd 110</td>
<td>Human Relations in Business (5)</td>
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<td>BusAd 112</td>
<td>Essentials of Human Relations (2)</td>
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<td>BusTc 252</td>
<td>Professional Communications</td>
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<tr>
<td>Eng 101</td>
<td>Composition and Expository Prose</td>
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#### CERTIFICATE REQUIREMENTS

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<td>BusAd 285</td>
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<td>BusAd 285</td>
<td>Special Topics: Internet Law</td>
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<td>BusAd 224</td>
<td>Marketing.com</td>
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</table>

Total Credits Required: 19
Web Development with emphasis in Web Writer

Students will acquire the skills to write effective text for publication on websites, intranets and interactive kiosks.

OUTCOMES
Students who successfully complete this program will acquire the skills to write effective text for publication on websites, intranets, and interactive kiosks. They will learn the principles and practices of creating new media content. Students will explore types of site hierarchy, online content writing and editing, project documentation and audience analysis. Students will develop new media content for a client.

CERTIFICATE OF COMPLETION

PROGRAM PREREQUISITES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Cr.</th>
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<tbody>
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<td>Basic Macintosh Systems Operations</td>
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<td>Intro to Image Const. &amp; Output</td>
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<td>CIS 140</td>
<td>The Internet and HTML</td>
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<td>Intro to Photoshop</td>
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<td>VCT 138</td>
<td>Introduction to Internet Web Design</td>
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<tr>
<td>MusTc 105</td>
<td>Rights and Methods in Multimedia</td>
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<tr>
<td>ENG 272</td>
<td>Writing for New Media</td>
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<tr>
<td>BusAd 224</td>
<td>Marketing.com</td>
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<tr>
<td>BusAd 110</td>
<td>Human Relations in Business (5) –or–</td>
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</tr>
<tr>
<td>BusAd 112</td>
<td>Essentials of Human Relations (2) –or–</td>
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CERTIFICATE REQUIREMENTS

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>ENG 270</td>
<td>Technical Report Writing</td>
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<tr>
<td>ENG 101</td>
<td>Composition &amp; Expository Prose (5) –or–</td>
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<tr>
<td>ENG 271</td>
<td>Expository Writing (5)</td>
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<tr>
<td>ENG 274</td>
<td>Beginning Poetry Writing I (5) –or–</td>
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<td>ENG 275</td>
<td>Beginning Poetry Writing II (5) –or–</td>
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<tr>
<td>ENG 277</td>
<td>Beginning Short Story Writing I (5) –or–</td>
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<tr>
<td>ENG 278</td>
<td>Beginning Short Story Writing II (5)</td>
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</table>

Total Credits Required: 13
**COSMETOLOGY PROGRAM**

(206) 542-5685 or (206) 546-5365

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### DESCRIPTION

The Cosmetology curriculum teaches the art and science of cosmetology as well as basic business and interpersonal skills. Students learn hair, skin and nail care along with health and safety procedures. Building upon a foundation of cosmetology theory, students gain hands-on experience in beauty culture practice. Students work in the classroom and under actual salon conditions. Course work prepares graduates for the Washington State Cosmetology Licensing Examinations. Students completing the Cosmetology program receive a Certificate of Proficiency. Admission to the Certificate program is by waiting list. All interested students should call (206) 542-5056 to request a brochure be mailed to them. Next, interested students will need to attend an information session. Session dates and times are listed in the brochure.

### OUTCOMES

Students who successfully complete this program should be able to:

1. Successfully interact with customers and build a clientele.
2. Perform hair care and styling services such as scalp treatments, shampooing, cutting, shaping, setting and combing techniques, as well as chemical treatments including permanent waving, hair coloring and lightening, and chemical relaxing.
3. Perform nail care services such as manicuring and pedicuring.
4. Perform skin care services including skin analysis, make-up application and basic facial treatments, and superfluous hair removal.
5. Perform appropriate safety and sanitation procedures related to all hair, skin and nail services.
6. Conduct typical business operations such as making appointments, cashiering and inventory.

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### CERTIFICATE OF PROFICIENCY

**PROGRAM PREREQUISITES**

Applicants must be at least sixteen years of age and comply with established College entrance testing. Writing ASSET score of at least 37 or eligibility for ENG 100. Students must test into Math 70.

**GENERAL EDUCATION REQUIREMENTS**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>BusTc</td>
<td>Fundamentals of Business Communications</td>
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<tr>
<td>Cos</td>
<td>Human Relationships</td>
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**FOR FULL-TIME STUDENTS**

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<tr>
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**FOR PART-TIME STUDENTS**

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<tr>
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<td>Clinical Practice Ia</td>
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<tr>
<td>Cos</td>
<td>Clinical Practice Ib</td>
<td>4.5</td>
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<td>Cos</td>
<td>Clinical Practice Ic</td>
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<tr>
<td>Cos</td>
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**FOR ALL STUDENTS**

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<td>Cos</td>
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<tr>
<td>Cos</td>
<td>Theory of Cosmetology 3</td>
<td>5</td>
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<tr>
<td>Cos</td>
<td>Salon Bus. Operations</td>
<td>5</td>
</tr>
<tr>
<td>Cos</td>
<td>Clinical Practice III</td>
<td>10</td>
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<tr>
<td>Cos</td>
<td>Clinical Practice IV</td>
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<tr>
<td>Cos</td>
<td>Clinical Practice V</td>
<td>9</td>
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<tr>
<td>Cos</td>
<td>Adv Haircut &amp; Styling</td>
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<tr>
<td>Cos</td>
<td>Cos Final Assignment</td>
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Total Credits Required: 88-89

*The Quantitative Reasoning requirements are embedded in these courses.*

Classes for part-time students meet Monday through Friday from 12 to 3-3:45 pm during the first through the fourth quarters. The fifth through seventh quarters require full-time enrollment. Attendance in the Summer Quarter is mandatory for all students in the Cosmetology program. Cosmetology quarters are 11 weeks in length.
DEGREE PROGRAMS: PROFESSIONAL/TECHNICAL

CRIMINAL JUSTICE PROGRAM
(206) 546-4549

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 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

GENERAL EDUCATION REQUIREMENTS
Eng 101 Composition and Expository Prose – or – BusTc 252 Professional Communications ............ 5
BusTc 100 Beginning Keyboarding .................... 5
BusTc 105 Computer Applications –or– Choose from Approved Quantitative Reasoning List .... 5
Multicultural Ed: Select Approved List ............ 3-5
PE 292 First Aid & Personal Safety ............ 3

Human Relation requirement is embedded in CrimJ131 &134.

NON-CRIMINAL JUSTICE CORE REQUIREMENTS
SpCmu 101 Speech Communications ............ 5
Psych 100 General Psychology .................... 5
Soc 110 Intro to Sociology .................... 5
PubSci 202 Am. Gov’t & Politics –or– PubSci 276 State/Local Gov’t .................... 5

RECOMMENDED COURSE OF STUDY

CORE REQUIREMENTS
First Quarter
CrimJ 131 Introduction to Criminal Justice ............ 5
Phil 248 Ethical Issues in Criminal Justice ............ 5
Second Quarter
CrimJ 133 Criminal Law ............ 5
Third Quarter
CrimJ 134 Administration of Justice ............ 5
Fourth Quarter
CrimJ 238 Crim.Evidence & Const Law ............ 5
Fifth Quarter*
CrimJ 241 Crim. Investigations I ............ 5
Sixth Quarter*
CrimJ 249 Police Operations ............ 5
CrimJ 273* Internship ............ 5

PROFESSIONAL ELECTIVES
(SELECT 8 CREDITS)
CrimJ 132 Police Records and Report Writing ............ 4
CrimJ 135 Crime Prevention .................... 2
CrimJ 137 Investigative Interviewing .................... 3
CrimJ 138 Juvenile Procedures ............ 5
CrimJ 240 Forensic Science ............ 5
CrimJ 242 Criminal Investigations II ............ 5
CrimJ 243 Defensive Tactics ............ 5
CrimJ 281-285 Special Topics ............ 1-5
CrimJ 297 Criminal Justice – Special Projects ............ 1
CrimJ 298 Criminal Justice – Special Projects ............ 2
CrimJ 299 Criminal Justice – Special Projects ............ 3
Soc 280 Introduction to Criminology ............ 5

ACADEMIC ELECTIVES
(SELECT 10 CREDITS)
BusTc 100 Beginning Keyboarding ............ 5
Art 100 Basic Photography .................... 5
Art 105, 106, 107: Drawing ............ 4
Art 102, 120, 291, 292: Photography ............ 3
Eng 102 Reasoning Research and Writing ............ 5
IAStu 202 Sociology of Minority Groups ............ 5
IAStu 270 Asian American Survey ............ 5
IAStu/Women 282 Gender, Violence and Social Change ............ 5
BioSc 201 Principles of Biology ............ 5
Chem 101 Basic Chemistry .................... 5
Anthro 201 Physical Anthropology ............ 5
Geog 205 Earth Science .................... 5
Geog 206 Physical Geography ............ 5

Total Credits Required ............ 94-96

*Internship is recommended for either 5th or 6th quarter. It is only offered winter and spring quarters.
Emergency Dispatcher

DESCRIPTION
The Emergency Dispatcher course (ED) is part of Shoreline’s Criminal Justice Program. It includes some of the same core course work included in the Criminal Justice A.A.A.S. However, the course then focuses on the specific skills and techniques required for those interested in a career working specifically in the Emergency Dispatcher arena where value is placed on technical expertise with computers and keyboarding, critical thinking, problem solving, a calm demeanor, and the ability to multi-task. The program focuses on computer related technical skills, cultural awareness, human relations, relevant ethical and social issues, communications, and criminal justice education. In the second year, students will take successive Emergency Dispatcher* courses, concluding with a one-quarter-long lab designed to train them to work in a 9-1-1 dispatch center. Students with previous course work may qualify to take only specific portions of the PSC course.

*Students should not enroll in CrimJ 210, 211 and 212 as stand-alone classes without pursuing either the AAAS degree or the Certificate of Proficiency. Any questions in this regard should be directed to the instructor teaching the course or the Criminal Justice Program Director.

OUTCOMES
Students who successfully complete this program should be able to:
1. Apply basic theories of police operations and organization.
2. Communicate effectively within the criminal justice system using current 9-1-1 communications technology.
3. Communicate effectively with the public in high stress situations using current 9-1-1 communications technology.

AAAS DEGREE

PROGRAM PREREQUISITES:
High School Diploma or GED English 100 or ASSET test at that level

GENERAL EDUCATION REQUIREMENTS  Cr.
Eng 101 Composition .......................... 5
CIS 105 Computer Applications ............... 5
IAStu 202 Soc. Of Minority Groups .............. 5
IAStu 282 Gender/Viol/Soc. Change ............. 5
PE 292 First Aid & Safety ...................... 3

NON-CRIMINAL JUSTICE  CORE REQUIREMENTS  Cr.
SpCmu 101 Speech Communication ............... 5
Psych 100 General Psychology .................. 5
BusTC 100 Beg. Keyboarding .................... 5
BusTC 103 Speed Keyboarding ................... 4
BusAd 112 Essentials of Human Relations ....... 2
HumDv 130 Stress Management .................. 2

RECOMMENDED COURSE OF STUDY
Polar Communications Course
CORE REQUIREMENTS  Cr.

First Quarter
Crimj 131 Intro to Criminal Justice ............ 5
Phil 248 Ethical Issues in Crim.Just. .......... 5

Second Quarter
Crimj 132 Police Records and Report Writing ... 4
Crimj 133 Criminal Law ........................ 5

Third Quarter
Crimj 249 Police Operations .................. 5

Fourth Quarter
Crimj 210 ED I – Intro to Operations Systems and Technology ... 5

Fifth Quarter
Crimj 211 ED II – 911 & Emergency Call Screening .5
Crimj 138 Juvenile Justice ....................... 5

Sixth Quarter
Crimj 212 ED III – Call Processing Techniques and Lab .............. 5

Total Credits Required .................. 90
Certificate of Proficiency
Emergency Dispatcher

The Emergency Dispatcher certificate of proficiency course (ED) is part of Shoreline’s Criminal Justice Program. It is similar to the A.A.A.S. degree in Emergency Dispatcher, but focuses on the technical skills and techniques required for working in the Emergency Dispatcher arena where value is placed on technical expertise with computers and keyboarding, critical thinking, problem solving, a calm demeanor, and the ability to multi-task. The program focuses on computer related technical skills, human relations, and stress management. The course includes three successive Emergency Dispatcher* courses, concluding with a one-quarter-long lab designed to students to work in a 9-1-1 dispatch center. Students with previous course work in the criminal justice program could combine that course work and this certificate program into an A.A.A.S. degree.

*Students should not enroll in CrimJ 210, 211, or 212 as stand-alone classes without pursuing either the A.A.A.S. degree or the Certificate of Proficiency. Any questions in this regard should be directed to the instructor teaching the course or the Criminal Justice Program Director.

OUTCOMES

Students who successfully complete this program should be able to:

1. Communicate effectively within the criminal justice system using current 9-1-1 communications technology
2. Communicate effectively with the public in high stress situations using current 9-1-1 communications technology

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DEGREE PROGRAMS: PROFESSIONAL/TECHNICAL

DENTAL HYGIENE PROGRAM

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 in the Dental Hygiene Program brochure. Applicants must obtain the brochure from either the Dental Hygiene webpage found on the SCC website for the year they are applying.

GENERAL EDUCATION REQUIREMENTS/RELATED INSTRUCTION

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

Multicultural Education
See list of approved courses ............................................. 3-5

Human Relations
BusAd 112 Essentials of Human Relations (2) ...........2-5
BusAd 110 Human Relations (5) .................................2-5

PROGRAM PREREQUISITES

Eng 101 Composition and Expository Prose .............. 5
BioSc 201 Principles of Biology ................................. 5
Chem 101 Basic General Chemistry .......................... 5
PE 292 First Aid and Personal Safety ........................ 3
Chem 220 Basic Organic Chemistry/Biochemistry ...... 5
BioSc 210 Human Anatomy ....................................... 5
BioSc 211 Human Physiology ..................................... 5
BioSc 215 Topics in Microbiology ............................. 5
NDF 110 Nutrition .................................................... 5
SpCmu 101 Basic Speech Communication .............. 5
SpCmu 220 Introduction to Public Speaking ............ 5
Psych 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 an updated copy of the Dental Hygiene Program brochure from the Dental Hygiene webpage 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.

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 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**

**FIRST YEAR**

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<td>Head &amp; Neck Anatomy</td>
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<td>DH 110</td>
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<td>DH 150</td>
<td>Clinical Dental Hygiene Lab</td>
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<td>DH 151</td>
<td>Dental Hygiene Fundamentals I</td>
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<td>Procedures Seminar I</td>
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<td>Dental Hygiene Fundamentals II</td>
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<td>DH 130</td>
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<td>DH 140</td>
<td>Restorative Dentistry I</td>
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<td>DH 170</td>
<td>Clinical Dental Hygiene</td>
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<td>DH 171</td>
<td>Dental Hygiene Fundamentals III</td>
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<td>DH 172</td>
<td>Procedures Seminar III</td>
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<tr>
<td>DH 120</td>
<td>Community Education</td>
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<td>DH 121</td>
<td>Ethics &amp; Jurisprudence</td>
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<td>DH 141</td>
<td>Restorative Dentistry II</td>
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<tr>
<td>DH 180</td>
<td>Clinical Dental Hygiene</td>
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<tr>
<td>DH 181</td>
<td>Dental Hygiene Fundamentals IV</td>
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<tr>
<td>DH 182</td>
<td>Procedures Seminar IV</td>
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**SECOND YEAR**

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<tr>
<th>Fall Quarter</th>
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<tbody>
<tr>
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<tr>
<td>DH 204</td>
<td>Periodontology III</td>
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<td>DH 230</td>
<td>Special Needs Patients</td>
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<td>DH 240</td>
<td>Restorative Dentistry III</td>
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<td>DH 241</td>
<td>Restorative Preclinic</td>
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<td>DH 250</td>
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<td>Restorative Clinic</td>
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<td>DH 232</td>
<td>Pain Control II</td>
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<td>DH 260</td>
<td>Clinical Dental Hygiene</td>
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<td>DH 261</td>
<td>Dental Hygiene Fundamentals VI</td>
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<td>Procedures Seminar VI</td>
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<td>DH 263</td>
<td>Extramural Clinic I</td>
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<td>DH 221</td>
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<td>DH 222</td>
<td>Professional Issues</td>
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<tr>
<td>DH 244</td>
<td>Restorative Clinic</td>
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<td>DH 270</td>
<td>Clinical Dental Hygiene</td>
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<td>DH 271</td>
<td>Dental Hygiene Fundamentals VII</td>
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<td>DH 272</td>
<td>Procedures Seminar VII</td>
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<td>DH 273</td>
<td>Extramural Clinic II</td>
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<td>DH 292</td>
<td>Patient Records V</td>
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</table>

Total Credits Required | 118
DEGREE PROGRAMS: PROFESSIONAL/TECHNICAL

DEGREE PROGRAMS: PROFESSIONAL/TECHNICAL

DIETETIC TECHNOLOGY PROGRAM

(206) 546-4673

DESCRIPTION

Dietitians, Nutritionists and Dietetic Technicians focus on ways to promote health and prevent disease through good eating habits. They may work directly with clients to evaluate eating habits and make dietary recommendations, develop menus, or supervise food service operations in health care institutions. Dietetic Technicians also work in community health agencies, school nutrition programs, fitness and wellness organizations, and specialty clinics.

The Dietetic Technology program is designed to prepare students to work in nutritional services in a variety of settings. Students develop a firm foundation in patient education, basic and clinical nutrition, menu writing, supervisory and management skills related to nutritional services and institutional food production. Students learn and practice nutritional assessment skills along with techniques for screening and educating clients and patients. Students integrate classroom learning and gain valuable experience through clinical preceptorships.

The program places emphasis on nutritional care and is approved by the American Dietetic Association. Graduates may join the professional organization as voting members. A national registration examination must be successfully written by graduates who wish to earn the title “Dietetic Technician, Registered.” This examination is taken after graduation and is administered through the ADA.

OUTCOMES

Students who successfully complete this program should be able to:

1. Effectively interview and communicate with clients and patients.
2. Use basic tools and strategies for data collection, assessment and patient education.
3. Prepare nutritional care plans for clients at various stages in the life-cycle and from diverse cultural and social backgrounds.
4. Apply knowledge of nutrition, anatomy and human physiology to assist clients with energy balance, weight control and improvement of general good health and well-being.
5. Apply knowledge of food safety and sanitation procedures, menu planning, purchasing, inventory and quality control and other aspects of food service operations.
6. Apply principles of clinical nutrition and food service administration including planning, decision making, leadership, and management of financial and human resources.
7. Work effectively with both institutionalized and home-based clients.
8. Demonstrate a general understanding of the role and professional responsibility of dietetic technicians at various private and public health care delivery systems and regulatory agencies.
**AAAS DEGREE**

**PROGRAM PREREQUISITES**

Eng 100 [Analytical Reading and Writing] or ESL 100 (Academic ESL) or satisfactory ASSET test score or ESL placement test score for English 101  
Math 070 (Preparation for Algebra) or satisfactory ASSET test score for Math 080 or 099

**FRESHMAN YEAR**

**Fall Quarter**

<table>
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**Spring Quarter**

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<td>NDF 105</td>
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**SOPHOMORE YEAR**

**Fall Quarter**

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**Winter Quarter**

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<td>IASTu 102</td>
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**Spring Quarter**

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<td>NDF 241</td>
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<td>NDF 281</td>
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<td>PE 292</td>
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</table>

In addition to the above courses, students will be required to take 10 extra credits to meet graduation requirements. Please see the Dietetic Technology Program director for a list of suggested courses.

**IMPORTANT:** A minimum of 450 clock hours of food systems management and clinical preceptorships in various food management and health care facilities is required to allow students to put into practice skills learned in the classroom. Students participating in preceptorships must provide their own transportation, health and liability insurance, laboratory coats and name plates as required by the institutions. A health assessment including immunizations and a food handler’s permit is required of each student. A Washington State Patrol background check will be conducted on each student. Any student who cannot participate in patient or client care based on the background check and/or serious health problems will not be able to attend clinical preceptorships.
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, Special Education and Bilingual/Bicultural 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 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.

Bilingual/Bicultural Education Option

AAAS DEGREE

PROGRAM PREREQUISITES

Eng 100 (Analytical Reading and Writing) or ESL 100 (Academic ESL) or satisfactory ASSET test score or ESL placement test score for English 101
Math 070 (Preparation for Algebra) or satisfactory ASSET test score for Math 080 or 099

GENERAL EDUCATION REQUIREMENTS (Cr.)

Eng 101 Composition and Expository Prose . . . . . . .5
Math 170 Math for Elem Teachers I – or – 5
Math 107 Math: A Practical Art – or – or other approved Math course . . . . . . .5
IASu 103 Intro to Multicultural Studies – or – other approved Multicultural course . . . . . . .5
EnvSc 201 Environmental Science – or – other approved Science course . . . . . . .5
IASu 282 Gender, Violence & Social Change . . . . . . .5
PE 292 First Aid and Personal Safety . . . . . . . . . . . .3

CORE REQUIREMENTS (Cr.)

Edu 100 Intro to Education . . . . . . . . . . . . . . . . . . . .5
Edu 101* Child Growth & Development . . . . . . . . . .5
Edu 105 Language & Literacy . . . . . . . . . . . . . . . . . .5
Edu 115† Culturally Relevant Anti-Bias Strategies . . . .5
Edu 121† Strategies and Methods: Bilingual/Bicultural Education . . . . . . .5
Edu 122† The Educational Context of Linguistics . . . .5
Edu 123† Multi-Ethnic Children & Families . . . . . . . .5
Edu 125* Intro to Special Education . . . . . . . . . . . . . .5
Edu 250† Child Guidance and Classroom Mgmt. . . . .5
Edu 260*† Student Internship I . . . . . . . . . . . . . . . . . .5
Edu 261*† Student Internship II . . . . . . . . . . . . . . . . . .5

ELECTIVES (Cr.)

Choose 10 credits from courses listed below:
Edu Any Education class not taken as a core requirement . . . . . . .5
World Languages . . . . . . . . . . . . . . . . . . . . . . .5

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

* The Human Relations requirement is embedded in these courses.
† Classes only offered once a year: Check with Education instructors for schedule.
Early Childhood Educator/Paraeducator Option

AAAS DEGREE

PROGRAM PREREQUISITES
Eng 100 (Analytical Reading and Writing) or ESL 100 (Academic ESL) or satisfactory ASSET test score or ESL placement test score for English 101
Math 070 (Preparation for Algebra) or satisfactory ASSET test score for Math 080 or 099

GENERAL EDUCATION REQUIREMENTS

<table>
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<tr>
<th>Cr.</th>
<th>Course and Requirement</th>
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<tbody>
<tr>
<td>5</td>
<td>Eng 101 Composition and Expository Prose</td>
</tr>
<tr>
<td>5</td>
<td>Math 170 Math for Elem Teachers I or Math 107 Math: A Practical Art or other approved Math course</td>
</tr>
<tr>
<td>5</td>
<td>IASu 103 Intro to Multicultural Studies or other approved Multicultural course</td>
</tr>
<tr>
<td>5</td>
<td>EnvSc 201 Environmental Science or other approved Science course</td>
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<tr>
<td>5</td>
<td>IASu 282 Gender, Violence &amp; Social Change</td>
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<td>3</td>
<td>PE 292 First Aid and Personal Safety</td>
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CORE REQUIREMENTS

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<th>Cr.</th>
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<tbody>
<tr>
<td>5</td>
<td>Edu 100 Intro to Education</td>
</tr>
<tr>
<td>5</td>
<td>Edu 101* Child Growth &amp; Development</td>
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<td>5</td>
<td>Edu 105 Language &amp; Literacy</td>
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<tr>
<td>5</td>
<td>Edu 115† Culturally Relevant Anti-Bias Strategies</td>
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<td>Edu 125* Intro to Special Education</td>
</tr>
<tr>
<td>5</td>
<td>Edu 250† Child Guidance and Classroom Mgmt.</td>
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<tr>
<td>5</td>
<td>Edu 265† Issues &amp; Trends in Childhood Education</td>
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<td>Edu 260† Student Internship I</td>
</tr>
<tr>
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<td>Edu 261† Student Internship II</td>
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<tr>
<td>5</td>
<td>Edu 140† Educational Methods: K-3</td>
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<tr>
<td>5</td>
<td>Edu 150† Early Childhood Curriculum Dev.</td>
</tr>
<tr>
<td>5</td>
<td>Edu 160† Programs for Infants and Toddlers</td>
</tr>
<tr>
<td>5</td>
<td>Edu 215† Family Systems</td>
</tr>
<tr>
<td>5</td>
<td>Edu 123* Multi Ethnic Children and Families</td>
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ELECTIVES

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<th>Course and Requirement</th>
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<td>Choose 10 credits from courses listed below:</td>
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<tr>
<td>5</td>
<td>World Languages American Sign Language I or any other world language</td>
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<tr>
<td>5</td>
<td>Edu Any Education class not taken as a core requirement</td>
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<td>5</td>
<td>Math/Science Any approved Math or Science course</td>
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<td>93</td>
<td>Total Credits Required</td>
</tr>
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</table>

* The Human Relations requirement is embedded in these courses.
† Classes only offered once a year: Check with Education instructors for schedule.

Special Education Option

AAAS DEGREE

PROGRAM PREREQUISITES
Eng 100 (Analytical Reading and Writing) or ESL 100 (Academic ESL) or satisfactory ASSET test score or ESL placement test score for English 101
Math 070 (Preparation for Algebra) or satisfactory ASSET test score for Math 080 or 099

GENERAL EDUCATION REQUIREMENTS

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<tr>
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<td>5</td>
<td>Math 170** Math for Elem Teachers I or Math 107 Math: A Practical Art or other approved Math course</td>
</tr>
<tr>
<td>5</td>
<td>IASu 103 Intro to Multicultural Studies or other approved Multicultural course</td>
</tr>
<tr>
<td>5</td>
<td>EnvSc 201 Environmental Science or other approved Science course</td>
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<tr>
<td>5</td>
<td>IASu 282 Gender, Violence &amp; Social Change</td>
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<td>3</td>
<td>PE 292 First Aid and Personal Safety</td>
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CORE REQUIREMENTS

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<th>Course and Requirement</th>
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<tr>
<td>5</td>
<td>Edu 100 Intro to Education</td>
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<tr>
<td>5</td>
<td>Edu 101* Child Growth &amp; Development</td>
</tr>
<tr>
<td>5</td>
<td>Edu 105 Language &amp; Literacy</td>
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<tr>
<td>5</td>
<td>Edu 115† Culturally Relevant Anti-Bias Strategies</td>
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<tr>
<td>5</td>
<td>Edu 125* Intro to Special Education</td>
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<tr>
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<td>Edu 250† Child Guidance and Classroom Mgmt.</td>
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<td>Edu 265† Issues &amp; Trends in Childhood Education</td>
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<td>Edu 260† Student Internship I</td>
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<td>Edu 261† Student Internship II</td>
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<td>Edu 150† Early Childhood Curriculum Dev.</td>
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<td>5</td>
<td>Edu 160† Programs for Infants and Toddlers</td>
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<td>5</td>
<td>Edu 210† Best Practices in Special Education</td>
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<td>Edu 215† Family Systems</td>
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<td>Edu 123* Multi Ethnic Children and Families</td>
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ELECTIVES

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<td>Math/Science Teachers I, II or other approved Science course</td>
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<td>World Languages American Sign Language I or any other world language</td>
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<td>5</td>
<td>Edu Any Education class not taken as a core requirement</td>
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<td>93</td>
<td>Total Credits Required</td>
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* The Human Relations requirement is embedded in these courses.
**Credits can apply in only one area: either core requirements or elective
† Classes only offered once a year: Check with Education instructors for schedule.
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, safety, 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 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

PROGRAM PREREQUISITES
Eng 100 (Analytical Reading and Writing) or ESL 100 (Academic ESL) or satisfactory ASSET test score or ESL placement test score for English 101
Math 070 (Preparation for Algebra) or satisfactory ASSET test score for Math 080 or 099

GENERAL EDUCATION REQUIREMENTS/RELATED INSTRUCTION

Cr.
Eng 101 Composition and Expository Prose ........... 5
BusAd 175 Business Math –or–
Other Quantitative Reasoning from Approved List ........... 5

PROGRAM REQUIREMENTS

Cr.
Edu 101 Child Growth and Development .......... 5
Edu 150 Early Childhood Curriculum Development 5
Edu 215* Family Systems .......................... 5
Edu 260* Internship I ................................ 5
Edu 261* Internship II ............................... 5
NDF 110 Nutrition .................................. 5
PE 292 First Aid & Safety ............................ 3

ELECTIVES

Choose 5 credits from the following courses:
Cr.
Edu 105 Language and Literacy ....................... 5
Edu 125* Intro to Special Education ................. 5
Edu 160 Programs for Infants and Toddlers .......... 5
Edu 210 Best Practices in Special Education ........ 5
Soc 252 Sociology of the Family ..................... 5
Psych 204 Lifespan Development .................... 5
IAStu/ Women 282 Gender, Violence and Social Change 5
IAStu 103 Intro to Multicultural Studies .......... 5

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

* The Human Relations requirement is embedded in these courses.
## 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.

### OUTCOMES

Students who successfully complete this program 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.

### CERTIFICATE OF PROFICIENCY

<table>
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<tr>
<th>PROGRAM PREREQUISITES</th>
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<td>Math 070 (Preparation for Algebra) or satisfactory ASSET test score for Math 080 or 099</td>
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### GENERAL EDUCATION REQUIREMENTS Cr.

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<td>Math for Elem Teachers I – or – Math: A Practical Art – or – other approved Math course</td>
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<td>IAStu 102</td>
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<td>Edu 160</td>
<td>Infant and Toddler Programs</td>
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<tr>
<td>Edu 250</td>
<td>Child Guidance and Classroom Mgmt.</td>
<td>5</td>
</tr>
<tr>
<td>Edu 260*†</td>
<td>Student Internship I</td>
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</tr>
<tr>
<td>Edu 261†</td>
<td>Student Internship II</td>
<td>5</td>
</tr>
</tbody>
</table>

### ELECTIVES

Choose 5 credits from any Education course not taken as a requirement.

Total Credits Required ............... 58

* The Human Relations requirement is embedded in these courses.

** Credits can apply in only one area: either core requirements or elective.

† Class is only offered once a year: Check with Education instructors for schedule.
CAD/Drafting and Design Technology

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. Computer Aided Design (CAD) systems allow designers to create and revise products in the office or through the Internet. The CAD/Drafting program prepares students to become designers, detailers or technical illustrators in construction, engineering or manufacturing.

OUTCOMES

Students who successfully complete this program should be able to:

1. Utilize CAD/Drafting and design 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.
5. Understand basic principles of general physics and the science of materials.
6. Apply basic principles of mechanics and mechanical detailing including stress-strain, torsion and precision tolerances.
7. Prepare logical, concise and effective technical reports.
**CERTIFICATE OF PROFICIENCY**

**PROGRAM PREREQUISITES**

Eng 100 (Analytical Reading and Writing) or ESL 100 (Academic ESL) or satisfactory ASSET test score or ESL placement test score for English 101

Math 070 (Preparation for Algebra) or satisfactory ASSET test score for Math 080 or 099

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall Quarter</strong></td>
<td>Engr 101 Engineering Graphics ........................................ 5</td>
<td></td>
</tr>
<tr>
<td></td>
<td>EngrT 159* Technical Orientation ........................................ 5</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CIS 105* Computer Applications ........................................... 5</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Math 099* Intermediate Algebra ........................................... 5</td>
<td></td>
</tr>
<tr>
<td><strong>Winter Quarter</strong></td>
<td>Engr 205 Solid Works &amp; Parametric Modeling ............................. 3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Engr 200 Intro to CAD ....................................................... 5</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Math 110 Pre-Calculus I ..................................................... 5</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Engr 103 Descriptive Geometry ............................................. 5</td>
<td></td>
</tr>
<tr>
<td><strong>Spring Quarter</strong></td>
<td>Eng 101* Composition and Expository Prose .............................. 5</td>
<td></td>
</tr>
<tr>
<td></td>
<td>EngrT 287 Technical Illustration ......................................... 5</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Engr 201 Advanced CAD ....................................................... 5</td>
<td></td>
</tr>
<tr>
<td></td>
<td>EngrT 206 Advanced Solid Works ........................................... 3</td>
<td></td>
</tr>
</tbody>
</table>

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

*Other recommended classes: EngrT 171, Engr 121, Math 120, Eng 270, Physics 114, 115, 116.*
ADMISSION PROCEDURE FOR ALL HEALTH CARE INFORMATION 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 Care Information Programs (HCI), the following procedures must be followed:

Application Process for Entry into the Medical Coding and Reimbursement Specialist Certificate Program and First Year of the Health Information Technology Program
1. Complete the Shoreline Community College Application Form and send to the Shoreline Admission Office
2. Complete the Health Care Information Programs Application Form (form A) and attach the $15 application fee
3. Complete the Health Care Information Programs Coursework to be Evaluated Form (form B)
4. Send two official transcripts for each college attended prior to entrance into the HCI Program: One sent to Shoreline's Admission Office, and one provided to the HCI Program. For coursework taken at Shoreline Community College, provide a printout of the transcript and printout for the current registration form if currently attending Shoreline.
5. Results of Asset/Compass tests showing placement recommendations for English, Reading and Mathematics (or college course work showing readiness for English 101 and Math 099 or higher). ESL students with limited English proficiency need to attach the results of the ESL assessment showing readiness for English 101.
6. Attend an HCI Informational Session. Please contact the Health Care Information Program for information on prerequisites.
For information, call Donna Wilde, MPA, RHIA at (206) 546-4757 or Gloria Anderson, RHIA, CCS, at (206) 546-4707.

APPLICATION PROCESS FOR SECOND YEAR OF HEALTH INFORMATION TECHNOLOGY PROGRAM

1. During Spring Quarter, first year a meeting will be held with all interested individuals.
2. Application forms for consideration of acceptance into the second year will be provided.
3. Acceptance will be based on written program policies.

PREREQUISITE CLASSES/SKILLS FOR ENTRANCE INTO ALL HCI PROGRAMS

English: Students must have completed English 100 or ESL 100 with a grade of 2.0 or higher, or have placement results on an Asset test indicating readiness for English 101. ESL students with limited English proficiency will be required to complete all levels of the ESL curriculum prior to entry into any HCI program. ESL students not completing all levels of the curriculum must be assessed by the ESL program advisors to determine their readiness for English 101.

Mathematics: Students must have completed Math 80 Elementary Algebra or higher level math with a grade of 2.0 or higher, or have placement results on Asset or Compass tests showing placement at Math 099 Intermediate Algebra 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 evidence 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.
HEALTH INFORMATION TECHNOLOGY

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 HCI 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.

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 lectures and web lessons. Laboratory projects reinforce lectures and provide hands-on experiences simulating on-the-job activities. Clinical experiences are provided in which the student is assigned to one or more clinical sites.

CLINICAL ASSIGNMENTS

The first experience at a clinical site is a total of 32 hours and offered in the summer between the first and second years of the program. Students are eligible for placement in HCI 122, Clinical Practicum I, only after formal application for entry into the second year of the HIT program and acceptance by the HCI Program Director. Please refer to the course description and written HCI program policies for additional information. If there are not enough clinical sites available for the number of students requesting assignment, priority placement will be given according to written program policy.

The second-year clinical practicum is a total of 120 hours, normally completed winter term. Students are eligible for placement in HCI 231, Clinical Practicum II, only if HCI 122 has been completed and only if the student has received formal admission into the second year of the Health Information Technology Program. Refer to written program policies regarding eligibility for placement into HCI 231. If there are not enough clinical sites available, priority assignment for Clinical Practicum II will be according to written program policy.

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, have a criminal background check performed, and at their own expense, obtain a TB test. Some sites may require current immunizations and a physical examination. 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 should be anticipated.

HCI 232, Management Practicum, (spring term, second year) is project-oriented and does not require placement at a specific site. The students will be expected to spend between 9 and 12 hours per week on the management assignment and will be required to work in student groups. Please refer to the course description for eligibility requirements.
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. One Sister Peter Olivant Scholarship Award is given yearly to a health information technician student 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 will 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, long term 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) requirements for privacy and security of health/billing data.


6. Diagnostic related groups (DRG’s), 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); Ambulatory Payment Classifications (APC’s), 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 Form 1500.


10. Supervisory principles for the health information manager.
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 qualified to write the AHIMA Certified Coding Associate (CCA) exam (entry level inpatient coding), the AHIMA Certified Coding Specialist-Physician’s Office (CCS-P) exam, and the American Academy of Professional Coders Certified Professional Coding (CPC) exam (physician’s office/outpatient coding). After several years of experience, the graduate is eligible for the AHIMA Certified Coding Specialist (CCS) exam, considered testing advanced level inpatient coding practice.

CLINICAL FACILITIES
FOR THE HEALTH INFORMATION TECHNOLOGY PROGRAM

Hospitals
Children’s Hospital and Medical Center, Seattle
Evergreen Hospital Medical Center, Redmond
Group Health Hospitals, Central and Eastside, Seattle and Redmond
Harborview Medical Center, Seattle
Highline Hospital, Burien
Northwest Hospital, Seattle
Olive View Hospital, Bellevue
Providence Medical Center, Everett
Skagit Valley Hospital, Mount Vernon
Stevens Hospital, Edmonds
Swedish Hospital, First Hill Campus, Seattle
Swedish Hospital, Ballard Campus, Seattle
Swedish Hospital, Providence Campus, Seattle
University of Washington Medical Center, Seattle
Valley General Hospital, Monroe
Valley Medical Center, Renton
Veterans Administration Hospital, Seattle
Virginia Mason Medical Center, Seattle
Whidbey General Hospital, Coupeville

Long-Term Care Facilities
Columbia Lutheran Home, Seattle
Corwin Center at Emerald Heights, Redmond
Norse Home, Seattle
Northwest LTC Consulting, Maple Valley
Regency Pacific, Everett

Other Non-acute Care Sites
Bastyr Center for Natural Health, Seattle
CodeCorrect.Com
Everett Clinic, Everett
Fred Hutchinson Cancer Research Center, Seattle
Hall Health Center, Seattle
Minimum Security Unit, Monroe
Northwest Eye Surgery Clinic, Seattle and Arlington
Providence Hospice and Home Care, Seattle
Seattle Cancer Care Alliance, Seattle
Special Offenders Unit, Monroe
Twin Rivers Correctional Unit, Monroe
Visiting Nurse Services of the Northwest, Mountlake Terrace
Washington State Reformatory Unit, Monroe

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**Health Information Technology**

**AAAS DEGREE**

**PROGRAM PREREQUISITES**
See page 88 for prerequisite information.

**PROGRAM REQUIREMENTS**
Please note: This curriculum is subject to change. Please contact program advisor for possible revisions.

**GENERAL EDUCATION REQUIREMENTS**

<table>
<thead>
<tr>
<th>Cr.</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eng</td>
<td>101 Composition and Expository Prose</td>
</tr>
<tr>
<td>CIS</td>
<td>105 Computer Applications</td>
</tr>
<tr>
<td></td>
<td>Physical Education</td>
</tr>
<tr>
<td></td>
<td>Multicultural Education: See Approved List</td>
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</table>

**OTHER NON-HEALTH INFORMATION TECHNOLOGY REQUIREMENTS**

<table>
<thead>
<tr>
<th>Cr.</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>BioSci</td>
<td>108 Anatomy &amp; Physiology</td>
</tr>
<tr>
<td>BusTc</td>
<td>170 Access 2002 -or- CIS 120 Database Applications and Concepts</td>
</tr>
</tbody>
</table>

**HEALTH INFORMATION TECHNOLOGY REQUIREMENTS**

<table>
<thead>
<tr>
<th>Cr.</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCI 120</td>
<td>Survey of Health Care Delivery</td>
</tr>
<tr>
<td>HCI 121</td>
<td>Hospital and Clinic Records</td>
</tr>
<tr>
<td>HCI 122</td>
<td>Clinical Practice I</td>
</tr>
<tr>
<td>HCI 132</td>
<td>Medical Terminology</td>
</tr>
<tr>
<td>HCI 154</td>
<td>Medical Reimbursement Systems</td>
</tr>
<tr>
<td>HCI 210</td>
<td>Legal Aspects of Health Care</td>
</tr>
<tr>
<td>HCI 214</td>
<td>Pharmacology</td>
</tr>
<tr>
<td>HCI 215</td>
<td>Human Diseases</td>
</tr>
<tr>
<td>HCI 220</td>
<td>Quality Improvement in Health Care</td>
</tr>
<tr>
<td>HCI 221</td>
<td>Basic ICD-9-CM Coding</td>
</tr>
<tr>
<td>HCI 222</td>
<td>Intermediate Medical Coding</td>
</tr>
<tr>
<td>HCI 223</td>
<td>Statistics in Health Care</td>
</tr>
<tr>
<td>HCI 224*</td>
<td>Management for Health Info Supervisors</td>
</tr>
<tr>
<td>HCI 225</td>
<td>Computers in Health Care</td>
</tr>
<tr>
<td>HCI 226</td>
<td>Alternate Care Records</td>
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<tr>
<td>HCI 227</td>
<td>CPT Coding</td>
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<tr>
<td>HCI 228</td>
<td>Medical Coding Practicum</td>
</tr>
<tr>
<td>HCI 231</td>
<td>Clinical Practice II</td>
</tr>
<tr>
<td>HCI 232</td>
<td>Management Practicum</td>
</tr>
</tbody>
</table>

**Total Credits Required** 100-102

*Satifies Human Relations general education requirement
Certificates of Proficiency

Dental Business Office Specialist

This program is designed to prepare students to work in dental front office coordination and administration. Graduates of this program will have a foundation of knowledge in dental sciences, greeting and scheduling patients, handling billing and insurance claims, HIPAA regulations, dental software, accounting, billing collection, coding, and arranging treatment plans and managing business documents.

OUTCOMES

Students who successfully complete this program should be able to:
1. Demonstrate ability to read and interpret dental clinical records.
2. Demonstrate efficiency in dental insurance coding and reimbursement.
3. Demonstrate efficiency in scheduling and greeting clients.
4. Demonstrate knowledge of HIPAA regulations.
5. Demonstrate basic knowledge of accounting.
6. Demonstrate proficiency in using the dental software.
7. Demonstrate skills in office coordination and administration.
8. Demonstrate knowledge of professional behavior and ethics.

Health Information Technology

Refer to pages 90-91 under AAAS Degree in Health Information Technology for a career description, requirements, outcomes, certifications and clinical facilities.

CERTIFICATE OF PROFICIENCY

PROGRAM PREREQUISITES:

See page 88 for prerequisite information.

REQUIREDS COURSES Cr.

The following required courses in the regular HIT program do not need to be re-taken if student has had the same or similar course from Shoreline or another recognized college or university within the past 5 years:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCI 132</td>
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</tr>
<tr>
<td>BioSci 108</td>
<td>5</td>
</tr>
<tr>
<td>CIS 105</td>
<td>5</td>
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<tr>
<td>BusTc 120</td>
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<tr>
<td>BusTc 170</td>
<td>5</td>
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<tr>
<td>HCI 214</td>
<td>3</td>
</tr>
<tr>
<td>HCI 215</td>
<td>5</td>
</tr>
</tbody>
</table>

The following required courses must be taken at Shoreline unless the same or similar classes were taken at an AHIMA accredited HIT educational program elsewhere within the past five years:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>HCI 120</td>
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<tr>
<td>HCI 121</td>
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<tr>
<td>HCI 122</td>
<td>1</td>
</tr>
<tr>
<td>HCI 154</td>
<td>5</td>
</tr>
<tr>
<td>HCI 210</td>
<td>4</td>
</tr>
<tr>
<td>HCI 220</td>
<td>3</td>
</tr>
<tr>
<td>HCI 221</td>
<td>5</td>
</tr>
<tr>
<td>HCI 222</td>
<td>5</td>
</tr>
<tr>
<td>HCI 223</td>
<td>4</td>
</tr>
<tr>
<td>HCI 224</td>
<td>5</td>
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<tr>
<td>HCI 225</td>
<td>3</td>
</tr>
<tr>
<td>HCI 226</td>
<td>3</td>
</tr>
<tr>
<td>HCI 227</td>
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</tr>
<tr>
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<tr>
<td>HCI 231</td>
<td>4</td>
</tr>
<tr>
<td>HCI 232</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Credits Required 89

(206) 546-4757

HEALTH CARE INFORMATION (CONT.)
Medical Coding and Reimbursement Specialist

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-9-CM (International Classification of Diseases – 9th Revision – Clinical Modification) and CPT (Current Procedural Terminology). Some specialists also code CDT (Current Dental Terminology) when working in dental offices. They handle all components of claims processing including management of disputed, rejected and delayed claims.

OUTCOMES

Students who successfully complete this program should be able to:

1. Read and interpret medical records of patients.
2. Accurately assign diagnostic and procedural codes according to ICD-9-CM, CPT, and CDT coding systems using federal coding compliance guidelines.
3. Complete and electronically transmit insurance, CMS 1500 and UB 04 Medicare/Medicaid claim forms.
4. Apply regulations for the release of confidential data, following HIPAA privacy requirements.
5. Use manual and computerized encoders and groupers systems to determine Diagnostic Related Groups (DRGs), Resource Based Relative Value Scale (RBRVS), and Ambulatory Payment Classification (APCs).
6. Use personal computer software programs, as well as manual and automated accounting systems.

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) examination. The AHIMA mastery-level Certified Coding Specialist (CCS) examination is also available.
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.

Certificates 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 an 18-21 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 will 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.
**MANUFACTURING/INDUSTRIAL TECHNOLOGY PROGRAM (CONT.)**

**CERTIFICATE OF COMPLETION**

**PROGRAM PREREQUISITES:**
Placement at ENG 080 or ESL 098 and Math 070

**PROGRAM REQUIREMENTS**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>CR.</th>
</tr>
</thead>
<tbody>
<tr>
<td>MFGT 090</td>
<td>CBM Orientation</td>
<td>1</td>
</tr>
<tr>
<td>MFGT 091</td>
<td>Fundamental Personal Skills in Manufacturing, Listening, Observation and Teamwork</td>
<td>2</td>
</tr>
<tr>
<td>MFGT 092</td>
<td>Personal Skills in Manufacturing, Listening/Observation/Teamwork</td>
<td>2</td>
</tr>
<tr>
<td>MFGT 093</td>
<td>Fundamental Personal Skills in Manufacturing, Reading/Writing/ Mathematics</td>
<td>2</td>
</tr>
<tr>
<td>MFGT 094</td>
<td>Personal Skills in Manufacturing, Reading Writing, Mathematics</td>
<td>2</td>
</tr>
<tr>
<td>MFGT 095</td>
<td>Technology in Manufacturing</td>
<td>2</td>
</tr>
<tr>
<td>MFGT 101</td>
<td>Health and Safety in Manufacturing</td>
<td>2</td>
</tr>
<tr>
<td>MFGT 102</td>
<td>Print Reading in Manufacturing</td>
<td>1</td>
</tr>
<tr>
<td>MFGT 103</td>
<td>Basic and Precision Measurement with an Introduction to Statistical Process Control</td>
<td>2</td>
</tr>
<tr>
<td>MFGT 110</td>
<td>CBM Capstone</td>
<td>5</td>
</tr>
</tbody>
</table>

**Total Credits Required** 21

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**CNC Specialist**

This is an intensive program designed to prepare qualified individuals for entry into the job market as a CNC Specialist (Computer Numerical Control). Instruction covers advanced set up and operation of CNC machines, 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 will have acquired the foundational skills, knowledge and abilities necessary to:

1. Program, Set-up and operate CNC machine tools utilizing advanced techniques.
2. Work effectively in a manufacturing environment.
3. Participate and contribute to the effectiveness of teams.
4. Apply technology to operate and contribute to business and manufacturing systems.
5. Gather, interpret and use data consistently and accurately to make decisions and take action.
6. Contribute to the maintenance of a safe and healthy work environment.

**CERTIFICATE OF COMPLETION**

**PROGRAM PREREQUISITES:**
Certificate of Basic Manufacturing (see page 94 for information regarding the CBM)

**PROGRAM REQUIREMENTS**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>CR.</th>
</tr>
</thead>
<tbody>
<tr>
<td>MFGT 220</td>
<td>CAM Computer Aided Manufacturing</td>
<td>6</td>
</tr>
<tr>
<td>MFGT 215</td>
<td>CNC Programming</td>
<td>6</td>
</tr>
<tr>
<td>MFGT 225</td>
<td>Rapid Prototyping</td>
<td>3</td>
</tr>
<tr>
<td>MFGT 176</td>
<td>CAM Internship</td>
<td>9</td>
</tr>
</tbody>
</table>

**Total Credits Required** 42-45
Certificates of Proficiency

CNC Machinist
This is an intensive program designed to prepare qualified individuals for entry into the job market as a CNC (Computer Numerical Control) Machinist. Instruction covers programming and basic set up and operation of CNC 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 will be able to:
1. Perform entry-level tasks as a CNC machinist.
2. Use mathematics skills to solve basic manufacturing problems.
3. Program basic CNC machine tools to perform routine machining functions.
4. Safely set-up CNC Mills and Turning tools making tool length and work piece offsets.
5. Applying teamwork, inspection and SPC to manufacturing problems.
6. Utilizing properties of materials, establishing correct speeds and feeds.
7. Interpreting mechanical blueprints.
8. Use current software for computer assisted machining.

CERTIFICATE OF PROFICIENCY

PROGRAM PREREQUISITES:
Certificate of Basic Manufacturing (see page 94 for information regarding the CBM)

PROGRAM REQUIREMENTS

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MFGT 115</td>
<td>14</td>
</tr>
<tr>
<td>MFGT 120</td>
<td>14</td>
</tr>
<tr>
<td>Total Credits Required</td>
<td>46-49</td>
</tr>
</tbody>
</table>

CNC Technician
This is an intensive program designed to prepare qualified individuals for entry into the job market as a CNC Technician (Computer Numerical Control). Instruction covers basic set up and operation of CNC 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 will be able to:
1. Perform entry-level tasks as a CNC machinist.
2. Use mathematics skills to solve basic manufacturing problems.
3. Program basic CNC machine tools to perform routine machining functions.
4. Safely set-up CNC Mills and Turning tools making tool length and work piece offsets.
5. Apply teamwork, inspection and SPC to manufacturing problems.
6. Utilize properties of materials, establishing correct speeds and feeds.
7. Interpret mechanical blueprints.
8. Use current software for computer assisted machining.

CERTIFICATE OF PROFICIENCY

PROGRAM PREREQUISITES:
Certificate of Basic Manufacturing (see page 94 for information regarding the CBM)

PROGRAM REQUIREMENTS

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MFGT 115</td>
<td>14</td>
</tr>
<tr>
<td>MFGT 120</td>
<td>14</td>
</tr>
<tr>
<td>MFGT 176</td>
<td>9</td>
</tr>
<tr>
<td>MATH 110*</td>
<td>5</td>
</tr>
<tr>
<td>BusTc 252*</td>
<td>3-5</td>
</tr>
<tr>
<td>ENG 101*</td>
<td>5</td>
</tr>
<tr>
<td>Total Credits Required</td>
<td>68-73</td>
</tr>
</tbody>
</table>

Courses marked with an * are the General Education/Related Instruction requirements for this program.
AAAS Degrees

CNC Technology

This is an intensive program designed to prepare qualified individuals for entry into the job market as a CNC Technician (Computer Numerical Control). Instruction covers basic set up and operation of CNC 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 will be able to:
1. Perform entry-level tasks as a CNC machinist.
2. Use mathematics skills to solve basic manufacturing problems.
3. Program basic CNC machine tools to perform routine machining functions.
4. Safely set-up CNC Mills and Turning tools making tool length and work piece offsets.
5. Apply teamwork, inspection and SPC to manufacturing problems.
6. Utilize properties of materials, establishing correct speeds and feeds.
7. Interpret mechanical blueprints.
8. Use current software for computer assisted machining.

AAAS Degree

PROGRAM PREREQUISITES
Certificate of Basic Manufacturing (see page 94 for information regarding the CBM)

FIRST YEAR

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Cr.</th>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Quarter</td>
<td>18-21</td>
<td>Certificate in Basic Manufacturing</td>
<td></td>
</tr>
<tr>
<td>Second Quarter</td>
<td>14</td>
<td>MFGT 115</td>
<td>CNC Fundamentals</td>
</tr>
<tr>
<td>Third Quarter</td>
<td>14</td>
<td>MFGT 120</td>
<td>CNC Applications</td>
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</table>

SECOND YEAR

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Cr.</th>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>Fourth Quarter</td>
<td>9</td>
<td>MFGT 176</td>
<td>CNC Internship</td>
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<tr>
<td></td>
<td>5</td>
<td>MATH 110</td>
<td>PreCalculus *</td>
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<tr>
<td></td>
<td>5</td>
<td>BusTc 252*</td>
<td>Professional Communications</td>
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<tr>
<td></td>
<td>5</td>
<td>ENG 101*</td>
<td>Composition and Expository Prose</td>
</tr>
<tr>
<td>Fifth Quarter</td>
<td>6</td>
<td>MFGT 220</td>
<td>CAM Computer Aided Manufacturing</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>MFGT 225</td>
<td>Rapid Prototyping</td>
</tr>
<tr>
<td></td>
<td>3-5</td>
<td>Human Relations *</td>
<td>(See approved list)</td>
</tr>
<tr>
<td></td>
<td>3-5</td>
<td>Multicultural Education *</td>
<td>(See approved list)</td>
</tr>
<tr>
<td>Sixth Quarter</td>
<td>6</td>
<td>MFGT 215</td>
<td>CNC Programming</td>
</tr>
<tr>
<td></td>
<td>6</td>
<td>MFGT 276</td>
<td>CNC Internship</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>PE 292*</td>
<td>First Aid &amp; Safety</td>
</tr>
</tbody>
</table>

Total Credits Required . . . . . . . . . .98-105

Courses marked with an * are the General Education/Related Instruction requirements for this program.
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:

2. Chem 101 and 220
3. MLT 197
4. Quantitative Reasoning (CIS 105 or approved alternate)
5. Eng 101
6. PE 292 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. BusAd 110 or BusAd 112

Students entering the MLT program will be expected to enroll in and satisfactorily complete MLT 197 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 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 PROGRAM REQUIREMENTS
FRESHMAN YEAR

General Education Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Cr.</th>
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</thead>
<tbody>
<tr>
<td>Eng 101</td>
<td>Composition and Expository Prose</td>
<td>5</td>
</tr>
<tr>
<td>CIS 105</td>
<td>Computer Applications</td>
<td>5</td>
</tr>
<tr>
<td>IAStu/SpCmu 102</td>
<td>Multicultural Issues: – or – approved alternate</td>
<td>3-5</td>
</tr>
<tr>
<td>BusAd 110</td>
<td>Human Relations – or – Approved Alternate</td>
<td>2-5</td>
</tr>
<tr>
<td>PE 292</td>
<td>First Aid &amp; Personal Safety – or – approved alternate</td>
<td>3</td>
</tr>
</tbody>
</table>

Core Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BioSc 201</td>
<td>Principles of Biology</td>
<td>5</td>
</tr>
<tr>
<td>BioSc 108</td>
<td>Anatomy &amp; Physiology</td>
<td>5</td>
</tr>
<tr>
<td>BioSc 215</td>
<td>Microbiology</td>
<td>5</td>
</tr>
<tr>
<td>Chem 101</td>
<td>General Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>Chem 220</td>
<td>Basic Organic Chemistry</td>
<td>5</td>
</tr>
</tbody>
</table>

Selection to the professional year of the MLT Program is based on successful completion of the academic requirements of the first year and certain personal attributes. Students must have completed the first year academic requirements with a grade point average of at least 2.5. Students accepted into the MLT program must submit a health assessment form from their physician at their own expense and a criminal background check. Positions may be limited by the number of clinical spaces.

Spring Before Professional Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>MLT 197</td>
<td>Intro: Medical Lab Procedures</td>
<td>5</td>
</tr>
<tr>
<td>MLT 224</td>
<td>Parasitology and Mycology Lecture</td>
<td>3</td>
</tr>
<tr>
<td>MLT 225</td>
<td>Parasitology and Mycology Lab</td>
<td>1</td>
</tr>
</tbody>
</table>

PROFESSIONAL YEAR*

Fall Quarter

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Cr.</th>
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</thead>
<tbody>
<tr>
<td>MLT 220</td>
<td>Hematology Lecture</td>
<td>6</td>
</tr>
<tr>
<td>MLT 221</td>
<td>Hematology Lab</td>
<td>3</td>
</tr>
<tr>
<td>MLT 222</td>
<td>Immunology Lecture</td>
<td>3</td>
</tr>
<tr>
<td>MLT 223</td>
<td>Immunology Lab</td>
<td>2</td>
</tr>
</tbody>
</table>

Winter Quarter

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>MLT 226</td>
<td>Clinical Chemistry Lecture</td>
<td>6</td>
</tr>
<tr>
<td>MLT 227</td>
<td>Clinical Chemistry Lab</td>
<td>3</td>
</tr>
<tr>
<td>MLT 228</td>
<td>Microbiology Lecture</td>
<td>5</td>
</tr>
<tr>
<td>MLT 229</td>
<td>Microbiology Lab</td>
<td>3</td>
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</table>

Spring Quarter

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Cr.</th>
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</thead>
<tbody>
<tr>
<td>MLT 230</td>
<td>Hematology Practicum</td>
<td>6</td>
</tr>
<tr>
<td>MLT 231</td>
<td>Chemistry Practicum</td>
<td>6</td>
</tr>
<tr>
<td>MLT 232</td>
<td>Microbiology Practicum</td>
<td>6</td>
</tr>
<tr>
<td>MLT 215</td>
<td>Phlebotomy Practicum</td>
<td>2</td>
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Summer Quarter

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Cr.</th>
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</thead>
<tbody>
<tr>
<td>MLT 233</td>
<td>Integrated Immunohematology</td>
<td>11</td>
</tr>
<tr>
<td></td>
<td>(Combined Lecture &amp; Lab)</td>
<td></td>
</tr>
</tbody>
</table>

Total Credits Required: 112-117

Clinical Facilities Used: MLT and Phlebotomy classes
Cascade Valley Hospital
Dynacare Laboratories, Seattle, Skagit, Mt. Vernon
Evergreen Healthcare
Good Samaritan Hospital
Grays Harbor Hospital
Group Health Cooperative of Puget Sound (ROC)
Highline Medical Center
Minor and James Medical PLLC
Naval Hospital Bremerton
Northwest Clinical Laboratory
Overlake Hospital Medical Center
Providence Centralia Hospital
Puget Sound Blood Center
Quest Diagnostic Laboratories
Stevens Hospital
The Everett Clinic
The Poly clinic
Valley Medical Center
Veterans Puget Sound Health Care System - Seattle
Virginia Mason Medical Center
Washington State Public Health Laboratory
Whidbey General Hospital
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 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.

PROGRAM PREREQUISITES:
1. Students must have an Associate degree, Bachelors or higher degree.
2. Students must meet current Shoreline Community College MLT core science requirements.

PROGRAM REQUIREMENTS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BioSc 201</td>
<td>Principles of Biology</td>
<td>5</td>
</tr>
<tr>
<td>BioSc 108</td>
<td>Anatomy &amp; Physiology</td>
<td>5</td>
</tr>
<tr>
<td>BioSc 215</td>
<td>Microbiology</td>
<td>5</td>
</tr>
<tr>
<td>Chem 101</td>
<td>General Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>Chem 220</td>
<td>Organic Chemistry</td>
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Spring Quarter previous to professional year

<table>
<thead>
<tr>
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<th>Course Title</th>
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<tbody>
<tr>
<td>MLT 197</td>
<td>Intro: Medical Lab Procedures</td>
<td>5</td>
</tr>
<tr>
<td>MLT 224</td>
<td>Parasitology and Mycology Lecture</td>
<td>3</td>
</tr>
<tr>
<td>MLT 225</td>
<td>Parasitology and Mycology Lab</td>
<td>1</td>
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</table>

PROFESSIONAL YEAR

Fall

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MLT 220</td>
<td>Hematology Lecture</td>
<td>6</td>
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<td>MLT 221</td>
<td>Hematology Laboratory</td>
<td>3</td>
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<tr>
<td>MLT 222</td>
<td>Immunology Lecture</td>
<td>3</td>
</tr>
<tr>
<td>MLT 223</td>
<td>Immunology Laboratory</td>
<td>2</td>
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Winter

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MLT 226</td>
<td>Clinical Chemistry Lecture</td>
<td>6</td>
</tr>
<tr>
<td>MLT 227</td>
<td>Clinical Chemistry Laboratory</td>
<td>3</td>
</tr>
<tr>
<td>MLT 228</td>
<td>Clinical Microbiology Lecture</td>
<td>5</td>
</tr>
<tr>
<td>MLT 229</td>
<td>Clinical Microbiology Laboratory</td>
<td>3</td>
</tr>
</tbody>
</table>

Spring

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MLT 230</td>
<td>Hematology Practicum</td>
<td>6</td>
</tr>
<tr>
<td>MLT 231</td>
<td>Chemistry Practicum</td>
<td>6</td>
</tr>
<tr>
<td>MLT 232</td>
<td>Microbiology Practicum</td>
<td>6</td>
</tr>
<tr>
<td>MLT 215</td>
<td>Phlebotomy Practicum</td>
<td>2</td>
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Summer

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MLT 233</td>
<td>Integrated Immunohematology (Combined Lecture, Lab, Clinic)</td>
<td>11</td>
</tr>
</tbody>
</table>

Total Credits Required: 71-96
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.

CERTIFICATE OF COMPLETION

PROGRAM REQUIREMENTS

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Cr.</th>
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<tbody>
<tr>
<td>MLT 214</td>
<td>Essentials of Phlebotomy</td>
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</tr>
<tr>
<td>MLT 215</td>
<td>Phlebotomy Practicum*</td>
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</tr>
<tr>
<td>MLT 216</td>
<td>AIDS &amp; HIV Education for Healthcare Workers</td>
<td>1</td>
</tr>
</tbody>
</table>

*To participate in MLT 215, Phlebotomy Practicum, students must:
1. Complete MLT 214 with a grade of 2.0 or better.
2. Show proof of health insurance to Shoreline Community College faculty arranging the off-campus practicum training in a healthcare facility.
3. Pay an additional $5.50 Washington State liability fee which is included with the 2-credit tuition.

ADDITIONAL CLASSES

Additional Classes to enhance a student’s background might include:

Terminology or Anatomy and Physiology

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCI 132</td>
<td>Medical Terminology (5) –or–</td>
<td>3-5</td>
</tr>
<tr>
<td>HCI 135</td>
<td>Intro to Medical Terminology (3)</td>
<td>3-5</td>
</tr>
<tr>
<td>BIOSC 108</td>
<td>Intro to Human Anatomy and Physiology</td>
<td>5</td>
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</table>

Computer classes

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Cr.</th>
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<tbody>
<tr>
<td>BusTc 105</td>
<td>Beginning Keyboarding</td>
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</tr>
<tr>
<td>CIS 105</td>
<td>Computer Applications</td>
<td>5</td>
</tr>
<tr>
<td>CIS 102</td>
<td>Computer Preparation</td>
<td>2</td>
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</table>

Computer classes

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BusAd 112</td>
<td>Essentials of Human Relations</td>
<td>2</td>
</tr>
</tbody>
</table>

Clinical Facilities Used: MLT and Phlebotomy classes

Dynacare Laboratories, Ballard, Skagit, Mt. Vernon
Group Health Cooperative of Puget Sound - Eastside
Highline Medical Center
Minor and James Medical PLLC
Naval Hospital Bremerton
Northwest Clinical Laboratory
Overlake Hospital Medical Center
Quest Diagnostic Laboratories
Stevens Hospital
The Everett Clinic
The Polyclinic
Veterans Puget Sound Health Care System - Seattle
Virginia Mason Medical Center
Whidbey General Hospital
Willapa Harbor Hospital
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 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

PROGRAM PREREQUISITES:
Students without secure knowledge of music fundamentals and keyboard ability should take Music 100 & 120 before taking Music 101. Students completing ANY A.A.A.S. Degree in Music Technology are required to maintain a final grade of 2.0 in each music theory course and each digital audio course in order to progress to the next class.

PROGRAM REQUIREMENTS

<table>
<thead>
<tr>
<th>Core Curriculum &amp; General Education Requirements</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eng 101* Composition and Expository Prose</td>
<td>5</td>
</tr>
<tr>
<td>CIS 105* Computer Applications</td>
<td>5</td>
</tr>
<tr>
<td>SpCum 100 Communication in a Diverse Workplace</td>
<td>3</td>
</tr>
<tr>
<td>BusAd 112* Essentials of Human Relations</td>
<td>2</td>
</tr>
<tr>
<td>VCT 124 Basic Macintosh Systems Operation</td>
<td>2</td>
</tr>
<tr>
<td>PE 292* First Aid &amp; Personal Safety</td>
<td>3</td>
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<table>
<thead>
<tr>
<th>Music/Music Tech Requirements</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>MusTe 100 Vocational Seminar</td>
<td>2</td>
</tr>
<tr>
<td>Music 101 First-Year Theory I</td>
<td>5</td>
</tr>
<tr>
<td>Music 102 First-Year Theory II</td>
<td>5</td>
</tr>
<tr>
<td>Music 103 First-Year Theory II</td>
<td>5</td>
</tr>
<tr>
<td>MusTe 104 Music Recording/Publishing</td>
<td>2</td>
</tr>
<tr>
<td>MusTe 105 Rights and Methods in Multimedia</td>
<td>2</td>
</tr>
<tr>
<td>Music 121 Class Piano for Music 101 Students</td>
<td>2</td>
</tr>
<tr>
<td>MusTe 215 Pop &amp; Commercial Music Theory I</td>
<td>4</td>
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<tr>
<td>MusTe 216 Pop &amp; Commercial Music Theory II</td>
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<td>MusTe 217 Pop &amp; Commercial Music Theory III</td>
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<tr>
<td>MusTe 220 First-Year Audio Recording I</td>
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<td>MusTe 221 First-Year Audio Recording II</td>
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<tr>
<td>MusTe 222 First-Year Audio Recording III</td>
<td>3</td>
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<tr>
<td>MusTe 223 Multitrack Music Production I</td>
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<td>MusTe 224 Multitrack Music Production II</td>
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<td>MusTe 225 Multitrack Music Production III</td>
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<td>MusTe 226 Digital Audio I</td>
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<tr>
<td>MusTe 228 Digital Audio III</td>
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<td>MusTe 230 Intro to MIDI</td>
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<tr>
<td>MusTe 246 Audio Post I Digital Music</td>
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<td>MusTe 247 Audio Post II Digital Radio</td>
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<td>MusTe 248 Audio Post III Digital/Audio</td>
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<tr>
<td>MusTe 249 MIDI Portfolio Development</td>
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</table>
MIDI Music Production Option

The Music Technology 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 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 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.

CONTINUED NEXT PAGE
### MID  Music Production AAAS (cont.)

**AAAS DEGREE**

PROGRAM PREREQUISITES:

Students without secure knowledge of music fundamentals and keyboard ability should take Music 100 & 120 before taking Music 101. Students completing ANY A.A.A.S. Degree in Music Technology are required to maintain a final grade of 2.0 in each music theory course and each digital audio course to progress to the next class.

**PROGRAM REQUIREMENTS**

### Core Curriculum & General Education Requirements

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>Eng 101*</td>
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<td>CIS 105*</td>
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<td>SpCmu 100</td>
<td>3</td>
</tr>
<tr>
<td>BusAd 112*</td>
<td>2</td>
</tr>
<tr>
<td>PE 292*</td>
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<tr>
<td>VCT 124</td>
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### Music Requirements

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<td>Music 121</td>
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<td>MusTc 231</td>
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### Music Technology

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### Music Technology Requirements

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<td>MusTc 231</td>
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### Music Technology Requirements

### SAMPLE SCHEDULE

**Fall Quarter**

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<tbody>
<tr>
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**Winter Quarter**

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<td>MusTc 241</td>
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<td>BusAd 112</td>
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**Spring Quarter**

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<td>MusTc 251</td>
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<td>MusTc 261</td>
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<tr>
<td>PE 292</td>
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<td>MusTc 236</td>
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<td>SpCmu 100</td>
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**Fall Quarter**

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<thead>
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<tbody>
<tr>
<td>MusTc 215**</td>
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<td>MusTc 236</td>
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<tr>
<td>SpCmu 100</td>
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**Winter Quarter**

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<thead>
<tr>
<th>Course</th>
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<td>MusTc 216**</td>
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<td>MusTc 234</td>
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<td>MusTc 237</td>
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**Spring Quarter**

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<th>Course</th>
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<td>MusTc 217**</td>
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<td>MusTc 238</td>
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<td>MusTc 244</td>
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<tr>
<td>MusTc 249</td>
<td>2</td>
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</table>

**Total Credits Required**

Courses marked with an * are the General Education/Related Instruction requirements for this program.

**Music 201, 202, 203 may be substituted for MusTc 215, 216, 217.**

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See the Electives Listing on page 108 for MIDI electives.
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 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

PROGRAM PREREQUISITES:

Students without secure knowledge of music fundamentals and keyboard ability should take Music 100 & 120 before taking Music 101. Students completing ANY A.A.A.S. Degree in Music Technology are required to maintain a final grade of 2.0 in each music theory course and each digital audio course in order to progress to the next class.

PROGRAM REQUIREMENTS

Core Curriculum & General Education Requirements

<table>
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<th>Cr.</th>
<th>Course</th>
<th>Description</th>
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<tr>
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<td>Eng 101*</td>
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<tr>
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<td>BusAd 175</td>
<td>Business Mathematics</td>
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<td>(or other applied Quantitative Reasoning course.)</td>
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<tr>
<td>3</td>
<td>SpCmu 100</td>
<td>Communication in a Diverse Workplace</td>
</tr>
<tr>
<td>2</td>
<td>BusAd 112*</td>
<td>Essentials of Human Relations</td>
</tr>
<tr>
<td>3</td>
<td>PE 292*</td>
<td>First Aid and Personal Safety</td>
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Music Requirements

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<td>Music 101</td>
<td>First-Year Theory I</td>
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<tr>
<td>5</td>
<td>Music 102</td>
<td>First-Year Theory II</td>
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<tr>
<td>5</td>
<td>Music 103</td>
<td>First-Year Theory III</td>
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<tr>
<td>2</td>
<td>MusTc 104</td>
<td>Music Recording/Publishing</td>
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<td>2</td>
<td>MusTc 105</td>
<td>Rights and Methods in Multimedia</td>
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<td>Music 121</td>
<td>Class Piano for Music 101 Students</td>
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<tr>
<td>2</td>
<td>MusTc 249</td>
<td>MIDI Portfolio Development</td>
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Business Requirements

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<td>Practical Accounting I</td>
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<td>Principles of Marketing</td>
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<td>5</td>
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</table>

MUSIC AND PERFORMANCE ELECTIVES

Select 18 credits from the list of approved electives on page 108.

OTHER ELECTIVES

Select 10 credits from the list of approved electives on page 108.

CONTINUED NEXT PAGE
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 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

**PROGRAM PREREQUISITES:**

Students without secure knowledge of music fundamentals and keyboard ability should take Music 100 & 120 before taking Music 101. Students completing ANY A.A.A.S Degree in Music Technology are required to maintain a final grade of 2.0 in each music theory course and each digital audio course in order to progress to the next class.

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<td>SpCmu 100 Communication in a Diverse Workplace</td>
<td>3</td>
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<tr>
<td>BusAd 112* Essentials of Human Relations</td>
<td>2</td>
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<tr>
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<tr>
<td>Music 103 First-Year Theory III</td>
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<td>MusTc 104 Music Recording/Publishing</td>
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<td>MusTc 105 Rights and Methods in Multimedia</td>
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<td>Music 107 Experiencing Music</td>
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<td>Music 109 American Popular Music</td>
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<td>Music 121 Class Piano for Music 101 Students</td>
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**MUSIC ELECTIVES**

Select 26 credits from the list of approved electives on page 109.

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**SAMPLE SCHEDULE**

### Fall Quarter Cr.
- MusTc 100 Vocational Seminar 2
- Music 101 First-Year Theory I 5
- Music 121 Class Piano for Music 101 Students 2
- Eng 101 Composition and Expository Prose 5
- Approved Electives 4

### Winter Quarter Cr.
- Music 102 First-Year Theory II 5
- MusTc 104 Music Recording/Publishing 2
- CIS 105 Computer Applications 5
- Approved Electives 4

### Spring Quarter Cr.
- Music 103 First-Year Theory III 5
- MusTc 105 Rights and Methods in Multimedia 2
- Music 109 American Popular Music 5
- Approved Electives 4

**Fall Quarter Cr.**
- Music 107 Experiencing Music 5
- Music 206 History of Jazz 5
- MusTc 215** Pop & Commercial Music Theory I 4
- MusTc 231 MIDI Sequencing I 2
- Approved Electives 4

**Winter Quarter Cr.**
- MusTc 216** Pop & Commercial Music Theory II 4
- SpCmu 100 Communication in a Diverse Workplace 3
- PE 292 First Aid and Personal Safety 3
- Approved Electives 4

**Spring Quarter Cr.**
- MusTc 217** Pop & Commercial Music Theory III 4
- MusTc 249 MIDI Portfolio Development 2
- BusAd 112 Essentials of Human Relations 2
- Approved Electives 4

Total Credits Required 98

Courses marked with an * are the General Education/Related Instruction requirements for this program.
## APPROVED ELECTIVES FOR MERCHANDISING AND PERFORMANCE OPTIONS

<table>
<thead>
<tr>
<th>Music 100</th>
<th>Introduction to Music Theory</th>
<th>5</th>
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</thead>
<tbody>
<tr>
<td>Music 104</td>
<td>Music in American Culture</td>
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<tr>
<td>Music 108</td>
<td>Music in World Cultures</td>
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<tr>
<td>Music 120</td>
<td>Class Piano for Music 100 Students</td>
<td>2</td>
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<tr>
<td>Music 121</td>
<td>Class Piano for Music 101 Students</td>
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<tr>
<td>Music 127</td>
<td>Class Piano for General Student</td>
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<tr>
<td>Music 113</td>
<td>Rock Ensemble</td>
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<tr>
<td>Music 114</td>
<td>Class Instruction - Guitar</td>
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<tr>
<td>Music 115</td>
<td>Class Instruction - Electric Bass Guitar</td>
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<tr>
<td>Music 116</td>
<td>Rhythm Section Techniques</td>
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<tr>
<td>Music 117</td>
<td>Electric Guitar</td>
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<tr>
<td>Music 122</td>
<td>Class Piano for Music 102 Students</td>
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<tr>
<td>Music 123</td>
<td>Class Piano for Music 103 Students</td>
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<tr>
<td>Music 131</td>
<td>Shoreline Singers</td>
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<tr>
<td>Music 136</td>
<td>Jazz Ensemble</td>
<td>2</td>
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<tr>
<td>Music 137</td>
<td>Class Voice Instruction - Beginning</td>
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<tr>
<td>Music 138</td>
<td>Class Voice Instruction - Intermediate</td>
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<tr>
<td>Music 139</td>
<td>Class Voice Instruction - Advanced</td>
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<td>Music 140</td>
<td>Symphonic Band</td>
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<td>Music 141</td>
<td>Choral Union</td>
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<td>Music 142</td>
<td>Evening Concert Choir/Choir of the Sound</td>
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<tr>
<td>Music 144</td>
<td>Funkgroove</td>
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<tr>
<td>Music 146</td>
<td>Orchestra</td>
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<tr>
<td>Music 148</td>
<td>Chamber Wind Ensemble</td>
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<tr>
<td>Music 149</td>
<td>Vocal Ensemble</td>
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<td>Music 150</td>
<td>History of Bluegrass</td>
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<td>Music 151</td>
<td>Guitar Ensemble</td>
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<tr>
<td>Music 152</td>
<td>Bluegrass Band</td>
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<tr>
<td>Music 153</td>
<td>Chamber Chorale</td>
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<tr>
<td>Music 154</td>
<td>Saxophone Ensemble</td>
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<tr>
<td>Music 155</td>
<td>String Ensemble</td>
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<td>Music 156</td>
<td>Piano Ensemble</td>
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<td>Music 157</td>
<td>Repertoire Jazz Group</td>
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<td>Music 158</td>
<td>Re-Bop Brass Band</td>
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<tr>
<td>Music 159</td>
<td>Brass Ensemble</td>
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<td>Music 160</td>
<td>Percussion Ensemble</td>
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<td>Music 162</td>
<td>Opera Workshop</td>
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<td>Music 163</td>
<td>Opera Workshop</td>
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<td>Music 165</td>
<td>Musical Theater Performance</td>
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<td>Music 166</td>
<td>Musical Theater Performance</td>
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<td>Music 167</td>
<td>Voice/Dance Performance Techniques I</td>
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<tr>
<td>Music 168</td>
<td>Voice/Dance Performance Techniques II</td>
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<td>Music 170-195</td>
<td>Applied Music Instruction (see advisor)</td>
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<tr>
<td>Music 200</td>
<td>Fundamentals of Music</td>
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<td>Music 201</td>
<td>Second-Year Theory I</td>
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<td>Music 202</td>
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<td>Music 203</td>
<td>Second-Year Theory III</td>
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<tr>
<td>Music 204</td>
<td>Improvisation I</td>
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<tr>
<td>Music 205</td>
<td>Improvisation II</td>
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<td>Music 207</td>
<td>The Craft of Songwriting</td>
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<td>Music 208</td>
<td>Diction for Singers: Italian/German</td>
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<tr>
<td>Music 209</td>
<td>Diction for Singers: French/English</td>
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<td>Music 270-295</td>
<td>Applied Music Instruction (see advisor)</td>
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<td>MusTc 206</td>
<td>Live Sound Reinforcement</td>
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<td>MusTc 215</td>
<td>Pop and Commercial Music Theory I</td>
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<td>MusTc 222</td>
<td>First-Year Audio Recording III</td>
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<td>MusTc 223</td>
<td>Multitrack Music Production 1</td>
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<td>MusTc 224</td>
<td>Multitrack Music Production 2</td>
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<td>MusTc 225</td>
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<td>MusTc 226</td>
<td>Digital Audio Production I</td>
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<td>MusTc 227</td>
<td>Digital Audio Production II</td>
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<td>MusTc 228</td>
<td>Digital Audio Production III</td>
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<td>MusTc 230</td>
<td>Introduction to MIDI</td>
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<tr>
<td>MusTc 231</td>
<td>MIDI Sequencing I</td>
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<td>MusTc 232</td>
<td>MIDI Sampling I</td>
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<td>MusTc 233</td>
<td>MIDI Synthesis</td>
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<td>MusTc 234</td>
<td>MIDI Drum Programming I</td>
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<tr>
<td>MusTc 236</td>
<td>Digital Performer I</td>
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<td>MusTc 237</td>
<td>Digital Performer II</td>
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<tr>
<td>MusTc 238</td>
<td>Digital Performer III</td>
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<td>MusTc 241</td>
<td>MIDI Sequencing II</td>
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<tr>
<td>MusTc 242</td>
<td>Advanced Sampling</td>
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<tr>
<td>MusTc 243</td>
<td>Advanced Synthesis</td>
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<tr>
<td>MusTc 244</td>
<td>MIDI Drum Programming II</td>
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<tr>
<td>MusTc 246</td>
<td>Audio Post I Digital Music</td>
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<tr>
<td>MusTc 247</td>
<td>Audio Post II Digital Radio</td>
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<td>MusTc 248</td>
<td>Audio Post III Digital/Audio</td>
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<td>MusTc 249</td>
<td>MIDI Portfolio Development</td>
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<td>MusTc 251</td>
<td>MIDI Sequencing III</td>
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<td>MusTc 261</td>
<td>MIDI Sequencing IV</td>
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<tr>
<td>MusTc 262</td>
<td>Basic Studio and Sound Maintenance</td>
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<td>MusTc 263</td>
<td>Advanced Studio &amp; Sound Maintenance</td>
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<td>Special Projects (1 Credit)</td>
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<td>Special Projects (3 Credits)</td>
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<td>BusAd 195</td>
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<td>BusAd 200</td>
<td>Essentials of Supervision</td>
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<tr>
<td>BusAd 260</td>
<td>Commercial Law</td>
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<td>Cmu 261</td>
<td>Basic Video Production</td>
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<td>Cmu 262</td>
<td>Television Studio</td>
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<td>Cmu 263</td>
<td>TV: Electronic Field Production</td>
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<td>Cmu 264</td>
<td>Introduction to Multi-Image</td>
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<tr>
<td>Eng 102</td>
<td>Reasoning, Research &amp; Writing</td>
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<tr>
<td>Phil 120</td>
<td>Introduction to Logic</td>
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<tr>
<td>SpCmu 101</td>
<td>Basic Speech Communication</td>
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<tr>
<td>VCT 131</td>
<td>Computer Graphics Desktop Publishing</td>
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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, nursing homes, 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 at 61 Broadway, New York, NY 10006 (212-363-5555).

OUTCOMES

Students who complete this program will:

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: 3.0 on high school work or 2.0 on college level work;
2. English 101 (meets Gen. ed. requirement);
3. Mathematics Competence: Must have completed Intermediate Algebra (Math 99) OR be above that level as demonstrated by the ASSET or COMPASS Test; OR have successfully completed (2.0 or better) a college mathematics class at a level higher than intermediate algebra;
4. Biology: Must have completed (2.0 or higher) one year of high school biology OR a five-credit college level general biology course (BioSci 201) within the past 10 years for basic applicants;
5. Chemistry: Must have completed (2.0 or higher) one year of high school chemistry OR five-credit college level inorganic chemistry course (Chem 101) within the past 10 years for basic applicants and 15 years for LPN advanced placement applicants. Chem 101 may be counted toward the Quantitative Reasoning requirement for the degree HOWEVER, admission points are only awarded in the Q. R. category and the chemistry requirement will be noted as “Met” with no additional points;
6. Anatomy (BioSci 210) and Physiology (BioSci 211) or an equivalent 10 credits of Anatomy and Physiology I and II.

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. 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 Nursing Program each fall, winter and spring quarter. No nursing courses are taught during the summer quarter. Nursing Program application dates are: Fall class — January 7-April 3; Winter class — June 15-October 3; Spring class — October 7-January 3.

All application materials are found online at https://success.shoreline.edu/hots/ASP/ChoicePage.asp. 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: www.shoreline.edu/nurse.html.

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 Washington State Patrol 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 Commission, P.O. Box 1099, Olympia, Washington.

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.

AAAS DEGREE

PROGRAM REQUIREMENTS
Prerequisites Taken Prior to Admission
<table>
<thead>
<tr>
<th>Course</th>
<th>Cr.</th>
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</thead>
<tbody>
<tr>
<td>Eng 101, Chem 101, BioSci 201*</td>
<td>3</td>
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<tr>
<td>BioSci 210, BioSci 211</td>
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</table>

*Required if BIO 210,211 taken at Shoreline

Shoreline General Education Requirements

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<tr>
<td>Quantitative Reasoning</td>
<td>5</td>
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<tr>
<td>Multicultural Issues</td>
<td>3-5</td>
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<tr>
<td>Eng 101, BioSci 210, BioSci 211 taken prior to admission</td>
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Other Non-Nursing Requirements

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<tr>
<td>Biosc 215</td>
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<tr>
<td>NDF 110</td>
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(A 3-credit Nutrition transfer course may be substituted)

NURSING COURSES

First Quarter

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<th>Course</th>
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<tbody>
<tr>
<td>Nurs 130 Communication in Nursing</td>
<td>2</td>
</tr>
<tr>
<td>Nurs 131 Skills Practice Lab for Communications</td>
<td>1</td>
</tr>
<tr>
<td>Nurs 132 Foundations of Nursing Practice</td>
<td>3</td>
</tr>
<tr>
<td>Nurs 133 Skills Practice Laboratory I</td>
<td>1</td>
</tr>
<tr>
<td>Nurs 134 Foundations Practicum (in care setting)</td>
<td>4</td>
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Second Quarter

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr.</th>
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<tbody>
<tr>
<td>Nurs 140 Nursing Practice &amp; Common Health Disturbances</td>
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<tr>
<td>Nurs 141 Skills Practice Laboratory II</td>
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</tr>
<tr>
<td>Nurs 142 Common Health Disturbances Practicum (in care setting)</td>
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Third Quarter

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>Nurs 150 Nursing Practice &amp; Complex Health Disturbances I</td>
<td>6</td>
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<tr>
<td>Nurs 152 Skills Practice Laboratory III</td>
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<tr>
<td>Nurs 153 Complex Health Disturbances I Practicum (in care setting)</td>
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</tbody>
</table>

CONTINUED NEXT PAGE
Nursing AAAS (cont.)

### Fourth Quarter
- **Nurs 230** Nursing Practice & Complex Health Disturbances II ............... 2.5
- **Nurs 231** Complex Health Disturbances Practicum II (in care setting) .......... 5
- **Nurs 232** Nursing Practice and Psychosocial Disturbances ...................... 2.5
- **Nurs 233** Psychosocial Disturbances Practicum (in care setting) .............. 2

### Fifth Quarter
- **Nurs 240** Nursing Practice & The Child Bearing Family .................. 3
- **Nurs 241** Nursing and the Child Bearing Family Practicum (in care setting) .... 4
- **Nurs 242** Nursing Practice and Health Promotion ......................... 2
- **Nurs 243** Health Promotion Practicum (in care setting) .................. 3

### Sixth Quarter
- **Nurs 270** Nursing Practice & Complex Health Disturbances III .............. 2
- **Nurs 271** Complex Health Disturbances III Practicum (in care setting) ........ 4
- **Nurs 272** Managing Nursing in the Health System ......................... 3
- **Nurs 273** Managing Nursing Care Practicum .................................. 3

**Total Credits Required .............. 106-110**

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**CLINICAL FACILITIES FOR THE NURSING PROGRAM**

**Hospitals**
- Harborview Hospital, Seattle
- Northwest Hospital, Seattle
- Stevens Memorial Hospital, Edmonds, Wash.
- Swedish Medical Center, Seattle branch, Seattle
- Swedish Medical Center, Ballard branch, Seattle
- University of Washington Hospital
- Virginia Mason Hospital, Seattle
- West Seattle Psychiatric Hospital

**Nursing Homes**
- Anderson House, Shoreline, Wash.
- Bayview Manor, Seattle
- Cascade Vista, Redmond, Wash.
- Columbia Lutheran, Seattle
- Crista Senior Community, Shoreline, Wash.
- Foss Home, Seattle
- The Hearthstone, Seattle
- Horizon House, Seattle
- Ida Culver House - Broadview, Seattle
- Mercer Island Care Center, Mercer Island
- Parkshore Nursing Center, Seattle
- Providence Mount St. Vincent, Seattle

**Community Agencies**
- 45th Street Clinic, Seattle
- Group Health Cooperative Clinics
- International District Clinic, Seattle
- Medalia Clinics
- Pacific Medical Clinics
- Polyclinic, Seattle
- Shoreline Public Schools, Shoreline
- Veterans Administration Health Clinics, Seattle
**Performance Arts/Digital Filmmaking**

(206) 546-4640

**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 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**

**General Education Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eng 101</td>
<td>Composition and Expository Prose</td>
<td>5</td>
</tr>
<tr>
<td>CIS 105</td>
<td>Computer Applications</td>
<td></td>
</tr>
<tr>
<td>BusAd 175</td>
<td>Business Mathematics</td>
<td></td>
</tr>
<tr>
<td>Math 107</td>
<td>Math: A Practical Art</td>
<td>5</td>
</tr>
<tr>
<td>BusAd 112</td>
<td>Essentials of Human Relations (2)</td>
<td></td>
</tr>
<tr>
<td>SpCMU 101</td>
<td>Basic Speech Communication (5)</td>
<td>2-5</td>
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**Certificate Foundation Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>Cinema 201</td>
<td>Intro to Cinema</td>
<td>5</td>
</tr>
<tr>
<td>Drama 101</td>
<td>Intro to Drama</td>
<td>5</td>
</tr>
<tr>
<td>Drama 151</td>
<td>Acting</td>
<td>5</td>
</tr>
<tr>
<td>Drama 152</td>
<td>Acting</td>
<td>5</td>
</tr>
<tr>
<td>Drama 153</td>
<td>Acting</td>
<td>5</td>
</tr>
<tr>
<td>Drama 155</td>
<td>Acting for TV &amp; Film</td>
<td>3</td>
</tr>
<tr>
<td>Drama 156</td>
<td>Acting, Writing, Directing For the Camera</td>
<td>5</td>
</tr>
<tr>
<td>Drama 157</td>
<td>Acting, Writing, Directing For the Camera</td>
<td>5</td>
</tr>
<tr>
<td>Drama 202</td>
<td>Experiential Theatre –and/or –</td>
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</tr>
<tr>
<td>Drama 207/8/9</td>
<td>Theatrical Production</td>
<td>6</td>
</tr>
<tr>
<td>Drama 221</td>
<td>Theatre Career Planning &amp; Auditioning</td>
<td>2</td>
</tr>
<tr>
<td>Drama 222</td>
<td>Directing</td>
<td>5</td>
</tr>
</tbody>
</table>

**Electives Options**

Students will choose 5-8 credits from the following list in their area of interest.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CMU/VCT266</td>
<td>Video Editing and Postproduction</td>
<td>5</td>
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<tr>
<td>Drama 295</td>
<td>Improvisational Theater</td>
<td>2</td>
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<tr>
<td>Drama 171</td>
<td>Circus Performance: Balance &amp; Motion</td>
<td>3</td>
</tr>
<tr>
<td>HUMAN/PE 161</td>
<td>World Dance: Pacific Rim – or –</td>
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<tr>
<td>HUMAN/PE 162</td>
<td>World Dance: Europe and Africa</td>
<td>3</td>
</tr>
<tr>
<td>Music/PE 167</td>
<td>Voice-Dance Performance</td>
<td>2</td>
</tr>
<tr>
<td>MUSIC 137</td>
<td>Class Voice Instruction</td>
<td>2</td>
</tr>
<tr>
<td>SpCMU 103</td>
<td>Communication Across Differences</td>
<td>5</td>
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</table>

Total Credits Required: 68 -74
Digital Filmmaking Technology

This is a professional training program in the basic skills of shooting, lighting, and editing digital films. 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 and lighting equipment, as well as field audio and digital editing equipment. Students learn how the equipment functions and how to operate it effectively through performing tasks such as camera operator, field audio technician and lighting grip in the studio and on film sets. Skill with video editing and post-production hardware and software applications (AVID and Final Cut Pro) is also 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 should be able to:
1. Produce effective digital video programs in a variety of styles.
2. Use digital video cameras, lighting, audio equipment in studio and field production settings.
3. Plan, script and direct a program through post-production.
4. Work in a professional crew in multiple positions.
5. Use non-linear edit system and other post-production software to create digital programs.
6. Demonstrate knowledge of professional set behavior and ethics.

CERTIFICATE OF PROFICIENCY

GENERAL EDUCATION REQUIREMENTS  Cr.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eng 101</td>
<td>Composition and Expository Prose</td>
<td>5</td>
</tr>
<tr>
<td>CIS 105</td>
<td>Computer Applications</td>
<td></td>
</tr>
<tr>
<td>BusAd 175</td>
<td>Business Mathematics</td>
<td></td>
</tr>
<tr>
<td>Math 107</td>
<td>Math: A Practical Art</td>
<td></td>
</tr>
<tr>
<td>BusAd 112</td>
<td>Essentials of Human Relations (2)</td>
<td></td>
</tr>
<tr>
<td>SpCMU 101</td>
<td>Speech Communication</td>
<td>2-5</td>
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</table>

CERTIFICATE FOUNDATION REQUIREMENTS  Cr.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cinema 201</td>
<td>Intro to Cinema</td>
<td></td>
</tr>
<tr>
<td>Drama 155</td>
<td>Acting for TV and Film</td>
<td>3</td>
</tr>
<tr>
<td>Drama 156</td>
<td>Acting, Writing, Directing For the Camera</td>
<td>3</td>
</tr>
<tr>
<td>Drama 157</td>
<td>Acting, Writing, Directing For the Camera II</td>
<td>3</td>
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<tr>
<td>CMU 263</td>
<td>Video Field Production</td>
<td>5</td>
</tr>
<tr>
<td>CMU 261</td>
<td>Basic Video Production (3)</td>
<td></td>
</tr>
<tr>
<td>CMU 262</td>
<td>TV Studio Production</td>
<td>3-5</td>
</tr>
<tr>
<td>CMU/VCT 266</td>
<td>Video Editing and Post-Production</td>
<td>5</td>
</tr>
<tr>
<td>CMU/VCT 267</td>
<td>Adv. Video Editing and Post-Production</td>
<td>5</td>
</tr>
<tr>
<td>CMU 297</td>
<td>Special Projects- Internship</td>
<td>1</td>
</tr>
<tr>
<td>MusTc 105</td>
<td>Rights And Methods in Multimedia</td>
<td>2</td>
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ELECTIVES OPTIONS  Cr.

Students will choose 11-15 credits from the following list in their area of interest.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ART 100</td>
<td>Beginning Photography</td>
<td>5</td>
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<tr>
<td>VCT 129</td>
<td>Photoshop Intro</td>
<td>3</td>
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<tr>
<td>VCT 229</td>
<td>Adv. Photoshop</td>
<td>3</td>
</tr>
<tr>
<td>VCT 264</td>
<td>Desktop Video Prod. I</td>
<td>3</td>
</tr>
<tr>
<td>VCT 265</td>
<td>Desktop Video Prod. II</td>
<td>3</td>
</tr>
<tr>
<td>Drama 101</td>
<td>Intro to Drama</td>
<td>5</td>
</tr>
<tr>
<td>Drama 151</td>
<td>Acting</td>
<td></td>
</tr>
<tr>
<td>Drama 152</td>
<td>Acting</td>
<td></td>
</tr>
<tr>
<td>Drama 153</td>
<td>Acting</td>
<td></td>
</tr>
<tr>
<td>Drama 202</td>
<td>Experimental Theatre</td>
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<tr>
<td>Drama 209</td>
<td>Theatrical Production</td>
<td>3</td>
</tr>
<tr>
<td>Drama 222</td>
<td>Directing</td>
<td>5</td>
</tr>
<tr>
<td>Drama 217</td>
<td>Special Project: Playwriting</td>
<td>5</td>
</tr>
<tr>
<td>ENG 277</td>
<td>Beginning Short Story Writing</td>
<td>5</td>
</tr>
<tr>
<td>MusTc 238</td>
<td>Digital Performer III: Film/Video Sound Design</td>
<td>5</td>
</tr>
<tr>
<td>SpCMU 103</td>
<td>Communication Across Differences</td>
<td>5</td>
</tr>
</tbody>
</table>

Total Credits Required 62-71
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 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

GENERAL EDUCATION REQUIREMENTS Cr.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>Eng 101</td>
<td>Composition and Expository Prose</td>
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</tr>
<tr>
<td>CIS 105</td>
<td>Computer Applications</td>
<td>– or –</td>
</tr>
<tr>
<td>BusAd 175</td>
<td>Business Mathematics</td>
<td>– or –</td>
</tr>
<tr>
<td>Math 107</td>
<td>Math: A Practical Art</td>
<td>5</td>
</tr>
<tr>
<td>BusAd 112</td>
<td>Essentials of Human Relations (2)</td>
<td>– or –</td>
</tr>
<tr>
<td>SpCMU 101</td>
<td>Speech Communication</td>
<td>2-5</td>
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</table>

CERTIFICATE FOUNDATION REQUIREMENTS Cr.

<table>
<thead>
<tr>
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<tbody>
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<tr>
<td>Drama 101</td>
<td>Intro to Drama</td>
<td>5</td>
</tr>
<tr>
<td>Drama 151</td>
<td>Acting</td>
<td>– or –</td>
</tr>
<tr>
<td>Drama 152</td>
<td>Acting</td>
<td>– or –</td>
</tr>
<tr>
<td>Drama 153</td>
<td>Acting</td>
<td>5</td>
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<tr>
<td>Drama 155</td>
<td>Acting for TV and Film</td>
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<tr>
<td>Drama 156</td>
<td>Acting, Writing, Directing For the Camera 15</td>
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<td>Drama 157</td>
<td>Acting, Writing, Directing For the Camera 2</td>
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</tr>
<tr>
<td>Drama 202</td>
<td>Experimental Theatre</td>
<td>– or –</td>
</tr>
<tr>
<td>Drama 209</td>
<td>Theatrical Production</td>
<td>3</td>
</tr>
<tr>
<td>Drama 222</td>
<td>Directing (5)</td>
<td>– or –</td>
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<tr>
<td>Drama 217</td>
<td>Special Project: Playwriting (3)</td>
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<tr>
<td>CMU/VCT 266</td>
<td>Video Editing and Postproduction</td>
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<tr>
<td>CMU 263</td>
<td>Video Field Production</td>
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</tr>
<tr>
<td>Mus/Tc 105</td>
<td>Rights And Methods in Multimedia</td>
<td>2</td>
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ELECTIVES OPTIONS Cr.

Students will choose 7-10 credits from the following list in their area of interest.

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<tbody>
<tr>
<td>Drama 152</td>
<td>Acting</td>
<td>– or –</td>
</tr>
<tr>
<td>Drama 153</td>
<td>Acting</td>
<td>5</td>
</tr>
<tr>
<td>Drama 221</td>
<td>Theatre Career Planning &amp; Auditioning</td>
<td>2</td>
</tr>
<tr>
<td>Drama 295</td>
<td>Improvisational Theater</td>
<td>3</td>
</tr>
<tr>
<td>ART 100</td>
<td>Beginning Photography</td>
<td>5</td>
</tr>
<tr>
<td>ARTH 201</td>
<td>Survey of Western Art</td>
<td>– or –</td>
</tr>
<tr>
<td>ARTH 202</td>
<td>Survey of Western Art</td>
<td>– or –</td>
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<tr>
<td>ARTH 203</td>
<td>Survey of Western Art</td>
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</tr>
<tr>
<td>CMU 261</td>
<td>Basic Video Production</td>
<td>3</td>
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<tr>
<td>CMU 262</td>
<td>TV Studio Production</td>
<td>5</td>
</tr>
<tr>
<td>CMU/VCT 267</td>
<td>Adv. Video Editing and Post-Production</td>
<td>5</td>
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<tr>
<td>ENG 201</td>
<td>Intro to Literature</td>
<td>5</td>
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<td>ENG 265</td>
<td>English Literature</td>
<td>5</td>
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<tr>
<td>ENG 269</td>
<td>American Literature</td>
<td>5</td>
</tr>
<tr>
<td>ENG 277</td>
<td>Beginning Short Story Writing I</td>
<td>5</td>
</tr>
<tr>
<td>Music 108</td>
<td>Music in World Cultures</td>
<td>5</td>
</tr>
<tr>
<td>SpCMU 103</td>
<td>Communication Across Differences</td>
<td>5</td>
</tr>
<tr>
<td>VCT 264</td>
<td>Desktop Video Production</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits Required 65-73
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 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 analyses 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.

AAAS DEGREE
PROGRAM PREREQUISITES
Eng 100 (Analytical Reading and Writing) or ESL 100 (Academic ESL) or satisfactory ASSET test score or ESL placement test score for English 101
Math 070 (Preparation for Algebra) or satisfactory ASSET test score for Math 080 or 099

PROGRAM REQUIREMENTS
General Education Requirements Cr.
BusTc 252 Professional Communications .................. 5
CIS 105 Computer Applications .......................... 5
BusAd 110 Human Relations in Business ................. 5
Multicultural Education: See approved list .............. 3-5
PE: Wellness/First Aid/Activities .......................... 3

Core Requirements Cr.
Acctg 210, 220, 230 OR Acctg 101, 103 .......................... 5
Acctg 210 Financial Accounting I ......................... 5
Acctg 220 Financial Accounting II ....................... 5
Acctg 230 Managerial Accounting ......................... 5
Acctg 101 Practical Accounting I .......................... 5
Acctg 103 Prac. Acctg.-Managerial ....................... 5
BusAd 120 Principles of Marketing ......................... 5
BusAd 170 Logis. & Transp. Fund .......................... 3
BusAd 190 Purchasing and Supply Management .......... 5
BusAd 191 Sourcing and Supplier Relations .............. 5
BusAd 192 Materials Management .......................... 4
BusAd 195 Contract Dev. & Mgmt. ......................... 4
BusAd 201 Introduction to International Business ........ 5
BusAd 226 eProcurement .................................. 5
BusAd 250 Intro to Law ................................... 5
BusAd 260 Commercial Law ................................ 5
(Spring, evening)*
Econ 200 Intro. to Microeconomics ....................... 5
Math 211 Elements of Statistical Methods ............... 5

*The academic year that BusAd 260 is not offered, students may substitute Econ 200.

Electives Cr.
Choose 5 credits from the courses listed below:
BusTc 152 Fundamentals of Business Communications 5
BusAd 175 Business Math. ................................. 5
BusAd 200 Essentials of Supervision ....................... 5
BusAd 285 Special Topic: Entrepreneurship ............... 5
Econ 201 Macroeconomics ................................ 5

Total credits required .................. 93-99
Certificate of Proficiency
Purchasing and Supply Chain Management

OUTCOMES
Students who successfully complete this program 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 analyses 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
Purchasing and Supply Chain Management

PROGRAM REQUIREMENTS

General Education Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr.</th>
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<td>Fundamentals of Business Communications</td>
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<tr>
<td>BusTc 252</td>
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<tr>
<td>CIS 105</td>
<td>Computer Applications</td>
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<tr>
<td>BusAd 110</td>
<td>Human Relations in Bus.</td>
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Core Requirements

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<th>Cr.</th>
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<tbody>
<tr>
<td>Acctg 101</td>
<td>Practical Accounting 1</td>
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<tr>
<td>Acctg 210</td>
<td>Financial Accounting 1</td>
</tr>
<tr>
<td>BusAd 190</td>
<td>Purchasing and Supply Management</td>
</tr>
<tr>
<td>BusAd 191</td>
<td>Sourcing and Supplier Relations</td>
</tr>
<tr>
<td>BusAd 192</td>
<td>Materials Mgmt.</td>
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<td>BusAd 195</td>
<td>Contract Dev. &amp; Mgmt.</td>
</tr>
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<td>BusAd 226</td>
<td>eProcurement</td>
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<td>BusAd 201</td>
<td>Introduction to International Business</td>
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<td>Econ 100</td>
<td>Introduction to Economics</td>
</tr>
<tr>
<td>Econ 200</td>
<td>Introduction to Microeconomics</td>
</tr>
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</table>

Total Credits Required 48
DESCRIPTION
The Speech-Language Pathology Assistant (SLPA) Program provides students with knowledge, skills, and abilities for successful employment in either agencies that provide speech-language pathology services. A large majority of SLPA's work in public schools. The SLPA works under the supervision of a Speech-Language Pathologist to conduct screenings and follow documented treatment plans or protocols to address for language, voice, fluency, articulation, and hearing impairment disorders. They follow documented treatment plans or protocols under the supervision of the SLP, perform checks and maintenance of equipment, and participate in research projects.

OUTCOMES
Students who successfully complete this program will be able to:
1. Distinguish between normal and delayed communication development.
2. Distinguish between correct and incorrect responses during communication activities.
3. Work cooperatively with other professionals and paraprofessionals to implement and support communication activities across different settings.
4. Implement specific activities to remediate or develop speech and language skills under supervision of an SLP.
5. Facilitate behavior management in children and adults to keep them on task.
6. Maximize and enhance opportunities for clients to practice new communication skills.
7. Record and manage required documentation to show progress toward communication goals.

AAAS DEGREE

PREREQUISITES:
Eng 100 (Analytical Reading and Writing) or ESL 100 (Academic ESL) or satisfactory ASSET test score or ESL placement test score for English 101
Math 070 (Preparation for Algebra) or satisfactory ASSET test score for Math 080 or 099

GENERAL EDUCATION REQUIREMENTS Cr.
Eng 101 Composition and Expository Prose . . . . . . .5
Psych 100 Intro to Psychology (5) –or– . . . . . . . . . .
Soc 110 Intro to Sociology . . . . . . . . . . . . . . . . . . . .5
Multicultural Issues: See Gen Ed Approved List . . . . . . . . . .5
Quantitative Reasoning* . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .5
*must be a math or business administration course from the approved list for quantitative reasoning, professional/technical degrees.

CORE REQUIREMENTS . . . . . . . . . . . . . . . Cr.
BioSc 108 Intro to Anatomy and Physiology . . . . . . .5
CIS 105 Computer Applications . . . . . . . . . . . . . . . .5
PE 292 First Aid & Safety . . . . . . . . . . . . . . . . . . . .3

ELECTIVES Cr.
Choose 15 credits from courses listed below:
Edu 101 Child Growth and Development . . . . . . .5
Edu 125 Introduction to Special Education . . . . . . .5
Psy 204 Lifespan Development . . . . . . . . . . . . . . . .5
Psy 206 Developmental Psychology . . . . . . . . . . . . .5
ASL 101 American Sign Language I . . . . . . . . . . . . .5

SPEECH-LANGUAGE PATHOLOGY PROGRAM CONCENTRATION REQUIREMENTS Cr.
SLP 100 Normal Comm. Across the Life Span . . . . . . .3
SLP 101 Overview of Comm Disorders . . . . . . . . . . . . .3
SLP 110 Auditory Discrim. & Phonetics . . . . . . . . . . . .5
SLP 210 Therapeutic Methods For Articulation . . . . . . .5
SLP 211 Therapy Proc. for Dev. Lang. Disability . . . . .5
SLP 212 SLPA's Role in Acquired Lang Disorders . . . . .5
SLP 213 Behavioral Analysis & Management . . . . . . . .5
SLP 220 Audiology & Therapy For Hearing Loss . . . .3
SLP 225 Ethics and Scope of Practice for SLPA . . . . . . .5
SLP 250 Intro to Assistive Tech . . . . . . . . . . . . . . . . . .3
SLP 251 Augmentative & Alternative Comm . . . . . . . . .3
SLP 266 SLPA Internship Preparation . . . . . . . . . . . . .4
SLP 267 SLPA Internship In Schools/Clinics . . . . . . .3
SLP 268 SLPA Prof Dev. Sem . . . . . . . . . . . . . . . . . . .3

Total Credits Required . . . . . . . . . . . .97-99
Certificate of Proficiency

Speech-Language Pathology Assistant

The Speech-Language Pathology Assistant (SLPA) Program provides students with knowledge, skills, and abilities for successful employment in either agencies that provide speech-language pathology services. A large majority of SLPA’s work in public schools. The SLPA works under the supervision of a Speech-Language Pathologist to conduct screenings and follow documented treatment plans or protocols to address for language, voice, fluency, articulation, and hearing impairment disorders. They follow documented treatment plans or protocols under the supervision of the SLP, perform checks and maintenance of equipment, and participate in research projects.

NOTE: The certificate option is appropriate for those who have completed an associates or bachelors degree (in any field). If you do not have an associates or bachelors degree, you should consider the SLPA A.A.A.S. degree option instead.

OUTCOMES

Students who successfully complete this program will be able to:
1. Distinguish between normal and delayed communication development.
2. Distinguish between correct and incorrect responses during communication activities.
3. Work cooperatively with other professionals and paraprofessionals to implement and support communication activities across different settings.
4. Implement specific activities to remediate or develop speech and language skills under supervision of an SLP.
5. Facilitate behavior management in children and adults to keep them on task.
6. Maximize and enhance opportunities for clients to practice new communication skills.
7. Record and manage required documentation to show progress toward communication goals.

<table>
<thead>
<tr>
<th>Certificate of Proficiency</th>
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</thead>
<tbody>
<tr>
<td><strong>GENERAL EDUCATION REQUIREMENTS</strong> Cr.</td>
</tr>
<tr>
<td>Eng 101 Composition and Expository Prose .......... 5</td>
</tr>
<tr>
<td>Quantitative Reasoning: See Gen Ed Approved List .......... 5</td>
</tr>
<tr>
<td>Multicultural Issues: See Gen Ed Approved List .......... 3-5</td>
</tr>
<tr>
<td>PE 292 First Aid and Personal Safety .......... 3</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>PROGRAM REQUIREMENTS .......... Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>SLP 100 Normal Comm. Across the Life Span .......... 3</td>
</tr>
<tr>
<td>SLP 101 Overview of Comm Disorders .......... 3</td>
</tr>
<tr>
<td>SLP 110 Auditory Discrim. &amp; Phonetics .......... 5</td>
</tr>
<tr>
<td>SLP 210 Therapeutic Methods For Articulation .......... 5</td>
</tr>
<tr>
<td>SLP 212 SLPA’s Role in Acquired Lang Disorders .......... 5</td>
</tr>
<tr>
<td>SLP 213 Behavioral Analysis &amp; Management .......... 5</td>
</tr>
<tr>
<td>SLP 220 Audiology &amp; Therapy For Hearing Loss .......... 3</td>
</tr>
<tr>
<td>SLP 225 Ethics and Scope of Practice for SLPA .......... 5</td>
</tr>
<tr>
<td>SLP 250 Intro to Assistive Tech .......... 3</td>
</tr>
<tr>
<td>SLP 251 Augmentative &amp; Alternative Comm .......... 3</td>
</tr>
<tr>
<td>SLP 266 SLPA Internship Preparation .......... 4</td>
</tr>
<tr>
<td>SLP 267 SLPA Internship In Schools/Clinics .......... 3</td>
</tr>
<tr>
<td>SLP 268 SLPA Prof Dev. Sem .......... 3</td>
</tr>
</tbody>
</table>

Total Credits Required .......... 67-69
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 in their second year select a specialization within the following options:

- Graphic Design
- Digital Image Production
- Digital Arts and Imagery
- Digital Interactive Media
- Marketing

Some of the specializations within these options include:
- Web Design
- Computer Animation and Illustration
- Multidimensional Media Design and Authoring
- Digital Audio
- Electronic Prepress

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.

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.

AAAS DEGREE

PREREQUISITES:

- Eng 100 (Analytical Reading and Writing) or ESL 100 (Academic ESL) or satisfactory ASSET test score or ESL placement test score for English 101
- Math 070 (Preparation for Algebra) or satisfactory ASSET test score for Math 080 or 099

GENERAL EDUCATION REQUIREMENTS

Recommended Selections — see advisor for other choices.

Communication Skills

<table>
<thead>
<tr>
<th>CR.</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>5</td>
<td>BusTc 152 Fundamentals of Business Comm.</td>
</tr>
<tr>
<td>5</td>
<td>Eng 101 Composition &amp; Expository Prose</td>
</tr>
</tbody>
</table>

Quantitative Reasoning

<table>
<thead>
<tr>
<th>CR.</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>5</td>
<td>CIS 105 Business Applications</td>
</tr>
</tbody>
</table>

Human Relations

<table>
<thead>
<tr>
<th>CR.</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>BusAd 112 Essentials of Human Relations</td>
</tr>
<tr>
<td>5</td>
<td>SpCmu 101 Speech Communication</td>
</tr>
</tbody>
</table>

Multicultural Education

<table>
<thead>
<tr>
<th>CR.</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>3-5</td>
<td>SpCmu 100 Communication in a Diverse Workplace (3)</td>
</tr>
<tr>
<td></td>
<td>or</td>
</tr>
<tr>
<td></td>
<td>SpCmu 103 Communication Across Differences (5)</td>
</tr>
</tbody>
</table>

Physical Education

<table>
<thead>
<tr>
<th>CR.</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>3</td>
<td>PE 292 First Aid and Personal Safety</td>
</tr>
</tbody>
</table>

VCT FOUNDATION REQUIREMENTS

The following are required for all students:

Business and Communications

<table>
<thead>
<tr>
<th>CR.</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>BusAd 120 Marketing</td>
</tr>
<tr>
<td>2</td>
<td>MusTc 105 Rights and Methods in Multimedia</td>
</tr>
</tbody>
</table>

Art / Design

<table>
<thead>
<tr>
<th>CR.</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>ART 109 Design</td>
</tr>
<tr>
<td>5</td>
<td>VCT 101 Graphic Design I: Typographic Design</td>
</tr>
<tr>
<td>5</td>
<td>Art 100 Beginning Photography</td>
</tr>
</tbody>
</table>

Computer Graphics

<table>
<thead>
<tr>
<th>CR.</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>VCT 124 Basic Macintosh Systems Operation</td>
</tr>
<tr>
<td>3</td>
<td>VCT 125 Intro to Image Const., Editing &amp; Output</td>
</tr>
<tr>
<td>3</td>
<td>VCT 131 Desktop Publishing Using InDesign</td>
</tr>
<tr>
<td>3</td>
<td>VCT 132 Ditial Illustration and Design with Illustrator</td>
</tr>
<tr>
<td>3</td>
<td>VCT 129 Introduction to Photoshop</td>
</tr>
</tbody>
</table>

Media

<table>
<thead>
<tr>
<th>CR.</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>4</td>
<td>VCT 111 Survey of Current Image Production</td>
</tr>
<tr>
<td>4</td>
<td>ART 115 Introduction to New Media Design/Authoring</td>
</tr>
<tr>
<td>4</td>
<td>VCT 140 Digital Imaging</td>
</tr>
</tbody>
</table>

Students who do not start Fall Quarter may find that conflicts in course scheduling may require a longer time to graduate.
VCT DEGREE OPTION REQUIREMENTS
Students complete all courses in one or more selected specializations in the option of their choice. See advisor to add additional specializations from other options.

Option A: Graphic Design
The Graphic Design option is structured for students with a primary interest in understanding the fundamentals of design in the graphic arts industries. Graphic designers are expected to use creativity, artistic ability and knowledge of design theory to serve the communication and design needs of business, industry and government. Graphic designers develop marketing, advertising, merchandising and communication graphics which support and promote the activities of a wide variety of employers.

OUTCOMES
Students who successfully complete this program will 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.
3. Effectively use art elements such as line, shape, color, value, texture and form in the development of visual images.
4. Demonstrate knowledge of offset printing and print production including negative assembly, small press and bindery operations, automated systems, lithographic cameras, multicolor and special effects.
5. Use Macintosh computer software applications for desktop publishing, graphic design, illustration, electronic paste-up, scanning and manipulation of images, multimedia and prepress operations.
6. Apply knowledge of photography fundamentals including camera operations, image composition, lab procedures, film development, electronic image capture and manipulation.
7. Apply principles of audience and market analysis, and conduct research and develop resources in the production of visuals.

<table>
<thead>
<tr>
<th>Graphic Design Specialization</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 105 Drawing ................. 5</td>
</tr>
<tr>
<td>ArtH 201, 202 or 203 Western Art History ................. 5</td>
</tr>
<tr>
<td>VCT 112 Printing Processes: Offset ................. 4</td>
</tr>
<tr>
<td>VCT 122 Electronic Prepress and Publish ................. 4</td>
</tr>
<tr>
<td>VCT 133 Adv Desktop Pub w/InDesign ................. 3</td>
</tr>
<tr>
<td>VCT 102 Graphic Design II ................. 5</td>
</tr>
<tr>
<td>VCT 103 Graphic Design III ................. 5</td>
</tr>
<tr>
<td>VCT 201 Graphic Design IV ................. 4</td>
</tr>
<tr>
<td>VCT 202 Graphic Design V ................. 4</td>
</tr>
<tr>
<td>VCT 203 Graphic Design VI ................. 5</td>
</tr>
</tbody>
</table>

Suggested Electives for Graphic Design

| VCT 123 Adv Desktop Publish w/InDesign ................. 3 |
| VCT 113 Printing Processes: Offset ................. 3 |
| VCT 138 Web Design w/Dreamweaver ................. 3 |
| VCT 139 Interface Design with Flash ................. 3 |
| VCT 229 Advanced Photoshop ................. 3 |

Total Credits Required ................. 110-115
Option B: Digital Image Production

The Digital Image Production option is designed for students with a primary interest in understanding current image production technologies. Production of digital images requires a thorough understanding of digital image construction, document pre-flighting and color management as well as print production skills in offset, toner-based and inkjet printing systems. Students use problem-solving skills to assess and correct electronic documents and produce printed materials in each of these printing technologies. They also gain customer service and management skills such as cost estimating, job planning and inventory control.

OUTCOMES

Students who successfully complete this program will be able to:

1. Apply concepts of page layout (application and manipulation of content) for electronic output.
2. Use the concepts of production flow in implementing production art for publishing.
3. Use the file management system of the Macintosh electronic environment to organize, store and locate documents for use in publication construction and output.
4. Recognize, differentiate and use appropriately graphic file formats for the Macintosh electronic environment.
5. Demonstrate an understanding of typography and font use in a production environment.
6. Demonstrate an understanding of vector and graphic image management in a production environment.
7. Demonstrate understanding of color management in digital printing systems.
8. Demonstrate an understanding of current trends in printing and visual image production.
9. Identify and explore troubleshooting methods for production processes.
10. Demonstrate an understanding of, and produce, various forms of printing including on-demand toner-based inkjet, large format inkjet and sheet and web format offset systems.
11. Perform basic bindery and finishing operations.
12. Identify and practice appropriate standards of performance and safety in each work area.
Option C: Digital Arts and Imagery

The Digital Arts and Imagery option is designed for students with an interest in creating visual images for use in illustration, animation or collecting and manipulating still or moving images. Students complete all courses in one or more selected specializations (Digital Illustration/Animation, Digital Photography, Digital Video) in the option of their choice. Students study elements of design and composition as well as developing hands-on skill in camera operation, television studio and field production, and electronic image manipulation. Students work graphically with vector and raster software and create visual images to communicate and interpret information. In addition, students learn new technologies in image production, desktop publishing, computer graphics and multimedia communication techniques.

OUTCOMES

Students who successfully complete this program will be able to:

1. Effectively use design elements and technical skill to create effective visual images.
2. Use a variety of still, video, television and digital camera equipment including small, medium and large format cameras.
3. Create, select and organize design elements including letter forms, illustrations, typography and other graphic images in a structured environment.
4. Use vector and raster software to create, use, scan and manipulate photographic images for use in printed materials as well as in video and multimedia productions.
5. Demonstrate knowledge of values associated with commercial, documentary and artistic photography.
6. Demonstrate knowledge of offset printing and print production including negative assembly, small press and bindery operations, and newer printing technologies such as giclée/inkjet and large format printing.

Choose one of the following:

ArH 201, 202 or 203 Western Art History ................. 4-5
CMU 203/W Mass Media and Society ...................... 5
CIN 201/W Intro to Cinema ................................ 5
ART 284  Appreciation of Animation ................. 4

Digital Illustration/Animation Specialization

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 105</td>
<td>Drawing</td>
<td>5</td>
</tr>
<tr>
<td>ART 110</td>
<td>3D Design</td>
<td>5</td>
</tr>
<tr>
<td>VCT 232</td>
<td>Adv Digital Illustration/ Illustrator</td>
<td>4</td>
</tr>
<tr>
<td>VCT 229</td>
<td>Advanced Photoshop</td>
<td></td>
</tr>
<tr>
<td>VCT 141</td>
<td>Digital Photography for Industry</td>
<td>4</td>
</tr>
<tr>
<td>VCT 102</td>
<td>Graphic Design II</td>
<td>5</td>
</tr>
<tr>
<td>VCT 134</td>
<td>3D Rendering with Maya</td>
<td>3</td>
</tr>
<tr>
<td>VCT 135</td>
<td>3D Animation with Maya</td>
<td>3</td>
</tr>
<tr>
<td>VCT 113</td>
<td>Printing Processes: Inkjet</td>
<td>3</td>
</tr>
<tr>
<td>VCT Electives* Required</td>
<td>4</td>
<td></td>
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</tbody>
</table>

*Suggested Electives: Art 106, Art 107, VCT 122 Advisor approval required.

Total Credits Required .......................110-116

Digital Photography Specialization

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ART 102</td>
<td>Intermediate B&amp;W Photography</td>
<td>3</td>
</tr>
<tr>
<td>VCT 229</td>
<td>Advanced Photoshop</td>
<td>3</td>
</tr>
<tr>
<td>VCT 141</td>
<td>Digital Photography for Industry</td>
<td>4</td>
</tr>
<tr>
<td>VCT 145</td>
<td>Digital Image Correction</td>
<td>4</td>
</tr>
<tr>
<td>VCT 241</td>
<td>Adv Digital Photography for Ind.</td>
<td>4</td>
</tr>
<tr>
<td>VCT 113</td>
<td>Printing Process: Inkjet</td>
<td>4</td>
</tr>
<tr>
<td>VCT Electives* Required</td>
<td>6-10</td>
<td></td>
</tr>
</tbody>
</table>

*Suggested Electives: Art 103, Art 119, Art 291, VCT 122, VCT 264, VCT 265, VCT 102

Total Credits Required ....................... 98-108

Digital Video Specialization

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>VCT 229</td>
<td>Advanced Photoshop</td>
<td>3</td>
</tr>
<tr>
<td>VCT 141</td>
<td>Digital Photography for Industry</td>
<td>4</td>
</tr>
<tr>
<td>CMU 263</td>
<td>Video Field Production</td>
<td>5</td>
</tr>
<tr>
<td>VCT 264</td>
<td>Desktop Video Production with Final Cut</td>
<td>3</td>
</tr>
<tr>
<td>VCT 265</td>
<td>Desktop Video Production with Final Cut</td>
<td>3</td>
</tr>
<tr>
<td>VCT 266</td>
<td>Video Editing/Post Production</td>
<td>5</td>
</tr>
<tr>
<td>VCT 267</td>
<td>Video Editing/Post Production</td>
<td>5</td>
</tr>
<tr>
<td>VCT 222</td>
<td>Portfolio &amp; Resume Production</td>
<td>2-4</td>
</tr>
<tr>
<td>VCT Electives* Required</td>
<td>2-4</td>
<td></td>
</tr>
</tbody>
</table>

*Suggested Electives: Art 105, VCT 139, VCT 141

Total Credits Required .......................103-113
Option D: Digital Interactive Media

The Digital Interactive Media Option is designed for students with a primary interest in creating, organizing and developing material for use in multimedia productions. Through this program students develop skills in photography, basic audio and television production, graphic and typographic design, computer technology, marketing theory and salesmanship. Students learn fundamental theory and current production values and develop their skills through hands-on experience.

OUTCOMES

Students who successfully complete this program will be able to:
1. Identify and use concept development procedures in visual communication problem solving.
2. Apply sound principles of esthetic and communication design to the selection and organization of the elements of multimedia presentation.
3. Use computer applications for the creation, acquisition, manipulation and presentation of the elements of multimedia production.
4. Identify and apply principles of audience analysis and marketing in the design and preparation of multimedia communication.
5. Explain and apply principles of hypermedia communication and scripting as well as the character of the electronic organization of information as it impacts multimedia design and production.

Choose one of the following:

- ARTH 201, 202, 203 Western Art History ............... 5
- CMU 203W Mass Media and Society ................... 5
- Cinema 201/W Introduction to Cinema ................. 5
- ART 284 Appreciation of Animation .................. 4

Multidimensional Media Design and Authoring

- CIS 140 Internet and HTML ......................... 5
- VCT 139 Interface Design with Flash ................. 3
- VCT 207 New Media Design with Flash ............... 3
- VCT 208 Advanced New Media Design with Flash ... 4
- VCT 264 Desktop Video Prod w/Final Cut ............ 3
- VCT 222 Portfolio & Resume Production ............... 2-4
- VCT Electives* Required ............................. 6-10

Total Credits Required ...................... 96-108

Web Design Specialization

- VCT 138 Intro to Web Design with Dreamweaver ... 3
- VCT 238 Adv Web Design ......................... 3

Total Credits Required ...................... 104-116

Option E: Marketing*

The Marketing 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 will 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. Understand mechanical aspects related to development of production-ready art, printing and multimedia.
7. Appropriately select production techniques for specific design projects.
Marketing Foundation
ARTH 201, 202, 203 Western Art History ................. 5
BusAd 100 Business: An Introductory Analysis ............ 5
BusAd 130 Salesmanship .................................. 5
BusAd 230 Advertising and Sales Promotion .............. 5
Econ 100 Principles of Economics ......................... 5
SpCmu 220 Introduction to Public Speaking ............... 5

Print Media
VCT 112 Printing Process: Offset .......................... 4
VCT 122 Electronic Prepress and Publishing .............. 4

Multimedia
CMU 261/2/3 Video Production ........................... 5
VCT 264 Desktop Video Production w/Final Cut .......... 3

Total Credits Required ...............................104-109

* Students pursuing Marketing Option may select print media or multimedia choices for VCT Foundation Requirements — see advisor.

Certificate of Proficiency
Graphic/Print Production
In the Graphic Print Production Certificate Program, students study the fundamentals of graphic design and offset printing including line photography, negative assembly, multi-color, small and large press, and bindery operations. Students gain hands-on experience in computer basics and software for desktop publishing, design, illustration and other visual communication technology. Students develop customer service skills and strengthen production, cost estimating, job planning skills to industry standards.

OUTCOMES
Students who successfully complete this program will be able to:
1. Effectively use concept development procedures in visual communication problem solving.
2. Create, select and organize design elements including letter forms, illustrations, typography and other graphic images.
3. Use computer software applications for desktop publishing, graphic design, illustration, electronic paste-up, and to scan or manipulate visual images.
4. Understand mechanical aspects related to development of camera-ready art, paste-up and printing.
5. Explain knowledge of offset printing and print production including negative assembly, small press and bindery operations, automated systems, lithographic cameras, multicolor and special effects.
6. Effectively communicate with clients to evaluate their printing needs, select appropriate materials and production processes, establish schedules and provide cost estimates.

GENERAL EDUCATION REQUIREMENTS Cr.

Communication Skills
ENG 100 Analytical Reading and Writing – or – ENG 101 Composition and Expository Prose ........... 5

Quantitative Reasoning
BusAd 175 Business Math – or – CIS 105 Computer Applications ......................... 5

Human Relations
BusAd 112 Essentials of Human Relations ............... 2

Multicultural Issues
SpCmu 100 Communication in a Diverse Workplace ... 3

CORE REQUIREMENTS Cr.

VCT 101 Graphic Design I ................................. 5
VCT 111 Survey of Current Image Production .......... 4
VCT 112 Printing Processes: Offset ..................... 4
VCT 122 Electronic Prepress & Publishing ............. 4
VCT 123 Adv. Electronic Prepress & Publishing ....... 4
VCT 124 Basic Macintosh Systems Operation .......... 2
VCT 125 Intro to Image Construction .................. 3
VCT 131 Desktop Publishing Using InDesign .......... 3
VCT 132 Digital Illustration with Illustrator .......... 3
VCT 133 Adv. Desktop Publishing Using InDesign .... 3
VCT 212 Internship in Visual Communications ....... 5
VCT 213 Offset Graphic Production Portfolio ........... 4

Total Credits Required ...............................59
Certificates of Completion

Art and Design Foundations
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 Web Development.

OUTCOMES
This program prepares students for entry-level positions and course studies in information technology for visual design principles.

CERTIFICATE OF COMPLETION
NOTE: These classes should not be completed in one quarter. Please see your advisor.

PROGRAM REQUIREMENTS Cr.
ART 100 Beginning Photography .......................... 5
ART 105 Drawing ........................................ 5
ART 109 Design ........................................... 5
VCT 101 Graphic Design I ............................... 5
Total credits required ....................... 20

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

PROGRAM PREREQUISITES
Completion of or competency of VCT Computer Foundations as outlined below:
CIS 105 Computer Applications ........................... 5
CIS 140 The Internet and HTML .......................... 5
VCT 124 Basic Macintosh Systems Operations ........... 2
VCT 125 Intro to Image Construction, Editing and Output 3

PROGRAM REQUIREMENTS Cr.
VCT 131 Desktop Publishing Using InDesign ............ 3
VCT 132 Digital Illustration & Design with Illustrator ... 3
VCT 129 Intro to Photoshop ................................ 3
MusTe 105 Rights and Methods in Multimedia .......... 2
Total credits required ................... 11

Computer Foundations
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 technology.

CERTIFICATE OF COMPLETION

PROGRAM PREREQUISITES
Entry-level skills in word processing or CIS 102.

NOTE: These classes should not be completed in one quarter. Please see your advisor.

PROGRAM REQUIREMENTS Cr.
CIS 105 Computer Applications .......................... 5
CIS 140 The Internet and HTML .......................... 5
VCT 124 Basic Macintosh Systems Operations .......... 2
VCT 125 Intro to Image Construction, Editing and Output 3
Total credits required .................. 15
Print-on-Demand Training/Offset Printing

Students learn about digital printing technology and print-on-demand services. Production techniques to create visual output on the Xerox Docutech and Digipath productions systems are covered. Course discusses digital interfacing and file preparation, copy acquisition, prepress and printing paper terminology. Laboratory emphasizes printing, assembly and finishing procedures used in the print-on-demand industry. Lecture, seminar, and hands-on experience are included. Entry-level operator skills are emphasized. The first five weeks of the quarter covers theory, and the second five weeks of the quarter includes an internship.

OUTCOMES

Students may complete one quarter of study and be certified through Xerox. Students may continue study to complete a one-year Certificate of Proficiency.

CERTIFICATE OF COMPLETION

PROGRAM PREREQUISITES
Entry-level skills in word processing or CIS 102. Completion of CIS 105 is recommended.

PROGRAM REQUIREMENTS

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>VCT 116</td>
<td>4</td>
</tr>
<tr>
<td>VCT 111</td>
<td>4</td>
</tr>
<tr>
<td>VCT 212</td>
<td>2-5</td>
</tr>
</tbody>
</table>

Total credits required: 10-13

Web Design Introduction

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 for the Internet. 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 graphic design, illustration, electronic presentation and to scan or manipulate visual images for traditional and new media.

CERTIFICATE OF COMPLETION

PROGRAM PREREQUISITES

Completion of competency in Certificates in VCT Computer Foundations and VCT Computer Graphics Foundation as outlined below:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CIS 105 Computer Applications</td>
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<tr>
<td>CIS 140 The Internet and HTML</td>
<td>5</td>
</tr>
<tr>
<td>VCT 124 Basic Macintosh Systems Operations</td>
<td>2</td>
</tr>
<tr>
<td>VCT 125 Intro to Image Construction, Editing and Output</td>
<td>3</td>
</tr>
<tr>
<td>VCT 131 Desktop Publishing with InDesign</td>
<td>3</td>
</tr>
<tr>
<td>VCT 132 Digital Illustration &amp; Design with Illustrator</td>
<td>3</td>
</tr>
<tr>
<td>VCT 129 Intro to Photoshop</td>
<td>3</td>
</tr>
<tr>
<td>MusTe 105 Rights and Methods in Multimedia</td>
<td>2</td>
</tr>
</tbody>
</table>

PROGRAM REQUIREMENTS

NOTE: These classes should not be completed in one quarter, please see advisor.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ART 115 Introduction to Design/Authoring</td>
<td>4</td>
</tr>
<tr>
<td>VCT 101 Graphic Design I</td>
<td>5</td>
</tr>
<tr>
<td>ART 109 Design</td>
<td>5</td>
</tr>
<tr>
<td>VCT 138 Introduction to Web Design w/Dreamweaver</td>
<td>3</td>
</tr>
<tr>
<td>CIS 240 JavaScript and Advanced HTML</td>
<td>5</td>
</tr>
</tbody>
</table>

Total credits required: 22
Web Development with Emphasis in Web Design

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 for the Internet.

OUTCOMES

This is the fourth level of certificates in a series and prepares students for entry-level positions and course studies for graphic design, illustration, electronic presentation and to scan or manipulate visual images for traditional and new media.

CERTIFICATE OF COMPLETION

PROGRAM PREREQUISITES

Proficiency Certificate requires the completion or competency in the Certificates in VCT Computer Foundations and VCT Computer Graphics Foundation, VCT Art and Design Foundation and VCT Web Design Introduction as outlined by individual classes below:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 105</td>
<td>Computer Applications</td>
<td>5</td>
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<tr>
<td>CIS 140</td>
<td>The Internet and HTML</td>
<td>5</td>
</tr>
<tr>
<td>VCT 124</td>
<td>Basic Macintosh Systems Operations</td>
<td>2</td>
</tr>
<tr>
<td>VCT 125</td>
<td>Intro to Image Const., Editing and Output</td>
<td>3</td>
</tr>
<tr>
<td>VCT 131</td>
<td>Desktop Publishing Using InDesign</td>
<td>3</td>
</tr>
<tr>
<td>VCT 132</td>
<td>Digital Illustration &amp; Design w/Illustrator</td>
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</tr>
<tr>
<td>VCT 129</td>
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</tr>
<tr>
<td>MusTC 105</td>
<td>Rights and Methods in Multimedia</td>
<td>2</td>
</tr>
<tr>
<td>ART 100</td>
<td>Beginning Photography</td>
<td>5</td>
</tr>
<tr>
<td>ART 105</td>
<td>Drawing</td>
<td>5</td>
</tr>
<tr>
<td>ART 109</td>
<td>Design</td>
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</tr>
</tbody>
</table>

Total credits required: 20-23

PROGRAM REQUIREMENTS

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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</tr>
</thead>
<tbody>
<tr>
<td>VCT 283</td>
<td>Advanced Web Design</td>
<td>3</td>
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<tr>
<td>ENG 272</td>
<td>Writing for the Web</td>
<td>5</td>
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<tr>
<td>BusAd 120</td>
<td>Principles of Marketing – or –</td>
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<tr>
<td>BusAd 224</td>
<td>Marketing.com</td>
<td>5</td>
</tr>
<tr>
<td>BusAd 110</td>
<td>Human Relations in Business – or –</td>
<td></td>
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<tr>
<td>BusAd 112</td>
<td>Essentials of Human Relations</td>
<td>2</td>
</tr>
<tr>
<td>BusTc 252</td>
<td>Professional Communications – or –</td>
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<tr>
<td>ENG 101</td>
<td>Composition and Expository Prose</td>
<td>5</td>
</tr>
</tbody>
</table>

Total credits required: 20-23
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. ASSET placement at the English 101 level or completion of necessary developmental English or ESL courses in preparation for English 101 is required for registration in a “W” course. The Quarterly Class Schedule identifies the “W” courses offered.
ACCOUNTING 101
Practical Accounting I (5)
Designed to provide practical applications of accounting. Course covers the accounting cycle, accounting for merchandising operations and special purpose journals. Course includes computerized practice sets. Mandatory decimal grading.

ACCOUNTING 102
Practical Accounting II (5)
A continuation of Accounting 101. The course includes accounting for corporations, partnerships, inventories, depreciation and liabilities. Course work includes computerized practice sets. Prerequisites: Accounting 101. Mandatory decimal grading.

ACCOUNTING 103
Practical Accounting - Managerial (5)
This course is a practical application of methods for aiding managers in making business decisions. It covers job order costing, process costing, cost behavior, standard costs, cost-volume-profit analysis, contribution approach to costing, relevant costs for decision making, profit planning and capital budgeting. Course includes computerized practice sets. Prerequisites: Accounting 101. Mandatory decimal grading.

ACCOUNTING 104
Payroll Accounting (5)
A course designed to provide information and study regarding benefits, employee and employer taxes, payroll deductions, and employment accounting records incidental to the social security and other payroll tax programs. Computer-assisted practice problems are required. Prerequisites: Accounting 101 and math skills equivalent to or higher than MATH 070 or BUSAD 175, or permission of instructor based on evaluation of student's educational and work experience. 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. Mandatory decimal grading.

ACCOUNTING 171
Internship-VITA (4)
Students will interview clients and using IRS software complete personal income tax forms. Prerequisite: None. Mandatory P/NC Grading.

ACCOUNTING 206
Computer Accounting (5)
Introduction to PC based computerized accounting using Quickbooks or Peachtree software (student's choice) designed for small business applications. Topics include setup of an accounting system, sales and purchasing, cash receipts and disbursements, adjusting, closing and financial statement generation. Prerequisites: CIS 105 and ACCTG 101. Mandatory decimal grading.

ACCOUNTING 208
Not-for Profit and Governmental Accounting (5)
A framework for accounting and financial reporting for not-for-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: ACCTG 101 and 102 or equivalent. Mandatory decimal grading.

ACCOUNTING 210
Financial Accounting I (5)
Basic principles, theories and procedures for reporting business transactions; analysis and presentation of financial information, integrated with computer applications. Mandatory decimal grading.

ACCOUNTING 211
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. Current issues, controversies, and case studies are used as illustration. Prerequisites: ACCTG 220 or instructor permission. Mandatory decimal grading.

ACCOUNTING 212
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, including dilutive effects. Current issues, controversies, and case studies are used as illustration. Prerequisite: ACCTG 271 with a 2.0 or better, or instructor permission. Mandatory Decimal Grading.

ACCOUNTING 213
Intermediate Accounting III (5)
Principles of financial reporting for enterprises. Investments; revenue recognition; taxes in financial statements; pensions; leases; disclosure of changes in principles; statement of cash flows; legal and ethical considerations in disclosure. Current issues, controversies, and case studies are used as illustration. Prerequisite: ACCTG 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, and ethics; revenue and expense cycles; payroll, inventory, and fixed assets; source and output documents; systems planning. Microsoft Great Plains software and an integrated practice set will be used to demonstrate concepts. Prerequisites: ACCTG 210 or ACCTG 101; and CIS 105; or instructor permission. Mandatory decimal grading.

ACCOUNTING 279
Federal Income Tax: Corporations/Conduits (5)
Theory and practice of federal income taxation as it applies to C corporations and conduits (S corporations, partnerships, and limited liability companies). Elements of exempt entities, trusts, and estates. Introduction to tax research and planning. Prerequisite: ACCTG 220 or ACCTG 102, and ACCTG 170, each with a 2.0 or better; or instructor permission. Mandatory decimal grading.

ACCOUNTING 281, 282, 283, 284, 285
Special Topics (1,2,3,4,5)

ACCOUNTING 286
Auditing and Assurance (5)
Principles and practice of attest functions in the accounting profession. Generally accepted auditing standards; evidence, tests, materiality, and risk; fraud and internal control; role of government legislation and agencies ( Sarbanes-Oxley; PCAOB); professional ethics and legal liability of auditors. Prerequisite: ACCTG 271 with a 2.0 or better, or instructor permission. Mandatory decimal grading.

ACCOUNTING 287
Cost Accounting (5)
Use of cost accounting in the controllership function. Cost behavior, cost tracing, and apportionment. Relevant costs, transfer pricing, inventory issues, management control, and information systems. Overview of historical development of cost accounting. Considerations for multinational enterprises. Prerequisite: ACCTG 230 or ACCTG 103, with a 2.0 or better; or instructor permission. Mandatory Decimal Grading.

ACCOUNTING 288
Special Project (1)
Special tutorial project. Prerequisite: Instructor permission based on evaluation of student's education and work experience. Student option grading.

ACCOUNTING 289
Special Project (2)
Special tutorial project. Prerequisite: Instructor permission based on evaluation of student's education and work experience. Student option grading.

ACCOUNTING 290
Special Project (3)
Special tutorial project. Prerequisite: Instructor permission based on evaluation of student's education and work experience. Student option grading.
ADULT BASIC EDUCATION 005
Basic Life Skills (5)
Prepares developmentally-challenged students to live and work more independently by studying personal/home management, communication, computation, reading, writing and life skills. Prerequisite: This course is for developmentally-challenged students. Asset not required, but a combined reading-writing score between 0-35 places a student in this class. Recommendation of instructor or advisor. Mandatory P/NC grading. Credits depend upon student entry into program.

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 convey ideas in writing for family needs, job situations, or community roles. Mandatory P/NC grading. Credits depend upon student entry into program.

ADULT BASIC EDUCATION 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.

ADULT BASIC EDUCATION 032
Reading and Writing for Life 3 (5)
Students will read with understanding by determining the 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.

ADULT BASIC EDUCATION 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.

ADULT BASIC EDUCATION 041
ABE-Family Literacy I (10)
Through an integrated parent education and basic skills course, students continue to improve their basic reading, writing, math and life skills, and continue to develop understanding of how children learn. Students will expand their ability to help their children learn better at home and in the classroom. Prerequisite: For parents with children pre-school through elementary school age. Recommendation of instructor or a reading or writing ASSET score of 26-35. Mandatory P/NC grading.

ADULT BASIC EDUCATION 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.

ADULT BASIC EDUCATION 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.

ADULT BASIC EDUCATION 055
Workplace Basics I (10)
Students continue to develop literacy skills in reading, writing, speaking/listening, and math through the content of workplace basics. Students gain skills specifically required to re-enter, transition or enhance employment opportunities. Included in the coursework are career planning, goal-setting, job search, and personal/interpersonal skills needed to help the student be successful in the workplace. Prerequisites: Minimum placement at ESL level 2. Course may be taken instead of ESL level 2 and 3. Mandatory P/NC grading. Credits depend upon student entry into program.

ADULT BASIC EDUCATION 081, 082, 083, 084
Special Topics In ABE (1,2,3,4)

ADULT BASIC EDUCATION 085, 086, 087, 088
Special Topics In ABE Level 1,2,3,4 (5)

ADULT BASIC EDUCATION 097
Special Project In ABE (1)

AMERICAN SIGN LANGUAGE 101
American Sign Language I (5)
American Sign Language (ASL) is the study of the fundamentals of the language. Students learn visual/gestural communication, basic information related to deaf culture, expressive and receptive skills, and work on comprehension and grammatical structure. Student option grading.

AMERICAN SIGN LANGUAGE 102
American Sign Language II (5)
Second in a series of ASL courses, ASL II stresses the continuous development of basic conversational skills with emphasis on expanding vocabulary, grammatical understanding and expressive skills. Functional applications of the language, understanding and appreciation for the Deaf Culture and Community are acquired. Prerequisite: ASL 101 or permission of the instructor. Student option grading.

AMERICAN SIGN LANGUAGE 103
American Sign Language III (5)
To build on ASL 102 skills, students incorporate proper phrasing and pausing in ASL utterances, use descriptive-locative classifiers, apply numbering systems and use possessive forms correctly. Students improve storytelling skills, use of classifiers and expand linguistic-grammatical features into longer monologues. Prerequisite: ASL 102. Student option grading.

AMERICAN SIGN LANGUAGE 201
American Sign Language 201 (5)
Emphasis on expanding receptive and expressive skills; dialogue skills; correct formation of signs, movement, rhythm, phrasing, and clarity. Develop general knowledge of ASL's grammatical, functional, linguistic, historical and cultural components. Prerequisite: Completion of ASL 103 with a 2.0 or better, or demonstrated equivalent proficiency, or with permission of the instructor. Eligibility for English 101. Mandatory Decimal Grading.

AMERICAN SIGN LANGUAGE 281, 282, 283
Special Topics (1,2,3)

AMERICAN SIGN LANGUAGE 297, 298, 299
Special Projects In American Sign Language (1,2,3)

ANTHROPOLOGY 100
Introduction to Anthropology (5)
Survey of the subfields of archaeology, linguistics, physical anthropology and sociocultural anthropology through the examination of selected problems in human adaptation. Prerequisite: ENG 101 or equivalent ASSET test score recommended. Math 080 is recommended. Not recommended for students wishing to major in anthropology. Student option grading.

ANTHROPOLOGY 201
Principles of Physical Anthropology (5)
An introduction to the evolutionary biology of human beings. Evolutionary theory, genetics, primate anatomy and behavior and the fossil record will be examined to gain a better understanding of human origins and contemporary biological diversity. Prerequisite: ENG 101 or equivalent ASSET test score recommended. Student option grading.

ANTHROPOLOGY 202
Principles of Sociocultural Anthropology (5)
Examination of various cultures throughout the world. The cross-cultural perspective of anthropology is employed to gain a better understanding of the human family; economic, religious, and political systems; and human adaptation to various environments. Prerequisite: ENG 101 or equivalent ASSET test score recommended. Student option grading.
ANTHROPOLOGY 203
Introduction to Linguistic Anthropology (5)
The study of language in its sociocultural setting, relating language structure and language evolution to human cognition and social behavior. The linguistic database will be both historical and cross-cultural. Prerequisite: ENG 101 or equivalent ASSET test score recommended. Student option grading.

ANTHROPOLOGY 205
Principles of 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 also discussed. Prerequisite: ENG 101 or equivalent ASSET test score recommended. Student option grading.

ANTHROPOLOGY 297, 298, 297
Special Project (1,2,3)
Special tutorial projects in 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
Beginning Photography (5)
Course concentrates on the basics of 35mm camera operation, B&W film development and lab procedures. Introduction to the language of visual dialog and how the photographer can provide a means of interpretation for the viewer. Assignments will be technical and visual in nature. Some cameras available for check-out. Students purchase film and additional supplies. Student option grading.

ART 102
Intermediate Black and White Photography (3)
Course emphasizes gaining creative control through techniques such as the zone system, print toning, handcoloring, solarization and electronic imaging using Photoshop. Medium format camera introduced. Print quality stressed. Assignments are technical and visual in nature. Some cameras available for check-out. Students purchase film and supplies. Prerequisite: ART 100. Student option grading.

ART 103
Advanced Black and White Photography (3)
Course introduces the photographer to alternate techniques of photographic imagery. Gum Bichromate, Liquid Light, Kodolith, digital imaging through Photoshop. Large format cameras stressed. Portfolio required as quarter project. Assignments are visual and technical in nature. Some cameras available for check-out. Students purchase film and supplies. Prerequisite: ART 100, 102 or instructor permission. Student option grading.

ART 105
Drawing (5)
First-year drawing series, beginning course. No academic experience required. Introduction to organizing and developing the drawing surface. Pencil and charcoal are the major tools; liquid and color media are also introduced. Student option grading.

ART 106
Drawing (5)
Continuation of first-year drawing series. Builds on the understanding and skills acquired in ART 105. Composition, light and dark, and perspective. Media include pencil, charcoal, liquid and color. Prerequisite: ART 105. Student option grading.

ART 107
Drawing (5)
Third quarter of first-year drawing series stresses growth in control and creativity. Areas of light and shade, composition, and perspective are emphasized. Prerequisite: ART 106. Student option grading.

ART 109
Design (5)
Beginning studio work in 2-dimensional art structure. Introduction to concepts of line, shape, color, value, texture, form and space. Student option grading.

ART 110
Three-Dimensional Design: a Foundation Course (5)
Design fundamentals for 3-dimensional space are the focus of ART 110. Lecture, demonstration, research, readings and studio work are integrated to develop problem-solving skills. Projects are both functional and non-functional in nature. Prerequisites: ART 109 or instructor permission. Student option grading.

ART 111/111W
Design: Light and Color (5)
Overview of the physics of light as applied to art: transmission, reflection, refraction, diffraction, diffusion, polarization, transduction, additive/subtractive color theories and basics of 2D/3D design. Students create art products and write abstracts. Dual listed as Humanities 116W. Student option grading.

ART 115
Multimedia: Intro to Multimedia (4)
This course includes both theory and practice in multimedia project creation, content development and execution. The course develops student skills using a variety of media and its inclusion in productions. There will be practice in digital imaging and audio for output to a variety of emerging technologies. Prerequisites: VCT 124/125 or instructor approval. Mandatory Decimal Grading. Recommended concurrent enrollment in VCT 129.

ART 119
Studio/Color/Electronic Imaging (3)
Introduction to studio lighting with emphasis on the medium and large format cameras and digital imaging through Photoshop. Introduction to the use of color as an intricate element of design and interpretive presentation. Student option grading.

ART 125
Introduction to Art (5)
This course will introduce you to the diversity of the art world from ancient civilizations to contemporary society. A discussion of art terminology and methods will be covered in an overview of artist’s materials, techniques. Two studio art snail mail assignments will be given.

ART 129
Appreciation of Design (2)
Illustrated lecture/discussions on design fundamentals. Topics include design in paintings, pottery, textiles, architecture, consumer goods. Choice of written or studio project. For non-majors as well as majors, and all first-year students in Art. Student option grading.

ART 201
Ceramic Art (5)
Beginning course in the creation and appreciation of the ceramic vessel. Focus is on hand building and wheel throwing processes as well as glazes and glazing. Student option grading.

ART 202
Ceramic Art (5)
Second quarter in Ceramic Art. Building on processes, skills and understandings acquired in ART 201. A greater emphasis on individual development, creativity and problem solving is fostered. Prerequisite: ART 201 or equivalent with instructor permission. Student option grading.

ART 203
Ceramic Art (5)
Third quarter of study in Ceramic Art. Building on processes, skills and understandings acquired in previous two quarters. Emphasis is on individual development, creativity and problem solving in the design and creation of ceramic forms. Prerequisite: ART 202 or equivalent with instructor permission. Student option grading.

ART 205
Type and Typographic Design (5)
Concept development procedures in visual communication problem solving involving letter forms, illustrative material, typography and general graphic design. Basic principles of selection, organization, and production techniques are introduced. Dual listed as VCT 101. Prerequisite: ART 109 and ART 110, or VCT major, or equivalent with instructor permission. Student option grading.

ART 206
Advertising Design (5)
Continued study of concept development procedures in visual communication problem solving including letter forms, illustrative material, typography and general graphic design. Stresses principles of selection, organization, production techniques and introduction to mechanical art requirements. Dual listed as VCT 102. Prerequisite: ART 205 or equivalent with instructor permission. Student option grading.

ART 207
Graphic Design: Advertising/Illustration (5)
Procedures in visual communication problem solving. Topics include letter forms, illustrative matter, market analysis and general graphics. Principles of selection, organization and production are stressed. Course is demanding in both time and quality of product. Dual listed as VCT 103. Prerequisite: ART 206 or VCT 102 or instructor’s permission. Student option grading.
ART 253
Design and Materials (5)
Wood and plaster as factors of design. Class experimentation and research. Student option grading.

ART 254
Design and Materials (5)
Metal, glass and plastics as factors of design. Class experimentation and research. Student option grading.

ART 255
Design and Materials (5)
Textiles as a factor of design. Class experimentation and research. Student option grading.

ART 256
Painting (5)
A foundation course emphasizing color, composition and the properties of one of these painting media: oil, acrylic or water color. Student option grading.

ART 257
Painting (5)
Continuation of studio activities of ART 256 with emphasis on color, composition and the properties of one of these painting media: oil, acrylic or water color. Prerequisite: ART 256 or instructor permission. Student option grading.

ART 258
Painting (5)
Continuation of studio activities of ART 257. A greater emphasis upon individual development and creativity is fostered. Prerequisite: ART 257 or instructor permission. Student option grading.

ART 260
Intermediate Studio Projects (5)
Students who have completed a basic fine art studio course series in drawing, design, painting, photography, sculpture or ceramics, and are ready for independent studio research, complete art projects with instructor supervision. May be taken multiple times for credit. Prerequisite: ART 103, 107, 109, 110, 115, 203, 207, 258, or 272 or instructor permission. Mandatory P/N/C Grading.

ART 265
Intermediate Drawing (5)
For students who have completed basic drawing series ART 105, 106, 107 and who want to continue to draw with supervision and criticism. May be taken up to three times. Series includes still life, landscape, figure, and fantasy drawings. Prerequisite: ART 107. Student option grading.

ART 272
Sculpture (5)
Beginning course. Work in clay, plaster, wood. Student option grading.

ART 273
Sculpture (5)
Second-quarter in basic sculpture series. Continued work in clay, plaster, wood. Prerequisite: ART 272. Student option grading.

ART 274
Sculpture (5)
Third quarter in basic sculpture series. Work in clay, plaster, wood, metal. Prerequisite: ART 273. Student option grading.

ART 281, 282, 283, 284, 285
Special Topics In Art (1, 2, 3, 4, 5)

ART 291
Documentary Photography (3)
Course presents theory and study of the photograph to interpret, comment on or record the events of humanity. Visual language of sequencing and structure are explored. Scanning and Photoshop will be used. Some cameras available for check-out. Students purchase film and supplies. Prerequisite: ART 100, 102, or instructor approval. Student option grading. Dual listed as CMU 291.

ART 292
Color Photography (3)
Beginning course in basic color photography. Experience in materials, techniques, processing, production. Production of high quality prints and transparencies suitable for exhibition. Digital imaging, scanning, manipulation with Photoshop chemistry provided. Students provide paper, film and supplies. Prerequisite: ART 102 or equivalent with instructor permission. Student option grading.

ART 297, 298, 299
Special Project (1, 2, 3)
15/34/45-hour project proposed by the student and accepted by the art instructor who will supervise the project. Student option grading. Student must have instructor’s permission. Student must have instructor’s permission.

ART HISTORY 201/201W
Survey of Ancient Western Art (5)
Students study Western art and architecture from prehistory through to the Roman Empire and the Early Christian/Byzantine periods. Emphasis is on how art forms have been influenced by significant events, beliefs, and customs. Students evaluate contributions of the arts of specific cultures. Prerequisites: Completion of English 100 or placement in English 101. Student option grading.

ART HISTORY 202/202W
Survey of Western Art, Medieval-Baroque/Rococo (5)
Students study Western art and architecture from the Early Medieval period to the 17th century Baroque/Rococo period in Europe. They learn art historical methodologies to evaluate how art and architecture have been influenced by significant events, beliefs, and traditions. Prerequisites: Completion of English 100 or placement in English 101. Student option grading.

ART HISTORY 203/203W
Survey of Western Art-Modern/Post Modern (5)
Students study Western art and architecture from the late 18th century to the 21st century, the works of major artists, plus the development of new media in the post modern world. Topics range from 18th century NeoClassicism to Pop, Performance, Earthworks and Installations. Prerequisites: Completion of English 100 or placement in English 101. Student option grading.

ASTRONOMY 101
Survey of Astronomy (5)
How did the planets form? Could other planets support life? Why do some stars explode violently? Will our sun be one of them? How big is the universe? Is time travel possible? Learn the answers and learn to use a telescope. Prerequisites: Math 099. Student option grading.

ASTRONOMY 298, 299
Special Project In Astronomy (2, 3)
AUTOMOTIVE TECHNOLOGY 101
Introduction to Automotive (3)
This course is for students interested in the automobile from a business, technical, and/or consumer perspective. A broad range of subjects will be covered in this class to include automotive career exploration, consumer information, minor maintenance and safety inspection, and an introduction to technical systems. Automotive history and current social issues associated with the automobile will also be discussed. Prerequisites: Recommended at least English 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, 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 120
General Service Technician I (18)
Course covers following: intro to auto shop /personal safety; automotive engines (components, design, construction, theory of the internal combustion engine); electrical systems (theory, testing, diagnosis, repair; and heating/air conditioning systems (diagnosis, service). Intended primarily for ABE students. Prerequisite: Math ABE 35; COMPASS 45 Concurrent enrollment in ABE 085, or instructor permission. Mandatory decimal grading.

AUTOMOTIVE TECHNOLOGY 121
General Service Technician II (18)
Course covers following: steering & suspension (diagnosis, repair, alignment of 2-, 4-, & all-wheel drive systems); brakes (inspection, diagnosis, repair of conventional/ABS braking systems); drive train (basic service of manual/automatic transmissions/transaxles). Intended primarily for ABE students. Prerequisite: AUTOT 120 Introduction to Automotive Shop & Personal Safety. 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. 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 brake systems. Theory, service, and diagnosis of anti-lock systems will also be covered. Steering, suspension, and related diagnosis includes diagnosis, inspection, repair, and maintenance. Additionally, tire service and wheel balance will be covered. 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 165
Engine Management and Emissions Systems (9)
Theory, diagnostic testing and repair of ignition, fuel injection, air induction, sensors, actuators, on-board diagnostics, and emission systems. Students learn to use electronic analyzers and diagnostic scanners. Permission. Mandatory decimal grading.

AUTOMOTIVE TECHNOLOGY 166
Electrical Systems (9)
Theory, diagnosis, testing, repairing or replacing automotive electrical system components. Multiplexed and microprocessor-controlled systems included. Emphasis on reading wiring diagrams and using electrical measuring devices and scan tools. Mandatory decimal grading.

AUTOMOTIVE TECHNOLOGY 167
Automatic Transmissions/Transaxles (9)
Transmission/transaxle mechanical, hydraulic, and electrical operation. Service, overhaul, mechanical/electrical diagnosis procedures will be covered. Use and application of diagnostic equipment. Permission. Mandatory decimal grading.

AUTOMOTIVE TECHNOLOGY 168
Heating and Air Conditioning (9)
Theory, operation, diagnosis, and service practices of manual and automatic heating, ventilation and air conditioning systems. Identification, recovery, recycling, and recharging of both R12 and R134. Heating, ventilation, air conditioning (HVAC) controls and diagnosis will also be covered. Use and application of diagnostic equipment. Recovery certification will be offered. Permission. Mandatory decimal grading.

AUTOMOTIVE TECHNOLOGY 250
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. Permission. Mandatory decimal grading. Dealership sponsor required.

AUTOMOTIVE TECHNOLOGY 251
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. Prerequisite: AUTOT 250. Permission. Mandatory decimal grading. Dealership sponsor required.
AUTOMOTIVE TECHNOLOGY 252
Cooperative Dealership Experience Ill (20)
Students enrolled in the factory-specific pro-
grams will work at a new car-truck dealership
as an apprentice technician. This is a coopera-
tive experience involving the student, dealer-
ship, manufacturer, and Shoreline Community
College to reinforce and apply skills learned
during previous quarters. Prerequisite: AUTOT
251. Permission, Mandatory decimal grading.
Dealership sponsor required.

AUTOMOTIVE TECHNOLOGY 298
Special Projects (2)

BIOLOGICAL SCIENCES 090
Biology Special Lab (3)
This class is an opportunity for tutorial instruct-
ion for students in biological subject matter
areas where assistance may be needed. No
appointments are necessary. Come in when
you need help. An instructor is available.
Mandatory P/0.0 or P/Z grading.

BIOLOGICAL SCIENCES 100
Survey of Biology Concepts (5)
A lab course intended for non-majors and sci-
cence majors without previous biology. Basic
ideas essential to the understanding of biology
in checking the scientific methods, evolution
and processes common to life. Prerequisites:
Placement into English 101; or Instructor per-
mise. Student option grading.

BIOLOGICAL SCIENCES 102
Survey of Biological Kingdoms (5)
A survey of the kingdoms of living things.
An introduction to the diversity of living things,
their special adaptations, ecological relation-
ships and evolutionary origin. Laboratory class.
Prerequisites: Placement into English 101; or
Instructor permission. Student option grading.

BIOLOGICAL SCIENCES 108
Introduction to Human Anatomy and
Physiology (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. Student option
grading.

BIOLOGICAL SCIENCES 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. Prerequisites: High School
Biology, Chemistry and English suggested.
Placement at or above ENG 100 level required.
Student option grading.

BIOLOGICAL SCIENCES 123/123W
Northwest Flora (5)
Introduction to plant classification, field study
and laboratory identification of the common
plant families of the Pacific Northwest.
Student option grading.

BIOLOGICAL SCIENCES 126
An Introduction to Horticulture (5)
An introduction to the identification of com-
mon house and garden plants. Landscaping, use
of fertilizers and green house management,
selection and care of plant material for the
home and home garden. Student option grad-
ing.

BIOLOGICAL SCIENCES 143
Marine Ecology (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. BIOSC
143 and BIOSC 243 are taught concurrently.
BIOSC 143 is designed for non-science majors.
Student option grading.

BIOLOGICAL SCIENCES 150/150W
Epidemics & Culture (5)
Epidemic disease from multiple perspectives:
scientific, political, economic, religious, and
artistic. Individual and cultural responses to
epidemics using the Bubonic Plague of the
Middle Ages as a paradigm from which other
historical and contemporary epidemics may be
studied. Prerequisites: ENG 101. Student
option grading.

BIOLOGICAL SCIENCES 201
Principles of Biology (5)
Examines the cell as the basic unit of life.
Topics covered include: Cellular activities,
reproduction, development, as well as the
genes of individuals and populations. For
life science majors and allied health students,
High school chemistry or Chem 101 recom-
mended. Laboratory class. Student option
grading.

BIOLOGICAL SCIENCES 202
General Zoology (5)
A survey of animals involving 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 king-
dom. Laboratory class. Prerequisites: BioSc
201. Student option grading.

BIOLOGICAL SCIENCES 203
Introduction to Botany (5)
Survey of major groups of kingdoms: fungi,
prostata and plantae. Study of group's mor-
phology, physiology and reproductive patterns
and the theories of evolutionary relationships.
Development of ecosystems, succession through
climax vegetation and features of the major ter-
restial biomes. Laboratory class Prerequisite:
BIOSC 201 or permission.

BIOLOGICAL SCIENCES 210
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.
Prerequisite: BIOSC 201. Student option
grading.

BIOLOGICAL SCIENCES 211
Human Physiology (5)
A systems approach to the study of the func-
tions of the human body. Includes the ner-
vous, muscular, circulatory, endocrine, respira-
tory, digestive and urogenital systems.
Laboratory class. Prerequisite: BIOSC 201 and
BIOSC 210 or permission. Student option
grading.

BIOLOGICAL SCIENCES 215
Topics In Microbiology (5)
Survey of microorganisms with focus on health-
care 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. Prerequisites:
BIOSC 201 required. Chemistry 101 recom-
mended. Student option grading.

BIOLOGICAL SCIENCES 243
Marine Ecology for Technicians (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. BioSc 143
and BioSc 243 are taught concurrently.
Prerequisite: BioSc 201. Student option grad-
ing.

BIOLOGICAL SCIENCES 245
Solution and Media Preparation (4)
Preparation of media and solutions commonly
used in biotechnology laboratories. Use of basic
lab tools such as pipettors, pH meters, scales,
centrifuges, autoclaves and spectrophotometers.
MSDS, calculations, lab safety and lab note-
books. Prerequisites: High school Biology and
Chemistry. Student option grading.

BIOLOGICAL SCIENCES 250
Molecular Biology (3)
This course will focus on DNA replication and
transcription, and regulatory mechanisms in
prokaryotic and eukaryotic systems.
Prerequisite: BioSc 201 and BioSc 245.
Recommended Chem 220. Student option
grading.

BIOLOGICAL SCIENCES 251
Molecular Biology Laboratory (3)
Laboratory emphasis will be on molecular bio-
logical techniques utilized in modern research
laboratories. Techniques include gene cloning,
DNA and protein electrophoresis, protein
purification and enzymatic and immunological
assays. Prerequisite: BioSc 201 and BioSc 245.
Chem 220 recommended. Student option
grading.

BIOLOGICAL SCIENCES 253
Molecular Lab Techniques In Medical
Diagnostics (2)
Practical experience using molecular tech-
niques, 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. Prerequisite: BIOSC 201,
BIOSC 215. Student option grading.
**COURSE DESCRIPTIONS**

**BIOLOGICAL SCIENCES 260**

Tissue Culture and Staining (4)

Introductory course in the theory and concepts of animal cell and tissue culturing. Course will require the fundamentals in tissue culture techniques, subculturing and maintenance of cell lines. Skills also include: cell viability testing, cell counting, feeding of cell lines and quality control. Aseptic technique is emphasized, along with media preparation. Prerequisite: BioSc 201. Student option grading.

**BIOLOGICAL SCIENCES 265**

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 bacterial plasmid vectors, growth and maintenance of E. coli. Extraction and purification of DNA, polymerase chain reaction, southern blots, probe preparation, hybridization methods, and DNA sequencing. The lab will focus on 'hands on' techniques. Prerequisite: BioSc 250 or permission. Student option grading.

**BIOLOGICAL SCIENCES 270**

Immunology (5)

Concepts and laboratory procedures necessary to understand basic immunology which includes antigen and antibody structure and function, the genetic basis of antibody production, humoral and cellular based immunity, role of the major histocompatibility complex, control mechanisms, autoimmunity, innate and acquired immunity. Laboratory includes immunoassays using dot blots and ELISA (Enzyme Linked Immunosorbent Assay) and immunoaffinity purification. Prerequisite: BioSc 250 or permission. Student option grading.

**BIOLOGICAL SCIENCES 275**

Biotechnology Techniques (3)

A laboratory course which will focus on the techniques currently prevalent in the manufacturing and production aspect of the biotechnology industry. Course will focus on the isolation and purification of proteins. This will include cation-anion exchange chromatography, selective binding using hydrophobic interactions, ultrafiltration, isoelectric focusing and high performance liquid chromatography (HPLC). There will also be exposure to good manufacturing practices (GMP), quality control procedures (QC), biological potency assays, radioisotope use and handling, FDA regulations and clinical trials. Prerequisite: BioSc 250 or permission. Student option grading.

**BIOLOGICAL SCIENCES 290**

Internship (2)

This course is a cooperative education experience that provides students with work experience in the biotechnology industry. Prerequisite: BioSc 201 plus completion of at least 10 additional credits toward the AAAS degree or Certificate of Proficiency in the Biotechnology Laboratory Assistant Program. Mandatory P/NC grading. Instructor permission required.

**BIOLOGICAL SCIENCES 295**

Seminar In Biotechnology (1)

This course will include speakers from the biotechnology industry, field trips to biotechnology laboratories, special topics such as radiation safety, quality control, resume writing and interviewing and discussion and presentation of journal articles. Prerequisite: BioSc 201 plus completion of at least ten additional credits toward the AAAS degree or Certificate of Proficiency in the Biotechnology Laboratory Assistant Program or permission.

**BIOLOGICAL SCIENCES 297, 298, 299**

Special Project (1, 2, 3)

Project work under the supervision of an instructor in specific areas of biology. Permission of the instructor involved with the project. Student option grading.

**BUSINESS ADMINISTRATION 100**

Business: an Introductory Analysis (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 problems. Dual listed as SoSc 100. Mandatory decimal grading.

**BUSINESS ADMINISTRATION 110**

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 the work situation, discussion and case studies in problem solving and organizational behavior. Mandatory decimal grading.

**BUSINESS ADMINISTRATION 112**

Essentials of Human Relations (2)

A survey course in the study of human relations. Consideration is given to contemporary issues of human behavior and motivation, interpersonal communication, leadership and management styles, understanding and appreciation for cultural diversity in the work force, stress management, and labor-management relations. Satisfies the general education requirement for human relations in vocational programs only. Prerequisite: Students must have the ability to communicate in English and be willing to participate in class discussions. Mandatory decimal grading.

**BUSINESS ADMINISTRATION 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. Mandatory decimal grading.

**BUSINESS ADMINISTRATION 130**

Salesmanship (5)

Designed to develop or extend selling skills. Topics include duties and qualifications of a professional salesperson, knowledge and skill requirements, determining customer needs, planning and delivering effective sales presentations and building customer goodwill. An oral sales project is usually assigned. Mandatory decimal grading.

**BUSINESS ADMINISTRATION 135**

Customer Service (3)

Develop skills in client and customer relations. The focus is on efficient and dynamic ways to deliver quality service to clients and customers. The course will cover personal and cross-cultural communication skills; projecting a professional image; instructing clients in the use of the company's services/products; making a company 'customer focused'; and how to develop customer loyalty. Mandatory decimal grading.

**BUSINESS ADMINISTRATION 140**

Introduction to Fashion (5)

Students will experience the exciting and changing world of fashion and learn how to predict fashion trends. Students will explore fashion design, the production process and ways of marketing. Consumer behavior as it relates to fashion, the globalization of fashion and careers in fashion will also be discussed. Mandatory decimal grading.

**BUSINESS ADMINISTRATION 145**

History of Fashion (5)

Students will learn how fashion has changed throughout history and how fashion is affected by social, psychological, economic, religious and cultural influences. Textiles will also be discussed. Mandatory decimal grading.

**BUSINESS ADMINISTRATION 150**

Retail Marketing and Management (5)

Students develop integrated marketing skills to plan and operate a retail business. This interactive class explores buyer behavior, retail strategies, site analysis, inventory planning, retail buying, merchandising, staffing, and sales promotion strategies. Mandatory decimal grading.

**BUSINESS ADMINISTRATION 170**

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. Student option grading.

**BUSINESS ADMINISTRATION 175**

Business Mathematics (5)

A business math course to prepare students for business classes. The course covers the concepts of ratio-proportion, percent, estimating, basic algebra skills, graphs, trade/cash discounts, mathematics of merchandising, inventory, simple/compound interest and consumer credit. The course contains significant elements of reading, written communication, critical thinking and problem solving. Reviews basic arithmetic. Prerequisite: Math 060 or score of 34 on ASSET placement test. Mandatory decimal grading.

**BUSINESS ADMINISTRATION 190**

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. Student option grading.
BUSINESS ADMINISTRATION 191
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 purchasing and sourcing concepts, including supplier selection, development and evaluation, supplier quality, and global sourcing. Student option grading.

BUSINESS ADMINISTRATION 192
Materials Management (4)
A critical examination of materials management principles, concepts and activities, including purchasing, inventory control, traffic, storekeeping, receiving, inspection, production control and the disposal of surplus. Student option grading.

BUSINESS ADMINISTRATION 195
Contract Administration (4)
Formation, classification, interpretation, discharge, and administration of industrial and government contracts. Case-study, seminar approach to industrial and institutional contract administration is used. Prerequisite: BusAd 192. Mandatory decimal grading.

BUSINESS ADMINISTRATION 200
Essentials of Supervision (5)
This highly participative course looks at the first level of management in organizations. Teamwork, motivation, unions, training, diversity, change, ethics and conflict resolution will be some of the topics discussed. Mandatory decimal grading.

BUSINESS ADMINISTRATION 201
Introduction to International Business (5)
This course provides an overview of international trade theory and an introduction to the field of international business and trade. The interrelationships among culture, law, material and economic environments of global business will be explored. Prerequisite: BusAd 100 or permission. Dual listed as Econ 215. Mandatory decimal grading.

BUSINESS ADMINISTRATION 215
International Marketing and Import/Export Mgmt (5)
This course focuses on the application of marketing principles on a transnational basis and in particular on the legal, economic and political aspects of importing and exporting products, including necessary documentation. Prerequisite: BusAd 120 or permission. Mandatory decimal grading.

BUSINESS ADMINISTRATION 220
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; basic management problems. Recommended: BusAd 110 or BusAd 200. Mandatory decimal grading.

BUSINESS ADMINISTRATION 221
International Management (5)
This course focuses on the leadership and functional skills required in managing a company's international business activities. Emphasis is placed on the interplay between the basic management functions and culture, in particular American and Japanese culture and the process of achieving the global objectives of international business. Mandatory decimal grading.

BUSINESS ADMINISTRATION 222
E-Business (5)
A practical review of the issues and decision-making processes encountered by businesses as they integrate with the networked economy. This course examines the results of the growth of the Internet and other new electronic technologies and defines the keys to success for e-commerce businesses through case study analysis. Mandatory decimal grading.

BUSINESS ADMINISTRATION 224
Marketing.Com (5)
Learn how to coordinate and integrate Web technology and marketing strategy. Explore the development of specific technical skills necessary to position eCommerce Web site. Acquire an understanding of the application of marketing skills to attract people to the Web site. The integrated approach of this class will provide both instruction and on-line analysis of eCommerce Web sites. Prior understanding of Internet structure and use as a communication tool is recommended. Mandatory decimal grading.

BUSINESS ADMINISTRATION 226
EProcurement (5)
Business-to-business procurement strategies, options, methods, and solutions used to automate procurement, supplier management, and other supply chain activities are examined. Prerequisite: English 100 (Analytical Reading and Writing) or ESL 100 or satisfactory ASSET test score for English 101; Math 070 (Preparation for Algebra) or satisfactory ASSET test score for Math 080 or 099. Student option grading.

BUSINESS ADMINISTRATION 230
Advertising and Sales Promotion (5)
Students explore the dynamic field of advertising, including the impact of advertising, how advertising is planned and created, selecting media, negotiating costs of media, regulating advertising, and pursuing advertising careers. A contemporary advertising campaign project is a focal point for this class. Mandatory decimal grading.

BUSINESS ADMINISTRATION 240
Retail Buying and Management (5)
This course covers the analysis of the role of the retail buyer and manager, as well as techniques for inventory planning, selecting merchandise, and merchandising strategies and merchandise control. Vendor relationships and human resources management are also emphasized. Mandatory decimal grading.

BUSINESS ADMINISTRATION 250/250W
Introduction to Law (5)
This course examines the nature and origin of the law, law as a legal system of social thought and behavior, legal institutions and processes, legal reasoning, law as a process of protecting and facilitating voluntary arrangements in a business society. Prerequisite: sophomore standing or instructor permission, based upon evaluation of student's education and work experience. Mandatory decimal grading.

BUSINESS ADMINISTRATION 260
Commercial Law (5)
This course covers the Uniform Commercial Code; the law of bailment and sales; commercial paper; secured transactions, debtors and creditors; business organizations. Prerequisite: BusAd 250 or instructor permission, based on evaluation of student's education and work experience. Mandatory decimal grading.

BUSINESS ADMINISTRATION 270
Entrepreneurship-Starting a New Business (5)
Experience the challenge and reward of planning a new business. Topics include the development of a business plan, failure factors in small business, sources of capital, accounting, financial statements, marketing, human resource management, legal/regulatory issues and management principles. Mandatory decimal grading.

BUSINESS ADMINISTRATION 281, 282, 283, 284, 285
Special Topics (1,2,3,4,5)

BUSINESS ADMINISTRATION 297, 298, 299
Special Project (1,2,3)
Special tutorial project. Prerequisite: Instruc tor permission, based on evaluation of student's education and work experience. Mandatory decimal grading.

BUSINESS TECHNOLOGY 097
Business Computer Study Center (1)
A learning center for students enrolled in Business Technology (BusTc) 100, 128, 129, 135, 150, 160, 170, Outlook and Publisher or Computer Information Systems (CIS) 102, 105, 120 classes. Students get supervised help with their classroom assignments from a Business faculty. A minimum of 20 hours is required. Students may also register for BusTc 098. Mandatory P/NC grading.

BUSINESS TECHNOLOGY 098
Business Computer Study Center (2)
A learning center for students enrolled in Business Technology (BusTc) 100, 128, 129, 135, 150, 160, 170, Outlook and Publisher and Computer Information Systems (CIS) 102, 105, 120 classes. Students get supervised help with their classroom assignments from a Business faculty. A minimum of 40 hours is required. Students may also register for BusTc 097. Mandatory P/NC grading.
BUSINESS TECHNOLOGY 100
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, reports, and tables. Student option grading.

BUSINESS TECHNOLOGY 103
Speed Keyboarding 1 (4)
Speed, accuracy, and technique drills on a personal computer. Designed for students who are keyboarding at various speeds. Prerequisites: BusTc 100 or equivalent and 20 wpm keyboarding by touch. Student option grading.

BUSINESS TECHNOLOGY 104
Speed Keyboarding 2 (4)
Speed, accuracy, and technique drills on a personal computer. Continuation of BusTc 103. Prerequisite: BusTc 103. Student option grading.

BUSINESS TECHNOLOGY 128
Word 2003, Level 1 (5)
Introduction to Microsoft Word 2003. Learn the core features to create business documents. Features include create, edit, print, save, and retrieve documents; use file management, tabs, styles, columns, tables, charts, and visual appeal. Prerequisites: BusTc 100 or equivalent, 25 wpm keyboarding. Student option grading.

BUSINESS TECHNOLOGY 129
Word 2003, Level 2 (5)
Learn advanced features of Microsoft Word 2003. Topics include shared documents, footnotes/endnotes, mail merge, sort, Word Art, styles, macros, tables/indexes, forms, shared data, and XML. Prerequisite: BusTc 128. Student option grading.

BUSINESS TECHNOLOGY 135
Applied Word Processing (4)
Designed for students who have learned the intermediate to advanced level features of Word. Students will apply previously learned 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 2003 (5)
Designed for the beginning spreadsheet user. Learn to build spreadsheets using formulas, spell check, find/replace, toolbars, printing, formatting of text and numbers, fonts and borders, functions, charts, range names, macros, pivot tables, workbooks, and linking and embedding. Prerequisites: Asset reading score of 40 and placement into Math 80 on instructor’s permission. Student option grading.

BUSINESS TECHNOLOGY 152
Fundamentals of Business Communications (5)
Write business correspondence, a resume, and cover letter using Standard English. Review of vocabulary, punctuation, grammar, and current formats of business correspondence. Research topics using web technology and standard references to prepare presentation. Prerequisites: Placement in English 100 or ESL 100 or successful completion of English 090 or ESL 099 with a 2.0 or better. Recommended: Microsoft Word and Internet experience. Mandatory decimal grading.

BUSINESS TECHNOLOGY 160
Powerpoint 2003 (4)
PowerPoint is a presentation graphics program. Students will learn to organize information and create professional-looking presentation using a personal computer. Students will learn the basic, intermediate, and advanced features of PowerPoint. Student option grading.

BUSINESS TECHNOLOGY 165
Outlook 2003 (3)
Learn to organize items such as e-mail messages, appointments, contacts, to-do lists, and notes. Create a journal that logs time spent and/or activities completed on the computer. Recommended: Windows experience. Student option grading.

BUSINESS TECHNOLOGY 170
Access 2003 (5)
Designed for the beginning Access user who already has basic skills in other Windows programs. Topics include creating tables; creating and using relationships; creating forms, reports, mailing labels, and charts; importing and exporting data; and creating web pages for databases. Student option grading.

BUSINESS TECHNOLOGY 180
Frontpage (5)
Learn to create and manage a World Wide Web site using FrontPage. Use FrontPage to create Web pages with interactive functionality. Use FrontPage to create, view, and manage Web sites. Learn and apply the principles of quality Web site design and structure. This course is designed for the experienced Windows and Internet user. Prerequisites: CIS 105 Business Computer Applications or Bus’Tc 129 World Level 2 or instructor permission. Student option grading.

BUSINESS TECHNOLOGY 185
Publisher 2003 (4)
Publisher is a Desktop Publishing (DTP) program. Learn to design and produce professional, quality documents that combine text, graphics, illustrations, and photographs. Recommended: Bus’Tc 128 or equivalent, 25 wpm keyboarding. Student option grading.

BUSINESS TECHNOLOGY 190
Electronic/Ten Key Calculator (2)
Introduction to the electronic/ten-key calculator. Covers the basic math operations of addition, subtraction, multiplication and division. Touch method taught. 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 250
Professional Communications (5)
Learn writing strategies for a variety of business letters, memos, e-mail, and short reports. Use the Internet and Shoreline library data bases to research various topics. Prepare a report. Prerequisite: Placement in English 101 or successful completion of English 100 or ESL 100 or Bus’Tc 152 with a 2.0 or better. Mandatory decimal grading.

BUSINESS TECHNOLOGY 270
Office Procedures (5)
A capstone course for Business Technology majors that considers the role of the administrative assistant and current technology as it affects today’s offices; visits to area industries and guest speakers; group and individual projects; organizing reports, making travel arrangements, using references, applying computer skills, information on the CPS Examination. Recommended: 45 wpm keyboarding speed. Mandatory decimal grading.

BUSINESS TECHNOLOGY 281, 282, 283, 284, 285
Special Topics (1,2,3,4,5)

BUSINESS TECHNOLOGY 297, 298, 299
Special Project (1,2,3)
Special tutorial project. Prerequisite: Instructor permission, based on evaluation of student’s education and work experience. 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, time management, problem-solving, goal-setting and career exploration. Students will learn to think critically and reflectively by looking into themselves to assess personal strengths and outward to access support systems. Prerequisites: Enrollment in the Career Education Options program. Instructor approval required. Decimal or P/N option grading.

CHEMISTRY 090
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/N or P/N grading.

CHEMISTRY 101
Basic General Chemistry (5)
Basic chemistry for those deficient in high school chemistry or for non-science majors. Designed to provide a basic knowledge of concepts and calculations relating to the field of chemistry. A mandatory two-hour lab is taken concurrently. Prerequisites: Math 099 with a 2.0 or better AND placement into ENG 100 or ESL 100; or instructor permission. Student option grading.

CHEMISTRY 139
Preparation for Inorganic Chemistry (3)
This course is intended for students who need the chemistry and quantitative reasoning background needed for the CHEM 140-160 series. Topics covered include measurements, mass relations, properties and structure of matter, and nomenclature. This course is not intended for students with a recent, rigorous course in high school chemistry and does not meet the prerequisites for the nursing/dental hygiene programs. Prerequisites: Placement in Math 099 and Placement into English 100 or ESL100; or Instructor Permission. Concurrent enrollment in Math 99 is recommended. Student option grading.
CHEMISTRY 140
General Inorganic Chemistry I (4)
This course is the first of three quarters of general college chemistry for science and engineering majors. Fundamental laws and basic concepts of modern chemistry are covered as applied to the structure and behavior of matter. Course includes lecture and seminar, and CHEM 141 must be taken concurrently. Prerequisites: Recent high school chemistry or Chem 101 with a 2.0 or better and English 100, ESL 100, or placement into English 101 and Placement into Math 110; or Instructor permission. Mandatory decimal grading.

CHEMISTRY 141
General Inorganic Chemistry I (Lecture-Lab) (2.5)
This course utilizes laboratory experimentation to reinforce and enhance the chemical concepts discussed in Chem 140. 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. Prerequisites: Concurrent enrollment in Chem 140. Cannot be taken separately from Chem 140 unless student has already passed 140. Mandatory decimal grading.

CHEMISTRY 150
General Inorganic Chemistry II (4)
This course is the second of three quarters of general college chemistry for science and engineering majors. Fundamental laws and basic concepts of modern chemistry are covered as applied to the structure and behavior of matter. Course includes lecture and seminar, and CHEM 151 must be taken concurrently. Prerequisites: CHEM 140/141 with grades of 2.0 or better AND placement into ENG 101 AND placement into MATH110; or Instructor permission. Mandatory decimal grading.

CHEMISTRY 151
General Inorganic Chemistry II (Lecture-Lab) (2.5)
This course utilizes laboratory experimentation to reinforce and enhance the chemical concepts discussed in Chem 150. 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. Prerequisites: Concurrent enrollment in Chem 150. Cannot be taken separately from Chem 150 unless student has already passed 150. Mandatory decimal grading.

CHEMISTRY 160
General Inorganic Chemistry III (4)
This course is the third of three quarters of general college chemistry for science and engineering majors. Fundamental laws and basic concepts of modern chemistry are covered as applied to the structure and behavior of matter. Course includes lecture and seminar, and CHEM 161 must be taken concurrently. Prerequisites: CHEM 150/151 with grades of 2.0 or better AND placement into ENG 101 AND placement into MATH 110; or Instructor permission. Mandatory decimal grading.

CHEMISTRY 161
General Inorganic Chemistry III (Lecture-Lab) (2.5)
This course utilizes laboratory experimentation to reinforce and enhance the chemical concepts discussed in CHEM 160. 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. Prerequisites: Concurrent enrollment in CHEM 160. Cannot be taken separately from CHEM 160 unless student has already passed CHEM 160. Mandatory decimal grading.

CHEMISTRY 190
Chemical Analysis I (7)
First course of a two quarter series focused on the theory and practice of basic analytical chemistry such as gravimetric/volumetric analysis, notebook-keeping, error analysis. Additional lectures/labs will also introduce instrumental analysis theory including spectroscopy, chromatography, and electrochemistry. Prerequisite: CHEM 220 and Math 110 with grades of 2.0 or better, and placement into English 101; or Instructor Permission. Mandatory decimal grading.

CHEMISTRY 191
Chemical Analysis II (7)
Second course of a two quarter series focused on the theory and practice of basic analytical chemistry such as gravimetric/volumetric analysis, notebook-keeping, error analysis. Additional lectures/labs will also introduce instrumental analysis theory including spectroscopy, chromatography, and electrochemistry. Prerequisite: CHEM 220 and Math 99 with grades of 2.0 or better, and placement into English 101; or Instructor Permission also acceptable. Mandatory Decimal grading.

CHEMISTRY 200
Basic Organic Chemistry (5)
Emphasis on chemical systems and processes as they influence living systems. Study of organic compounds: properties and reactions of functional groups, lipids, proteins and carbohydrates. Introduction to enzymes and neurotransmitters. The weekly lab focuses on exploring reactions of hydrocarbons, alcohols, acids, and amines. Prerequisites: Chemistry 101 with a minimum grade of 2.0 and Placement into English 101. Mandatory decimal grading.

CHEMISTRY 210
Quantitative Analysis (5)
This course covers gravimetric and volumetric analysis with analytical instrumentation and transfers to the University of Washington as the 300-level Quantitative Analysis. Prerequisites: CHEM 160, CHEM 161, MATH 120 and ENG 101 with grades of 2.0 or better; or Instructor permission. Mandatory decimal grading.

CHEMISTRY 221
Quantitative Analysis (5)
This course covers gravimetric and volumetric analysis with analytical instrumentation and transfers to the University of Washington as the 300-level Quantitative Analysis. Prerequisites: CHEM 160, CHEM 161, MATH 120 and ENG 101 with grades of 2.0 or better; or Instructor permission. Mandatory decimal grading.

CHEMISTRY 237
Organic Chemistry I (4)
First 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. Course requires a lab component and CHEM 241 must be taken concurrently. Satisfies the requirement for those needing two quarters of organic lab. Prerequisites: CHEM 237/241 and ENG 101 with minimum grades of 2.0; or Instructor permission. Mandatory decimal grading.

CHEMISTRY 238
Organic Chemistry II (4)
Second course for students planning to take three quarters of organic chemistry. Polyfunctional compounds and natural products, lipids, carbohydrates, amino acids, proteins, and nucleic acids. Prerequisites: CHEM 238 and CHEM 242 and ENG 101 with minimum grades of 2.0; or Instructor permission. Mandatory decimal grading.

CHEMISTRY 241
Organic Chemistry I Lab (3)
First course of the lab component for students planning to take three quarters of organic chemistry with two labs. Structure, nomenclature, reactions and synthesis of the main types of organic compounds. Concurrent enrollment in CHEM 237. Prerequisites: CHEM 160 and CHEM 161 and ENG 101 with minimum grades of 2.0; or Instructor permission. Mandatory decimal grading.

CHEMISTRY 242
Organic Chemistry II Lab (3)
Second laboratory course for students planning to take three quarters of organic chemistry with two labs. Further discussion of physical properties and transformations of organic molecules, especially aromatic and carbonyl compounds. Concurrent enrollment in CHEM 238. Prerequisites: CHEM 237 and CHEM 241 and ENG 101 with minimum grades of 2.0; or Instructor permission. Mandatory decimal grading.

CHEMISTRY 297, 298, 299
Special Project (1,2,3)
Special independent projects supervised by the instructor. Permission of instructor. Student option grading.

CHINESE 111
First Year Chinese (5)
Listening, speaking, reading and writing Mandarin Chinese (the official Chinese language). Pin-yin system is taught. Emphasis on pronunciation, vocabulary development and sentence structure. No previous knowledge of the language is required. Student option grading.

CHINESE 112
First Year Chinese (5)
A continuation of Chin 111 with more vocabulary, more complicated sentence structure. Prerequisite: Chin 111 or equivalent with Instructor permission. Student option grading.
CHINESE 113
First-Year Chinese (5)
A continuation of Chin 112 introducing more vocabulary and grammar. Development of reading comprehension. Prerequisite: Chin 112 or equivalent with instructor permission. Student option grading.

CHINESE 297, 298, 299
Special Project (1,2,3)

CINEMA 201/201W
Introduction to Cinema (5)
Introduction to cinema through the study of motion picture techniques and the development of cinema as an art form. Student option grading.

CINEMA 285
Special Topics In Film (5)

CINEMA 297, 298, 299
Special Project (1,2,3)

COMMUNICATIONS 203/203W
Mass Media and Society (5)
Students learn the history, technologies and processes of mass communication systems including the printing press, periodicals, books, radio, sound and recordings, television, film and Internet. They explore the cultural impacts, theories, related ethics and laws of mass communications. Prerequisites: Students must be able to type or word-process. Completion of English 101 with a grade of 2.0 or better, or minimum scores of 45 on language usage/writing and 44 on the reading skills portion of the Asset/Compass test. Student option grading.

COMMUNICATIONS 211/211W
News Writing (3)
Students explore one or more aspects of print journalism, with a focus on reporting, news gathering and writing. The course covers connections to public relations, advertising and electronic journalism as well as ethical and legal concerns. Newspaper production is introduced. The class may be taken again for credit.

COMMUNICATIONS 212/212W
Student Newspaper (3)
Students receive hands-on experience in one or more aspects of the college newspaper, including reporting, writing, editing, photography, production or advertising. The class is arranged by contract and may be taken again for credit.

COMMUNICATIONS 221/221W
Journalistic Writing (4)
Students learn the fundamentals of journalistic techniques and write news articles, features, columns, editorials and reviews. The course covers connections to public relations, advertising and electronic journalism as well as ethical and legal concerns. Photojournalism, design and production are introduced.

COMMUNICATIONS 225
Copy Editing (3)
Techniques of editing and rewriting news copy. Experience in headline writing, newspaper makeup, cutlines and captions. Prerequisite: CMU211 or 221 or permission of instructor. Student option grading.

COMMUNICATIONS 261
Basic Video Production (3)
Students produce video programs, focusing on both field and multi-camera studio work. By working on their own and other students’ projects, basic proficiency on camera, lighting, audio, and control room equipment is developed. Student option grading.

COMMUNICATIONS 262
Television Studio Production (5)
Using studio cameras, lighting, audio, and editing equipment, students direct and produce their own projects to prepare for a career in the video and film industry. They will also work as crew on other projects. Emerging technologies will also be explored. This class is open to students with all levels of experience. Student option grading.

COMMUNICATIONS 263
Video Field Production (5)
Techniques and skills in film-style single-camera production, field lighting and audio, directing/producing, editing and post-production, and emerging media technologies are developed. Students create their own video programs as well as crew on other students’ projects. Open to students with all levels of experience. Student option grading.

COMMUNICATIONS 264
Introduction to Multi-Image (4)
Processes and techniques in programming to live music and on audio tape. Programs created by students. Instruction in photography, slide duplication, audio, graphics, and other aspects of multi-media. Prerequisite: music or photography or VCT. Student option grading.

COMMUNICATIONS 266
Video Editing and Post Production (5)
Learn how to edit video/film. Study the techniques, history and theory of video/film editing using Avid XpressDV, a professional non-linear edit system. Create projects in a variety of styles including narrative and documentary. New emerging technologies are also discussed. Student option grading. Dual listed as VCT 266.

COMMUNICATIONS 267
Advanced Video Editing & Post Production (5)
Interested in professional video editing? In this class, study advanced video editing and post-production software such as Avid XpressDV to create various longer video projects including narrative, documentary and experimental styles. Emerging technologies are discussed. Prerequisites: CMU/VCT 266 Video Editing and Post-Production, Student option grading. Dual listed as VCT 267.

COMMUNICATIONS 268, 285
Special Topic (2,5)
Film production, providing hands-on experience working with cameras, lights and set up, script writing for stage and film. (Specific topics vary from quarter to quarter.) Student option grading.

COMMUNICATIONS 287
The Documentary (5)
Analysis of film and video productions intended to be seen as factual presentations of historical, political, or social events. Student option grading.

COMMUNICATIONS 291
Documentary News Photography (3)
Theory and techniques of documentary photo story. Photographic process used to analyze, interpret and comment on aspects of society. Final product: documenting subject of student’s choice in prints of publication quality. Students provide film, paper, supplies. Prerequisite: Art 102 or equivalent with instructor permission. Dual listed as Art 291. Student option grading.

COMMUNICATIONS 297, 298, 299
Special Project (1,2,3)
Specific tutorial projects in communications. Projects include working for the Ebbtide. Permission of the instructor. Student option grading.

COMPUTER INFORMATION SYSTEMS 102
Computer Preparation (2)
Designed for the computer novice, this course prepares the student for CIS 105 Business Computer Applications. Students will learn the basics of computers, including hardware components, terminology, and software. This hands-on course includes an introduction to a Windows operating system, file management, and other applications. Mandatory P/NC grading.

COMPUTER INFORMATION SYSTEMS 105
Computer Applications (5)
Introduction to Windows-based desktop computing. Learn Windows file management, MS Office (Word, Excel, Access, PowerPoint), and Internet tools. Prerequisite: ASSET reading score of 40 and Math 080 or equivalent or instructor permission. Student option grading.

COMPUTER INFORMATION SYSTEMS 106
Introduction to Information Technology (5)
Survey course to introduce aspects of Information Technology. Includes topics such as computer hardware technology, application and system software, information processing cycle, data communication and networks, the Internet, programming, careers, ethics, and security issues. Prerequisites: CIS 105 Computer Applications or equivalent or instructor permission. Student option grading.

COMPUTER INFORMATION SYSTEMS 110
Operating Systems (5)
Examine contemporary client operating systems. Learn how to install, configure, upgrade, troubleshoot and repair Operating Systems designed for a microcomputer. Will examine such topics as memory management, partitioning, formatting, viruses, and customer support. Course curriculum is modeled on A+ certification requirements. Prerequisites: CIS 106 Introduction to Information Technology or instructor’s permission. Student option grading.
<table>
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<tr>
<th>COURSE DESCRIPTIONS</th>
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<tr>
<td><strong>COMPUTER INFORMATION</strong></td>
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<tr>
<td><strong>SYSTEMS 112</strong></td>
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<tr>
<td>Introduction to PC Hardware (5)</td>
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<tr>
<td>Basic troubleshooting, safety procedures, maintenance, recognizing, selecting, installing, configuring components (power supplies, memory, disk drives, modems, network cards); understanding hardware specifications; and standard PC tools. Course curriculum is modeled on A+ certification requirements. Prerequisites: CIS 106, Intro to Information Technology or instructor's permission. Student option grading.</td>
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| **COMPUTER INFORMATION** |
| **SYSTEMS 114** |
| Data Communication (5) |
| Focus on Networking Essentials, concepts and terminology. Topics include OSI 7-layer model, protocols, LAN, WAN, and network design. Course curriculum is modeled on Networks certification requirements. Prerequisites: CIS 110 (was 205) Operating Systems & CIS 112 (was 225) PC Hardware or instructor permission. Student Option grading. |

| **COMPUTER INFORMATION** |
| **SYSTEMS 116** |
| Local Area Networks (5) |
| Focus on TCP/IP and LAN technology. Topics include TCP/IP fundamentals and utilities as well as subnet masks. Lab experience and theory will be balanced with study of wiring, installation requirements and trouble-shooting. Course curriculum is modeled on Networks certification requirements. Prerequisites: CIS 110 Operating Systems & CIS 112 PC Hardware or instructor permission. Student option grading. |

| **COMPUTER INFORMATION** |
| **SYSTEMS 120** |
| Database Applications and Concepts (5) |
| Practical issues involved in designing, setting up and using relational database applications. Microsoft Access taught to reinforce database concepts. The student needs to have basic Windows file management skills. Prerequisites: CIS 106 Introduction to Information Technology or CIS 105 Computer Applications or instructor permission. Student option grading. |

| **COMPUTER INFORMATION** |
| **SYSTEMS 121** |
| Database Design (5) |
| Introduction to database design with emphasis on the relational model. Topics include: data modeling, normalization, SQL, networked environment, and accessing the database server. Prerequisites: CIS 120 Database Applications and/or instructor permission. Student option grading. |

| **COMPUTER INFORMATION** |
| **SYSTEMS 140** |
| The Internet and HTML (5) |
| Build web pages using HTML. Internet architecture, Internet connection options, FTP, Telnet, business issues, network protocols and addressing. Prerequisites: CIS 105 Computer Applications or VCT 124 Macintosh instructor's permission. Student option grading. |

| **COMPUTER INFORMATION** |
| **SYSTEMS 151** |
| Programming Fundamentals (5) |
| Programming foundation for students with no prior computer programming experience. Establish skills and confidence for success in Level I programming classes. Prerequisites: CIS 106, Intro to Information Technology and Math 99, instructor's permission. Student option grading. |

| **COMPUTER INFORMATION** |
| **SYSTEMS 152** |
| Visual Basic I (5) |
| A Level I class in computer programming. Learn concepts of problem solving and program design. Compare this language to other popular programming languages. Topics include variables, intrinsic data types and arrays, structure, syntax, modularization, development environment, documentation. Prerequisites: CIS 151, Programming Fundamentals, or instructor's permission. Student option grading. |

| **COMPUTER INFORMATION** |
| **SYSTEMS 153** |
| Visual Basic II - Data Structures (5) |
| Continuation of Level I Programming course emphasizing design, algorithms, abstraction and analysis. Topics include classes, data structure, dynamic memory management and data file processing, as well as use of standard libraries to create interactive, event-driven solutions with enhanced GUIs. Prerequisites: CIS 152 Visual Basic I or instructor's permission. Student option grading. |

| **COMPUTER INFORMATION** |
| **SYSTEMS 162** |
| C++ I (5) |
| A Level I class in computer programming. Learn concepts of problem solving and program design. Compare this language to other popular programming languages. Topics include: variables, intrinsic data types and arrays, structure, syntax, modularization, development environment, documentation. Prerequisites: CIS 151 Programming Fundamentals, or instructor's permission. Student option grading. |

| **COMPUTER INFORMATION** |
| **SYSTEMS 163** |
| C++ II - Data Structures (5) |
| Continuation of Level I Programming course emphasizing design, algorithms, abstraction and analysis. Topics include classes, data structures, dynamic memory management and data file processing, as well as use of standard libraries to create interactive, event driven solutions with enhanced GUIs. Prerequisites: CIS 162 C++ I or instructor's permission. Student option grading. |

| **COMPUTER INFORMATION** |
| **SYSTEMS 171** |
| Introduction to Programming Using Java (5) |
| Essential programming techniques: variables, data types, flow control (sequence, loops, branching), functions, arrays, and algorithms. Structured programming, top down design. Introduction to object-oriented event-driven programming, recursion, applets and file I/O. Prerequisites: CIS 105 or Math 99 or instructor's permission. Student option grading. |

| **COMPUTER INFORMATION** |
| **SYSTEMS 172** |
| Java I (5) |
| A Level I class in computer programming. Learn concepts of problem solving and program design. Compare this language to other popular programming languages. Topics include: variables, intrinsic data types and arrays, structure, syntax, modularization, development environment, documentation. Prerequisites: CIS 151 Programming Fundamentals, or instructor's permission. Student option grading. |

| **COMPUTER INFORMATION** |
| **SYSTEMS 173** |
| Java II - Data Structures (5) |
| Continuation of Level I Programming course emphasizing design, algorithms, abstraction and analysis. Topics include classes, data structures, dynamic memory management and data file processing, as well as use of standard libraries to create interactive, event-driven solutions with enhanced GUIs. Prerequisites: CIS 172 Java I or instructor's permission. Student option grading. |

| **COMPUTER INFORMATION** |
| **SYSTEMS 181** |
| Programming In Visual Basic (5) |
| Learn to create Windows programs. This introduction to object-oriented, event-driven programming includes essential elements of the BASIC language with Visual Basic forms, tools and code modules. Prerequisite: COMPU 131 or CIS 171-Java or instructor's permission. Student option grading. |

| **COMPUTER INFORMATION** |
| **SYSTEMS 182** |
| Security/Information Assurance (5) |
| Overview of Information Assurance (IA). IA is concerned with protecting information and privacy of data. Reviews the 10 knowledge domains covered by the CISSP certification. Recommended: Basic understanding of business practices & computers. Student option grading. |

| **COMPUTER INFORMATION** |
| **SYSTEMS 211** |
| Unix Fundamentals and System Administration (5) |
| Introduces UNIX operating system and system administration in the UNIX environment. Topics include: command interpretation, directories and files, permissions, configuring and managing a UNIX system and performing day-to-day system management. Prerequisites: CIS 110 Operating Systems, or instructor permission. Student option grading. |

| **COMPUTER INFORMATION** |
| **SYSTEMS 214** |
| Windows (5) |
| A survey of fundamental concepts and techniques. Will install, configure, troubleshoot and explore the security issues of the Windows NT based client. This course provides a sound foundation for Windows users and majors in the Computer Information program. Course based on MCSE Professional exam. Prerequisites: CIS 110 Operating Systems and CIS 112(was 125) PC Hardware. Student option grading. |
COMPUTER INFORMATION SYSTEMS 215
Systems Analysis and Design (5)
Learn accepted systems analysis and design techniques, including dataflow diagrams, data dictionaries, decision tables, and structure charts. Project planning and system documentation are stressed as part of assigned project. Prerequisites: CIS 210 and CIS 220 and one programming class or instructor's permission. Student option grading.

COMPUTER INFORMATION SYSTEMS 216
Windows Server (5)
Concentrates on network issues of setup, directory services, security, remote access, printing, performance tuning, protocols, and disaster recovery planning. Students will install, configure, and troubleshoot a Windows based Server. Prerequisites: CIS 214 (was 235) Windows completion or concurrent enrollment. Student Option grading.

COMPUTER INFORMATION SYSTEMS 217
Windows Network Infrastructure (5)
Concentrates on installing, maintaining, monitoring, configuring and troubleshooting of DNS, DHCP, Remote Access, Network Protocols, IP Routing and WINS. Prerequisites: CIS 216 (was 285) Windows Server or instructor's permission. Student option grading.

COMPUTER INFORMATION SYSTEMS 218
Windows Directory Services (5)
Concentrates on installing, maintaining, monitoring, configuring and troubleshooting of Windows directory services. Students will also learn how to backup and restore directory services, directory service security, and to optimize the desktop environment. Prerequisites: CIS 216 (was 285) Windows Server or instructor's permission. Student option grading.

COMPUTER INFORMATION SYSTEMS 219
Designing Directory Services (5)
Designing the Windows directory services. Students will analyze the business requirements and design a directory service architecture to match the business requirement. Prerequisites: CIS 216 (was 285) Windows Server and BusAd 100 or instructor's permission. Student option grading.

COMPUTER INFORMATION SYSTEMS 221
Introduction to Sql/Oracle Pl/Sql (5)
Introduction to Structured Query Language. Topics include syntax to create data structures and objects, select, store, retrieve, manipulate data, and detailed coverage of the Oracle-specific PL/SQL procedural extension. Prerequisites: CIS 121 Database Design, CIS 211 UNIX Fundamentals, Programming (CIS 152, 162, or 172). Student option grading.

COMPUTER INFORMATION SYSTEMS 222
Database Architecture - Oracle (5)
Provides skills in basic database administration tasks. Focus on setup, maintain, and troubleshooting an Oracle database. Use administration tools to startup and shutdown a database, create a database, manage file and database storage, and manage users and privileges. Organize the database and move data into and between databases, under different environments. Prerequisites: CIS 221 Introduction to SQL/Oracle PL/SQL. Student option grading.

COMPUTER INFORMATION SYSTEMS 223
Advanced Database Applications and Management (5)
Follows CIS 222 Database Architecture. Project-oriented class. Topics include backup and recovery techniques, performance issues and tuning steps. Provides an overview for an Oracle network configuration and connections and GUI tools used to setup and manage the environment. Prerequisites: CIS 222 Database Architecture or instructor permission. Student option grading.

COMPUTER INFORMATION SYSTEMS 224
Project Management Concepts (3)
Project management tools and techniques are used to plan, track, assess and implement a typical project. Management concepts are identified and applied. Students should be within 2 quarters of graduation. Prerequisites: CIS 105 or instructor permission. Student option grading.

COMPUTER INFORMATION SYSTEMS 225
Web Database (5)
Building upon skills in database and web scripting, students will learn to apply web database server technology for Internet development. Students will build and maintain databases for the Internet, create interactive user interfaces to extract information from database and display it on a web page. Other topics include common technologies, such as Active Server Pages, selecting SQL Server data, and presenting dynamic content over the Internet. Prerequisites: CIS 240 and CIS 120 or instructor permission. Student option grading.

COMPUTER INFORMATION SYSTEMS 226
Microsoft Sql Server (5)
Students learn how to install, manage, monitor, secure and troubleshoot a Microsoft SQL server. The student will also learn to extract and manipulate data stored in a SQL server database. Database server security will also be addressed. Prerequisites: CIS 221 Database Design & CIS 216 Windows Server or instructor's permission. Student option grading.

COMPUTER INFORMATION SYSTEMS 227
Javascript and Advanced Html (5)
Enhance web pages with JavaScript. Fundamental programming concepts such as loops, conditional expressions, arrays, and functions. Use the JavaScript objects model, event handlers, forms, and advanced HTML constructs such as cascading style sheets and XML. Prerequisites: CIS 140 Internet and HTML or instructor's permission. Student option grading.

COMPUTER INFORMATION SYSTEMS 228
Visual Basic III (5)
Continuation of Level II Programming course, emphasizing objects and use of professional tools and standard libraries for software development. Prerequisites: CIS 153 Visual Basic II or instructor's permission. Student option grading.

COMPUTER INFORMATION SYSTEMS 229
Internship (3)
A lecture and CIS internship capstone course concerning resume review and evaluation, job interviewing skills, and job searching skills within the Information Technology (IT) field. Students are evaluated on work performed at intern positions at the college or at IT employer locations. Prerequisites: Students should be within a quarter of graduation for enrollment in this course. Mandatory decimal grading.

COMPUTER INFORMATION SYSTEMS 230
C++ III (5)
Continuation of Level II Programming course, emphasizing objects and use of professional tools and foundation classes (standard libraries) for software development. Prerequisites: CIS 163 C++ II or instructor's permission. Student option grading.

COMPUTER INFORMATION SYSTEMS 231
Java III (5)
Continuation of Level II Programming course, emphasizing objects and use of professional tools and foundation classes (standard libraries) for software development. Prerequisites: CIS 173 Java II or instructor's permission. Student option grading.

COMPUTER INFORMATION SYSTEMS 232
Project Management-Practical Apps (2)
Students apply the knowledge, techniques and software applications gained in CIS 232 to approved projects. Students should be within 2 quarters of graduation. Prerequisites: CIS 232 or instructor permission. Student option grading.

COMPUTER INFORMATION SYSTEMS 233
Microsoft Access (5)
Principles and techniques of using Microsoft Access. Students will learn how to install, manage, monitor, secure and troubleshoot a Microsoft Access database server. The student will also learn to extract and manipulate data stored in an Access database. Database server security will also be addressed. Prerequisites: CIS 221 Database Design & CIS 216 Windows Server or instructor's permission. Student option grading.

COMPUTER INFORMATION SYSTEMS 234
C++ IV (5)
Continuation of Level II Programming course, emphasizing the use of databases as components of a system. Development of several database-driven applications. Prerequisites: Level II Programming (CIS 153, 163, 173) or instructor's permission. Student option grading.

COMPUTER INFORMATION SYSTEMS 235
Microsoft Visual Basic IV (5)
Design, develop and present a substantial group programming project. Prerequisites: Systems Analysis (CIS 287) and Level III or IV Programming (CIS 254, 264, 274, or 275) or instructor's permission. Student option grading.
Sequence of Computer Science Courses

**Compu 131**
OR
Programming Experience

**Math 110 OR Math 111**

**Compu 142**
Intro to Computer Programming With Java

**Compu 143**
Java II - Data Structures

**Computer Information Systems 287**
Systems Analysis and Design (5)
Introduces the Systems Development Life Cycle (SDLC), techniques, tools, and project management methods for developing information technology systems. Students complete a group project oriented to the analysis and design of a system solution to a business problem. Prerequisites: 30 CIS core credits or advisor’s permission. Student option grading.

**Computer Information Systems 297, 298, 299**
Special Project (1, 2, 3)
Special tutorial projects. Prerequisite: Instructor permission, based on evaluation of student’s education and work experience. Student option grading.

**Computer Science 131**
Introduction to Programming Using Visual Basic (5)
Variable assignment, loops, branches, subroutines, arrays. Introduction to algorithms, structured programming and topdown design. Programs will be written in Visual Basic. Prerequisites: MATH 099 (2.0 or better) or one and a half years of High School Algebra (C or better) and a score of 33 or higher on the College Algebra ASSET test (or equivalent), or instructor permission.

**Computer Science 142**
Introduction to Computer Programming With Java (5)
Computer programming directed at solving problems. Topics include data types, classes, objects, methods, inheritance, exceptions, arrays, control structures, sorting and searching. Emphasis is on program design, algorithms, and abstraction. Students learn Java and gain skills using programming tools. Credit transfers to UW. Prerequisites: Math 110 or Math 111 (2.0 or better). Prior programming experience recommended. Mandatory decimal grading.

**Computer Science 143**
Java II - Data Structures (5)
Continuation of Level I Programming course emphasizing design, algorithms, abstraction and analysis. Topics include classes, data structures, dynamic memory management and data file processing, as well as use of standard libraries to create interactive, event driven solutions with enhanced GUIs. Prerequisites: Compu 142: Java I or instructor’s permission. Student option grading.

**Computer Science 201**
Intermediate Computer Programming With C++ (5)
Fundamental concepts essential to the study of computers, including abstraction, representation, data structures, control structures, algorithms, complexity analysis, dynamic memory management, functions, recursion, arrays and streams. Students learn C++ and gain experience developing multi-file projects. Prerequisites: Math 124 or Math 112 (2.0 or better), and Compu 142 (2.0 or better), or instructor permission. Mandatory decimal grading.

**Computer Science 297, 298, 299**
Special Project (1, 2, 3)
Special individual computer projects in computer science. Instructor permission required. Student option grading.

**Computer Information Systems 297, 298, 299**
Special Project (1, 2, 3)
Special tutorial projects. Prerequisite: Instructor permission, based on evaluation of student’s education and work experience. Student option grading.

**Computer Science 101**
Theory of Cosmetology I (5)
Theory 101 provides cosmetology students with a basic background into the chemical theories, processes and product ingredients found in the practice of Cosmetology. Special emphasis on OSHA chemical hazard information and the mechanical operation and functions of electrical equipment used in salons. Prerequisite: Permission of instructor. Mandatory decimal grading.

**Computer Science 102**
Theory of Cosmetology II (5)
Theory 102 is a course on the processes of hair coloring, permanent waving, and hair straightening services. Detailed information is provided on the concepts, categories and chemistry with special emphasis on safety and procedure. Prerequisite: Permission of instructor. Mandatory decimal grading.

**Computer Science 103**
Theory of Cosmetology III (5)
This course provides cosmetology students with a basic background into the chemical theories, processes and product ingredients found in the practice of Cosmetology. Special emphasis on OSHA chemical hazard information and the mechanical operation and functions of electrical equipment used in salons. Prerequisite: Permission of instructor. Mandatory decimal grading.

**Computer Science 148**
Clinical Practice Ia (9)
Students practice basic level cosmetology procedures on clients, fellow students, and mannequins under constant supervision in a clinic setting. Adherence to in-house procedures, accuracy, timing, safety measures, and sanitation standards. Prerequisites: Admission to the program and permission of instructor. Mandatory decimal grading.

**Computer Science 149**
Clinical Practice Ib (4.5)
Students practice basic level cosmetology procedures on clients and mannequins under close supervision in a clinic setting. Adherence to in-house procedures, accuracy, timing, safety measures, and sanitation standards. Students perform a variety of dispensary and reception desk responsibilities. Prerequisites: 2.1 minimum in Cos 148 and permission of instructor. Mandatory decimal grading.

**Computer Science 150**
Clinical Practice Ic (9)
Students practice basic level cosmetology procedures on clients, fellow students, and mannequins under constant supervision in a clinic setting. Adherence to in-house procedures, accuracy, timing, safety measures, and sanitation standards. Prerequisites: Admission to the program and permission of instructor. Mandatory decimal grading.

**Computer Science 151**
Clinical Practice Id (18)
Students practice basic level cosmetology procedures on clients, fellow students, and mannequins under constant supervision in a clinic setting. Adherence to in-house procedures, accuracy, timing, safety measures, and sanitation standards. Prerequisites: Admission to the program and permission of instructor. Mandatory decimal grading.
**COSMETOLOGY 152**  
Clinical Practice II (10)  
Students practice basic level cosmetology procedures on clients and mannequins under close supervision in a clinical setting. Adherence to in-house procedures, accuracy, timing, safety measures, and sanitation standards. Students perform a variety of dispensary and reception desk responsibilities. Prerequisites: 2.1 minimum in Cos 151 and permission of instructor. Mandatory decimal grading.

**COSMETOLOGY 154**  
Human Relationship Skills (3)  
Designed to help students develop self-management skills; learn a system for relating to people in the workplace; build clientele and increase service and retail selling skills. It will provide theory on interpersonal skill development and a laboratory setting for experimentation, role playing and tracking of results. Prerequisites: Permission of instructor.

**COSMETOLOGY 155**  
Clinical Practice I (4.5)  
Students practice basic level cosmetology procedures on clients and mannequins under close supervision in a clinic setting. Adherence to in-house procedures, accuracy, timing, safety measures, and sanitation standards. Students perform a variety of dispensary and reception desk responsibilities. Prerequisites: 2.1 minimum in Cos 150 and permission of instructor. Mandatory decimal grading.

**COSMETOLOGY 201**  
Salon Business Operations (5)  
Course is designed to give students a basic overview of salon business operations including marketing strategies, financial control, factors affecting salon culture, insurance, business laws and health regulations. Special emphasis placed on examining a variety of salons in the area. Prerequisite: Permission of instructor. Mandatory decimal grading.

**COSMETOLOGY 251**  
Clinical Practice III (10)  
Students practice intermediate level cosmetology procedures on clients and mannequins under moderate supervision in a clinical setting. Adherence to in-house procedures, accuracy, timing, safety measures, and sanitation standards. Students perform a variety of dispensary and reception desk responsibilities. Prerequisites: 2.1 minimum in Cos 151, Cos 152, and permission of instructor. Mandatory decimal grading.

**COSMETOLOGY 252**  
Clinical Practice IV (9)  
Students practice intermediate/advanced level cosmetology procedures on clients and mannequins under minimal supervision in a clinic setting. Adherence to in-house procedures, accuracy, timing, safety measures, and sanitation standards. Students perform a variety of dispensary and reception desk responsibilities. Prerequisites: 2.1 minimum in Cos 151, Cos 152, Cos 251, and permission of instructor. Mandatory decimal grading.

**COSMETOLOGY 253**  
Clinical Practice V (9)  
Students practice advanced level cosmetology procedures on clients and mannequins under minimal supervision in a clinic setting. Adherence to in-house procedures, accuracy, timing, safety measures, and sanitation standards. Students perform a variety of dispensary and reception desk responsibilities. Prerequisites: 2.1 minimum in Cos 151, Cos 251, Cos 252, and permission of instructor. Mandatory decimal grading.

**COSMETOLOGY 254**  
Clinical Practice VI (11)  
For students unable to complete the program within recommended time frame. Apply theory and advanced procedures by performing services on clients and mannequins under minimal supervision. Adherence to in-house procedures, accuracy, timing, safety measures, and sanitation standards. Prerequisites: 2.1 minimum in Cos 151, 152, 251, 252, 253 and permission of instructor. Mandatory decimal grading.

**COSMETOLOGY 260**  
Advanced Haircutting and Styling (2)  
This class is designed to review haircutting fundamentals, help students advance their skills, add new concepts and systems, and select cuts suitable to client features, body types and profiles. Prerequisite: Permission of instructor. Mandatory decimal grading.

**COSMETOLOGY 265**  
Cosmetology Final Assessment (3)  
This course provides students with a theoretical and practical review of basic cosmetology services in preparation for in-house theory and practical assessments before applying for state board examinations. Prerequisites: Admission to the program and permission of instructor. Mandatory decimal grading.

**COSMETOLOGY 275**  
Cosmetology Internship (3)  
The Cosmetology Internship experience enables a student to apply Cosmetology theory classes to the world of work. Students in coordination with a faculty mentor will develop a learning agreement that defines learning goals, learning activities and outcomes for evaluation. Instructor permission required. Mandatory decimal grading.

**COSMETOLOGY 281, 282, 283, 284, 285**  
Special Topic (1,2,3,4,5)

**COSMETOLOGY 290**  
Cosmetology Instructor Trainee Methods I (5)  
Teaching principles and methodologies for licensed cosmetologists wishing to obtain a cosmetology instructor’s license. Prerequisite: Cosmetology license and permission. Mandatory decimal grading.

**COSMETOLOGY 291**  
Cos Instructor Trainee Clinic Supervisor I (10)  
Clinical teaching and evaluation of practical skills for licensed cosmetologists wishing to obtain a cosmetology instructor’s license. Prerequisite: Cosmetology license and permission. Mandatory decimal grading.

**COSMETOLOGY 292**  
Cosmetology Instructor Trainee Methods II (5)  
Teaching principles and methodologies for licensed cosmetologist wishing to obtain a cosmetology instructor’s license. Prerequisite: Cosmetology license, COS 290 and permission.

**COSMETOLOGY 293**  
Cos Instructor Trainee Clinic Supervisor II (10)  
Clinical teaching and evaluation of practical skills for the licensed cosmetologist wishing to obtain a cosmetology instructor’s license. Prerequisite: Cosmetology license, COS 291 and permission. Mandatory decimal grading.

**CRIMINAL JUSTICE 131**  
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. Mandatory decimal grading.

**CRIMINAL JUSTICE 132**  
Police Records and Report Writing (4)  
Procedure of field notetaking, crime scene recording and correct preliminary investigation method of writing reports; fundamentals of police record systems. Prerequisite: ENG 101 or equivalent ASSET test score is recommended. Mandatory decimal grading.

**CRIMINAL JUSTICE 133**  
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 criminal conduct covered by the criminal law. This course covers both common law and statutory law with specific application of titles 9, 9A and 10 of the Revised Code of Washington. Mandatory decimal grading.

**CRIMINAL JUSTICE 134**  
Administration of Justice (5)  
A study of the structure and processes of the federal and state courts in America, their organization and jurisdiction and the impact of the Constitution upon them, as well as an examination of the roles of judges, attorneys, and law enforcement when citizens are charged with crimes. Mandatory decimal grading.

**CRIMINAL JUSTICE 135**  
Crime Prevention (2)  
An in-depth study of the fundamentals of achieving security and safety. This course will give the student an understanding of what crime prevention is and how it is carried out. The student will know how crime prevention procedures affect businesses, individuals and law enforcement. This class is for criminal justice and non-criminal justice majors. 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 of crimes, as well as the proper methods and format for obtaining and recording written statements and confessions.

CRIMINAL JUSTICE 138
Juvenile Procedures (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. Mandatory decimal grading.

CRIMINAL JUSTICE 165
First Level Supervision of Law Enforcement (5)
An in-depth study in the fundamentals of leadership, command and direction for first line law enforcement supervisors. Develops an understanding of group dynamics and leadership styles. Teaches techniques for prioritizing and solving problems. This class is transferable to the Washington State Criminal Justice Training Commissions Training Records as a prerequisite for the Law Enforcement Command College. Prerequisite: Crimj 131. Mandatory decimal grading.

CRIMINAL JUSTICE 210
Emergency Dispatcher I: Intro to Emerg Dispatch (5)
An examination of the nature, operations, systems, and technology of public safety communications, the history of 9-1-1 and radio communications and the application of this process to the provision of effective emergency call-taking and dispatch services to citizen and responding field personnel. Prerequisites: English 100. Mandatory decimal grading.

CRIMINAL JUSTICE 211
Emergency Dispatcher II: Emergency Call Screening (5)
An examination of the role of the 9-1-1 call-taker and the duties, tasks, and responsibilities for the 9-1-1 call screeners. Provides an outline of how to process specific types of calls related to police, fire, and medical services. Prerequisites: Crimj 210. Mandatory decimal grading.

CRIMINAL JUSTICE 212
Emergency Dispatcher III: Call Process Tech/Lab (5)
Students will receive simulated experiences and the opportunity to apply the knowledge and practice the specific techniques and skills needed to function as an effective 911 call-taker and/or emergency police/fire/medical dispatcher. Prerequisites: Crimj 210 and Crimj 211. 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 administration of the criminal law. The course views the law from a law enforcement perspective. Students will discover and critically read Supreme Court decisions which have affected the gathering of evidence and its’ admissibility.

CRIMINAL JUSTICE 240
Forensic Science (5)
An overview of the scientific evaluation of physical evidence. Firearms, chemicals, serology, trace, fingerprints and documents will be treated. In-class assignments will give each student the opportunity to apply principles learned. Students will understand the value of physical evidence and guidelines for collection and preservation. Prerequisites: CRIMJ 131, 241 or instructor permission. Mandatory decimal grading.

CRIMINAL JUSTICE 241
Principles of Investigation I (5)
An in-depth study of the fundamentals, functions and elements of criminal investigation. It includes a history of the development of conducting investigations with law enforcement agencies. It is a discussion of some of the problems and procedures for the successful investigation of crimes leading to arrest and conviction of criminals. Prerequisites: CRIMJ 131 or instructor permission. Mandatory decimal grading.

CRIMINAL JUSTICE 242
Principles of Investigation II (5)
An in-depth study of the fundamentals, functions and elements of criminal investigation in particular types of crimes. Hands-on lab in the processing of crime scenes, the gathering and packaging of evidence and the assembling of a finished case file that would be presented to a prosecutor for the charging of a suspect. Prerequisite: CRIMJ 241 or instructor permission. Mandatory decimal grading.

CRIMINAL JUSTICE 243
Theory of Defensive & Control Tactics (5)
This class explores the theories and application of physical and verbal force in the control and apprehension of violent and potentially violent offenders. The use of Force continuum will be used as the base for the application of control and takedown holds as well as in handcuffing and the use of the baton and other defensive weapons. Prerequisite: Criminal Justice major or instructors permission. Mandatory decimal grading.

CRIMINAL JUSTICE 246
Firearms Familiarization (2)
The moral aspects, legal provisions, safety precautions and restrictions in use of firearms; firing of hand weapons. Prerequisite: Admission to the Criminal Justice Program or permission of instructor. 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. Mandatory decimal grading.

CRIMINAL JUSTICE 273
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 day to day operation and the tasks performed by a part of the criminal justice system. Mandatory decimal grading.

CRIMINAL JUSTICE 281, 282, 283, 284, 285
Issues In Criminal Justice (1, 2, 3, 4, 5)
Courses for criminal justice personnel desiring emphasis in a particular area relating to the criminal justice system. Mandatory decimal grading.

CRIMINAL JUSTICE 297, 298, 299
Special Project (1, 2, 3)
Special tutorial projects in specific areas of Criminal Justice. By arrangement with instructor. 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
Prin 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 103
Periodontology I (1)
The recognition and etiology of diseases of the periodontium. Prerequisite: Admission to the Dental Hygiene Program or permission of instructor. Mandatory decimal grading.
COURSE DESCRIPTIONS

DENTAL HYGIENE 104
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 non-surgical treatment of the various types of periodontal disease. 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 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 dentitions. Prerequisite: Admission to the Dental Hygiene Program or permission of instructor. Mandatory decimal grading.

DENTAL HYGIENE 114
Oral Pathology (2)
The recognition and etiology of clinical oral pathologies of the oral/facial area. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

DENTAL HYGIENE 120
Community Dental Health Education (1)
Lectures covering methodologies for community group education including teaching methods, analysis of special group characteristics, formulation of lesson plans and development of visual aids. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

DENTAL HYGIENE 121
Ethics and Jurisprudence (2)
Instruction and discussions regarding ethics and jurisprudence related to the practice of dentistry and dental hygiene. Prerequisite: Admission to the Dental Hygiene Program or permission of instructor. 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 131
Medical Emergencies (2)
Lectures and clinical exercises preparing the student to prevent, recognize, and respond to medical emergencies in the dental setting. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

DENTAL HYGIENE 132
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. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

DENTAL HYGIENE 140
Restorative Dentistry I (3)
An introduction to restorative dentistry procedures, including rubber dam application, alginate impressions, study models, sealants, mercury hygiene, matrix and wedge application, amalgam carving and L.A. The chemical and physical properties of the materials utilized for these procedures will also be studied. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

DENTAL HYGIENE 141
Restorative Dentistry II (1)
Preclinical laboratory exercises in placement and finishing of amalgam restorations. Prerequisite: Admission to the program or permission of the instructor. Mandatory P/0.0 or P/NC grading.

DENTAL HYGIENE 142
Restorative Dentistry Clinical Assisting I (1)
Special project for first-year students to perform individualized dental assisting experiences in restorative clinic. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory P/0.0 or P/NC grading.

DENTAL HYGIENE 143
Restorative Dentistry Clinical Assisting II (1)
Special project for first-year students to perform individualized dental assisting experience in restorative clinic. Prerequisite: DENHY 132 and DENHY 140 or permission of the instructor. Mandatory P/0.0 or P/NC grading.

DENTAL HYGIENE 150
Clinical Dental Hygiene Lab (3)
Introduction to clinic procedures and patient examination techniques. Prerequisite: Admission to Dental Hygiene Program or permission of the instructor. Mandatory P/0.0 or P/NC grading.

DENTAL HYGIENE 151
Dental Hygiene Fundamentals I (5)
Lecture and discussion pertinent to clinical skills and related subjects that will be applied in dental hygiene pre-clinic and clinic. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

DENTAL HYGIENE 152
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 bloodborne pathogen exposure control and hazard control. Prerequisite: Admission to Dental Hygiene Program or permission of the instructor. Mandatory P/0.0 or P/NC grading.

DENTAL HYGIENE 160
Clinical Dental Hygiene (4)
Performance of traditional dental hygiene clinical procedures on patients from the campus and community. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

DENTAL HYGIENE 161
Dental Hygiene Fundamentals II (2)
Lecture and discussion pertinent to clinical skills and related subjects which will be applied in dental hygiene clinic. Prerequisite: Admission to Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

DENTAL HYGIENE 162
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. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory P/0.0 or P/NC grading.

DENTAL HYGIENE 170
Clinical Dental Hygiene (4)
Performance of traditional dental hygiene clinical procedures on patients from the campus and community. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

DENTAL HYGIENE 171
Dental Hygiene Fundamentals III (2)
Lectures, discussions and practice labs pertinent to clinical skills and related subjects which will be applied in dental hygiene clinic. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

DENTAL HYGIENE 172
Procedures Seminar III (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. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory P/0.0 or P/NC grading.

DENTAL HYGIENE 180
Clinical Dental Hygiene (3)
Performance of traditional dental hygiene clinical procedures on patients from the campus and community. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.
DENTAL HYGIENE 181
Dental Hygiene Fundamentals IV (2)
Lectures, discussions and practice labs pertinent to clinical skills and related subjects which will be applied in dental hygiene clinic. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

DENTAL HYGIENE 182
Procedures Seminar IV (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. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

DENTAL HYGIENE 183
Dental Gerontology (1)
A course dealing with the special knowledge, attitudes, and technical skills required to provide oral health care to older adults. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

DENTAL HYGIENE 190
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. Mandatory Decimal Grading.

DENTAL HYGIENE 191
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. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory Decimal Grading.

DENTAL HYGIENE 200
Science of Nutrition (4)
A study of basic nutrition, therapy for dental diseases and nutritional counseling methods. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

DENTAL HYGIENE 204
Periodontology III (1)
Continuation of the study of periodontal disease. Emphasis is placed upon the surgical, reconstructive and maintenance phases of periodontal therapy. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

DENTAL HYGIENE 220
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. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

DENTAL HYGIENE 221
Special Community Dental Health Project (1)
Advanced study areas in community dental health with community projects to be arranged on an individual basis with the instructor. Prerequisite: DENHY 120 and DENHY 220 or permission of the instructor. Mandatory P/0.0 or P/NC grading.

DENTAL HYGIENE 222
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. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

DENTAL HYGIENE 230
Care of the Patient With Special Needs (1)
Educational experiences which will enable each student to recognize the physiological, psychological, psychosocial, medical, and oral aspects of disabling conditions in preparation for clinical management of such patients. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

DENTAL HYGIENE 232
Pain Control II (2)
Lecture, demonstration and clinical application of nitrous oxide analgesia and local anesthesia. Lectures on other pain control modalities used in dentistry. Prerequisite: Admissions to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

DENTAL HYGIENE 240
Restorative Dentistry III (3)
A study of restorative dentistry procedures and materials including the chemical and physical properties, selection, usage and manipulation. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

DENTAL HYGIENE 241
Restorative Dentistry Preclinic and Clinic (3)
Preclinical laboratory exercises in the placement and finishing of amalgam and composite restorations. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

DENTAL HYGIENE 242
Restorative Clinic (2)
Clinical experience in restorative dentistry procedures. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

DENTAL HYGIENE 243
Restorative Dentistry IV (3)
A study of nitrous oxide sedation, the physical and chemical properties of dental materials, local anesthesia techniques and advanced restorative dentistry techniques, including amalgam and composite restorations. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

DENTAL HYGIENE 244
Restorative Clinic (2)
Clinical experience in restorative dentistry procedures. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

DENTAL HYGIENE 250
Clinical Dental Hygiene (4)
Performance of traditional dental hygiene clinical procedures on patients from the campus and community. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

DENTAL HYGIENE 251
Dental Hygiene Fundamentals V (2)
Lectures, discussions, and practice labs pertinent to clinical skills and related subjects which will be applied in dental hygiene clinic. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

DENTAL HYGIENE 252
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. Prerequisite: Admission to Dental Hygiene Program or permission of the instructor. Mandatory P/0 or P/NC grading.

DENTAL HYGIENE 260
Clinical Dental Hygiene (6)
Performance of traditional dental hygiene clinical procedures on patients from the campus and community. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

DENTAL HYGIENE 261
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. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

DENTAL HYGIENE 262
Procedures Seminar VI (2)
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 Dental Hygiene Program or permission of instructor. Mandatory P/0 or P/NC grading.

DENTAL HYGIENE 263
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. Prerequisite: Admission to Dental Hygiene Program or permission of instructor. Mandatory P/0 or P/NC grading.
DENTAL HYGIENE 270
Clinical Dental Hygiene (6)
Performance of traditional dental hygiene clinical procedures on patients from the campus and community. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

DENTAL HYGIENE 271
Dental Hygiene Fundamentals VII (2)
Lectures and discussions relating to entry into the dental hygiene profession and presentation of perio-control project. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

DENTAL HYGIENE 272
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. Occasional guest lectures are included. Prerequisite: Admission to Dental Hygiene Program or permission of instructor. Mandatory P/0.0 or P/NC grading.

DENTAL HYGIENE 273
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. Prerequisite: Admission to the Dental Hygiene Program or permission of instructor. Mandatory P/0.0 or P/NC grading.

DENTAL HYGIENE 279, 279A, 279B
Clinical Dental Hygiene Independent Project (1,2,3)
Independent project for students to perform individualized patient care experiences in traditional dental hygiene clinic. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory P/0.0 or P/NC grading.

DENTAL HYGIENE 280
Patient Records III (1)
Discussion sessions for 2nd year students with special 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. Prerequisite: Admission to Dental Hygiene Program or permission of instructor. Mandatory Decimal Grading.

DENTAL HYGIENE 281
Patient Records IV (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 some instructor assistance. Prerequisite: Admission to Dental Hygiene Program or permission of instructor. Mandatory Decimal Grading.

DENTAL HYGIENE 282
Patient Records V (1)
Weekly discussion sessions for second-year students with special emphasis on patient chart record-keeping and policies and procedures necessary to fulfill legal duties owed to patients and maintain positive public relations. Includes screening exams on patients. Prerequisite: Admission to Dental Hygiene Program or permission of instructor. Mandatory decimal grading.

DENTAL HYGIENE 283
Dentistry in Extramural Clinics II (1)
Clinical dental hygiene treatment for patients in extramural community clinics. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory P/0.0 or P/NC grading.

DENTAL HYGIENE 284
Extramural Clinic III (1)
Clinical dental hygiene treatment for patients in extramural community clinics. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory P/0.0 or P/NC grading.

DENTAL HYGIENE 290
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. Prerequisite: Admission to Dental Hygiene Program or permission of instructor. Mandatory Decimal Grading.

DENTAL HYGIENE 291
Patient Records IV (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 some instructor assistance. Prerequisite: Admission to Dental Hygiene Program or permission of instructor. Mandatory Decimal Grading.

DENTAL HYGIENE 292
Patient Records V (1)
Weekly discussion sessions for second-year students with special emphasis on patient chart record-keeping and policies and procedures necessary to fulfill legal duties owed to patients and maintain positive public relations. Includes screening exams on patients. Prerequisite: Admission to Dental Hygiene Program or permission of instructor. Mandatory decimal grading.

DENTAL HYGIENE 297, 298, 299
Clinical Dental Hygiene Independent Project (1,2,3)
Independent project for students to perform individualized patient care experiences in traditional dental hygiene clinic. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory P/0.0 or P/NC grading.

DRAMA 101/101W
Introduction to Drama (5)
Students learn about dramatic traditions throughout history by reading plays from ancient to contemporary times. Students will be able to analyze works of drama using the historical, political, cultural and social context as well as the elements of dramatic literature and presentation. Dual listed as ENG 259.

DRAMA 150
Contemporary Dance (1)
Basic modern dance techniques with studies in rhythm, design, motivation, and expression in dance movements. Student option grading.

DRAMA 151
Acting (5)
This is a creatively rigorous introduction to the craft of acting. Through exercises, rehearsals and games, students will learn the theory and practice of acting fundamentals and improve their ability to concentrate, relax, listen and observe and practice empathy. Essential for students who wish to pursue a film, TV or stage career, this class is open to students with all levels of experience.

DRAMA 152
Acting (5)
Students practice acting, learn its theory, and improve their abilities to concentrate, relax, listen, observe, imagine and practice empathy. They develop a deep understanding of the elements of characterization in relation to cultural, historical and economic background through observing others and developing their own characters in writing and improvisation.

DRAMA 153
Acting (5)
Students continue to practice acting, learn its theory, and improve their abilities to concentrate, relax, listen, observe, imagine and practice empathy. Students improve character and story development abilities through observing, improvising, writing and script reading. Students also read, analyze and write about plays and performances. No prerequisites.

DRAMA 155
Acting for Television and Film (3)
Dramatic and commercial acting for work in film, television and commercials. Learn auditioning and marketing skills needed for a successful screen acting career. Student option grading.

DRAMA 156
Acting, Writing, Directing for the Camera I (5)
A fast-paced introduction to the key elements used to create film and video productions. Students learn the fundamentals of studio protocol and the use of the camera. Analysis and discussion of film history as well as cinematic and acting styles, exploration of screenplay structure, exercises in acting and directing will culminate in the writing and filming of original productions. Student option grading.

DRAMA 157
Acting, Writing, Directing for the Camera II (5)
Continues the work begun in DRAMA 156. Reviews the elements used to create a film or video program. Students select one area for a project focus. Prerequisite: DRAMA 156. Student option grading.

DRAMA 161
Opera Workshop (1)
Students perform one-act operas and opera scenes from familiar and unfamiliar operas and operettas in full production and usually in English. This course is dual listed as MUSIC 161. Prerequisites: Instructor permission based on student audition. Mandatory decimal grading.

DRAMA 162
Opera Workshop (2)
Students perform one-act operas and opera scenes from familiar and unfamiliar operas and operettas in full production and usually in English. This course is dual listed as MUSIC 162. Prerequisites: Instructor permission based on student audition. Mandatory decimal grading.

DRAMA 163
Opera Workshop (3)
Students perform one-act operas and opera scenes from familiar and unfamiliar operas and operettas in full production and performed in English. This course is dual listed as MUSIC 163. Prerequisites: Instructor permission based on student audition. Mandatory decimal grading.

DRAMA 165
Musical Theater Performance (2)
Singers and actors have the opportunity to perform musical theater in full production, accompanied by orchestra and presented in Shoreline Campus Theater. This course is dual listed as MUSIC 165. Prerequisites: Permission of instructor after audition. Mandatory decimal grading.

DRAMA 166
Musical Theater Performance (3)
Singers and actors have the opportunity to perform musical theater in full production, accompanied by orchestra and presented in Shoreline Campus Theater. This course is dual listed as MUSIC 166. Prerequisites: Permission of instructor after audition. Mandatory decimal grading.
**DRAMA 171**  
Circus Performance: Balance and Motion (3)  
Expand dramatic and kinesthetic abilities. Learn juggling, rope walking and other circus skills. Study and practice theories of balance and motion. Develop historical and international perspectives on performance art. Create a dramatic performance as a final project. Excellent training for actors. Student option grading.

**DRAMA 201**  
Experimental Theater (5)  
Faculty-directed new play scripts or scripts done from an experimental point of view. Prerequisite: Admission by permission of instructor after audition. Student option grading.

**DRAMA 202**  
Experimental Theater (5)  
Student-directed and/or written plays and faculty-directed short plays or advanced acting scenes, faculty-directed reader’s theater and advanced acting scenes. Prerequisite: Admission by permission of instructor after audition. Student option grading.

**DRAMA 203**  
Experimental Theater (5)  
Faculty-directed play. Admission by audition and instructor permission at beginning of quarter. Student option grading.

**DRAMA 207**  
Theatrical Production (1)  
Laboratory for students participating in productions: acting, directing or technical. Prerequisite: Permission of drama instructor. Student option grading.

**DRAMA 208**  
Theatrical Production (2)  
Laboratory for students participating in productions: acting, directing or technical. Prerequisite: Permission from instructor. Student option grading.

**DRAMA 209**  
Theatrical Production (3)  
Laboratory for students participating in productions: acting, directing or technical. Prerequisite: Permission of drama instructor. Student option grading.

**DRAMA 210**  
Stage Technology (5)  
Lecture-laboratory in basic theories, techniques and equipment used for stage scenery, sound and lighting. Student option grading.

**DRAMA 211**  
Beginning Stage Lighting (5)  
Lecture-laboratory in the theories, drafting techniques and equipment used for stage lighting. Includes instruction in light pilot design and USITT drafting standards. Student option grading.

**DRAMA 212**  
Beginning Stage Design (5)  
Lecture-laboratory in the theories and drafting techniques used in designing stage settings. Student option grading.

**DRAMA 213**  
Special Project: Scene Design (3)  
A project proposed by the student and approved by a member of the drama staff who will act as advisor. Permission. Student option grading.

**DRAMA 214**  
Special Project: Costume Design (3)  
A project proposed by a student and approved by a member of the drama staff who will act as an advisor. Permission. Student option grading.

**DRAMA 215**  
Special Project: Lighting (3)  
A project proposed by a student and approved by a member of the drama staff who will act as advisor. Permission. Student option grading.

**DRAMA 217**  
Special Project: Playwriting (3)  
Seminar class meeting once a week with instructor. Purpose to work with playwrights on their own specific projects. Prerequisite: Permission of instructor. Student option grading.

**DRAMA 218**  
Special Project: Directing (3)  
A project proposed by a student and approved by a member of the drama staff who will act as advisor. Permission. Student option grading.

**DRAMA 219**  
Special Project: Advanced Acting (3)  
A project proposed by a student and approved by a member of the drama staff who will act as advisor. Permission. Student option grading.

**DRAMA 220**  
Special Project: Movement (3)  
A project proposed by a student and approved by a member of the drama staff who will act as advisor. Prerequisite: Permission of instructor. Student option grading.

**DRAMA 221**  
Theater Career Planning and Auditioning (2)  
Study of possible career opportunities in theater and the process of selection and application to programs and schools through interviews, resumes, application and audition. Field trips and special speakers. Student option grading.

**DRAMA 222**  
Directing (5)  
Theory and practice in directing for stage productions. Attention given to all aspects from selection to actual production. Student option grading.

**DRAMA 223**  
Children’s Theater Production (5)  

**DRAMA 285**  
Special Topics (5)  

**DRAMA 295**  
Improvational Theater (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. Student option grading.

**DRAMA 296**  
Theater Production (1)  
Laboratory for students participating in productions. Permission of drama instructor. Student option grading.

**DRAMA 297, 298, 299**  
Special Project (1)  
A project proposed by a student and approved by a member of the drama staff who will act as advisor to the project. Permission of instructor. Student option grading.

**EAST ASIA 210**  
East Asia in the Modern World (5)  
A general survey of modern Asian history from the end of the eighteenth century to the present. The Asian response to western technology, the rise of nationalism, imperialism and Japan as a world power, World War I and II, the rise of Communist China, the Korean conflict and the South Eastern Conflict. A particular emphasis will be placed on the Asian philosophy, culture, society, nationalism and communism. ENG101 is recommended. Mandatory decimal grading.

**EAST ASIA 211**  
Introduction to Chinese Civilization (5)  
Survey of Chinese history, including the social, cultural and political development from early times to the present. Confucianism both in thought and social practice, dynastic cycles, China’s response to Western influence, nationalist revolution, the rise and triumph of the Chinese Communist Party and the two Chinas since 1945 will be the major area of emphasis. ENG 101 is recommended. Prerequisite: EASIA 210 or ENG 101 is recommended. Mandatory decimal grading.

**EAST ASIA 212**  
Introduction to Contemporary China (5)  
Introduction to post-1949 China designed for students with little or no background in China. A basic knowledge of the people, their history, culture, political and social systems, economics, education and world view will be presented. Prerequisites: ENG 101. Mandatory decimal grading.

**EAST ASIA 213**  
Introduction to Japanese Civilization (5)  
Survey of Japanese history, including the social, cultural, political and institutional development from early times to the present. The divine nature of the imperial institution, the rise and fall of feudal aristocracy, the Meiji Restoration, the modernization, industrialization, rise and decline of Japanese militarism will be the major areas of emphasis. Mandatory decimal grading.

**EAST ASIA 297, 298, 299**  
Special Project (1,2,3)  
Special tutorial projects in specific areas of East Asian studies. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students’ educational and work experience. Student option 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. Prerequisites: Placement in ENG 100 or higher. Mandatory decimal grading.

ECONOMICS 200
Introduction to Microeconomics (5)
How do societies allocate resources to fulfill their wants through competitive markets, prices, and government intervention? Issues include: monopoly power, income inequality and the environment. Prerequisites: MATH 099 (2.0 or better) or MATH 097 AND MATH 098 (2.0 or better) or a score of 85 or higher on the Algebra COMPASS test (or equivalent score on SAT, ACT or ASSET). Mandatory Decimal Grading.

ECONOMICS 215
International Business: Environments & Operations (5)
The inter-relationships between culture, law, material and economic environments of the global business community will be explored. Emphasis will be placed on the key characteristics of international trade such as direct investment, joint ventures and licensing. Particular attention will be given to the international integration of Africa, Asia and Latin America. Dual listed as BUSAD 201. Prerequisites: BUSAD 100 or instructor permission. Mandatory decimal grading.

ECONOMICS 260
American Economic History (5)
An analysis of American economic growth and change interpreted as part of the general expansion of the North Atlantic economy. Stresses the historical background to contemporary American economic problems. Mandatory decimal grading.

ECONOMICS 272
Budget Forum (2)
How are government budget decisions made? In a game/simulation format, students debate the tradeoffs that citizens and policy makers face in meeting budget constraints and priorities. Student groups will actively simulate the spending and tax decisions using real-world data that face elected officials. Mandatory decimal grading. Dual listed as POLS 272.

ECONOMICS 273
Budget Forum (4)
How are government budget decisions made? In a game/simulation format, students debate the tradeoffs that citizens and policy makers face in meeting budget constraints and priorities. Student groups will actively simulate the spending and tax decisions using real-world data that face elected officials. Mandatory decimal grading. Dual listed as POLS 273.

ECONOMICS 281, 282, 283, 284, 285
Issues In Problem Solving In Economics (1, 2, 3, 4, 5)
A series of courses designed to be an introduction to selected sub-specialties within the discipline of economics. Each course will focus on a single issue area and/or topic and will employ the techniques and concepts used by economists. Mandatory decimal grading.

EDUCATION 100
Introduction to Education (5)
Explore how you may fit into 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. Student option grading.

EDUCATION 101
Child Growth and Development (5)
This course explores the stages of development from pre-natal through eight years of age, based on current research. Development is approached from a multicultural perspective, with an emphasis on observation, family interview, literature review and developmental assessment to learn about infants and young children. Student option grading.

EDUCATION 105
Language and Literacy (5)
Students gain research-based knowledge and skills to support emerging literacy and language of children from birth to early childhood. Students learn developmentally appropriate and culturally sensitive strategies to promote and assess language and literacy learning in classroom and family settings. Student option grading.

EDUCATION 115
Culturally Relevant Anti-Bias Strategies (5)
Students will examine the impact of individual and institutionalized bias upon children and families of under-represented groups in American society. Will develop strategies that create anti-bias and culturally sensitive classrooms, that support social action, and that assist children and families in self-advocacy. Student option grading.

EDUCATION 121
Strategies and Methods: Bilingual/Bicultural Edu (5)
Designed for teachers in early childhood education, this course is an introduction to the fundamental principles of education for second language learners. Course content will include effects of culture on language development and effective bilingual strategies for first and second language acquisition. Student option grading.

EDUCATION 122
The Educational Context of Linguistics (5)
For teachers of young children, this course will focus on the development of language as one of the most powerful transmitters of culture. We will examine the role of language as a tool for social domination or liberation. Particular emphasis will be placed on issues of bilingualism, language development process, and literacy.

EDUCATION 123
Multi Ethnic Children and Families (5)
This class will focus on an overview of current trends and literature issues facing diverse families. We will explore culture and cognition, bilingualism, the biculturation process, bilingual/bicultural child development, and cultural psychological dynamics as they relate to personality development and racial/ethnic identity development. Student option grading.

EDUCATION 125
Introduction to Special Education (5)
This course provides information on techniques for working with individuals with special needs. The history, current research, best practices, social and political issues for individuals with disabilities will be addressed. Future goals in both special education and vocational training for exceptional populations will be discussed. Prerequisite: EDU 100 recommended. Student option grading.

EDUCATION 140
Instructional Methods: K-3 (5)
Course examines concepts, materials and methods in education. Emphasis will be on best practices for teaching reading, writing, math, science and social studies to young children in early elementary years. The methods and techniques will be presented from a multicultural perspective that supports the learning styles of individual children. Prerequisites: EDU 100 and EDU 101 recommended.

EDUCATION 150
Early Childhood Curriculum Development (5)
In this course students will examine theories and models of curriculum in early childhood education. Students will explore methods used in the early childhood field to meet culturally relevant needs of groups and individuals. Students will practice developing curricula in early childhood settings. Prerequisites: EDU 101 recommended. Student option grading.
EDUCATION 160
Programs for Infants and Toddlers (5)
This course will focus on the educational requirements and early intervention services for normally developing and at-risk infants and toddlers. Topics will include developmentally appropriate practices in programs for infants and toddlers. Students will develop program models and instructional materials for use with this age. Prerequisite: EDU 101 recommended. Student option grading.

EDUCATION 210
Best Practices In Special Education (5)
This course will explore the systems and instructional methods used to teach exceptional students in regular and special education. We will develop strategies for collaboration between professionals and parents. Prerequisite: EDU 125 recommended. Student option grading.

EDUCATION 215
Family Systems (5)
This course examines family, school, and community as it relates to family structures and dynamics, interpersonal communication, parent-professional partnerships and resource coordination. Prerequisite: EDU 101. Student option grading.

EDUCATION 220
Administration and Supervision (5)
This course will survey current state and federal laws, rules and regulations impacting early childhood development programs. Focus on the theoretical framework of management, management principles and task, budget development, environmental design, culturally relevant practices, leadership, professional ethics and advocacy. Student option grading.

EDUCATION 250
Child Guidance and Classroom Management (5)
This course features a practicum experience, providing students concrete examples of the role of environment, adults’ behavior and interactions, and the early childhood curriculum play in guiding individual children’s behavior and managing large and small groups of children. Prerequisite: EDU 101. Student option grading.

EDUCATION 260
Student Internship I (5)
Students are placed in a classroom setting to apply skills in classroom management, curriculum design, material development, and developmentally appropriate teaching practices. Each student is placed in a classroom and is expected to work as a team member in an educational setting, and demonstrate professional skills. Students develop a portfolio and attend a weekly seminar to debrief with other interns. Prerequisites: EDU 140 or 150 or 160 and EDU 250 and/or Instructor’s permission. Student option grading.

EDUCATION 261
Student Internship II (5)
This course is the advanced level of the student internship sequence. Students are placed in a classroom setting to apply skills in classroom management, curriculum design, material development and developmentally appropriate teaching practices. Each student is expected to work as a team member and demonstrate professional skills at an advanced level. Students attend a seminar to debrief with other interns. Prerequisite: EDU 260 and instructor permission. Student option grading.

EDUCATION 265
Issues and Trends In Childhood Education (5)
This course will examine, analyze and interpret issues and trends in Early Childhood Education within the context of a rapidly changing society. Topics will include educational reform, student assessment, teacher training, inclusion, multiculturalism and diversity, curriculum innovations, educational technology.

EDUCATION 281, 282, 283, 284, 285
Special Topics In Education (1, 2, 3, 4, 5)

EDUCATION 297, 298, 299
Special Project (1, 2, 3)

EDUCATION-TUTORING 199
Tutor Training Experience (3)
Orientation to tutoring skills and supervised tutoring experience in a lab/learning center assisting Shoreline students with writing, studying, reading and math. Periodic seminars with the instructor to discuss common concerns and tutoring issues. Prerequisite: for math tutoring, MATH 120 with minimum grade of 3.2 in last two math courses; for English tutoring, minimum grade of 3.4 in ENG 101. Both require in Student option grading.

EDUCATION-TUTORING 281, 282
Special Topics In Education (1, 2)

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 101
Engineering Graphics (5)
Use of instruments, scales, techniques of lettering and line work. 3D visualization and fundamentals of orthographic projection including sections; isometric drawing; auxiliary views; dimensioning; simple rectilinear graphs, and introduction to CAD. Mandatory decimal grading.

ENGINEERING 103
Applied Descriptive Geometry (5)
The solution of engineering problems using graphical methods. Includes point, line and plane problems, intersections and developments, and forces in space. Drawings may be done in CAD if ENGR 200 completed. Prerequisite: ENGR 101. Mandatory decimal grading.

ENGINEERING 111
Introduction to Statics and Engineering Problems (5)
Introduction to fundamental engineering principles including dimensional analysis, vector algebra, statistics, and selected engineering topics. Designed to develop ability to analyze and solve engineering problems in a clear systematic manner. Prerequisite: ENGR 101 and MATH 120. (MATH 120 may be taken concurrently.) Mandatory decimal grading.

ENGINEERING 121
Plane Surveying (5)
Plane surveying methods, use of engineer’s level, transit and tape; computation of bearings, plane coordinates, areas; use of stadia surveying and study of the public land system and topographic mapping. Prerequisite: trigonometry and drafting. ENGR 101, ENGR 111 or ENGR 159 or permission. Mandatory decimal grading.

ENGINEERING 170
Fundamentals of Material Science (5)
Study the fundamental properties of engineering materials related to atomic, molecular and crystalline structures. The mechanical and physical properties of metals, ceramics, polymers, and composites will be studied. Prerequisite: CHEM 140 or permission. Mandatory decimal grading.

ENGINEERING 200
Introduction to Computer-Aided Drafting (5)
Basic commands; coordinate systems; data input; editing; layers; dimensioning; text commands; filing and plotting two dimensional construction; introduction to 3D modeling. Prerequisite: ENGR 101 and trigonometry or permission. Mandatory decimal grading.

ENGINEERING 201
Advanced Computer-Aided Drafting (5)
Advanced applications of AutoCAD including: use of attributes; work with WBLOCK commands; create sub-directories, menus and use of some DOS and Windows commands; 3D wire frames, surface and solid modeling. Prerequisite: ENGR 200 or permission. 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 101 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. Prerequisites: ENGR 205 with a 2.0 or better, or instructor permission. Mandatory decimal grading.
### COURSE DESCRIPTIONS

#### ENGINEERING 210
**Statics (5)**
Principles of engineering statics, basic concepts, resultants, force-couple relationships, equilibrium diagrams, equilibrium analysis, three-dimensional structures, two-dimensional frames, trusses, beams, and friction. Vector algebra used throughout the course. Prerequisite: ENGR 101, ENGR 111 and MATH 124. Mandatory decimal grading.

#### ENGINEERING 215
**Fundamentals of Electrical Engineering (5)**
Introduction to electrical engineering. Basic circuit and systems concepts, mathematical models of components. Kirchhoff’s Laws. Resistors, sources, capacitors, inductors and operational amplifiers. Solution of first and second order linear differential equations associated with basic circuit forms. Prerequisite: PHYS 122 may be taken concurrently and MATH 126 must be completed. (MATH 207 recommended). Mandatory decimal grading.

#### ENGINEERING 220
**Mechanics of Materials (5)**
An introduction to the mechanics of solids, strain and deformation, stress, stress-strain relations; torsion, stresses due to bending; combined stresses using Mohr’s circle. Prerequisite: ENGR 210 and MATH 125 (MATH 125 may be taken concurrently.) Mandatory decimal grading.

#### ENGINEERING 230
**Dynamics (5)**
A general treatment of the dynamics of particles and rigid bodies using vectors; kinematics, kinetics, momentum and energy principles for particles and rigid bodies; use of total acceleration equation and Euler’s equations of motion. Prerequisite: PHYS 121. ENGR 210 and MATH 126 (MATH 126 may be taken concurrently.) Mandatory decimal grading.

#### ENGINEERING 260
**Thermodynamics (5)**
Introduction to the basic principles of thermodynamics, from a predominantly macroscopic point of view. Development of the basic laws of thermodynamics, together with their illustration by application to energy transformations and state changes in engineering problems. Prerequisites: MATH 126, CHEM 140, PHYS 121. Mandatory decimal grading.

#### ENGINEERING 284
**Special Topics: Engineering (4)**

#### ENGINEERING 297, 298, 299
**Special Project (1,2,3)**

#### ENGINEERING TECHNOLOGY 154
**Statics (5)**
Study forces acting on bodies at rest or unaccelerated motion, including: concurrent coplanar, non-concurrent coplanar and three-dimensional force systems, analysis of structures and friction. Prerequisite: ENGR 101, ENGR 159 or permission. Mandatory decimal grading.

#### ENGINEERING TECHNOLOGY 159
**Technical Orientation (5)**
Introduction to the techniques and procedures for solving engineering problems. Basic geometry, trigonometric functions, vectors, unit systems and dimensional analysis. NOTE: Must have completed or be currently enrolled in MATH 80 or MATH 099. Mandatory decimal grading.

#### ENGINEERING TECHNOLOGY 163
**Properties of Materials (4)**
Introduction to the science of materials. Compare the atomic structure, microstructure and phases present in a material to the mechanical, physical, physical and electrical properties of metals, ceramics, polymer, and composites. Study basic tests used in a quality control lab. Mandatory decimal grading.

#### ENGINEERING TECHNOLOGY 170
**Cartography (5)**
A study of map use (reading, analysis and interpretation) with emphasis on topographic maps. Subject material includes horizontal position-Earth’s grid system and state coordinate system, vertical position, and map projections. Prerequisite: ENGR 101 or high school technical drawing. Mandatory decimal grading.

#### ENGINEERING TECHNOLOGY 171
**Intro to Geographic Information Systems (4)**
Basic principles of GIS, including map reading, interpretation and analysis, geographic coordinate systems and map projections; GIS databases and data sources; and basics of cartographic design. Elementary use of GIS software to view and interpret spatial data; manipulate attribute tables and plot maps. Mandatory decimal grading.

#### ENGINEERING TECHNOLOGY 172
**Advanced Geographic Information Systems (4)**
Application of GIS to environmental, engineering and business problems. Topics include conversion of geographic data from various source formats, managing attribute tables, using GIS for spatial analysis, and producing maps from GIS. The student plans and performs a GIS project involving data acquisition and assessment, analysis of spatial and tabular data using GIS software, cartographic design and presentation of results. Prerequisites: ENGR 171. Mandatory decimal grading.

#### ENGINEERING TECHNOLOGY 180
**Internship/Field Work Experience (8)**
Field experience in the technical area of the student’s program. Arrangements and registration must be completed prior to the start of the quarter. Prerequisite: Permission only.

#### ENGINEERING TECHNOLOGY 227
**Special Topics In Engineering Technology (3)**
This class will deal with concepts and applications of Geographic Information Systems. Students will learn how to access and process data in remote labs and then retrieve the data for analysis and desktop display on their own computer. The course will teach how to interface a database building system (ARC INFO) with less expensive desktop software (ArcView). Students will become familiar with cartographic principles, topological data structures, grid and vector data models and networks. Students without computer experience will have to attend a special session at the first of the quarter.

#### ENGINEERING TECHNOLOGY 228
**Structural Detailing (5)**
Preparation of engineering drawings, shop drawings, and placing drawings using the standards of the Amer. Inst. of Steel Constr. and the Amer. Concrete Inst. Elem. connection design, bills of materials, bending details in reinforcing steel, bar lists, etc. Prerequisite: ENGR 101, ENGR 200 and ENGR 154 (ENGR 255 is a desired prerequisite). Mandatory decimal grading.

#### ENGINEERING TECHNOLOGY 229
**Technical Illustration (5)**
Isometric and dimetric drawing. Cutaway section views and exploded illustrations. Prerequisite: ENGR 101 and ENGR 200 or permission. (ENGR 201 is a desired prerequisite) Mandatory decimal grading.

#### ENGINEERING TECHNOLOGY 255
**Strength of Materials (5)**
A continuation of statics, study of beams and columns, shear stresses, bending moments, torsion derived curves, stress-strain relationships, tension, and compression stresses. Prerequisites: ENGR 154. Mandatory decimal grading.

#### ENGINEERING TECHNOLOGY 266
**Basic Hydraulics (5)**
Study of basic hydraulic principles. Prerequisite: PHYS 114 or permission. Mandatory decimal grading.

#### ENGINEERING TECHNOLOGY 267
**Inspection (5)**
Practice and methods of inspecting building, earthwork, concrete and steel construction, heavy construction, and materials. Mandatory decimal grading.

#### ENGINEERING TECHNOLOGY 275
**Special Topics In Engineering Technology (5)**

#### ENGINEERING TECHNOLOGY 283
**Special Topics: Engineering Technology (3)**
This class will deal with concepts and applications of Geographic Information Systems. Students will learn how to access and process data in remote labs and then retrieve the data for analysis and desktop display on their own computer. The course will teach how to interface a database building system (ARC INFO) with less expensive desktop software (ArcView). Students will become familiar with cartographic principles, topological data structures, grid and vector data models and networks. Students without computer experience will have to attend a special session at the first of the quarter.

#### ENGINEERING TECHNOLOGY 285
**Structural Detailing (5)**
Preparation of engineering drawings, shop drawings, and placing drawings using the standards of the Amer. Inst. of Steel Constr. and the Amer. Concrete Inst. Elem. connection design, bills of materials, bending details in reinforcing steel, bar lists, etc. Prerequisite: ENGR 101, ENGR 200 and ENGR 154 (ENGR 255 is a desired prerequisite). Mandatory decimal grading.

#### ENGINEERING TECHNOLOGY 287
**Geometric Tolerancing (3)**
This class is designed to meet the needs of students who are entering the manufacturing world as machinists, drafters, or engineers. Students will be to the latest ANSI Y14.5M standard. Emphasis will be given to the functional relationship of precision machined parts. Mandatory decimal grading.

#### ENGINEERING TECHNOLOGY 288
**Mechanical Detailing (5)**
Preparation of industrial production drawings for mechanical components and devices that use seals, bearings, welded fabrications, castings and precision tolerances. Prerequisite: ENGR 102 or equivalent and ENGR 200. Mandatory decimal grading.

#### ENGINEERING TECHNOLOGY 297, 298, 299
**Special Project (1,2,3)**
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**ENGLISH 080**  
Critical Thinking In College and Life (10)  
Students learn to think critically and reflectively by looking into themselves and out at their family, college, work and civic communities. Strategies for reading, writing, problem-solving, self-reflection, group process, time management, goal-setting and involvement are learned in the context of their own college and life interests. Prerequisite: Students need ASSET scores of 31 in Reading and 29 in Language Usage to take this class. Registration requires the signature of an approved advisor. Student option grading.

**ENGLISH 089**  
Reading Center (3)  
Individualized, self-paced instruction in reading comprehension, rate, study skills and/or vocabulary development. Does not replace ENG 081 or ENG 082. Useful for native speakers of English at all levels. Prerequisite: Non-native speakers of English must have completed or be enrolled in ESL Level IV. Mandatory P/NC grading.

**ENGLISH 090**  
Reading and Writing In the Academic Subjects (5)  
Offered only in combination with STYSK 100 for a total of 10 credits. Students learn about the various academic subjects and improve their reading, writing and critical thinking abilities in the subjects. The course helps students explore and understand their academic and career interests. Prerequisite: ASSET scores of 35 in Reading and 33 in Language Usage, or completion of ENG 080 or equivalent with a 2.0 or better, or instructor permission. Optional Pass/NC.

**ENGLISH 099**  
Writing Center (3)  
Individualized, self-paced instruction in writing process, focusing on paragraph and essay-writing skills. May also include instruction on summaries, research writing, resumes, cover letters, book reports, spelling, punctuation and grammar. Does not replace ENG 091 or ENG 092. Useful for native speakers of English at all levels. Prerequisite: Non-native speakers of English must have completed or be enrolled in ESL Level IV. Mandatory P/NC grading.

**ENGLISH 100**  
Analytical Reading and Writing (5)  
Develop academic skills in critical reading, writing, and thinking that students need to perform college-level work. Readings may cross disciplines, genres, and cultures. Students will write essays that conform to college standards for development, organization, and mechanics. Prerequisites: ASSET scores of 40 in Reading and 37 in Writing, or completion of English 080 or equivalent with a 2.0 or better, or instructor permission. Student option grading.

**ENGLISH 101**  
Composition and Expository Prose (5)  
Students write essays that display focus, organization, appropriate style, and technical control. They develop skills in critical thinking and close reading of texts and respond in writing and discussion to assigned topics. Prerequisites: ASSET scores of 44 in Reading and 45 in Writing, or completion of ESL 100, English 100, or equivalent with a 2.0 or better, or instructor permission. Student option grading.

**ENGLISH 102**  
Reasoning, Research, and 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. Themes of individual sections are available at the online English page. Prerequisites: Completion of English 101 with a grade of 2.0 or better. Student Option Grading.

**ENGLISH 201/201W**  
Introduction to Literature (5)  
Introduction to the major genres of imaginative literature, including poetry, drama, short story and novel. Prerequisite: ENG 101 or equivalent with instructor permission. Student option grading.

**ENGLISH 202/202W**  
Literature By Topic (5)  
Intensive study of key topics in imaginative literature. Analysis and discussion of poetry, drama, short stories, essays and novels selected according to special concerns. Offerings will vary from quarter to quarter. See the time schedule for the current listing. Each section constitutes a separate class. A student may take more than one section of ENG 202. Prerequisite: ENG 101 or equivalent with instructor permission. Student option grading.

**ENGLISH 208/208W**  
Literature of the American West (5)  
Course considers the question: What can great writers tell us about the places we live and about our own lives? Focus on contemporary writing about the American West, in which landscape and climate are important elements. Also considered are earliest writings and the mythological Western. Prerequisite: ENG 101 or equivalent with instructor permission. Student option grading.

**ENGLISH 211/231W**  
Survey of Shakespeare (5)  
In-depth survey of seven Shakespeare plays, which may include The Taming of the Shrew, A Midsummer Night’s Dream, Othello, Hamlet, Macbeth, Richard III, and Henry V. Prerequisite: ENG 101, or equivalent with instructor permission. Student option grading.

**ENGLISH 234/234W**  
Latin American Literature In Translation (5)  
Latin American literature in translation with a particular emphasis on short stories and poetry. Specific authors studied will include Jorge Luis Borges, Octavio Paz, Sor Juana Inez de la Cruz, Julio Cortazar, Gabriel Garcia Marquez, Pablo Neruda, Juan Rulfo, and others. Prerequisites: ENG 101, or equivalent with instructor permission. Dual listed as IASTU 234.

**ENGLISH 257/257W**  
Introduction to Poetry (5)  
Poetic techniques with emphasis on the 19th and 20th century American poets from Walt Whitman to Sylvia Plath. Prerequisite: ENG 101, or equivalent with instructor permission. Student option grading.

**ENGLISH 258/258W**  
Introduction to Fiction (5)  
Techniques of fiction; analysis of short stories and novels. Prerequisite: ENG 101, or equivalent with instructor permission. Student option grading.

**ENGLISH 259/259W**  
Introduction to Drama (5)  
Students learn about dramatic traditions throughout history by reading plays from ancient to contemporary times. Students will be able to analyze works of drama using the historical, political, cultural and social context as well as the elements of dramatic literature and presentation. Dual listed as DRAMA 101.

**ENGLISH 264/264W**  
English Literature (5)  
Medieval through Shakespeare: Readings in principal works and authors with examples of romances, lyrics, epics and drama. Authors and works may include Beowulf, the Gawain poet, Middle English Lyrics, Chaucer, Spenser, Marlowe, Shakespeare and others. Emphasis on linguistic diversity, cultural and historical influences on language and evolution of genres. Prerequisite: ENG 101 or equivalent with instructor permission. Student option grading.

**ENGLISH 265/265W**  
English Literature (5)  
Donne through Blake: Authors may include Milton, Marvell, Dryden, Swift, Montague, Wollstonecraft and others. The course emphasizes the close connection between the literature and politics, especially the decline of the monarchy, rise of Parliament and the religious reform of Anglo-Catholicism. Prerequisite: ENG 101 or equivalent with instructor permission. Student option grading.

**ENGLISH 266/266W**  
English Literature (5)  
Romantic through early 20th century: Authors may include Blake, Shelley, Keats, Byron, Wordsworth, Coleridge, Tennyson, Browning, the Brontes, Dickens, Eliot, Woolf and others. Emphasis is on literary movements and the influence of social developments on literature. Prerequisite: ENG 101 or equivalent with instructor permission. Student option grading.

**ENGLISH 267/267W**  
American Literature (5)  
Beginnings to 1860. May include Meetings of New and Old World Republicanism, Enlightenment, Transcendentalism and Romanticism studied through diaries, letters, essays, slave narratives and oratory, as well as fiction and poetry. Authors may include Bradford, Bradstreet, Edwards, Franklin, Douglass, Hawthorne, Emerson, Thoreau, Melville and others. Prerequisite: ENG 101, or equivalent with instructor permission. Student option grading.
ENGLISH 268/268W  American Literature (5)  
1860 to 1914. Trends and periods may include Regionalism, Naturalism and emerging Ethnic and Feminist Voices. Poetry, fiction, diaries, autobiographies and essays represent the diversity of voices of American literary culture. Authors may include Dickinson, Whitman, Twain, James, Chopin, Gilman, Washington, DelBo, Robinson and others. Prerequisite: ENG 101, or equivalent with instructor permission. Student option grading.

ENGLISH 269/269W  American Literature (5)  
1914 to the present. May include modernism and the Avant-Garde, Harlem Renaissance, New Drama, Existentialism, The Absurd, Pluralism and Diversity studied through poetry, fiction, drama, autobiography and the nonfiction novel. Authors may include Frost, Eliot, Fitzgerald, Faulkner, O’Connor, Moore, Plath, Baldwin, Kington, Hughes, Hurston, Walker, Porter, Welty, Wright, Ginsberg, Rich, Silko, and others. Prerequisite: ENG 101, or equivalent with instructor permission. Student option grading.

ENGLISH 270  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.

ENGLISH 271  Expository Writing (5)  
Practice in writing information and opinion papers to develop easy and effective expression. Prerequisite: ENG 101, or equivalent with instructor permission. Student option grading.

ENGLISH 272/272W  Writing for New Media (5)  
Students learn the principles and practices of creating a new media content for Web sites, kiosks, and electric storage devices. They explore types of hierarchy, online content writing and editing, project documentation, and audience analysis. Students develop new media content for a client. Prerequisites: ENG 100 or ESL 100-level English by testing or coursework, or instructor permission. Basic familiarity with computers, the Internet and the World Wide Web (WWW), and word-processing software. Student option grading.

ENGLISH 274  Beginning Poetry Writing I (5)  
English 274 introduces students to the pleasure craft of writing poetry. Students read poems in a variety of styles and voices, as well as texts on poetic theory. In addition, students write their own poems, bearing in mind Robert Frost’s remark that ‘a poem begins in delight and ends in wisdom.’ Prerequisites: English 101, or equivalent with instructor permission. Student option grading.

ENGLISH 275  Beginning Poetry Writing II (5)  
Students expand their verse-writing skills by further exploring such ps and the prose poem. Students learn how to read their poems aloud, how to get the most out of workshop and how to format and submit manuscripts for publication. Prerequisites: English 274 or instructor permission. Student option grading.

ENGLISH 277  Beginning Short Story Writing I (5)  
Students will explore and write short fiction using plot, character, atmosphere, point of view, symbolism, metaphor and theme. Using various narrative strategies, they will write and workshop various fictional pieces. They will identify the strengths and limitations of various storytelling media.

ENGLISH 278  Beginning Short Story Writing II (5)  
Continues the work of ENGL 277: narrative techniques of the short story. Students analyze fiction by examining plot, characters, atmosphere, point of view, metaphor and theme before writing their own works. Prerequisite: ENG 277. Student option grading.

ENGLISH 281/281W  European Literature: Greeks and Romans (5)  
Early European Masterpieces: A survey of some classical Greek and Roman authors of epic, dramatic and lyric poetry which may include Aeschylus, Sophocles, Euripides, Sappho, Minnemimus, Pindar, Virgil, Horace, Catullus, Seneca and others. Greek and Roman mythology, institutions, mores and art forms will complement the course. Prerequisite: ENG 101, or equivalent with instructor permission. Student option grading.

ENGLISH 282/282W  European Lit:Middle Ages Through the Renaissance (5)  
European Masterpieces: A survey of the early Middle Ages to the Enlightenment. May include Hildegard Von Bingen, Wolfram, Christine De Pisan, Rabelais, Marie De France, Cervantes, Dante, Petrarch, Boccaccio, Machiavelli, Voltaire and others. Christianity, the rebirth of classical learning, nationalism, the imperium of reason, art and music and progress of science will complement the literature. Prerequisite: ENG101, or equivalent with instructor permission. Student option grading.

ENGLISH 283/283W  European Literature: Modern and Contemporary (5)  
European Masterpieces: A survey of 19th and 20th century authors froVarious countries which may include Goethe, Dostoevsky, Tolstoy, Chekov, Akmatova, Nietzsche, Aichinger, Kafka, Moravia, Pirandello, Ionesco, Weil, Gide, Sarre, Camus, Marcel, Borges and others. The impact of technology, war and existential philosophy on art, literature and social structures will complement the course. Prerequisite: ENG 101 or equivalent with instructor permission. Student option grading.

ENGLISH 285, 292, 293, 294/294W  Special Topics (5,2,3,5)  

ENGLISH 295  Successful Tutoring (4)  
For those interested in tutoring in the Reading and Writing Lab. Orientation to skills courses and methods of tutoring reading and writing on an individualized basis. Prerequisite: Minimum grade of 3.4 in English 101 and interview with instructor. Student option grading.

ENGLISH 296  Tutoring Practicum (3)  
Students receive credit for tutoring in the Reading/Writing Learning Center. Weekly seminar to discuss tutoring topics, issues and tutor concerns. Prerequisites: EDUC 199 and permission of instructor. Student option grading.

ENGLISH 297, 298, 299/299W  Special Project (1,2,3)  

ENGLISH AS A SECOND LANGUAGE 051  Communicating In English I (5)  
The night ESL program is designed primarily for adult ESL students who hold daytime jobs and whose ESL goals are largely non-academic. The classes attempt to meet the special needs of students in a concentrated course of study which emphasizes the practical application of class material and its relevance to the students’ lives. Students are helped to strengthen their skills in four basic areas: speaking, listening, reading, writing. Grammar topics are often student generated and are addressed as a means of gaining confidence in being able to communicate clearly and effectively. Prerequisite: Appropriate placement on Shoreline’s ESL placement test. Mandatory P/NC grading.

ENGLISH AS A SECOND LANGUAGE 091  Anatomy and Physiology for ESL Students (5)  
This course prepares ESL students for biology and/or health occupation courses. Reading, writing, listening and speaking skills are integrated with an overview of basic anatomy and physiology and selected diseases. ESL and biology faculty co-teach this course. Prerequisites: Successful completion of ESL Level 5 or ESL Placement into Level 6 or above. Student option grading.

ENGLISH AS A SECOND LANGUAGE 094  Toefl Preparation (3)  
Designed for high intermediate or advanced students of English who plan to enter undergraduate or graduate programs in the U.S. and who need to take the Test of English As A Foreign Language (TOEFL). Class focus is on TOEFL test-taking strategies, review of essentials of the English Language; refinement of skills in listening, writing, and reading. Prerequisite: TOEFL test of 475 or above, completion of ESL 100 with a 2.0 or permission of International Student Coordinator. Mandatory P/0.0 or P/NC grading.
ENGLISH AS A SECOND LANGUAGE 095
Academic Listening and Speaking (5)
ESL students improve their academic listening and speaking skills to help them succeed in college classes. Students listen to and take notes on live and recorded 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 ESL Placement Test or as required by ESL faculty for students who have completed ESLAB Level 4 (ESLAB 040/045) or as recommended by faculty for students enrolled in ESLAB Level 5 or ESL 098. Student option grading.

ENGLISH AS A SECOND LANGUAGE 096
ESL College Reading (5)
Online class to help ESL students improve their academic reading. Students learn strategies to improve vocabulary, comprehension, speed and effective translating. Course will also include strategies for setting reading goals, using college textbooks, and reading tables and graphs. Prerequisites: ESL reading placement test score from 46% to 50% and/or referral from level 5 instructor or student advisor. Student option grading.

ENGLISH AS A SECOND LANGUAGE 098
Academic ESL 1 (10)
ESL 098 is an integrated reading, writing, grammar and study skills course designed to assist students in the transition to ESL 099 and regular college classes, with emphasis on writing in an academic format and reading authentic, pre-college level materials. Prerequisites: successful completion of ESLAB 050 or appropriate placement on the advanced SCC ESL placement test. Student option grading.

ENGLISH AS A SECOND LANGUAGE 099
Academic ESL 2 (10)
ESL 099 is intended to prepare students for ESL 100 and further academic coursework. Emphasis is on content-based reading and writing for academic purposes, including appropriate grammar and vocabulary skills. Students read pre-college to introductory college level materials from a variety of sources. Prerequisites: successful completion of ESL098 or appropriate placement on the advanced ESL placement test. Student option grading.

ENGLISH AS A SECOND LANGUAGE 100
Academic ESL 3 (5)
ESL 100 prepares students for English 101 and further academic coursework, continuing and refining the skills covered in ESL 099. Emphasis is on content-based reading and writing for academic purposes. Students study more complex grammar and vocabulary and read increasingly complex pre-college to college level materials. Prerequisites: successful completion of ESL 099 or appropriate placement on the Advanced ESL placement test. Student option grading.

ENGLISH AS A SECOND LANGUAGE 005, 001, 002, 003, 004, 005
Special Topics In ESLAB (0.5, 1.0, 2.0, 3.0, 4.0, 5.0)

ENGLISH AS A SECOND LANGUAGE/ADULT BASIC EDUCATION 006
ESL Through Technology I (1)
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. Prerequisites: Appropriate placement on the SCC ESL placement test. Student option grading.

ENGLISH AS A SECOND LANGUAGE/ADULT BASIC EDUCATION 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. Prerequisites: Placement into level three, four, or five. Mandatory P/NC grading.

ENGLISH AS A SECOND LANGUAGE/ADULT BASIC EDUCATION 008
Communicating In English 2 (5)
Continuing English 2 is a basic course for speakers who know little English. Student practice includes speaking, listening and writing English. Course based on Washington Core Competencies. Prepares students for entry into ESL 1 level classes. Adult Basic Education. Open only to non-native speakers of English. Prerequisites: Appropriate placement on Shoreline's ESL placement test. Mandatory P/NC grading.

ENGLISH AS A SECOND LANGUAGE/ADULT BASIC EDUCATION 010
Integrated Skills In English 1 (10)
ESLAB 010 is the beginning level ESL class. It emphasizes reading, writing and grammar in life skills contexts such as providing personal information, describing daily events, identifying coins, currency and their value, telling time, and identifying jobs and work-related abilities. Prerequisites: appropriate placement on the SCC ESL placement test. Mandatory P/NC grading.

ENGLISH AS A SECOND LANGUAGE/ADULT BASIC EDUCATION 011
ESL Level 1a: Evening Program (5)
This beginning level course emphasizes reading, writing, grammar, listening, and speaking in life-skills contexts such as providing personal information, describing daily events, and identifying coins, currency, and their value. Course content includes the weather, shopping, personal routines with time, days, months, and dates. Prerequisites: Successful completion of the previous level or appropriate placement on the SCC ESL placement test. Mandatory P/NC grading.

ENGLISH AS A SECOND LANGUAGE/ADULT BASIC EDUCATION 012
ESL Level 1b: Evening Program (5)
This class emphasizes reading, writing, grammar, listening, and speaking in life-skills context such as describing personal information, describing daily events, and identifying coins, currency, and their value. Course content includes the weather, shopping, personal routines with time, days, months, and dates. Prerequisites: Successful completion of the previous level or appropriate placement on the SCC ESL placement test. Mandatory P/NC grading.
ENGLISH AS A SECOND LANGUAGE/ADULT BASIC EDUCATION 023  
ESL Level 2c: Evening Program (5)  
This class emphasizes continued work in reading, writing, listening and speaking skills in the context of the home, work, and community. Specific topics include foods, recipes, units of measure, interpreting maps, giving directions, and asking for assistance in directions. Prerequisites: Successful completion of the previous level or appropriate placement on the SCC ESL placement test. Mandatory P/NC grading.

ENGLISH AS A SECOND LANGUAGE/ADULT BASIC EDUCATION 025  
Listening & Speaking In English 2 (5)  
This level emphasizes listening and speaking, enabling students to function within school, daily-life, and work contexts. Students will also learn conversational strategies such as requesting, confirming and clarifying information. Prerequisites: Successful completion of the previous level or appropriate placement on the SCC ESL placement test. Mandatory P/NC grading.

ENGLISH AS A SECOND LANGUAGE/ADULT BASIC EDUCATION 030  
Integrated Skills In English 3 (10)  
This low intermediate class emphasizes reading a variety of texts on familiar subjects. Students write simple, developed paragraphs on familiar topics by combining expanded vocabulary and grammar structures. Prerequisites: Successful completion of the previous level or appropriate placement on the SCC ESL placement test. Mandatory P/NC grading.

ENGLISH AS A SECOND LANGUAGE/ADULT BASIC EDUCATION 031  
ESL Level 3a: Evening Program (5)  
Students improve listening and speaking skills, read short passages, and write well-organized paragraphs. They expand vocabulary and grammar usage. Topics include education, family, and culture. Prerequisites: Successful completion of the previous level or appropriate placement on the SCC ESL placement test. Mandatory P/NC grading.

ENGLISH AS A SECOND LANGUAGE/ADULT BASIC EDUCATION 032  
ESL Level 3b: Evening Program (5)  
Students continue to develop skills in reading short passages, writing well-organized paragraphs, developing vocabulary and grammar skills, and speaking and listening. Emphasis is on the topics of education, family, culture, leisure activities, filling out applications and participating in interviews. Prerequisites: Successful completion of the previous level or appropriate placement on the SCC ESL placement test. Mandatory P/NC grading.

ENGLISH AS A SECOND LANGUAGE/ADULT BASIC EDUCATION 033  
ESL Level 3c: Evening Program (5)  
Students continue to develop skills in reading short passages, writing well-organized paragraphs, developing vocabulary and grammar, and listening and speaking. Topics include education, accidents, injuries, emergencies, and personal, career and educational goals. Prerequisites: Successful completion of the previous level or appropriate placement on the SCC ESL placement test. Mandatory P/NC grading.

ENGLISH AS A SECOND LANGUAGE/ADULT BASIC EDUCATION 035  
Listening & Speaking In English 3 (5)  
This level emphasizes more complex listening and speaking activities within job, life-skill and social situations. Students acquire basic conversational skills and speak clearly enough to be understood by others. Prerequisites: Successful completion of the previous level or appropriate placement on the SCC ESL placement test. Mandatory P/NC grading.

ENGLISH AS A SECOND LANGUAGE/ADULT BASIC EDUCATION 040  
Integrated Skills In English 4 (10)  
At this intermediate level, students read more complex material and write well-organized, detailed paragraphs through developing vocabulary and acquiring more advanced grammar. Students will continue to develop life skills, eg. completing job applications. Prerequisites: Successful completion of the previous level or appropriate placement on the SCC ESL placement test. Mandatory P/NC grading.

ENGLISH AS A SECOND LANGUAGE/ADULT BASIC EDUCATION 041  
ESL Level 4a: Evening Program (5)  
At this intermediate level, students read more complex material, write well-organized, detailed paragraphs, listen to and discuss a variety of topics using more advanced vocabulary and grammar. Students develop life skills in contexts relating to education, family, and culture. Prerequisites: Successful completion of the previous level or appropriate placement on the SCC ESL placement test. Mandatory P/NC grading.

ENGLISH AS A SECOND LANGUAGE/ADULT BASIC EDUCATION 042  
ESL Level 4b: Evening Program (5)  
Students listen to and discuss a variety of topics, read more complex material and write well-organized paragraphs using more advanced vocabulary and grammar. Emphasis is on work place skills. Prerequisites: Successful completion of the previous level or appropriate placement on the SCC ESL placement test. Mandatory P/NC grading.

ENGLISH AS A SECOND LANGUAGE/ADULT BASIC EDUCATION 043  
ESL Level 4c: Evening Program (5)  
Students read more complex material, write well-organized, detailed paragraphs, listen to and discuss a wide variety of topics using more complex grammar and expanded vocabulary. Emphasis is on completing accident and hospitalization reports, reporting hazards and emergencies. Prerequisites: Successful completion of the previous level or appropriate placement on the SCC ESL placement test. Mandatory P/NC grading.

ENGLISH AS A SECOND LANGUAGE/ADULT BASIC EDUCATION 045  
Listening & Speaking In English 4 (5)  
This course continues to emphasize listening and speaking at an increasingly complex level. Students improve listening skills relevant for everyday life as well as college preparation, and speak clearly enough to be understood by others. Prerequisites: Successful completion of the previous level or appropriate placement on the SCC ESL placement test. Mandatory P/NC grading.

ENGLISH AS A SECOND LANGUAGE/ADULT BASIC EDUCATION 047  
ESL Medical Terminology (5)  
This course helps prepare ESL students for health occupations classes. Reading, writing, listening and speaking skills are integrated with medical word elements, an overview of basic anatomy, and selected diseases, symptoms, tests, procedures, and health professions. It is taught by health and ESL professionals. Prerequisites: Successful completion of ESL Level 3 or ESL Placement into Level 4. Student option grading.

ENGLISH AS A SECOND LANGUAGE/ADULT BASIC EDUCATION 048  
ESL Healthcare Overview (5)  
ESL Healthcare Overview introduces students to careers in healthcare, common cultural differences found in healthcare settings, various study skills and an overview of basic human anatomy. Listening and speaking skills are integrated within course content. Prerequisite: Successful completion of ESL level 3 or placement into ESL level 4 or above. Mandatory P/NC grading.

ENGLISH AS A SECOND LANGUAGE/ADULT BASIC EDUCATION 050  
Integrated Skills In English 5 (10)  
This class emphasizes reading a variety of pre-college materials, writing well-developed paragraphs, listening to and speaking effectively with others, and transitioning to academic ESL classes. Prerequisites: Successful completion of the previous level or appropriate placement on the SCC ESL placement test. Mandatory P/NC grading.

ENGLISH AS A SECOND LANGUAGE/ADULT BASIC EDUCATION 051  
ESL Level 5a: Evening Program (5)  
Students are introduced to reading a variety of pre-college materials, writing well-developed paragraphs, listening to and speaking effectively with others on a variety of topics such as politics and government. Emphasis is on transitioning to academic ESL classes. Prerequisites: Successful completion of the previous level or appropriate placement on the SCC ESL placement test. Mandatory P/NC grading.

ENGLISH AS A SECOND LANGUAGE/ADULT BASIC EDUCATION 052  
ESL Level 5b: Evening Program (5)  
Students read a variety of pre-college materials, write well-developed paragraphs, and listen and speak effectively with others. Context areas include the community and technical college, university, and job training in various careers. Transitioning to academic ESL classes is emphasized. Prerequisites: Successful completion of the previous level or appropriate placement on the SCC ESL placement test. Mandatory P/NC grading.
ENGLISH AS A SECOND LANGUAGE/ADULT BASIC EDUCATION 053
ESL Level 3c: Evening Program (5)
Students read a variety of more complex pre-college materials, compose well-developed paragraphs, listen to and discuss in small group topics on the environment, technology and science, health and health care. The emphasis is on transitioning to academic ESL classes. Prerequisites: Successful completion of the previous level or appropriate placement on the SCC ESL placement test. Mandatory P/NC grading.

ENGLISH AS A SECOND LANGUAGE/ADULT BASIC EDUCATION 054
Connecting to College and Careers (1)

ENVIRONMENTAL SCIENCE 101
Race to Save the Planet (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 material and television programs and may also serve as a resource for local governments and community action groups in planning and development. Student option grading.

ENVIRONMENTAL SCIENCE 201/201W
Environmental Science (6)
Examine natural cycles, ecosystems and other basic concepts of ecology. Study the issues of population, pollution and resources. The effects on us and our environment from economic, political and scientific decisions. 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 ecosystem processes operate at the watershed and landscape level, and the management options and environmental regulations which evolve from our understanding of those processes. Prerequisites: ENVSC 201, equivalent, or instructor permission. Student Option grading.

ENVIRONMENTAL SCIENCE 297, 298, 299
Special Topics (1,2,3)

ENVIRONMENTAL TECHNOLOGY 200
Stream Monitoring and Aquatic Habitat Assessment (3)
An introduction to the methods used in assessing aquatic ecosystems with an emphasis on freshwater systems. Physical techniques for studying stream and lake parameters, including flow and sediment transport. Chemical methods for analyzing water quality. Principles of aquatic habitat assessment. Students perform an assessment of selected parameters on a local stream. Instruction includes field trips to a local watershed. Instructor permission.

ENVIRONMENTAL TECHNOLOGY 201
Assess Wildlife Hab, Veg Anal/Air Photo Interp (3)
Covers the methods used in habitat assessment of terrestrial ecosystems, including techniques for vegetation analysis, map and aerial photo interpretation, concepts of forest ecology and wildlife biology, and an introduction to GIS analysis. Instruction includes field trips and participation in a habitat assessment project for a local watershed. Instructor permission.

ENVIRONMENTAL TECHNOLOGY 202
Wetland Delineation (4)
Provides students with a working understanding of wetland ecology and its application to wetland delineation. Topics include: soils, hydrology, vegetation, field sampling and delineation techniques, interpretation of aerial imagery, and wetland regulations. Field trips focus on sampling and wetland delineation techniques. Prerequisite: ENVSC 201 or equivalent or instructor permission. Student option grading.

ENVIRONMENTAL TECHNOLOGY 299
Special Projects In Environmental Technology (3)

FRENCH 101
Elementary French (5)

FRENCH 102
Elementary French (5)
Continuation of French 101. Fast paced interactive approach to learning French: listening, speaking, reading and writing. Topics: present perfect, object pronouns, imperative. Vocabulary themes: relating past events, travel, food, purchases, directions. Prerequisite: FRNCH 101 or equivalent with instructor permission. Student option grading.

FRENCH 103
Elementary French (5)
Continuation of French 102. Fast paced interactive approach to learning French: listening, speaking, reading and writing. Topics: imperfect, comparison, reflexive verbs, object pronouns, other tenses. Communication themes: past narrations, requests, daily activities, geography and history of France. Prerequisite: FRNCH 102 or equivalent with instructor permission. Student option grading.

FRENCH 201
Intermediate French (5)
Basic review of French in a multicultural context. Continuation of 201 with emphasis on listening and speaking. Cultural themes as they relate to the French-speaking world. Completion of the second-year sequence, French 201, 202, 203, meets multicultural requirement for Associate Degree. Prerequisite: FRNCH 201 or four-years high school French or equivalent or instructor permission. Student option grading.

FRENCH 202
Intermediate French (5)
Basic review of French in a multicultural context. Continuation of 201 with emphasis on listening and speaking. Cultural themes as they relate to the French-speaking world. Completion of the second-year sequence, French 201, 202, 203, meets multicultural requirement for Associate Degree. Student option grading.

FRENCH 283, 285
Special Topic In French Literature (3,5)
Special topics in French literature. Course conducted in French. Student option grading.

FRENCH 297, 298, 299
Special Project (1,2,3)
Specific tutorial project. Content determined in consultation with instructor. Requires permission of instructor. Student option grading.

GED PREPARATION 001
Ged Preparation 1 (10)
Students read for understanding to complete some of the GED exams and write five connected paragraphs in essay format using academic English rules. Students solve a variety of math problems including whole numbers, decimals, fractions, ratios/proportions, percents, geometry and algebra. Mandatory P/NC grading. Credits depend upon student entry into program.

GEOPHYSICS 200
Introduction to Human Geography (5)
COURSE DESCRIPTIONS

GEOGRAPHY 205
Cartography, Landforms and Analysis (5)
An introduction to map use and landform analysis. Examination of the Earth’s surface features including landform processes, interpretation and representation. Topics presented at different levels of scale including global, North American and local (Northwest/Puget Sound perspectives. A lab science distribution credit. Prerequisites: Placement in ENG 100 or ESL 100 or successful completion of ENG 090 or ESL 099. Student option grading.

GEOGRAPHY 206
Weather, Climate and Ecosystems (5)
An introduction to Earth’s atmosphere and ecosystems. Focus on atmospheric and biogeochemical patterns and processes and their measurement and representation. Topics presented in global, North American and local (Northwest and Puget Sound) perspectives. A lab science distribution credit. Prerequisites: Placement in ENG 100 or ESL 100 or successful completion of ENG 090 or ESL 099. Student option grading.

GEOGRAPHY 207
Economic Geography (5)
Survey of the factors that influence the spatial arrangement of economic activities. Emphasis is placed on concepts and theories related to primary and secondary production, consumption and transportation. Student option grading.

GEOGRAPHY 250
Geography of the Pacific Northwest (5)
A survey of the physical, cultural and economic landscapes of the Pacific Northwest. Examination of the historic and contemporary relationships between people and places in the Northwest and how physical, cultural, political and economic processes have shaped this region. Student option grading.

GEOGRAPHY 277
Introduction to Cities (5)
Investigation of all aspects of the urban city environment. Examines gender, class and minority group issues in the urban setting. Utilizes principles of spatial organization to study the impact of services in cities to the identified group residents. Internal population patterns, land utilization, field research on applied urban problems will be explored. Dual listed as IASTU 201. Student option grading.

GEOGRAPHY 285
Special Topics in Geography (5)

GEOGRAPHY 297, 298, 299
Special Project (1, 2, 3)
Special tutorial projects in specific areas of geography. Prerequisite: Instructor permission, based on evaluation of students’ educational and work experience. Student option grading.

GEOLOGY 100/100W
Encounters With Vanished Lives (5)
Enclosed in the rocks of our planet are the remains of lives whose stories ended long before ours began. These fossils have revealed to mankind stories of fantastic worlds. This course examines the history of life and the story of man’s discovery and confrontation with ancient life and its meaning. Student option grading. Internet option allows student to complete assignments while using and learning about Internet resources.

GEOLOGY 101
Physical Geology (5)
An introductory-level geology course exploring the Earth’s materials and major geologic processes including plate tectonics, earthquakes, volcanism and mountain building. Student option grading.

GEOLOGY 103
Historical Geology (5)
Course offers a history approach to the knowledge of geology by tracing the evolution of the Earth and its biosphere from its origins. It involves the processes that shape and modify rocks and landscapes, tectonics and organic evolution. The lab includes learning to identify and interpret minerals, rocks and fossils. Student option grading.

GEOLOGY 107/107W
Geologic Hazards (5)
An in-depth examination of the geologic hazards of the Pacific Northwest. Topics will include: earthquakes, volcanoes and landslides both globally and regionally. Emphasis will be on the science of these phenomena, effects on human populations, prediction, preparation and mitigation of the risk, and case studies. Class is recommended for students who have taken ENG 101. Student option grading.

GEOLOGY 120
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 generally include one overnight week-end field trip to a National Park of Washington State. Prerequisites: Placement in English 100 or ESL or instructor’s permission. Student option grading.

GEOLOGY 201
Geological Study Tour (10)
Provides opportunities to visit and study the geology of near and distant lands, such as SW U.S., Canadian Rockies, Turkey, Tunisia, etc. Student option grading.

GEOLOGY 208
Geology of the Northwest (5)
Examines geological history of the Pacific Northwest. Includes classroom study of the rocks and structures of the Northwest provinces and four weekend field trips to examine the most important areas first hand. Prerequisite: GEOL 101 and permission. Student option grading.

GEOLOGY 285
Special Topics in Geology (5)

GEOLOGY 297, 298, 299
Special Project (1)

GERMAN 101
Elementary German (5)
Beginning German with emphasis on listening comprehension, speaking, reading and writing. Topics include personal information, housing, family, friends, time, shopping. Grammar in context. Study of cultures of the German-speaking countries of Germany, Austria, Switzerland. Includes tape program and film series. Student option grading.

GERMAN 102
Elementary German (5)
Continuation of German 101 with increased emphasis on speaking, reading, writing skills. Supplementary library publications included. Prerequisite: GERMN 101 or equivalent with instructor permission. Student option grading.

GERMAN 103
Elementary German (5)
Continuation of German 102. Completes a survey of language structure and contemporary culture. Topics include work, student life, public opinion, media, money. Grammar in context. Oral proficiency emphasized. Student option grading.

GERMAN 297, 298, 299
Special Project (1, 2, 3)
Individual student project. Requires permission of instructor. Student option grading.

HEALTH CARE INFORMATION 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. Prerequisites: Successful completion of ENG 100 or ESL 100 or ASSET test score showing readiness for ENG 101. Mandatory decimal grading.

HEALTH CARE INFORMATION 121
Hospital and Clinic Patient Records (5)
HEALTH CARE INFORMATION 122
Clinical Practicum 1 (1)
Experience in a hospital setting applying theory acquired in the first year of the Health Information Technician program. Filing, record retrieval, assembling records, performing discharge analysis, observing admitting office activities, and preparing release of information requests. Prerequisites: Formal acceptance into second year of Health Information Technology Program. Completion with a grade of 2.0 or higher or concurrent enrollment in HCI 121, 210, 221. HCI Advisor Permission required.

HEALTH CARE INFORMATION 132
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 abbreviations. Accurate spelling, meaning of terms and word elements, and pronunciation. Prerequisites: Successful completion of ENG 100 or ESL 100 or ASSET test score showing readiness for ENG 101. Mandatory decimal grading.

HEALTH CARE INFORMATION 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 the CMS 1500 and UB-92 billing forms, fraud and abuse/HIPAA issues, processing, various prospective payment systems. Prerequisite: Completion with a grade of 2.0 or higher of HCI 221 and HCI 227 or concurrent enrollment. Mandatory decimal grading.

HEALTH CARE INFORMATION 160
Dental Anatomy, Terminology and Diseases (2)
Survey course designed to give dental office personnel a working knowledge of dental anatomy and terminology as related to restorative dental care, and an overview of the most common diseases affecting dental treatment, and the ability to access resources for further learning. Prerequisite: ENG 100, ESL 100, BUSAD 152, or Writing Score of 45 or higher on Asset or 79 or higher on Compass tests and Reading Score of 44 or higher on Asset and 85 or higher on Compass. Mandatory decimal grading.

HEALTH CARE INFORMATION 162
Dental Records, Coding and Reimbursement (3)
Dental clinical, financial, and employee records are covered including content, accuracy, retention and transfer. Students demonstrate proper use of CDT nomenclature and procedure codes by accurately processing dental insurance claim forms. They learn how to make financial arrangements and collect on past due accounts. Instructor permission required. Prerequisites: HCl 160 Dental Anatomy, Terminology and Diseases, or concurrent enrollment, or equivalent knowledge. Mandatory decimal grading.

HEALTH CARE INFORMATION 163
Scheduling and Recall Management (2)
This course introduces time management skills, effective patient scheduling techniques and productive office maintenance. It is designed to provide the necessary information to accurately develop a patient recall system. Prerequisite: HCl 160 Dental Anatomy, Terminology and Diseases or equivalent knowledge. ENG 100, ESL 100, BUSAD 152, or Writing Score of 45 or higher on Asset or 79 or higher on Compass tests and Reading Score of 44 or higher on Asset and 85 or higher on Compass. Mandatory decimal grading.

HEALTH CARE INFORMATION 210
Legal Aspects of Health Care (4)
Court structure and function, administration of law. Legal issues related to health care providers and medical records. Confidentiality, release of information, consents and liability of hospital and care providers, current pertinent legislation. Legal status of medical staff and laws relating to bioethical issues. Prerequisites: Successful completion of ENG 100 or ASSET test score showing readiness for ENG 101. HCI Advisor permission required. Mandatory decimal grading.

HEALTH CARE INFORMATION 214
Pharmacology (3)

HEALTH CARE INFORMATION 216
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. The rationale for common therapies, laboratory tests and drugs for selected diseases. Prerequisites: Completion with a grade of 2.0 or higher of HCl 132 and BIOSC 108. HCI Advisor Permission required. Mandatory decimal grading.

HEALTH CARE INFORMATION 220
Quality Improvement In Healthcare (3)
Evaluation of medical care, relationship to the credentialing process in health care facilities. Utilization review requirements and procedures. Risk management principles. Professional Review Organization, Joining Commission on Accreditation of Health Care Organizations and National Committee for Quality Assurance. Prerequisites: Formal acceptance into second year of Health Information Technology Program. Completion with a grade of 2.0 or higher or concurrent enrollment in HCI 222, 223 and 225. HCI Advisor permission required. Mandatory decimal grading.

HEALTH CARE INFORMATION 221
Basic ICD-9-CM Coding (5)
Instruction in, and practice with, the coding systems used in health care with emphasis on ICD-9-CM (International Classification of Diseases, 9th Edition, Clinical Modification). Implications of diagnostic related groups (DRGs) and their relationship to coding assignment and financing of hospital care. Prerequisite: Completion with a grade of 2.0 or higher HCl 132 and BIOSC 108. HCl 214 and 215 or concurrent enrollment or instructor permission. Instructor consent needed prior to enrollment. Mandatory decimal grading.

HEALTH CARE INFORMATION 222
Intermediate Medical Coding (5)
Diagnosis and procedure coding using ICD-9-CM and CPT. Coding/abstracting, and entering data into computerized encoder/grouper/abstracting system. Utilize Diagnostic Related Groups (DRGs) and Ambulatory Payment Classification (APCs). Other Coding Systems, fraud and abuse, and compliance issues discussed. Prerequisite: Completion with a grade of 2.0 or higher of HCl 221 and 227. HCI Advisor Permission required. Mandatory decimal grading.

HEALTH CARE INFORMATION 223
Health Care Statistics (4)
Basic mathematical functions, measures of central tendency and variability. Manual and computer graphic display. Inpatient census and discharged patient statistical calculations and reports, including commonly computed average and rates. Prerequisites: Formal acceptance into the second year of the Health Information Technology program. HCI Advisor permission required. Mandatory decimal grading.

HEALTH CARE INFORMATION 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 or concurrent enrollment in all HCI courses required in the HIT program. HCI Advisor permission required. Mandatory decimal grading.
HEALTH CARE INFORMATION 225
Computers In Health Care (3)
Computer applications in health care, components of health care databases, overview of local/wide area networking, internet, security and implementation issues in a health information setting. Electronic health records, optical disk systems. Legal aspects of computerized records. Part of this course is web-based. Prerequisites: CIS 105 and HCI 121. HCI Advisor permission required. Mandatory decimal grading.

HEALTH CARE INFORMATION 226
Alternative Care Record Systems (3)
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 consulting. Prerequisites: Formal acceptance into the second year of the Health Information Technology program, completion with a grade of 2.0 or higher of HCI 222, 223, 225, 226 or concurrent enrollment in HCI 231. HCI Advisor permission required. Mandatory decimal grading.

HEALTH CARE INFORMATION 227
Cpt Coding (4)
Coding theory and practice in outpatient care emphasizing Health Care Financing Common Procedure Coding System (HCPCS) Level I-Current Procedural Terminology (CPT), HCPCS Level II. Ethical and legal coding practices stressed. Reimbursement methodologies related to APCs and RBRVS. Prerequisite: Completion with a grade of 2.0 or higher of HCI 132 and BIOSC 108. HCI 214 and HCI 215 or concurrent enrollment or instructor permission. Instructor consent needed prior to enrollment. Mandatory decimal grading.

HEALTH CARE INFORMATION 228
Medical Coding Practicum (2)
Diagnosis and procedure coding using ICD-9-CM and CPT. Coding/abstracting health records and entering data into computerized encoder/abstracting system. Utilize Diagnostic Related Groups (DRGs) and Ambulatory Payment Classifications (APCs). Coding compliance in relation to fraud and abuse in coding/billing. Prerequisite: Completion with a 2.0 or higher of HCI 222 and instructor permission. Mandatory P/NC grading.

HEALTH CARE INFORMATION 231
Clinical Practicum II (4)
Practice in coding, abstracting, utilization review, statistics, tumor registry, release of patient information, computer entry/data retrieval, analysis for documentation deficiencies, and filing in a variety of clinical sites: hospitals, long term care facilities, clinics, home health agencies, etc. Prerequisites: Formal acceptance into the second year of the Health Information Technology program, completion with a grade of 2.0 or higher of HCI 220, 222, 223, 225, HCI 220 and 226 or concurrent enrollment. HCI Advisor permission required. Mandatory decimal grading.

HEALTH CARE INFORMATION 232
Management Practicum (4)
Capstone course. Students work in teams for research and present a written plan for a new health information department for a physician's clinic. Investigate, select and present department functions, job descriptions, supplies and equipment lists, justifications, procedures, layout and an annual automated budget. 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. HCI Advisor permission required. Mandatory decimal grading.

HEALTH CARE INFORMATION 281, 282, 283
Special Topics (1,2,3)
Permission only.

HEALTH CARE INFORMATION 297, 298, 299
Special Project (1,2,3)

HISTORY 101
Survey of the History of the United States (5)
Survey of United States historical and cultural development. Objective is to make the student aware of the Nation's heritage and more intelligently conscious of the present. Prerequisite: ENG 101 recommended. Mandatory decimal grading.

HISTORY 111/111W
Ancient & Medieval World: Early Civilization (5)
Survey of western civilization's origins in the ancient Near East, Greece, Rome, Medieval Europe, Byzantium and Islam. An examination of social, political and intellectual traditions, including major religious and political institutions, medieval society, and urban culture to the Black Death.

HISTORY 112/112W
The Early Modern World: The Age of Ideas (5)
This course surveys western civilization from the thirteenth century to early nineteenth century with emphasis on the Renaissance, the Reformation, the rise and fall of absolute monarchs, the Scientific Revolution, the Enlightenment, the French Revolution, and the rise and fall of Napoleon.

HISTORY 113/113W
The Modern World: The Capitalist Era (5)
A survey of the modern era examining the Industrial Revolution, the development of modern ideologies and imperialism, the World Wars, the Cold War and contemporary global economic, social and political institutions.

HISTORY 201
Ancient History (5)
A survey of political, economic, and social institutions and activities coupled with a description of religious life and cultural achievements from the beginnings of organized society through the ancient Mediterranean civilizations. In this class we take an interdisciplinary approach to subject learning. We also emphasize cultural diversity and multiple national influences in Europe and its reflections on a global world. Mandatory decimal grading.

HISTORY 202
Medieval European History (5)
Europe from the disintegration of the Roman Empire to 1300. The evolution of basic values and institutions of Western Civilization. In this class we take an interdisciplinary approach to subject learning. We also emphasize cultural diversity and multiple national influences in Europe and its reflections on a global world. Mandatory decimal grading.

HISTORY 231
Early Modern European History (5)
This course traces the political, social, economic and culture history of Europe from 1600 to 1815. In this class we take an interdisciplinary approach to subject learning. We also emphasize cultural diversity and multiple national influences in Europe and its reflections on a global world. Mandatory decimal grading.

HISTORY 232
Modern European History (5)
Political, social, economic, cultural history of Europe from 1815 to 1919. In this class we take an interdisciplinary approach to subject learning. We also emphasize cultural diversity and multiple national influences in Europe and its reflections on a global world. Formerly HIST 203. Mandatory decimal grading.

HISTORY 233
Contemporary European History (5)
Political, social, economic, and cultural history of Europe from the Treaty of Versailles to the present. In this class we take an interdisciplinary approach to subject learning. We also emphasize cultural diversity and multiple national influences in Europe and its reflections on a global world. Formerly HIST 204. Mandatory decimal grading.

HISTORY 241
History of the United States to 1877 (5)
A chronological and thematic study of U.S. history from Native America to Reconstruction with emphasis on its cultural, diplomatic, economic, political, and social elements. Mandatory decimal grading.

HISTORY 242
History of the United States Since 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. Mandatory decimal grading.
COURSE DESCRIPTIONS

HISTORY 245
History of American Immigration (5)
Survey 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 United States, as well as reaction to immigrants by native-born Americans. Focus includes Asia, European, Latin American, and contemporary African immigrants. Dual listed as IASTU 245. Prerequisite: Either concurrent or successful completion of ENG 101 is recommended. Mandatory decimal grading.

HISTORY 254
Native American History: East Coast (5)
Survey of East Coast American Indian tribes, their culture and civilization. Dual listed as IASTU 254. Prerequisite: ENG 101. Mandatory decimal grading.

HISTORY 255
American Indian History: Plains (5)
Survey of the American Indian history, culture and civilization from the opening of the Great Plains to non-Indians in 1850 to Wounded Knee Massacre of 1890. Dual listed as IASTU 255. Prerequisite: ENG 101. Mandatory decimal grading.

HISTORY 256
Native American History: Northwest (5)
History of the Indians of the Oregon Territory (Washington, Oregon, Idaho and Montana to the Continent Divided), British Columbia, Alberta and Alaska. Includes history, culture, treaties and contemporary events from an Indian point of view. Dual listed as IASTU 256. Prerequisite: ENG 101. Mandatory decimal grading.

HISTORY 260
The Contemporary Middle East (5)
Course will trace the history of the Middle East from World War I to the present. Historically the area has been labeled the Orient, the East, the Levant, or the Near East; at present the most widely used term is the Middle East. Mandatory decimal grading.

HISTORY 267
Pacific Northwest History (5)
A chronological and thematic approach to Pacific Northwest history (focused on Washington and Oregon but including areas from the Pacific Coast to the Rocky Mountains and from northern California to southern Alaska). It will emphasize cultural, economic, environmental, ethnic, political, and social topics. This course replaces History 264 and 265. Student option grading.

HISTORY 270
African-American History: Pre-Civil War to Present (5)
Survey of African Americans, post Civil War to present day. Emphasis on the development of America, African Americans. Focus on the heritage, struggles, social/political contributions and achievements. Dual listed as IASTU 211. Student option grading.

HISTORY 274
U.S. and Vietnam (5)
Examines Vietnam’s history and America’s involvement, policies and objectives in Vietnam; includes the effect of the Vietnam War on the United States. Dual listed as IASTU 274. Prerequisite: ENG 101. Mandatory decimal grading.

HISTORY 285/285W
Historical Issues and Methods (5)
Introduction to selected sub-specialties within the discipline. Each course will focus on a single issue area and/or topic and will employ techniques and concepts of history.

HISTORY 297, 298, 299
Special Project (1, 2, 3)
Special tutorial projects in specific areas of history. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students’ educational and work experience. Mandatory decimal grading.

HUMAN DEVELOPMENT 101
College Orientation and Success (2)
This course focuses on building skills for student success at Shoreline Community College. Students will be introduced to resources necessary for academic and career decision making, and to many skills, which are necessary to succeed in college. Focus is on academic and career planning, goal setting, enhancing research and study skills, time management and mental health issues as they relate to wellness. Mandatory P/NC grading.

HUMAN DEVELOPMENT 105
Career Exploration and Life Planning (2)
For students who want to increase their awareness of their educational and vocational choices take and analyze interest and personality tests; examine labor market projections; explore your ‘self’ and the world of work. Take charge of your life planning and career choices! Mandatory P/NC grading.

HUMAN DEVELOPMENT 130
Stress Management (2)
Provides students with an understanding of the effects of stress on health, happiness and performance. Also examines personal stressors and stress reduction skills. Mandatory P/NC grading.

HUMAN DEVELOPMENT 140
Improving Relationships (2)
Designed to help students communicate effectively with those closest to them. We will explore communication skills that enrich relationships. Mandatory P/NC grading.

HUMAN DEVELOPMENT 280, 281, 282, 283, 284, 285
Special Topics (1, 2, 3, 4, 5)
Special topics in human development.
INDUSTRIAL TECHNOLOGY 104
CNC Programming [6]
Students will be given an introduction to the application of graphics-based software as it relates to computer numerically controlled machine tools. Study will focus around an apple network utilizing Geo-StacVer II software. Students will gain knowledge in the creation of skeleton programs, the application of post processors to convert computer language to machine tool language, tape preparation and proofing programs on the machine. Students will also be given a brief overview of computer-aided manufacturing (CAM) as related to the MAZAK machining and turning center.

INDUSTRIAL TECHNOLOGY 105
CAD/CAM Programming and Operation [6]
Focus on AutoCAD and Smart CAM. Students will learn the protocol for both software and how they can be interfaced to produce precision machined parts. Emphasis on program writing, editing and implementation via a CAD/CAM link to MAZAK Machining and Turning Center. Prerequisite: Completion of INDUS 104 or permission. Mandatory decimal grading.

INDUSTRIAL TECHNOLOGY 130
Engine Lathe Theory and Practice [6]
Study of the engine lathe and its application to industry. Lab time will be devoted to familiarizing the student with the following: turning between centers, boring, threading, soft jaw chuck work, taper turning and related production techniques. Mandatory decimal grading.

INDUSTRIAL TECHNOLOGY 131
Study of the milling machine and its application to industry. Lab time devoted to familiarizing student with the following operations: sensitive drill press, radial arm drill, surface grinding, cylindrical grinding, tool and cutter grinding. Mandatory decimal grading.

INDUSTRIAL TECHNOLOGY 132
Drilling, Grinding Theory and Practice [6]
Study of drill press, grinding operations and abrasive machining. Lab time will cover familiarizing student with the following operations: sensitive drill press, radial arm drill, surface grinding, cylindrical grinding, tool and cutter grinding. Mandatory decimal grading.

INDUSTRIAL TECHNOLOGY 190
Programming and operation of N/C, CNC and CAM equipment. Course will be lecture/lab combination, with operation of Bridgeport Series I CNC, Mazak VQC 20/40 Machining Center, and Mazak Quick Turn 10 Turning Center. Mandatory decimal grading.

INDUSTRIAL TECHNOLOGY 270
Work Experience [18]
The second year of the Machinist Training Program is spent in industry; a cooperative agreement between industry and Shoreline. Student spends 40 hours/week in industry, receives college credit and also a salary from the cooperating industry. Permission of instructor. Mandatory decimal grading.

INDUSTRIAL TECHNOLOGY 272
CNC Operator’s Training Internship [18]
The second year of the Machinist Training Program is spent in industry; a cooperative agreement between industry and Shoreline. Student spends 40 hours/week in industry. Receives college credit and also a salary from the cooperating industry. Permission of instructor. Mandatory decimal 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 282
Special Topics In Informatics [2]

INTERNATIONAL STUDIES 200
Origins of the modern state system, and of the world market in Europe. Analysis of interacting forces of politics and economics world-wide from 1500 to World War II. Prerequisites: ENG 101 or equivalent test scores. Student option grading.

INTERNATIONAL STUDIES 201
Introduction to International Political Economy [5]
International political economy in the post World War II era. Analysis of the interaction of modern nation-states (politics) and world markets (economics); examination of the new international economic and political order and its crises in the 1970’s and 1980’s, including: East and West rivalry and relations between more developed and less developed countries. Prerequisites: ENG 101 or equivalent test scores. Student option grading.
INTRA-AMERICAN STUDIES 103/103W
Introduction to Multicultural Studies (5)
This course is designed to help students develop an 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. Prerequisites: Successful completion of ENG 100 or placement into ENG 101. Student option grading. Credit for both IASTU/SPCMU 102 and IASTU 103 will not be granted towards the degree.

INTRA-AMERICAN STUDIES 109/109W
American Popular Music (5)
Historical, cultural, social and stylistic study of American popular idioms from their African and European roots to the present. Focus on contemporary styles such as early Rock and Roll from its roots, Folk, Blue Grass, Country-Western, Blues, Heavy Metal, Rap and Jazz. Key artists contributing to the various periods of development will be discussed. Various facets of the music industry will be examined to gauge its influence on musical taste and style. Extensive writing requirements. Recommendation: ENG 101. Dual listed as MUSIC 109W. Student option grading.

INTRA-AMERICAN STUDIES 115
Contemporary Filipino-American History/Culture (5)
A course designed to develop an understanding of the contemporary Filipino-American history, values, social kinships, problems and survival strategies and recognize the contributions of Filipino-Americans in the development of U.S. society. Student option grading.

INTRA-AMERICAN STUDIES 181, 182, 183, 184, 185W
Special Topics (1,2,3,4,5)
Course designed to reflect current research and emphasis on a specific topic. Each seminar will focus on areas as defined by selected title. Student option grading.

INTRA-AMERICAN STUDIES 200/200W
Introduction to Gender and Ethnic Studies (5)
Multicultural and multi-racial research and scholarship designed to provide knowledge in the study of ethnicity, gender and class in America. A study and analysis of relationships among groups; specifically, Euro-American, African, Asian, Native American, Latino(a) groups and gender. Focus on interdisciplinary, ethnic specific, comparative concepts, theories and methods of inquiry which shape the character of these communities and their relationship to the concept of pluralism. Exploration of the nature and scope of the relationship between minority groups, including women and the dominant group in the U.S. Emphasis on social institutions, histories, cultural diffusion, racial conflict, etc., from the minority viewpoint. Extensive writing requirements. Recommendation: ENG 101. Student option grading.

INTRA-AMERICAN STUDIES 201
Ethnic Urban Patterns (5)
Investigation of all aspects of the urban city environment. Examines gender, class and minority group issues in the urban setting. Utilizes principles of spatial organization to study the impact of services in cities to the identified group residents. Internal population patterns, land utilization, field research on applied urban problems will be explored. Dual listed as GEOG 277. Student option grading.

INTRA-AMERICAN STUDIES 202/202W
Sociology of Minority Groups (5)
Use of sociological theories and research to examine the current and historical issues confronting American ethnic and racial minority groups. The course evaluates the socio-cultural context of group environments. Explores both the history and sociological concepts of culture and mores unique to various groups. Course focuses on the assimilation of certain groups, on religious beliefs, status, biases, stereotypes, discrimination, prejudice, gender, class and minority and majority group relations past and present. Recommendation: ENG 101. Dual listed as SOC 288. Student option grading.

INTRA-AMERICAN STUDIES 203
Arab American Survey (5)
An introductory survey course on the study of the historical and geographical origins of the Arab-American immigrants. Focus on the divisions, sects and dimensions of their religious identifications, their common geographical locations, career choices and socio-economic status. The course analyzes population growth and social development of the Arab as an ethnic group member in America and their contributions to the American culture. Emphasis on the cultural mores, customs, arts, traditions, literature, political ties to the Middle East and the political motivations of this group as they adapt and assimilate to both the American culture and International life. Student option grading.

INTRA-AMERICAN STUDIES 206/206W
History of Jazz (5)
Historical, cultural, social and stylistic study of jazz history from its African and European roots to the present. Focus on the beginning in New Orleans to the present day avant-garde artist. Emphasis on form, structure, social background and the contribution of Jazz to music in America. Extensive writing requirements. Recommendation: ENG 101. Dual listed as MUSIC 211W. Student option grading.

INTRA-AMERICAN STUDIES 210
African Cultures (5)
Survey of ancient, medieval and modern peoples of Africa. Emphasis on social, religious, political institutions and contributions of Africans to World Culture. Student option grading.

INTRA-AMERICAN STUDIES 211
African-Amer Hist: Ancient Africa to Reconstructi (5)
Survey of African Americans from the ancient African past to Reconstruction (1877). Emphasis on this people as an integral part of the growth and development of America. Focus on the heritage, struggles, social/political contributions and achievements. Dual listed as HIST 270. Transfers as a linked sequence course.

INTRA-AMERICAN STUDIES 212
African-Amer History:Post Civil War to Present (5)
Historical experience of African Americans, post Civil War to present day. Especially pertinent to the subject, the Civil Rights movement will be a major focal point in review. Dual listed as HIST 271. Transfers as a linked sequence course.

INTRA-AMERICAN STUDIES 220
Minority Literature (5)
Survey of American literature. Focus on major ethnic groups: Africans, Hispanics, Asian, American Indians. Course traces evolutions of the unique ethnic experiences which gave rise to the various forms of 20th century literature. Student option grading.

INTRA-AMERICAN STUDIES 234/234W
Latin American Literature In Translation (5)
Latin American literature in translation with a particular emphasis on short stories and poetry. Specific authors studied will include Jorge Luis Borges, Octavio Paz, Sor Juana Inez de la Cruz, Julio Cortazar, Gabriel Garcia Marquez, Pablo Neruda, Juan Rulfo, and others. Prerequisites: ENG 101, or equivalent with instructor permission. Dual listed as ENG 234. Student option grading.

INTRA-AMERICAN STUDIES 245
History of American Immigration (5)
Survey 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 United States, as well as reaction to immigrants by native-born Americans. Focus includes Asian, European, Latin American, and contemporary African immigrants. Dual listed as HIST 245. Prerequisites: Either concurrent or successful completion of ENG 101 is recommended. Mandatory decimal grading.
INTRA-AMERICAN STUDIES 254
Native American History: East Coast (5)
Survey of East Coast American Indian tribes, their culture and civilization. Dual listed as HIST 254. Prerequisite: ENG 101. Student option grading.

INTRA-AMERICAN STUDIES 255
Native American History: Plains (5)
Survey of the American Indian history, culture and civilization from the opening of the Great Plains to non-Indians in 1850 to Wounded Knee Massacre of 1890. Dual listed as HIST 255. Student option grading.

INTRA-AMERICAN STUDIES 256/W
Native American History: Northwest (5)
History of the Indians of the Oregon Territory (Washington, Oregon, Idaho and Montana to the Continental Divide), British Columbia, Alberta, and Alaska. Includes history, culture, treaties and contemporary events from an Indian point of view. Extensive writing requirements. Recommendation: ENG 101. Dual listed as HIST 256W. Student option grading.

INTRA-AMERICAN STUDIES 270
Asian American Survey (5)
The study of Asian Americans in the United States from historical, cultural, economic, and sociological perspective. The emphasis will be on analyses of Asian American ethnic communities (primarily Japanese, Chinese, Filipinos, Korean, Vietnamese, and Pacific Islanders) and their social institutions, activities, and problems. Mandatory decimal grading.

INTRA-AMERICAN STUDIES 274
U.S. and Vietnam (5)
Examines Vietnam’s history and America’s involvement, policies and objectives in Vietnam; includes the effect of the Vietnam War on the United States. Dual listed as HIST 274. Mandatory decimal grading.

INTRA-AMERICAN STUDIES 282/282W
Women and Abuse (5)
Study and research of the social, psychological, legal and political implications of abuse against women. Includes sex roles, stereotypes, language, media, sexual harassment, rape, prostitution, child pornography, incest, child molestation, battering, eating disorders, and emotions relating to these areas, including depression, co-dependency, self-esteem and personal power. Includes current research, social services, laws and legislative issues. Open to both men and women. Includes current research, social services, laws and legislative issues. Dual listed as Women 282. Mandatory decimal grading.

INTRA-AMERICAN STUDIES 283/283W
Women of Power (5)
Students will study the relationship between women and power. Topics include barriers to acquiring power, strategies for obtaining power and uses of power. Students will research several powerful women. Emphasis is on class discussion and collaboration. Open to women and men. Dual listed as WOMEN 283. Prerequisites: Recommend ENG 101. Student option grading.

INTRA-AMERICAN STUDIES 284/284W
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. Dual listed as Women 284. Student option grading.

INTRA-AMERICAN STUDIES 285/285W
Special Topics (5)
Survey of women in science and technology. Student option grading.

INTRA-AMERICAN STUDIES 287, 289, 299
Special Project (1,2,3)

JAPANESE 111
First-Year Japanese (5)

JAPANESE 112
First-Year Japanese (5)
Continuation of Japanese 111. Sino-Japanese characters introduced. Prerequisite: JAPAN 111 or equivalent with instructor permission. This course is not recommended for auditors or for those students who have successfully completed a more advanced level of Japanese. Student option grading.

JAPANESE 113
First-Year Japanese (5)
A continuation of Japanese 112 with more vocabulary, more complicated sentence structure, continued work on script including Kanji characters. Prerequisite: JAPAN 112 or equivalent with instructor’s permission. This course is not recommended for auditors or for those students who have successfully completed a more advanced level of Japanese. Student option grading.

JAPANESE 211
Second-Year Japanese (5)
Review of Japanese in a cultural context. Continuation of 211. Topics: transitive and intransitive verbs, conjunctions, relative clauses, reading and writing using authentic materials. Communication themes: bookstores, public transportation, directions, coffee shops, hobbies, traveling, Japanese houses, expressing apology, excuses, modesty, accepting an offer. Prerequisite: JAPAN 211 or four years of high school Japanese or equivalent with instructor permission. Student option grading.

JAPANESE 213
Second-Year Japanese (5)
Review of Japanese in a cultural context. Continuation of 212. Topics: potentials, imperatives, giving and receiving, volitional form, reading and writing using authentic materials. Communication themes: lost and found office, university libraries, taxi, life and career. Introduction to the Japanese novel and folk tales. Prerequisite: JAPAN 212 or four years of high school Japanese or equivalent with instructor permission. Student option grading.

JAPANESE 285
Special Topics In Japanese (5)

JAPANESE 297, 298, 299
Special Project (1,2,3)

LEARNING CENTER NORTH 001
GED Basic - Learning Center North (10)
Students read for understanding and prepare for GED exams, write connected paragraphs in essay format, apply mathematical concepts and procedures to solve problems, etc. Mandatory P/N/C grading. Credits depend upon student entry into program.

LEARNING CENTER NORTH 002
GED Advanced - Learning Center North (10)
Students read for understanding and prepare for GED exams, write connected paragraphs in essay format, apply mathematical concepts and procedures to solve problems, etc. Mandatory P/N/C grading. Credits depend upon student entry into program.

LIBRARY 190
Introduction to Digital Media (5)
Overview of basic digital media concepts, with emphasis on digital imaging using scanner, digital camera/camcorder, and consumer-grade PC based video editing system. Students design and produce simple digital media projects suitable for email or the Internet. Familiarity with windows environment helpful but not required. Student option grading.

LIBRARY 297, 298, 299
Special Projects (1,2,3)
MACHINIST TRAINING 172
CNC Operators Training Internship (20)

MACHINIST TRAINING 181
Precision Measuring Level I (3)
A competency-based curriculum designed to introduce the student to precision measuring. This course presents the introductory concepts of measuring systems, and focuses on the selection, use, and care of measuring tools usually associated with the precision machining industry. Instructor permission required. Mandatory decimal grading.

MACHINIST TRAINING 182
Blueprint Reading Level I (3)
A competency-based introduction to blueprint reading. Students will learn the essential content of blueprints, including drawing types, drawing content, theory of projection, dimensioning systems, revision blocks, and all associated nomenclature. Instructor permission required. Mandatory decimal grading.

MACHINIST TRAINING 183
Applied Mathematics Level I (3)
A competency-based applied mathematics curriculum designed to introduce the student to industry applications for mathematics. Topics covered will include fractions, decimals, combined operations, powers and roots of numbers, elementary applications for algebra, plane geometry and right angle trigonometry. Instructor permission required. Mandatory decimal grading.

MACHINIST TRAINING 184
Theory of CNC Machining (3)
A competency-based curriculum designed to introduce the student to CNC machining. This course presents the introductory concepts of numerically controlled machining technology. Additional studies will focus on cutting tools, tool offsets, how they are used by the machine, quadrant systems, letter codes, fixed cycles, and simple part programming. Instructor permission required. Mandatory decimal grading.

MACHINIST TRAINING 185
CNC Turning and Milling Lab (12)
This lab-oriented program emphasizes the hands-on side of CNC machining. Students will concentrate on the set-up and operation of CNC turning and machining centers. Because this class is mostly lab, it is best suited to those who have already mastered blueprint reading, precision measuring, and shop mathematics. Prerequisites: Permission of the instructor. Students must pass an entrance examination. Mandatory decimal grading.

MACHINIST TRAINING 186
CNC Operators Training (21)
Designed with the help of industry experts, the 300-hour, competency-based curriculum is conducted in the Okuma Regional Training Center at Shoreline. Instruction focuses on set-up and operation of CNC machines, blueprint reading, shop mathematics, precision measuring, and cutting tool theory. Permission of instructor. Mandatory decimal grading.

MACHINIST TRAINING 191
Precision Measuring and Inspection (3)
Working as a member of an inspection team, students will receive instruction in first article inspection, production inspection, production documentation, and statistical process control. Working under the direction of the instructor the student will gain an understanding of the application and use of computer-assisted measuring tools. Prerequisites: MACHT 181 or equivalent industry experience. Instructor permission. Mandatory decimal grading.

MACHINIST TRAINING 192
Aerospace Blueprint Reading/Geometric Tolerances (3)
Second in the series, a competency-based curriculum designed to introduce the student to aerospace blueprints and applications for geometric tolerancing. Studies will cover the application of datums, primary and secondary auxiliary views, dimensioning plans, revisions, and automated parts list. Prerequisites: MACHT 182, permission of instructor. Mandatory decimal grading.

MACHINIST TRAINING 193
Applied Mathematics Level II (3)
Second in the series, this class focuses on advanced industry applications of applied mathematics. Topics covered will include algebraic formulas, plane geometry, right angle trigonometry and compound trigonometry. Instructor permission. Mandatory decimal grading.

MACHINIST TRAINING 194
Cutting Tools and Machine-Ability of Materials (3)
Utilizing industry experts, this competency-based curriculum explores the many factors involved in the selection and use of carbide inserted cutting tools. Additional studies will focus on the physical and mechanical characteristics of common materials, their machine-ability and how it can be changed by heat-treating. Instructor permission required. Mandatory decimal grading.

MACHINIST TRAINING 195
CNC Turning and Milling Lab (12)
This lab oriented program emphasizes the hands-on side of CNC machining. Students will concentrate on the set-up and operation of CNC turning and machining centers while using time-saving devices. Because this class is mostly lab it is best suited to those who have already attended MACHT 185 or have equivalent industry experience. Prerequisites: Students must pass an entrance examination. Permission of the instructor. Mandatory decimal grading.

MACHINIST TRAINING 196
CNC Operator Training (21)
300-hour competency-based curriculum builds on the skills students learned during initial training. Instruction focuses on set-up and operation of CNC machining and turning centers utilizing time-saving accessories. Additionally, aerospace blueprint reading, applied mathematics, precision measuring and inspection, cutting tools and machine-ability of materials. Permission of instructor required. Mandatory decimal 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 ENG 080 or ESL 098. Mandatory P/NC grading.

MANUFACTURING TECHNOLOGY 091
Fundamental Personal Skills In MFGT-1LOT (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 ENG 080 or ESL 098. Mandatory P/NC grading.

MANUFACTURING TECHNOLOGY 092
Personal Skills-MFGT-2LOT (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-1RWM (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 ENG 080 or ESL 098, and placement at MATH 070. Mandatory P/NC grading.

MANUFACTURING TECHNOLOGY 094
Personal Skills In MFGT-2RWM (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. Prerequisites: MFGT 093. Mandatory P/NC grading.
COURSE DESCRIPTIONS

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/PRP (enterprise resource planning), materials requirements planning, material management systems, data collection and analysis systems, and (CNC) computer numerical controlled systems and (CNC) computer numerical controlled systems. Required enrollment in MFGT 100. Mandatory P/NC grading.

MANUFACTURING TECHNOLOGY 101
Health and Safety In Manufacturing (2)
This course provides a comprehensive overview of health and safety issues while it emphasizes paying attention to details, reviews hazards to watch for and discusses how to respond in an emergency. Prerequisites: Placement at ENG 100 or ESL 098 or 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 ENG 100 or ESL 098 or successful completion or concurrent enrollment in MFGT 090 or 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 ENG 100 or ESL 098 or successful completion or concurrent enrollment in MFGT 090 or MFGT 095 and placement at MATH 070. Mandatory P/NC grading.

MANUFACTURING TECHNOLOGY 110
Certificate In Basic MFGT 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, MFGT 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 skills working in a modern manufacturing lab creating a final product meeting necessary quality standards. Prerequisite: ENG 080 or ESL 098, and MATH 070. Mandatory decimal grading.

MANUFACTURING TECHNOLOGY 115
CNC Machinist Training (20)
This 330 hour 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
CNC Machinist Applications (20)
This 330 hour 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 135
Quality Assurance Fundamentals (5)
This course provides a fundamental overview and awareness of the history, concepts and theory of quality as it relates to today's business environment, including manufacturing. Prerequisite: Successful completion of MFGT 110. Mandatory decimal grading.

MANUFACTURING TECHNOLOGY 155
Continuous Improvement (5)
This course provides a fundamental overview and awareness of continuous improvement in manufacturing and business. Prerequisite: Successful completion of MFGT 155 with a 2.0 GPA or better, instructor permission. Mandatory decimal grading.

MANUFACTURING TECHNOLOGY 170
Quality 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 167, MFGT 230, MFGT 231, MFGT 232 with a 2.0 GPA or better. Mandatory decimal grading.

MANUFACTURING TECHNOLOGY 175
CNC 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. Mandatory decimal grading.
MANUFACTURING TECHNOLOGY 215
CNC Programming (6)
This course presents the introductory concepts of numerically controlled machining technologies 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. 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 176 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 prototyping 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 176 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, MFGT 157 with a 2.0 GPA or better. Mandatory decimal grading.

MANUFACTURING TECHNOLOGY 231
Metrology (5)
This course introduces the fundamentals of dimensional measurement, production gages, and gaging techniques. Measurement techniques will emphasize the proper use of appropriate measurement equipment. Prerequisite: Successful completion of MFGT 155, MFGT 156, MFGT 157 with a 2.0 or better. Mandatory decimal grading.

MANUFACTURING TECHNOLOGY 232
Calibration Systems (5)
This course describes the calibration process used in manufacturing to ensure measurements are accurate and traceable to national and international standards. Prerequisite: Successful completion of MFGT 155, MFGT 156, MFGT 157 with a 2.0 GPA or better. Mandatory decimal grading.

MANUFACTURING TECHNOLOGY 233
Statistical Techniques (5)
This course provides the fundamental statistical concepts and methodologies and how they are used in industry to control manufacturing and business processes. Prerequisite: Successful completion of MFGT 167, MFGT 175, MFGT 230, MFGT 251, MFGT 252 with a 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 MACT 170 or METFA 180 or equivalent experience. Permission. Mandatory decimal grading.

MANUFACTURING TECHNOLOGY 241
Machine Maintenance Level 1 (22)
300-hour competency-based curriculum, conducted in the Okuma Regional Training Center. Students will learn the maintenance requirements for coolant tanks, filtration and recovery systems, state and local requirements for handling and disposal of coolants and cutting oils. Additionally, studies will include, developing and scheduling periodic maintenance, ordering and inventory control of parts, machine nomenclature, machine set-up, electrical and hydraulic blueprint reading, industry mathematics, team building and communication skills. Prerequisites: Because of the technical nature of this program, English communication skills must meet or exceed a minimal level requirement of ESL 3. Pre-program interview with instructor or program coordinator. Instructor permission required. Mandatory decimal grading.

MANUFACTURING TECHNOLOGY 250
Computer-Aided Manufacturing Lecture (4)
An introduction to CAM. Content includes necessary DOS commands, CAM job planning, geometry description, editing, tool path, macro functions, file management, utilities and code generators. The student will choose one lab, to be taken concurrently with this lecture from one of the following: Corequisite: MFGT 251 Lab, or 252 Lab, or 253 Lab or 254 Lab. Prerequisite: INDUS 103 or METFA 188 or MACT 170 or METFA 181. Mandatory decimal grading.

MANUFACTURING TECHNOLOGY 252
Smartcam Programming for Milling Centers (3)
CAM programming applied to milling and machining centers. Corequisite or prerequisite: MFGT 250 Lecture or permission. Prerequisite: INDUS 103 or MACT 171 or permission. Mandatory decimal grading.

MANUFACTURING TECHNOLOGY 253
CAM Turning (2)
CAM programming applied to turning centers. Corequisite or Prerequisite: MFGT 250 lecture or permission. Prerequisite: INDUS 103 or MACT 171 or permission. Mandatory decimal grading.

MANUFACTURING TECHNOLOGY 254
CAM Survey (2)
A survey of CAM Programming applied to Punching, Milling and Turning. Corequisite: MFGT 250 lecture or permission. Prerequisite: INDUS 103 or METFA 188 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: MFGT261 Lab or 262 Lab or 263 Lab or 264 Lab. Prerequisite: MFGT 250 Lecture-Lab or permission. Mandatory decimal grading.

MANUFACTURING TECHNOLOGY 261
CAD/CAM Punching (2)
CAD/CAM programming applied to CNC punch presses. Corequisite or prerequisite: MFGT 260 lecture or permission. Prerequisite: MFGT 250 lecture-lab or permission. Mandatory decimal grading.

MANUFACTURING TECHNOLOGY 262
CAD/CAM Milling (2)
CAD/CAM Programming applied to CNC Milling. Corequisite or prerequisite: MFGT 260 lecture or permission. Prerequisite: MFGT 250 lecture-lab or permission. Mandatory decimal grading.

MANUFACTURING TECHNOLOGY 263
CAD/CAM Turning (2)
CAD/CAM Programming applied to CNC Turning. Corequisite or prerequisite: MFGT 260 lecture or permission. Prerequisite: MFGT 250 lecture-lab or permission. Mandatory decimal grading.

MANUFACTURING TECHNOLOGY 264
CAD/CAM Survey (2)
A survey of CAD/CAM Programming Applied to Punching, Turning and Milling. Corequisite or prerequisite: MFGT 260 lecture-lab 254 or permission.

MANUFACTURING TECHNOLOGY 275
Quality Internship (9)
This course is a cooperative 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. Prerequisite: Successful completion of MFGT 166, 169, 170, 233 with a 2.0 GPA or better. Mandatory decimal grading.
### MANUFACTURING TECHNOLOGY 276 CAM Internship (9)
This course provides work experience with local industry. Student 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 MGFT 215, 220, 225 with a 2.0 or better. Mandatory decimal grading.

### MANUFACTURING TECHNOLOGY 298, 299 Special Project (2,3)

### 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. Prerequisites: A score of 23 or higher on the Numerical skills ASSET Test or equivalent, or instructor permission. Student option grading.

### MATHEMATICS 070 Preparation for Algebra (5)
An introduction to fundamental algebraic skills needed for Elementary Algebra. Course includes a review of arithmetic and an introduction to graphing, simplifying algebraic expressions, and solving linear equations. Prerequisite: MATH 060 (2.0 or better) or a score of 22 or higher on the Pre-Algebra COMPASS test (or equivalent score on SAT, ACT or ASSET) Student Option Grading.

### MATHEMATICS 080 Elementary Algebra (5)
Fundamentals of algebra including simplifying algebraic expressions, solving linear equations in one variable, plotting points & graphing lines, exponents & their properties, operations on and factoring polynomials, simplifying rational expressions, solving rational equations. Applications. Prerequisite: Math 070 (2.0 or better), or a score of 55 or higher on the Pre-Algebra COMPASS test (or equivalent score on SAT, ACT or ASSET) Student Option Grading.

### MATHEMATICS 090 Independent Study Basic Mathematics (3)
Students study mathematics individually or in small groups using Math Learning Center resources; learning assistants, handouts, answer book, sample tests, video tapes, graphic calculators, computers, and library. Prerequisites: Concurrent enrollment in MATH 060, 070, 080, 097, 098, 099 or BUSAD 175 required. Mandatory P/NC grading.

### MATHEMATICS 097 Fundamentals of Intermediate Algebra I (5)
Simplifying & evaluating linear & rational expressions. Solving these types of equations. Introduction to functions. Systems of linear equations. Solving linear & absolute value inequalities. Applications. Together, MATH 097 and 098 serve as prerequisite for college-level quantitative reasoning courses. Prerequisite: MATH 80 (2.0 or better), or a score of 60 or higher on the Algebra COMPASS test (or equivalent score on SAT, ACT, or ASSET) Student Option Grading.

### MATHEMATICS 098 Fundamentals of Intermediate Algebra II (5)
Simplifying and evaluating radical, quadratic, exponential and logarithmic expressions. Solving these same type of equations with applications to real world modeling. Graphing quadratic functions. Together, MATH 097 and 098 serve as prerequisite for college-level quantitative reasoning courses. Prerequisite: MATH 097 (2.0 or better) Student option grading.

### MATHEMATICS 099 Intensive Intermediate Algebra (5)
Simplifying and evaluating linear, quadratic, radical, exponential, logarithmic and rational expressions. Solving these same type of equations with applications to real world modeling. Graphing linear and quadratic equations. Serves as a prerequisite for the quantitative reasoning courses. Prerequisite: MATH 080 (2.0 or better) or a score of 60 or higher on the Algebra COMPASS test (or equivalent score on SAT, ACT, or ASSET) Student option grading.

### MATHEMATICS 100 Independent Study In College (3)
Students study mathematics individually or in small groups using Math Learning Center resources: learning assistants, handouts, answer books, worksheets and sample tests, graphing calculators, computers with internet access, and a math library. Prerequisites: Concurrent enrollment in MATH 107, 108, 110, 111, 112, 114, 120, 121, 124, 125, 126, 170, 171, 172, 207, 208, 209, 211, or 224. Mandatory P/NC grading.

### MATHEMATICS CURRICULUM

**NON-TRANSFERABLE COURSES**
- 60
- 70
- 80
- 99
- 97 & 98

**COLLEGE TRANSFER COURSES**
- 107
- 108
- 110
- 111
- 112
- 120
- 121
- 124
- 125
- 126
- 207
- 208
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- 224

Courses marked with * have additional prerequisites.
MATHEMATICS 107
Mathematics: a Practical Art (5)
Practical applications of mathematics as they arise in everyday life. Topics include finance, math, probability and statistics. Optional topics may include geometry and voting theory. Designed to help students who are not preparing for calculus develop an appreciation for mathematics and its practical uses. Prerequisite: MATH 099 (2.0 or better) or MATH 097 AND MATH 098 (2.0 or better) or a score of 85 or higher on the Algebra COMPASS test (or equivalent score on SAT, ACT or ASSET). Student option grading.

MATHEMATICS 108
Introduction to Probability and Statistics (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 099 (2.0 or better) or MATH 097 AND MATH 098 (2.0 or better) or a score of 85 or higher on the Algebra COMPASS test (or equivalent score on SAT, ACT or ASSET). Student option grading.

MATHEMATICS 110
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. Use of the graphing calculator. MATH 099 (2.0 or better) or MATH 097 AND MATH 098 (2.0 or better) or a score of 85 or higher on the Algebra COMPASS test (or equivalent score on SAT, ACT or ASSET). Student option grading.

MATHEMATICS 111
Elements of Pre-Calculus (5)
Algebra topics including mathematical modeling, graphing & problem solving w/polynomial, rational, exponential & logarithmic functions, composite functions, inverse functions and transformation of graphs. Use of the graphing calculator. MATH 099 (2.0 or better) or MATH 097 AND MATH 098 (2.0 or better) or a score of 85 or higher on the Algebra COMPASS test (or equivalent score on SAT, ACT or ASSET). Student option grading.

MATHEMATICS 112
Elements of 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 124.) Prerequisite: MATH 111 (preferred 2.0 or better) or MATH 110 (2.0 or better), or a score of 70 or higher on the College Algebra COMPASS test (or equivalent algebra score on SAT, ACT or ASSET AND math advisor placement.) Student Option Grading.

MATHEMATICS 114
Trigonometry (2)
For students who lack only the trigonometry preparation for calculus and for others wanting an overview of trigonometry. Plane geometry, triangle trigonometry and an introduction to the circular and inverse circular functions. Prerequisites: MATH 099 (2.0 or better), or one and a half years of high school algebra (C or better) and a score of 33 or higher on the College Algebra ASSET test (or equivalent), or instructor permission. Student option grading.

MATHEMATICS 120
Precalculus II (5)
Triangle trigonometry, circular and inverse trigonometric functions, trigonometric identities, solving trigonometric equations, applications of trigonometry. Polar coordinates and parametric equations. Conic sections. Use of the graphing calculator. Prerequisite: MATH 110 (2.0 or better) or a score of 70 or higher on the College Algebra COMPASS test (or equivalent score on SAT, ACT or ASSET AND math advisor placement.) Student Option Grading.

MATHEMATICS 121
Discrete Mathematics (5)
Finite and infinite non-continuous phenomena. Selected topics from: Boolean algebras (logic, set theory), recursion and recursive reasoning, combinatorics, number theory, graph theory (networks, trees), polygons finite difference methods, algorithms. Prerequisites: MATH 120 (2.0 or better) or permission. Student option grading.

MATHEMATICS 124
Calculus First Quarter (5)
Definition, interpretation and applications of the derivative. Derivatives of algebraic and transcendental functions. Prerequisite: MATH 120 (2.0 or better), or a score of 70 or higher on the College Algebra and Trigonometry Compass Tests or equivalent algebra score on SAT, ACT or ASSET AND math advisor placement. Student Option Grading.

MATHEMATICS 125
Calculus Second Quarter (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 124 (2.0 or better.) Student Option Grading.

MATHEMATICS 126
Calculus Third Quarter (5)
Infinite series and the calculus of vector-valued functions and functions of several variables. Topics include sequences, series, Taylor series, vector products, lines, planes, space curves, level curves and surfaces, partial derivatives, chain rules, tangent planes, gradient and directional derivatives. MATH 125 (2.0 or better.)

MATHEMATICS 170
Math for Elementary Teachers I (5)
Basic concepts of numbers and operations related to topics taught at the K-8 level. Topics include problem solving, Euclidean plane geometry, non-Euclidean geometry, solid geometry, tessellations, measurement, fractals. Recommended for prospective and practicing elementary school teachers. MATH 099 (2.0 or better) or MATH 097 AND MATH 098 (2.0 or better) or a score of 85 or higher on the Algebra COMPASS test (or equivalent score on SAT, ACT or ASSET). Student option grading.

MATHEMATICS 171
Math for Elementary Teachers II (5)
Basic concepts of geometry related to topics taught at the K-8 level. Topics include problem solving, Euclidean plane geometry, non-Euclidean geometry, solid geometry, tessellations, measurement, and fractals. Recommended for prospective and practicing elementary school teachers. Prerequisites: MATH 170 (2.0 or better), or instructor permission: placement into English 100 or ESL 100. Student option grading.

MATHEMATICS 207
Elements of Differential Equations (5)
Linear and non-linear ordinary differential equations and systems. Graphical, numerical, analytical and qualitative methods. Prerequisite: MATH 126 (2.0 or better) or instructor permission. Student option grading.

MATHEMATICS 208
Linear Algebra (5)
Matrix operations, determinants, systems of equations, abstract vector spaces, linear transformations, eigenvalues and eigenvectors. Prerequisites: MATH 126 (2.0 or better) or instructor permission. Student option grading.

MATHEMATICS 209
Linear Analysis (5)
Systems of linear and non-linear differential equations, abstract vector spaces, eigenvalues, eigenvectors, and phase planes. Prerequisites: MATH 207 and MATH 208 (2.0 or better) or permission. Student option grading.

MATHEMATICS 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. MATH 112 (2.0 or better) or MATH 124 (2.0 or better). Student option grading.
MATHMATICS 224
Intermediate Analysis (5)
Continuation of the MATH 124-125 sequence. Optimization, multiple integrals, vector fields, divergence, curl, line and surface integrals, Green's Theorem, Stokes' Theorem, and the Divergence Theorem. Prerequisites: MATH 126 (2.0 or better) or permission. Student option grading.

MATHMATICS 285
Special Topics (5)

MATHMATICS 297, 298, 299
Special Project (1,2,3)
Special individual projects in mathematics. Instructor permission required. Student option grading.

MEDICAL LAB TECHNOLOGY 197
Introduction to Medical Lab Procedures (5)
An introduction to procedures used in the clinical or biological laboratory. Emphasis on laboratory safety, measurement, specimen collection, quality control procedures, basic laboratory theory and instruments. Theory and clinical procedures in urinalysis. Mandatory decimal grading.

MEDICAL LAB TECHNOLOGY 202
Lecture-Clinical Hematology and Coagulation (6)
Basic theory of clinical hematology and coagulation including disease states and diagnostic tests performed. Permission. Mandatory decimal grading.

MEDICAL LAB TECHNOLOGY 214
Essentials of Phlebotomy (3)
A lecture and laboratory class that includes basic phlebotomy to include the role of the phlebotomist, safety and infection control, equipment, specimen processing, and practice with classmates performing capillary and venipuncture techniques. Prerequisites: ESL Level 4, ASSET English 80. Recommended HSCI 135/ESL 002 for non-native speakers. Mandatory decimal grading.

MEDICAL LAB TECHNOLOGY 215
Phlebotomy Practicum (2)
Forty hours of clinical practicum phlebotomy training in a health care facility. Additional hours will be spent preparing for the practicum. Student must show proof of health insurance before training can begin in the practicum setting. Admission to MLT program or successful completion of MLT 214 required. Mandatory P/0.0 grading option. Enrollment in Blackboard required.

MEDICAL LAB TECHNOLOGY 216
AIDS & HIV Education for Health Care Workers (1)
An introduction to AIDS and HIV for health care workers. Topics include HIV risk exposure, recommended infection control measures, symptoms of the disease process, opportunistic infections and bloodborne pathogens. HIV laboratory test procedures will be reviewed. Outside class activities will be assigned. Meets the Washington State requirements for HIV/AIDS education for health care workers. Prerequisites: Successful completion of English 090. Mandatory decimal grading.

MEDICAL LAB TECHNOLOGY 220
Hematology Lecture (6)
Basic theory 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 for detecting coagulopathies. Instructor permission required. Mandatory decimal grading.

MEDICAL LAB TECHNOLOGY 221
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. Prerequisites: Admission to MLT Program or instructor permission. Mandatory decimal grading.

MEDICAL LAB TECHNOLOGY 222
Immunology Lecture (3)
Basic theory and diagnostic procedures in clinical immunology and serology. Nature and production of immunoglobulins, antigen-antibody reactions, natural and acquired immunity, introduction to genetics, introduction to immunologic diseases with particular emphasis on Acquired Immune Deficiency Syndrome (AIDS). Prerequisites: Admission to MLT Program or instructor permission. Mandatory decimal grading.

MEDICAL LAB TECHNOLOGY 223
Immunology Laboratory (2)
Basic techniques and procedures used in the immunology/serology laboratory. Qualitative and quantitative direct and indirect tests for antibodies and antigens. Safety, quality control and pipetting. Prerequisites: Admission to MLT Program or instructor permission. Mandatory decimal grading.

MEDICAL LAB TECHNOLOGY 224
Parasitology and Mycology Lecture (3)
Basic theory and clinical procedures used to isolate and identify intestinal, blood and tissue parasites; dermatophytes, systemic and subcutaneous fungi. Instructor approval required. Mandatory decimal grading.

MEDICAL LAB TECHNOLOGY 225
Parasitology & Mycology Lab (1)
Basic techniques and procedures used in parasitology and mycology laboratories. Collection, processing, direct examinations and concentration techniques. Microscopic identification of organisms, review of staining techniques, quality control, wet mounts and culture identification. Emphasis is placed on organism identification in parasitology. Mandatory decimal grading.

MEDICAL LAB TECHNOLOGY 226
Clinical Chemistry Lecture (6)
The theoretical and practical concepts associat- ed with testing procedures, including funda- mentals of instrumentation, methodology, quality control, and biochemistry related to substances tested in the clinical chemistry laboratory. Prerequisites: MLT 197 and CHEM 220 with a grade of 2.0 or better; admission into the MLT program. Mandatory decimal grading.

MEDICAL LAB TECHNOLOGY 227
Clinical Chemistry Lab (3)
Application of theoretical techniques used in the clinical chemistry laboratory. Manual testing, sample preparation, automated testing, quality control and disease states. Emphasis placed on obtaining a strong understanding of the variables associated with chemical procedures and their control, and the theories behind chemistry tests. Prerequisite: MLT 197 and CHEM 220 with a grade of 2.0 or better; admission to the MLT program. Mandatory decimal grading.

MEDICAL LAB TECHNOLOGY 228
Clinical Microbiology Lecture (5)
Basic theory of clinical microbiology including disease states, isolation and identification of bacterial organisms. Emphasis is placed on media selection and interpretation of result diagnostic tests. Prerequisites: BIOSC 215 with a grade of 2.0 or better; admission into the MLT Program. Mandatory decimal grading.

MEDICAL LAB TECHNOLOGY 229
Clinical Microbiology Laboratory (3)
Isolate and identify clinically significant microorganisms from specimens and cultures. Emphasis placed on sterile technique, safety, quality control, isolation techniques, quality assurance and identification of microorganisms. Prerequisites: BIOSC 215 with a grade of 2.0 or better and admission into the MLT Program. Mandatory decimal grading.

MEDICAL LAB TECHNOLOGY 230
Hematology Practicum (6)
Practical experience in clinical laboratories, 40 hours per week for 4 weeks. The student will become proficient in performing laboratory procedures and in utilizing laboratory equipment in hematology, coagulation, urinalysis and body fluids. Prerequisite: Admission to MLT program or instructor permission. Mandatory P/NC grading.

MEDICAL LAB TECHNOLOGY 231
Chemistry Practicum (6)
Practical experience in clinical laboratories, 40 hours per week for 4 weeks. The student will become proficient in performing laboratory procedures and in utilizing laboratory equipment in clinical chemistry. Prerequisite: admission to MLT program or instructor permission. Mandatory P/NC grading.

MEDICAL LAB TECHNOLOGY 232
Microbiology Practicum (6)
Practical experience in clinical laboratories, 40 hours per week for 4 weeks. The student will become proficient in performing laboratory procedures and in utilizing laboratory equipment in microbiology, parasitology, mycology, and serology. Prerequisite: Admissions to MLT program or instructor permission. Mandatory P/NC grading.
MEDICAL LAB TECHNOLOGY 233
Integrated Immunohematology (11)
An integrated combination of lecture/lab, and clinical problem-solving experience in immunohematology and blood banking. This course is a concentrated 5 week, 32 hours per week experience covering the theoretical and practical application of blood group serology, compatibility testing, antibody identification, quality control, preparation and storage of donor units and blood components, assuring a safe blood supply and incompatibility resolution. Prerequisites: Permission or acceptance into the MLT Program. Mandatory decimal grading.

MEDICAL LAB TECHNOLOGY 281, 282, 283
Special Topics - MLT (1,2,3)

MEDICAL LAB TECHNOLOGY 297,298, 299
Special Project (1,2,3)

MUSIC 100
Introduction to Music Theory (5)
This course covers music notation, meter, rhythm, scales, key signatures and intervals in preparation for Music 101. Concurrent enrollment in Music 120 required. Mandatory Decimal grading.

MUSIC 101
First-Year Music Theory (5)
The course includes sight singing, keyboard training, and the theories and fundamentals of musical structure. Concurrent enrollment in Music 121 (Class Piano) required. Mandatory decimal grading.

MUSIC 102
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. It is intended primarily for music majors. Concurrent enrollment in MUSIC 122 (class piano) is required. Prerequisites: MUSIC 101 with a grade of 2.0 or higher. Mandatory decimal grading.

MUSIC 103
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 MUSIC 123 (class piano) is required. Prerequisites: MUSIC 102 with a grade of 2.0 or higher. Mandatory decimal grading.

MUSIC 104
Music In American Culture (5)
What does your musical taste tell the world about your personal identity, your social standing and your cultural background? Where does your ‘musical membership’ locate you in American culture? Explore the rich traditions music styles through guided listening and analysis of songs from a wide range of genres. Prerequisites: Successful completion of English 100 or ESL 100 or placement into English 101. Student option grading.

MUSIC 107/107W
Experiencing Music (5)
Why does music affect us the way it does? How can just a few familiar notes make us cry or set our feet to dancing? 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. Prerequisites: Successful completion of ENG 100 (or equivalent) or ASSET placement of ENG 101. Student Option grading.

MUSIC 109/109W
American Popular Music (5)
Historical, cultural, social and stylistic study of American Popular idioms from their African and European roots to the present. Most attention to contemporary styles (early Rock and Roll from its beginning roots, Folk, Blue Grass, Country-Western, Blues, Heavy Metal, Rap, Jazz). Key artists contributing to the periods of development will be discussed. Various facets of the music industry will be examined to gauge its influence and style. Dual listed as IASTU 109W. Recommendation: ENG 101. Student option grading.

MUSIC 114
Class Instruction Guitar (2)
This course is intended for students with little or no background in guitar performance. It presents basic skills and techniques needed to play the guitar. Students must supply their own ACOUSTIC guitar. Student option grading.

MUSIC 115
Class Instruction Electric Bass Guitar (2)
Training in basic skills and technique for the electric bass guitar including reading bass clef, learning scales and modes in twelve keys and developing and improving technical proficiency. Intended for beginning to intermediate players. Students must provide own instrument. Course may be taken up to six times. Student option grading.

MUSIC 116
Rhythm Section Techniques (2)
Rhythm Section Techniques is designed to improve the playing, reading and rehearsal skills in jazz, rock, country, and other popular music styles. Pianists, guitarists, drummers and bass players concentrate on the functions of their instrument in the rhythm section and the relationship of each instrument to the other components of the group. Student option grading.

MUSIC 117
Electric Guitar (2)
Training in basic skills and technique for the electric guitar including reading treble clef, learning scales and chords in twelve keys and developing and improving technical proficiency. Intended for beginning and intermediate players. Students must provide own instrument. Course may be taken up to six times. Student option grading.

MUSIC 118
Acoustic Guitar Class - Intermediate (2)
Intended for intermediate level guitarists, this course presents more challenging skills and techniques necessary for improved acoustic guitar performance. Students supply their own ACOUSTIC guitar. Prerequisites: MUSIC 114-Class Guitar, or permission of instructor. Student option grading.

MUSIC 120
Class Piano for Music 100 Students (2)
Students meet three times a week in the electronic piano lab to learn basic skills and techniques needed in music reading, music theory and piano performance. This class is required of all MUSIC 100 students. Prerequisites: Concurrent enrollment in MUSIC 100. Mandatory decimal grading.

MUSIC 121
Class Piano for Music 101 Students (2)
Music theory students with little or no piano background learn basic skills and techniques. The course covers materials learned in MUSIC 101 and piano proficiency skills required of all music majors. Concurrent enrollment in MUSIC 101 is required. Mandatory decimal grading.

MUSIC 122
Class Piano for Music 102 Students (2)
Music theory students with little or no piano background learn basic skills and techniques. The course covers materials learned in MUSIC 102 and piano proficiency skills required of all music majors. Concurrent enrollment in MUSIC 102 is required. Mandatory decimal grading.

MUSIC 123
Class Piano for Music 103 Students (2)
Music theory students with some piano background learn basic skills and techniques. The course covers materials learned in MUSIC 103 and piano proficiency skills required of all music majors. Concurrent enrollment in MUSIC 103 is required. Mandatory decimal grading.

MUSIC 124
Class Piano for Music 201 Students (2)
Music theory students learn basic skills and techniques. The course covers materials learned in MUSIC 201 and piano proficiency skills required of all music majors. Concurrent enrollment in MUSIC 201 is required. Mandatory decimal grading.

MUSIC 125
Class Piano for Music 202 Students (2)
Music theory students learn basic skills and techniques. The course covers materials learned in MUSIC 202 and piano proficiency skills required of all music majors. Concurrent enrollment in MUSIC 202 is required. Mandatory decimal grading.

MUSIC 126
Class Piano for Music 203 Students (2)
Music theory students learn basic skills and techniques. The course covers materials learned in MUSIC 203 and piano proficiency skills required of all music majors. Concurrent enrollment in MUSIC 203 is required. Mandatory decimal grading.
MUSIC 127
Class Piano for General Students (2)
This class presents the basic skills and techniques needed in piano performance. The class meets in the electronic piano lab and may be repeated up to six quarters. It is intended for students who have little or no background in piano technique. Student option grading.

MUSIC 131
Shoreline Singers (2)
This advanced a cappella ensemble performs a variety of challenging vocal music including jazz, classical, world music, modern music, and more. The group tours annually and schedules multiple performances each quarter. 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. Prerequisites: Membership in the Jazz Ensemble is by audition. Mandatory decimal grading.

MUSIC 137
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. Student option grading.

MUSIC 138
Class Voice Instruction - Intermediate (2)
Intermediate 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. Prerequisites: Completion of Music 137 or permission of instructor. Student option grading.

MUSIC 139
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. Prerequisites: Completion of MUSIC 138 or permission of instructor. 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. Quarterly concerts are scheduled. The Shoreline Concert Band rehearses and performs on Monday evenings from September to May. Prerequisites: ability to play a band instrument. Mandatory decimal grading.

MUSIC 142
Evening Concert Choir - Choir of the Sound (2)
Shoreline’s community choir performs three major concert series each year in venues throughout the community. The choir’s dynamic repertoire ranges from popular music with rhythm section accompaniment and choreography to large major works with full orchestra. Membership is by audition. Instructor approval required. 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. 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. Prerequisites: ability to play a string instrument, permission of a music faculty advisor and the community orchestra conductor. Mandatory decimal grading.

MUSIC 147
Small Ensemble Performance (1)
Designed for musicians and singers at an intermediate to advanced level. Weekly rehearsals focus on small group performance skills. May be repeated. Ensembles include: Chamber Wind, Vocal, Guitar, Saxophone, Piano, Percussion, Bluegrass, Strings, Repertoire Jazz, and Brass. Mandatory decimal 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. Prerequisites: Successful completion of English 100 or placement into English 101. Student option grading.

MUSIC 153
Chamber Chorale (2)
Advanced ensemble of mixed voices that performs various styles of complex literature in several concerts each quarter. Usually tours during the year. Membership by audition. For information call the Humanities Division or campus theater. Mandatory decimal grading.

MUSIC 161
Opera Workshop (1)
Students perform one-act operas and opera scenes from familiar and unfamiliar operas and operettas in full production and usually in English. This course is dual listed as Drama 161. Prerequisites: Instructor permission based on student audition.

MUSIC 162
Opera Workshop (2)
Students perform one-act operas and opera scenes from familiar and unfamiliar operas and operettas in full production and usually in English. This course is dual listed as Drama 162. Prerequisites: Instructor permission based on student audition. Mandatory decimal grading.

MUSIC 163
Opera Workshop (3)
Students perform one-act operas and opera scenes from familiar and unfamiliar operas and operettas in full production and performed in English. This course is dual listed as Drama 163. Prerequisites: Instructor permission based on student audition. Mandatory decimal grading.

MUSIC 165
Musical Theater Performance (2)
Singers and actors have the opportunity to perform musical theater in full production, accompanied by orchestra and presented in Shorelines Campus Theater. This course is dual listed as Drama 165. Prerequisites: Permission of instructor after audition. Mandatory decimal grading.

MUSIC 166
Musical Theater Performance (3)
Singers and actors have the opportunity to perform musical theater in full production, accompanied by orchestra and presented in Shorelines Campus Theater. This course is dual listed as Drama 166. Prerequisites: Permission of instructor after audition. Mandatory decimal grading.

MUSIC 167
Voice-Dance Performance Techniques 1 (2)
Students develop the ability to sing and move simultaneously while preparing them to perform on stage in musical roles. This course is dual listed as PE 167. Student option grading.

MUSIC 168
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 dual listed of MUSIC 167 or PE 167 for the more advanced student and is dual listed as PE 168. Prerequisites: Completion of MUSIC 167 PE 167 or equivalent with instructor’s permission. Student option grading.

MUSIC 170-190; 270-294
Private Instruction (2)
Individual applied instruction in the following areas: (Mandatory decimal grading.)

MUSIC 170, 270-CLASSICAL VOICE
MUSIC 171, 271-ORGAN
MUSIC 172, 272-PIANO
MUSIC 173, 273-CLASSICAL GUITAR
MUSIC 174, 274-FLUTE
MUSIC 175, 275-CLARINET
MUSIC 176, 276-SAXOPHONE
MUSIC 177, 277-OBOE
MUSIC 178, 278-BASSOON
MUSIC 179, 279-TRUMPET
MUSIC 180, 280-HORN
MUSIC 181, 281-TROMBONE
MUSIC 182, 282-BARITONE
MUSIC 183, 283-TUBA
MUSIC 184, 284-PERCUSSION
MUSIC 185, 285-VIOLIN
MUSIC 186, 286-VIOLA
MUSIC 187, 287-CELLO
MUSIC 188, 288-CLASSICAL BASS
MUSIC 189, 289-HARP
MUSIC 190, 290-POPULAR VOICE
MUSIC 192, 292-POPULAR KEYBOARD
MUSIC 193, 293-POPULAR GUITAR
MUSIC 194, 294-POPULAR BASS
MUSIC 170-194 FRESHMAN LEVEL
MUSIC 270-294 SOPHOMORE LEVEL

Prerequisite: Permission of instructor. Audition for appropriate instructor may be required. Mandatory decimal grading.

MUSIC 200 Fundamentals of Music (3)

Designed for students with little or no background in music. Especially useful for those who plan to be elementary school teachers. Covers basic concepts of music notation, rhythm, scales, intervals, and chord structure. Student option grading.

MUSIC 201 Second-Year Music Theory (5)

Advanced melodic and harmonic dictation. Sight singing and keyboard assignments. Advanced theory and structure. Prerequisite: Music 103 or equivalent with instructor permission. Mandatory decimal grading.

MUSIC 202 Second-Year Music Theory (5)

Advanced melodic and harmonic dictation. Sight singing and keyboard assignments. Advanced theory and structure. Prerequisite: MUSIC 201 or permission of instructor. Mandatory decimal grading.

MUSIC 203 Second-Year Music Theory (5)

Advanced melodic and harmonic dictation. Sight singing and keyboard assignments. Advanced theory and structure. Prerequisite: MUSIC 202 or permission of instructor. 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. 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 interested in playing jazz. Prerequisites: MUSIC 204 or instructor permission. Mandatory decimal grading.

MUSIC 206 History of Jazz (5)

Historical, Cultural, Social and Stylistic study of Jazz History from its African and European roots to the present. Focus on its beginnings in New Orleans to the present day avant-garde artist. Emphasis on form, structure, social background and the contribution of Jazz to music in America. Formerly MUSIC 211. Student option grading. Dual listed as IASTU 206.

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 classical work of great songwriters are used to explore the process of songwriting. Student option grading.

MUSIC 208 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. Prerequisites: MUSIC 137 or equivalent with instructor permission. Student option grading.

MUSIC 209 Diction for Singers-French/English (3)

Students perform musical compositions from the past three hundred years in both French and English. This course stresses correct pronunciation through use of the International Phonetic Alphabet. Prerequisites: MUSIC 137 or equivalent with instructor permission. Student option grading.

MUSIC 264, 265, 266, 267 Special Topics (2,3,4,5)

MUSIC 291 Conducting (2)

A beginning/intermediate 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. Prerequisites: Completion of First Year Theory Sequence. Instructor approval required. Mandatory decimal grading.

MUSIC 297, 298, 299 Special Project (1,2,3)

Special tutorial projects in specific areas of music. Permission of instructor. Mandatory decimal grading.

MUSIC TECHNOLOGY 100 Vocational Music Seminar (2)

A seminar to assist the student in career exploration and development. Factual information is presented by professionals working in all areas of music-related careers. Student option grading.

MUSIC TECHNOLOGY 103 Introduction to Pop and Commercial Music Theory (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. Prerequisite: MUSIC 102 or instructor permission. Student Option Grading.

MUSIC TECHNOLOGY 104 Survey of Music Recording/Publishing Business (2)

Course provides techniques for successful operation of businesses focusing in the area of music recording and publishing. Cash flow is tracked and evaluated throughout the industry. Course details the primary sources of income including artist royalties, broadcast royalties and contract negotiation. Operating procedures for successful recording studio ownership are covered.

MUSIC TECHNOLOGY 105 Rights and Methods in Multimedia (2)

Overview of development and marketing of a variety of multimedia products. Introduction to legal issues relating to content including copyrighting, trademark law, publicity and privacy rights, unions and other related organizations. Student option grading.

MUSIC TECHNOLOGY 206 Live Sound Reinforcement (3)

Students learn the concepts, techniques, and vocabulary needed to setup and operate sound reinforcement systems. Examine basics of assembling a system and securing employment in the live sound industry. Prerequisite: MUSTC 220 and 221 or instructor permission. Student option grading.

MUSIC TECHNOLOGY 215 Pop and Commercial Music Theory I (4)

Application of music theory concepts to ‘real-life’ situations of popand commercial music. Basic ear training, harmony, rhythm, melody, arranging, and production techniques examined. Designed primarily for students enrolled in Music Technology Program. Prerequisites: Music 103 or equivalent with permission of instructor. Student option grading.

MUSIC TECHNOLOGY 216 Pop and Commercial Music Theory II (4)

Application of music theory concepts to ‘real-life’ situations of popand commercial music. Intermediate ear training, harmony, rhythm, melody, arranging, and production techniques examined. Designed primarily for students enrolled in Music Technology Program. Prerequisites: MUSIC 215 or equivalent with permission of instructor. Student option grading.

MUSIC TECHNOLOGY 217 Pop and Commercial Music Theory III (4)

Application of music theory concepts to ‘real-life’ situations of popand commercial music. Advanced ear training, harmony, rhythm, melody, arranging, and production techniques examined. Designed primarily for students enrolled in Music Technology Program. Prerequisites: MUSIC 216 or equivalent with permission of instructor. Student option grading.
COURSE DESCRIPTIONS

MUSIC TECHNOLOGY 220
First-Year Audio Recording (3)
Signal flow is traced throughout a modern multi-track recording facility. Lectures and demonstrations on equipment and procedures are presented in the order they are encountered. While not mandatory, it is recommended the courses are taken sequentially. Student option grading.

MUSIC TECHNOLOGY 221
First-Year Audio Recording (3)
Signal flow is traced throughout a modern multi-track recording facility. Lectures and demonstrations on equipment are presented in the order they are encountered. While not mandatory, it is recommended the courses are taken sequentially. Student option grading.

MUSIC TECHNOLOGY 222
First-Year Audio Recording (3)
Signal flow is traced throughout a modern multi-track recording facility. Lectures and demonstrations on equipment and procedures are presented in the order they are encountered. While not mandatory, it is recommended the courses are taken sequentially. Student option grading.

MUSIC TECHNOLOGY 223
Multitrack Music Production 1 (3)
Students learn the operation of a multitrack recording studio and work as engineers on a variety of projects. Instruction combines demonstration and hands-on learning opportunities. Prerequisite: MUSTC 222 or instructor permission. Student option grading.

MUSIC TECHNOLOGY 224
Multitrack Music Production 2 (3)
Students expand their understanding of the multitrack recording process from the initial recording to production. Emphasis is on the development of a student recording portfolio. Instruction is balanced between demonstration and hands-on learning opportunities. Prerequisite: MUSTC 223 or equivalent with permission of instructor. Student option grading.

MUSIC TECHNOLOGY 225
Multitrack Music Production 3 (3)
Students study advanced topics in multitrack production. Emphasis is on the development of an expanded student portfolio. Instruction combines demonstration and hands-on learning opportunities. Prerequisite: MUSTC 224 or equivalent with permission of instructor. Student option grading.

MUSIC TECHNOLOGY 226
Digital Audio Production 1 (3)
Provides students with a working understanding of basic digital audio production technology. Topics include sampling, laser theory, compact disc production, video and film applications, satellite broadcast, and digital signal processing. Student option grading.

MUSIC TECHNOLOGY 227
Digital Audio Production II (3)
Provides students with a basis in multitrack digital audio production as it relates to the Pro Tools III digital audio workstation. Topics covered include multitrack audio recording, editing, signal processing and mixing in a random-access, hard disk recording environment. Prerequisite: MUSTC 226 or equivalent with permission of instructor. Student option grading.

MUSIC TECHNOLOGY 228
Digital Audio Production III (3)
A continuation of topics discussed in MUSIC 227, with an emphasis on application of digital audio technologies as used in audio post-production environments, multimedia production and an integrated analog/digital multitrack studio. Prerequisite: MUSTC 227 or equivalent with permission of instructor. Student option grading.

MUSIC TECHNOLOGY 230
Introduction to MIDI (2)
This course introduces the student to MIDI music production using synthesizers, sequencers, drum machines, samplers, personal computers and various controllers. Instruction is balanced between demonstration and hands-on learning opportunities. Student option grading.

MUSIC TECHNOLOGY 231
MIDI Sequencing I (2)
Demonstration/hands-on instruction in modern MIDI sequencing using the Macintosh computer. Detailed exploration of Mark of the Unicorn’s ‘Digital Performer’ sequencing software provides the core of the coursework is recommended. The courses are taken sequentially. Student option grading.

MUSIC TECHNOLOGY 232
MIDI Sampling (2)
Sampling technology is presented in a demonstration/hands-on course covering introductory to advanced techniques. Prerequisite: MUSTC 230and/or instructor permission. Student option grading.

MUSIC TECHNOLOGY 233
MIDI Synthesis (2)
Synthesis technology is presented in a demonstration/hands-on course covering introductory to advanced techniques. Prerequisite: MUSTC 230 and/or instructor permission. Student option grading.

MUSIC TECHNOLOGY 234
MIDI Drum Programming (2)
Demonstration/hands-on instruction in MIDI drum programming covering hardware and software based technology. Instruction moves through equipment operation into successful programming in various musical styles. MUSTC 230 and/or instructor permission. Student option grading.

MUSIC TECHNOLOGY 236
Digital Performer I: Beginning Digital Audio (5)
Students learn the Digital Performer application with an emphasis on the digital audio component of the application software. Students will demonstrate and develop projects simulating a commercial recording studio environment. Student option grading.

MUSIC TECHNOLOGY 237
Digital Performer II: Static Sound Design (5)
Students learn the Digital Performer 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. Prerequisites: MUSTC 236. Student option grading.

MUSIC TECHNOLOGY 238
Digital Performer III: Film/Video Sound Design (5)
Students learn the Digital Performer application as it applies to audio post-production of film and video sound design elements such as dialog, sound effects and sound tracks simulating a commercial recording studio environment. Prerequisites: MUSTC 237, MUSTC 251 or 261 (MIDI Sequencing III or IV), which may be taken concurrently. Student option grading.

MUSIC TECHNOLOGY 241
Midi Sequencing II (2)
Demonstration/hands-on instruction in modern MIDI sequencing using the Macintosh computer. Detailed exploration of Mark of the Unicorn’s ‘Digital Performer’ sequencing software provides the core of the coursework is recommended. The courses are taken sequentially. Student option grading.

MUSIC TECHNOLOGY 242
Advanced Sampling (2)
Advanced sampling topics including keygroup assignments, looping, velocity cross-fade and envelope construction. Hands-on/lecture format. Sample and program editing will be accomplished via software based editing using the Atari 1040 ST Computer and the Akai S900 Sampler. Prerequisite: MUSTC 232 or equivalent with instructor permission. Student option grading.

MUSIC TECHNOLOGY 243
Advanced Synthesis (2)
Course covers advanced concepts necessary for successful MIDI synthesizer programming in a lecture/hands-on format. Advanced topics will include amplitude modulation, LFO function, the Yamaha operator system, variable ratio rules and algorithms as well as they apply to FM, phase distortion and linear arithmetic synthesis. Prerequisite: MUSTC 233 or equivalent with instructor permission. Student option grading.

MUSIC TECHNOLOGY 244
Midi Drum Programming (2)
Demonstration/hands-on instruction in MIDI drum programming covering hardware and software based technology. Instruction moves through equipment operation into successful programming in various musical styles. MUSTC 230 and/or instructor permission. Student option grading.
MUSIC TECHNOLOGY 246
Audio Post I Digital Music Production (5)
Course provides students with a working understanding of advanced non-linear digital production of music using digital audio workstations in a recording studio environment. Students will prepare portfolio materials demonstrating recording and mastering techniques in solo piano, solo guitar, small acoustic group, and amplified group. Prerequisites: MUSTC 226, MUSTC 227, MUSTC 228 and VCT 124 or Instructor Permission. Student Option Grading.

MUSIC TECHNOLOGY 247
Audio Post II - Digital Radio Production (5)
Course provides students with a working understanding of advanced radio broadcast-oriented commercial, public service, short- and long-form programming and "Industrial" non-linear digital production using digital audio workstations in a recording studio environment, based upon a broadcast paradigm (quick turnaround, high-volume production of time sensitive audio content). Prerequisites: MUSTC 226, MUSTC 227, MUSTC 228, MUSTC 246 and VCT 124, or Instructor Permission. Student Option grading.

MUSIC TECHNOLOGY 248
Audio Post III - Digital Audio for Video (5)
Course provides students the opportunity to design and develop music, sound effects, and other creative audio components for existing video material, taken from video tape or film transfer, using advanced production techniques on a non-linear digital audio workstation. Students learn standards and practices used in the media post-production industry in a recording studio environment. Prerequisites: MUSTC 226, MUTC 227, MUSTC 228, MUSTC 246, MUSTC 247, and VCT 124, or Instructor Permission. Student Option grading.

MUSIC TECHNOLOGY 249
Midi Portfolio Development (2)
Creation and compilation of a professional demo package which will include master recordings of the student's own compositions and productions. Portfolio materials will demonstrate student work on a wide variety of equipment and musical styles and will be tailored to the specific vocationally related ambitions of each student. Prerequisite: Second year standing: completion of advanced MIDI courses, or equivalent with instructor permission. Student option grading.

MUSIC TECHNOLOGY 251
Midi Sequencing III (2)
Demonstration/hands-on instruction in modern MIDI sequencing using the Macintosh computer. Detailed exploration of Mark of the Unicorn's 'Digital Performer' sequencing software provides the core of the coursework is recommended the courses are taken sequentially.
Student option grading.

MUSIC TECHNOLOGY 261
Midi Sequencing IV (2)
Demonstration/hands-on instruction in modern MIDI sequencing using the Macintosh computer. Detailed exploration of Mark of the Unicorn's 'Digital Performer' sequencing software provides the core of the coursework is recommended the courses are taken sequentially.
Student option grading.

MUSIC TECHNOLOGY 262
Basic Studio and Sound Maintenance (2)
Common techniques and procedures for isolating the proximate cause of aberrant audio system behavior. Successful completion of the course will enable students to understand and recognize common failure modes of various types of equipment used in the history. Student option grading.

MUSIC TECHNOLOGY 263
Advanced Studio and Sound Maintenance (2)
The purpose of this course is to enable the student to resolve audio equipment problems and to execute routine maintenance of equipment. The student will gain familiarity with the necessary tools and test equipment needed to perform many rudimentary maintenance tasks. Student option grading.

MUSIC TECHNOLOGY 284
Special Topics (4)

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 caregiving 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 (10)
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 091
Success Strategies for Nursing Students (2)
Support 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 for whom English is not the native language. Concurrent enrollment in NURS 130 or permission required.

NURSING 092
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. Prerequisites: Concurrent enrollment in NURS 140 or permission. Mandatory P/NC.

NURSING 130
Communication In Nursing (2)
Provides the student with the opportunity to apply basic principles of communication and human relations to health care situations. Includes identification of problems in human relationships and techniques for working successfully with clients, families, co-workers, and others in the health care environment. Prerequisites: Admission to the Nursing program. Instructor approval required. Mandatory decimal grading.

NURSING 131
Skills Practice Laboratory for Communication (1)
On-campus practice of communication skills including communicating within the health care team, techniques to use with clients, group process, and responding to individuals with varying needs, ages, and problems. Techniques for managing personal stress in the health care setting are explored. Instructor approval required. Mandatory P/NC grading.

NURSING 132
Foundations of Nursing Practice (3)
Prepares the student to identify, analyze, and evaluate the nursing care of persons with acute and chronic health conditions. Includes understanding of health and illness processes, body systems, human response to stress and illness, and homeostasis. Prerequisites: Admission to the Nursing program. Mandatory decimal grading.

NURSING 133
Skills Practice Laboratory I (1)
Taken concurrently with NURS 134, provides on-campus experience practicing basic nursing skills. Prerequisite: Admission to the Nursing program. Mandatory P/NC grading.

NURSING 134
Nursing Foundations Practicum (4)
Taken concurrently with NURS 132, provides opportunity for student to apply the nursing process, communication abilities, and basic nursing skills in a long-term care setting. Prerequisite: Admission to the nursing program. Mandatory P/NC grading.

NURSING 140
Nursing Practice and Common Health Disturbances (5)
Nursing care for persons with common health disorders related to: immobility, malnutrition, infection, inflammation, healing, pain, post-operative care, unconsciousness, dementia, diabetes, integumentary and musculoskeletal disorders. Cultural needs, grief response and needs of the dying child and their family. Prerequisites: NURS 130, 131, 132, 133, 134. Mandatory Decimal Grading.
NURSING 141
Skills Practice Laboratory II (1)
Provides progression in the practice of nursing skills in an on-campus laboratory setting. Taken concurrently with NURS 140 and 142. Prerequisites: NURS 130, 131, 132, 133, 134. Mandatory P/NC grading.

NURSING 142
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 inter-personal communication. Taken concurrently with NURS 140, 141. Prerequisites: NURS 130, 131, 132, 133, 134. Mandatory P/NC grading.

NURSING 150
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. Prerequisites: NURS 140, 141, 142 or advanced placement LPN entry. Mandatory decimal grading.

NURSING 152
Skills Practice Laboratory III (1)
Third level in the Nursing sequence where students practice and demonstrate nursing skills in an on-campus laboratory setting. Prerequisites: NURS 140, 141, 142 or permission. Mandatory P/NC grading. Concurrent enrollment in NURS 150 required.

NURSING 153
Complex Health Disturbances I Practicum (5)
Students provide care for hospitalized individuals with complex health disturbances with special emphasis on those related to fluid, electrolyte, and acid-base imbalance, cancer, immune, gastrointestinal, respiratory, cardiovascular, endocrine, and eye and ear dysfunction and on individuals undergoing surgery. Concurrent enrollment in NURS 150 required. Mandatory P/NC grading.

NURSING 230
Nurs Practice and Complex Health Disturbances II (2.5)
Fourth course in the Nursing sequence, with emphasis on care of the person with complex health disturbances. Includes emphasis on neurological, biliary, genitourinary, renal and reproductive system dysfunctions. Nursing role with toxins and bioterrorism is included. Prerequisites: NURS 131, 150, 152. Mandatory decimal grading.

NURSING 231
Complex Health Disturbances II Practicum (5)
Students provide care for hospitalized individuals with complex health disturbances with special emphasis on those related to neurological, liver organ system, reproductive system dysfunction and disorders related to the effects of toxic agents on the body while integrating understanding of psychosocial disorders. Prerequisites: NURS 130, 131, 150, 152, 152. Mandatory P/NC grading.

NURSING 232
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 work with the interdisciplinary team are emphasized. Prerequisites: NURS 130, 131, 150, 152, 153 or instructor permission. Mandatory P/NC grading.

NURSING 233
Psychosocial Disturbance Practicum (2)
Provision of care for individuals with psychosocial disturbances in a variety of settings. Working with interdisciplinary teams is emphasized. Concurrent enrollment in NURS 232 required. Prerequisites: NURS 150, 152, 153. Mandatory P/NC grading.

NURSING 240
Nursing 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 241. Instructor's permission required. Mandatory decimal grading. Prerequisites: NURS 230, 251, 252, 253 or instructor permission.

NURSING 241
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 240. Instructor's permission required. Mandatory P/NC grading.

NURSING 242
Nursing Practice and Health Promotion (3)
Provides knowledge related to maintaining and promoting optimal health for individuals and families. Focus is on supporting client self-determination and self care in the home and community. Prerequisites: NURS 230, 251, 252, 253 or instructor's permission. Mandatory decimal grading.

NURSING 243
Nursing and Health Promotion Practicum (2)
Clinical practice in ambulatory and community settings. Major focus is on use of nursing process and promoting health and self determination. Prerequisites: NURS 230, 231, 232, 233 or instructor's permission. Mandatory P/NC grading.

NURSING 270
Nursing Practice & Complex Health Disturbances III (2.5)
Sixth course in the Nursing sequence focusing on nursing care of persons throughout the lifespan with complex health disorders related to hematopoietic disorders; acute renal, cardiac, and respiratory disorders, trauma, severe burns and the hospitalized child. Concepts of pharmacology are integrated. Prerequisite: NURS 240, 241, 242, 243. Mandatory decimal grading.

NURSING 271
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 270. Focuses on transition to registered nurse role. Concurrent enrollment with Nursing 270. Prerequisites: NURS 240, 241, 242, 243. Mandatory P/NC grading.

NURSING 272
Managing Nursing Care In the Health Care System (2.5)
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 licensure. Prerequisite: NURS 220, 230, 231, 252 or permission. Mandatory Decimal Grading.

NURSING 273
Managing Nursing Care Practicum (3)

NURSING 281, 282, 283, 284, 285
Special Topics (1,2,3,4,5)

NURSING 290
Leadership Experience In Nursing (2)
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. Mandatory P/NC grading.

NURSING 297, 298, 299
Special Project (1,2,3)

NUTRITION/DIETETICS/FOODS 103
Food Systems Management I (5)
A study of the basic principles of management. Includes planning, decision making, leadership, communications and financial and human resources as they relate to clinical nutrition management. Student option grading.

NUTRITION/DIETETICS/FOODS 104
Food Systems Preceptorship I (2)
Students will be assigned to various health care facilities to observe and put into practice theories learned in the classroom. Prerequisite: Concurrent enrollment in NDF 103. Student option grading.
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**NUTRITION/DIETETICS/FOODS 105**  
Food Systems Management II (5)  
A study of the basic skills in the day to day operation of food service departments in health care institutions. Includes safety and sanitation procedures, menu-planning, purchasing, inventory control and food quality assurance. Prerequisite: completion of NDF 103 or equivalent with instructor permission. Student option grading.

**NUTRITION/DIETETICS/FOODS 106**  
Food Systems Preceptorship II (3)  
Students will gain an exposure to the administrative aspects of nutrition and dietetics. An understanding of the relationships between patient and food service and delivery of nutritional care is strongly emphasized. Prerequisite: concurrent enrollment in NDF 105. Student option grading.

**NUTRITION/DIETETICS/FOODS 110/110W**  
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. Student option grading.

**NUTRITION/DIETETICS/FOODS 180**  
Intro: Dietetics & Health Care Delivery System (5)  
A general orientation to nutrition and dietetics and how it relates to health care delivery. Acquaints the student with health care activities in various health institutions and how dietetics integrates with total health care. Discusses health care delivery systems and the roles of the state, federal and world health agencies. Student option grading.

**NUTRITION/DIETETICS/FOODS 200**  
Food Science and Meal Management (5)  
A study of the principles of quantity food preparation, food selection, nutritional value of foods and quality assurance in food service. Menu planning and techniques of recipe development and standardization emphasized. Student option grading.

**NUTRITION/DIETETICS/FOODS 210**  
Advanced Nutrition (5)  
A advanced level nutrition course that focuses on assessing nutritional needs of all age groups throughout the life-cycle, psychological and socioeconomic factors influencing food habits of individuals and groups. Prerequisite: NDF 110 or equivalent with instructor permission. Student option grading.

**NUTRITION/DIETETICS/FOODS 220**  
Nutrition and Diet Therapy I (5)  
Covers nutritional implications of various diseases. Techniques in patient interviewing and education and utilization of nutritional assessment tools are emphasized. Involves a classroom review of case studies and preparation of nutritional care plans. Prerequisite: NDF 210 or equivalent with instructor’s permission. Student option grading.

**NUTRITION/DIETETICS/FOODS 221**  
Clinical Nutrition Preceptorship I (3)  
Clinical experience in a hospital/health care institution under the supervision of a registered dietitian, nutritionist, or dietetic technician. Learning experiences include hands-on practice of knowledge, skills and techniques learned in the classroom. Prerequisite: Concurrent enrollment in NDF 220. Student option grading.

**NUTRITION/DIETETICS/FOODS 230**  
Nutrition and Diet Therapy II (5)  
Involves further skill development in patient interviewing, data gathering, nutrition assessment and communications. Involves case study review, problem analysis and development of nutritional care plans. Prerequisite: NDF 220 or equivalent with instructor permission. Student option grading.

**NUTRITION/DIETETICS/FOODS 231**  
Community Nutrition (5)  
A study of the different public health programs as they relate to individual communities with a particular focus on nutrition and dietetics. The course familiarizes the student with various federal, state and county agencies and their roles in the delivery of nutritional care. Prerequisite: Concurrent enrollment in NDF 230. Student option grading.

**NUTRITION/DIETETICS/FOODS 240**  
Community Nutrition Preceptorship (3)  
Students explore the different private and public health agencies in the state and county and how these agencies deliver nutritional care. They learn the differences in the nutritional management and care of institutionalized and home based patients. Prerequisite: concurrent enrollment in NDF 240. Student option grading.

**NUTRITION/DIETETICS/FOODS 281**  
Dietetic Seminar (1)  
Review of the following: the role of the dietetic services in healthcare, responsibilities and functions of the dietetic technician, professional conduct and ethics, the role of a dietetic technician as a member of the American Dietetic Association. Students are taught how to research the job market, write resumes and applications and properly interview for a job. Student option grading.

**NUTRITION/DIETETICS/FOODS 283**  
Special Topic (3)  

**NUTRITION/DIET/FOODS 297, 298, 299**  
Special Project (1,2,3)

**OCEANOGRAPHY 101**  
Survey of Oceanography (6)  
Study of the sea floor features 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. Optional field trips. 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. Prerequisite: PE 140. Student option grading.

**OCEANOGRAPHY 297, 298, 299**  
Special Project (1,2,3)

**PARENT EDUCATION 110**  
Parent Cooperative Preschool (2)  
Lecture/lab for parents of birth to one year olds; PARED 110, 111, 112 together cover parenting the 0-1 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/Z grading.

**PARENT EDUCATION 111**  
Parent Cooperative Preschool (2)  
Lecture/lab for parents of birth to one year olds; PARED 110, 111, 112 together cover parenting the 0-1 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/Z grading.

**PARENT EDUCATION 112**  
Parent Cooperative Preschool (2)  
Lecture/lab for parents of birth to one year olds; PARED 110, 111, 112 together cover parenting the 0-1 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/Z grading.

**PARENT EDUCATION 120**  
Parent Cooperative Preschool (2)  
Lecture/lab for parents of 1-2 year olds; PARED 120, 121, 122 together cover parenting the 1-2 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/Z grading.

**PARENT EDUCATION 121**  
Parent Cooperative Preschool (2)  
Lecture/lab for parents of 1-2 year olds; PARED 120, 121, 122 together cover parenting the 1-2 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/Z grading.
PARENT EDUCATION 122
Parent Cooperative Preschool (2)
Lecture/lab for parents of 2-3 year olds; PARED 120, 121, 122 together cover parenting the 2-3 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/Z grading.

PARENT EDUCATION 125
Parent Co-Op Preschool (2)
Lecture/lab for parents of 2-3 year olds: day/week option to accommodate child or family needs. PARED 125, 126, 127 together cover parenting the 2-3 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/Z grading.

PARENT EDUCATION 126
Parent Co-Op Preschool (2)
Lecture/lab for parents of 2-3 year olds: 1-day/week option to accommodate child or family needs. PARED 125, 126, 127 together cover parenting the 2-3 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/Z grading.

PARENT EDUCATION 130
Parent Cooperative Preschool (2)
Lecture/lab for parents of 2-3 year olds; 2-day/week option to accommodate child or family needs. PARED 130, 131, 132 together cover parenting the 2-3 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/Z grading.

PARENT EDUCATION 131
Parent Cooperative Preschool (2)
Lecture/lab for parents of 2-3 year olds; 2-day/week option to accommodate child or family needs. PARED 130, 131, 132 together cover parenting the 2-3 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/Z grading.

PARENT EDUCATION 132
Parent Cooperative Preschool (2)
Lecture/lab for parents of 2-3 year olds: 2-day/week option to accommodate child or family needs. PARED 130, 131, 132 together cover parenting the 2-3 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/Z grading.

PARENT EDUCATION 140
Parent Cooperative Preschool (3)
Lecture/lab for parents of 3-4 year olds; PARED 140, 141, 142 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. Mandatory P/Z grading.

PARENT EDUCATION 141
Parent Cooperative Preschool (3)
Lecture/lab for parents of 3-4 year olds; PARED 140, 141, 142 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. Mandatory P/Z grading.

PARENT EDUCATION 142
Parent Cooperative Preschool (3)
Lecture/lab for parents of 3-4 year olds; PARED 140, 141, 142 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. Mandatory P/Z grading.

PARENT EDUCATION 150
Parent Cooperative Preschool (3)
Lecture/lab for parents of 4-5 year olds; PARED 150, 151, 152 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. Mandatory P/Z grading.

PARENT EDUCATION 151
Parent Cooperative Preschool (3)
Lecture/lab for parents of 4-5 year olds; PARED 150, 151, 152 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. Mandatory P/Z grading.

PARENT EDUCATION 152
Parent Cooperative Preschool (3)
Lecture/lab for parents of 4-5 year olds; PARED 150, 151, 152 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. Mandatory P/Z grading.

PARENT EDUCATION 281, 282, 283
Special Topics (1,2,3)

PARENT EDUCATION 297, 298, 299
Special Project (1,2,3)
Additional independent study and research on an approved topic. Permission of the instructor required. Student option grading.

PHILOSOPHY 100
Introduction to Philosophy (5)
Major philosophical concepts addressed are metaphysics, ontology (what is really real), epistemology (issues regarding how we know), and concepts related to political and ethical theories. Both classical (Plato and Aristotle) and contemporary philosophers are examined in an historical context. Prerequisites: Recommend successful completion of ENG 100 or placement into ENG 101. Student option grading.

PHILOSOPHY 102
Contemporary Moral Problems (5)
Students will use basic ethical theory methods of diverse cultures to investigate and critically examine such contemporary moral issues as capital punishment, war and violence, animal rights, environmental degradation, abortion, racial and ethnic discrimination, and injustices related to gender and sexuality. Prerequisite: Recommend successful completion of ENG 100 or placement into ENG 101. Student option grading.

PHILOSOPHY 115
Critical Thinking (5)
In this course, students learn the concept of an argument, learn how to distinguish arguments from non-arguments, and study different patterns of argumentation. Students also learn how to critically evaluate arguments and how to construct arguments of their own. Student option grading.

PHILOSOPHY 120
Introduction to Logic (5)
A rigorous and systematic examination of formal logic focusing on modern truth functional and quantification symbolical logic and the associated formal language and proof systems. Prerequisite: MATH 099 (2.0 or better) or MATH 097 AND MATH 098 (2.0 or better) or a score of 85 or higher on the Algebra COMPASS test (or equivalent score on SAT, ACT or ASSET). Student Option Grading.

PHILOSOPHY 210
Comparative Religion (5)
A survey course in the history of world religions which analyzes the beliefs and practices of the major religions embraced by humanity. Student option grading.

PHILOSOPHY 230
Philosophical Issues In World Affairs (5)
Topics will include issues of affluence, impoverishment, hunger, global environmental degradation, violence and non-violence. The views of philosophers from Latin America, Africa and Asia will be analyzed and interpreted, in relation to shifts in the international order. (Formerly Philosophy 167.) Prerequisites: Recommend successful completion of ENG 100 or placement into ENG 101. Student option grading.
PHILOSOPHY 240
Introduction to Ethics (5)
An historical review and topical analysis of the distinction between good and evil, right and wrong. The appeals to custom, theology, reason, human nature and happiness as standards for solution of moral problems. Readings in Plato, Hume, Kant, Bentham, Mill and other major philosophers, including texts on contemporary medieval and social problems. Prerequisite: ENG 101 or equivalent recommended. Student option grading.

PHILOSOPHY 248
Ethical Issues In Criminal Justice (5)
Discussion of the philosophical, psychological, moral and ethical underpinnings of human behavior in the criminal justice system. Looks at ethical concerns regarding the police, courts, punishment and corrections and how ethical decisions are made. Mandatory decimal grading.

PHILOSOPHY 267
Introduction to Philosophy of Religion (5)
Study of and philosophical reflection upon major world and indigenous religions’ myths, rituals, values, and practices. Addresses issues raised when human beings experience religion, such as the problem of evil, creation, faith, and the attributes of God. Prerequisites: Recommend successful completion of ENG 100 or placement into ENG 101. Student option grading.

PHILOSOPHY 285
Special Topics In Philosophy (5)
PHILOSOPHY 297, 298, 299
Special Project (1,2,3)
Special tutorial projects in specific areas of philosophy. Arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of student’s educational and work experience. Student option grading.

PHYSICAL EDUCATION 101
Fitness Assessment and Prescription (2)
Designed to assist students in evaluation of current fitness levels, setting realistic goals and developing a fitness program. Includes fitness and lifestyle assessments. Student option grading.

PHYSICAL EDUCATION 102
Soccer I (4)
This course is an introduction of the rules, techniques, physical skills, and strategies of the game of soccer. Students will be introduced to the game from historical and technical perspectives: learning its origins and rules, then developing their individual skills through a series of demonstrations, drills and individual performance tasks and reinforcing their skill through competitive games. Student option grading.

PHYSICAL EDUCATION 104, 204
Target Archery I, II (2)
History, terminology, safety, shooting techniques, understanding and correcting errors, selection, care and correct use of archery equipment. Student option grading.

PHYSICAL EDUCATION 105
Badminton I (2)
This course is an introduction of the rules, techniques, physical skills, and strategies of the game of badminton. Students will be introduced to the game from historical and technical perspectives: learning its origins and rules, then developing their individual skills through a series of demonstrations, drills and individual performance tasks and reinforcing their skill through competitive games; and tournament experiences. Student option grading.

PHYSICAL EDUCATION 106
Basketball Officiating I (2)
Introduction to the fundamentals of basketball officiating including rules, mechanics, movement, professionalism, judgment and career applications. Includes game experience. Successful completion of course satisfies Association apprenticeship requirements. Student option grading.

PHYSICAL EDUCATION 108
Badminton Officiating I (2)
This course is an introduction to conditioning and basic skills (passing, shooting, handling and rebounding) as they relate to basketball. It also includes individual and team strategies, skills and techniques, rules of the game, scoring procedures and officiating. Evaluation includes skills and written test. Student option grading.

PHYSICAL EDUCATION 109
Basketball Officiating II (2)
This course is an introduction to the mental and physical strategies as they relate to baseball. It involves individual and team strategy (both offensive and defensive), strength and conditioning enhancement, and injury management and prevention. Evaluation includes written comprehension of baseball rules and concepts, and practice and performance of baseball skills and strategies. Student option grading.

PHYSICAL EDUCATION 110
Mountain Biking I, II (2)
An activity-based course for those who would like to learn how to ride a mountain bike over various types of terrain and surfaces. Includes proper techniques, individualized goals, and training exercises. Student option grading.

PHYSICAL EDUCATION 111, 211
Jogging for Fitness and Leisure I, II (2)
Body mechanics, running fundamentals, equipment selection, training programs, diet, weight control, conditioning exercises and psychological factors. Student option grading.

PHYSICAL EDUCATION 112
Softball I (2)
This course is an introduction to conditioning and basic skills (throwing, catching, fielding, batting, base running and bunting) as they relate to both fast and slow pitch softball. It also includes individual and team strategy, skills and techniques, rules of the game, scoring procedures and umpiring. Evaluation includes skills and written test. Student option grading.

PHYSICAL EDUCATION 113, 213
Fencing I, II (2)
An introduction to basic footwork and foil technique based on the USFA Basic Foil syllabus. The concepts of "Distance" and "Line" will be introduced and elementary strategy and tactics explored. The rules of foil will be explained and applied. Student option grading.

PHYSICAL EDUCATION 114
Golf I (2)
This course is designed for the beginning or part time golfer. Subject matter includes the full swing, short game and strategy. Rules of the game, videotaping, practice range, and golf course lessons will also be included. Student option grading.

PHYSICAL EDUCATION 115
Introduction to Wilderness Recreation (3)
A lecture based course designed to provide an overview of the many aspects involved in a wilderness/hiking experience. Includes units on clothing, equipment, cooking, land navigation, environmental issues, shelter, first aid, back-country leisure activities and conditioning.

PHYSICAL EDUCATION 116
Basketball I (2)
This course is an introduction to the mental and physical strategies as they relate to baseball. It involves individual and team strategy (both offensive and defensive), strength and conditioning enhancement, and injury management and prevention. Evaluation includes written comprehension of baseball rules and concepts, and practice and performance of baseball skills and strategies. Student option grading.

PHYSICAL EDUCATION 117, 217
Hip Hop Jazz I (2)
A beginning level, co-educational class designed to combined traditional Jazz movements with contemporary street dance to music of the same style. Includes isolation, active warm-up, progressive strengthening exercises, stretching and dance. Student option grading.

PHYSICAL EDUCATION 118
Jazz Dance I, II (2)
Co-ed class designed to encourage students to express themselves physically through the use of popular dance music combined with jazz/funk movements. Includes isolations, active warm-up, strengthening exercises, stretching and dance. Student option grading.

PHYSICAL EDUCATION 120, 220
Modern Dance I, II (2)
Emphasis on basic skills, conditioning and improvisation. Student learns to choreograph and perform. Student option grading.

PHYSICAL EDUCATION 121, 221
Aerobic Dance I, II (2)
Co-ed class designed for the development of cardiovascular fitness using aerobic dance. Sections on types of aerobic workouts, components of aerobic dance, body toning, stretching, nutrition, and body composition.
PHYSICAL EDUCATION 122
Tennis I (2)
An introduction to the rules, techniques, physical skills and strategies in the game of tennis. Students will be introduced to the historical and technical perspectives on performance art. Create a dynamic learning experience through a combination of intellectual and experiential activities. Dual listed as HUMAN 161. Student option grading.

PHYSICAL EDUCATION 122
Tennis I (2)
An introduction to the rules, techniques, physical skills and strategies in the game of tennis. Students will be introduced to the historical and technical perspectives on performance art. Create a dynamic learning experience through a combination of intellectual and experiential activities. Dual listed as HUMAN 161. Student option grading.

PHYSICAL EDUCATION 123, 223
Step Aerobics I, II (2)
A co-ed class designed for the development of cardiovascular fitness using bench/step training, the most popular trend of this decade. Uses 4 - 10” step bench.

PHYSICAL EDUCATION 124, 224
Water Aerobics I, II (2)
Understanding, developing and maintaining fitness through water aerobics. No swimming skill required. Student option grading.

PHYSICAL EDUCATION 125, 225
Skiing: Down Hill I, II (2)
All skill levels. Student option grading.

PHYSICAL EDUCATION 126 226
Volleyball I (2)
This course is an introduction to conditioning and basic skills (passing, setting, spiking and blocking) as they relate to volleyball. It will also include individual and team strategy, skills and techniques; rules of the game and scoring procedures. Evaluation includes skills and written test. Student option grading.

PHYSICAL EDUCATION 127
Weight Training and Cardio Fitness I (2)
A combination of strength and cardiovascular training techniques allowing the student to develop and experience a personal well-balanced fitness program. Student option grading.

PHYSICAL EDUCATION 128
Aerobic Cross Training I (2)
This course is an introduction to cardiovascular fitness training, physical conditioning, and relaxation and fitness program development. Student will be introduced to several training regimens, the elements of fitness and principles of overall body conditioning using a variety of aerobic machines. Student option grading.

PHYSICAL EDUCATION 129
Weight Training I (2)
Understanding, developing and maintaining muscular fitness through participation in an individual program utilizing a variety of strength and endurance exercises. Student option grading.

PHYSICAL EDUCATION 130
Karate I (2)
An introduction to the martial art of Karate-do which incorporates fundamental skills required for the development of self-defense techniques, flexibility, speed, power, corps integrity and balance. The ancient art of Karate allows students to achieve and develop: emotional balance, focus and an exceptional work ethic. Student option grading.

PHYSICAL EDUCATION 131, 231
Body Conditioning/Resistance Training I, II (2)
This course is designed to improve musculoskeletal fitness levels through resistance exercise, using lightweight equipment and the body as forms of resistance, and through stretching exercise. These activities will promote improvements in muscular strength and endurance, flexibility and body composition. Proper exercise mechanics, nutrition, weight control will be discussed. Student option grading.

PHYSICAL EDUCATION 132
Sea Kayaking (2)
Overview of equipment, safety, conditioning, navigation, basic paddling strokes and strokes, deep water rescues and trip planning. Classroom and on-water experiences. No equipment required. Student option grading.

PHYSICAL EDUCATION 133, 233
Tai Chi I, II (2)
An introduction to the art of Tai Chi and its basis in Chinese philosophy as it relates to the development of health, fitness, strength, and power. Students will develop basic Tai Chi moves and learn a form of exercise based on soft fluid movements. Student option grading.

PHYSICAL EDUCATION 134
Yoga I (2)
An introductory level class that is a turn inward from your typical exercise class to where the focus is from the inside out. A centered grounded technique to gain better balance, strength, flexibility and stability from the body’s core. Using a variety of approaches you will blend energizing effort with relaxing, inhaling with exhaling while quieting the mind, toning the body and inspiring personal confidence. Student option grading.

PHYSICAL EDUCATION 135, 235
Swimming I, II (2)
All skill levels. Emphasis on technique and aerobic conditioning. Students may meet requirements for Red Cross cards. Student option grading.

PHYSICAL EDUCATION 136
Inline Skating I (2)
This course is an introduction to inline skating as a fitness, recreational and cross training sport. Students will learn skills and techniques to develop physical awareness, body strength, balance and coordination to enjoy a sense of complete freedom and well-being. The course focuses on safety and fun. Student option grading.

PHYSICAL EDUCATION 137
Cross Country Skiing I (2)
This course is an introduction to conditioning and basic ski techniques as they relate to cross country skiing. Materials covered in this course will include: winter survival, equipment and style of dress, map and compass work, avalanche dangers, the classic cross ski, uphill skills, and alpine technique, telemark and touring. Student option grading.

PHYSICAL EDUCATION 138
Snowboarding I, II (2)
An activity based course for those who would like to learn how to snowboard. Includes sections on technique and individualized goals and training. Student option grading.

PHYSICAL EDUCATION 161
World Dance: Pacific Rim (3)
Class will explore various Pacific Rim cultures through the medium of dance. Lecture, demonstration and film will be followed by the physical experience of learning dances from around the world. It will provide dynamic learning experience through a combination of intellectual and experiential activities. Dual listed as HUMAN 161. Student option grading.

PHYSICAL EDUCATION 162
World Dance: Europe and Africa (3)
Class will explore various European and African cultures through the medium of dance. Lecture, demonstration and film viewing will be followed by the physical experience of learning dances from around the world. It will provide a dynamic learning experience through a combination of intellectual and experiential activities. Dual listed as HUMAN 162. Student option grading.

PHYSICAL EDUCATION 167
Voice-Dance Performance Techniques 1 (2)
Students develop the ability to sing and move simultaneously while preparing them to perform on stage in musical roles. This course is dual listed as Music 167. Student option grading.

PHYSICAL EDUCATION 168
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 or PE 167 for the more advanced student and is dual listed as Music 168. Prerequisites: Completion of Music 167, PE 167 or equivalent with instructor’s permission. Student option grading.

PHYSICAL EDUCATION 171
Circus Performance: Balance and Motion (3)
Expand dramatic and kinesthetic abilities. Learn juggling, ropewalking and other circus skills. Study and practice theories of balance and motion. Develop historical and international perspectives on performance art. Create a dramatic performance as a final project. Excellent training for actors.

PHYSICAL EDUCATION 191
Cardio-Pulmonary Resuscitation (1)
CPR for the Professional Rescuer/Health Care Provider. Includes adult, infant and child rescue breathing, choking and CPR, as well as two-person CPR, pocket mask and bag-valve mask skills. Student option grading.
PHYSICAL EDUCATION 200
Wellness (3)

PHYSICAL EDUCATION 202
Soccer II (4)
This course is an advanced study of the rules, techniques, physical skills, and strategies of the game of soccer. Students will be introduced to the game from historical and technical perspectives: learning its origins and rules, then developing their individual skills through a series of demonstrations, drills and individual performance tasks and reinforcing their skill through competitive games. Student option grading.

PHYSICAL EDUCATION 205
Badminton II (2)
This course is an advanced study of the rules, techniques, physical skills, and strategies of the game of badminton. Students will be introduced to the game from historical and technical perspectives: learning its origins and rules, then developing their individual skills through a series of demonstrations, drills and individual performance tasks and reinforcing their skill through competitive games; and tournament experiences. Student option grading.

PHYSICAL EDUCATION 206
Advanced Handball (2)
Level II of skills, individual and doubles strategy for handball. Student option grading.

PHYSICAL EDUCATION 208
Basketball II (2)
This course is an advanced study of the rules, techniques, physical skills and offensive and defensive strategies of the game of basketball. Basic physical skills are refined through games related drills and students are introduced to the more advanced and technically demanding skills, offensive and defensive systems. Prerequisites: PE 126 or permission. Student option grading.

PHYSICAL EDUCATION 210
Racquetball II (1)
This course is an advanced study of the rules, techniques, physical skills, and strategies of the game of racquetball. Students will be introduced to the game from historical and technical perspectives: learning its origins and rules, then developing their individual skills through a series of demonstrations, drills and individual performance tasks and reinforcing their skill through competitive games. Student option grading.

PHYSICAL EDUCATION 212
Softball II (2)
This course is an advanced study of the rules, techniques, physical skills and offensive and defensive strategies of the games of slow and fast pitch softball. Basic physical skills are refined through games related drills and students are introduced to the more advanced and technically demanding skills, and offensive and defensive systems. Student option grading.

PHYSICAL EDUCATION 214
Golf II (2)
This course is designed for the intermediate or advanced golfer. Subject matter includes the full swing, short game and strategy. Rules of the game, videotaping, practice range, and golf course lessons will also be included. Student option grading.

PHYSICAL EDUCATION 215
Alpine Hiking (2)
An activity based course for those who would like to explore the basics of human-powered backcountry travel while they hike. Includes sections on clothing, equipment, physical requirements, techniques, the natural environment, and safety strategies.

PHYSICAL EDUCATION 216
Baseball II (2)
This course is an advanced study of the mental and physical strategies as they relate to baseball. It involves individual team strategy (both offensive and defensive), strength and conditioning, and injury management and prevention. Evaluation includes written comprehension of baseball rules and concepts, and practice and performance of baseball skills and strategies. Student option grading.

PHYSICAL EDUCATION 218
Hip Hop Jazz II (2)
An advanced study of the combination of traditional Jazz movements with contemporary street dance to music of the same style. Includes isolation, active warm-up, progression strengthening exercises, stretching and dance. Prerequisites: PE 118 or permission. Student option grading.

PHYSICAL EDUCATION 222
Tennis II (2)
An introduction to advanced tennis. Students will learn the game from the technical perspective in a variety of areas including advanced skill development; singles and doubles strategy; the rules of the game; and will reinforce each in competition. Prerequisites: PE 122 or permission. Student option grading.

PHYSICAL EDUCATION 226
Volleyball II (2)
This course is an advanced study of the rules, techniques, physical skills and offensive and defensive strategies of the game of volleyball. Basic physical skills are refined through games related drills and students are introduced to the more advanced and technically demanding skills, multiple hitting attack and variable defensive systems. Prerequisites: PE 126 or permission. Student option grading.

PHYSICAL EDUCATION 227
Weight Training and Cardio Fitness II (2)
This course is an advanced study of cardiovascular and strength training and physical conditioning. Student will be expected to know the elements of fitness and principles of overall body condition, and develop and execute several training regimens. Demonstration of an approved level of fitness is an expectation of this course. Prerequisite: PE 127 or permission. Student option grading.

PHYSICAL EDUCATION 228
Aerobic Cross Training II (2)
This course is an advanced study of cardiovascular fitness training, physical conditioning, relaxation and fitness program development. Student will be expected to know the elements of fitness and principles of overall body conditioning and develop and execute several training regimens. Demonstration of an improved level of fitness is an expectation of this course. Prerequisites: PE 128 or permission. Student option grading.

PHYSICAL EDUCATION 229
Weight Training II (2)
Level II of developing and maintaining muscular fitness through participation in an individual program utilizing a variety of strength and endurance exercises. Prerequisites: PE 129 or permission. Student option grading.

PHYSICAL EDUCATION 232
Total Body Training (3)
Students will engage in cardiovascular exercise, resistance training, flexibility training and contemporary movement to music, in order to promote a healthier lifestyle. Issues concerning nutrition, body image, eating disorders, acceptance of self and others, the components of fitness, and appropriate goal setting will be introduced. Student option grading.

PHYSICAL EDUCATION 234
Yoga II (2)
An advanced level class that is a turn from your typical exercise class to where the focus is from the inside out. A centered grounded technique to gain better balance, strength, flexibility and stability from the body’s core. Using a variety of approaches you will blend energizing effort with relaxing, inhaling with exhaling while quieting, toning the body and inspiring personal confidence. Prerequisites: PE 134 or permission. Student option grading.

PHYSICAL EDUCATION 236
Inline Skating II (2)
This course is an advanced study of inline skating as a fitness, recreational and cross training sport. Students will learn skills and techniques to develop physical awareness, body strength, balance and coordination to enjoy a sense of complete freedom and well being. The course focuses on safety and fun. Prerequisites: PE 236 or permission. Student option grading.

PHYSICAL EDUCATION 245
Cross Country Skiing II (2)
This course is an advanced study of conditioning and basic skill techniques as they relate to cross country skiing. Materials covered in this course will include: winter survival, equipment and style of dress, map and compass work, avalanche dangers, the classic cross skill, uphill skills, and alpine technique, skating and racing, telemark and backcountry touring. Prerequisites: PE 145 or permission. Student option grading.
PHYSICAL EDUCATION 251
Basketball Strategies (3)
For the highly skilled athlete. Individual and team strategies. Advanced conditioning. Prerequisite: PE 108, PE 208 or instructor’s permission. Student option grading.

PHYSICAL EDUCATION 252
Baseball Strategies (3)
For the highly-skilled athlete. Individual and team strategies. Advanced conditioning. Prerequisite: PE 116, PE 216 or instructor’s permission. Student option grading.

PHYSICAL EDUCATION 253
Tennis Strategies (3)
For the highly-skilled athlete. Individual and doubles strategies. Advanced conditioning. Prerequisite: PE 122, PE 222 or instructor’s permission. Student option grading.

PHYSICAL EDUCATION 254
Field Hockey Strategies (3)
For the highly-skilled athlete. Individual and team strategies. Advanced conditioning. Prerequisite: PE 124, PE 224 or instructor’s permission. Student option grading.

PHYSICAL EDUCATION 255
Water Polo Strategies (3)
For the highly-skilled athlete. Individual and team strategies. Advanced conditioning. Prerequisite: PE 125, PE 225 or instructor’s permission. Student option grading.

PHYSICAL EDUCATION 256
Rugby Strategies (3)
For the highly-skilled athlete. Individual and team strategies. Advanced conditioning. Prerequisite: PE 126, PE 226 or instructor’s permission. Student option grading.

PHYSICAL EDUCATION 257
Volleyball Strategies (3)
For the highly-skilled athlete. Individual and team strategies. Advanced conditioning. Prerequisite: PE 102, PE 202 or instructor’s permission. Student option grading.

PHYSICAL EDUCATION 258
Soccer Strategies (3)
For the highly-skilled athlete. Individual and team strategies. Advanced conditioning. Prerequisite: PE 112, PE 212 or instructor’s permission. Student option grading.

PHYSICAL EDUCATION 259
Softball Strategies (3)
For the highly-skilled athlete. Individual and team strategies. Advanced conditioning. Prerequisite: PE 111, PE 211 or instructor’s permission. Student option grading.

PHYSICAL EDUCATION 260
Fitness Participation (1)
This class is designed for the student who is interested in continuing participation in a team or individual sport, or lifetime fitness activity. Students will participate in only the physical activity portion of the class. Prerequisites: 100 or 200 level of the specific activity course required.

PHYSICAL EDUCATION 261
Athletic First Aid (I) (3)
Prevention, evaluation, management and rehabilitation of athletic injuries. Emergency care of life threatening situations. Standard first aid and CPR for the Health Care provider certification is available. Prerequisites: BIOSC 108 and CPR for the Health Care provider certification is available. Mandatory P/NC grading.

PHYSICAL EDUCATION 262
Care and Prevention of Athletic Injuries I (3)
A joint by joint review of anatomy, mechanics of injury and evaluation techniques. Practical application. Prerequisite: PE 261 or permission. Student option grading.

PHYSICAL EDUCATION 266
Internship-Physical Education, I, R & A (5)
Field experience in physical education, intramurals, recreation or athletics with local agencies. An opportunity for various types of leadership experiences while exploring the profession. Prerequisite: Instructor permission, based on evaluation of student’s education and work experience. Student option grading.

PHYSICAL EDUCATION 274
Archery Instructor Certification (3)
This class teaches intermediate and advanced archers how to instruct a beginning archery class. Topics include history of archery; archery safety, shooting techniques, problem identification and correction; equipment selection, set-up, tuning and maintenance; tournament rules; and basic teaching pedagogy. Class includes lecture, demonstration, and a practical teaching experience with beginning archers. Upon successful completion of this class a National Archery Assoc. Level II Archery Instructor Certification will be awarded. Instructor permission and NAA membership required. Prerequisites: instructor approval required. Student option grading.

PHYSICAL EDUCATION 275
Ski Instructor Training (2)
Prepares the advanced level skier to teach all ability levels. Prerequisite: PE 125, PE 225 or instructor permission. Student option grading.

PHYSICAL EDUCATION 281, 282, 283, 284, 285
Special Topics (1,2,3,4,5)

PHYSICAL EDUCATION 292
First Aid and Personal Safety (3)
Comprehensive review of the knowledge and skills required by the non-professional emergency responder. Successful completion may earn first aid and CPR acknowledgment. Student option grading.

PHYSICAL EDUCATION 297, 298, 299
Special Project (1,2,3)
Special tutorial projects in specific areas of physical education, intramurals and athletics. Prerequisite: Instructor permission, based on evaluation of student’s education and work experience. Student option grading.

PHYSICS 100
Physics/Engineering Learning Center (1)
A learning and tutorial center for students enrolled in PHYS 114-5-6 and 121-2-3 as well as ENGR 111 and all 200-level ENGR courses. Provides individual and small group tutorial assistance for those enrolled in those courses. Prerequisites: Must be enrolled in a Physics or Engineering course. Mandatory P/NC grading.

PHYSICS 110
Physics of Current Issues (5)
What is nuclear fusion? What is radiation and how does it affect you? What makes a bomb explode? How does light behave? Find the answers to these and other questions. Prerequisite: Math 099. Student option grading.

PHYSICS 111
Physics and Literature (5)
An introduction to the evolution of the philosophy of Western science, especially physics, from the Classical Greek period to the present, showing its influence on the literature of each historical period, with primary emphasis on the 20th century. Dual listed as ENG 211.

PHYSICS 114
General Physics (5)
The first term of a three-term sequence for majors in pre-medicine, pre-dentistry, nursing, architecture, vocational and technical programs, other majors not requiring calculus. Studies Newtonian mechanics. Prerequisite: Math 099. Mandatory decimal grading.

PHYSICS 115
General Physics (5)
The second term of a three-term sequence for majors in pre-medicine, pre-dentistry, nursing, architecture, vocational and technical programs, other majors not requiring calculus. Studies electric and magnetism. Prerequisite: Phys 114 and Math 099. Mandatory decimal grading.

PHYSICS 116
General Physics (5)
The third term of a three-term sequence for majors in pre-medicine, pre-dentistry, nursing, architecture, vocational and technical programs, other majors not requiring calculus. Studies sound, geometrical and physical optics, atomic and nuclear physics. Prerequisite: PHYS 115 and MATH 099. Mandatory decimal grading.

PHYSICS 121
Mechanics (5.5)
Calculus-based physics for majors in physical sciences, engineering, pre-medicine, mathematics, Studies Newtonian mechanics. Prerequisite: MATH 124. Mandatory decimal grading.

PHYSICS 122
Waves, Sound and Light (5.5)
Calculus-based physics for majors in physical sciences, engineering, pre-medicine, mathematics, Studies oscillation wave, sound, light and physical optics. Prerequisite: PHYS 121 and MATH 125. Mandatory decimal grading.

PHYSICS 123
Electromagnetism and Oscillatory Motion (5.5)
Calculus-based physics for majors in physical sciences, engineering, pre-medicine, mathematics, Studies electricity and magnetism. Prerequisite: PHYS 121 and MATH 126. Mandatory decimal grading.

PHYSICS 281
Special Topics In Physics (1)

PHYSICS 297, 298, 299
Special Project (1,2,3)

POLITICAL SCIENCE 101
Introduction to Political Science (5)
Key concepts, principles and theories of political science are explored. Emphasis is upon understanding the nature, purpose, process and practice of politics in both its democratic and non-democratic forms. An interdisciplinary approach will be used, as well as stressing multi-cultural and multi-national global issues. Formerly POLSC 201. Mandatory decimal grading.
POLITICAL SCIENCE 202
Introduction to American Government and Politics (5)
An examination of the processes of American government. Analysis of its structure, functions and policies. The format combines lectures, a variety of paperback readings, and feature films. Mandatory decimal grading.

POLITICAL SCIENCE 203
International Relations (5)
Study of power politics as it applies to the relations of nations. Other subjects discussed include law, international government, arms, disarmament, diplomacy, and the Cold War. Prerequisite: ENG 101 is recommended. Mandatory decimal grading.

POLITICAL SCIENCE 221/221W
American Foreign Policy (5)
Study of the evolution of American foreign policy with concern for its legal bounds, principal creators, and cold war developments. Prerequisite: ENG 101 is recommended. creators, and cold war developments. Recommendation: Eng 101. Mandatory decimal grading.

POLITICAL SCIENCE 276
State and Local Government and Administration (5)

POLITICAL SCIENCE 281, 282, 283, 284, 285/285W
Political Science Issues and Methods (1,2,3,4,5)
Introduction to selected sub-specialties within the discipline. Each course will focus on a single issue area and/or topic and will employ the techniques and concepts of political science. Mandatory decimal grading.

POLITICAL SCIENCE 297, 298, 299
Special Project (1,2,3)
Special tutorial projects in specific areas of political science. Arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students’ educational and work experience. Mandatory decimal grading.

PSYCHOLOGY 100
General Psychology (5)
Introduction to the scientific study and understanding of human behavior in a variety of settings. Physical and biological, as well as social perspectives will be presented. Mandatory decimal grading.

PSYCHOLOGY 202
Biopsychology (5)
This course explores the basic question: How does our biology influence how we think, feel, and act? Topics include: the nervous system, sensation, learning, memory, sex, drugs, language, mental illness, and practical factors affecting brain development and functioning. A prerequisite for UW psychology majors. Prerequisite: Psychology 100 or equivalent with instructor permission. Mandatory decimal grading.

PSYCHOLOGY 204
Lifespan Development (5)
A survey of human development from conception through late adulthood. Physical, emotional, cognitive and psychosocial development will be explored. Mandatory decimal grading.

PSYCHOLOGY 205
Abnormal Psychology (5)
Introduction to the field of psychopathology. A survey of the symptoms, causes and treatment of deviant behaviors will be considered. Prerequisite: PSYCH 100, or equivalent with instructor permission. Mandatory decimal grading.

PSYCHOLOGY 206
Developmental Psychology (5)
An analysis of psychological development of the child in relation to biological, physical and sociological antecedent conditions from infancy through adolescence. Prerequisite: PSYCH 100 or equivalent with instructor permission. 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. Formerly EDS 103 and HMDEV 103. 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. Prerequisites: Psychology 100 or equivalent with instructor permission. Mandatory decimal grading.

PSYCHOLOGY 210
Human Sexuality (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. Mandatory decimal grading.

PSYCHOLOGY 236
Introduction to Personality (5)
Introduction to the psychology of personality, including personality theories and theorists, personality assessment, and personality constructs. Prerequisites: PSYCH 100 or equivalent with instructor permission. Mandatory decimal grading.

PSYCHOLOGY 245
Social Psychology (5)
Introduction to the scientific study of individual human beings acting in a social setting regulated by culture. Social psychology brings something distinctive to the basic questions of life: empirical and especially experimental evidence. Mandatory decimal grading.

PSYCHOLOGY 283, 285
Special Topics In Psychology (3,5)
Special Projects (1,2,3)
Special tutorial projects in specific areas of psychology. Arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students’ educational and work experience. Mandatory decimal grading.

SOCIAL SCIENCES 100
Business, Government and Society (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 problems. Dual listed as BUSAd 100. Mandatory decimal grading.

SOCIAL SCIENCES 282
Special Topics In Social Science (2)

SOCIAL SCIENCES 282
Special Project (1,2,3)

SOCIAL SCIENCES 287, 288, 299

SOCIOLOGY 110
Introduction to Sociology (5)
Description and explanation of the basic principles of sociocultural relationships. Emphasis upon human beings as products of society and culture. Course content may vary according to instructor. Mandatory decimal grading.

SOCIOLOGY 252
Sociology of Families (5)
Examine the institution of the family in various cultures in the United States and globally. Explore evolution of families in relation to changes in the larger social structure over time, its dynamics, and development of relationships. Current issues, debates and crises that apply to public policy will be examined. Student option grading.

SOCIOLOGY 270
Social Problems (5)
Analysis of the processes of social and personal disorganization and reorganization of selected social problem areas such as crime, delinquency, alcoholism, minority group relations, and population problems. Student option decimal grading.

SOCIOLOGY 280
Introduction to Criminology (5)
Analysis of the criminal justice system. Discussion of its strengths, weaknesses and its effects on crime and delinquency. Study and discussion of the cause and reaction to criminal behavior. Mandatory decimal grading.

SOCIOLOGY 285
Social Problems (5)

SOCIOLOGY 288
Sociology of Minority Groups (5)
Use of sociological theories and research to examine the current and historical issues confronting American ethnic and racial minority groups. The course evaluates the socio-cultural context of group environments. Explores the concepts of culture, mores, biases, religious beliefs, stereotypes, discrimination, prejudice, gerontology, gender, class and minority and majority group relations past and present. Dual listed as IASTU 202. Mandatory decimal grading.
SPANISH 100
Practical Spanish for Law Enforcement (3)
Fast-paced beginning Spanish course. Students will learn a practical vocabulary. Focus on police survival topics - arrest and legal phrasology, anatomy, wounds and fractures, First Aid, missing persons reports, narcotics. Outreach Community resources, tapes and simulated presentations. Does not replace Spanish 101. Student option grading.

SPANISH 101
Elementary Spanish (5)
Fast-paced beginning course in Spanish: listening, speaking, reading and writing. Topics include greetings, family, food and clothing vocabulary and the present tense. Cultural studies include social amenities, proverbs and exposure to Hispanic art, music and history.

SPANISH 102
Intermediate Spanish (5)
Continuation of Spanish 101. Fast-paced course. Topics include both past tenses, direct and indirect object pronouns and reflexive verbs. Cultural studies continue. Prerequisite: SPAN 101 or equivalent with instructor's permission. Student option grading.

SPANISH 103
Elementary Spanish (5)
Continuation of Spanish 102. Fast-paced course. Topics include the subjunctive mood, commands, conditional and future tenses. Cultural studies continue. Prerequisite: SPAN 102 with CIS or permission of instructor which must be obtained before the quarter begins. Student option grading.

SPANISH 201
Intermediate Spanish (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 articles and short stories. Prerequisite: SPAN 103 or equivalent with instructor's permission. Student option grading.

SPANISH 202
Intermediate Spanish (5)
Continuation of Spanish 201. Class conducted in Spanish. Continues review of grammar, development of practical vocabulary and discussion of articles/short stories. Weekly conversation groups. Prerequisite: SPAN 201 or equivalent with instructor's permission. Student option grading.

SPANISH 203
Intermediate Spanish (5)
Conducted in Spanish. Conversation class for advanced-intermediate students. Emphasis on oral work and interpersonal skills. Presentation in Spanish. Prerequisite: Spanish 202 or equivalent with instructor's permission. Student option grading.

SPANISH 297, 298, 299
Special Project (1, 2, 3)
Specific tutorial project. Content determined in consultation with instructor. Requires permission of instructor supervising project. Student option grading.

SPEECH COMMUNICATION 100
Communication In a Diverse Workplace (3)
The majority of your working hours will be spent at work, which is a microcosm of society with its systems of power and privilege. Learn effective communication strategies to create a supportive work environment and to more easily navigate differences such as culture, race, class, and gender in your workplace. Prerequisite: Successful completion of English 100 or ESL 100 is required. Student option grading.

SPEECH COMMUNICATION 101
Basic Speech Communication (5)
Students discover verbal, nonverbal and listening skills essential to effective everyday living. Students become competent communicators by applying interpersonal, small group, public speaking, and cross-cultural communication theories to a variety of contexts including their workplace, communities, and families. Prerequisites: Successful completion of ESL 100/English 100 or higher. Student option grading.

SPEECH COMMUNICATION 102
Intermediate Spanish (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 articles and short stories. Prerequisite: SPAN 103 or equivalent with instructor's permission. Student option grading.

SPEECH COMMUNICATION 103
Communication Across Differences (5)
Successful participation in increasingly diverse communities requires specific communication strategies. Through personal stories, communication theory and intercultural communication skills, you will explore your relationship to culture, race, class and gender resulting in improved communication across differences. Prerequisites: Successful completion of English 100 required or placement into English 101. Student option grading.

SPEECH COMMUNICATION 105
Interpersonal Communication (5)
Learn about yourself as you learn how you relate to others. Create and maintain rewarding relationships through effective communication. Practice listening, self-presentation, clarification, conflict management and emotional expression skills in order to improve your family, friend, romantic and work relationships. Prerequisites: Successful completion of ESL 100/English 100 or higher. Student option grading.

SPEECH COMMUNICATION 140
The Art of Storytelling (5)
We use stories to enliven a workplace presentation, to lull a child to sleep, to celebrate and grieve, to build communities and discover ourselves. Learn to perform your own personal stories and folktales, poetry and prose of a variety of cultures. Education majors, parents, and adventure-seekers are encouraged.

SPEECH COMMUNICATION 198
Topics In Speech Communication (5)
Aspects of interpersonal communication studied in Speech Communication 101 as they affect interactions in a multi-cultural world. Topics include message-centered and nonverbal communication, factors affecting perception. Individual projects. Student option grading.

SPEECH COMMUNICATION 220
Introduction to Public Speaking (5)
Overcome fear and build confidence in all areas of your life. Learn to influence others by critically listening to and crafting organized persuasive speeches. Conduct responsible research on appropriate topics for your audience, use sound reasoning and strong delivery to achieve effective presentation skills. Prerequisites: Successful completion of ESL 100/English 100 or higher. Student option grading.

SPEECH COMMUNICATION 225
Organizational Communication (5)
Role of communication in organizations: interpersonal skills in listening, using language responsibly, interpreting nonverbal cues sensitively; shared leadership skills for effective groups; negotiation skills for conflict resolution; presentation skills for speeches within and on behalf of organizations. Student option grading.

SPEECH COMMUNICATION 230
Essentials of Argument (5)
Theory and practice of argument as a tool to investigate social problems. Student speeches use and analyze evidence, proof, refutation, persuasion. Student option grading.

SPEECH COMMUNICATION 285
Special Topics In Speech (5)

SPEECH COMMUNICATION 290
Methods of Group Discussion (5)
Study and practice of the uses of discussion in everyday problem-solving situations. Opportunities both to lead and to participate in valuative and exploratory group discussions. Student option grading.
SPEECH COMMUNICATION 297, 298, 299
Special Project (1,2,3)
Directed study toward a special project requiring ten hours to complete. Focus of the study is to be determined and arrangements made with a member of the Speech Communication faculty before registering for a special project. Student option grading. Requires instructor's permission.

SPEECH/LANGUAGE PATHOLOGY ASSISTANT 100
Normal Communication Across the Life Span (5)
Foundation course for Speech Language Pathology Assistants program. Major focus on the rapid development of communication skills from 0-60 months. Prerequisite: English 101 or permission of the instructor. Student option grading.

SPEECH/LANGUAGE PATHOLOGY ASSISTANT 101
Overview of Communication Disorders (5)
This course introduces students to speech, language fluency, and voice disorders. Students will learn to distinguish between normal and disordered communication. This course includes study of the oral and vocal mechanism and the neurological system related to speech and language. Prerequisites: SLP 100, or permission of the instructor. Mandatory decimal grading.

SPEECH/LANGUAGE PATHOLOGY ASSISTANT 110
Auditory Discrimination and Phonetics (5)
This course introduces students to the International Phonetic Alphabet. Students learn to distinguish individual speech sounds and transcribe normal and disordered spontaneous speech. Prerequisites: ENG 101. Mandatory decimal grading.

SPEECH/LANGUAGE PATHOLOGY ASSISTANT 210
Therapeutic Methods for Articulation (5)
Students will learn techniques to correct speech disorders. Data collection, reporting, progress management and the therapy interaction will be introduced. Prerequisites: SLP 101 and ENG 101 or instructor permission. Mandatory decimal grading.

SPEECH/LANGUAGE PATHOLOGY ASSISTANT 211
Therapy Procedures for Development Language Dis. (5)
Students learn the etiology of developmental language disorders. Students will acquire therapy techniques appropriate for language delays for children at the preschool, elementary and secondary level. Prerequisites: SLP 101, ENG 101 or instructor permission. Mandatory decimal grading.

SPEECH/LANGUAGE PATHOLOGY ASSISTANT 212
SLPA's Role In Acquired Language Disorders (5)
This course explores the SLPA role in rehabilitative communication therapy. Stroke, traumatic brain injury, degenerative neurological conditions and disease can negatively affect communication. Specific therapy techniques appropriate for these acquired language disorders will be explored. Prerequisites: SLP 101, and ENG 101, or permission of the instructor. Mandatory decimal grading.

SPEECH/LANGUAGE PATHOLOGY ASSISTANT 213
Behavioral Analysis and Management (5)
Students learn normal and disordered behaviors that are common among individuals with disabilities. Methods of modifying behavior, data collection, charting methods, and ethical issues used in speech pathology activities will be presented. Prerequisites: SLP 101, or permission of the instructor, and ENG 101. Mandatory decimal grading.

SPEECH/LANGUAGE PATHOLOGY ASSISTANT 220
Audiology and Therapy for Hearing Loss (3)
This course will provide an overview of the communication and educational impact of a hearing loss in children and adults. Discussion will include audiometric testing and types of hearing loss. Instructional strategies effective with individuals with hearing loss will also be presented. Prerequisites: EDU 125, SLP 101. Registration requires instructor approval. Mandatory decimal grading.

SPEECH/LANGUAGE PATHOLOGY ASSISTANT 222
Ethics, Scope of Practice & Internship Prep-SLPA (5)
This course explores codes of ethics, laws and regulations governing the SLPA. One focus will be state and federal requirements affecting SLPA students. Students observe SLPA working in various settings. Classroom discussion will include student reports. Prerequisites: Completion of 15 credits in courses required in the SLP Assistant program. Mandatory decimal grading.

SPEECH/LANGUAGE PATHOLOGY ASSISTANT 250
Introduction to Assistive Technology (3)
Students will learn to use computer hardware and software that has been adapted for disabled individuals. Technology that allows the disabled to be mobile, to use computers and to communicate will be explored. Prerequisites: SLP 101, SLP 150, or permission of the instructor. Mandatory decimal grading.

SPEECH/LANGUAGE PATHOLOGY ASSISTANT 251
Augmentative & Alternate Communication (3)
Students will learn to use low-tech and high-tech communication systems to increase the expressive communication of individuals of all ages with limited or no oral speech. This course includes background theory and hands-on experience with AAC systems. Prerequisites: SLP 101, SLP 150, or permission of the instructor. Mandatory decimal grading.

SPEECH/LANGUAGE PATHOLOGY ASSISTANT 266
SLPA Internship Preparation (4)
Students will observe speech pathologists working in various settings with a variety of communication disordered individuals. Classroom discussion will focus on reports from student observations covering all aspects of speech pathology activities. Prerequisites: 30 credits from SLPA AA degree requirements. Mandatory decimal grading.

SPEECH/LANGUAGE PATHOLOGY ASSISTANT 267
SLPA Internship In Schools or Clinic (7)
This course is the culmination of the SLPA program. Students spend a minimum of 12 hours per week working with a supervising speech-language pathologist. The student will assist with diagnostic and therapeutic activities, with individuals who have a variety of communication disabilities. Prerequisites: Completion of 30 credits in the SLP Assistant program required. Mandatory P/NC grading.

SPEECH/LANGUAGE PATHOLOGY ASSISTANT 268
SLPA Professional Development Seminar (3)
Self-evaluation of skills, job hunting, resume and interview skills will all be addressed in this course. Students will meet with practicing SLPs and SLPAs and peers completing the training program to discuss professional issues. Prerequisites: To be taken concurrently, or after SLPA Internship in Schools or Clinic. Registration requires instructor approval. Student option grading.

SPEECH/LANGUAGE PATHOLOGY ASSISTANT 281, 282, 283, 284
Special Topics In Speech Language Pathology (1,2,3,4)

STUDY SKILLS 099
College Study Skills (1)
Information and skills related to college study: positive learning attitudes, study environment, learning styles, time management, concentration, memory, vocabulary, textbook reading, listening, notetaking and passing exams. Mandatory P/NC grading.

STUDY SKILLS 100
Academic Success Strategies (5)
Students learn techniques for studying successfully in their college classes: how to learn from textbooks, lectures and technology. Strategies of reading, information-gathering, note-taking, writing-to-learn and improving memory are taught. The emotional aspects of learning are also covered. Students will practice these skills in part using materials from other classes they are taking at the same time. Prerequisites: Students need Asset scores of 35 in Reading and 33 in Language Usage or have passed English 080 to take this class. Registration requires the signature of an approved advisor. Student option grading.
COURSE DESCRIPTIONS

VISUAL COMMUNICATION
TECHNOLOGY 099
Visual Communications Study Center (5)
Students complete supplemental study projects in Visual Communications Technology computer lab to support their progress in the VCT program. This course may be taken multiple times for credit. Prerequisite: VCT 124 and VCT 125. Mandatory P/NC Grading.

VISUAL COMMUNICATION
TECHNOLOGY 101
Graphic Design I (5)
Concept development procedures in visual communication problem solving involving letter forms, illustrative material, typography and general graphic design. Basic principles of selection, organization, and production techniques are introduced. Dual listed as ART 205. Student option grading.

VISUAL COMMUNICATION
TECHNOLOGY 102
Graphic Design II (5)
Continued study of concept development procedures in visual communication problem solving including letter forms, illustrative material, typography and general graphic design. Stresses principles of selection, organization, production techniques and introduction to mechanical art requirements. Dual listed as ART 206. Prerequisite: VCT 101, ART 205 or equivalent with instructor's permission. Student option grading.

VISUAL COMMUNICATION
TECHNOLOGY 103
Graphic Design III (5)
Procedures in visual communication problem solving; topics are letterforms, illustrative matter, market analysis and general graphics. Principles of selection, organization and production are stressed. Course is demanding in both time and quality of product. Dual listed as ART 207. Prerequisite: ART 206 or VCT 102, or instructor permission. Student option grading.

VISUAL COMMUNICATION
TECHNOLOGY 111
Survey of Current Image Production (4)
Students explore various production processes for print including file evaluation, workflow integration, and troubleshooting and correction for output to inkjet, offset and toner-based printing. Mandatory decimal grading.

VISUAL COMMUNICATION
TECHNOLOGY 112
Printing Processes: Offset (4)
Students explore production-based offset printing processes. This in-depth course includes file workflow, troubleshooting, digital image setting, film assembly, offset print production and bindery/finishing operations. Prerequisites: VCT 111 or concurrent enrollment with instructor permission or portfolio review. Mandatory decimal grading.

VISUAL COMMUNICATION
TECHNOLOGY 113
Printing Processes: Ink Jet (4)
Students explore inkjet printing processes. This in-depth course includes equipment, materials selection, workflow, troubleshooting, large format print production and print quality, mounting and finishing for a variety of applications. Prerequisites: VCT 111, 124, 125, 129 or concurrent enrollment with instructor permission or portfolio review.

VISUAL COMMUNICATION
TECHNOLOGY 116
Printing Processes: Toner-Based (3)
Students explore toner-based printing processes. This in-depth course includes file workflow, processing for production, troubleshooting, on-demand print production and print quality. Prerequisites: VCT 124, VCT 125, VCT 131 or concurrent enrollment with instructor permission or portfolio review.

VISUAL COMMUNICATION
TECHNOLOGY 119
Studio/Color/Electronic Imaging (3)
Introduction to studio lighting with emphasis on the medium, large format cameras. Introduction to the use of color as an integral element of design and interpretive presentation. Students import form scanner for digital image creation as creative control. Assignments visual and technical in nature. Some cameras available for check-out. Students purchase film and supplies. Prerequisite: ART 102 or equivalent and instructor permission. Student option grading.

VISUAL COMMUNICATION
TECHNOLOGY 122
Electronic Prepress & Publishing (4)
Students prepare camera-ready art and digital files for print. Multiple-page, multiple-signature formats are used for digital and mechanical copy. The course also addresses customer relations, time management, materials selection, workflow, file preparation, and print coordination. Prerequisites: Completion of VCT 101, VCT 111, VCT 129, VCT 131 and instructor signature or instructor permission with portfolio review.

VISUAL COMMUNICATION
TECHNOLOGY 123
Adv Electronic Prepress & Publishing (4)
Students learn digital file preparation for On Demand and Offset printing. The course covers prepress, post-print bindery and finishing as well as skills for refining of trapping, impositions and pagination. Troubleshooting file formats for digital output and workflow management is addressed. Prerequisites: VCT 122 and instructor signature or instructor permission with portfolio review.

VISUAL COMMUNICATION
TECHNOLOGY 124
Basic Macintosh Systems Operations (2)
Introductory course in the fundamental operations and uses of the Macintosh computer operating systems, file formats as related to visual communications design and production. Student option grading.

VISUAL COMMUNICATION
TECHNOLOGY 125
Intro to Image Construction, Editing & Output (3)
This course introduces current information, tools and techniques used for creation of digital materials for a variety of visual communications applications. It is an Introductory course in digital image construction methods including: creation, editing, storage, retrieval and output. Student Option Grading.

VISUAL COMMUNICATION
TECHNOLOGY 129
Photoshop Introduction/Image Construction (3)
Photoshop for commercial, fine art and photo applications. Includes image acquisition, file preparation, importing as well as the alteration, manipulation and enhancement of images. Emphasis is on image construction for concept development including strategies for use with web, multimedia, print and video production. Prerequisites: VCT 124 and VCT 125 or skills test. Instructor permission required. Mandatory decimal grading.

VISUAL COMMUNICATION
TECHNOLOGY 131
Desktop Publishing Using InDesign (3)
This is an intro to desktop publishing design, concepts and skills using page-layout programs. Projects include single and multiple page layouts such as letterhead and brochure design. Issues involving basic graphic design principles, software integration, and preparation for offset printing will be addressed. Prerequisite: VCT 124/125 or instructor approval. Student Option Grading.

VISUAL COMMUNICATION
TECHNOLOGY 132
Digital Illustration & Design With Illustrator (3)
This course develops a fundamental understanding of the design and creation of computer graphics for press, web and multimedia, using vector-based applications. Problem-solving skills related to illustration techniques, software usage/compatibilities and related concerns will also be addressed. Prerequisite: VCT 124/125 or instructor approval. Student Option Grading.

VISUAL COMMUNICATION
TECHNOLOGY 133
Adv Desktop Publishing Using Indesign (3)
This intermediate desktop publishing course incorporates design, image acquisition and electronic assembly and manipulation of text and graphics in creating multiple-page documents. Issues involving design principles, concept development, software integration, and preparation for offset printing will be emphasized. Prerequisites: VCT 101, 111, 131 and permission. Student Option Grading.
Visual Communication

Technology 134
3-D Rendering With Maya (3)

This entry-level course focuses on the implementation of 3D images to a conceptualized and planned high-quality animation for use in multimedia, web, and video applications. Students design and implement projects using the Maya software for 3D modeling and rendering. Prerequisites: VCT 124 and 125, VCT 129, or instructor permission.

Technology 138
Introduction to Web Design

(W/Dreamweaver) (3)

This course introduces students to the interactive design in internet publishing. It covers concept development, resolution, color theory, layout, fonts, file format, server interaction, and workflow plug-ins and multimedia applications. Prerequisites: VCT 124 and VCT 125, VCT 129, or instructor permission.

Technology 139
Interface Design With Flash (3)

This course introduces students to interactive screen design with an emphasis on user interface design for multi-dimensional "New Media" such as CD, DVD, VHS tape, and web. Students gain experience with technologies and software while focusing on visual communication concepts and project development. Prerequisites: VCT 124/VCT 125, Art 115, VCT 129, or instructor permission.

Technology 140
Digital Imaging (4)

Digital Imaging focuses on digital image acquisition, input, editing, and output for a variety of multimedia applications. It incorporates detailed exploration into image enhancement, image creation, and image restoration and output resolutions for a variety of media. Prerequisites: VCT 124, VCT 125, or portfolio review.

Technology 141
Digital Photography for Industry (4)

This introductory course explores the roles of digital photography. Emphasis is on the creative and aesthetic concerns. Students will use digital image capture and output in both black and white and color through assignments, lectures, and critiques. Prerequisites: VCT 124/VCT 125, VCT 129, or portfolio review. Instructor permission required.

Technology 145
Digital Image Correction and Retouching (4)

Students learn how to evaluate digital images, make corrections to tone, contrast, and color as well as eliminating scratches and repairing image damage. Prerequisites: VCT 124, VCT 125, VCT 129, or concurrent enrollment.

Technology 201
Graphic Design IV (4)

Student work on individual portfolios showing visual communication problem solving. Emphasis is on critical analysis of design solutions using elements and principles. This course teaches developmental strategies, small-group design team concepts, research techniques, and resource development for the selection, organization, development, and production of visuals. Rigid project deadlines approximating commercial deadlines are used. Prerequisite: Completion of VCT 103 or equivalent education and experience with instructor permission.

Technology 202
Graphic Design V (4)

Individual portfolio development. Features audience and market analysis, continues curriculum in research techniques and resource development for the selection, organization, development, and production of visuals. Project deadlines approximate commercial deadlines. Media orientation remains general. Prerequisite: Completion of VCT 201 or equivalent with instructor's permission.

Technology 203
Graphic Design VI (5)

Continued instruction in research techniques and resource development for the selection, organization, development, and production of visuals. Project deadlines simulate commercial deadlines. Media specialization is individual. A personal portfolio presentation and formal display of no less than fifteen pieces of exemplary work: a resume and personal business cabinet of papers required. Prerequisite: Completion of VCT 202 or equivalent with instructor's permission.

Technology 204
Design for Print (5)

Focuses on the design of print materials. Emphasis is on the selection of appropriate design, materials, and printing processes. Prerequisites: VCT 124, VCT 125, and VCT 129.

Technology 207
New Media Design With Flash (3)

This course focuses on the design of interactive functions used in multi-dimensional New Media. Students use interface design to create a series of user-responsive/directed interactivity applicable for a variety of output options: CD, DVD, VHS tape, and web. Prerequisite: VCT 129, VCT 139, or instructor permission.

Technology 208
Adv New Media Design With Flash (4)

This course focuses on developing New Media for teaching and learning. Emphasis is on the instructional design theory to create multi-dimensional level user-driven media. Students have the opportunity to build structured teaching and learning projects for a variety of media such as CD, DVD, VHS tape, and web. Prerequisite: VCT 207 or portfolio review.

Technology 211
Offset Printing Procedures IV (4)

This course simulates the work experience of a commercial printing concern. Students work independently of the instructional staff on routine skill accomplishments. Production skills and cost estimation skills are strengthened to industrial standards. Completion of tasks are practiced by student interns under limited supervision. Course may be repeated three times. Prerequisite: VCT 112 or equivalent with instructor's permission.

Technology 212
Internship In Visual Communications (5)

Students apply skills in a commercial work environment. Interpersonal communication skills, cost awareness, time management, and quality assurance are seminar topics. Specialization in graphic design, production art, photography, prepress, web, and offset printing. Site approval must be obtained by the student. Course may be repeated for credit. Variable credit (2-5 cr.) Prerequisite: See instructor for registration.

Technology 213
Offset/Graphic Production Portfolio (4)

Offset printing and prepress production students are instructed in job search skills, resume preparation, personal presentation, and interview techniques. Portfolio presentation includes student sample work, a resume and business cabinet. Work is displayed as both actual and slide format. Prerequisite: VCT 112.
VISUAL COMMUNICATION

TECHNOLOGY 222
Portfolio and Resume Preparation (4)
The advanced VCT student will design, develop and produce a portfolio which represents developed skills and abilities using media appropriate to the developer's areas of expertise. The student will design, develop and produce a comprehensive resume for presentation. This course may be repeated for credit.
Prerequisites: Completion of VCT foundation curriculum and area of specialization. Ability to design and develop a portfolio in appropriate format for area of specialization. Instructor permission required. Mandatory decimal grading.

VISUAL COMMUNICATION

TECHNOLOGY 229
Advanced Photoshop (3)
Continuation of VCT 129. Complex image construction using Photoshop. Advanced production techniques used to create images for use in multimedia, print media and web design. Prerequisites: VCT 129 or equivalent with instructor permission. Student option grading.

VISUAL COMMUNICATION

TECHNOLOGY 232
Adv. Digital Illustration Using Illustrator (4)
Students develop advanced skills in creating vector graphics, illustration techniques, software features, and output for a variety of uses. Projects may include scientific, prototype and infographic illustration. Prerequisite: VCT 124/125, 129, 132 and ART 105, or instructor permission. Mandatory decimal grading.

VISUAL COMMUNICATION

TECHNOLOGY 238
Advanced Web Design With Dreamweaver (4)
An advanced 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. Prerequisite: VCT 138. Mandatory Decimal Grading.

VISUAL COMMUNICATION

TECHNOLOGY 241
Advanced Digital Photography for Industry (4)
This course examines shooting and digital software techniques in the evolution of digital images. Focus is on the purposes and intentions of alteration of photographic images and how this is used in creative expression. Emphasis is on digital technology to solve photo-imaging problems. Prerequisite: VCT 129, VCT 141 or portfolio review, instructor permission required. Mandatory Decimal Grading.

VISUAL COMMUNICATION

TECHNOLOGY 264
Desktop Video Production With Final Cut (3)
Introduction to nonlinear video editing. Students learn to edit digital video, add text and graphics to video, perform color keying, add animation and edit audio. Complete projects will be exported to tape, CD, DVD or the web. Prerequisites: VCT 124/125, VCT 129, instructor permission. Student option grading.

VISUAL COMMUNICATION

TECHNOLOGY 265
Adv Desktop Video Production W/Final Cut (3)
Students plan and develop strategies for composite video and still images to create animations, mattes, and add special effects to video using a variety of techniques. Students acquire skills to incorporate audio and output using appropriate compression software for multiple applications (such as CD, DVD, Video Tape and Streaming Web Media). Prerequisites: Completion of VCT 264 and permission of instructor.

VISUAL COMMUNICATION

TECHNOLOGY 266
Video Editing & Post Production (5)
Learn how to edit video/film. Study the techniques, history and theory of video/film editing using Avid XpressDV, a professional nonlinear edit system. Create projects in a variety of styles including narrative and documentary. New emerging technologies are also discussed. Student option grading. Dual listed as CMU 266.

VISUAL COMMUNICATION

TECHNOLOGY 267
Advanced Video Editing & Post Production (5)
Interested in professional video editing? In this course, students will study advanced video editing post-production using professional software such as Avid XpressDV to create various longer video projects including narrative, documentary and experimental styles. Emerging technologies are discussed. Prerequisites: CMU/VCT 266 Video Editing and Post-Production. Student option grading. Dual listed as CMU 267.

VISUAL COMMUNICATION

TECHNOLOGY 281, 282, 283
Special Topics In Vct (1,2,3)

VISUAL COMMUNICATION

TECHNOLOGY 289
Multimedia Capstone Production (10)
Team collaboration in the development of a digital portfolio production. Students build upon shared skills and understandings and demonstrate individual competency in outcomes fundamental to the multimedia option of the AAAS degree in Visual Communications Technology. Prerequisites: Completion of required foundation courses and 20 credits in special focus areas of the multimedia option of VCT program and instructor permission. Mandatory P/NC grading.

VISUAL COMMUNICATION

TECHNOLOGY 297, 298, 299
Special Project In Women’S Studies (1,2,3)

WOMEN STUDIES 181, 182, 183, 184
Special Topics In Women’s Studies (1,2,3,4)

WOMEN STUDIES 282/282W
Gender, Violence and Social Change (5)
Study of current research and issues on the social, psychological, legal and political implications of gendered abuse, and instances when women are the majority of victims. Areas of study include child abuse, rape, domestic violence, and sexual harassment. Dual listed as IASTU282. Formerly Women and Abuse. Prerequisites: Recommend ENG 101. Student option grading.

WOMEN STUDIES 283/283W
Women of Power (5)
Students will study the relationship between women and power. Topics include barriers to acquiring power, strategies for obtaining power, and uses of power. Students will research several powerful women. Emphasis is on class discussion and collaboration. Open to women and men. Dual listed as IASTU 283. Prerequisites: Recommend ENG 101. Student option grading.

WOMEN STUDIES 284/284W
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. Dual listed as IASTU 284. Student option grading.

WOMEN STUDIES 285
Special Topics (5)

WOMEN STUDIES 297, 298, 299
Special Project In Women’S Studies (1,2,3)
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