Skagit Valley College

Where Learning Comes to Life

www.skagit.edu

WELCOME

Bienvenidos

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Добро пожаловать

Klahowya

2005-2007 Catalog

2005-2006 Academic Calendar

SUMMER QUARTER 2005

June 20 - August 12
(End date may vary depending on weeks of instruction.)

FALL QUARTER 2005

Faculty In-Service	September 8 - 16
Classes Begin	September 19
District In-Service Day	October 14
Veterans' Day	November 11
Thanksgiving Recess	November 24 - 25
Final Exams End	December 9
Winter Recess	December 10 - January 2

WINTER QUARTER 2006

Classes Begin	January 3
Martin Luther King Day	January 16
Presidents' Day	February 20
Final Exams End	March 17
Spring Recess	March 18 - 26

SPRING QUARTER 2006

Faculty In-Service	March 27
Classes Begin	March 28
Memorial Day	May 29
Commencement (Mount Vernon)	June 4
Final Exams End	June 9
Commencement (Whidbey)	June 10

Instructional Days	*161 days*

2006-2007 Academic Calendar

SUMMER QUARTER 2006

Classes Begin	June 19
Independence Day	July 4
Classes End	August 11

(End date may vary depending on weeks of instruction.)

FALL QUARTER 2006

Faculty In-Service	September 7 - 15
Classes Begin	September 18
District In-Service Day	October 13
Veterans' Day (observed)	November 10
Thanksgiving Recess	November 23 - 24
Final Exams End	December 8
Winter Recess	December 9 - January 1

WINTER QUARTER 2007

Classes Begin	January 2
Martin Luther King Day	January 15
Presidents' Day	February 19
Final Exams End	March 16
Spring Recess	March 17 - 25

SPRING QUARTER 2007

Faculty In-Service	March 26
Classes Begin	March 27
Memorial Day	May 28
Commencement (Mount Vernon)	June 3
Final Exams End	June 8
Commencement (Whidbey)	June 9

Instructional Days	*161 days*

SUMMER QUARTER 2007

Classes Begin	June 18
Classes End	August 10

(End date may vary depending on weeks of instruction.)

Campus Directory

www.skagit.edu

MOUNT VERNON CAMPUS

2405 East College Way ▪ Mount Vernon, WA 98273

Switchboard	(360) 416-7600
Toll Free	1 (877) 385-5360
Fax (Library/Faculty)	(360) 416-7698
Fax (Admissions and Registration)	416-7890
Academic Education	416-7750
Admissions	416-7697
Bookstore	416-7728
Business & Community Development	416-7909
Counseling & Career Services	416-7654
Financial Aid	416-7666
Library	416-7850
International Programs	416-7734
Professional/Technical Education	416-7802
Registration	416-7700
Residency Inquiries	416-7620
Student Life	416-7611
Transcript Automated Line	416-7922
Transcript Evaluations	416-7860
Veterans' Advisors	416-7610

WHIDBEY ISLAND CAMPUS

1900 SE Pioneer Way ▪ Oak Harbor, WA 98277

Switchboard	(360) 675-6656
Admissions	679-5319
Bookstore	679-5313
Fax	679-5375
Financial Aid	679-5320
Library	679-5322
Library Fax	679-5341
Records & Transcripts	679-5330
Registration	679-5330
Student Services	679-5319
Veterans' Advisors	679-5320

SOUTH WHIDBEY CENTER

11042 SR 525, #138 ▪ Clinton, WA 98236

Information	(360) 341-2324
Fax	(360) 341-2425

SAN JUAN CENTER

221 Weber Way ▪ Friday Harbor, WA 98250

Information	(360) 378-3220
Fax	(360) 378-5898

BUSINESS RESOURCE CENTER

204 W. Montgomery ▪ Mount Vernon, WA 98273

Information	(360) 416-7873
Fax	(360) 416-7831

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Information

The Skagit Valley College Catalog is effective beginning with Summer Quarter, 2005, through Spring Quarter, 2007.

Although every effort has been made to assure that the information contained in this catalog is accurate, Skagit Valley College reserves the option to amend, modify, or revise the information. Please contact the Registrar's Office for up-to-date information and a copy of the current Quarterly Class Schedule.

Tuition and fees are set by the Washington state legislature and are subject to change without notice. For a current list of fees or other information, see the current Quarterly Class Schedule or call the Registrar's Office.

This catalog was produced by the SVC Public Information Office, April, 2005. To help save natural resources and college funds, please keep this catalog for future use.

Skagit Valley College is an equal opportunity employer and provides a drug-free environment. We are committed to providing a workplace in which all individuals can achieve success in a climate of equality and to enhancing the diversity of our faculty, staff, and students. AA/EOE.

A Quick Look at Skagit Valley College

Skagit Valley College is a public community college, operating under the supervision of a local Board of Trustees appointed by the governor. The district includes Skagit, Island, and San Juan counties. SVC now serves students at the Mount Vernon Campus in Mount Vernon and at the Whidbey Island Campus in Oak Harbor. The college also operates three centers: the South Whidbey Center in Clinton, the San Juan Center in Friday Harbor, and the Business Resource Center in downtown Mount Vernon.

Accreditation

Skagit Valley College is accredited by the Northwest Commission on Colleges and Universities.

SVC is a Servicemember's Opportunity College. 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.

Dignity Statement

A most important policy of the Board of Trustees of Skagit Valley College is to provide a workplace in which all individuals can achieve success in a climate of equality for all people. Equality must be the guiding principle in all college matters. Because the college seeks diversity, the rights of all people involved must be respected and preserved. Employees, students, visitors, and agents of the college must adhere to this policy.

Confirmed violations of discrimination and/or harassment by an employee, student, visitor, or agent of the college will lead to corrective discipline which may include suspension and/or dismissal.

Therefore, discrimination and harassment of any form will not be tolerated. Prejudice, bigotry, racism, and sexism and any other bias of ignorance have no value or place in the mission of Skagit Valley College. Fostering and development of values which promote open-mindedness, awareness, sensitivity, and respect for differences are encouraged and will be supported.

Brief History

Originally named Mount Vernon Junior College, SVC opened its doors in 1926 as an adjunct to Mount Vernon High School. In 1958, the present name was adopted. SVC is the second oldest two-year college in the state.

Skagit Valley College Foundation

The Skagit Valley College Foundation was founded in 1978 for the exclusive purpose of supporting educational opportunities for Skagit Valley College. Outstanding community support enables the SVC Foundation to secure resources to assist students, enhance innovative instruction and support campus development programs. A board of volunteers who represent communities in Skagit, Island and San Juan counties governs the SVC Foundation. For more information on the SVC Foundation or how to support Skagit Valley College programs and students, visit SVC Foundation at www.skagit.edu or call 360.416.7717.

All Skagit Valley College publications and documents are available in alternate formats upon request by calling Disability Support Services, 360.416.7818.

Board of Trustees

Tom Moser, Chair
Mel Takehara, Vice Chair
Jess del Bosque
Debra Lisser
Margaret Rojas

President

Dr. Gary Tollefson

President's Welcome

Welcome to Skagit Valley College, where learning comes to life! Whether you are beginning your college experience, upgrading your job skills, or continuing your lifelong learning, I applaud your interest in pursuing higher education with us.

Since our modest beginnings in 1926, Skagit Valley College has established a rich tradition of making a difference in people's lives. I am sure that many of your family members, friends, and neighbors have walked through our doors to continue their own education. As a poignant example, I am reminded of our Hall of Fame induction ceremony that was held this year. As I listened to the stories of community members who attended from the 1940s to the 1970s, I reflected on their accomplishments, knowing that SVC played a significant role in each of their lives.

For all of us, community colleges are the doors of opportunity in our communities. As a community college graduate myself, I often think back to the dedicated faculty and staff who helped me to begin my college experience and who cheered me on as I completed my Associate in Arts degree.

So, if you are just beginning your journey with us, I trust that you will find our campuses and centers to be friendly and welcoming. Our real strength is in the fact that our faculty and staff have a very strong ethic of helping people to succeed. We place your success as our priority and we will do all we can to support your educational goals.

On behalf of the faculty, staff, administration, and Board of Trustees, I extend my best wishes for success here at Skagit Valley College. I hope to meet many of you throughout the year at the various events and activities that take place throughout our district. Enjoy your journey with us!

Sincerely,

Dr. Gary Tollefson
President, Skagit Valley College

Mission, Vision & Core Values

Mission

To meet the diverse, lifelong educational needs of our community and develop the potential of our students.

Vision

Skagit Valley College is the primary resource for learning opportunities in our community, providing a path to the future and a place where people can enrich their lives today.

Core Values

Quality and Excellence: Education at the highest standards in a stimulating environment.

Human Dignity: Optimizing human potential and individual self-worth with tolerance, respect, and honesty.

Students: Learner-centered education and a commitment to remain flexible and accessible to all.

Learning: Education for its own sake, in an environment of academic freedom and scholarship.

Healthy Institutional Climate: A cooperative and collaborative atmosphere of courage, vision, and innovation.

Role in the Community: Service to the broad community and leadership within the community it serves.

Personal Interaction

Learning Partners

Faculty Expertise

Hands-on Training

What are the Advantages *of attending SVC?*

A Learning College

SVC has a deep commitment to putting learning first and providing you with challenging and affordable educational opportunities through many delivery modes.

Affordability

We know you look for the best value. SVC is definitely an affordable option. Our tuition is lower than tuition at a four-year college or university, resulting in a real savings to you. If you find that you need financial assistance, scholarships, loans, and grants may be available to you. Find out more about Financial Aid in this catalog, see page 15.

Diverse Course & Program Options

- As a Transfer Degree student, you can take your first two years of college at SVC and then transfer to a four-year college or university as a junior. Our graduates who go on to college do as well or better than students who begin college at four-year schools.
- Or, if your goal is to re-tool or launch a new career, we offer Professional/ Technical degrees and certificates in some of today's most in-demand fields: Nursing or Diesel Power Technology, to mention a few.
- If you've been away from college for some time, our advising staff can help make the transition less stressful.
- Our Basic Skills courses are designed to help you brush up on subjects like Math, English and Reading, or complete high school or get your GED.
- Of course, you are also welcome to take courses for personal enrichment.
- Learn in the classroom or online.
- We also offer English as a Second Language courses.

Exceptional Faculty, Small Class Size

At SVC, we keep class sizes small to allow personal interaction with your instructors and with other students. We believe communication, interaction and critical thinking are essential skills to your success at SVC. Faculty members at Skagit Valley College are dedicated to helping you achieve the well-rounded education and up-to-date skills that you expect. They bring their enthusiasm for learning into the classroom.

Quality Curriculum

If you want to challenge your mind, SVC is right for you! SVC is a national leader in teaching interdisciplinary classes. For example, you may study Theater Arts and Physics in a Learning Community or study English in a Linked course. These innovative courses link faculty from different departments and have earned high praise from SVC graduates.

Commitment to Diversity

Skagit Valley College believes that you are a unique individual and that you deserve an opportunity to learn and live in a positive environment. This guiding principle is an important cornerstone at SVC. Our goal is to foster values that promote open-mindedness, awareness, sensitivity, and respect for differences. To find out more, see the Dignity Statement in this catalog, page 2.

Career Training

Nursing

Diesel Power Technology

Marine Maintenance

How do I Become a Student?

Eligibility

Skagit Valley College admits students on a first come, first served basis. If you are a high school graduate and you apply to the college, you are eligible for admission. If you are not a high school graduate, and you are 18 years of age or older, you may be admitted if:

1. Your high school class has graduated;
   OR
2. Your high school district has released you;
   OR
3. You have successfully completed the General Educational Development (GED) test.

If you are under the age of 18 and a high school junior or senior, you must seek permission to enroll from the high school district in which you reside and the Skagit Valley College Registrar.

Students are admitted to SVC in the order applications are received until classes are filled. When classes are filled, applicants who could not be admitted are placed on a wait list. As vacancies occur applicants on the waiting list will be admitted in the order in which they appear on the wait list.

Running Start

High school juniors and seniors with a cumulative GPA of 2.25 or higher are eligible for Running Start. To become a Running Start student, talk with your high school counselor. You must submit an admissions application, a current high school transcript, and take the complete ASSET or COMPASS test. A signed Running Start Program Form is required at the time you register. See Running Start, page 133.

College in the High School

High school juniors and seniors (11 or more high school credits earned) with a cumulative GPA of 2.25 or higher are eligible to participate in the SVC College in the High School program (CHS). College in the High School classes meet both departmental and college-wide general education learning outcomes. The courses are taught by qualified faculty at local high schools under the supervision of SVC department chairs. Community members may also be able to enroll in CHS classes. To be eligible and enrolled in the College in the High School (CHS) program, you must follow all regular SVC policies and regulations regarding student performance, behavior, and course prerequisites. Completion of CHS classes results in the awarding of SVC college credit and will also count toward the student's high school diploma. Fees for the courses must be sufficient to cover the full cost of operating the program. If you are a high school student, ask your school counselor or faculty about these courses; class availability varies.

How to Apply

Mount Vernon: 360.416.7697
Whidbey Island: 360.679.5319

1. Submit a State of Washington Uniform Community College Admission form or a Skagit Valley College Application, available from the Admissions Office and on the SVC website at www.skagit.edu
2. If you are a:
   High school student—
   Submit a copy of your official high school transcript to the SVC Admissions Office.
   Transferring college student—
   Submit a copy of your official transcript from all colleges and universities attended to the SVC Admissions Office. Full transfer credit will be awarded for courses taken at any post-secondary institution accredited by the regional accrediting commission for higher education. Note: a high school transcript is not required for transfer students.
3. The ASSET or COMPASS placement test is required of all students except those who provide transcripts from other colleges that show they have successfully completed the requisite math and English composition courses. Test appointments will be scheduled during the application process and should be completed before registration. Placement scores must be current (taken within the last three years).
4. At the conclusion of your ASSET or COMPASS test, you will be given a registration access time. Before registration, you will participate in a small group or individual advising session and prepare a schedule of study. You will also be required to complete the enrollment process and pay all tuition and fees at the designated times.

How to Apply as a Drop-in Student

If you would like to attend SVC but are not seeking a degree or certificate, you may register as a "drop-in" student. See the SVC Quarterly Class Schedule for more information and current registration dates. The SVC Quarterly Schedule is available online at www.skagit.edu. Students who plan to enroll in math or English composition, or 10 credits or more must complete an ASSET or COMPASS test.

If You Are Military Personnel

As a member of the Servicemember's Opportunity College (SOC) program, Skagit Valley College grants credit for military schools and training, American Council on Education and the SOC program. A maximum of 67 credits for non-traditional learning may be granted toward the Associate in Arts General Studies.

A SOC applicant must take a minimum of 12 credits at SVC. The total number of credits required is 90.

Non-traditional credit for Associate in Arts University and College Transfer is limited to 15 credits, including Learning Into Action, which may be applied to elective requirements only. Minimum resident credit requirements may be waived for active duty military personnel under this program.

If You Are a Veteran

Mount Vernon: 360.416.7804
Whidbey Island: 360.679.5320

If you are a veteran or a dependent of a deceased or 100% service connected disabled veteran, you may be eligible for educational benefits. If you plan to apply for VA educational assistance, you are required to apply for admission to Skagit Valley College and to apply for educational benefits through the Veterans' Education Office at the college. If you have earned credits at other colleges, you must furnish transcripts at the time of application or during the first quarter of enrollment.

You should be prepared to pay expenses for three months, since the Veterans' Administration sends benefit checks at the end of the months during which students have pursued studies.

You should also make certain the objective you plan to pursue is authorized by the Veteran's Administration. Any changes in your class schedule must be reported immediately to the Veterans' Education Office. If it is discovered that you are failing to attend classes or taking courses not applicable to your stated educational objective, benefits may be terminated. It is your responsibility to report any changes, drops, adds, or withdrawals to the Veterans' Education Office as well as to the Registrar's Office.

Satisfactory progress reports are issued quarterly and must be submitted to the Veterans' Education Office as required. Failure to comply may result in termination of VA benefits. Skagit Valley College also reserves the right to refuse re-certification to those who fail to make satisfactory progress in accordance with established college scholastic standards.

Work-study positions may be available in veteran's offices on the Mount Vernon and Whidbey Island campuses as well as the local community for veterans qualifying under Chapters 30, 31, 32, and 35. For more information, contact one of these offices.

Applications for educational benefits are available in the Veterans' Education Office. When you submit an application for veteran's benefits, you must submit a copy of the DD 214.

Vietnam & Persian Gulf Veterans

Veterans who served in Vietnam between 8/5/64 and 5/7/75 may be eligible for a tuition discount. Veterans who served in the Persian Gulf during calendar year 1991 may also be eligible for a tuition discount. To be eligible for either tuition discount, you must meet specific residency requirements and provide other documents if requested.

International Students

360.416.7734

The International Programs Office provides services to international students attending Skagit Valley College and to American students who are interested in studying abroad.

If you choose to study at Skagit Valley College, you are sure to receive an excellent education. You will find many qualities that may meet your needs: a family-like atmosphere where everyone is welcome, an appreciation of diversity and a desire to enrich the education we provide with a global perspective.

Students from throughout the world choose Skagit Valley College for many reasons including:

- A TOEFL test is not required for admission
- Small classes, personal attention. 19:1 (student: faculty)
- Family-like atmosphere
- Dynamic Conversation Partner Program
- Named #1 in nation for use of technology among small community colleges.
- Excellent transfer record to four-year institutions
- Advance levels that prepare you for college-level work
- Homestay program
- Successful community integration programs
- One-to-one attention through an international student office with staff members to help you
- Educational assistance and tutoring services
- Excellent technical programs for career training (26 total)
- Active clubs and student organizations (30 total)
- Convenient on-campus student housing (dormitories)
- Close to Seattle and Vancouver, Canada
- Safer smaller town environment (Mount Vernon named "Best Small Town in America")
- Conveniently located to year-round recreation (skiing, hiking, scuba diving, golfing and kayaking)
- Public transportation and airport pickup

English Language Requirements

International students may apply with or without TOEFL scores.

Applicants without TOEFL Scores

Strong skills in English help ensure success in other classes. Students without TOEFL scores will be given a placement test before registering for classes. Students whose test results show skills

adequate for college work will be excused from English as a Second Language (ESL). Others will be required to take ESL classes until the language requirement has been met.

Applicants with TOEFL Scores

TOEFL scores below 133 (450): Students will be required to take Intensive English courses until they are adequately prepared for Advanced Levels. Students at Advanced Levels are considered matriculated college students. Classes at Advanced Levels consist of two ESL courses and two academic courses.

- **TOEFL scores 133-150 (450-473):** Students will be accepted into Advanced Levels, which are a combination of ESL and college-level classes.
- **TOEFL scores 153-170 (477-497):** Students will be accepted into Advanced Plus Level, which is a combination of ESL and college-level classes.
- **TOEFL scores 173 (500) and above:** Students will be allowed to take regular courses without ESL support.

Skagit Valley College provides the language instruction and personal assistance you need to be successful in your studies. The Intensive English Language Institute, an international organization that maintains an office on the Mount Vernon Campus, provides intensive English language training for international students and prepares them for college-level work.

Transfer Credits

Many students receive transfer credits from their previous institutions which are located overseas. In some cases students have received between 50 and 60 transfer credits. Students who are interested in applying for transfer credits should request a transcript evaluation form as soon as possible. It takes approximately four to six weeks for an evaluation to be completed. Also note that there is a fee for this service.

Residents of Washington State

All documents should be written in English or accompanied by an official English translation. An admission decision will be made after all documents are evaluated.

1. Complete international student application for admission.
2. Submit official bank statement showing at least $14,858.70* and complete Certificate of Financial Responsibility (sponsor letter), located on the back of the application.
3. Submit official transcripts from high school and any previous colleges, including any ESL training.
4. Include a recommendation letter from someone (not a family member) who can comment on your character and potential for success in an academic setting.
5. If applicable, include a TOEFL score.** The SVC code for your TOEFL score is 4699.
6. $25 (U.S.) application fee.

**Tuition is based on taking 18 credits per quarter. Tuition is subject to a 3 - 5% annual increase.*

***This will not be necessary for students who wish to take advantage of our "No TOEFL" policy.*

In addition to the above application process, international students attending college in the U.S. and who plan to transfer to Skagit Valley College should also submit:

1. Copy of I-94
2. Copy of all previous I-20s issued.
3. Transfer student information sheet completed by your current International Student Adviser
4. Copy of passport pages that contain photograph and VISA information

For More Information

- Tel: 360.416.7734
- Fax: 360.416.7868
- E-mail: internationaladmissions@skagit.edu
- SVC home page: www.skagit.edu

Academics

Astronomy

Art

Music

How Much Will I Pay?

Tuition & Fees

General tuition and fees are set by the Washington state legislature. Other specific student fees may be enacted by the Skagit Valley College Board of Trustees. All tuition and fees are subject to change without notice.

For academic purposes and certification for various benefits (insurance, student loans and financial aid, social security, tax credits, etc.), full-time status is defined as 12 or more credits.

Special fees and other class fees are listed in the SVC Quarterly Class Schedule. For a current list of fees or other information, visit us on-line, www.skagit.edu or call:

- 360.416.7600 (Mount Vernon)
- 360.679.5330 (Whidbey Island)
- 360.341.2324 (South Whidbey)
- 360.378.3220 (San Juan)

Determination of Residence

You are a "resident" student if you are a U.S. citizen, immigrant, refugee, parolee, or a person with Conditional Entrant Status from U.S. Immigration and have established a permanent home where you intend to remain, in the state of Washington, primarily for other than educational purposes, for a period of at least one year immediately prior to the quarter in which you plan to enroll.

You must be financially independent from parents or legally appointed guardians for the calendar year prior to the year in which application is made, OR you must be a dependent, with one or both parents or legal guardians having established a permanent home where they intend to remain, in the state of Washington, for at least one year immediately prior to the quarter in which you plan to enroll.

Students will be required to show proof of residency, including Washington driver's license or registration, voter's card, home purchase/lease agreement, or documentation of work.

If a determination of non-residency is made, and the student disagrees, the student may request review by the Registrar.

For more information, call 360.416.7620 or 360.675.6656.

Residency for Military Personnel

If you are active duty military, stationed in the state of Washington, you, your spouse and dependents qualify as residents for tuition purposes. At the time you, your spouse or dependent family members apply for admission, you must provide documentation such as a copy of your military ID card or other appropriate documents.

Student Eligibility to Pay In-State Tuition

House Bill 1079 which took effect July 1, 2003 allows people who are not documented as citizens to attend college paying in-state tuition.

Eligibility

People who have resided in Washington state for the three years immediately prior to receiving a high school diploma and completed the full senior year at a Washington high school or who have completed the equivalent of a high school diploma and resided in Washington state for the three years immediately before receiving the equivalent of the diploma and who have continuously resided in the state since earning the high school diploma or its equivalent.

Quarterly Fees

Subject to change by the Washington state legislature and/or the Skagit Valley College Board of Trustees.

All students pay a Student Technology Fee of $5.00 per credit ($40 maximum) and a Student Self-Assessed Fee of $1.50 per credit ($15 maximum).

RESIDENTS OF WASHINGTON STATE

Per credit, 1-8:
General Tuition/Fees $68.75
Student Technology Fee $5.00
Student Self-Imposed Fee $1.50
Total per credit, 1-8: $75.25

Per credit, 9-10:
General Tuition/Fees $68.75
Student Self-Imposed Fee $1.50
Total per credit, 9-10: $70.25

Per credit, 11-18:
General Tuition/Fees $15.50
Total per credit, 11-18: $15.50

Per credit, over 18:
Academic programs..... $62.40
Vocational programs $9.85

NON-RESIDENTS OF WASHINGTON STATE – WAIVER

(Students who are U.S. citizens or INS permanent residents)

Per credit, 1-8:
General Tuition/Fees $85.10
Student Technology Fee $5.00
Student Self-Assessed Fee..... $1.50
Total per credit 1-8 ..... $91.60

Per credit, 9-10:
General Tuition/Fees $85.10
Student Self-Assessed Fee.....$1.50
Total per credit 9-10.....$86.60

Per credit, 11-18:
General Tuition/Fees $18.20
Total per credit 11-18 ..... $18.20

Per credit, over 18:
Academic programs.....$75.70
Vocational programs $12.35

NON-RESIDENTS OF WASHINGTON STATE & INTERNATIONAL STUDENTS

(Students who are not U.S. citizens nor INS permanent residents)

Per credit, 1-8:
General Tuition/Fees $240.45
Student Technology Fee $5.00
Student Self-Assessed Fee..... $1.50
Total per credit 1-8 ..... $246.95

Per credit, 9-10:
General Tuition/Fees $240.45
Student Self-Assessed Fee.....$1.50
Total per credit 9-10..... $241.95

Per credit, 11-18:
General Tuition/Fees $19.30
Total per credit 11-18 ..... $19.30

Per credit, over 18:
Academic programs.....$234.10
Vocational programs $37.45

ADVANCED STANDING

See resident and non-resident tuition schedule for per-credit costs.

TRANSCRIPTION FEE

Per credit..... $40.00

ADULT BASIC EDUCATION AND ENGLISH AS A SECOND LANGUAGE

$25.00 per person per quarter

VIETNAM VETERANS

Per credit, 1-8:
General Tuition/Fees $8.40
Student Technology Fee $5.00
Student Self-Assessed Fee..... $1.50
Total per credit 1-8 ..... $14.90

Per credit, 9-10:
General Tuition/Fees $8.40
Student Self-Assessed Fee.....$1.50
Total per credit 9-10.....$9.90

Per credit, over 10:
General Tuition/Fees .....No charge
Total per credit over 10... No charge

PERSIAN GULF VETERANS

Per credit, 1-8:
General Tuition/Fees $28.90
Student Technology Fee $5.00
Student Self-Assessed Fee..... $1.50
Total per credit 1-8 ..... $35.40

Per credit, 9-10:
General Tuition/Fees $28.90
Student Self-Assessed Fee..... $1.50
Total per credit 9-10..... $30.40

Per credit, 10-18:
General Tuition/Fees ..... No charge
Total per credit 10-18..... No charge

Per credit, over 18:
Academic programs..... $25.35
Vocational programs $25.35

SPECIAL STUDENT FEES

Employee Tuition Waiver $5.00
Other State Classified Employees $20.00
Graduation/Diploma..... $37.50
Additional Degree or Certificate (when ordered with original) $10.00
Replacement Diploma.....$10.00
High School Diploma.....$10.00
Class fees (per quarter)
Ceramics..... $20.00
Culinary Arts $30.00
Fire Protection Technology Lab Fee (per year)..... $322.05
Flagging ID card replacement $5.00
Life Drawing $10.00
Nursing Malpractice Insurance (per year).....$16.00
Photography..... $20.00
Sailing or Kayak class (Whidbey) $10.00
Science Lab courses $20.00
Shop Coveralls $25.00
Truck Driver Training lab fee $800.00
Truck Driver Training drug test $75.00
Vocational Lab Fee $25.00
Whidbey Swimming $10.00
Lockers
Non-disabled..... $5.00
Parking Permit *(Mount Vernon only)*
Per quarter $10.00
Annually..... $25.00
Parking Fines
General.....$10.00
If parked in handicapped ..$75.00
If parked in fire lanes..... $50.00
Senior Citizen Fee (60+ years)
Per credit.....$21.60
Audit (max 2 classes) $5.00
Tests
Credit by exam (per credit) $2.00
Tuition costs must be paid in addition to the $2 per credit
ASSET.....$15.00
Math/English only $15.00
Retest for Math or English only $15.00
COMPASS $15.00
GED $75.00
Writing Retest $15.00
Other Retests $15.00
GED Transcript..... $4.00
Make-up Test/Final Exam...$5.00
Non-SVC, proctored private tests *per hour*.....$10.00
Transcripts *(current students)*
First five ..... Free
Thereafter $5.00
Transcripts *(not a current student)* $5.00

Course Materials & Supplies

In 2003 the National Association of College Stores reported that the average two semester full-time student spent about $650 per year for books and supplies. Washington schools, however, are quarter schools and students purchase books at least 3 times per year instead of twice per year. We recommend that full-time SVC students budget about $325 per quarter. If you are taking courses concentrating in Mathematics, Sciences, Nursing, or Engineering, it is recommended that you budget $450 per quarter.

Fall, 2004, SVC full-time students spent an average of $164 on books and supplies. However, this statistic included students taking only one course. The average textbook cost $68. The average cost per course, because many classes use more than one book, was $92.00

- Math, Biology, Chemistry, Nursing, Physics, and other sciences textbooks can cost $100-$140 each.
- Sociology, Psychology, Anthropology, Business, and Accounting textbooks can cost $80-$100 each.

- History, English, Ethnic Studies, Philosophy, and related subjects textbooks can cost $60-$80 each.
- Technical Courses, Computer Sciences, Media, or MIT courses can cost $60-$90 each. Specialized computer course books can cost $125 each. Some Electronics textbooks cost $125-$160.

Some courses like Art or Electronics may not use a specific book in a course, but will use other supplies instead. Typically, these cost about the same as a set of textbooks for a course.

Cardinal Bookstores try to help you save money by offering used textbooks. They also sponsor book buybacks at the end of the quarter. Used books save you 25%. Book buybacks can return up to 50% of the cost (depending on reuse, demand, condition, and other factors) to you.

You can get an idea of the cost of your materials for a particular course by going to the bookstore website and entering the textbook section. Visit online at www.cardinalbookstore.com

Call one of the Cardinal Bookstores if you have any questions about prices:
Mount Vernon Campus – 360.416.7728
Whidbey Island Campus – 360.679.5313

Penalties

Tuition and Fees are the student's responsibility. Failure to attend a class does not constitute a course drop. Students who do not officially withdraw will be assessed full tuition fees, and refunds will not be made. Requests for late drops will not be granted simply because the student was unaware of the policies, or failed to submit a drop form.

In the event of non-payment, the college may pursue the collection of amounts due as allowed by law, and will add collection costs to the amount due. In the event of a disagreement about payments due, you may request an informal hearing with the Registrar.

Refund Policy

The following rules address refunds of student fees:

1. A full refund is given for any course cancelled by the college.
2. Refunds for withdrawal from classes will be made as follows:
   a. 100% refund if the student withdraws prior to the first officially scheduled instructional day of the quarter.
   b. 80% if the student withdraws during the first five instructional days from the first officially scheduled instructional day of the quarter.
   c. 50% refund if the student withdraws after the fifth instructional day and before the 10th instructional day of the quarter.
   d. 40% refund if the student withdraws after the 10th instructional day and through the 20th calendar day of the quarter.
   e. No refund if the student withdraws after the 20th calendar day of the quarter beginning from the first officially scheduled instructional day of the quarter.
3. For course sections starting prior to the first officially scheduled day of the quarter or after the fifth officially scheduled day of instruction for the quarter, refunds will be calculated for each course section consistent with the above schedule, but using the first day of class in place of the first officially scheduled day of the quarter as used above.
4. The first official day of class for Distance Education is the first day of the quarter.
5. It is the student's responsibility to notify registration of drop status within the refund period.
6. Per RCW 28B.15.605 no refunds will be given beyond the 20th calendar day of the quarter except as stated in RCW 28B.15.605.

For more information, contact the Registrar's Office, 360.416.7738.

Student Life

New Friends

Feels Like Home

Fun Activities

www.skagit.edu

4

Do you have Programs to Help Finance *my education?*

Financial Aid

Mount Vernon: 360.416.7666
Whidbey Island: 360.679.5320
Toll Free: 1.877.385.5360

As a student at Skagit Valley College, financial aid in the form of grants, loans, and employment may be available to assist you with educational expenses. Financial aid is given according to policies set by the Congress of the United States and the state of Washington. To determine your financial need, you must first complete a Free Application for Federal Student Aid (FAFSA) and submit this application either electronically or through the mail. This form is available in the Financial Aid Office or on the SVC website, www.skagit.edu.

The information provided on the FAFSA will allow the federal processor to determine your Expected Family Contribution (EFC). The EFC will then be subtracted from the budgeted "cost of education" to determine your financial need. Financial aid is awarded based on unmet need. After the FAFSA is processed, additional information will be requested of you to assist in verifying the information provided and to assist in an equitable distribution of available funds. No awards of financial aid will be made until all information has been submitted. Students who have not been awarded financial aid are responsible for the payment of their tuition and fees.

Grants & Waivers

Federal PELL Grant

A federal grant program, based on need, for students enrolled in a degree or certificate program.

Federal Supplemental Educational Opportunity Grants

FSEOGs are federal grants for students with exceptional financial need. Preference is given to students receiving Pell Grants. The amount of FSEOG will range from $100 to $1,500 per year.

State Need Grant

A state grant program for lower-income state residents based on family size and income. Dependent care money may also be available through this program.
Washington State Tuition Waiver
Available for low-income Washington state residents to assist with tuition payment.

High School Waiver

Students 19 or older are eligible to receive discounted tuition to complete high school.

Adult Basic Education & English as a Second Language Waiver

An Adult Basic Education/English as a Second Language tuition waiver may be granted for students who are lower-income, based on family size and income.

SVC Grants

Awarded to needy students to help complete their financial aid package.

Employment

Federal College Work-Study

This federally-funded program provides part-time on-campus work for students with financial need. If eligible, you may work as many as 19 hours per week and choose from a variety of jobs that offer valuable career-related experience. Payments are made twice a month. Placements are not guaranteed.

State Work-Study

This state-funded program provides part-time work on- or off-campus for needy students in their major field of interest. On-campus placement is coordinated by the Financial Aid Office. Off-campus employment is coordinated through Counseling and Career Services. Placements are not guaranteed.

Loans

To apply for a student loan, you must first apply for financial aid then, file a separate application. For more information, contact the Financial Aid Office, (360) 416-7666. Checks are disbursed the first day of day classes during the quarter for which the loan is intended.

Federal Stafford Loan

A long-term loan available through banks, credit unions, and savings and loan associations. Repayment begins six months after you cease half time enrollment and interest is deferred until that time. The maximum loan is $2,625 for freshmen and $3,500 for sophomores.

To apply for a Federal Stafford Student Loan, you must first complete the FAFSA and have your eligibility for aid determined. While aid is being determined, you may also complete a Stafford Loan application, but it cannot

be submitted or processed until eligibility has been determined.

Federal Unsubsidized Stafford Loan

A long-term loan available to students with additional financial need. Interest is not deferred.

Federal PLUS Loans

Parent Loans to Undergraduate Students are loans, not based on need, obtained by the parents of dependent students for their educational costs. The interest rate for these loans is variable and interest is not deferred.

Short-Term Loans

A variety of short-term loan programs are available for tuition, books, and school-related emergencies and given to students who have successfully completed at least one quarter at SVC. Other criteria may apply.

Scholarships

The SVC scholarship application process begins in mid-January; the application deadline is in early March. Scholarship awards are announced to recipients at the Honors Reception, held in May. Other scholarships are available throughout the year; the list is updated weekly and application deadlines will vary.

Financial Aid Refund & Repayment Policy

Financial aid students are subject to the Federal Title IV, State, and institutional refund and repayment policies. It is the responsibility of the financial aid recipient to carefully review these policies (available in the Financial Aid Office), to determine the ramifications of withdrawing or ceasing attendance. Sample calculations are available upon request. Financial Aid students who officially or unofficially withdraw from all classes will owe the school the difference between the institutional refund and the calculated federal refund amount.

Other Information

You must maintain satisfactory progress, in accordance with the satisfactory progress policy, which is available in the Financial Aid Office. If you officially or unofficially withdraw from SVC, you will be subject to the financial aid refund and repayment policy.

Financial aid is awarded on a first-come, first-served, relative need basis subject to availability of funds. You must meet eligibility requirements and provide all required documents to the Financial Aid Office prior to receiving aid.

This information is current as of the publication date of this catalog, but is subject to change without notice. Complete information about all financial aid programs is available in the Financial Aid Office.

Fee Waivers

Fee waivers or other programs may be available to certain unemployed, underemployed or dislocated workers. For more information, call 360.416.7649.

Tuition & Fee Waivers for Classified State Employees

Full-time, permanent, classified state employees may take courses per quarter (up to 6 credits) on a space-available basis (or in classes still open on the first day of the quarter) for a reduced fee. Restrictions apply.

Veterans

Skagit Valley College's academic programs of study are approved by the Higher Education Coordinating Board's State Approving Agency for enrollment of persons eligible to receive educational benefits under Title 38 and Title 10, U.S. Code. Certain veterans may be eligible for tuition discounts.

How will you Help Me To Succeed?

Counseling & Career Services

Mount Vernon: 360.416.7654
Whidbey Island: 360.679.5319

Deciding on a career, choosing a major, selecting a college or university or solving personal conflicts are examples of topics you can address in Counseling and Career Services. All conferences are confidential; as a student, you may request the counselor of your choice. In addition to individual services, workshops and formal classroom instruction in personal growth and development are scheduled during the regular school year. The center also maintains a library of catalogs for most colleges and universities in Washington and Oregon. A job board lists current work opportunities, and a computerized data center provides access to employer profiles. For help in career planning or planning a course of study, contact Counseling and Career Services at the Mount Vernon Campus or Student Services at the Whidbey Island Campus.

TRIO Student Support Services Program

Mount Vernon: 360.416.7636
Whidbey Island: 360.679.5351

The TRIO Student Support Services Program is designed to provide you with the academic support necessary to be successful with your college program. If you have special concerns as you begin college, or if you feel unprepared for college coursework, or if you find the college system difficult to understand, we can help. The counselors and instructors of the TRIO Student Support Services Program understand these concerns and can provide you with the support necessary for you to succeed. If you are a student attending the Mount Vernon Campus, services include:

- One-on-one tutorial
- Instruction in college success skills
- Instruction in basic computer skills
- A laptop loan program
- Academic and transfer advising
- Financial aid advising
- Personal and career counseling

With the exception of the instructional components, similar services are available at the Whidbey Island Campus.

The program is federally funded and serves 210 students each year. To be eligible you must be a citizen or permanent resident, planning to complete a degree and one of the following: a student of limited income (as defined by federal guidelines), a first generation college student, or a student with a disability. All services are free to eligible students.

Faculty Advisors

When you enroll at SVC, you will be assigned a faculty advisor to help you choose classes and plan your study. Your advisor will discuss academic and employment opportunities in your field of study and answer questions you may have. You will have the same advisor for your stay at SVC unless you request a change from Counseling & Career Services.

Planning Your Program

After you are accepted for admission, you may make an appointment for ASSET or COMPASS testing. The ASSET test is a two-hour writing, reading and math placement test taken on campus ($10.60 fee). The COMPASS test is an un-timed computerized writing, reading and math placement test taken on campus ($12.72 fee). You will receive your course placement results immediately following the test. Only current placement scores will be accepted (taken within the last three years). After your test you will make an appointment for advising. During this appointment, you will receive an orientation to the college and help in planning your course of study.

Prior to the appointment, you should study the offerings listed in this catalog. You should also become informed of any special requirements at other institutions to which you plan to transfer. If you are a high school student, you may want to visit your school counselor for assistance.

Academic Transfer Services

Mount Vernon: 360.416.7683
Whidbey Island: 360.679.5319

Transfer services at each campus provide information and resources to assist you in choosing and planning your transfer to a four-year college or university. College catalogs are available for all Washington state schools, which explain application dates, foreign language requirements and GPA required for entry. Application packets are available to all students at no charge.

Weekly seminars are conducted to answer your questions and to focus on various schools or academic majors and their specific transfer procedures. In addition, information on academic major prerequisite courses is available.

For information on in- and out-of-state schools as well as college catalogs, a library of guides is available to help you explore schools by academic major, location or level of degree desired.

Tutoring

Mount Vernon: 360.416.7636
Whidbey Island: 360.679.5319

Drop-in tutoring is available free of charge if you would like to supplement your classroom instruction. Subject areas most often tutored include math, writing, and English as a Second Language (ESL) on the Mount Vernon Campus. Math labs are offered on a regular basis on the Whidbey Island Campus. Tutoring in other subject areas may also be available at either campus.

One-on-one tutoring is provided to eligible students through the TRIO Student Support Services Program. If you would like more information on the program or to see if you are eligible, contact the TRIO Student Support Services Program office in L-15 on the Mount Vernon Campus or Student Services in Old Main Room 100 on the Whidbey Island Campus.

Veterans' Education Services

Mount Vernon: 360.416.7610
Whidbey Island: 360.679.5320

Veterans' Education staff at the Mount Vernon and Whidbey Island campuses is available to address the special financial, credit, or other concerns veterans may have.

Disability Support Services

Mount Vernon: 360.416.7654
Whidbey Island: 360.679.5319

Skagit Valley College offers a number of support services for students with disabilities to ensure access to programs and facilities. Each campus is organized to provide reasonable accommodations, including core services to qualified students with disabilities.

You are eligible for services if you have a physical, mental or sensory impairment that substantially limits one or more of your life activities; if you are perceived to have such an impairment; if you have a record of such impairment or have an abnormal condition that is medically recognizable or diagnosable.

What services are available?

Services and accommodations will be determined on an individual basis. They may include, but are not limited to: accessible facilities, alternate educational media, alternate testing, disability parking, manual and oral interpreters, note-taking, priority registration, reading services, scribes, specialized equipment, and taping services.

What are your responsibilities?

- Identify yourself as a student with a qualified disability
- Provide documentation regarding your disability
- Request reasonable accommodations at SVC in a timely manner
- Meet and maintain academic standards.

Multicultural Student Services

Mount Vernon: 360.416.7786
Whidbey Island: 360.679.5319

Multicultural Student Services assists traditionally under-represented students achieve academic success through counseling and programming activities and supports the maintenance of a welcoming, safe and constructive environment for all students.

In addition to working directly with students, we help promote a multicultural environment throughout the institution by increasing the awareness of staff, faculty and the community to the needs and interests of multicultural students.

Quarterly scholarships are offered to active members of the Calling All Colors Club and bilingual volunteers at KSVR Radio Bilingüe. Annual scholarships are offered through the Champions of Diversity Fund and the Multicultural Foundation Fund. These scholarships provide up to three quarters of tuition for students who are enrolled full-time. For more information, contact the Financial Aid office or Multicultural Student Services.

Women's Programs

Mount Vernon: 360.416.7616

SVC Women's Programs promotes the intellectual, ethical, educational and personal development of women and men students and the people of our community. We are committed to promoting equity, dignity and respect for all cultural backgrounds. Women's Programs provide personal assistance in entering college, exploring educational and career choices, and locating the resources to make changes in your life. We can provide you with referral and access to campus and community resources. Women's Programs sponsors free workshops each quarter. Topics might include: assertiveness, self-esteem, family and the law, career issues, women's health issues, parenting issues, handling grief and loss, and more. Workshops are free and open to the public. All services are available to women and men. For more information, contact Women's Programs at 360.416.7616.

Student Leadership Project

Students interested in leadership projects should contact Women's Programs for assistance with placement into service learning leadership opportunities. Transfer students may be able to complete their Learning Into Action requirement through the leadership project. Call 360.416.7616 or email anne.ziomkowski@skagit.edu for more information.

Northwest Displaced Homemakers Center — Turning Point Classes

This program is designed to help you if you have become the sole supporter of your family because of divorce, death, disablement of a spouse or separation or unemployment of your spouse. The program sponsors classes and workshops throughout the year that can help you make career decisions by identifying skills and interests, exploring career options and developing job search skills. Call 360.416.7762 Mount Vernon Campus office or 360.679.5346 Whidbey Island Campus office.

International Programs

360.416.7734

Skagit Valley College has welcomed international students from all over the world since the late 1960s. Currently there are nearly 150 of these students

studying at SVC, representing over 15 different countries. Understanding the unique needs of students studying abroad, the International Programs Office provides comprehensive support throughout the student's tenure at SVC. This means that from the time international students apply, are picked up at the airport, and until their graduation, the International Programs Office is constantly supporting students in their new environment, helping them to succeed.

If you are a student considering study abroad, International Programs can guide your research on programs throughout the world. In some cases students have the opportunity to earn credits toward an AA degree from SVC while studying in a foreign institution.

Please note I-20s are issued and students are tracked according to policies set by SEVIS (Student & Exchange Visitor Information System) that have been created by the Department of Homeland Security.

Learning Resources

Technology for your use

Skagit Valley College is committed to providing you with current technologies for the delivery of your education and the tools to empower you to participate in a global electronic learning environment.

We have computer labs at campuses and centers dedicated to your use. All students pay a quarterly technology fee which provides them access to general computer labs. This fee covers individual Internet access from the labs and the use of the suite of applications loaded on the computers.

Labs are equipped with Pentium computers and have lab aides to help you find your way around the Skagit Valley College network (SVCNet). Labs on the Mount Vernon and Whidbey Island campuses are open extended hours for your convenience.

The network includes a high speed connection to the Internet which links the college to all other state colleges, major library centers and national research institutions, all of which are available to students who are using the lab.

Digital circuits link all centers and campuses to each other and to the Internet and provide for interactive video links. These links may be used for conferencing, distance education, collaborative and group projects.

Library & Media Services

Website: http://library.skagit.edu
Email: mv.library@skagit.edu
Mount Vernon: 360.416.7850
Whidbey Island: 360.679.5322

The library is an essential part of educational life. Our library collection of more than 50,000 print, e-books, and non-print titles is accessible through the on-line public catalog, Redwings, the library's website, gives students access to information resources via the Internet. Daily courier service between the campuses allows quick access to materials at either the Mount Vernon Campus or Whidbey Island Campus library. The SVC library subscribes to both EBSCOhost and ProQuest Direct on-line databases, which index over 3,000 periodicals. More than 1,500 of the indexed titles are full-text online.

The libraries offer:

- Interlibrary loan services to enrolled students.
- Individual reference help offered in person or by telephone. Online chat and e-mail reference help available on the library web site by clicking "Ask a Librarian."
- Bibliographic instruction by knowledgeable, professional faculty.
- Equipment for utilizing cds, audiotapes, and the dvd and video collection.
- Conference rooms for group study.
- Microsoft Office (Word, Excel, PowerPoint, and Access) on open computers at the Mount Vernon Campus.

Library hours at Mount Vernon and Whidbey Island campuses are planned to accommodate both day and evening students. Internet access to the library collection and periodical databases serves on-site and distance learners on a 24-hour, seven-day basis.

Library services for the South Whidbey Center, San Juan Center and the Business Resource Center are available via the Internet. Materials may be requested online. They will be mailed to your residence or to the appropriate center.

Childcare

Assistance for childcare expenses may be available. Contact the Financial Aid Office at 360.416.7666 or 360.679.5320.

Housing – Mount Vernon Campus

360.416.7650

Campus View Village, built by the Skagit Valley College Foundation, offers affordable, high quality apartments in a convenient, setting located adjacent to the Mount Vernon Campus. Each unit contains four bedrooms, one bath, a kitchen and a living and dining area. Units are furnished and rental includes all utilities except telephone.

Food Services

A cafeteria on the Mount Vernon Campus is open every school day. The Culinary Arts and Hospitality Management students prepare meals, bringing quality and variety to the menu. Limited beverage and food service is also available in the Student Lounge at the Whidbey Island Campus.

Bookstores

Mount Vernon: 360.416.7728
Whidbey Island: 360.679.5313

The Cardinal Bookstore is available to serve students and the community at both the Mount Vernon and Whidbey Island campuses. The stores stock a wide variety of products, including new and used textbooks, computer software at educational discounts of up to 76% off list, school supplies, computer supplies, art supplies, electronics, clothing, gifts, cards, food, class rings and graduation announcements. The stores are open extended hours for your convenience. You may now access the store through the web to place orders for products or look up what books are used for a class and their prices. Visit our web site at **www.cardinalbookstore.com**.

Helping You To Succeed

Hands-on Instruction

Disability Support Services

Faculty Interaction

What are my Educational Choices?

We strive to create a learning environment that:

- **Encourages collaborative learning**
- **Challenges students to think critically**
- **Promotes thinking and discussion on cultural pluralism**
- **Develops writing, math, reading, and speaking skills**
- **Develops decision-making and research skills**
- **Involves students in the natural world, culture, and the arts**
- **Helps students put their learning into action.**

WASHINGTON COLLEGES & UNIVERSITIES
accepting the AAUCT Degree from SVC

BASTYR NATUROPATHIC COLLEGE

CENTRAL WASHINGTON UNIVERSITY

CITY UNIVERSITY

CORNISH INSTITUTE

EASTERN WASHINGTON UNIVERSITY

THE EVERGREEN STATE COLLEGE

GONZAGA UNIVERSITY

NORTHWEST COLLEGE

PACIFIC LUTHERAN UNIVERSITY

SEATTLE PACIFIC UNIVERSITY

SEATTLE UNIVERSITY

UNIVERSITY OF WASHINGTON
(including Bothell & Tacoma campuses)

WASHINGTON STATE UNIVERSITY

WESTERN WASHINGTON UNIVERSITY

WHITWORTH COLLEGE

Direct Transfer Degrees

The Direct Transfer Agreement (DTA) Associate Degree—sometimes called the Associate in Arts or Associate in Arts and Sciences—is the community college degree designed to transfer to most bachelor-level degrees at all Washington four-year institutions. Skagit Valley College offers two statewide direct transfer degrees: the AAUCT, described below, and the Business Associate degree, described in Degrees by Major.

Associate in Arts University & College Transfer Degree (AAUCT)

Complete the first two years of your four-year degree at SVC. Graduate with a nationally recognized interdisciplinary degree.

Purpose

The Associate in Arts University and College Transfer (AAUCT) Degree is designed for students who want to earn a two-year academic degree for the purpose of transferring to a four-year college or university with junior standing. The first two years of college work, including general education, are accomplished at the community college level, and accepted as meeting the freshman and sophomore level requirements at all public and most private four-year schools in Washington state and some colleges in Oregon, Alaska, and Idaho.

If a student transfers before completing the AAUCT degree, coursework will be evaluated by the four-year school on a course-by-course basis. ***You are advised to plan well in advance for specific prerequisite and pre-major course requirements.*** College counselors and academic faculty members can help advise you of special lower division requirements. Students should check specific admission requirements and application deadlines to assist in successful transfer to a four-year institution.

Degree Requirements

You must complete a minimum of 90 quarter credits in courses numbered 100 or above with a grade point average of at least 2.0 in order to graduate from SVC with an Associate in Arts degree. Credits must satisfy requirements listed below. At least 25 credits must be earned at SVC with a minimum GPA of 2.0.

1. **Communication Skills (11-15 cr.)**
   - Speech 121 or 123 or 126 (3-5 cr.)
   - English 101 (5 credits) *
   - English 103 or 104 or 270 (3-5 cr.)*

   **NOTE: In keeping with general education requirements for interdisciplinary study, at least one college-level English composition class must be taken in a linked format; students have the option of taking either a second English class in a linked format or a second Learning Community (see section on Interdisciplinary Courses).*
2. **Quantitative Skills (5 cr.)**
   Select one course from the following:
   - Mathematics 107, 108 or BA 215, 111, 112, 124, 125, 126, 142
   - Computer Science 142, 210, 211

NOTE: Competency in Intermediate Algebra (Math 99 or appropriate ASSET test placement) must be demonstrated prior to enrollment in Quantitative Skills courses. Courses selected to meet this requirement will not be counted in the Natural World distribution requirement.

3. Physical Education (3 cr.)

- Physical Education 100 (1 cr.)
- Activities Courses (2 cr.)

NOTE: a maximum of nine total PE credits may be included in AAUCT degree.

4. Skills Designated Courses*

Courses are skills-designated as Writing, Speech, Reading, and Quantitative. Look for the W, S, B and/or Q next to the course line number. The Annual and Quarterly Class Schedules identify courses which are skills designated each quarter.

** Two courses identified with a skills designation are required.*

5. Interdisciplinary Courses

Interdisciplinary courses include Learning Communities and college-level English composition courses taught in a interdisciplinary format. Two kinds of Learning Communities are offered. Option A Learning Communities combine two different areas of study (Natural World, Culture, or the Arts) from distribution requirements. Option B Learning Communities may contain any combination of two or more classes. English classes taught in a linked format combine college-level composition with courses in other disciplines. Three interdisciplinary experiences are required:

- One Option A Learning Community
- One college-level English composition class in a linked format
- One of either a second Learning Community (Option A or Option B) ***OR*** a second college-level English composition class in a linked format

Some interdisciplinary offerings containing three courses may satisfy more than one requirement.

NOTE: Many Skills Designated and Interdisciplinary courses also meet other requirements within this degree, thereby requiring no additional credit load for students.

6. Distribution Requirements (45 cr.)

Select credits from three areas of study: Natural World, Culture and Arts. Eligible courses are listed below. These courses may also satisfy Interdisciplinary and Skills Designated course requirements.

Areas of Study

A. Natural World (15 cr.)

Select courses from at least two of the following disciplines, with no more than 10 credits from one discipline. One lab science must also be included in the courses selected.

- Biological Science 100* or 101*, 102*, 103*, 105*, 107, 111*, 133*, 190, 205*, 215*
- Chemistry 100, 131*, 132*, 141*, 142*, 143, 144*
- Earth Science 100, 102*, 103*, 105*, 111*, 120, 121*, 201*, 203*
- Environmental Conservation 202
- Mathematics 107, 108 or BA 215, 111, 124, 142
- Natural Science 100*
- Nutrition 119
- Physics 101, 104*, 105*, 106*,111* 217*, 218*, 219*

**Indicates a lab course*

B. Culture (15 cr.)

Select courses from at least two of the following disciplines, with no more than 10 credits from one discipline:

- Administration of Justice 100, 110
- Anthropology 101, 102, 200
- Business Administration 131, 141, 213
- Computer Science 101
- Early Childhood Education 100
- Economics 101, 104, 150, 201, 202
- Education 200
- Ethnic Studies 100, 110,111, 112, 120, 201
- Geography 100, 200
- History 101, 102, 103, 111, 112, 113, 121, 131, 132, 133, 270
- Political Science 101, 201, 202, 203, 204, 213
- Psychology 100, 101, 110, 117, 205
- Social Science 100, 101, 110, 190
- Sociology 110, 111, 112, 201, 206

C. Arts (15 cr.)

Select courses from at least two of the following disciplines, with no more than 10 credits from one discipline. No more than 5 credits may be applied in foreign language at the 100 level. No more than 5 credits may be applied in performance/skill studio courses.

- Art 101*, 111*, 141, 142, 143, 144, 181*, 241*
- English 201
- Ethnic Studies 210
- Foreign Language:
  American Sign Language – 101, 102, 103
  Chinese – 101, 102, 103, 201, 202, 203
  French – 101, 102, 103, 201, 202, 203
  German – 101, 102, 103, 201, 202, 203
  Greek – 101, 102, 103
  Japanese – 101, 102, 103
  Lushootseed/Salish – 101, 102, 103
  Russian – 101, 102, 103
  Spanish – 101, 102, 103, 201, 202, 203
- Humanities 110, 111, 112
- Literature 110, 111, 112, 113, 221, 222, 223, 240
- Media Communications 101
- Music 100, 101, 121, 122, 123, 124, 125, 126, 127, 131*, 132*
- Philosophy 100, 111, 140, 215
- Speech 105, 141, 205
- Theater Arts 130, 131, 133*, 134*, 146, 236, 237, 238

**Indicates a lab course*

7. Learning Into Action (1 cr.)

Learning Into Action (LIA) is a one-credit (30 hour) course, designed and carried out by the student under the sponsorship of a faculty member. Students should have earned at least 45 credits prior to taking LIA. (For more information, visit Career Services on the SVC website.)

8. Electives (21-25 cr.)

In order to accumulate 90 college-level (100 or higher) credits for the degree, you will need additional elective credits. You may select electives from the distribution list (Natural World, Arts or Culture), other academic courses, or a maximum of 14 credits from "gray areas".

NOTE: MATH 100 cannot be included in elective credits for the degree.

Gray Area Courses

Include, but are not limited to, the following (exceptions count as academic electives):

- Administration of Justice (except AJ 100 and 110)
- Agriculture
- Any class taken as CLEP or DANTES or for military credit; or Independent Study and workshops.
- Any SVC Co-op 199 or LIA 299 class.
- Automotive Technology
- Building Construction & Remodeling
- Business Administration 112, 212, 199
- Business Management
- College Success Skills
- Computer Information Systems
- Culinary Arts & Hospitality Management
- Diesel Power Technology
- Early Childhood Education (except ECE 100)
- Education Paraprofessional (except EDUC 200)
- Electronic Engineering or Electronics Technology
- English 170
- Environmental Conservation (except 202)
- Family Life
- Firefighter Protection Technology
- Geographic Information Systems
- Dialysis Technician
- Human Services
- Journalism beyond two credits of applied news writing
- Library
- Marine Maintenance
- Media Communications (except 101)
- Medical Assistant
- Management Computer Systems
- Multimedia & Interactive Technology
- Nursing
- Office Administration & Accounting Technologies
- Paralegal
- Physical Education
- Political Science 131, 132
- Psychology 104, 105, 107
- Reading 105, 107
- Social Science 113, 125, 131, 132
- Speech 125
- Technical Education
- Telecommunications Network Technology
- Truck Driving
- Welding

NOTE: Classes that are repeated—for example PE activities, music performance, and English 201—may be completed once for credit. Repeat classes will be considered as "gray area" electives.

DEGREES *by* MAJOR

Associate in Business Degree

Purpose

This direct transfer degree is for students desiring a business major and transferring within Washington state (to CWU, EWU, UW, WSU, WWU or private schools). Completion of this degree fulfills lower division general education requirements for completion of a bachelor's degree and prerequisites for the business major. Majors in Business include: accounting, management, finance, marketing and decision sciences (business administration) and human resources. This degree will be granted to SVC students completing a 2.0 GPA. Entry into a baccalaureate business program at a four-year school will require a higher GPA for admission. Admission is highly competitive and not guaranteed. It is important to perform your best in all college classes.

Degree Requirements

Students must complete a minimum of 90 quarter credits in courses numbered 100 or above with a grade point average of at least 2.0 in order to graduate from SVC with an Associate in Business Degree. At least 25 of the 90 credits must be earned at SVC. Credits must satisfy course requirements listed below.

1. **Communication Skills (15 cr.)**
   - English 101 (5 cr.)*
   - English 103 or 104 (5 cr.)*
   - Speech 121

   **NOTE: In keeping with general education requirements for interdisciplinary study, at least one college-level English composition class must be taken in a linked format.*
2. **Quantitative Skills (5 cr.)**
   - Mathematics 142 (prerequisite Math 111)
3. **Physical Education (3 cr.)**
   - Physical Education 100 (1 cr.)
   - Activities Courses (2 cr.)
4. **Skills Designated Courses**
   Courses are skills designated as Writing, Speech, Reading, and Quantitative. Look for the W, S, R/B and/or Q next to the course line number. The Annual and Quarterly Class Schedules identify courses which are skills designated each quarter. Select with your Business degree advisor:
   - Two Skills Designated course

   NOTE: Many Skills Designated and Interdisciplinary courses also meet other requirements within this degree, thereby requiring no additional credit load for students.
5. **Interdisciplinary Courses**
   Interdisciplinary courses include courses taught as Learning Communities and college-level English composition courses taught in a linked format. Two interdisciplinary experiences are required.
   - One college-level English composition course in a linked format
   - One Option A Learning Community (10 cr.)*

   **NOTE: The Option A Learning Community must combine two courses from different SVC distribution areas (Natural World, Culture or the Arts). Credits earned in the Learning Community may be used to satisfy other degree requirements.*
6. **Distribution Requirements (45 cr.)**
   Select credits from three areas of study: Natural World, Culture and Arts. These courses may also satisfy Interdisciplinary and Skills Designated course requirements.

Areas of Study

A. **Natural World (15 cr.)**
MATH 108 or BA 215 must be included, with an additional 10 credits in two different areas of studies: physical sciences (physics, chemistry), biological and/or earth sciences. One lab course must also be included in the science courses selected. See

the AAUCT degree Natural World distribution list.

B. Culture (15 cr.)
BA 213, ECON 201, and 202.

**NOTE: Additional Political Science course required for WSU; additional Psychology or Sociology course required for UW Tacoma.*

C. Arts (15 cr.)
Select courses from the AAUCT degree Arts distribution from at least two disciplines, with no more than 10 credits from one discipline. No more than 5 cr. may be applied in foreign language at the 100 level. No more than 5 cr. may be applied in performance/skill studio courses (*indicates studio courses).

7. Learning Into Action (1 cr.)
Learning Into Action (LIA) is completed under the supervision of a faculty member. You should wait to take your LIA until after you complete 45 credits.

8. Electives (1 cr.)
Recommended electives include BA 217, 218, and 219. In order to accumulate 90 college-level (100 or higher) credits for the degree, you will need additional elective credits. You may select electives from the distribution list (Natural World, Arts or Culture), other academic courses, or a maximum of 14 credits from "gray areas" (see AAUCT degree).

NOTE: MATH 100 cannot be included in elective credits for the degree.

Associate in Music Degree

Purpose

This degree is intended to prepare students to transfer to Western Washington University or Central Washington University with junior standing and with the majority of the prerequisites for a music major completed. This degree partially fulfills the general education requirements (GERs) for four-year transfer. You may need to take additional GERs at WWU or CWU.

Completion of the following courses does not guarantee admission as a music major with junior standing. Admission into the WWU or the CWU Music department is competitive. A competitive GPA, an audition, and a passing score on a music theory test are essential to compete for placement into the major. Students are strongly advised to select and plan courses with their Music department advisor.

Degree Requirements

Students must complete a minimum of 90 quarter credits in courses numbered 100 or above with a grade point average of at least 2.0 in order to graduate from SVC with an Associate in Music Degree. At least 25 of the 90 credits must be earned at SVC. Credits must satisfy course requirements listed below.

1. Communication Skills (10 cr.)
- English 101 (5 cr.)*
- English 103 or 104 (5 cr.)*

**NOTE: In keeping with general education requirements for interdisciplinary study, at least one college-level English composition class must be taken in a linked format.*

2. Quantitative Skills (5 cr.)
Select one course from the following:
- Mathematics 107, 108 or BA 215, 111*, 112, 124, 125, 126, or 142.

**Note: Math 111 is the recommended course. If Math 107 or 108 is completed, an additional course or a WWU mathematics exam is required to fulfill this requirement.*

3. Skills Designated Courses
Courses are skills designated as Writing, Speech, Reading, and Quantitative. Look for the W, S, B and/or Q next to the course line number. The Annual and Quarterly Class Schedules identify courses which are skills designated each quarter. Select with your Music department advisor:
- One Skills Designated course

NOTE: Many Skills Designated and Interdisciplinary courses also meet other requirements within this degree, thereby requiring no additional credit load for students.

4. Interdisciplinary Courses
Interdisciplinary courses include courses taught as Learning Communities and college-level English composition courses taught in a linked format. Two interdisciplinary experiences are required.
- One college-level English composition course in a linked format
- One Option A Learning Community (10 cr.)*

**NOTE: Select Learning Community courses from the General Education Requirements list from WWU, available in SVC Counseling and Career Services or through your Music department advisor. In addition, this Learning Community must combine two courses from different SVC distribution areas (Natural World, Culture or the Arts). Credits earned in the Learning Community may be used to satisfy other degree requirements, such as a combination of a required music course with a Natural World or Culture course. Learning Communities specifically designed for this degree may be offered; consult your Music advisor for information.*

5. Music Major Courses

***A.* MUSIC THEORY (24 cr.)**
- Music 101, 102, 103 (freshman year)
- Music 201, 202, 203 (sophomore year)

***B.* MUSIC EAR TRAINING (6 cr.)**
- Music 105, 106, 107

***C.* MUSIC LESSONS (6 cr.)**
1 credit per quarter in instrument or voice for 6 quarters. See your Music department advisor for assistance in selecting courses.

***D.* ENSEMBLE (6-12 cr.)**
Select courses from the following with help from your Music dept. advisor.
- Music 131, 132, 141, & 142

***E.* PIANO (6 cr.)**
- Music 111, 112, 113 ***OR***
- Music 211, 212, 213

Piano placement test will determine course placement.

6. Additional General Education Requirements (21-27 cr.)
You must accumulate at least 90 college-level (100 or higher) credits for this degree. Consult the General Education Requirements list for Western Washington University or Central Washington University in the SVC Counseling and Career Services offices or ask your Music department advisor for appropriate course selections.

7. Other Recommended Courses
- Speech 121 (5 cr.)
- PE 100 and two PE activity credits (3 cr.)

8. Learning Into Action (1 cr.)
Learning Into Action (LIA) is completed under the supervision of a

faculty member. You should wait to take your LIA until after you complete 45 credits.

Associate in Science Degree

Purpose

This degree is intended to prepare students to transfer to Washington's public four-year colleges and universities and many private colleges with junior standing and the majority of the prerequisites for selected science majors completed. This degree partially fulfills the general education requirements as explained in the AAUCT degree. You will need to take additional credits from Culture and the Arts Distribution Areas at SVC or the four-year transfer institution to satisfy bachelor degree requirements.

Selecting and planning courses with a science advisor is strongly recommended to ensure a seamless transition to a science major program at a specific university or four-year college. Students who plan to transfer to a four-year college or university in order to major in a specialized program, such as veterinary medicine or pharmacology, should research the prerequisite requirements at the four-year schools and work very closely with their science advisor to plan the appropriate coursework.

Students must complete a minimum of 90 credits in courses numbered 100 or above which include General Education courses plus a specific science major option. At least 25 credits must be earned at SVC with a minimum GPA of 2.0. Additional General Education Requirements (GERs) must be completed at the four-year school where the student transfers.

1. Communication Skills (5 cr.)
English Composition 101 taught in a linked format. A linked English course with a required science course is recommended.

2. Quantitative Skills (10 cr.)
- Mathematics 124, 125

3. Chemistry (16 cr.)
- Chemistry 141, 142, 143, 144

4. Skills Designated Courses
Courses are skills-designated as Writing, Speech, Reading, and Quantitative. Look for the ***W, S, B*** and/or ***Q*** next to the course line number. The Annual and Quarterly Class Schedules identify courses which are skills designated each quarter.
- One course with a Skills Designation

NOTE: Many of the Interdisciplinary and Skills Designated courses will also meet science or General Education Requirements (GERs).

5. Interdisciplinary Courses
Interdisciplinary courses include courses taught as Learning Communities and college-level English composition courses taught in a linked format. Two interdisciplinary experiences as required.
- English 101 in a linked format
- One Learning Community (10 cr.)*

**NOTE: The Learning Community you select must combine two courses from at least two different SVC distribution areas (Natural World, Culture, or the Arts). Learning Communities specifically designed for this degree may be offered; consult your advisor for information.*

6. Distribution Requirements (15 cr.)
These courses may be used to partially satisfy the General Education Requirements (GERs) of the four-year degree and may also satisfy Interdisciplinary and Skills course designated requirements for the SVC degree.

A. **CULTURE (minimum of 5 cr.)**
Select from courses listed under AAUCT degree culture distribution list

B. **ARTS (minimum of 5 cr.)**
Select from courses listed under AAUCT degree arts distribution list.

7. Science Major Options (25-50 cr.)
Select one science discipline from the following choices:

A. **BIOLOGY (30 cr.)**
- Biology 101, 102, 103 (15 cr.)
- Chem. 230, 231, 232 (15 cr.)

B. **CHEMISTRY (35 cr.)**
- Math 126 (5 cr.)
- Chem. 230, 231, 232 (15 cr.)
- Physics 217, 218, 219 (15 cr.)

C. **COMPUTER SCIENCE (30 cr.)**
- Computer Science 210 and 211, or 142 and 143 (10 cr.)
- Math 108 or Math 126 (5 cr.)
- Physics 104, 105, 106, or 217, 218, 219 (15 cr.)

D. **ENVIRONMENTAL SCIENCE (50 cr.)**
- Math 108 (5 cr.)
- Biology 101, 102, 103 (15 cr.)
- Earth Science 103 (5 cr.)
- Economics 202 (5 cr.)
- Political Science 101, 201, 202, 203, OR 213 (20 cr.)

E. **GEOLOGY (25 cr.)**
- Math 126 (5 cr.)
- Earth Sciences 103 (5 cr.)
- Physics 217, 218, 219 (15 cr.)

F. **PHYSICS/ENGINEERING (30 cr.)**
- Math 126 (5 cr.)
- Physics 217, 218, 219 (15 cr.)
- Computer Science 142 (preferred) or 210 (5 cr.)
- Engineering 123 (*Engineering majors only* - 5 cr.)

8. Electives
Electives should include any 100-level math prerequisites (Math 111 or 112 if needed), as well as courses, which satisfy the Arts and Culture distribution requirements (15 credits each from Arts and Culture lists).

Other Recommended Courses
- Speech 121, 123, or 126 (3-5 cr.)
- PE 100 (1 cr.)
- Learning Into Action (1 cr.)

A maximum of five non-transferable "gray area" credits may be applied toward the 90-credit minimum for the degree.

Associate in Visual Arts Degree

Purpose

This degree is intended to prepare students to transfer to Washington State University with junior standing and with the majority of the prerequisites for an art major completed. This degree partially fulfills the general education requirements (GERs) for four-year transfer. You may need to take additional GERs at WSU.

Completion of the following courses does not guarantee admission as an art major with junior standing. Admission into the WSU Art department is competitive. A competitive GPA and a quality portfolio are essential to compete for admission into the major. Students are strongly advised to select and plan courses with their Art department advisor.

Degree Requirements

Students must complete a minimum of 90 quarter credits in courses numbered 100 or above with a grade point average of at least 2.0 in order to graduate from SVC with an Associate in Visual Arts Degree. At least 25 of the 90 credits must be earned at SVC. Credits must satisfy course requirements listed below.

1. **Communication Skills (10 cr.)**
   - English 101, 103 or 104 (5 cr.)*
     Speech 121 or 123 (5 cr.)

   **NOTE: In keeping with general education requirements for interdisciplinary study, at least one college-level English composition class must be taken in a linked format. It is suggested that it be linked to a Natural World or Culture course for this major.*

2. **Quantitative Skills (5 cr.)**
   - Mathematics 107

3. **Physical Education (3 cr.)**
   - Physical Education 100 (1 cr.)
   - Activities Courses (2 cr.)

4. **Skills Designated Courses**
   Courses are skills designated as Writing, Speech, Reading, and Quantitative. Look for the W, S, B and/or Q next to the course line number. The Annual and Quarterly Class Schedules identify courses which are skills designated each quarter. Select with your Art department advisor:
   - One Skills Designated course

   NOTE: Many Skills Designated and Interdisciplinary courses also meet other requirements within this degree, thereby requiring no additional credit load for students.

5. **Interdisciplinary Courses**
   Interdisciplinary courses include courses taught as Learning Communities and college-level English composition courses taught in a linked format. Two interdisciplinary experiences are required.
   - One college-level English composition course in a linked format
   - One Option A Learning Community (10 cr.)*

   **NOTE: The Learning Community requirement should be discussed with your advisor and planned into your yearly schedule.*

6. **Visual Art Courses**

   ***A.* BASIC ART REQUIREMENTS (47 cr.)**
   - Art 101, 102, 107 (Drawing)
   - Art 111, 112 (2-D and 3-D Design)
   - Art 141 (Intro to Art)
   - Art 142, 143,144 (Art History)
   - Art 150 (Health & Safety)
   - Art 160 (Portfolio)
   - Art 161 (Exhibition)

   ***B.* ART ELECTIVES (12 cr.)**
   - Art 181, 182 (Photography)
   - Art 201, 202 (Painting)
   - Art 231, 232 (Digital Art)
   - Art 241, 242 (Ceramics)
   - Art 261, 262 (Printmaking)
   - Art 263, 264 (Sculpture)

7. **Additional General Education Requirements (21-27 cr.)**
   You must accumulate at least 90 college-level (100 or higher) credits for this degree. Consult the General Education Requirements list for Washington State University in the SVC Counseling and Career Services offices or your Art department advisor for appropriate course selections.

7. **Other Recommended Courses**
   - Speech 121 (5 cr.)

8. **Learning Into Action (1 cr.)**
   Learning Into Action (LIA) is completed under the supervision of a faculty member. You should wait to take your LIA until after you complete 45 credits.

GENERAL ASSOCIATE DEGREES

Associate in Arts General Studies Degree

Purpose

The Associate in Arts General Studies Degree is appropriate for students whose primary goal is to earn a two-year college degree. It may be suitable for you if you wish to apply credit by challenge, independent study, CLEP, professional/technical, or military programs to courses not included in the University and College Transfer Degree.

This degree is not designed to be a transfer degree. It is strongly recommended that students taking the AA General Studies degree and desiring to transfer to a four-year college or university seek the assistance of an advisor to plan an appropriate course of study.

Degree Requirements

This degree requires a total of 90 credits in courses numbered 100 level or above. At least 25 quarter credits must be earned at Skagit Valley College with a minimum GPA of 2.0. Credits must satisfy requirements listed below.

1. **Communication Skills (11-15 cr.)**
   - English 101 (5 cr.)
   - Speech 121 or 123 or 126 (3-5 cr.)
   - English, Speech, or Media Communications course (3-5 cr.)

2. **Physical Education (3 cr.)**
   At least two courses must be activities.

3. **Natural World (15 cr.)**
   Select no more than 10 credits from one area, including biological sciences (general biology, botany, zoology, ecology, marine biology, anatomy and physiology, microbiology, nutrition), physical sciences (astronomy, chemistry, earth science, meteorology, natural science, physics), mathematics, and technology.

4. **Culture (15 cr.)**
   Select no more than 10 credits from one department, including anthropology, business administration, economics, ethnic studies, geography, history, political science, psychology, social science and sociology.

5. **Arts (15 cr.)**
   Select no more than 10 credits from one department including art, theater arts, English, ethnic studies 100, foreign language, humanities, literature, music, philosophy and speech 205 and 141.

6. **Electives (27-31 cr.)**
   In order to accumulate 90 college-level (100 or higher) credits for the degree, you will need elective credits. You may select electives from the distribution list in the Natural World, Arts or Culture , or other academic courses or a maximum of 45 credits from "gray areas". Professional/technical credits, credits by examination, independent study, PE activity credits beyond two credits, military credits, DANTES, CLEP, Advanced Placement exams and seminars, workshops are examples of "gray area" credits. Consult your academic advisor or credit evaluator.

Associate in Arts General Studies Degree SOCNAV

Purpose

The Associate in Arts General Studies Degree SOCNAV is designed for active duty military personnel and their adult family members. This degree may be appropriate for those active duty personnel and adult family members whose primary goal is to earn a two-year college degree.

When a SOCNAV degree is requested, the student must complete a student agreement to have SVC becomes your "home college". Your SOCNAV agreement allows you to complete your degree at SVC, even if you are transferred to a new duty station.

This degree requires a total of 90 credits in courses numbered 100 level or above. A minimum 22.5 credits must be earned through an accredited college or university. A maximum of 67.5 credits may come from "gray area" credits. CLEP/DANTES testing, military schools/rating, independent study, credit by examination, Advanced Placement, seminars/work shops, and PE activity credits beyond two credits, are examples of "gray area" credits. "Gray area" credits may not exceed 45 credits through CLEP/DANTES testing or 45 credits through military schools/rating. At least 12 credits must be earned at SVC with a minimum GPA of 2.0. Credits must satisfy requirements listed below.

1. **Communication Skills (11-15 cr.)**
   - English 101 (5 cr.)
   - Speech 121 or 123 or 126 (3-5 cr.)
   - English, Speech, or Media Communications (3-5 cr.)
   - Physical Education (3 cr.) At least two courses must be activities
   - Natural World (15 cr.) Select no more than 10 credits from one area including biological science, chemistry, natural science, Nutrition 119, physical science, physics, mathematics, and technology.
2. **Culture (15 cr.)**
   Select no more than 10 credits from one department, including anthropology, business administration, economics, ethnic studies, geography, history, political science, psychology, social science and sociology.
3. **Arts (15 cr.)**
   Select no more than 10 credits from one department, including art, English, Ethnic Studies 100, foreign language, humanities, literature, music, philosophy, Speech 205, 141, and theater arts.
4. **Electives (27-31 cr.)**
   In order to accumulate 90 college-level (100 or higher) credits for the degree, you will need elective credits. You may select elective credits from the distribution area of our transfer degree, or other academic courses, or a maximum of 67.5 credits from "gray area" credits. Professional/technical credits, credits by examination, independent study, PE activity credits beyond two credits, military credits, CLEP, DANTES, and Advanced Placement exams are examples of "gray area" credits.

Associate in Technical Arts Degree

Purpose

The Associate in Technical Arts (ATA) degree is designed for students who are preparing to enter a career field. Although certain courses in this degree may transfer to baccalaureate institutions, you are advised that many courses in this degree are not usually transferable because of their specialized nature. If you are interested in continuing your studies after earning the ATA degree, consult with a counselor or the Department Chair as well as your intended transfer institution for specific transfer options available to you.

Degree Requirements

To graduate from SVC with an Associate in Technical Arts Degree, you must complete a minimum of 90 credits with a minimum cumulative GPA of 2.0 including a technical major and related education requirements. At least 25 core program credits must be earned at SVC with a minimum GPA of 2.0. Your major must have approval of the Dean of Professional/Technical Education and the Department Chair of your technical field. To receive an Associate in Technical Arts Degree, you must satisfy requirements listed below.

ATA TRANSFER AGREEMENTS
with Washington Colleges & Universities

CITY UNIVERSITY

Reviews each ATA transcript for transferability and BA completion requirements.

THE EVERGREEN STATE COLLEGE

Has reviewed and accepted several ATA programs for transfer as an "Upside Down Degree" at TESC. These programs are Administration of Justice, Business Management, Computer Information Systems, Early Childhood Education, Electronics Engineering Technology, Electronics Technology, Graphic Arts, Human Services, Nursing, and Paralegal.

UNIVERSITY OF WASHINGTON

College of Forest Resources accepts the ATA in Environmental Conservation.

UNIVERSITY OF WASHINGTON ~ BOTHELL CAMPUS ~

Will accept the ATA in Nursing.

WESTERN WASHINGTON UNIVERSITY

Will accept an ATA in Electronics Engineering Technology for the first two years of a BS in Electronic Engineering.

WESTERN WASHINGTON UNIVERSITY ~ FAIRHAVEN ~

Will accept an ATA degree from students who have an ATA in an area that is also offered as an academic major at WWU.

WASHINGTON STATE UNIVERSITY

Will accept SVC lower division Agriculture Technology courses. Will accept ECE ATA for Human Development degree, ECE specialization.

Technical Major—Related Instruction

Requirements for each technical major are listed by department.

1. **Communication Skills (6-10 cr.)**
   - English 101, 170, 270 or Office Accounting and Administration Technology 215
   - Speech 123 or 125 (3-5 cr.) Specific course options in this category are designated within each major. Speech 123 or 125 (3-5 credits) or another specific communications course as designated by the Professional/Technical dept. chair.
2. **Computational Skills (5 cr.)**
   - Mathematics 100 (5 cr.). Alternate courses of an equal or higher number may be substituted in some majors.
   - Physical Education 100 (1-2 cr.)
   - Physical Education 200; or 205 or 100 plus one activity credit (choice determined by major)
3. **Human Relations & Job Search Skills (3 cr.)**
   - Social Science 113 (1 cr.)
   - Social Science 125 (2 cr.)
4. **Cooperative Ed. (1-15 cr.)**
   Cooperative Education courses are listed as 199 courses. You will complete 30 hours of work at a supervised site for each credit received. Concurrent enrollment in Cooperative Education seminars or equivalent is required. You may earn from 1 to 15 credits toward this degree requirement. Approval of the dept. chair is required for enrollment in all 199 courses. See program for specific requirements.
5. **General Education (5 cr.)**
   Courses to be selected from courses in Culture, the Natural World, or the Arts. (See AAUCT Degree.) This selection shall be an area of study that focuses on learning beyond the scope of the technical area and shall also be approved by the appropriate Department Chair.
6. **Skills Designated Courses (credits included in the designated course)**
   Two courses with different Skills Designations: Courses are skills-designated as Writing, Speech, Reading, and Quantitative. Look for the ***W, S, B*** and/or ***Q*** next to the course line number. The Annual and Quarterly Class Schedules identify courses which are skills designated each quarter.

Certificates & Diplomas

Certificate of Educational Competence (GED)

The State Superintendent of Public Instruction has authorized Skagit Valley College, as an official testing agency, to give the General Educational Development test to qualified applicants. This is a nationally used test for people who do not have a high school diploma. Upon satisfactory completion of such tests, the state superintendent will issue a Certificate of Educational competency, Grade 12.

If you would like to take the GED test, contact Counseling and Career Services. To help prepare for the tests, you may enroll in Adult Basic Education classes (see Adult Basic Education, page 35).

Anyone 19 years of age or older is eligible for the testing program; a testing fee is required (see Fees, page 11). People under the age of 19 may test for the GED with the approval of their high school.

Adult High School Diploma

If you are 19 or over and do not have a high school diploma, you may earn one at SVC. Minimum residency for this diploma is five credits and one quarter of attendance. Upon the successful completion of requirements, students will receive an Adult High School Diploma. Non-high school graduates who are under 19 may apply with the recommendation of a high school principal. Contact SVC's Counseling and Career Services for further information.

Professional/Technical Certificates

The Professional/Technical Certificate represents a planned sequence of courses which prepares students for entry into a technical field of employment. All professional/technical certificate programs emphasize the technical major and related instruction in communications, computation and human relations skills in the curriculum. Upon completion of coursework, the certificate must be approved by the Dean for Professional/Technical Education and the Department Chair. Professional/Technical Certificates are listed within each professional/technical department.

Micro-Certificates of Completion

Micro-Certificates of Completion are designed for taking courses over a short-term period of time focusing on a specific skill within an existing Professional/Technical program.

Individual Technical Certificates

The Individual Technical Certificate may be available to students who wish to design their own program to meet a specific career goal. An Individual Technical Certificate Contract must be approved IN ADVANCE by the Department Chair and/or appropriate Dean. After completion of the certificate, the student must notify the Registrar. For more information, contact Counseling and Career Services or the Registrar.

Community College Diploma

This degree requires a student to complete 90 quarter credits selected from courses numbered 100 and above. The credits must include:

- 9 credits in English and speech
- 10 credits in each of the following areas: Natural World, Culture, & Arts
- 3 credits in PE activities
- PE 100 or 200 (2 cr.).

Courses for a high school diploma may not be used to meet the Community College Diploma requirements. At least 25 of the credits must be earned at SVC with a minimum college-level GPA of 2.0.

Becoming a Teacher

In order to teach in a K-12 public school classroom in Washington state, a teaching certificate must be earned at a four-year college or university. There are several steps to complete this.

1. Skagit Valley College offers a 90-credit transfer degree (AAUCT) that prepares students for entry into education certification and baccalaureate degree programs in Washington state.
2. Upon completion of the AAUCT degree, students may transfer to any of the 22 teacher certification programs in Washington state, public or private.
3. Completion of the teaching certificate at a college/university is the last step toward employment as a teacher.

Plan Ahead—See a Counselor First

By consulting with a counselor and the intended four-year college/university program, a clear plan for successful transfer can be established. Courses that meet prerequisites for teaching programs and AAUCT (transfer) degree requirements are:

- English 101 and/or English 103/104 (with a minimum of a B-)
- Speech 121

Not all secondary education programs require Speech 121, Public Speaking. Please consult with a counselor or the four-year transfer college that you are planning to attend. Please request information on the requirements from the college of your choice to ensure that application and course requirements are met.

Courses within the transfer degree which are recommended for teaching certification, and meet AAUCT requirements are:

- **Natural World courses:** Biology, chemistry, earth science and physics
- **Culture/Social Science courses:** Early Childhood Education 225, Education 200, 221, Early Childhood Education 220, Economics – any course, Geography 100, History 101, 102, 103, 111, 112, 113, 201, 202, Political Science (any course), Psychology 100, 110, 210
- **Arts/Humanities:** Art (any introduction or history course), Theater Arts 130 or 131

The above courses are suggested, based on college readiness. Some students may need developmental math, reading and/or English courses to enter college level courses. Consulting with a college counselor/advisor is recommended to plan the most efficient and effective path for degree completion.

Most education certificate programs require a special application in addition to the university/college application. Admission is competitive, with 2.75 being the minimum and higher GPA's recommended for admission to the education program. Applications are accepted quarterly at most schools.

The WEST-B (Washington Education Skills Test-Basic) is offered by a national company and is required for ALL education programs applicants in the State of Washington. Completion of the WEST-B is recommended as soon as math and English courses are completed at Skagit Valley College. Test results must be received by the university/college as part of the application by the stated application dates. Please consult the WEST-B website at: www.west.nescinc.com or call 1-800-784-4999 for details and a testing schedule.

Course Equivalencies

Many SVC courses have direct equivalent courses at Woodring College of Education at Western Washington University. By consulting with Woodring College of Education at Western Washington University, a student can determine if the following courses will be required within their teaching course sequences. Here are some of the established course equivalencies. Please consult with a counselor or Woodring, for the latest information.

- Early Childhood Education (ECE) 230* Observation, Records & Assessment is equivalent to the required 5 day observation
- ECE 230* and Education (EDUC) 104* is equivalent to ELED 430 at Woodring
- EDUC 221 is equivalent to SPED 360 at Woodring
- ECE 220 is equivalent to SPED 467a
- ECE 215* is equivalent to SPED 438
- ECE 221/EDUC 221 is equivalent to SPED 363
- ECE 102/EDUC 221 is equivalent to ELED 429
- EDUC 260 is equivalent to IT 344
- Psychology 220 is equivalent to Psychology 371
- Psychology 110 is equivalent to Psychology 372.

**May be used to fulfill electives within the AAUCT*

Frequently Asked Questions

Q: What if I plan to major in Secondary Education?

A: Those who plan to major in secondary education will be asked to declare a major, and perhaps a minor, in a specific content area when they transfer. At Skagit Valley College, you need to take as many classes as possible in your major and minor areas. Plan to use these classes within the distribution areas (Natural World, Culture, Arts) or as electives within the AAUCT.

Q: When should I take my Math, Science, and English courses?

A: Because of demand and prerequisite requirements, you will want to start these courses right away. Some students find that they must spend their first year working on math and English prerequisites. If this is the case, start right away so that you get into the required sequences the second year. If you do not plan correctly you may end up adding an extra year to your program!

Q: Do I need to gain experience in the schools?

A: YES! One of the most valuable experiences you will have as part of your teaching preparation at Skagit is working in a K-12 classroom. Through Learning Into Action and ECE 230, classroom experiences can be documented and transcripted for later application at the four-year school.

Q: When do I apply for transfer to a four-year school?

A: Application deadlines vary. Most occur during winter quarter or early spring quarter. Check with individual schools to make sure you apply as early as possible. Keep in mind that applying may involve a two-step process. You may be required to apply to the university/college AND the teacher certification program.

Q: How long will it take me to become certified?

A: Depending on the program you choose, it will take you from two to three years after you leave Skagit. You won't believe how fast this time will go by. There are alternative certification programs that require less time for those who already have a BA/BS degree. Call the teacher education program at the college/university to ask about post baccalaureate certification options.

Q: Where do I go if I have more questions?

A: Faculty counselors and teachers are knowledgeable about teacher education requirements. Most colleges and university have information online. Arrange on on-campus visits to potential transfer colleges to meet with educational advisors as soon as possible. It is helpful to connect with one person who can serve as your contact in order to avoid talking to someone different each time you call.

ASSOCIATE *in* TECHNICAL ARTS DEGREES

Professional/Technical Programs

- Adminstration of Justice
- Automotive Technology
- Business Management
- Computer Information Systems
- Culinary Arts & Hospitality Management
- Diesel Power Technology
- Early Childhood Education
- Education Paraprofessional
- Electronics Engineering Technology
- Electronics Technology
- Environmental Conservation
- Fire Protection Technology
- Human Services
- Management Information Systems
- Marine Maintenance Technology
- Mechatronics
- Medical Assistant
- Multimedia & Interactive Technology
- Nursing
  Associate Degree Nursing
- Office Administration & Accounting Technologies
- Paralegal
- Parks Resources Management
  See Environmental Conservation
- Telecommunication Networks Technology
- Welding Technology

PROGRAM CERTIFICATES

Professional/Technical Programs

Automotive Technology
Alignment/Suspension and Brake Specialist
Automotive Electronics Specialist
Automotive Service Advisor
Automotive Parts Specialist
General Automotive
Transmission Specialist

Building Construction & Remodeling

Business Management
General Business Management

Computer Information Systems
Computer Applications
Computer Information Systems
Database Programming.Net
Network Technician

Culinary Arts & Hospitality Management
Certified Culinarian
Professional Cooking

Dialysis Technician

Diesel Power Technology

Early Childhood Education

Education Paraprofessional
Teaching and Learning
Language and Literacy

Electronics Technology
Computer Repair

Marine Maintenance Technology
Boat Production Shop
Boat Repair Yard
Charter Company
Trailer Boat Dealer
Independent Employment

Medical Assistant
Dialysis Technician
Medical Front Office
Phlebotomy Assistant
Medical Billing and Coding Specialist

Management Information Systems
Information Systems Specialist
Operation Systems Specialist
Rapid Application Development Specialist

Multimedia & Interactive Technology
Web Assistant

Office Administration & Accounting Technologies
Bookkeeping
Business Software Applications
Small Business Accounting
General Office Support
Office Assistant and Administrative Support
Office & Business Technology Update

Paralegal
Paralegal Studies

Pharmacy Technician

Practical Nursing

Telecommunication Networks Technology

Truck Driver Training

Welding Technology
Basic Arc Welding
Process-Specific (Modular)
Welding Technology

MICRO-CERTIFICATES

Professional/Technical Programs

Administration Of Justice
Community Policing
Corrections
Investigative Techniques
Legal Principles In Policing
Private and Commercial Security
Public Safety Communications
Homeland Security/domestic Preparedness

Business Management
Leadership and Community Service
Customer Service and Sales
Supervisory Basics

Culinary Arts & Hospitality Management
Basic Competency Certificates (Bakery, Food Preparation, Restaurant Cooking)
National Restaurant Association Management

Early Childhood Education
Preparation for Child Development Associates
Birth To Five

Environmental Conservation
Geographic Information Systems (GIS)

Fire Protection Technology
Firefighter I – Module 1

Management Information Systems
CISCO Certified Network Associate Preparatory
Advanced and Remote Networks
Multilayer Switching and Troubleshooting

Office Administration & Accounting Technologies
Business Communications
Microcomputer Accounting
Payroll Accounting
Software Applications
Word Processing

Welding Technology
Aluminum GMAW
Aluminum GTAW
Flux-cored Arc Welding
Gas Metal Arc Welding
Gas Tungsten Arc Welding
Shielded Metal Arc Welding

In which Courses & Programs *can I enroll?*

Department & Course Numbers, Credits

All departments are listed in alphabetical order. Courses are listed in numerical order. The credit value of each course (in terms of quarter hours) is shown in parenthesis following the course title.

Courses listed in this catalog may not be offered each academic year. Please consult a Quarterly Class Schedule available at any SVC campus or center, or online, www.skagit.edu.

Accounting (BA, OFTEC)

Course descriptions are listed under Business Administration and Office Administration & Accounting Technologies.

Program Description

Many career opportunities exist in the accounting field. Accountants and paraprofessionals are hired by private industry, governmental agencies and public accounting firms.

Students who plan to major in Business Administration at a four-year institution should take BA 217, BA 218 and BA 219. In addition, students should contact a counselor or adviser for other pre-major requirements.

Those who plan to enter the profession as paraprofessionals or accounting clerks should complete the requirements for an Associate in Technical Arts Degree or Accounting Clerk Certificate. Both the ATA degree and the certificate are offered through the Office Administration and Accounting Technologies department. ATA and certificate programs concentrate on required office skills, computer skills, communication skills and technical accounting skills.

Administration of Justice (AJ)

Program Description

The Administration of Justice (AJ) program is designed to provide entry-level skills and education for students who desire to pursue a career in many areas of the criminal justice field. Graduates from the program have the option of continuing their education or applying for the various criminal justice career opportunities that exist. Typical entry-level positions for which a program graduate might qualify include police officer, deputy sheriff, state trooper, corrections officer, juvenile probations officer, communications officer, fingerprint technician, private investigator, claims investigator, commissioned park ranger, loss prevention officer, or private security officer. The program's purpose is to provide information about the criminal justice system, law enforcement, investigative techniques, and corrections. Most classes are open to majors and non-majors as long as the curricular prerequisites have been met. Graduates from the program have the option of continuing their education or applying for the various criminal justice career opportunities that exist.

Today, most law enforcement and criminal justice agencies require a minimum educational requirement of an Associate Degree as a prerequisite for employment. Although this program does not guarantee acceptance into a specific law enforcement position or criminal justice agency, it does prepare a student to take a police agency entrance examination.

Entry into the Program

Please apply to the Admissions Office. Students may enter the program at the beginning of any quarter, and advanced standing may be requested. For more information, contact the Department Chair or the Admissions Office.

Associate in Technical Arts Degree, ATA

An Associate in Technical Arts degree (ATA) is awarded upon completion of specified technical and related education coursework above the 100 level with a 2.0 grade point average in both Administration of Justice Studies and overall technical degree coursework. Three areas of emphasis are offered allowing the student flexibility in choosing a career tract meeting their academic interests or individual needs.

Associate in Arts Degree, AAUCT

Students pursuing a bachelor's degree from an accredited university may choose the Administration of Justice program as their major area of emphasis. The Department Chair or counseling office can offer students assistance in choosing those courses most appropriate for pursuit of their desired degree. Acceptance of credits depends on the college a student plans to attend.

In-Service Training Credit

Students actively working with a criminal justice agency may receive credit for selected courses as a result of accredited in-service training successfully completed as recognized by the Washington State Criminal Justice Training Commission or other documented criminal justice agency training, coupled with work experience. Evaluation of such training shall be assessed by the Administration of Justice Department Chair.

Credits for successful completion of an approved Law Enforcement or Corrections Academy, including a Police Reserve Academy, may be awarded, but do not apply toward completion requirements for the AAUCT or ATA in Administration of Justice. Students who apply to Police Reserve Academy

for Skagit Valley College credit must provide appropriate documentation of having completed the prescribed training program as specified by the Washington State Legislature, have passed a background investigation, and have sponsorship by a law enforcement agency. To be awarded credit, a student must enroll in AJ 227.

Parks Law Enforcement Academy

The Parks Law Enforcement Academy (AJ 228) meets the entry requirements for a Reserve Officer in the State of Washington as prescribed by the Washington State Criminal Justice Training Commission, and for work as a Law Enforcement Park Ranger within the national, state, county and local park systems. This academy is also recognized and certified by the Federal Law Enforcement Training Center (FLETC). For further information, contact the Department Chair for the Administration of Justice program.

SAMPLE SCHEDULES

**ATA in Administration of Justice

FIRST YEAR

Fall	Cr	Winter	Cr	Spring	Cr
AJ 100	3	AJ 110	3	AJ 107	3
AJ 105	2	AJ 114	3	AJ 170	3
AJ 112	3	†MATH 100	5	AJ 199	1-15
†ENGL 101	5	PE 200	2	AJ 201	3
*PE 112	1	SOC 110	5	AJ 204	3
SPCH 125	3			AJ 213	3
				*PE 162	1
Total	**17**	**Total**	**18**	**Total**	**17+**

SECOND YEAR

Fall	Cr	Winter	Cr	Spring	Cr
AJ 130	3	AJ 180	3	AJ 115	3
AJ 163	2	AJ 206	3	^AJ 207	3
AJ 215	4	AJ 216	3	AJ 208	3
AJ 257	2	AJ 218	4	AJ 224	3
PSYC 100	5	AJ 235	3	AJ 225	5
SOSC 125	2	FIRE 161	1	SOSC 113	1
Total	**18**	**Total**	**17**	**Total**	**18**

* See Department Chair for alternative PE recommendations.

** Schedule may be adjusted to accommodate course offerings each quarter. Classes are suggested and with the approval of the Department Chair, appropriate substitutions may be made.

^ Or an elective approved by the Department Chair.

† Students who do not receive an appropriate test score will require additional coursework to develop necessary skills for entry into class.

Program Certificates

MICRO-CERTIFICATES

These certificates focus on a specific skill within this program. A certificate is awarded to students who complete the following with a 2.0 grade point average or above:

Community Policing
AJ 105, 114, and 115

Corrections
AJ 105, 107, 110, 112, 130, and 170

Investigative Techniques
AJ 100, 105, 170, 215, 216, and 218

Legal Principles in Policing
AJ 105, 110, 201, 204, 206, and 208

Private & Commercial Security
AJ 105, 110, 170, 201, 204, 220

Public Safety Communications
AJ 105, 143, 144, 145

Homeland Security/Domestic Preparedness
AJ 146, 147, 148, 149

Course Descriptions

AJ 100 Introduction to Criminal Justice (3)
Examines the history, philosophy, and organization of criminal justice and its European roots in our American society; explores the jurisdictions of local, state and federal agencies and their applications within the United States; presents an overview of the juvenile justice, corrections, and American court systems; discusses the multicultural and ethnic tendencies associated with criminal justice issues affecting the various criminal justice professions.

AJ 105 Professional Development in Criminal Justice (2)
Explores a variety of career options and opportunities in the criminal justice system. Reviews entrance requirements and hiring standards used by criminal justice agencies, including police, courts, and corrections. Demonstrates preparation for the application, testing and selection process. Includes instruction on industry standards: staff and line organization, responsibilities, demeanor and professional bearing associated with employment in law enforcement, and ethics, conduct, and provision of quality public service.

AJ 107 Defensive Tactics (3)
Basic defenses and counter measures against offensive attacks. Methods used with the aggressive or violent and those affected by drugs and alcohol. Discusses use of force continuum models, mechanics of arrest, and reporting requirements.

AJ 110 Criminal Justice Procedures (3)
Introduction to the due process and adversary system of justice in State and Federal Systems. Covers the differences between the civil and criminal process, the courtroom work group, punishment, parole and probation, sentencing appeals and options, and juvenile procedures.

AJ 112 Introduction to Corrections (3)
Overview of evolution of corrections and the criminal justice system with discussion of penology. Explores punishment and sentencing in the U.S. and the alternatives with a study of various correctional systems and types of individuals passing through them. Examines prisoner rights and legalities and problems involved in managing a correctional facility, and covers aspects of probation and parole as they apply to the criminal justice system. Discusses societal issues and the challenges of diversity within the correctional system.

AJ 114 Policing in America (3)
Covers the history and three eras of policing; police procedures, practices and trends. Introduction to the history of motor vehicle laws and the applicability to society. Exploration of the various codes of RCW, Title 46, and WAC 468-38, and elements comprising each violation as written therein. Covers court preparation and applicability to juveniles.

AJ 115 Interactive Community Policing (3)
Examination of community problems, programs and methods of coping with human behavior, conflict, and communication styles. Recognition of diverse ethnicities and environments, cultural issues, delinquency and gangs, and neighborhoods in conflict. Overview of interactive models for use in developing healthy and respected police/community relationships and techniques for problem solving.

AJ 130 Exploring the Juvenile Justice System (3)
Provides instruction in theory of juvenile delinquency, use of juvenile investigation procedures and community resources available to deal with juvenile problems. Covers disruptive options and alternatives that affect juvenile behavior, the juvenile court process, sentencing guidelines, and types of juvenile correctional institutions. Focuses on RCW Title 13 Juvenile Code.

AJ 143 Medical Services Dispatcher (EMS-D) (5)
Introduction to medical emergency dispatcher/call taker. Includes radio terminology and verbiage, voice inflection, call-taking skills, and problem-solving in off-site situations.

AJ 144 Emergency Fire Dispatcher (EFD) (5)
Introduction to emergency fire dispatcher/call taker. Topics covered include radio terminology and verbiage, voice inflection, call-taking skills, and problem-solving in off-site situations.

AJ 145 Emergency Police Dispatcher (EPD) (5)
Introduction to emergency police dispatcher/call taker. Includes radio terminology and verbiage, voice inflection, call-taking skills, and problem-solving in off-site situations.

AJ 146 Homeland Security & Domestic Preparedness (2)
Contemporary overview of homeland security and domestic preparedness regionally and nationally. Examines relationships between police, fire, EMS, public works agencies, the military, and communication dispatchers before, during, and after homeland security incidents. Provides examples of soft targets and critical infrastructures and efforts to protect them.

AJ 147 Weapons of Mass Destruction Response (2)
Introduction to special needs of law enforcement responders to incidents that may have been caused by terrorist action. Covers basic-level response to such topics as chemical, biological, radiological, nuclear, and explosive (CBRNE) incidents; suspicious events; responder self-protection; site security; crime scene considerations; and specialized incident command issues.

AJ 148 Emergency Response to Terrorism (2)
Introduction to the basic concepts for first responder awareness at the scene of a potential terrorist incident. Receive a National Fire Academy and Office for Domestic Preparedness certificate for course #AWR-102 upon successful completion.

AJ 149 Bioterrorism (2)
Covers the special needs of law enforcement responders to biological incidents that may have been caused by terrorist action. Identifies basic-level response to topics that include types of biological agents and their history of use; vectors and methods of spread; suspicious events; responder self-protection; site security; crime scene considerations; and specialized incident command issues.

AJ 163 Spanish for Emergency Services (2)
Basic grammar, pronunciation and vocabulary of the Spanish language to be used when dealing with Spanish-speaking persons encountered in public service occupations such as policing, fire/rescue and emergency medical services. Overview of Spanish-speaking cultures.

AJ 165 First Responder Certification (5)
Classroom instruction and practical field exercises to prepare students to take the Washington State 60-hour First Responder emergency medical certification test battery. Prerequisite: Concurrent enrollment in AJ 228 or department chair approval.

AJ 170 Criminal Justice Report Writing (3)
Study, analysis and practice in criminal justice report writing. Emphasis on terminology, spelling, and report content. Examines use of reports in court systems, and offers familiarization with various agency report forms. Prerequisite: ENGL 99 or equivalent.

AJ 180 Crisis Intervention in Law Enforcement (3)
Dynamics of crisis intervention from the perspective of the law enforcement officer in a variety of emergency response situations. Theory and techniques of crisis intervention stressing field assessment and knowledge of local resources.

AJ 181 Advocacy in Criminal Justice (3)
Historical perspectives, theory, and fundamentals of advocacy as related to parole, probation, and advocating for persons in or affected by the criminal justice system. Develop critical thinking skills appropriate to problem-solving and assisting. Awareness of need for integration of pluralism into the helper's perspective when dealing with age, gender, race, and abuse issues common in the adjudication and probation/parole process.

AJ 199 Cooperative Education Experience (1-15)
Supervised work experience in the criminal justice field. Includes a weekly seminar. Instructor permission required.

AJ 201 Criminal Law (3)
Introduction to the history of criminal law which provides a philosophical understanding of the process of crime and punishment, understanding the various mental states required for criminal responsibility, statutory and common law defenses, terminology, legislation and adjudication, and common law defenses to criminal charges such as entrapment, self-defense and necessity. Includes elements of crimes as set forth in the Washington criminal codes (RCW, WAC and selected Federal Codes). Prerequisite: AJ 100 or department chair approval.

AJ 204 Constitutional Law (3)
Examination of the Washington State and U.S. Constitutions as they relate to criminal justice. Study of the myriad Supreme Court decisions, Constitutional amendments, and their importance to criminal justice.

AJ 206 Arrest, Search, & Seizure (3)
Examination of the laws of arrest, probable cause, and search and seizure, including search of the person, premises, motor vehicles and emergency searches. Involves the use of necessary Federal cases, Washington State constitution (where applicable), Washington State cases, rules of criminal procedure, and the applicability of the requirements of the Fourth Amendment to the U.S. Constitution. Prerequisite: AJ 110.

AJ 207 Advanced Defensive Tactics (3)
Advanced elements of defensive tactics and countermeasures against offensive attack. Methods used against aggressive or violent individuals and those affected by drugs or alcohol. Discusses higher-level force including strikes, kicks, impact weapons and chemical agents.

Includes mechanics of arrest, transport considerations, and reporting requirements. Prerequisite: AJ 107 and instructor approval.

AJ 208 Rules of Evidence (3)
Rules of evidence as they apply to criminal justice, why we have them, how they work, their relevance. Understanding of the hearsay rule, evidence presentation, burden of proof, witness competency/ impeachment, judicial notice and privileges. Prerequisite: AJ 100 and 110, or department chair approval.

AJ 213 Domestic Violence/Sexual Assault/Child Crimes (3)
Study of the dynamics of domestic violence, sexual assault, and crimes against children. Examine investigative techniques, and victim's rights and assistance. Considers the history of victim attitudes and the influence these crimes have on society, criminal justice and the legal system.

AJ 215 Principles of Investigation (4)
Covers the accepted techniques and methods of crime scene preservation, investigation, documentation, and the locating and collection of physical evidence. Packaging and submitting relevant evidence to the forensic laboratory. Also covers the principles behind chain of custody; Locard's theory; methods and techniques of crime scene processing; presumptive and conclusive tests; modern forensic capabilities; compilation of physical and circumstantial evidence for presentation in court.

AJ 216 Forensic Applications in Law Enforcement (3)
Explores the principles and trends in forensic science. Learn how to photograph, process, and collect forensic evidence for submission to the crime laboratory. Explores common techniques for drug analysis, DNA profiling, blood spatter interpretation, trace evidence, shoeprints, firearms, tool marks, crime scene reconstruction, and other disciplines. Prerequisite: AJ 215 or department chair approval.

AJ 218 Basic Collision Investigation (4)
Study of theories and basic techniques of collision investigation. Learn terminology, preparation of appropriate documents and formulate speed from skid, scuff and vehicle damage; how to collect, identify, and preserve traffic collision data for courtroom preparation.

AJ 220 Private Security (2)
Introduction to private security and its role in society, evolution, goals and responsibilities. Overview of institutional security. Student will perform tasks in campus security at Skagit Valley College supervised by the Director of Security.

AJ 221 Computer Forensic Fundamentals (5)
Introduction to computer forensics methodology used to analyze risks, implement security and forensics policy that protect information assets from potential intrusion, damage, theft and information warfare countermeasures. Introduces students to criminal investigation of digital evidence. Strongly recommended: Basic understanding of computer operating systems and networks.

AJ 222 Computer Forensics Tools & Applications (5)
Continuation of AJ 221. Provides the nuts and bolts of computer investigations. Includes the skills necessary to conduct successful computer-related investigations. Covers detailed examination of digital evidence retrieval methods with extensive use of computer-based exercises to perform forensic analysis of hard disk drives and other storage media in the retrieval and restoration of encoded data. Prerequisite: AJ 221

AJ 224 Contemporary Issues in Criminal Justice (3)
Discuss current trends and issues concerning all aspects of the criminal justice system.

AJ 225 Criminal Justice Internship (5)
Interact with a criminal justice agency. Apply academic knowledge while becoming familiar with tasks and responsibilities which enhance an agency's effectiveness within the community. Documentation/research paper required. Some Departments may require uniform funding. May be repeated for credit. Prerequisite: In last two quarters of course work or Department Chair permission.

AJ 227 Police Reserve Academy (14)
Preparatory training for adequate performance with a law enforcement agency as a reserve police officer. Credit applied to individuals who have completed the prescribed training program as specified by the Washington State legislature. Appropriate documentation required. Not applicable to ATA or AAUCT programs. Prerequisite: Pass background investigation; sponsorship by law enforcement agency; graduate from accredited Law Enforcement Reserve Academy

AJ 228 Parks Law Enforcement Academy (30)
Extensive preparatory training to certify the student to work in a Level 2 seasonal law enforcement position with the National Park Service, in full-time commissioned law enforcement positions with the Washington State Parks, or meeting individual agency requirements at the local, state, and federal level. Also meets equivalency standards for State Reserve academy challenge testing as sponsored by the Washington Criminal Justice Training Commission. Prerequisite: Pass a background investigation and application review by PLEA selection committee.

AJ 229 Basic Police Academy (1-36)
Credit applied to individuals so requesting who have completed the Basic Police Office Standards Training (training programs as prescribed by a State certified law enforcement training facility. Appropriate documentation required. Credits may be applied to individual agency collegiate requirements. Not applicable to ATA or AAUCT programs. Prerequisite: Graduate from accredited Law Enforcement Basic Academy

AJ 235 Patrol Procedures (3)
Introduction to the applicable methods, preparation, and considerations for the patrol officer. Explores rural, suburban and urban patrol options, and the importance of following policy and procedures in the patrol officer?s role. Examines typical responses and the general options available, to a variety of problem-solving situations that face the police. Prerequisite: Department Chair approval.

AJ 257 Introduction to Firearm Systems (2)
Introduction to basic police firearm systems. Instruction in types, configuration and nomenclature of pistols, shotguns, rifles, ammunition types and holster systems. Discusses single shot, revolver, semi-automatic and automatic firing systems, single and double action, and cleaning procedures. Examines various police qualification courses of fire for certification. Prerequisite: Department Chair approval.

Adult Basic Education/GED (ABE)

Program Description

The Adult Basic Education/GED program serves students who do not have a high school diploma and who need instruction in reading, writing, spelling, math, or pre-GED studies. Students may enroll at any time during the quarter. Courses are individualized to meet the needs of each student and are offered daytime and evening.

Course Descriptions

ABE 010 Adult Basic Education Level 1 (1-16)
ABE Level 1 (Beginning ABE Literacy). Non-transfer credit instructional course designed to teach reading, writing, and computational skills to individuals who have a goal to improve basic skills, and at intake, score less than 201 on a CASAS appraisal test (grade equivalent 0-1.9).

ABE 020 Adult Basic Education Level 2 (1-16)
ABE Level 2 (Beginning Basic Education). Non-transfer credit instructional course designed to teach reading, writing, and computational skills to individuals who have a goal to improve basic skills, and at intake, score 201-210 on CASAS appraisal test (grade equivalents 2.0-3.9).

ABE 030 Adult Basic Education Level 3 (1-16)
ABE Level 3 (Low Intermediate Basic Education). Non-transfer credit instructional course designed to teach reading, writing, and computational skills to individuals who have a goal to improve basic skills, and at intake, score 211-220 on CASAS appraisal test (grade equivalents 4.0-5.9).

ABE 040 Adult Basic Education Level 4 (1-16)
ABE Level 4 (High Intermediate Basic Education). Non-transfer credit instructional courses designed to teach reading, writing, and computational skills to individuals who have a goal to improve basic skills and, at intake, score 221-235 on a CASAS appraisal test (grade equivalents 6.0-8.9).

ABE 050 GED Level 1 (1-16)
Basic GED Preparation. Non-transfer credit course that prepares adult and family literacy students with a goal of earning the General Education Development (GED) equivalency certificate to pass any two of the five subject-area tests.

ABE 060 GED Level 2 (1-16)
Advanced GED Preparation. Non-transfer credit courses that prepare adult and family literacy students who have a goal of earning the GED equivalency certificate to pass any of the remaining three GED subject-area tests (after completing GED preparation).

Agriculture (AG)

BISC 105, Introduction to Plant Science, *is listed in Biology Department offerings and may be a suitable Agriculture-related class.*

Course Descriptions

AG 101 Field Crops (5)
Production and adaptation of cultivated crops; principles affecting growth, development, management, and utilization.

AG 102 Animal Science (5)
Types and breeds of livestock, terminology, methods, management systems, techniques of livestock production and consumer impact.

AG 103 Dairy Cattle Management (5)
Principles and practices of dairy production and management. Topics include dairy evaluation and selection, breeding, nutrition, milking procedure, dairy facility and record keeping.

AG 106 Soils (5)
An introduction to soils in relation to agriculture. The formation, chemical, physical, and biological properties, fertility, and management of soils, emphasizing soil conditions that affect plant growth.

AG 109 Weed Biology (5)
Basic principles of the biology, control, identification, and economic significance of weeds.

AG 121 Greenhouse Management (5)
Principles and practices of building and managing a greenhouse to create an optimum growing environment for the production of ornamental and vegetable plants. Topics may include heating, cooling, structures, coverings, ventilation, lighting, soils, fertilizers, irrigation, and pest control. Laboratory and field trips included.

AG 122 Plant Propagation (5)
Propagation of plants from vegetative and reproductive tissues and organs. Horticultural and physiological principles, methods which include seeding, cuttings, layerage, grafting, and tissue cultures; and techniques for laboratory, greenhouse, and orchard.

AG 123 Introduction to Landscaping (5)
Design theory and principles; the use of plants and other materials in the landscape. Students will design their own landscape and participate in a class landscape project. Lab and field trips required.

AG 131 Applied Animal Nutrition (5)
Basic principles of animal nutrition and their application to feeding practices: nomenclature, feedstuffs composition, and feeding practices.

AG 201 Introduction to Ag Economics (5)
General introduction to economics appropriate for production, consumption, and ecological issues in agricultural and rural sectors of the economy.

Anthropology (ANTH)

Course Descriptions

ANTH 101 Physical Anthropology (5)
The study of human and non-human primates from a biological perspective, including the evolution of the human species over time and the biological processes involved in human adaptation. The focus is on biological principles involved in evolutionary processes, hereditary differences in human populations, the geological time scale, various forms of primates (from earliest to contemporary), the sequence of development of various fossil forms culminating in modern humans, the significance of humankind's animal heritage, and the strategic aspects in the consideration of what is distinctly human about human nature.

ANTH 102 Cultural Anthropology (5)
A study of the origin and development of various forms of culture found among tribal and early agricultural peoples. This will include the development of language, the meeting of basic needs such as food and shelter, the family, magic and religion, and leisure activities (including artistic, musical, literary, and other forms of expression).

ANTH 160 Introduction to Archaeology (5)
A comprehensive survey of archaeology introducing the student to methods, principles, ethics, and reconstruction of artifacts and sites used by archaeologists to reconstruct past cultures in the old and new world.

ANTH 200 Introduction to Language (5)
A general survey of how languages are organized and how they are used by people of all cultures. Topics include speech sounds, word structure, sentence structure, word meaning, historical linguistics, and language acquisition.

ANTH 210 Religion & Culture (5)
Survey of concepts, models and theories that emphasize the anthropological study of religion and religious-like enterprises. Examines the universal basis of religion and various ways religions are constructed and relate to the society they are found within.

ANTH 270 Field Course in Archaeology (1-10)
Field work at an archaeological site. Practical application of techniques of excavation, artifact identification, and preservation.

ANTH 299 Learning Into Action (1-15)
Student develops and completes curriculum-related independent project which demonstrates skills and abilities and explores career options. May include, but is not limited to, service learning, original research, and travel abroad. Faculty sponsor approval required. Students with 45 transferable college credits are eligible to begin Learning into Action.

Apprentice Programs (APPR)

Program Description

Apprenticeship training is a formal plan leading from beginner to journeyman level that is approved by the Apprenticeship Section of the Washington State Department of Labor and Industries. Three apprenticeship programs are currently offered through Skagit Valley College: Apprentice Carpentry, Apprentice Electrician and Apprentice Plumber. A fourth program, Apprentice Custodian Facilities Technician, is planned to begin in 2005-06. All programs include on-the-job and related training of at least 144 hours per year; oversight is provided by trade committees. For more information, contact Terri Nogler at 360.416.7909.

Art (ART)

Program Description

The Art Department is committed to the value of the arts to all academic studies and offers courses for both majors and non-majors. Students who plan to major can be assigned an advisor who will outline a two-year plan to meet transfer needs. Be aware that students who transfer are required to present a portfolio of work and will need to work with their advisor in their selected program. Students who take courses in the department have the opportunity to have their work featured in the Skagit Valley College Annual Juried Student Exhibition. Students can also receive credit for working with arts programs and organizations in the community.

Course Descriptions

ART 101 Drawing Fundamentals (5)
A foundation studio course in which beginning students develop observational skills to create expressive drawings using line, shape, value, space and texture.

ART 102 Drawing Composition & Techniques (5)
An intermediate studio course in which students develop drawing skills with an emphasis on composition and technique, Prerequisite: ART 101 or permission of the instructor

ART 107 Life Drawing (4)
A studio course in which students are introduced to observing and drawing the human form. Students will be directed in both traditional and non traditional use of the figure with an emphasis on discussion and analysis.

ART 111 Two Dimensional Color & Design (5)
An introduction to the fundamental and principle elements of two dimensional visual communication including line, shape, color, space and texture. This course will emphasize studio work, discussion and analysis.

ART 112 Three Dimensional Color & Design (5)
An intermediate studio course continuing the study of the fundamental elements of visual communication in three dimensional space. Emphasis will be placed on form, plane, shape, mass and texture through both additive and subtractive processes. Prerequisite: Art 111 or permission of the instructor

ART 141 Introduction to Art (5)
An introduction to the fundamental concepts and principles of the visual arts as a form of communication that links culture and artistic development.

ART 142 Survey of Art History: Prehistory to 1300 AD (5)
An introduction and exploration of the relationship between historic world events and the visual arts from the ancient period to 1300 AD.

ART 143 Survey of Art History: 1300-1850 (5)
An introduction and exploration of the relationship between historic world events and the visual arts from the 1300 - 1850 AD.

ART 144 Modern Art History (5)
An introduction and exploration of the relationship between historic world events and the visual arts from 1850 to the present.

ART 150 Health & Safety in the Visual Arts (1)
This course is an overview of health and safety concerns in the visual arts pertaining to processes and materials used in studio courses. Information will cover hazardous materials, precautions, ventilation and disposal procedures.

ART 160 Portfolio (1)
This studio course is required during spring quarter of the first year for an AVA degree. Students will learn documentation and presentation of a professional portfolio. Prerequisite: Three studio courses plus 5 additional arts credits or permission of the instructor.

ART 161 Exhibition (1)
A seminar class required spring quarter of the second year of the AVA degree. Students will plan and install a graduating exhibition in the SVC Art Gallery. This course will cover professional practices in exhibition, planning, production, and publicity. Required for AVA degree. Prerequisite: Art 160 plus 25 credits in art.

ART 181 Photography I (1-4)
A studio course introducing theory, practice, and history of photography as a medium of visual communication and creative expression. Field work and (wet) laboratory work on guided self-directed projects, black and white processing / printing. Digital concepts introduced as appropriate. Students supply manual (film) camera and materials. Lab fee.

ART 182 Photography II (1-4)
An intermediate or advanced studio course continuing the practice and refinement of vision and technique in black and white photography with emphasis on seeing the idea, content and meaning, visual structure, and presentation. Students supply manual camera, materials. May be retaken for up to 8 credits. Lab fee. Prerequisite: ART 181

ART 184 Digital Imaging (4)
This course will introduce the student to the theory and practice of digital image acquisition and manipulation using digital and/or film cameras, scanners and imaging software. Emphasis will be placed on photographic history and ideas and development of seeing, creating visual structure and digital image characteristics. Students must supply materials and digital camera. A fully manual film camera (in addition) is very strongly recommended.

ART 199 Cooperative Education (1-15)
Supervised work experience in the field. Includes a weekly seminar. Instructor permission required.

ART 201 Painting I (4)
A studio course in either oil, watercolor or acrylic medium. More than one medium may be offered per quarter and will be outlined in the quarterly schedule. This course will cover preparation, techniques, composition and analysis. Prerequisite: None (for pending AVA majors, ART 101, 102 or 107, or instructor's permission)

ART 202 Painting II (4)
An intermediate or advanced studio course in either oil, watercolor or acrylic medium. This course will continue the study of formal composition and analysis with an emphasis on development of subject matter, themes and individual style. Course content will focus on research and independent projects. May be repeated for a total of 8 credits. Prerequisite: Art 201 or permission of the instructor

ART 231 Digital Art I (4)
An introductory computer art course in which students will bridge traditional arts media and digital media. This course is both lecture and studio/lab. Experience with Macintosh is highly recommended. Prerequisite: Art 101, 102 or 107 plus experience with drawing and painting software.

ART 232 Digital Art II (4)
An intermediate or advanced computer art course. Emphasis will be placed on using the computer to further explore studio and digital media. Experience with Macintosh is highly recommended. May be repeated for a total of 8 credits Prerequisite: Art 231

ART 241 Ceramics I (1-4)
An introductory studio course which focuses on fundamental hand building and glazing techniques. Emphasis will be placed on discussion and analysis.

ART 242 Ceramics II (1-4)
An intermediate or advanced studio course which focuses on throwing and advanced hand-building techniques. Emphasis is on discussion and analysis. May be retaken for up to 8 credits. Prerequisite: Art 241 or permission of the instructor

ART 261 Printmaking I (1-4)
An introductory studio course in which students learn basic printmaking processes including but not limited to relief, etching and/or monotype. Emphasis will be placed on discussion and analysis. Prerequisite: None (for pending AVA majors, ART 101 or 111 highly recommended)

ART 262 Printmaking II (1-4)
An intermediate or advanced studio course focusing on continued development with printmaking processes and techniques. Course content will focus on research and independent projects. Prerequisite: Art 261 or permission of the instructor

ART 263 Sculpture I (1-4)
An introductory studio course in which students will work in a variety of media including but not limited to wood, plaster, stone and assemblage. Emphasis will be on discussion and analysis. Prerequisite: None (for pending AVA majors, Art 111,112 and 150 or permission of the instructor)

ART 264 Sculpture II (1-4)
An intermediate or advanced studio course focusing on continued exploration of sculptural materials and processes with emphasis on development of subject matter and themes. Content will focus on research and independent projects. May be repeated for up to 8 credits. Prerequisite: Art 150 and 263 or permission of the instructor

ART 299 Learning Into Action (1-15)
Student develops and completes curriculum-related independent project which demonstrates skills and abilities and explores career options. May include, but is not limited to, service learning, original research, and travel abroad. Faculty sponsor approval required. Students with 45 transferable college credits are eligible to begin Learning into Action.

Automotive Technology (AT)

Program Description

The Automotive Technology (AT) program was nationally recognized by the Automotive Industry Planning Council (AIPC). The program was the winner of the first place "Award for Excellence" and recognized as the best college independent automotive program in the USA for 2003.

Automotive Technology (AT) is a competency-based program designed to prepare students for a career in automo-

tive service. The Automotive Technology program is accredited by the National Automotive Technicians Education Foundation (NATEF). Accreditation provides students with a curriculum, facility, and instructors that meet national standards. These standards assist graduates in acquiring good job placement in the automotive career of their choice. Rapid advancement of new technology has created a need for highly skilled automotive technicians. Employment opportunities exist in new car dealerships, independent repair shops, specialty shops and fleet agencies.

The Automotive Technology program combines theory and practical experience during six quarters of instruction. Students develop diagnostic and repair skills on late model vehicles in a well-equipped shop. Subjects include engine diagnosis, electronic and electrical systems, suspensions and brake systems, transmission and air conditioning.

Entry into the Program

Please apply to the Admissions Office. Students may enter the Automotive Technology program at the beginning of Fall quarter. Advanced standing may be requested for prior education or experience.

Tech Prep

Skagit Valley College will grant credits toward a Professional/Technical degree based on competencies gained in high school. The competencies must be agreed upon by the appropriate teachers from the high school and the college. Credit will be transcripted after verification of successful completion of the agreed upon competencies. If you are interested in taking steps to begin work in the professional/technical workplace of the future, please contact your high school counselor.

Work-Based Learning

Students will integrate classroom learning with work-based learning experience in Cooperative Education (AT 199) at a supervised work site. Department Chair approval is required. Credits and grades are based on job-hours worked, work performance, and completion of the learning objectives specified in the learning contract. Concurrent enrollment in a Cooperative Education Seminar or equivalent is required. A special project (AT 255) may be substituted for Cooperative Education with approval of the Department Chair.

Associate in Technical Arts Degree

An Associate in Technical Arts degree (ATA) is awarded upon completion of a minimum of 90 credits of specified technical and related education coursework above 100 level with both an overall 2.0 grade point average and a 2.0 grade point average in the technical major.

SAMPLE SCHEDULE

ATA Automotive Technology

FIRST YEAR

Fall	Cr	Winter	Cr	Spring	Cr
AT 100	3	AT 112	6	AT 116	6
AT 101	9	AT 113	9	AT 118	9
AT 111	6	†MATH 100	5	†ENGL 170	3
PE 200	2	WT 133	2	AT 104 or 105	2
Total	**20**	**Total**	**22**	**Total**	**20**

SECOND YEAR

Fall	Cr	Winter	Cr	Spring	Cr
AT 202	6	AT 203	9	‡AT 199	1-15
AT 214	9	AT 213	6	AT 220	15
*LC/GE	5-10	SOSC 113	1	SOSC 125	2
		SPCH 125	3		
Total	**20+**	**Total**	**19**	**Total**	**18+**

* Learning Community (5-10 credits) or 5 credits of General Education (culture, natural world or arts). Must be outside of technical area, approved by Department Chair. Please see INDEX regarding Learning Communities.

† Students who do not receive an appropriate test score will require additional coursework to develop necessary skills for entry into class.

‡ AT 199 may be taken at any time after the first year, including summer quarter.

Program Certificates

A Certificate in Automotive Technology is awarded to students who complete the following courses with an accumulated grade point average of 2.0 and achieve technical competency.

Alignment/Suspension and Brake Specialist

AT 100, 101, 112, 113, 199

Automotive Electronics and Diagnostics Specialist

AT 100, AT 101, 202, 203, 199, MATH 100

Automotive Service Advisor

AT 100,104,199, ENGL 170, MATH 100, OFTEC 103, PE 200, SOSC 113, SOSC 125, SPCH 125.

Automotive Parts Specialist

AT 100, 105, 199, ENGL 170, MATH 100, OFTEC 103, PE 200, SOSC 113, SOSC 125, SPCH 125.

General Automotive

AT 100, 101, 104, 105, 111, 112, 113, 116, 118, 199, 202, 203, 213, 214, 220, MATH 100, ENGL 99 or 170, PE 200, WT 131, 133,

Transmission Specialist

AT 100, 101, 116, 118, 199

Individual Technical Certificate

An Individual Technical Certificate may be developed in conjunction with other programs to meet marketable objectives and goals. Department Chair approval.

Professional Upgrade Courses

A series of courses to assist technicians currently employed in the field may be offered evening and/or weekends. Offerings may include (but are not limited to): AT 158, 160, 165, 170.

Course Descriptions

AT 100 Automotive Fundamentals (3)
Introduction to automotive systems, maintenance, tool usage, and safety practices. Exploration of career opportunities and consumer awareness included.

AT 101 Automotive Electrical I (9)
Fundamentals of electricity: Series, parallel and series-parallel circuit theory; measurement of voltage, amperage, and resistance; diagnosis and repair of automotive charging, battery and starting systems.

AT 104 Automotive Service Writer (2)
Customer relations and marketing techniques for those currently employed as service advisors/writers or for those who want to become service advisors/writers. Topics include repair orders, phone and communications skills, and handling customer complaints. Warranties and the lemon law will be discussed.

AT 105 Parts Specialist (2)
Introduction to basic parts, cataloging, procedures and sales. Covers fundamentals of using a computer for automotive parts searches.

AT 111 Engine Diagnosis & Repair (6)
Introduction to automotive engines, diagnosis, and repair procedures, shop safety, use and care of tools and equipment.

AT 112 Suspension & Alignment (6)
Suspension system service and alignment including four-wheel systems. Scope of course will cover a variety of suspension types. Steering, wheel balancing vibration diagnosis, and axle service.

AT 113 Brake Systems (9)
Disk and drum-type brake operation, diagnosis and overhaul. Hydraulic system theory and service. Anti-lock brake operation and computer control. Student may perform a number of brake overhauls on a variety of vehicles.

AT 116 Manual Transmissions (6)
Operation, diagnosis, service and overhaul of manual transmission, transaxle, differential, 4-wheel drive transfer case, and clutch systems.

AT 118 Automatic Transmissions (9)
Automatic transmission/transaxle diagnosis and service. Principles of planetary gear power flow, valve body, torque converter, and computer control. Students may perform a number of tasks and diagnostic tests on a variety of vehicle makes.

AT 160 Automotive Engine Control Systems (3)
Operation, maintenance, and troubleshooting of electronic fuel injection, spark control, and closed loop systems.

AT 165 Air Conditioning (3)
Operation, diagnosis, service and repair of automotive heating systems. Includes operation and diagnosis of related electrical circuits.

AT 170 Wheel Alignment (3)
Special course emphasizing front and rear alignment techniques and suspension inspection methods.

AT 181 Small Gas Engines (3)
Basic engine theory, maintenance, overhaul, and tune-up of small gas engines.

AT 185 Car Care (3)
For those who do their own maintenance and upkeep.

AT 199 Cooperative Education Experience (1-15)
Supervised work experience in the field. Includes a weekly seminar. Instructor permission required.

AT 202 Chassis Electrical II (6)
Operation of automotive electrical systems such as lighting, power window, power seat, defogger, and other electrical accessories. Use of wiring diagrams, component location, and troubleshooting techniques. Prerequisite: AT 100 or concurrent enrollment.

AT 203 Electronic & Engine Control Systems (9)
Basic principles of electronic and engine computer control systems with emphasis on electronic ignition (DIS) and spark advance, fuel injection systems, diagnosis, repair, and tune-up. Use of scanners, oscilloscope, and test equipment included. Prerequisite: AT 101, 202, or 214.

AT 213 Automotive Air Conditioning (6)
Operation of automotive air conditioning and heating systems including climate control systems. Diagnosis and repair of refrigeration system and related electrical circuits. Prerequisite: AT 101, 202, or concurrent enrollment.

AT 214 Fuel & Emission Systems (9)
Diagnosis and repair of automotive fuel delivery, carburetion, throttle body injection, port injection, and emission control systems, including computer controls and operation of diagnostic equipment. Prerequisite: AT 101, 202 or concurrent enrollment.

AT 220 Professional Service Techniques Lab (15)
Develop professionalism in a production shop environment. Troubleshoot, analyze, and perform diagnosis and repair on a variety of automotive systems and products. Emphasis on industry standards of communication and customer satisfaction skills. Prerequisite: AT 100

Biology (BISC)

The Biological Sciences program is designed to serve biology and nursing majors as well as non-majors. Any student may take Introductory Biology (BISC 100), Introduction to Plant Science (BISC 105), Field Botany (BISC 133) and/or Environmental Science (BISC 107). Students with an interest in the natural history of Washington should consider taking Life in the Sea (BISC 190), and the spring field trip to the Olympic Peninsula (NASC 160) and Eastern Washington (NASC 161).

Biological science majors should take General Biology (BISC 101), Introduction to Plants (BISC 102), and either Introduction to Animals (BISC 103) or General Physiology (BISC 220), as a full-year sequence. Depending on interest and major, students who have taken BISC 101 may also register for courses such as General Microbiology (BISC 215), and Human Anatomy and Physiology (BISC 242). Students should check with their transfer institution for current transfer equivalencies. **It is STRONGLY RECOMMENDED that science majors take their chemistry series concurrently with the biology series.**

Nursing majors (RN) should take the sequence of General Biology (BISC 101), Anatomy and Physiology I (BISC 242), Anatomy and Physiology II (BISC 243), and General Microbiology (BISC 215). **It is STRONGLY RECOMMENDED that nursing majors take their chemistry course before starting the biology series.**

Course Descriptions

BISC 100 Introductory Biology (5)
This **NON-MAJORS** course begins with the study of scientific method, and continues with the study of chemistry of life, cells, metabolism, heredity, evolution, ecology, and the diversity of life. This course is intended to show students the relevancy of biology in everyday life. Lab included.

BISC 101 General Biology (5)
AN INTENSE COURSE INTENDED FOR SCIENCE AND NURSING MAJORS. COLLEGE OR HIGH SCHOOL CHEMISTRY STRONGLY RECOMMENDED. Heavy emphasis on chemistry and biochemistry concepts. Other topics covered include cell biology, photosynthesis, respiration, genetics, membrane structure and function, and evolutionary principles. Lab included.

BISC 102 Introduction to Plants (5)
Study of structural, evolutionary, and reproductive relationships of plants in the kingdoms: Prokaryota, Protista, Fungi and Plantae. The course content is designed for those students who plan to transfer and major in biology, agriculture or forestry. Lab included. Prerequisite: BISC 101 or permission of the instructor.

BISC 103 Introduction to Animals (5)
Study of major animal phyla including morphology, physiology, life cycles, evolutionary and ecological relationships from protozoa through mammals. Lab included. Prerequisite: BISC 101 or per-

mission of the instructor. Dissection of representative animal phyla is required.

BISC 105 Introduction to Plant Science (5)
Study of how plants are structured, important plant processes, how plants reproduce, and the effect of the environment on plant growth. Topics may include: scientific method, centers of plant origin, plant cells and tissues, soils and mineral nutrition, genetics, propagation, and plant pests. Lab included. Field trips may be required.

BISC 107 Environmental Science (5)
Basic ecology, ecosystems, energy flow, nutrient cycling, population, community dynamics, and the human impact on the environment.

BISC 111 Matter & Energy in Life Science (5)
An inquiry-based survey of chemistry and biology designed to promote a basic understanding of the influence of molecular structure and properties on living systems. Lab included. This course is part of a science sequence recommended for students pursuing a career in elementary education, but is open to all students. The suggested sequence is Phys111, BiSc111, EaSc111. Prerequisite: Phys111 suggested

BISC 133 Field Botany (5)
The identification, life histories, ethnobotany, ecological relationships, distributions of evolutionary trends of endemic ferns, conifers, and flowering plants. Field trips may be required. Labs included.

BISC 180 Native Plants of Pacific Northwest (3)
The identification, life histories, ethnobotany, ecological relationships, and distributions of endemic ferns, conifers, and flowering plants.

BISC 190 Life in the Sea (3)
Introduction to the organisms in the sea with special emphasis on intertidal life of our area. Non-major, general interest. Field trip required.

BISC 199 Cooperative Education (1-15)
Supervised work experience in the field. Includes a weekly seminar. Instructor permission required.

BISC 205 Marine Biology (5)
Introduction to marine organisms and the environment in which they live. Special emphasis is given to the species found in the Pacific Northwest. Field trips may be required. Lab included.

BISC 215 General Microbiology (5)
Practical and elementary theoretical aspects of medical microbiology for students in allied health professions. Lab included. Prerequisite: BISC 101, passed with a C (2.0) or higher.

BISC 220 General Physiology (5)
Normal functions of animal systems. Emphasis on vertebrate systems and lab investigation. Lab included. Prerequisite: BISC 100 or 101; BISC 101, 102, 103 recommended. Lab included.

BISC 224 Ecology (5)
Fundamental ecological principles through basic theory and applications. Prerequisite: At least two biological/environmental classes.

BISC 242 Human Anatomy & Physiology I (5)
In-depth study of the structure and function of the human body: histology, integumentary, skeletal, muscular, and digestive system. Lab included. Prerequisite: BISC 101, passed with a C grade (2.0) or higher..

BISC 243 Human Anatomy & Physiology II (5)
Continuation of BISC 242. In-depth study of the structure and function of the human body; nervous, endocrine, cardiovascular, lymphatic, respiratory, urinary, fluid, electrolyte, and reproductive systems. Lab included. Prerequisite: BISC 242, passed with a C grade (2.0) or higher.

BISC 299 Learning into Action (1-15)
Student develops and completes curriculum-related independent project which demonstrates skills and abilities and explores career options. May include, but is not limited to, service learning, original research, and travel abroad. Faculty sponsor approval required. Students with 45 transferable college credits are eligible to begin Learning into Action.

Building Construction & Remodeling (BLDG)

Program Description

The Building Construction and Remodeling (BLDG) three-quarter program certificate is designed to provide students with basic entry-level skills to enter the workforce, to enter an apprenticeship program, or to continue their education toward a specific certificate or degree in the building construction and remodeling trades. Basic construction math, blueprint reading, hand tools, power tools, stationary woodworking machines, and the safe use of all tools and machinery will be taught. Students should be prepared for entry-level construction positions such as general laborers, and helpers in roofing, electrical, concrete finishing, and plumbing. The courses are taught in a team environment with an emphasis on safety throughout the program.

Entry into the Program

Please apply to the Admissions Office. Students with prior experience or training in building construction may apply for advanced standing. For further information, contact the Admissions Office.

Tech Prep

Skagit Valley College will grant credits toward a Professional/Technical certificate based on competencies gained in high school. The competencies must be agreed upon by the appropriate teachers from the high school and the college. Credit will be transcripted after verification of successful completion of the agreed upon competencies. If you are interested in taking steps to begin work in the professional/technical workplace of the future, please contact your high school counselor.

Work-Based Learning

Students will integrate classroom learning with work-based learning experience in Cooperative Education (BLDG 199) at a supervised work site. Department Chair approval is required. Credits and grades are based on job-hours worked, work performance

and completion of the learning objectives specified in the learning contract. Concurrent enrollment in a Cooperative Education Seminar or equivalent is required.

Program Certificate

Satisfactory completion of BLDG 101, 102, 103, 199, PE 200, and SOSC 113.

Course Descriptions

BLDG 101 Introduction to Building Construction (11)

Practical hands-on experience in core construction skills. Includes basic building vocabulary and nomenclature in the safe operation of hand and power tools. Covers construction math applications and exposure to construction trade clusters such as labor, carpentry, electrical and plumbing.

BLDG 102 Intermediate Building Construction (11)

Apply blueprint reading, construction math, estimating, and laying out a building using a transit and batter boards. Calculate earth fill and removal, build forms for cement-tie rebar, and calculate cubic yards of cement and cost. Includes framing, basic electrical and plumbing, door/window composition, roofing, stair layout and installation in building a small structure. Prerequisite: BLDG 101 or instructor permission.

BLDG 103 Remodeling (11)

Introduction to facets of remodeling including plumbing, electrical, painting, tile setting, door hanging, door repair, trim repair, chemicals & finishes, kitchen/bath faucet repair & replacement, water closet replacement & repair, floor tile replacement & repair, gutter/down spout replacement & repair and other construction skills in a project-oriented environment. Safety emphasized. Prerequisite: BLDG 101 and 102 or instructor permission.

BLDG 199 Cooperative Education Experience (3)

Supervised work experience in the field. Includes a weekly seminar. Instructor permission required.

Business Programs (BA & BMT)

Students interested in business and management careers can pursue several different program options depending on their career goals. Students who would like assistance in determining which program option best meets their needs should see an academic or business program advisor. The following business degree or certificate options are available:

1. Students planning to transfer directly as a business major to a four-year college or university in Washington state should obtain an Associate in Business direct transfer degree are listed in chapter 6.
2. Students considering transferring outside of Washington state may consider obtaining either the Associate in Business or Associate of Arts General Studies degree with a core of transferable business courses. While there is no guarantee of direct transfer with junior status, students pursuing these degrees are advised to identify the four-year school they are planning to attend and to work with an SVC advisor to assist them in meeting the requirements of the four-year college.
3. Students desiring a two-year career degree in business occupations should pursue the Associate of Technical Arts degree in Business Management. This degree is not designed for transfer, but transfer options are available. Students should plan their program with a Business Management department advisor.
4. One-year certificates are also available in Business Management.

Business Administration (BA)

The department of Business Administration offers a variety of courses for the major and the non-major. Courses are available that cover topics in the fields of accounting, business law, statistics, marketing, international business, and personal financial management.

In order to successfully complete business major prerequisites (BA 213, BA 215, BA 217, BA 218, BA 219, ECON 201, ECON 202), students should have placement scores at or above college level reading (ASSET 44/COMPASS 84) and at or above college level math (ASSET 46/COMPASS 75). Successful completion of coursework taken in reading and/or math at the college level are also sufficient indicators of success in these college majors.

Course Descriptions

BA 112 Investment & Financial Planning I (3)

An analysis of budgeting, net worth, insurance, real estate, stocks, mutual funds, precious metals, taxes, retirement plans and estate planning.

BA 131 Introduction to Business (5)

An overview of the American business environment including forms of business ownership, management techniques, decision making, marketing and production, human resources, accounting and financial management and the effects of globalization on American business.

BA 141 Introduction to International Business (5)

An overview of how businesses operate in the global environment including topics on marketing, management, production, human resource management and finance.

BA 159 Governmental Accounting (5)

Essentials of accounting for governmental and not-for-profit organizations. Introduction to budgeting, accounting, and reporting systems (BARS). Prerequisite: OFTEC 145 and 146 OR BA 217.

BA 205 Human Resources Management (5)

A comprehensive introduction to the management of human resources in profit and non-profit organizations, including job analysis, workforce planning, employee recruitment, selection, training and development, compensation, benefits, discipline/termination and performance appraisal, as well as human resources law, human resources information systems, employee health and safety, and labor relations.

BA 212 Investment & Financial Planning II (3)
Continuation of BA 112 for those who have had some investment experience. Stocks, bonds, warrants, options, commodities, investment trusts, real estate, retirement plans, tax shelters and estate planning. Prerequisite: BA 112 or instructor's permission.

BA 213 Business Law (5)
Introductory study of law, analyzing its origins, development and its role in society. The course surveys legal rights and remedies, courts and court procedures, torts, contracts and criminal law. Critical thinking skills are developed by analyzing and writing summaries of court rulings/opinions. Attending one court proceeding is required. Course required for business majors transferring to four-year schools.

BA 215 Business Statistics (5)
This course covers the application of statistical thinking to practical business and economic situations. Descriptive and inferential methods are covered. Topics covered include: numerical and graphical summaries of data, probability, sampling, hypothesis testing, and correlation and regression analysis. Students will collect data for a term project and apply these methods to the analysis of that data. Computer programs such as MS Excel will be used to facilitate analysis. Required for business majors transferring to four-year schools. Prerequisite: MATH 99 or concurrent enrollment.

BA 217 Financial Accounting I (5)
Introduction to financial accounting as an essential part of business decision making. The concepts of asset/liability valuation and reporting, income measurement, inventory systems and the interpretation of financial statements are presented. Required for business majors transferring to 4 year business programs.

BA 218 Financial Accounting II (5)
Continuation of BA217. Business organizations, financing, cash flow analysis and financial statement analysis are presented. Required for business majors transferring to 4 year business programs

BA 219 Managerial Accounting (5)
Introduction to the use of accounting information in the planning, controlling and decision-making processes of business managers. Job and process costing, cost-volume-profit analysis and budgeting are discussed in detail. Prerequisite: BA 218 , concurrent enrollment in BA218 or instructor's permission.

BA 240 Fundamentals of Marketing (5)
Introduction to the marketing of goods and services in a free enterprise system and the role of marketing in society. Topics include the marketing environment, marketing functions in manufacturing, retailing and service industries, market analysis including buyer behavior and market segmentation, marketing mix policies, advertising, pricing and public and legal policies that impact marketing. This course provides a valuable background both for students intending to transfer to 4 year business programs and for business owners wishing to improve their knowledge of marketing practices

BA 299 Learning Into Action (1-15)
Student develops and completes curriculum-related independent project which demonstrates skills and abilities and explores career options. May include, but is not limited to, service learning, original research, and travel abroad. Faculty sponsor approval required. Students with 45 transferable college credits are eligible to begin Learning into Action.

Business Management (BMT)

Program Description

The Business Management (BMT) program is designed to develop the professional and business skills necessary to succeed in today's competitive, demanding, and changing business environment. Throughout the Business Management (BMT) program, students are given projects to complete that provide practical experience in the management functions of planning, leading, organizing and controlling. In this applied environment, a student can gain confidence, a sense of professionalism, and develop the tools to become a team player and leader. The BMT program includes instruction in business and management, selling and marketing, supervision and leadership, accounting and computer applications. Students will also have the opportunity to apply classroom knowledge to practical business simulations including leadership training in the Business Management Organization and by operating the retail lab located on the Mount Vernon Campus.

Students may choose to earn a two-year Associate of Technical Arts Degree in Business Management or a one-year certificate in Business Management. Students may also choose to take classes for career advancement goals or to enhance current skills.

Entry into the Program

Apply to the Admissions Office. Students may enter the program at the beginning of any quarter; although some key courses are only offered at specific times during the year. Please see sample schedule for the ATA Business Management degree. For more information, contact the Department Chair or the Admissions Office.

Tech Prep

Skagit Valley College will accept credits toward a vocational degree based on competencies gained in high school. The competencies must be agreed upon by the appropriate teachers from the high school and the college. Credit will be transcripted after verification of successful completion of the agreed upon competencies.

Work-Based Learning

Students will integrate classroom learning with work-based learning experience by participating in internships (Cooperative Education BMT 199) up to a maximum of 10 credits, at a supervised work site. Department Chair approval is required. Credits and grades are based on job hours worked, work performance, and completion of learning objectives specified in the learning contract. Concurrent enrollment in BMT 200 Cooperative Education Seminar is required.

Associate in Technical Arts Degree

An Associate in Technical Arts degree (ATA) is awarded upon completion of a minimum of 90 credits of specified technical and related education coursework above 100 level with both an overall 2.0 grade point average and a 2.0 grade point average in the technical major.

SAMPLE SCHEDULE

ATA Business Management

FIRST YEAR

Fall	Cr	Winter	Cr	Spring	Cr
BMT 100	5	BMT 121	5	BMT 141	5
BMT 120	5	BMT 180	3	BMT 180	3
BMT 140	5	BMT 145	5	†ENGL 170	3
BMT 180	3	PE 200	2	†MATH 100	5
		SPCH 125	3		
Total	**18**	**Total**	**18**	**Total**	**16**

SECOND YEAR

Fall	Cr	Winter	Cr	Spring	Cr
‡BMT 199	3	‡BMT 199	3	‡BMT 199	4
BMT 200	1	BMT 200	1	BMT 200	1
BMT 243	5	BMT 246	5	BMT 280	5
BMT 265	5	BMT 260	5	~Elective	5
*LC/GE	5-10	~Elective	5	SOSC 113	1
Total	**19+**	**Total**	**19**	**Total**	**16**

* Learning Community (5-10 credits) or 5 credits of culture, natural world or arts. Must be outside of technical area, approved by Department Chair. Please see INDEX regarding Learning Communities.

† Students who do not receive an appropriate test score will require additional coursework to develop necessary skills for entry into class.

‡ BMT 199 (10 total credits are required for graduation). BMT 199 may be taken at any time after the first quarter, including summer quarter.

~ELECTIVES: A total of 10 credits of electives selected from the following: BMT 146, 213, 263, 275, 290, 295. Any 100 level coursework from the BA, ECON, and CIS programs may be taken to fulfill business electives. Other electives not listed above may be taken with Department Chair approval.

University Transfer

Transferability of degrees is of major importance to students and to Skagit Valley College. SVC works hard to build bridges with state four-year schools so that ATA degree students have choices to further their educational goals. Competitive admissions are available through Evergreen State College, City University and Fairhaven College (WWU). These programs are competitive and students need to meet admission requirements at each school. Students are encouraged to contact each school for their current admission criteria and requirements.

Program Certificates

General Business Management Certificate

A Certificate in General Business Management is awarded to students who complete the first year of the program with an accumulated grade point average of 2.0 or above.

Individual Technical Certificate

An Individual Technical Certificate may be developed in conjunction with other programs to meet marketable objectives and goals with Department Chair approval.

MICRO-CERTIFICATES

Students who are not pursuing an ATA degree may earn a certificate focusing on specific skills within the Business Management program. A certificate is awarded in the following areas to students who complete all courses with a 2.0 grade point average or above:

Leadership & Community Service

9 credits of BMT 180

Customer Service & Sales

BMT 100, 141, and 180

Supervisory Basics

BMT 140, 180, and 260

Course Descriptions

BMT 100 Applied Business Concepts (5)

Study of economic, business, and management concepts. Topics include economic systems, business and marketing practices, management and human relations, customer service and sales and the global dimensions of business. Concepts will be applied in a business simulation.

BMT 120 Business Computers & Applications (5)

Overview of the strategic use of information systems in business and the hardware, software and networks that support business activity. Use software to create professional documents in Microsoft Word, build effective business presentations in Microsoft PowerPoint, create problem-solving spreadsheet models in Microsoft Excel, and manage projects using Microsoft Project.

BMT 121 Management Information Systems (5)

Continuation of BMT 120. Strategic use of Internet technology and database management systems to create business advantage. Learn the system development process to create spreadsheet applications in Microsoft Excel, and relational database applications in Microsoft Access. Create simple Web pages. Prerequisite: BMT 120 or department chair approval.

BMT 140 Management Skills (5)

Develop skills necessary to become an effective manager including self-awareness and assessment, supportive communication, development of effective team, valuing diversity, priority setting and time management, meeting management, problem-solving, effective oral and written business presentations, stress management and conflict resolution.

BMT 141 Customer Service & Personal Selling (5)

Develop communication and problem-solving skills necessary to provide outstanding customer service. Learn the elements of successful customer relations within an organization. Build long-term relationships with customers through sales process including prospecting, creating product solutions, approaching the customer, creating & delivering the sales presentation, negotiating buyer concerns, closing the sale, and providing customer service and support after the sale.

BMT 145 Practical Accounting I (5)

Introduction to theory and practice in double entry accounting for service businesses. Includes use of journals and ledgers, worksheets, financial statements, adjusting and closing entries, basic payroll preparation, and bank statement reconciliation.

BMT 146 Practical Accounting II (5)

Continuation of BMT 145. Includes special journals, accounting cycle for merchandising businesses, notes receivable and payable, bad debts, merchandise inventory, and plant assets. Prerequisite: BMT 145.

BMT 180 Leadership Development (3)

Practice skills of teamwork, problem solving and motivation; project planning, conflict resolution and valuing diversity as you take on leadership roles within an organization. Set goals and work to achieve organizational objectives both in person and as part of virtual work teams.

BMT 199 Cooperative Education (1-15)

Practical experience in the operations and methods of business. Concurrent enrollment in BMT 200. Veterans are limited to two credits per quarter. Thirty hours of work experience per quarter equals one credit.

BMT 200 Business Management Seminar (1)

Weekly business seminar that requires research in current management, marketing, and business topics with in-depth analysis and discussion.

BMT 213 Retailing (5)
Analysis of the retail environment, customer, competitors' and channel behavior, legal and ethical behaviors, store location and store layout, and managing retail operations and human resources.

BMT 222 Current Business Issues (3)
Problems and issues facing today's business owners and managers including competition and the free enterprise system, changing management theories and leadership styles, labor-union issues, business ethics and responsibilities, changing consumer behavior, total quality management and continuous process improvement techniques.

BMT 239 Microcomputer Accounting (3)
Application of accounting principles on a microcomputer using integrated software to process general ledger, accounts receivable, and accounts payable entries.

BMT 243 Applied Marketing (5)
Study of commercial functions involved in transferring goods from producer to consumer. Develop and present a marketing plan with support and research material. Emphasis on customer motivation, marketing management, products, pricing and distribution. Prerequisite: BMT 121.

BMT 246 Financial Management (5)
Study of financial management techniques using a computer. Develop and present a financial plan with support material including financial statement analysis, cash flow, and break-even analysis. Learn time value of money, valuation of bonds and stocks, and capital budgeting. Create spreadsheet models to understand finance. Prerequisite: BMT 121, BMT 135, and MATH 100 with a grade of C or better.

BMT 260 Supervision (5)
Study the role of supervisors in organizations as well as the impacts of globalization and diversity, regulation, safety, and unions on supervision. Through role playing and case studies develop the skills to effectively recruit, select, develop, motivate, compensate, evaluate, discipline a diverse workforce. Develop skills to manage change and resolve conflict.

BMT 263 Project Management (2)
Applied project management experience. Develop project plans including tasks, resource requirements, budgeting, and quality and risk control. Optimize and manage project plans. Utilize Microsoft Project software.

BMT 265 Business Law & Ethics (5)
Introduction to the legal environment of business as well as the necessity of ethics and social responsibility in management practice. Study of law in the areas of contracts, employment and labor, intellectual property, marketing, consumer protection, product liability, torts, and the environment. Emphasis on application of moral concepts to practical decision making include environment, use of third world labor, use of economic power in the community, whistle-blowing, mitigation of risk, the employment relationship, and industrial espionage.

BMT 275 Introduction to Global Business (5)
Introduction to basic international business environments including import/export, trade agreements, emerging global markets and other business issues affecting multinational and global firms. Learn and appreciate how trade affects our lives as consumers and producers within the world community. Examine the basic motivation for exporting and importing and understanding social, cultural and economic differences from global perspectives.

BMT 280 Small Business Management (5)
Develop a business plan including the marketing, financial, and planning sections of the plan. Use a computer to accomplish the functions involved in a small business including the planning, organizing, and control of a small business. Prerequisite: Department chair approval.

BMT 290 Advanced Leadership Seminar (3)
Application of advanced leadership skills in a practical business simulation. Includes the use of different leadership styles, management techniques and decision-making skills in response to a diverse audience.

BMT 295 Portfolio Preparation for Career Development (1-6)
Portfolio preparation for careers in marketing, management, entrepreneurship, and merchandising. Emphasis will be placed on the preparation and presentation of a portfolio for a specified professional audience. Prerequisite: Department chair permission.

Chemistry (CHEM)

Program Description

The Chemistry (CHEM) program at Skagit Valley College is designed to serve the diverse needs of the community by inspiring students with an interest in discovery and a desire for lifelong learning, as well as by promoting critical thinking skills. The Chemistry program provides interested non-majors, science and engineering majors, as well as nursing and environmental science majors with solid foundations in general chemistry (CHEM 131, 141, 142, 143, and 144), and organic chemistry (CHEM 132, 230, 231, and 232). The CHEM 130 series is designed for health and environmental sciences students. The CHEM 140 series is designed for science and engineering majors. Both include lab work. Non-science majors with an interest in chemistry should take CHEM 100 which is also an excellent class for those with no chemistry experience to take in preparation for other chemistry courses. CHEM 100 is a non-lab course.

Course Descriptions

CHEM 100 Chemical Concepts (5)
A survey course for non-science majors. Fundamental concepts of chemistry will include atoms and molecules, states of matter, chemical reactions, and topics of current interest.

CHEM 131 Principles & Applications of Inorganic Chemistry (5)
Introductory course for non-science majors, nursing, and environmental science students. Includes the nature of atoms and molecules, chemical notation, scientific reasoning, and problem solving in the study of the theory and applications of inorganic chemistry. Not recommended for students continuing chemistry beyond CHEM 132. Lab included. Prerequisite: Math 97

CHEM 132 Principals & Applications of Organic Chemistry & Biochemistry (5)
One-quarter course of organic chemistry and biochemistry for non-science majors, nursing, and environmental science students. Includes study of structure, nomenclature, and reactions of organic and biological compounds. Applications to living systems. Not recommended for students continuing chemistry beyond

CHEM 132. Lab included. Prerequisite: CHEM 131 or 141

CHEM 141 General Chemistry I (5)
For programs requiring strong backgrounds in chemistry. Atomic theory, stoichometry, periodic table, nomenclature, reactions in aqueous solutions, gases, and thermochemistry. Lab included. Prerequisite: Math 99. Chem 100 or 131 or High School Chemistry within the past 5 years is strongly recommended.

CHEM 142 General Chemistry II (5)
A continuation of CHEM 141: quantum theory, chemical bonding, molecular geometry, and bonding theories, states of matter - gases, liquids, and solids, solutions, elementary organic and polymer chemistry, kinetics. Lab included. Prerequisite: CHEM 141

CHEM 143 General Chemistry III (4)
A continuation of CHEM 142: gaseous equilibrium, acid-base and solubility equilibria, chemical thermodynamics, electrochemistry. CHEM 144 must be taken concurrently. Prerequisite: CHEM 142.

CHEM 144 General Chemistry III Lab (2)
Laboratory course taken concurrently with CHEM 143. Lab included. Prerequisite: Taken concurrently with CHEM 143.

CHEM 199 Cooperative Education (1-15)
Supervised work experience in the field. Includes a weekly seminar. Instructor permission required.

CHEM 230 Organic Chemistry I (5)
A rigorous introduction to organic chemistry. Structure and nomenclature, syntheses, reactions, reaction mechanisms, and structural theory of organic compounds by functional group. Lab included. Prerequisite: CHEM 143 or equivalent.

CHEM 231 Organic Chemistry II (5)
A continuation of CHEM 230. Lab included. Prerequisite: CHEM 230.

CHEM 232 Organic Chemistry III (5)
A continuation of CHEM 231. Lab included. Prerequisite: CHEM 231.

CHEM 299 Learning into Action (1-15)
Student develops and completes curriculum-related independent project that demonstrates skills and abilities and explores career options. May include, but is not limited to, service learning, original research, and travel abroad. Faculty sponsor approval required. Students with 45 transferable college credits are eligible to begin Learning into Action.

College Success Skills (CSS)

Course Descriptions

CSS 100 College Success Skills I (1-3)
Learning skills necessary to achieve success in college courses. Topics include time management, note taking, reading comprehension, memory enhancement, test taking techniques, and locating resources.

CSS 101 College Success Skills II (1-2)
Review and expansion of skills learned in College Success Skills I. Study of critical thinking and its application to reading, writing, verbal expression, and the media.

CSS 102 College Success Skills III: Future Tense (1-2)
An overview of information and skills helpful in successfully completing a Bachelor's degree; college selection, applications, selecting a major, financing college tuition, understanding degree requirements and coping with change.

CSS 103 Fast Track/An Orientation to College Success (1-2)
An orientation to college life and specific resources to succeed in attaining educational goals. Topics include: study skills, learning styles, interests and occupational choices, stress management and planning a degree timeline.

CSS 106 Fast Track for Success (1-2)
Designed for new students, this course will address the learning skills necessary to achieve success in college. Topics include: time management, note taking, memory enhancement, test-taking techniques, and locating college and community resources. Additionally, this course examines values, skills, interests, career paths, and educational goals.

CSS 120 Computer Tutorial Seminar (1-2)
Introduction to the basic computer skills necessary for college success. Topics include: Microsoft Windows operating system, email, searching the Internet, the online learning platform Blackboard, and MS Word.

Computer Information Systems (CIS)

Program Description

Computer Information Systems (CIS) is a two-year program that leads to an Associate in Technical Arts (ATA) degree. The program offers a degree in Computer Information Systems and four certificates: Microcomputer Applications, Computer Information Systems, Network Technician, and Database/Programming.NET. The program can be completed completely online in a distance educational format. This approach is recommended for self-motivated students with strong computer skills.

Career Opportunities

Businesses and industries need skilled workers to design, operate, manage and support their computer systems. This program is designed to prepare students for positions in many areas of the computer industry. Students are prepared for entry-level jobs in software and hardware support, computer network support, installation, security and administration, computer programming, database design and support, and a variety of other exciting positions.

Work Experience in the Field

Students will participate in Cooperative Education (CIS 199), which is supervised work experience in an approved work environment. Credits and grades are based on hours worked, work performance, and completion of the learning objectives specified in the learning contract. Concurrent enrollment in the Cooperative Education seminar or arranged seminar is required. A special project may be substituted for Cooperative Education with the approval of the Department Chair.

Entry into the Program

Please apply to the Admissions Office. Students may enter the program at the beginning of any quarter. Please be aware that some classes/sequences are not offered every term. Advanced standing may be requested for prior education or experience.

It is strongly recommended that students entering the CIS program be able

to read at the college level and have basic keyboarding skills, such as those included in Office Administration and Accounting Technologies (OFTEC) 100 and basic computer literacy, such as those included in Computer Science (CS) 101. Students should also be aware that English 99 and Math 97 are prerequisites on some required courses for the degree. Students should consider taking these courses before entering the degree program.

Associate in Technical Arts Degree

An Associate in Technical Arts degree (ATA) is awarded upon completion of a minimum of 90 credits in courses numbered 100 or above with an accumulated grade point average of 2.0. Courses must include completion of the technical major and related education requirements.

Computer Information Systems/ Mount Vernon Campus

Delivery of the CIS degree on the Mount Vernon Campus includes a series of one 15-credit block for operating systems/computer hardware and two 10-credit blocks for networking, which allows a focused instructional environment and certificate completion in three quarters.

SAMPLE SCHEDULE

Mount Vernon Campus

Students entering Winter or Spring quarters will want to meet with a CIS program advisor to determine that individual schedules have the appropriate sequence of classes. Schedules may also vary based on class availability. It is strongly recommended that students continue to check individual plans with a CIS program advisor.

FIRST YEAR

Fall	Cr	Winter	Cr	Spring	Cr
CIS 103	5	CIS 105	5	CIS 114	5
CIS 104	5	CIS 147	3	‡CIS 199	1
CIS 118	5	‡CIS 199	1	CIS 223	5
		CIS 221	5	CIS 233	5
		CIS 222	5	SOSC 113	1
Total	**15**	**Total**	**19**	**Total**	**17**

SECOND YEAR

Fall	Cr	Winter	Cr	Spring	Cr
‡CIS 199	1	CIS 146	3	‡CIS 199	1
CIS 240	5	‡CIS 199	1	CIS 243 or 237	5
CIS 241	5	CIS 242 or 236	5	PE 200	2
MIT 149	5	*BA 131	5	SOSC 125	2
		†ENGL 170	3	SPCH 125	3
Total	**16**	**Total**	**17**	**Total**	**13**

* BA 131 fulfills the requirement for a Learning Community (5-10 credits) or 5 credits of General Education (culture, natural world or arts). Please see INDEX regarding Learning Communities.

† Students who do not receive an appropriate test score will require additional coursework to develop necessary skills for entry into class.

‡ CIS 199 may be taken at any time after the second quarter with Department Chair approval.

Computer Information Systems/ Whidbey Island Campus

SAMPLE SCHEDULE

Whidbey Island Campus

FIRST YEAR

Fall	Cr	Winter	Cr	Spring	Cr
^CIS 103	5	^CIS 118	5	^CIS 104	5
^CIS 146	3	^CIS 147	3	CIS 105	5
†ENGL 170	3	MIT 149	5	^CIS 114	5
*LC/GE	5-10	SPCH 125	3	PE 200	2
Total	**16+**	**Total**	**16**	**Total**	**17**

SECOND YEAR

Fall	Cr	Winter	Cr	Spring	Cr
‡CIS 199	2	‡CIS 199	2	^CIS 223	5
^CIS 221	5	^CIS 222	5	^CIS 233	5
^CIS 240	5	^CIS 242	5	^CIS 243	5
^CIS 241	5	SOSC 125	2	SOSC 113	1
Total	**10**	**Total**	**15**	**Total**	**16**

* Learning Community (5-10 credits) or 5 credits of General Education (culture, natural world or arts). (Cannot be fulfilled with CS 101). Must be outside of technical area, approved by Department Chair. Please see INDEX regarding Learning Communities.

^ Course offered only during the scheduled quarter.

† Students who do not receive an appropriate test score will require additional coursework to develop necessary skills for entry into class.

‡ CIS 199 may be taken at any time after the second quarter with Department Chair approval.

Program Certificates

Computer Applications Certificate

The student must maintain a 2.0 grade point average and complete the following: CS 101, CIS 103 or 145, 146, 147, 148, 161, and 199, OFTEC 132,, 160, and SOSC 113.

Computer Information Systems Certificate

The student must maintain a 2.0 grade point average and complete 60 credits of the CIS program (including 4 credits of CIS 199) and SOSC 113.

Database/Programming .NET Certificate

The student must maintain a 2.0 grade point average and complete the following: CIS 240, 241, 242, and 243.

Network Technician Certificate

The student must maintain a 2.0 grade point average and complete the following: CIS 103, 104, 105, 114, 118, 146, 199 (4 credits), 221, 222, 223, 233, and SOSC 113.

Individual Technical Certificate

An Individual Technical Certificate may be developed in conjunction with other programs to meet marketable objectives and goals with Department Chair approval.

Course Descriptions

CIS 103 Introduction to Operating Systems (5)

Introduction to desktop operating systems primarily focused on command line operations. Include file, directory, and disk management. Simple customization, configuration, and network connectivity techniques explored. Familiarity with Microsoft Windows strongly recommended.

CIS 104 Windows Operating System In Depth (5)

Advanced desktop operating system concepts including installation, customization, configuration, device drivers, trouble-shooting, memory management, and network client configuration. Prerequisite: CIS 103 or instructor permission.

CIS 105 Introduction to Linux (5)

Introduction to the Linux operating system. Focuses on the command line interface, file and directory management, Linux tools, shell scripts and security. Strongly recommended: computer literacy and file management skills. Prerequisite:

CIS 114 Mathematics for Computer Specialists (5)

Includes areas of mathematics related to computer technology which may include Boolean algebra, functions, nondecimal number systems, binary arithmetic, exponents, graphing, and algebra. Prerequisite: Math 96 or instructor permission

CIS 118 Computer Hardware: Troubleshooting & Repair (5)

Introduction to personal computer systems hardware and architectures which follows CompTIA's A+ certification track. This is an industry recognized certification series covering basic computer troubleshooting techniques, repair, upgrading, and terminology. Includes safety, PC architecture, memory, peripherals, upgrade and installation of operating systems, upgrade and installation of hardware components, configuration, and troubleshooting techniques.

Prerequisite: CIS 103 or instructor permission.

CIS 145 Using Microsoft Windows (2)
Introduction to the use of Microsoft Windows operating system for home and office.

CIS 146 Introduction to Microsoft Excel (3)
Introduction to the use of Microsoft Excel spreadsheet software for home and office. Provides an understanding of spreadsheet software and a spreadsheet as a productive and useful tool. Strongly recommended: computer literacy and file management skills.

CIS 147 Introduction to Microsoft Access (3)
Introduction to the use of microcomputer database software for home and office. Strongly recommended: computer literacy and file management skills.

CIS 148 The Internet (2)
Overview of the Internet with hands-on instruction of electronic mail, World Wide Web, Internet browsers, basic and advanced searches, FTP and downloading, Internet communities and communication, Internet security and E-commerce. Will also learn about netiquette, safe surfing, and other cyberspace issues. Designed for students with basic computer skills but limited Internet experience.

CIS 161 Introduction to Microsoft Publisher (3)
Introduction to the use of Microsoft Publisher as a desktop publishing tool to produce professional-quality publications for personal and professional use. Computer literacy and file management skills strongly recommended.

CIS 199 Cooperative Education (1-15)
Supervised work experience in the field. Includes a weekly seminar. Instructor permission required.

CIS 221 Computer Networking I (5)
Introduction to computer networks. Includes study of LAN and WAN connectivity methods, physical and logical network models, network operating systems, methods for transmitting information, networking standards and standards organizations, and network client configuration. Prerequisite: CIS 104 with a minimum C grade.

CIS 222 Computer Networking II (5)
Continuation of CIS 221. Focuses on the network directory services goals, the server software, deployment and maintenance of computer networks. Security, access control, and resource management. Includes continued study of current and emerging networking standards with emphasis on network operating system configuration. Prerequisite: CIS 221 with a minimum C grade or concurrent enrollment in CIS 221

CIS 223 Computer Networking III (5)
Continuation of CIS 222. Focuses on the enterprise network and resource management, network protocols, security, performance and monitoring of an enterprise network. Includes the study of LAN integration with the Internet, intranets, and extranets. Prerequisite: CIS 222 with a minimum C grade or concurrent enrollment in CIS 221 & CIS 222

CIS 231 Small Office/Home Office Networking (5)
Focuses on connectivity issues for small office and home office networks such as: Broadband and other forms of Internet access, Internet connection sharing and other forms of network address translation, and ISP services. Prerequisite: CIS 221 or concurrent enrollment in CIS 221.

CIS 233 Advanced Topics in Networking (5)
Focuses on current topics in networking including network security; disaster recovery issues such as identifying, quantifying, planning for and managing risks, fault tolerance, disaster planning, system backups, and hands-on system recovery; current wireless technology; small and home office networks; and scripting to automate administrative server tasks. Prerequisite: CIS 223 or concurrent enrollment in CIS 223.

CIS 236 Business Practices for Computer Support Specialists (5)
Introduction to business practices for Computer Support Specialists. Includes customer service skills, ethics in information technology, collaborative workplace environments, managing change, industry specific cases and current issues in business and industry.

CIS 237 Information Technology Project Management (5)
Introduction to Information Technology Project Management - project integration, scope, time, cost, quality, human resources, communications, risk, and procurement - using the experiences of real-life businesses.

CIS 240 Intro to Programming Visual Basic.Net (5)
Elementary programming concepts are introduced using the Visual Basic.Net language. Variables, sequence, selection, iteration control structures, testing and debugging are covered. Procedures, events, and controls are explored. Prerequisite: CIS 114 or Instructor permission

CIS 241 Database Design & SQL (5)
Introduction to database management systems. Focuses on database normalized table design, and SQL queries to support forms and reports. Prerequisite: CIS 147 with minimum C grade or Instructor permission

CIS 242 Database Programming – .NET (5)
Given project specifications, students connect to databases, retrieve, insert, update and delete data. Prerequisite: CIS240, CIS 241 and MIT 149 with minimum C grades or Instructor permission.

CIS 243 Database-Driven Web Sites – ASP.NET (5)
Introduction to ASP.Net programming using the Visual Basic .Net programming language. Includes the following: the .Net Framework, OOP classes as implemented in Visual Basic .Net, web forms, server controls, validation controls, user controls, state management and elementary database access. Prerequisite: CIS 242 with a minimum C grade or Instructor permission.

Computer Science (CS)

Program Description

Computer science is the study of techniques to represent, store and manipulate information within a computer information system. Computer programming is a major component of such study, and is the focus of most of the CS courses listed below. If you are thinking of pursuing a Bachelor's Degree in Computer Science at a university, you should take CS 210, 142, or 225 because success in these classes tends to be a good indicator of success in a

computer science program. Consult the university's catalog to determine which of the courses best fits the requirements of that institution. If you are thinking of working with computers, but aren't sure you want a four-year degree, see the Computer Information Systems (CIS) or Multimedia and Interactive Technology (MIT) sections of this catalog.

Course Descriptions

CS 101 Computers, Technology & Society (5)
An overview of essential computer and digital technologies impacting society today. A variety of readings, videos and discussions may be used to analyze the history, political events, social impacts and ethical issues surrounding computer technology. Includes an introduction to computer concepts, wireless technologies, security issues, and other current trends. Students will also work hands-on with the Internet, communication software, and typical applications available in a modern Windows environment.

CS 142 Java Programming I (5)
An introduction to programming using the Java programming language. Highlights include: built-in data type manipulation, logical expressions, control structures, classes, methods, inheritance, polymorphism, file I/O, arrays, and recursion. This course is not recommended for students who are at a remedial level in English or mathematics. Prerequisite: Math 99 or Permission of Instructor.

CS 143 Java Programming II (5)
This class is a continuation of CS 142 using the Java programming language. Highlights include: software engineering, data design, object oriented programming, array based lists, comparing, ordering, recursion, stacks, queues, searching, trees, and sorting. Prerequisite: CS 142 or Permission of Instructor

CS 210 C++ Programming I (5)
Introduction to computer programming using C++. Covers control structures, functions, basic I/O array processing and text file I/O. Structured programming and modular design are emphasized. Prerequisite: MATH 99 or Permission of Instructor

CS 211 C++ Programming II (5)
Object-Oriented Programming (OOP) in C++. Topics include classes, inheritance, polymorphism, recursion, multidimensional arrays, binary file I/O and pointers. Prerequisite: CS 210 or Permission of Instructor

CS 225 C# Programming I (5)
An introduction to programming using the C# programming language. Highlights include: data type manipulation, logical expressions, control structures, classes, methods, inheritance, polymorphism, file I/O, arrays, and recursion. This course is not recommended for students who are at a remedial level in English or mathematics Prerequisite: Math 99 or Permission of Instructor

CS 226 C# Programming II (5)
This class is a continuation of CS 225 using the C# programming language. Highlights include: software engineering, data design, object oriented programming, array based lists, comparing, ordering, recursion, stacks, queues, searching, trees, and sorting. Prerequisite: CS 225 or Permission of Instructor

CS 230 Java Database Development (5)
This class covers database application development using the Java programming language. This course is recommended for students who have Java programming experience and wish to learn how to create full-featured database applications using the Java programming language. Prerequisite: CS 142 or Permission of Instructor

Computer Systems

See the following:

- *Computer Information Systems*
- *Computer Science*
- *Management Information Systems*
- *Multimedia & Interactive Technology*

Culinary Arts & Hospitality Management (CAHM)

Program Description

The Culinary Arts and Hospitality Management (CAHM) program prepares students for many aspects of the food industry. The Accrediting Commission of the American Culinary Federation accredits the program. Accreditation provides students with a curriculum that meets national standards. These standards assure graduates of the culinary program that the curriculum of their career choice has been guided by the American Culinary Federation. Learning experiences include practical lab work, classroom instruction, independent and cooperative study in baking, food preparation, restaurant cooking, customer service, banquets, catering and hospitality management.

Course content is presented using a variety of techniques with the flexibility to meet the needs of diverse learning styles and reflects the necessity for the modern culinary professional to understand global food trends and international flavor principles as well as the establishment of a working environment sensitive to cultural and general differences.

The curriculum offers students an opportunity to:

- Learn and practice basic to advanced skills in food preparation, menu development, purchasing, inventory and cost controls.
- Understand the layout and workflow of the professional kitchen.
- Experience the proper use and maintenance of food service equipment.
- Understand the components of food identification, international flavor principles, nutrition, sanitation, and the pairing of food and beverages.
- Develop and practice the interpersonal respect, cultural sensitivities and general professional demeanor necessary to be a success in the contemporary food and hospitality industry.
- Acquire basic supervisory skills.

Entry into the Program

Please apply to the Admissions Office. Students may enter the program at the beginning of any quarter. For more information, contact the Department Chair or the Admissions Office.

Work-Based Learning

Students will integrate classroom learning with work-based learning experience in Cooperative Education (CAHM 199) at a supervised work site. Department Chair approval is required. Credits and grades are based on job-hours worked, work performance and completion of the learning objectives specified in the learning contract. Concurrent enrollment in a Cooperative Education Seminar or equivalent is required.

Associate in Technical Arts Degree

An Associate in Technical Arts degree (ATA) is awarded upon completion of a minimum of 90 credits of specified technical and related education coursework above 100 level with both an overall 2.0 grade point average and a 2.0 grade point average in the technical major.

SAMPLE SCHEDULE

ATA Culinary Arts and Hospitality Management

FIRST YEAR

Fall	Cr	Winter	Cr	Spring	Cr
CAHM 120	1	CAHM 121	1	CAHM 180	2
CAHM 123	3	CAHM 142	3	CAHM 181	4
CAHM 160	2	CAHM 170	2	CAHM 182	4
CAHM 161	4	CAHM 171	4	CAHM 183	4
CAHM 162	4	CAHM 172	4	CAHM 198	1
CAHM 163	4	CAHM 173	4	‡CAHM 199	1
PE 200 or 205	2	†MATH 100	5	†ENGL 170	3
SOSC 125	2			SOSC 113	1
Total	**22**	**Total**	**23**	**Total**	**20**

SECOND YEAR

Fall	Cr	Winter	Cr	Spring	Cr
CAHM 200	2	CAHM 203	2	‡CAHM 199	4
CAHM 201	4	CAHM 205	4	*CAHM 224*	3
CAHM 202	4	CAHM 206	4	*or NUTR 119*	5
CAHM 204	4	CAHM 208	4	*LC/GE	5-10
CAHM 210	3	CAHM 225	3	^OFTEC 160	2
SPCH 125	3				
Total	**20**	**Total**	**17**	**Total**	**14+**

* Learning Community (5-10 credits) or 5 credits of General Education (culture, natural world or arts). Must be outside of technical area, approved by Department Chair. Please see INDEX regarding Learning Communities.

† Students who do not receive an appropriate test score will require additional coursework to develop necessary skills for entry into class. (MATH 96 or 100 is required for the one-year certificate. MATH 100 or higher is required for the ATA).

‡ CAHM 199 may be taken at any time during the two-year program with Department Chair approval.

^ OFTEC 122 may be taken instead of OFTEC 160.

Program Certificates

Professional Cooking Certificate

A Certificate in Professional Cooking is awarded to those who complete a three-quarter sequence of 12 modules, plus the following courses: CAHM 120, 121, 123, 142, 143, 199; MATH 96 or 100; OFTEC 160 or 122; PE 200 or 205; ENGL 99 or 170; SOSC 113 and 125.

Baking and Pastry Certificate

Under development.

Certified Culinarian

The graduates of SVC Associate of Technical Arts Degree Culinary Arts Program who are ACF members at the time of graduation are entitled to certification as Certified Culinarian by the American Culinary Federation.

Individual Technical Certificate

An Individual Technical Certificate may be developed in conjunction with other programs to meet marketable objectives and goals with Department Chair approval.

MICRO-CERTIFICATES

These certificates focus on a specific skill within this program. A certificate is awarded to those students who complete a one-quarter block of classes plus 50 hours (1 credit) of Cooperative Education (CAHM 199) or CAHM 120 or 121. The choices are as follows:

Basic Bakery Competency
CAHM 160, 161, 162 & 163

Basic Food Preparation Competency
CAHM 170,171,172,173

Basic Restaurant Cooking Competency
CAHM 180, 181, 182,183

National Restaurant Association Management
For students with food service experience. Students may apply for certificates upon completion of CAHM, 123, 210, 212, 224, 225, and pass a department exam based on skills and knowledge covered in the culinary textbook (Professional Cooking).

Course Descriptions

CAHM 120 Banquet Kitchen Lab (1)
Theory and techniques in the preparation of quantity food production relating to banquets.

CAHM 121 Banquet Customer Service Lab (1)
Theory and techniques in banquet set-up and service for a diverse customer market.

CAHM 123 Safety & Sanitation (3)
Applied food service sanitation and safety for the food service professional. Serv-saf Certificate offered as part of this course.

CAHM 142 Food & Beverage Marketing Service (3)
Overview of the various ways in which food service workers interact with and affect the perceptions of their customer base.

CAHM 160 Bakeshop Principles/ Culinary Math (2)
Introduction to culinary math. Orientation to bakeshop principles, equipment, safety, sanitation, course requirements, books and tools.

CAHM 161 Baking I (4)
Introduction and theory of cookies, quick breads, pie, cream fillings, cakes, frosting, and glazes.

CAHM 162 Baking II (4)
Preparation and theory of yeast breads and laminated doughs.

CAHM 163 Baking III (4)
Preparation and theory of pastries and specialty desserts.

CAHM 170 Orientation to the Professional Kitchen (2)
Introduction to kitchen principles and foundation sauces. Orientation of equipment safety, sanitation, course requirements, books and tools. Overview of the global history of cuisine and the many multi-cultural contributions to the development of modern international flavor principles.

CAHM 171 Food Preparation I (4)
Basic preparation and theory of center of the plate items, starches and vegetables; emphasis on the production of institutional quantity cooking.

CAHM 172 Food Preparation II (4)
Basic preparation and theory of stocks and sauces; preparation of soups and the use of chef-ready bases and convenience products.

CAHM 173 Food Preparation III (4)
Basic theory and practice of setting up a salad bar; the operation of a deli station including cold sandwich preparation; and preparation of salads and salad dressings.

CAHM 180 Restaurant Operations (2)
Introduction to restaurant operations, line-cooking, advanced saucing techniques, customer service, equipment operation, sanitation, tools, international flavor principles, and menu development. Overview of the roles and responsibilities of various restaurant personnel and professionalism.

CAHM 181 Restaurant Cooking I (4)
Theory and practice of operating a restaurant pantry station including preparation of breakfast items, salads, cold and hot sandwiches, dressing and sauces, and restaurant appetizers.

CAHM 182 Restaurant Cooking II (4)
Theory and practice of operating restaurant hot food line stations including broiler, fryer, sauté, hot top and oven stations in the preparation of breakfast, lunch, and dinner items.

CAHM 183 Restaurant Cooking III (4)
Basics of customer service techniques including theory and practice of food service customs around the world.

CAHM 198 Sous Chef Candidate Practicum (1)
Comprehensive performance and knowledge based assessment for entry into advanced Culinary Arts coursework. Prerequisite: Department chair permission.

CAHM 199 Co-operative Education Experience (1-5)
Supervised work experience in an approved job. Includes a weekly seminar. Instructor permission required.

CAHM 200 Sous Chef Orientation (2)
Introduction to management skills, teaching and training techniques, menus, and kitchen organization including sanitation and maintenance schedules. Prerequisite: CAHM 198

CAHM 201 Sous Chef – Bakery (4)
Supervision of a bakery outlet, assisting with menu preparation, operational flow, and management of a functional bakery outlet. Prerequisite: CAHM 198.

CAHM 202 Sous Chef – Garde Manger (4)
Supervision of salad/deli station and assistance with menu preparation, operational flow, and management of such stations. Prerequisite: CAHM 198.

CAHM 203 Sous Chef – Management Orientation (2)
Advanced cooking techniques and theory in management and kitchen organization. Plate presentation techniques to include a salon piece presentation. Prerequisite: CAHM 198.

CAHM 204 Sous Chef – Restaurant (4)
Supervision of a restaurant line and assistance with menu preparation, operational flow, and management of a functional restaurant line. Prerequisite: CAHM 198.

CAHM 205 Sous Chef – Food Preparation (4)
Supervision of a food preparation and soup station. Responsibilities include assisting with menu preparation, operational flow, and management of a functional quantity food outlet. Prerequisite: CAHM 198.

CAHM 206 Executive Kitchen – Sous Chef (4)
Monitor overall kitchen sanitation, maintenance, and product utilization. Plan, cost, implement and evaluate two special events. Storeroom operations and procedures including purchasing, receiving, storing, issuing, inventory control and cost analysis. Prerequisite: CAHM 198.

CAHM 208 Sous Chef Soups & Stocks (4)
Supervision of soup, stock and sauce station. Includes assisting with menu preparation, operational flow, and management of a functional food outlet. Prerequisite: CAHM 198.

CAHM 210 Personnel Management (3)
Managing human resources in the hospitality industry.

CAHM 212 Food Service Marketing (3)
Introduction to marketing, planning, information, and research in the food service industry.

CAHM 224 Nutrition for Food Service Professionals (3)
Introduction to nutrition, nutritional menu planning, and marketing nutrition in the food service industry.

CAHM 225 Purchasing & Cost Control (3)
Purchasing and cost controls of food and beverage products for various food service operations.

Dialysis Technician (DIATC)

*See requirements for the Dialysis Technician Certificate listed under the **Medical Assistant program** or call **360.416.7614** or **360.416.7720**.*

Course Descriptions

DIATC 124 Dialysis Patient Care Skills (5)
Introduction to basic patient care skills including measurement of temperature, pulse, respiration, blood pressure, height and weight, body mechanics, patient interviewing and observations, charting principles, telephone etiquette and making appointments. Awareness of the possible effect of a patient's culture on response to medical care.

DIATC 125 Dialysis Patient Care Management (6)
Universal procedures, infection control, quality management, sterile dressing change, quality management, renal medications, fluid and electrolyte balance. Basic concepts of lab testing and the relationship of these tests to dialysis and end stage renal disease (ESRD). Guidelines for dietary and nutritional factors involved in the care of renal patients. Discussion of the effect that culture may have on a patient's acceptance of the principles of nutrition in relation to renal disease.

DIATC 126 Renal Pathophysiology (3)
Review of normal anatomy and physiology of the urinary system. Introduction to pathological changes and/or conditions of the urinary system. Comparison of peritoneal dialysis vs. hemodialysis. Discussion of the effect of pathological changes on the functioning of the kidney during end stage renal disease (ESRD). Effects of kidney disease on patients and their families, communities and cultures. Treatment modalities

are discussed. Prerequisite: MEDA 106 or equivalent or department chair permission.

DIATC 127 Dialysis Procedures (6)
Principles and procedures of dialysis including the use and maintenance of dialysis machines, basic concepts of renal dialysis, water treatment and dialyzer reuse, priming of dialyzer and lines, connection of the patient to the machine to start the circulation of blood through the kidney machines, venipuncture of a fistula or artificial graft placed for dialysis or peritoneal catheter. Dialysis related math applications. Discussion of effects of renal disease on a patient's cultural experiences. Prerequisite: MATH 96 or appropriate ASSET test score.

DIATC 128 Dialysis Technician Clinical Externship (5)
Interact with patients who require dialysis in out-patient medical settings. Application of patient care skills to assist patients who suffer from end stage renal disease (ESRD). Prerequisite: Completion of all required classes with a minimum C grade, current CPR and First Aid cards, completion of required immunizations, certificate of attendance at the required seven hours of HIV/AIDS prevention training. Concurrent enrollment in DIATC 129.

DIATC 129 Dialysis Technician Clinical Externship Seminar (1)
Discussion and critical analysis of student clinical externship experiences. Topics include professionalism, legal concepts, patient care techniques, communication skills, and the impact of renal disease on a patient in regard to clinical and cultural experiences. Prerequisite: Concurrent enrollment in DIATC 128.

Diesel Power Technology (DSL)

Program Description

The Diesel Power Technology (DSL) program is designed to prepare students for employment in an exciting and growing field. Diagnosis and repair of heavy trucks, industrial and agricultural machinery, transit, marine, and generator power sets are but a few of the career pathways graduates can take upon concluding the program. This efficient energy source is widely used, and provides jobs for those who enjoy working on heavy-duty equipment and the challenges of troubleshooting and diagnosing the ever-increasing use of electronic controls in the diesel industry.

Since many of today's systems are electronically controlled, the demand for trained technicians is greater than ever. Employers want employees who can understand a system and troubleshoot a problem logically. The Diesel Power Technology program provides training to fill that critical void.

The six-quarter Diesel Power Technology program combines classroom theory with hands-on experience in a well-equipped diesel shop, where students have the opportunity to work on modern diesel engines as well as a variety of drive train components. Electronic diagnostics are emphasized throughout the course, not only with engines but also components such as transmissions and ABS brakes. A modern computer lab will also help prepare students to retrieve repair information electronically, a skill which is becoming mandatory in today's workforce.

Students will be required to provide their own basic set of hand tools during their first quarter of the program and keep them at the diesel shop for the duration of their training.

Entry into the Program

Please apply to the Admissions Office. Students may enter the Diesel Power Technology program at the beginning of Fall quarter. To enter the program duirng Winter or Spring quarters, advanced standing may be requested for prior education or experience with Department Chair approval. For more information, contact the Department Chair, Admissions Office, or visit the diesel shop.

Work-Based Learning

Students will integrate classroom learning with work-based learning experience in Cooperative Education (DSL 199) at a supervised work site. Department Chair approval is required. Credits and grades are based on job-hours worked, work performance and completion of the learning objectives specified in the learning contract. Concurrent enrollment in a Cooperative Education Seminar or equivalent is required.

Associate in Technical Arts Degree

An Associate in Technical Arts degree (ATA) is awarded upon completion of a minimum of 90 credits of specified technical and related education coursework above 100 level with both an overall 2.0 grade point average and a 2.0 grade point average in the technical major.

SAMPLE SCHEDULE

ATA Diesel Power Technology

FIRST YEAR

Fall ..... Cr	Winter ..... Cr	Spring..... Cr
DSL 101 7	DSL 103.....16	DSL 104 16
DSL 102 9	PE 200 *OR* 205 ...2	SPCH 125.....3
†MATH 100 5	SOSC 125..... 2	WT 133.....2
.....	WT 131 2	WT 231.....2
Total..... 21	**Total 22**	**Total 23**

SECOND YEAR

Fall ..... Cr	Winter ..... Cr	Spring..... Cr
DSL 201 7	DSL 203.....16	DSL 204 16
DSL 202 9	*LC/GE.....5-10	‡DSL 199.....3
†ENGL 170.....3	.....	SOSC 113.....1
Total..... 19	**Total .....21+**	**Total 20**

* Learning Community (5-10) or 5 credits of General Education (culture, natural world or arts). Please see the Index regarding Learning Communities.

† Students who do not receive an appropriate test score will require additional coursework to develop necessary skills for entry into class.

‡ DSL 199 may be taken at any time during the two-year program with Department Chair approval.

NOTE: First year students start Fall quarter by enrolling in DSL 101 and DSL 102 or 202. Second year students start Fall quarter by enrolling in DSL 201 and DSL 102 or 202.

Program Certificate

A Certificate in Diesel Power Technology is awarded to those who complete the technical major, including DSL 199, PE 200 or 205, and ENGL 99 or 170.

Individual Technical Certificate

An Individual Technical Certificate may be developed in conjunction with other programs to meet marketable objectives and goals with Department Chair approval.

Course Descriptions

DSL 101 Diesel Electrical Theory (7)
Introduction to basic electrical concepts of voltage, amperage, and resistance and their relationship to each other in a circuit (Ohm's Law) as applied primarily to heavy-duty equipment. Includes digital multi-meter familiarization and working with simulation boards and building basic electrical circuits.

DSL 102 Diesel Drivetrains I (9)
Introduction to the diesel industry with an emphasis on safety. Introduction to heavy-duty vehicle drivetrain systems. Theory of bearings and seals. Wheel bearing theory and adjustment. Theory, diagnosis, and repair of vehicle foundation brake and air system components. Prerequisite: Concurrent enrollment in DSL 101 or 201.

DSL 103 Diesel Drivetrains II (16)
Continuation of DSL 102. Theory and shop application of wheels and tires, front (non-drive) axles, steering, suspensions and alignments; adjustment of clutches, both push and pull type, and manual and self-adjusting; basic hydraulic systems. Vehicle inspection and out-of-service criteria. Prerequisite: DSL 102.

DSL 104 Diesel Drivetrains III (16)
Continuation of DSL 103. Theory and repair of manual transmissions, drive axles, differentials, and drivelines. Introduction to automatic transmissions and their electronic control systems, and auto-shift manual transmissions. Theory and service diagnostics of ABS brakes. Preventative maintenance summary. Develop skills regarding teamwork and customer service with a diverse and multicultural population. Prerequisite: DSL 103.

DSL 199 Diesel Cooperative Education (3)
Supervised work experience in the field. Includes a weekly seminar. Instructor permission required.

DSL 201 Diesel Applied Electrical (7)
Focuses on practical applications of electrical circuits in heavy-duty equipment. Emphasis on the operation and testing of battery, starting and charging systems, wiring, connectors, circuit protection devices, gauges and warning systems, as well as wiring diagrams and symbols. Prerequisite: DSL 101.

DSL 202 Diesel Engines I (9)
Introduction to the diesel engine and its importance to the economy. Covers shop safety, hand and power tools, precision measuring tools, threaded fasteners, torque and tension. Basics of diesel engine operating theory and design, including all internal engine mechanical components. Introduction to preventative maintenance. Shop projects include removal, teardown, and inspection of a modern diesel engine. Prerequisite: Concurrent enrollment in DSL 101 or 201.

DSL 203 Diesel Engines II (16)
Continuation of DSL 202. Covers theory and servicing of engine support systems, including cooling, lubrication, and breathing systems. Introduction to diesel fuels and hydro-mechanical fuel systems, including pump-line-nozzle and various unit injector systems, governors and proper adjustments. Covers failure analysis and troubleshooting as applied to mechanical engines and fuel systems. Use of engine dyno to demonstrate engine break-in and performance characteristics. Shop work to include reassembly of engine projects started fall quarter, with the intent to run them. Prerequisite: DSL 202.

DSL 204 Diesel Engines III (16)
Continuation of DSL 203. Introduction to vehicle computer systems. Emphasis on electronically controlled fuel systems on Caterpillar, Cummins, Detroit Diesel, and International-Navistar engines. Covers tune-ups and diagnostics using PC based troubleshooting software. Theory and servicing of vehicle air-conditioning systems. Preventative maintenance summary. Prerequisite: DSL 203.

Early Childhood Education (ECE)

*Also see **Education Paraprofessional (EDUC)** for information on a related program.*

Program Description

The Early Childhood Education (ECE) program prepares students for positions working with young children and families in a variety of early care and education settings. Students may pursue an Associate of Technical Arts Degree in Early Childhood Education (ECE), a one-year certificate in ECE, or an individually developed program including Early Childhood Education and other disciplines focused on a specific role in Early Childhood Education. Graduates of the Early Childhood Education ATA degree are often employed as lead teachers, family home visitors, or administrators in childcare, Head Start and preschool programs. Courses meet the criteria addressed in the National Association for the Education of Young Children (NAEYC) Standards for Early Childhood Professional Preparation.

The ECE ATA degree is articulated with Washington State University's Human Development degree with an ECE specialization. Many specific courses in ECE transfer directly to Western Washington University or other four-year institutions. Check with the transfer counselor in the Counseling and Career Services office for the most up-to-date information. Students may also choose courses for an Early Childhood endorsement to a Washington state teaching certificate or as electives to an AAUCT degree. The ECE program also offers preparation for the Child Development Associate Credential (CDA). Please see the Department Chair for more information on courses offered for CDA preparation.

Entry into the Program

Students may enter the program at the beginning of any quarter. For specific information contact the Admissions Office or the Department Chair.

According to Washington State Law RCW 43.43.830, any person with a positive criminal history for "crimes" against persons' is not allowed to work with children. Background checks of criminal history are required of all students who work with children in any setting. Participants in this program will be required to provide a disclosure statement which will be submitted to the Washington State Patrol in order to complete a criminal history background check.

All ECE courses require extensive reading and writing. At least one ECE course will be designated as "writing" or "speech" intensive each quarter. Students should expect to participate in both individual and group assignments. Written assignments in ECE classes at the Mount Vernon Campus are required to be typewritten or computer generated.

Work-Based Learning

Students will integrate classroom learning with work-based learning experience in Cooperative Education (ECE 199) at a supervised work site. Department Chair approval is required. Credits and grades are based on job-hours worked, work performance, and completion of the learning objectives specified in the learning contract. Concurrent enrollment in the

Cooperative Education Seminar or seminars with a member of the department is required. A minimum of four credits of ECE 199 is required for completion of the Early Childhood Education ATA degree.

SAMPLE SCHEDULE

ATA Early Childhood Education

FIRST YEAR

Fall ..... Cr	Winter ..... Cr	Spring..... Cr
ECE 100 5	ECE 160 3	ECE 129 3
ECE 105 2	ECE 221 3	ECE 140 3
ECE 220 5	†MATH 100 5	ECE 215 3
†ENGL 101 5	.....	.....
or †ENGL 170 3	**Electives .. 2-4	*LC/GE 5-10
Total..... 15+	**Total ..... 13+**	**Total .....14+**

SECOND YEAR

Fall ..... Cr	Winter ..... Cr	Spring..... Cr
ECE 102 3	‡ECE 199 2-6	ECE 202 4
ECE 130 3	ECE 201 4	ECE 223 5-7
‡ECE 199 4-6	ECE 230 3	EDUC 260 3
ECE 211 3	PE 200 2	**Electives 2-4
EDUC 245 3	SOSC 125 2	.....
SOSC 113 1	.....	.....
Total..... 15+	**Total..... 13+**	**Total .....14+**

* Learning Community (5-10 credits) or 5 credits of General Education (culture, natural world or arts). Must be outside of technical area, approved by Department Chair. Please see INDEX regarding Learning Communities. Suggested General Education courses include; PSYC 100, 110, 240, SPCH 121 and Foreign Language (Spanish, ASL, etc.)

** Electives (total of 4-8 credits) approved by Department Chair, include; ECE 225, 240, EDUC 246.

† Students who do not receive an appropriate test score will require additional coursework to develop necessary skills for entry into class.

‡ ECE 199 may be taken at any time during the two-year process. A minimum of four credits of ECE 199 must be completed.

Program Certificates

Early Childhood Education Certificate

A Certificate in Early Childhood Education may be granted upon completion of at least 45 college level credits which must include: ECE 100, 129, 220, ENGL 101 or 170, MATH 100, SPCH 123 or ECE 215, and 19-21 additional credits in Early Childhood and/or other courses as designated by the ECE adviser.

The Early Childhood Education Certificate may be combined with the AAUCT degree for students wishing to transfer to a four-year institution in pursuit of a teaching certificate.

Individual Technical Certificate

An Individual Technical Certificate may be developed in conjunction with other programs to meet marketable objectives and goals with Department Chair approval.

MICRO-CERTIFICATES

These certificates focus on a specific skill within this program. A certificate is awarded to students who complete the following with a 2.0 grade point average or above:

Preparation for Child Development Associate Credential (CDA)

The CDA is a competency-based credential awarded by the Council for Early Childhood Professional Development in Washington, D.C. A series of three courses (ECE 203, 204, 205) and an optional fourth course (ECE 206) prepares students for the application to the CDA credential.

Birth to Five Certificate (12 credits)

May be earned after successful completion of the ECE 203, 204, and 205 CDA course sequence, plus one additional ECE elective (3 credits).

Course Descriptions

ECE 100 Introduction to Early Childhood Education (5)
Comprehensive introduction to the history, philosophy, research, and current issues in early childhood care and education. Weekly two-hour observations focusing on culturally responsive and developmentally appropriate practices in programs including Montessori, Head Start, and family and center child care for children birth to age 8 years.

ECE 102 Guidance, Behavior, & Classroom Management (3)
Teaching strategies and guidance techniques for individual and groups of children to prevent behavior problems, assist in solving problems, and promote the development of effective social skills.

ECE 105 Child Abuse & Neglect (2)
Overview of the legal requirements, professional responsibilities and local laws and policies regarding child abuse and neglect. Reviews symptoms and remediation/intervention/prevention techniques.

ECE 129 Nutrition, Health, & Safety in Early Childhood (3)
Review nutritional needs in normal developmental growth process, childhood illness, health records and regulations, society issues and procedures. Basic childhood nutrition, health and safety issues and requirements in early childhood and childcare programs. Meets DSHS requirements for State Training and Registry System (exceeds introductory 20 hour basic S.T.A.R.S.)

ECE 130 Approaches to Early Learning (3)
Approaches to planning environments and experiences that meet the diverse learning needs of children from infancy through third grade. Focuses on linking various early learning curriculum methods, standards and assessments to enhance language, cognition, social, emotional and physical development. Prerequisite: ECE 100 and 220 or instructor permission.

ECE 140 School, Home, & Legal Issues (3)
Review and discussion of current issues and special topics regarding school, community, and home relationships affecting education.

ECE 160 The Earliest Years: Birth to Age Three (3)
Focuses on the significance of childhood from birth to age three. Emphasis on caring relationships and early learning. Examines the range of typical and atypical development. Develop skills in noticing and responding to infant/toddler cues, forming partnerships with parents, designing culturally relevant and inclusive environments, encouraging sensory motor exploration, and nurturing play and development.

ECE 170 STARS Training (2)
Basic training for childcare and entry-level early childhood education workers. Meets DSHS requirements for State Training and Registry System. (Introductory 20 hours required training).

ECE 199 Cooperative Education (1-15)
Supervised work experience in the field. Includes a weekly seminar. Instructor permission required.

ECE 201 Art, Music, & Movement for Children (4)
Practical ways to plan, select and prepare art, music and movement experiences for young children (birth to 8 years). Creative materials, activities and environments explored through a variety of curriculum methods and approaches. Includes weekly two-hour off-campus experience. Prerequisite: ECE 220 and/or department chair approval.

ECE 202 Math, Science, & Social Learning for Children (4)
Focuses on math, science and social understanding curriculum for children birth to 8 years. Explores the process of planning, selecting and preparing materials and experiences for young children. Includes weekly two-hour off-campus observations. Prerequisite: ECE 220 and/or department chair approval.

ECE 203 Child Development Associate Credential (CDA): Health & Safety (3)
The first of three courses in preparation for the Child Development Associates Credential (CDA). Examines how to establish and maintain a safe and healthy learning environment for young children.

ECE 204 Child Development Associate Credential (CDA): Child Development (3)
Continuation of ECE 203. Examines positive ways to support children's social and emotional development and intellectual competence. Topics include communication, creativity, self-esteem, social and cognitive development. Explores typical and atypical development patterns for young children. Prerequisite: ECE 203 or instructor permission.

ECE 205 Child Development Associate Credential (CDA): Working with Families, Program Management, & Ethics (3)
Continuation of ECE 203 and 204. Examines working with families, program management and professionalism. Prerequisite: ECE 203 and 204 or instructor permission.

ECE 206 Child Development Associate Credential (CDA): Resource File (3)
Child Development Associates (CDA) resource file documentation of the required skills and knowledge to become a professional teacher of young children. Students who have completed the educational requirements for the CDA will be provided with information to help them apply, understand, define, and clarify the requirements established by the CDA National Credentialing program for center or home based settings. May be taken in conjunction with one of the other CDA courses. Prerequisite: ECE 203 or 204 or 205 or instructor's permission.

ECE 211 Diversity in Education (3)
Overview of diversity in education including culture, ethnicity, family structure, socio-economics and educational philosophy.

ECE 215 School, Home, & Community Relations (3)
Strategies and skills for effective interpersonal communication and collaboration between families, teachers, paraprofessionals, students and community professionals. Interactions between the home, school and community and their influence on the development of a child.

ECE 220 Child Development: Prenatal – Age 8 (5)
A survey of child growth and development from conception to the early elementary years, including physical, emotional, cultural, cognitive, and creative age-related changes. The history, theories and philosophies of child development are examined and applied to a diversity of early care and education programs.

ECE 221 Working with the Exceptional Child (3)
Introduction to the categories of special needs and the rules and regulations concerning special education and related services. Overview of the issues, history, theories and techniques, current trends and classroom approaches for maximizing the development of children with special needs.

ECE 223 Practicum & Seminar (1-7)
Practical application of curriculum. Attend a weekly seminar and work with children in a classroom setting under the supervision of a lead teacher. Experiences will include program planning, classroom management, and parent contact. Prerequisite: ECE 201 and department chair approval.

ECE 225 School Age Child Development (5)
Survey of the development of children from middle childhood through adolescence. Includes social, emotional, physical, motor, intellectual, moral and language characteristics. History, philosophy and theories of development applied to current educational settings. Weekly two-hour observation required.

ECE 230 Observation, Records, & Assessment (3)
Learn to make assessments of childhood characteristics through observation and record keeping of children in a learning environment using the principles of child development. Maintain a portfolio of a selected child to demonstrate authentic assessment techniques. Prerequisite: ECE 220 or department chair permission.

ECE 240 Administration, Management & Supervision of Family/Child Programs (3)
Administration and management of early childhood education and child care programs in both the public and private sector.

Earth Sciences (EASC)

Program Description

The Earth Sciences (EASC) program at Skagit Valley College is designed to serve the diverse needs of the community by inspiring students with an interest in discovery and a desire for lifelong learning, as well as by promoting critical thinking skills. Interested non-majors, as well as Earth Science, Astronomy, and Environmental Science majors can choose from introductory level classes in Earth system science and astronomy including: Meteorology, (EASC 102), Physical Geology (EASC 103), Oceanography (EASC 105), and Astronomy (EASC 120/121). Two hundred level classes in Environmental Geology (EASC 201) and Geology of the Pacific Northwest (EASC 203) are also offered. Prior college-level course work in Earth Sciences is recommended when taking these two hundred level courses. Students with an interest in the natural history of the Pacific Northwest should also consider taking the spring field course which includes a field trip to the Olympic Peninsula (NASC 160; even numbered years) or Eastern Washington (NASC 161; odd numbered years).

Course Descriptions

EASC 100 Introduction to Earth Science (5)
Introduction to the scientific study of the earth and space. Intended for non-scientists. Basic physics and chemistry applied to the earth and solar system.

Emphasis on the evolution of the Pacific Northwest, including a survey of geologic, oceanographic, meterologic, and astronomic processes that contributed to its development. Field trips may be required.

EASC 102 Meteorology (5)
A survey of atmospheric science, emphasizing weather observation and global viewpoint. Forecasting, weather map interpretation, physics and chemistry of the atmosphere, and optics. The interaction between human activity and the atmosphere is stressed. Lab included.

EASC 103 Physical Geology (5)
A survey of physical systems that give the Earth its structure. Emphasis on internal and surface processes, and applying physical sciences to explain Earth composition, forms, and past. Field trips may be required. Lab included.

EASC 105 Oceanography (5)
A survey of the extent and nature of the oceans including the contributions of the solid Earth, hydrosphere, atmosphere, and biosphere to their physical structure, chemical composition, and functioning. Field trips may be required. Lab included.

EASC 111 Matter & Energy in Earth Science (5)
An inquiry-based survey of Earth sciences designed to promote a basic understanding of the inter-relationship of matter and energy, and their role in changes occurring in the solid Earth, the oceans, the atmosphere, and extraterrestrial systems. Field trips (mostly during class time) may be required. Lab included. This course is part of a science sequence recommended for students pursuing a career in elementary education, but is open to all students. The suggested sequence is PHYS 111, BISC 111, EASC 111. Prerequisite: PHYS 111 and/or BISC 111 suggested

EASC 120 Introductory Astronomy (1-5)
A non-mathematical approach to the development of astronomy for non-scientists. Topics include birth and death of stars, workings of the solar system, Big Bang, quasars, pulsars, black holes, and the search for extraterrestrial life.

EASC 121 Astronomy (5)
A survey of astronomy including the solar system, stellar evolution, galactic structure, and cosmology. Emphasis on recent discoveries, historical and cultural impact of astronomy, application of physical science to astronomical observations, and stargazing. Lab included.

EASC 201 Environmental Geology (5)
Study of the interaction of humans and geological processes. Analysis of geologic hazards (volcanism, slope failure, earthquakes, flooding) and resource management (ores, water, energy resources, waste disposal). EASC 100 or 103 recommended. Field trips may be required. Lab included.

EASC 203 Geology of the Pacific Northwest (5)
Physical geology of Washington, Oregon, Idaho, and British Columbia focusing on geological processes important to their evolution. Emphasis on using geologic principles to interpret evidence found on maps and in landscapes and rocks. EASC 100, 103, 105 or 201 recommended. Field trips may be required. Lab included.

EASC 299 Learning into Action (1-15)
Student develops and completes curriculum-related independent project which demonstrates skills and abilities and explores career options. May include, but is not limited to, service learning, original research, and travel abroad. Faculty sponsor approval required. Students with 45 transferable college credits are eligible to begin Learning into Action.

Economics (ECON)

Program Description

The study of economics provides students with an understanding of the structure and functions of the American economy both independently and within the global economy. A knowledge of economics enhances the ability to think logically and enables students to apply economic concepts to the analysis of real world situations and opportunities. Economics courses satisfy degree requirements in the Culture area of study and Macro and Microeconomics are required courses for business students planning to transfer to four-year business programs.

In order to successfully complete business major prerequisites (BA 213, BA 215, BA 217, BA 218, BA 219, ECON 201, ECON 202), students should have placement scores at or above college level reading (ASSET 44/COMPASS 84) and at or above college level math (ASSET 46/COMPASS 75). Successful completion of coursework taken in reading and/or math at the college level are also sufficient indicators of success in these college majors.

Course Descriptions

ECON 101 Introduction to Economics (5)
Introduction to basic principles of macro and micro economics for the non-major. Areas covered include supply and demand, the determination of equilibrium prices and quantities, types of production costs, economic growth, unemployment, fiscal policy and monetary policy.

ECON 104 Introduction to Economic Geography (5)
An analysis of the impact of depletable and renewable natural resources on the economic development of regional and world economies. Topics of discussion include pollution, conservation, environmental valuation, market failure and environmental policies to remedy misallocations of resources.

ECON 150 Consumer Economics (5)
Designed for students who desire a general overview of economic principles as they relate to personal finance. Supply and demand, inflation, money and banking, interest, savings, investments, credit, estate planning and other consumer-related topics are presented. Not recommended for business majors.

ECON 201 Principles of Economics – Macro (5)
A comprehensive introduction to the structure of the American economy as compared to other economic structures, supply and demand, GDP, inflation, monetary policy, money and banking, taxation, economic growth, international exchange and comparisons of classical, Keynesian and monetarist economic philosophies are presented. Required for business majors planning to transfer to 4-year business programs.

ECON 202 Principles of Economics – Micro (5)
A comprehensive introduction to the functions of the market system including allocation of scarce resources, production of goods and services, determination of prices, output and profit maximization in competitive and monopolistic markets. Required for business majors

planning to transfer to 4 year business programs.

ECON 299 Learning Into Action (1-15)
Provides business students with the opportunity to design and perform a curriculum related, independent project which develops business skills and explores career options. An LIA project may take a variety of forms such as an internship with a local business, travel abroad, original research or other projects as approved by the LIA coordinator. Faculty sponsorship is required. Students with 45 transferable college credits are eligible to participate in an LIA.

Education

Please see ***"Becoming a Teacher"****, Chapter 6.*

Education Paraprofessional (EDUC)

Also see ***Early Childhood Education (ECE)*** *for information on a related program.*

Program Description

The Education Paraprofessional (EDUC) degree prepares students to work under the supervision and alongside a certified/licensed staff member to support and assist in providing instructional and other services to children, youth and their families. Possible positions this degree prepares a student for are ESL/bilingual/migrant paraeducator, ECEAP family support specialist, education assistant, guidance specialist, instructional aide, interpreter, transition specialist paraeducator, playground assistant, special education assistant, teacher aide, and tutor.

Students may pursue an Associate in Technical Arts (ATA) Degree, a one-year certificate or earn electives to an AAUCT degree. The ATA degree covers the Washington State Core Competencies and Skill Standards for Paraeducators and meets the federal paraeducator requirements in the Elementary and Secondary Education Act of 2001. Many of the courses in the Education Paraprofessional program transfer directly to Western Washington University or other four-year institutions. Check with the transfer counselor for the most up to date information.

Entry into the Program

Students may enter the program at the beginning of any quarter. For specific information contact the Admissions Office or the Department Chair.

According to Washington State Law RCW 43.43.830, any person with a positive criminal history for "crimes" against persons is not allowed to work with children. Background checks of criminal history are required of all students who work with children in any setting. Participants in this program will be required to provide a disclosure statement which will be submitted to the Washington State Patrol in order to complete a criminal history background check.

All EDUC courses require extensive reading and writing. At least one EDUC course will be designated as "writing" or "speech" intensive each quarter. Students should expect to participate in both individual and group assignments

Work-Based Learning

Students will integrate classroom learning with work-based learning experience in EDUC 223: Practicum and Seminar at a supervised school or education site. Department Chair approval is required. Credits and grades are based on job-hours worked, work performance, and completion of the learning objectives specified in the practicum. Attendance at a weekly seminar focusing on application of education coursework in the K-12 setting is required. A minimum of two quarters of EDUC 223 (5 credits each quarter) is required for completion of the Education Paraprofessional ATA degree. (EDUC 299 may be used in the transfer degree and explores education career options).

SAMPLE SCHEDULE

ATA Education Paraprofessional

FIRST YEAR

Fall ..... Cr	Winter ..... Cr	Spring..... Cr
ECE 220 or	ECE 105 2	ECE 140 3
ECE 225 5	EDUC 221 3	EDUC 215 3
EDUC 200 5	*LC/GE..... 5-10	†MATH 100..... 5
†ENGL 101 5	SPCH 121 5	**Elective..... 5
or †ENGL 170 3		
Total..... 13+	**Total ..... 15+**	**Total 16**

SECOND YEAR

Fall ..... Cr	Winter ..... Cr	Spring..... Cr
ECE 211 3	ECE 230 3	~EDUC 223..... 5
EDUC 104 3	~EDUC 223..... 5	EDUC 260..... 3
EDUC 245 3	EDUC 246..... 4	*PSYC 100 or 110*
PE 200 2	SOSC 125..... 2	*or 210..... 5*
**Elective 5	.....	SOSC 113 1
Total..... 16	**Total 14**	**Total 14**

* Learning Community (5-10 credits) or 5 credits of General Education (culture, natural world or arts). Must be outside of technical area, approved by Department Chair. Please see INDEX regarding Learning Communities.

† Students who do not receive an appropriate test score will require additional coursework to develop necessary skills for entry into class.

** For a specialization in language, students must take 15 credits of one language other than English. Other students may take elective courses under advisement.

~ A total of 10 credits of EDUC 223 must be completed in two quarters for the Education Paraprofessional ATA degree.

SVC has a Transfer Agreement with Washington State University (WSU)

♦ *Completion of the following courses with a minimum of a 2.5 GPA will allow direct transfer to the WSU Human Development Early Childhood Education Specialization, B.A. program.*

FIRST YEAR

Fall ..... Cr	Winter ..... Cr	Spring..... Cr
ECE 100 5	ECE 160 3	ECE 129 3
ECE 211 3	ECE 221 3	ECE 140 3
ECE 220 5	†MATH 107 5	ECE 215 3
†ENGL 101 5	*PE 200... 2	ECE 225 5
.....	*SOSC 113 1	.....
.....	*SOSC 125..... 2	.....
Total..... 18	**Total 16**	**Total 14**

SECOND YEAR

Fall ..... Cr	Winter ..... Cr	Spring..... Cr
ECE 102..... 3	‡ECE 199..... 4-6	ECE 202..... 4
ECE 105..... 2	ECE 201 4	ECE 223..... 5-7
ECE 130..... 3	ECE 230..... 3	EDUC 240..... 3
EDUC 245 3	PSYC 100 2	EDUC 260..... 3
SPCH 121 5	.....	.....
Total..... 16	**Total..... 13+**	**Total ..... 15+**

*SOSC 113, 125 and PE 200 are required for the SVC ECE-ATA only.

† Students who do not receive an appropriate test score will require additional coursework to develop necessary skills for entry into class.

‡ ECE 199 may be taken at any time during the two-year process. A minimum of four credits of ECE 199 must be completed.

Program Certificates

Education Paraprofessional Certificate in Language & Literacy

A Certificate in Education Paraprofessional in Language and Literacy may be granted upon completion of at least 47-48 college level credits which must include: EDUC 104, 200, 221, 245, 246, ENGL 101, MATH 100,

SPCH 121, and 15 credits of any one language other than English.

Education Paraprofessional Certificate in Teaching & Learning

A Certificate in Education Paraprofessional in Instruction may be granted upon completion of at least 45 college level credits which must include: ECE 220 or 225, 230, EDUC 104, 200, 221, 260, ENGL 101 or 170, MATH 100, PSYC 100, 110 or 210, SPCH 121 and an ECE or EDUC elective (3 credits).

Individual Technical Certificate

An Individual Technical Certificate may be developed in conjunction with other programs to meet marketable objectives and goals with Department Chair approval.

The Education Paraprofessional Certificates may be combined with the AAUCT degree for students wishing to transfer to a four-year institution in pursuit of a teaching certificate.

Course Descriptions

EDUC 104 Guidance, Behavior, & Classroom Management (3)

Teaching strategies and guidance techniques for individual and groups of children to prevent behavior problems, assist in solving problems, and promote the development of effective social skills.

EDUC 200 Introduction to Education (5)

Introduction to the history, philosophy, principles, learning theories, issues, and trends of education. Includes observations of educational models and exploration of career paths.

EDUC 211 Diversity in Education (3)

Overview of diversity in education including culture, ethnicity, family structure, socio-economics and educational philosophy.

EDUC 215 School, Home, & Community Relations (3)

Strategies and skills for effective interpersonal communication and collaboration between teachers, paraprofessionals, families, students, and community members. Integrates family and community contexts in which a child develops.

EDUC 221 Working with the Exceptional Child (3)

Introduction to the categories of special needs and the rules and regulations concerning special education and related services. Overview of the issues and techniques, current trends, and classroom approaches for maximizing the development of children with special needs.

EDUC 223 Practicum & Seminar (5)

Practical application of education coursework in the K-12 classroom setting. Attend a weekly seminar and work with children in a public or private school setting under the direct supervision of a certified/licensed staff member or teacher. Experiences will include supporting and assisting in instructional and other services to children, youth and their families. Prerequisite: ECE 102 or EDUC 104; ECE 220 or EDUC 225 and department chair approval.

EDUC 245 Language & Literature for Children (1-3)

Language acquisition and development in children; appropriate language and literature curriculum to enhance language development. Explores development of speaking, listening, reading, and writing.

EDUC 246 Working with Bilingual Children (4)

Focuses on effectively meeting the learning needs of children whose first language is not English. Explores ways to collaborate with family and other professionals to meet the needs of bilingual learners.

EDUC 260 Instructional Technology (3)

Interactive hands-on approach to learning and evaluating different software programs for use in educational technology and its application in today's classroom. Emphasis on turning basic technology skills into effective and enhanced instructional skills.

EDUC 299 Learning into Action (1-15)

Student develops and completes curriculum-related independent project which demonstrates skills and abilities and explores career options. May include, but is not limited to, service learning, original research, and travel abroad. Faculty sponsor approval required. Students with 45 transferable college credits are eligible to begin Learning into Action.

Electronics Engineering Technology (EET)

*See **Electronics Technology (ET)** or **Mechatronics (MET)** or **Telecommunication Networks Technology (TNT)** for information on related programs. All utilize a similar first-year course sequence.*

Program Description

The Electronics Engineering Technology (EET) program is designed for students who intend to transfer to selected four-year institutions after earning the ATA degree in Electronics Engineering Technology at Skagit Valley College.

Engineering technicians work in the development, design, production, and operation of electronic-based equipment. Most students completing the Associate in Technical Arts degree should expect to work in support of engineering; however, titles used by industry for graduates with the BSEET degree (a four-year degree) include both engineer and engineering technician.

The following course sequence was developed with Western Washington University to offer at SVC the first two years of a four-year course sequence leading to the Bachelor of Science degree in Electronics Engineering Technology. This course sequence also provides an excellent base for transfer to other engineering technology (BSEET) programs that are available both within and outside of Washington state. Contact the prospective transfer university for program requirements and transfer options.

All students are required to provide a basic set of hand tools for use in their first-year courses. When advancing to the second-year application courses, the tool compliment will be augmented to meet the requirements of the major area. There is a complete list of tools and equipment provided with each course syllabus.

Entry into the Program

Please apply to the Admissions Office. Entering students need to complete two years of high school algebra before starting the program sequence. Students who lack this preparation should consult an

adviser for appropriate course work. The program may be started in any quarter; however, some course sequences start only Fall Quarter. Students with prior work experience in electronics or education may apply for advanced standing.

For more information, contact the Electronics Technology Department Chair or the Admissions Office.

Work-Based Learning

Students will integrate classroom learning with work-based learning experience in Cooperative Education (ET 199) at a supervised work site. Department Chair approval is required. Credits and grades are based on job-hours worked, work performance and completion of the learning objectives specified in the learning contract. Concurrent enrollment in a Cooperative Education Seminar or equivalent is required. Five credits or more may be substituted with permission of the Department Chair.

Associate in Technical Arts Degree

An Associate in Technical Arts degree (ATA) is awarded upon completion of a minimum of 90 credits of specified technical and related education coursework above 100 level with both an overall 2.0 grade point average and a 2.0 grade point average in the technical major.

SAMPLE SCHEDULE

ATA Electronics Engineering Technology

FIRST YEAR

Fall	Cr	Winter	Cr	Spring	Cr
ET 111	5	ET 112	5	ET 113	5
ET 135	5	ET 136	5	ET 137	5
†MATH 111	5	MATH 112	5	CS 210	5
†ENGL 101	5	SPCH 121	5	†ENGL 103 or	
				†ENGL 104	5
Total	**20**	**Total**	**20**	**Total**	**20**

SECOND YEAR

Fall	Cr	Winter	Cr	Spring	Cr
ET 267	5	ET 268	5	†ENGL 270	3
ET 281	5	ET 283	5	**PHYS 219	5
**PHYS 217	5	**PHYS 218	5	*LC/GE	5-10
MATH 124	5	MATH 125	5		
PE 200	2	‡ET 199	1-15		
SOSC 125	2	SOSC 113	1		
Total	**24**	**Total**	**22+**	**Total**	**13+**

* Learning Community (5-10 credits) or 5 credits of General Education (culture, natural world or arts). Must be outside of technical area, approved by Department Chair. Please see INDEX regarding Learning Communities.

**PHYS 104, 105 AND 106 may be substituted for PHYS 217, 218, and 219.

† Students who do not receive an appropriate test score will require additional coursework to develop necessary skills for entry into class.

‡ ET 199 may be taken at any time during the two-year program with Department Chair approval.

Individual Technical Certificate

A certificate in electronics, electronic instrumentation, or other specialized areas may be tailored and customized in conjunction with other programs to meet specific goals and objectives of the prospective graduate with Department Chair approval.

Electronics Technology (ET)

*See **Electronics Engineering Technology (EET)** or **Mechatronics (MET)** or **Telecommunication Networks Technology (TNT)** for information on related programs.*

Program Description

The Electronics Technology (ET) program offers majors in Electronics Technology/RF Communication Systems, Electronics Technology/ Instrumentation and Control emphasis, Electronics Engineering Technology (EET), Mechatronics (MET), and Telecommunications Networks Technology (TNT). These majors offer similar first-year core courses with specialization occurring in the second year sequence of study. Job options in this field include computer network design, industrial instrumentation and control, robotics, home and business security system maintenance and design, as well as opportunities in avionics and marine electronics.

Sample schedules for Electronics Technology/RF, Instrumentation and Control emphasis and Telecommunications are shown under each individual program heading.

Computer systems are used extensively throughout this program. Courses in advanced circuit analysis will use the computer in circuit simulation and data acquisition and control. C++ programming is emphasized in computer interface systems and control applications. Students may expect to spend approximately fifty percent of their time in lab work.

All students are required to provide a basic set of hand tools for use in their first-year courses, including a graphing calculator, digital multi-meter with interface port and computer simulation software for use in their first-year courses. When advancing to the second-year application courses, the tool and equipment compliment will be augmented to meet the requirements of the major study area. Each course syllabus will provide the specifics of the required tools, equipment, and software.

Entry into the Program

Please apply to the Admissions Office. Students entering the program should complete one year of high school algebra before starting the sequence. Students lacking this preparation should consult an advisor for appropriate course work. Students with prior experience or training in electronics may apply for advanced standing.

For further information, contact the Department Chair or the Admissions Office.

Tech Prep

Skagit Valley College will grant credits toward a professional/technical degree based on competencies gained in high school. The competencies must be agreed upon by the appropriate teachers from the high school and the college. Credit will be transcripted after verification of successful completion of the agreed upon competencies. If you are interested in taking steps to begin work in the professional/technical workplace of the future, please contact your high school counselor.

Work-Based Learning

Students will integrate classroom learning with work-based learning experience in Cooperative Education (ET 199) at a supervised work site. Department Chair approval is required. Credits and grades are based on job-hours worked, work performance and completion of the learning objectives specified in the learning contract. Concurrent enrollment in a Cooperative Education Seminar or equivalent is required.

Associate in Technical Arts Degree

An Associate in Technical Arts degree (ATA) is awarded upon completion of a minimum of 90 credits of specified technical and related education coursework above 100 level with both an overall 2.0 grade point average and a 2.0 grade point average in the technical major.

SAMPLE SCHEDULE

ATA Electronics Technology

FIRST YEAR

Fall ..... Cr	Winter ..... Cr	Spring..... Cr
ET 111 5	ET 112 5	ET 113 5
ET 135 5	ET 136 5	ET 137 5
ET 141 5	ET 142 5	ET 145 5
PE 200 2	SOSC 125 2	*LC/GE 5-10
.....	.....	SPCH 125 3
Total..... 17	**Total 17**	**Total ..... 23+**

SECOND YEAR

Fall ..... Cr	Winter ..... Cr	Spring..... Cr
ET 267 5	ET 268 5	‡ET 199 1-15
ET 274 5	ET 275 5	ET 269 5
ET 281 5	ET 283 5	ET 276 5
SOSC 113 1	†ENGL 170 3	ET 285 5
Total..... 16	**Total 18**	**Total ..... 16+**

* Learning Community (5-10 credits) or 5 credits of General Education (culture, natural world or arts). Must be outside of technical area, approved by Department Chair. Electronics students must take CS 101. Please see INDEX regarding Learning Communities.

† Students who do not receive an appropriate test score will require additional coursework to develop necessary skills for entry into class.

‡ ET 199 may be taken at any time during the two-year program with Department Chair approval.

Program Certificates

Computer Repair Certificate

A certificate in Computer Repair may be awarded upon completion of the courses listed in the first four quarters of the sample schedule (with the exception that ET 199 will be taken in place of the LC/GE course) and Department Chair approval.

Individual Technical Certificate

A certificate in electronics, electronic instrumentation, or other specialized areas may be tailored and customized in conjunction with other programs to meet specific goals and objectives of the prospective graduate with Department Chair approval.

Course Descriptions

ET 111 Electronic Fundamentals I (5)
Introductory DC resistive circuit analysis course. Includes Ohm's Law, Kirchoff's laws, series circuits, parallel circuits, series-parallel circuits and network theorems.

ET 112 Electronic Fundamentals II (5)
Introduction to AC circuit analysis. Topics include inductance, capacitance, reactance and associated circuitry.

ET 113 Active Electronic Circuits (5)
Analysis of linear and switching power supply systems. Prerequisite: ET 112

ET 117 AC/DC Electronic Fundamentals (5)
Introduction to electronics and direct current analysis of resistive circuits and semiconductors including fundamental laws of DC and the operation of different types of solid state devices.

ET 121 A+ Core Preparation (6)
Introduction to computer components, concepts and hardware. Provides the opportunity to identify, assemble, configure, upgrade and troubleshoot a typical personal computer system. Covers fundamentals, requirements, and specifications of typical network systems. Successful completion of this course will help prepare for the core part of the CompTIA A+ certification examination.

ET 122 A+ Operating System Technologies Preparation (5)
Preparation for the Operating System Technologies segment of the A+ certification examination.

ET 135 Introduction to Semiconductor Devices (5)
Basic semiconductor theory and operation, including diodes, LEDs, bipolar transistors, FETs and operational amplifiers.

ET 136 Advanced Semiconductor Devices (5)
Advanced solid state. Includes theory and operation of FETs, UJT, SCR, DIAC, TRIAC, and other similar devices. Prerequisite: ET/TNT 135.

ET 137 Computer Aided Design for Electronics (5)
Using Computer Aided Design software in preparing schematic diagrams and printed circuit layouts. Prerequisite:

ET 141 Algebra for Electronics (5)
Application of algebra to electronics.

ET 142 Trigonometry for Electronics (5)
Application of algebra and trigonometry to alternating current problems. Prerequisite: ET 141.

ET 143 Calculus for Electronics (5)
Study of advanced mathematics including calculus.

ET 145 Advanced Mathematics for Electronics (5)
Related electronic mathematics including logarithms, numbering systems for computers, Boolean algebra, and logic diagrams.

ET 199 Cooperative Work Experience (1-15)
Supervised work experience in the field. Includes a weekly seminar. Instructor permission required.

ET 212 Network Analysis (3)
Study of advanced AC/DC circuit analysis using network theorems and complex numbers. Included will be the study of logarithms and their applications to electronics. Boolean algebra and digital logic will be discussed.

ET 222 Introduction to Microprocessors (4)
Study of microprocessor fundamentals. Analysis of architecture and bus structure.

ET 223 Designing with Microprocessors (4)
Using the microprocessor as the integral part of digital control systems.

ET 224 Microprocessor Interfacing (4)
Using the microprocessor to control external operations and processes.

ET 244 Calculus for Electronics II (5)
Integrals, trigonometric functions, logarithmetic and exponential functions.

ET 260 Technician License Preparation (3)
Preparation and study for technician FCC license examinations. For students experienced in electronics.

ET 261 Associate CET Review (3)
Review of fundamental electronic principles essential to passing the Associate Certified Electronics Technician Examination.

ET 262 Journeyman CET Review (3)
Review of troubleshooting techniques, equipment usage and waveform analysis to pass the ISCET Journeyman Level examination.

ET 263 Industrial Electronics & System Components (5)
Electronic principles, programming examples and applications related to the industrial and instrumentation fields. Covers variables such as temperature, pressure, level and flow. Prerequisite: ET 113 and 145

ET 264 Industrial Measurements (5)
Transducers, flow measurement, temperature measurement in a computer controlled industrial and instrumentation system. Use LabVIEW software to monitor flow, temperature, proximity, pressure, level and toxic gas sensors in a hostile environment. Prerequisite: ET 263.

ET 265 Process Control Systems (5)
Overview of microprocessor and computer based instrumentation and process control. Microprocessor and computer programming applications for instrumentation and process monitoring control. LabView and Rockwell Automation PLC software are used to develop real-time control applications. Prerequisite: ET 264.

ET 267 Analysis of Op-Amp Circuits (5)
Fundamentals of operational amplifiers and linear ICs.

ET 268 Linear Circuits for Microprocessor Systems (5)
Laboratory experiences in design, analysis and construction of integrators, comparators, oscillators, and regulated power supplies. Prerequisite: ET 267

ET 269 Designing with Linear Circuits (5)
Techniques of interfacing linear devices to a microcomputer.

ET 274 Wireless Communication I (5)
Introduction to wireless communications. Theory, fundamentals and application of modulation systems. Lab intensive using both discrete components and system simulation software. Prerequisite: ET 113 and ET 145.

ET 275 Wireless Communication II (5)
Study of cellular radio, paging and messaging networks, Bluetooth, the 802.11 Wireless LAN Standards, security and installation of wireless computer networks. Applications include wireless broadband networks, multichannel multipoint distribution service, local multipoint distribution service, the 39 GHz Band plan, wireless local loop and Broadband Free-Space optical systems. Prerequisite: ET 274.

ET 276 Wireless Communication III (5)
Advanced wireless systems in the convergence to Third Generation (3G) systems and technologies. Explores the basics of satellite navigation systems for determining position location. Studies Global Positioning Satellite (GPS) integration with third generation digital cellular phone systems for aiding 911 calls for mobile users. Prerequisite: ET 275.

ET 281 Digital Circuits for Microprocessors (5)
Theory and laboratory experiences involving the use of digital integrated circuits. Prerequisite: ET 113.

ET 283 Microprocessor Support Circuits (5)
Theory and operation of microprocessors. Prerequisite: ET 281

ET 285 Computer Interfacing (5)
Advanced computing and control systems using a Personal Computer. Prerequisite: ET 283

Engineering (ENGR)

Program Description

The SVC Engineering program is designed to prepare students to transfer to a college of engineering, either directly with the Associate of Sciences degree, or with basic engineering courses completed at SVC before transferring. If a student begins the calculus sequence (MATH 124) immediately, two years will be sufficient to complete the program. If a student needs to complete precalculus courses (i.e. MATH 111, 112) the program will take about three years.

Because most engineering courses require math prerequisites and because some engineering courses are offered only annually or biennially, sequencing is very important. The student is strongly urged to plan his or her program with the engineering adviser.

Course Descriptions

ENGR 112 Statics (5)
The fundamentals of Newtonian equilibrium mechanics using vector notation. Equilibrium of particles and rigid bodes, structural analysis, internal forces, friction, center of gravity and centroids, moments of inertia, individual and group design projects, history and developmentof statics. Prerequisite: MATH 124.

ENGR 123 Engineering Graphics (5)
Orthographic projection, descriptive geometry, pictorials, auxiliary views, dimensioning, sections, two-dimensional computer aided drafting, integrated individual and group design projects, historical development of engineering, risks that engineering involves and the way it affects our lives. Recommended for engineering transfer students and those interested in engineering. Prerequisite: MATH 97 with a C grade or better.

ENGR 199 Cooperative Education Experience (1-15)
Work experience related to career interests in the field. Instructor permission required.

ENGR 212 Dynamics (5)
Kinematics of particles, systems of particles, and rigid bodies; moving reference frames; kinetics of particles, systems of particles, and rigid bodies; equilibrium, energy, linear momentum, angular momentum, Euler equations, and special problems (e.g., central force motion, vibration). Individual and group design projects and the history and development of dynamics. Prerequisite: ENGR 112.

ENGR 220 Mechanics of Materials (5)
Introduction to the concepts of stress, deformation, and strain in solid materials. Development of basic relationships between loads on structural and machine elements such as rods, shafts, and beams, and the stresses, deflections, and load-carrying capacity of these elements under tension, compression, torsion, bending and shear forces, or combinations thereof. Individual and group design projects. History of and cultural contributions to the mechanics of materials. Prerequisite: ENGR 112.

ENGR 299 Learning Into Action (1-15)
Student develops and completes curriculum-related independent project which demonstrates skills and abilities and explores career options. May include, but is not limited to, service learning, original research, and travel abroad. Faculty sponsor approval required. Students with 45 transferable college credits are eligible to begin Learning into Action.

English (ENGL)

Program Description

The English program includes pre-college level courses designed to help students develop skills for succeeding in college-level composition courses. The composition courses (English 101, 103, 104) are designed to prepare students for careers and transfer to 4-year schools; they are regularly taught in interdisciplinary combinations called Writing Links. Courses in professional/technical communication and creative writing are regular offerings. Before enrolling in English classes 097 and above, students take a placement test and are advised as to which course they must enroll in to begin. Both pre-college and college-level reading courses are also offered to improve students' comprehension skills essential for any discipline. Some may be offered in conjunction with content classes. For information at the Mount Vernon Campus, contact the Learning Center or the English Department. At the Whidbey Island Campus, contact the Academic Skills Center or the Communications Department.

Course Descriptions

ENGL 091 Spelling Improvement (3)
Spelling rules and guidelines for overcoming common errors.

ENGL 092 Basic Writing Foundation (3)
Introduction to expressing ideas on paper and understanding basic grammar.

ENGL 093 Grammar, Sentence Structure, & Punctuation (3)
Grammar mechanics and usage, sentence structure, and punctuation.

ENGL 094 Paragraph Practice (2)
Practice in effective paragraph development.

ENGL 095 Vocabulary Development (2)
Basic vocabulary building techniques.

ENGL 096 Special Topics in English (1-5)
Individualized study in foundational aspects of English. Course content to be designed in conference with instructor.

ENGL 097 Improving Grammar I (5)
Designed to teach students to write, analyze, and revise their own sentences and to begin to develop coherent paragraphs. Prerequisite: Appropriate test score.

ENGL 098 Improving Grammar II (5)
Additional practice in controlling sentence structure, punctuation, and paragraph development for students who require additional skill development prior to English 99. Prerequisite: ENGL 97 and permission of instructor.

ENGL 099 Basic Composition (5)
The study of fundamentals of grammar, syntax, and composition leading to the construction of effective sentences, paragraphs, and essays. Prerequisite: Grade of 2.0 or higher in ENGL 97, ENGL 98, or ESL 98, or appropriate test score.

ENGL 101 Composition I (Expository Writing) (5)
The study of fundamental writing skills and varied writing strategies leading to the planning, organizing, writing, and revising of academic essays. Prerequisite: Appropriate ASSET or COMPASS score or grade of 2.0 or higher in ENGL 99.

ENGL 103 Composition II (5)
The advanced study of and practice in writing within academic contexts. Includes the planning, researching, writing, and revising of academic essays and the integration of appropriate scholarly sources. Prerequisite: Grade of 2.0 or higher in ENGL 101.

ENGL 104 Composition III (Research) (5)
The planning, researching, and writing of a substantial academic paper based on a clearly stated thesis and using a variety of scholarly sources. Prerequisite: Grade of 2.0 or higher in ENGL 101.

ENGL 170 Professional & Technical Communication (3)
English 170 is the study of fundamental composition skills and writing strategies commonly used in employment situations. By the end of the quarter, students will have written and revised a number of writing assignments, including but not limited to memoranda, letters of inquiry and response, summaries, technical descriptions, instructions, and business proposals. Prerequisite: Appropriate test score or grade of C or better in ENGL 99.

ENGL 199 Cooperative Education (1-15)
In a supervised work setting students will be able to apply the analytic reading and writing skills developed in composition and literature classes. Attendance at weekly seminars and instructor permission required.

ENGL 201 Creative Writing (5)
Helps to develop skills in writing fiction, creative nonfiction, or poetry (emphasis to be determined by instructor). Students will read and discuss works by professional authors, compose original works, and participate in peer workshops.

ENGL 270 Technical Report Writing (3)
Introduction to and practice in planning, researching, and writing clear and concise technical reports of at least 1,250 words, progress reports, proposals, letters of applications and transmittal, and resumes. Prerequisite: Grade of 2.0 or higher in ENGL 101.

ENGL 299 Learning into Action (1-15)
Student develops and completes curriculum-related independent project which demonstrates skills and abilities and explores career options. May include, but is not limited to, service learning, original research, and travel abroad. Faculty sponsor approval required. Students with 45 transferable college credits are eligible to begin Learning into Action.

English as a Second Language (ESL)

Program Description

Students whose primary language is not English have the opportunity to learn and improve their skills in speaking, listening, reading, and writing. Students move progressively to greater levels of complex skills as their basic skills improve. Students who become proficient in speaking, listening, reading, and writing are encouraged to continue their education in either academic or professional technical college programs. Adult English as a Second Language classes are numbered 001 through 020; these classes are offered both days and evenings and periodically on weekends. Pre-college academic ESL classes are numbered 040 through 070 and are tuition based. Academic ESL classes for matriculated nonnative speaking college students are numbered 083 through 105 (see World Languages, AESL).

Course Descriptions

ESL 010 Educational Interviewing (1-3)
A learner-focused course designed to orient students to the Adult ESL program and other resources and services; to appraise students' current abilities, characteristics, backgrounds, and interests; and to help students set long-term and short-term goals and create a plan of action to meet those goals. (Note: credits range from 1 to 3 credits.)

ESL 011 ESL Level 1 (Beginning ESL Literacy) (1-10)
ESL Level 1 (Beginning ESL Literacy). Non-transfer credit course in listening and observing, speaking, reading, and writing competencies for limited English-proficient adults with a goal to improve their English literacy who, at intake, score less than 181 on a CASAS appraisal test. (Note: Credits variable from 1 to 10 credits.)

ESL 012 ESL Level 2 (Beginning ESL) (1-10)
ESL Level 2 (Beginning ESL). Non-transfer credit course in listening and observing, speaking, reading, and writing competencies for limited English-proficient adults with a goal to improve their English literacy who, at intake, score 181-200 on a CASAS appraisal test. (Note: Credits variable from 1 to 10 credits.)

ESL 013 ESL Level 3 (Low Intermediate ESL) (1-10)
ESL Level 3 (Low Intermediate ESL). Non-transfer credit course in listening and observing, speaking, reading, and writing competencies for limited English-proficient adults with a goal to improve their English literacy who, at intake, score 201-210 on a CASAS appraisal test. (Note: Credits variable from 1 to 10 credits.)

ESL 014 ESL Level 4 (High Intermediate ESL) (1-10)
ESL Level 4 (High Intermediate ESL). Non-transfer credit course for listening and observing, speaking, reading, and writing competencies for limited English-proficient adults with a goal to improve their English literacy who, at intake, score 211-220 on a CASAS appraisal test. (Note: Credits variable from 1 to 10 credits.)

ESL 015 ESL Level 5 (Low Advanced ESL) (1-10)
ESL Level 5 (Low Advanced ESL). Non-transfer credit course in listening and observing, speaking, reading, and writing competencies for limited English speaking adults with a goal to improve their English literacy who, at intake, score 221-235 on a CASAS appraisal test. (Note: Credits variable from 1 to 10 credits.)

ESL 016 ESL Level 6 (High Advanced ESL) (1-10)
ESL Level 6 (High Advanced ESL). Non-transfer credit course in listening and observing, speaking, reading, and writing competencies for limited English-proficient adults with a goal to improve their English literacy who, at intake, score 236 or more on a CASAS appraisal test. (Note: Credits variable from 1 to 10 credits.)

ESL 020 English for Special Purposes (1-10)
A course designed to address the language learning needs of limited English proficient students who are co-enrolled in specific academic and/or professional/technical content courses. (Note: Credits variable from 1 to 3 credits.)

ESL 040 ESL 40 + LAB (7)
A course for establishing the fundamentals of English for non-native speakers who can demonstrate their ability to express in English simple ideas and needs.

ESL 050 ESL 50 + Lab (7)
Non-native English speaking students who can communicate basic needs and concepts in English begin to practice academic skills and develop habits of successful learners.

ESL 060 ESL 60 + Lab (7)
Continued refinement by non-native speakers of English of both their acquisition of English through the performance of routine tasks as well as the extension and application of their academic skills.

ESL 070 ESL 70 + Lab (7)
Students equipped with language-learning strategies and habits developing academic success demonstrate their non-native English abilities in settings approaching those to be encountered in a college setting.

Environmental Conservation (ENVC)

Also see ***Geographic Information Systems***

Program Description

The Environmental Conservation (ENVC) program is designed to meet the growing need for environmental and natural resource technicians within the natural resources and parkland areas. The effects from landscape uses such as forestry, agriculture, and urban development are the main focus of the Aquatic/Terrestrial emphasis. Students choosing the Marine emphasis will focus on jobs in the marine environment. Graduates may be employed by federal, state, county, and city governments, tribal nations or private businesses managing natural resources. Employment by non-governmental organizations is also on the rise. The Parks Resources Management emphasis is designed to meet the needs of students seeking employment with federal, state, county, city, or private recreational agencies. Students may need to conduct a job search beyond the local community in order to find the positions they desire. In addition, graduates may use their ATA degrees as a transfer degree to the College of Forest Resources, University of Washington; Evergreen State University; Fairhaven College (WWU); or the Department of Natural Resources, University of Idaho. Students who plan to transfer should first work with the Department Chair to develop a two-year schedule of classes.

Career Opportunities

The six-quarter Environmental Conservation program includes: (1) the study of aquatic/terrestrial ecology from pristine lakes and forest lands to highly utilized riverine systems in unmanaged and managed landscapes including a mosaic of agriculture, forests, urban areas; (2) the study of marine environments such as estuaries and coastal areas; and (3) the study of fish and wildlife ecology and management issues. Biological and ecological analysis in the field as well as in the laboratory, geographic information systems (GIS), technical writing skills and the acquisition of related occupational skills

will be developed. In addition, environmental interpretation and facilities maintenance courses are offered for the Parks Resources Management emphasis. Career development courses are available in forestry techniques, salmon ecology, and geographic information systems (GIS).

Students interested in a career path in a wastewater and drinking water treatment emphasis should take ENVC 212 and 249 as electives as well as CHEM 131 and 132. Please see the Department Chair for details.

Entry into the Program

Please apply to the Admissions Office. Students are generally admitted Fall or Winter quarters. It is highly recommended that students have completed their pre-college coursework before entry. However, students with relevant work experience or equivalent coursework may be admitted at other times with the Department Chair's permission. Advanced standing may be requested.

For further information, contact the Department Chair or the Admissions Office.

Work-Based Learning

Students will integrate their classroom learning with work-based learning experience by participating in Cooperative Education (ENVC 199) at a supervised work site in an approved job in an environmental business, state, federal or county administration or non-governmental organization working with environmental issues. Students who desire a degree and are already employed in the field may develop cooperative work positions with their current employer. A total of six credits within the six quarters are required. Department Chair approval is required. Credits and grades are based on job hours worked, work performance and completion of learning objectives. Concurrent enrollment in Cooperative Education Seminar required. ENVC 199 may substitute for up to five credits of technical coursework with the permission of the Department Chair.

Associate in Technical Arts Degree

An Associate in Technical Arts degree (ATA) is awarded upon completion of a minimum of 90 credits of specified technical and related education coursework above 100 level with both an overall 2.0 grade point average and a 2.0 grade point average in the technical major.

SAMPLE SCHEDULES

ATA Environmental Conservation– Aquatic/Terrestrial Emphasis

FIRST YEAR

Fall	Cr	Winter	Cr
ENVC 101	5	ENVC 112	5
ENVC 102	4	ENVC 123	5
ENVC 104	1	MATH 108	5
BISC 107	5	PE 200	2
Total	**15**	**Total**	**17**

Spring	Cr	Summer	Cr
ENVC 122	5	‡ENVC 199	6
ENVC 140	5		
†ENGL 101	5		
ENVC Elec.	3-5		
Total	**18+**	**Total**	**6**

SECOND YEAR

Fall	Cr	Winter	Cr	Spring	Cr
ENVC 201	5	ENVC 210	5	ENVC 220	4
ENVC 202	4	ENVC 211	4	ENVC 221	3
GIS 101	5	*LC/GE	5-10	ENVC 222	3
SOSC 113	1	SOSC 125	2	ENGL 270	3
		SPCH 123	3	GIS 105	2
		or SPCH 121	5		
Total	**15**	**Total**	**19+**	**Total**	**15**

ATA Environmental Conservation– Marine Emphasis

FIRST YEAR

Fall	Cr	Winter	Cr
ENVC 101	5	ENVC 112	5
ENVC 104	1	ENVC 123	5
BISC 107	5	†MATH 108	5
GIS 101	5	PE 200	2
**MT 108	3		
Total	**19**	**Total**	**17**

Spring	Cr	Summer	Cr
ENVC 122	5	‡ENVC 199	6
BISC 190	3		
EASC 105	5		
†ENGL 101	5		
Total	**18**	**Total**	**6**

SECOND YEAR

Fall	Cr	Winter	Cr	Spring	Cr
ENVC 202	4	ENVC 210	5	ENVC 220	4
BISC 101	5	ENVC 211	4	ENVC 222	3
*LC/GE	5-10	BISC 102	5	BISC 103	5
SOSC 113	1	SPCH 123	3	SOSC 125	2
ENVC Elect	3-5	***or*** SPCH 121	5	ENGL 270	3
				GIS 105	2
Total	**18+**	**Total**	**17+**	**Total**	**19**

ATA Environmental Conservation – Parks Resources Management Emphasis

FIRST YEAR

Fall	Cr	Winter	Cr
ENVC 101	5	ENVC 112	5
ENVC 102	4	ENVC 123	5
ENVC 104	1	ENVC 130	5
BISC 107	5	†ENGL 170	3
ENVC Elect	3-5		
Total	**18+**	**Total**	**18**

Spring	Cr	Summer	Cr
ENVC 133	5	‡ENVC 199	6
ENVC 140	5		
GIS 105	2		
†MATH 100 ***or*** 108	5		
Total	**17**	**Total**	**6**

SECOND YEAR

Fall	Cr	Winter	Cr	Spring	Cr
ENVC 201	5	^AJ 228	30	ENVC 122	5
ENVC 202	4	***or*** *@Electives*		ENVC 221	3
GIS 101	5	*(12 minimum as*		ENVC 231	5
PE 200	2	*approved by*		***or*** ENVC 232	5
SOSC 113	1	*Dept. Chair)*		SOSC 125	2
		*LC/GE	5-10	SPCH 123	3
				or SPCH 121	5
Total	**17**	**Total**	**17+**	**Total**	**18**

* Learning Community (5-10 credits) or 5 credits of General Education (culture, natural world or arts). Must be outside of technical area, approved by Department Chair. Please see INDEX regarding Learning Communities.

† Students who do not receive an appropriate test score will require additional coursework to develop necessary skills for entry into class.

‡ ENVC 199 may be taken at any time during the two-year program with Department Chair approval.

@ Electives must be chosen from within the sciences, GIS or computer technology.

** A certificate in boat piloting from the U.S. Coast Guard may substitute for this class.

^ Satisfies General Education requirements (LC/GE) & PE 200.

SVC has a Transfer Agreement with University of Washington and University of Idaho

College of Forest Resources at the University of Washington and College of Natural Resources at the University of Idaho have approved the transfer of students who complete the following sequence of courses:

FIRST YEAR

Fall	Cr	Winter	Cr
ENVC 101	5	ENVC 112	5
BISC 101	5	ENVC 123	5
BISC 107	5	†MATH 108	5
PE 200	2	CHEM 131	5
SOSC 125	2		
Total	**19**	**Total**	**20**

Spring	Cr	Summer	Cr
ENVC 122	5	‡ENVC 199	6
ENVC 140 ***or*** BISC 133	5	MATH 111	5
†ENGL 101	5	*LC /GE	5-10
CHEM 132	5		
Total	**20**	**Total**	**16+**

SECOND YEAR

Fall	Cr	Winter	Cr	Spring	Cr
ENVC 201	5	ENVC 210	5	ENVC 220	4
ENVC 202	4	ENVC 211	4	ENVC 221	3
SOSC 113	1	BISC 102	5	ENVC 222	3
PHYS 104	5	SPCH 121	5	MATH 125	5
†MATH 112	5	MATH 124	5	*†ENGL 270*	
				or 104	*3*
Total	**20**	**Total**	**24**	**Total**	**18+**

* Learning Community (5-10 credits) or 5 credits of General Education (culture, natural world or arts). Must be outside of technical area, approved by Department Chair. Please see INDEX regarding Learning Communities.

† Students who do not receive an appropriate test score will require additional coursework to develop necessary skills for entry into class.

‡ ENVC 199 may be taken at any time during the two-year program with Department Chair approval.

Program Certificates

Individual Technical Certificate

An Individual Technical Certificate may be developed in conjunction with other programs to meet marketable objectives and goals with Department Chair approval. Professional upgrade certification available in Wildlife, Restoration, Water Quality and Fisheries. Clusters of 3-6 courses are the basis for an upgrade certificate.

MICRO-CERTIFICATES

These certificates focus on a specific skill within this program. A certificate is awarded to students who complete the following with a 2.0 grade point average or above:

Geographic Information Systems

Required sequence: GIS 101, 102, 105, and 201 or 202.

For more information and course descriptions, please see ***Geographic Information Systems (GIS).***

Course Descriptions

ENVC 101 Introduction to Watershed Management (5)

Basic geologic processes related to aquatic systems such as rivers, lakes, and wetlands. Measuring and calculating watershed management parameters encouraging quantitative thinking. Includes basic orienteering skills. Lab and field trips required.

ENVC 102 Invertebrate Biology & Identification (4)

Natural history, biology, and taxonomy of common invertebrates including their natural history and biogeographic distribution.

ENVC 104 Introduction to Natural Resources (1)

Introduction to natural resource agencies and institutions, including career opportunities; i.e. the role of the technician in forestry, fisheries, agriculture and parks.

ENVC 112 Limnology (5)

Introduction to natural and human-induced processes that shape lake ecosystems. Quantitative and qualitative measuring techniques will be used, including bioassessment techniques of biological integrity. Lab and field trips required. Prerequisite: ENVC 101 and BISC 107 or department chair approval.

ENVC 122 Stream Ecology (5)

Introduction to physical, chemical and biological components of Lotic systems and their anthropogenic impacts. Sampling techniques, lab procedures, water quality and stream habitat will be evaluated. Perform bioassessment. Exploration of global and cultural issues in relation to rivers. Proof of current tetanus vaccination (10 years) is required. Prerequisite: ENVC 112.

ENVC 123 Fish Biology, Taxonomy, & Life History (5)

Classification, biology, and physiology of representative North American fish.

ENVC 130 Environmental Interpretation (5)

Research presentation and communication styles through oral, visual, and audio-visual means of the history, geology, or natural history of an area, concept or species. Interpretation and discussion of ancient cultural archeological sites and influences on the present.

ENVC 133 Facilities Maintenance Fundamentals (5)

Introduction to facilities maintenance including basic grounds maintenance, electrical, plumbing, and carpentry fundamentals.

ENVC 140 Plants of Western Washington (5)

Collection, identification, and plant community grouping of local and regional gymnosperms and angiosperms. Identify invasive species.

ENVC 199 Cooperative Education (1-15)

Supervised work experience in the field. Includes a weekly seminar. Instructor permission required.

ENVC 201 Watershed Restoration (5)

Techniques and ecological context for restoration and its application in the conservation of biodiversity. State and federal laws pertaining to ecological field work. Evaluation of social and economic impact of restoration to diverse groups of people. Includes methods in biological engineering. Field trips required. Prerequisite: ENVC 122 with at least a C grade.

ENVC 202 Wildlife Biology (4)

Concepts in wildlife management and conservation biology including cultural values and issues. Relationship between land use patterns and responses by wildlife populations. Reading in technical journals and report writing required.

ENVC 210 Fish Ecology & Management (5)

Fish communities and their ecological requirements. Emphasis on population dynamics in relation to habitat changes. Reading and researching technical journals on current topics of fish conservation and management required. Report writing required. Prerequisite: : ENVC 122 and 123.

ENVC 211 Ecological Sampling & Monitoring Design (4)

General sampling concepts and population estimation. Methods in ecological sampling of mammals, birds, amphibians, vascular reptiles, fish, and plants.

TFW program procedures for ambient monitoring. Introduction to ecological software. Field trips required. Strongly recommended: Familiarity with computers and spreadsheets. Prerequisite: MATH 108.

ENVC 212 Water & Wastewater Treating Laboratory (2)
Focuses on the use of approved methods for collection, testing and reporting of results of samples taken to obtain data for submission to State and Federal regulatory agencies. Use of appropriate methods for collection, testing and reporting of results of effluent samples used to control operation of Water and Wastewater Treating plants. Prerequisite: ENVC 101 and MATH 100.

ENVC 220 Wetlands in Managed Landscapes (4)
General overview of wetland soils, hydrology, and ecology including wetland delineation. Application of basic landscape ecology theory and human impacts on wetlands. Field trips required. Prerequisite: ENVC 101 and 122 or department chair approval.

ENVC 221 Ecology of Ecosystem Edges/ Ecotones (3)
Importance of ecotones between freshwater systems and upland areas. Essential biological processes shaping ecological properties of ecotones at various scales of time and space. Students must conduct research and give a short seminar. Prerequisite: ENVC 112 and ENVC 202.

ENVC 222 Field Project (3)
Field project in cooperation with a landowner starting with a proposal and ending with a written report based on data collected by the student. Includes research of technical journals. Prerequisite: ENVC 202 and ENVC 210.

ENVC 225 Current Issues in Ecology (2)
A current topic of ecology will be examined through guest speakers combined with literature research and seminar presentations. For current & past topics, go to the SVC internet, http://www.skagit.edu/; click on Educational Programs.

ENVC 231 Introduction to Mammology (5)
Natural history, structure, identification, and classification of North American mammals.

ENVC 232 Bird Identification (5)
Natural history, biology, taxonomy, and identification of Pacific Northwest species.

ENVC 243 Field Techniques for Natural Resource Techs (3)
Forest resource management practices including reforestation, silviculture, forest inventory, harvest systems, and road location and construction in Northwest forests. Influence of forest management practices on watershed processes. Field trips required.

ENVC 244 Salmon Ecology (3)
Ecology of the Pacific Northwest salmon and their importance to social and economic values.

ENVC 245 Conservation Biology (5)
Introduction to conservation biology. Will use ecological software to explore the planet's biodiversity, conduct data collection, parameter estimation, and population viability analysis. Prerequisite: BISC 101 or BISC 107 or NASC 101 or ENVC 112 or department chair approval.

ENVC 249 Introduction to Fluid Flow (5)
Introduction to fundamentals of Newtonian and non-Newtonian fluids in open and closed systems. Calculation of system pressure profiles for liquids and gases in water treatment facilities. Introduction to measurement and control of flowing fluids. Scientific handheld calculator with graphing capability required. Prerequisite: ENVC 101 and MATH 100.

Ethnic Studies (ETHNC)

The Ethnic Studies program is designed to inform students about the history and heritage of ethnic and other minorities in the United States. The program acquaints all students with their heritage and encourages their active participation in the examination of cultures that formed the American mosaic. The Ethnic Studies program educates all students about social injustice, racism, ethnocentrism, etc. and aids in the reduction of prejudice and discrimination.

Course Descriptions

ETHNC 100 American Minorities (5)
The culture, contributions and contemporary issues of Asian, Black, Chicano, and Native Americans, with an emphasis on the historical experience and contributions of American minorities.

ETHNC 110 American Indian History (5)
The American Indian from earliest times to the present.

ETHNC 111 History of the Northwest Indians (5)
An introduction to the many different indigenous communities inhabiting the Northwest and the significant variety of cultural and environmental experiences and adaptations.

ETHNC 112 Voices Along the Skagit (3)
The history and culture of the First People in the Skagit River Watershed, from 8,000 years ago to the present. Arranged field trips to important archeological and cultural sites.

ETHNC 120 Survey of the Chicano People (5)
Historical, cultural, philosophical, sociological, political, and educational aspects of the Chicano people.

ETHNC 201 Minorities in American Society (5)
Study of theories used for explaining ethnic minority relations in American society. Includes study of prejudice, discrimination, racism, ethnocentrism, and cultural patterns.

ETHNC 210 Native American Song & Dance (5)
Survey of Native American songs/dances/attire/instruments of North America, past and present. Emphasis will be on the social and cultural significance of music, dance, and attire of various groups from the major regions of North American that make up the "Native American".

ETHNC 299 Learning into Action (1-15)
Student develops and completes curriculum-related independent project which demonstrates skills and abilities and explores career options. May include, but is not limited to, service learning, original research, and travel abroad. Faculty sponsor approval required. Students with 45 transferable college credits are eligible to begin Learning into Action.

Family Life (FL)

The Family Life (FL) program provides parents an opportunity to work with and observe their children in an educational setting. Technical assistance is provided to independently operated parent education cooperatives. Parents observe child behavior and practice skills and techniques useful in working with small groups of children.

Program objectives are:

1. To assist parents' understanding of child development.
2. To assist with the understanding of child behavior.
3. To provide necessary skills for effective parent/child communication.
4. To provide necessary skills for implementation of positive guidance techniques.
5. To build confidence in their parental roles as the child's first and most important teacher.
6. To involve parents actively in the child's "formal" educational experiences.
7. To support the family's home culture and development of positive self-esteem.
8. To provide families with formal and informal resources to support healthy family development.
9. To provide experience for family members in planning, governance and administration of program activities.

Course Descriptions

FL 131 Parent Education Co-op, Infants & Toddlers (3)

For parents with infants and toddlers; birth to 36 months. Includes child growth and development, guidance techniques, nutrition, child health and safety, activities for infants and toddlers and parental development. Curriculum may be delivered through weekly home visits and group meetings.

FL 132 Parent Education Cooperative I (3)

For parents with preschool children. Parents will be involved in the operation of the program through parent meetings, committee work, and classroom involvement.

FL 133 Parent Education Cooperative II (3)

For parents of pre-school age children enrolled in a community-based cooperative preschool. Pre-school serves as a lab setting in which parents will observe child development and behavior, positive approaches to guidance and positive adult/child interactions. Parents will participate in assisting the teacher in the classroom, attending monthly parent education sessions, and assistance with a committee job to maintain the lab/school.

FL 134 Parent Education Cooperative III (3)

For parents of preschool age children enrolled in a community-based cooperative preschool. Provides an opportunity for parents to focus on areas of child development and behavior, lab school organizational development, parenting and/or parents as teachers. Student participation includes practicing developmentally appropriate child guidance and positive adult/child activities, assisting the teacher in the classroom, attending monthly parent education sessions, and performing committee or leadership roles to support the lab/school.

FL 140 Parent Education Co-op for Second Parent (1)

For second parent of families in cooperative group of toddlers, three-year olds and four-year olds. Parents will be involved in operation of the program through parent meetings, committee work, or classroom involvement.

Fire Protection Technology (FIRE)

Program Description

The Fire Protection Technology (FIRE) program is designed to prepare the student for an entry-level career as a firefighter for private, municipal, industrial, state, and federal fire departments. Typical duties of firefighters may include responding to emergencies and performing work to save lives, stabilize emergency situations, reduce loss of property and improve public safety.

Firefighters additionally inspect, examine and care for emergency apparatus and equipment and perform routine maintenance to restore apparatus to a response-ready condition.

Fire Protection Technology is a systematic and organized inquiry into the occurrence of fire and its control. It is about gaining a deeper and useful understanding of fire's development, strategies used by the fire service to prevent its occurrence and lessen its impact, and methods employed to combat it. It is also about understanding a complex vocation that calls upon its members to perform unusually challenging tasks under virtually any condition with little room for error – or better, adapting to the unforgiving culture of a critical public safety industry.

The training of students to become career firefighters is a key component of the Fire Protection Technology program. Subjects included in the program help to improve the firefighter's use of knowledge, tools and systems to improve their career opportunities and the lives of those who they serve.

Entry into the Program

Please apply to the Admissions Office. Enrollment in the program is limited to 33 students entering each September. Selection is on a first-come, first served basis from a wait list. Students may enter the program only at the beginning of Fall Quarter. Winter and/or Spring Quarter entry is based on prior experience and Department Chair permission. All students must meet with the Firefighter Training Department Chair prior to registration.

Firefighter courses can be physically demanding. Student must be medically and physically fit to participate.

Admission to individual classes for those students not in the Fire Protection Technology program is by Department Chair approval only. Prerequisites for all Fire Protection Technology classes must be met before enrolling in that specific FIRE class.

Work-Based Learning

Students will integrate classroom learning with work-based learning experience in Fire Service Internship (FIRE 199) at a supervised work site. Department Chair approval is required. Grades are based on work performance specified in the position description and performance evaluation.

Associate in Technical Arts Degree

An Associate in Technical Arts degree (ATA) is awarded upon completion of a minimum of 90 credits of specified technical and related education course work above the 100 level, with both an overall 2.0 grade point average and a 2.0 grade point average in the technical major.

SAMPLE SCHEDULE

ATA Fire Protection Technology

FIRST YEAR

Fall ..... Cr	Winter ..... Cr	Spring..... Cr
FIRE 100 3	FIRE 102 3	FIRE 103 3
FIRE 101 3	FIRE 121 3	FIRE 122 3
FIRE 120 3	FIRE 160 3	FIRE 130 3
PE 161 1	PE 261 1	†ENGL 101 5
SOSC 125 2	†MATH 100 5	***or*** †ENGL 170 .. 3
.....	SOSC 113 1	PE 261 1
.....	.....	Core Elect 3
Total..... 12	**Total 16**	**Total ..... 16+**

SECOND YEAR

Fall ..... Cr	Winter ..... Cr	Spring..... Cr
FIRE 210 3	FIRE 199 2	FIRE 199 2
FIRE 230 3	FIRE 211 3	FIRE 200 1
FIRE 270 3	FIRE 231 3	FIRE 212 3
*LC/GE 5-10	FIRE 271 3	FIRE 240 3
PE 261 1	PE 261 1	FIRE 272 3
Core Elect 3	SPCH 125 3	PE 261 1
.....	***or*** SPCH 123 5	Core Elective .. 3
Total..... 18+	**Total ..... 15+**	**Total 16**

* Learning Community (5-10 credits) or 5 credits of General Education (culture, natural world or humanities). Must be outside of technical area, approved by Department Chair. Please see INDEX regarding Learning Communities.

† Students who do not receive appropriate ASSET test score will require additional coursework to develop necessary skills for entry into class.

MICRO-CERTIFICATES

These certificates focus on a specific skill within this program. A certificate is awarded to students who complete the following with a 2.0 grade point average or above:

Firefighter I – module 1
FIRE 120, 121, and 122.

Course Descriptions

FIRE 100 Introduction to Fire Protection (3)
Introduction to the philosophy and history of fire protection as it relates to loss of life and property by fire. Surveys responsibilities of fire departments in a community, organization and function of fire protection agencies and allied organizations, and sources of professional literature. Studies professional career opportunities and requirements and professional development plans.

FIRE 101 Fire Chemistry (3)
Introduction to basic concepts of chemistry and the chemical/physical nature of fire and its development.

FIRE 102 Emergency Incident Management System (3)
Introduction to Incident Management System and emergency operations. Satisfies training requirements for the National Incident Management System and ICS100/200.

FIRE 103 Building Construction for Fire Protection (3)
Concepts of building construction, structure rating and classification, and uniform codes. Building systems including floors, ceilings, wall, roofs and building support systems. Building collapse and firefighter safety in burning buildings.

FIRE 120 Firefighter Skills I (3)
Introduction to firefighting tools and equipment and basic firefighting techniques. Cognitive and skills development in emergency ground operations using firefighting companies. Emphasis on fire ground safety.

FIRE 121 Firefighter Skills II (3)
Continuation of FIRE 120. Introduction to firefighting tools and equipment and basic firefighting techniques in new firefighter skill sets. Cognitive and skills development in emergency ground operations using firefighting companies. Emphasizes working in companies. Prerequisite: FIRE 120 or department chair approval.

FIRE 122 Firefighter Skills III (3)
Continuation of FIRE 120 and 121. Introduction to firefighting tools and equipment and basic firefighting techniques in new firefighter skill sets. Cognitive and skills development in emergency ground operations using firefighting companies. Emphasizes multi-company operations. Prerequisite: FIRE 121 with minimum C grade or department chair approval.

FIRE 123 Live Fire Operations (1)
Review of hose-handling basics in demanding fireground activities. Includes Washington State Patrol, Module II, Live Fire Training, Interior Structure Fire Training required to obtain Washington State Firefighter I certification. Prerequisite: FIRE 120, 121, and 122 with minimum C grade or department chair approval.

FIRE 124 Search & Rescue I (1)
Introduction to basic skills needed to function efficiently during interior search & rescue mission using self-contained breathing apparatus. Gain skills necessary to deal with challenging interior search and rescue. Equal to the Washington State Fire Academy SRC-001. Prerequisite: FIRE 102 and 120 with minimum C grade or department chair approval.

FIRE 125 Search & Rescue II (1)
Continuation of FIRE 124. Learn to conduct a search and rescue operation in large unfamiliar spaces and small confined spaces. Equal to the Washington State Fire Academy SRC-002. Prerequisite: FIRE 124 with minimum C grade or department chair approval.

FIRE 126 Wildland Firefighting (3)
Firefighters who successfully complete this course will be qualified to suppress wildland fires while under close supervision. Provides required training for all personnel prior to certification as a Firefighter (FIRE2) under the Wildland Qualification System (NWCG 310-1). A student who successfully completes the training has a completed Task Book and receives recommendation for certification. Prerequisite: FIRE 161 with minimum C grade or department chair approval.

FIRE 127 Fire Operations in the Urban Interface (4)
Designed to meet the training needs for initial attack incident commanders, company officers, and first on-scene units confronting wildland fire that threatens life, property and improvements. Exceeds requirements for NWCG S-215 training. Prerequisite: Completion of FIRE 126 with minimum C grade or Training Chief approval

FIRE 130 Emergency Vehicle Accident Prevention (3)
Introduction to driving various types of fire apparatus in emergency and non-emergency modes. Meets academic and drill ground training requirements for Washington State Emergency Vehicle Accident Prevention certification. Valid driver's license required.

FIRE 140 First Responder Certification (5)
Classroom instruction and practical field exercises to prepare students to take the Washington state 60-hour First Responder Emergency Medical Certification test battery.

FIRE 160 Hazardous Materials First Response (3)
Prepares firefighters who witness or discover hazardous materials releases to recognize the presence of hazmat, protect themselves, secure the area, initiate emergency response of additional resources, and take defensive actions. Meets the training requirements for Hazardous Materials First Responder Awareness and Operations.

FIRE 161 Hazardous Materials First Responder Awareness (1)
Introduction to safely and effectively managing an emergency involving the uncontrolled release of dangerous chemicals. Focuses on responding to and assessing the hazard, and making necessary notifications of hazardous materials spills. For emergency pre-hospital care personnel, emergency communications officers, law enforcement officers, private industry employees, public works personnel, and Wildland firefighters.

FIRE 199 Fire Service Internship (2)
Relevant work experience through appointment to a fire protection agency. Augments classroom learning by applying skills and knowledge learned and opportunity to develop workplace ethics, appropriate performance levels, and behavioral traits in workplace settings. Prerequisite: Department chair approval.

FIRE 200 Fire Protection Capstone Seminar (1)
Summary presentation of the Fire Protection Capstone project. Integrates learning, skills development, and personal growth from many sources. Students will present a reflective summary of their capstone project to their peers and a board of fire service professionals. Must be concurrently enrolled in FIRE 272.

FIRE 210 Fundamentals of Fire Prevention (3)
History and philosophy of fire prevention. Covers fire protection & prevention challenges, public education, laws and codes, and a review of current fire prevention programs.

FIRE 211 Fire Protection Systems (3)
Introduction to the concepts and principles of fire protection systems including fire extinguishers, automatic sprinkler systems, standpipes, fire detection and alarm systems, and special hazard systems. Prerequisite: Minimum C grade in FIRE 210 or Department Chair approval

FIRE 212 Fire Codes & Ordinances (3)
Covers the International Fire Code and certain chapters of the International Building Code. Develop a working knowledge of the Codes and their application to fire inspections. Prerequisite: Minimum C grade in FIRE 211 or Department Chair approval

FIRE 213 Emergency Service Public Education/Relations (3)
Public education and relations theory and techniques for the emergency service professional. Focuses on developing and delivering public education programs to instill in the community a sense of value in safe personal practices, emergency preparedness and value of emergency services in assuring their quality of life. Prerequisite: Minimum C grade in FIRE 210 or Department Chair approval

FIRE 214 Basic Fire Investigation (3)
Introduction to systematic process for determining point of origin and fire cause in structure fires. Use various techniques, knowledge sets, and tools to evaluate fire damaged structures in order to determine fire cause, and conduct interviews of witnesses and preserve evidence for subsequent criminal and civil proceedings. Culminates in a live-fire investigation. Prerequisite: Minimum C grade in FIRE 210 or Department Chair approval

FIRE 215 Advanced Fire Investigation (3)
In-depth study of fire cause and its documentation. Focuses on approaching a fire scene as an investigator and making accurate observations from available evidence and on appropriate ways to preserve evidence and document the history in relation to the onset of fire. Prerequisite: FIRE 214 with minimum grade C or department chair approval.

FIRE 230 Fire Service Hydraulics (3)
Introduction to hydraulics as it affects fire stream development and water supply. Includes formula and table calculation of friction loss and engine pressures using hydraulic principles. Preparation for further studies in fire apparatus pumping operations. Prerequisite: MATH 100 with minimum C grade or department chair approval.

FIRE 231 Water Supply Operations (3)
Covers water main systems, water tender shuttle operations, and fire engine pumping operations. Studies fire pump construction, operation, and techniques of pumping. Covers practicing pumping evolutions to become proficient in performing various water supply and attack evolutions. Prerequisite: FIRE 130 with minimum grade C or department chair approval.

FIRE 240 Rescue Systems (3)
Apply basic search and rescue skills, approach rescue situations safely, and understand the organizational concerns at a structural collapse incident. Prerequisite: FIRE 102 with minimum C grade or department chair approval.

FIRE 241 Vehicle Extrication (3)
Techniques of rescue company operations to gain entry to damaged vehicles, disentangle and prepare patients for transport, and extricate to safety and care. Includes scene management, heavy rescue apparatus, and equipment and practical applications.

FIRE 242 Basic Emergency Medical Technician (9)
Training for the EMT-Basic level per National Standards Curriculum and abiding by the laws of the Washington State. Learn to recognize, assess and treat medical and trauma related emergencies at the basic life support level. Preparation for National Registry EMT certification testing.

FIRE 243 Confined Space Operations (3)
Introduction to equipment necessary to operate safely in permit-required confined spaces. Develops skills to perform basic rescues within a variety of confined spaces. Meets training standards for NFPA 1006, Confined Space Rescue Technician, and WAC 296-305-05003, Confined Space Rescue Operations.

FIRE 244 Water Rescue (3)
Learn how to perform water rescue services during emergency situations involving static and moving water rescues. Satisfies training standards identified in NFPA 1670, Standard on Operations and Training for Technical Rescue for water rescue. Prerequisite: FIRE 240

with minimum C grade or department chair approval.

FIRE 245 Rope Rescue (3)
Learn skills to perform rope rescue services during emergency situations involving elevation rescues. Satisfies training standards identified in NFPA 1670, Standard on Operations and Training for Technical Rescue for rope rescue. Prerequisite: FIRE 240 with minimum C grade or department chair approval.

FIRE 260 Hazardous Materials Incident Command (3)
Provides emergency responders/incident commanders with the skills necessary to successfully and safely manage an incident involving hazardous materials. Prerequisite: FIRE 160 with minimum C grade or department chair approval.

FIRE 261 Hazardous Materials Technician (3)
Prepares emergency response personnel to effectively and safely respond to and stabilize incidents involving hazardous materials. Meets the training requirements of OSHA 1910.120 for the hazardous materials technician. Prerequisite: FIRE 160 and 260 with minimum C grade or department chair approval.

FIRE 270 Fire Company Leadership I (3)
Enhancing firefighter skills through company leadership. Includes National Fire Academy, Leadership: Strategies for Company Success and components of the Washington State, Fire Service Leadership training and the opportunity to serve as officers in training companies and work as leaders for FIRE 120 students. Prerequisite: FIRE 122 with minimum grade C or department chair approval.

FIRE 271 Fire Company Leadership II (3)
Enhancing firefighter skills through company leadership. Includes National Fire Academy, Leadership: Strategies for Personal Success and components of the Washington State, Fire Service Leadership training and the opportunity to serve as officers in training companies and work as leaders for FIRE 121 students. Prerequisite: FIRE 270 with minimum grade C or department chair approval.

FIRE 272 Fire Company Leadership III (3)
Enhancing firefighter skills through company leadership. Includes National Fire Academy, Leadership: Strategies for Supervisory Success and components of the Washington State, Fire Service Leadership training and the opportunity to serve as officers in training companies and work as leaders for FIRE 122 students. Prerequisite: FIRE 271 with minimum grade C or department chair approval.

FIRE 273 Law for Fire Services (2)
Covers the legal responsibilities of firefighters in driving, inspection, emergency operations, communication, fire prevention, and rights. Prerequisite: None.

FIRE 274 Fire Department Budgets (2)
Covers the preparation, adoption, filing and management of a fire district or municipal budget. Case studies are incorporated to enhance learning.

FIRE 275 Emergency Service Leadership (3)
Meets training requirements for National Fire Academy, Leadership training series and part of Washington State training requirement for certification as Fire Officer I. For mid-range managers and company officers to enhance critical skills and experience needed to be effective as leaders. Prerequisite: None.

FIRE 276 Administrative Fire Officer (3)
Preparation for acting in the role of a fire officer and supervising subordinate staff in emergency and non-emergency environments. Successful completion satisfies a portion of the training requirements for certification as a Washington State Fire Officer I.

FIRE 277 Tactical Fire Officer (3)
Continuation of FIRE 276. Advanced preparation for acting in the role of a fire officer and supervising subordinate staff in emergency and non-emergency environments. Successful completion satisfies a portion of the training requirements for certification as a Washington State Fire Officer I. Prerequisite: FIRE 276.

FIRE 278 Managing Company Tactical Operations (3)
Provides a basic foundation for the management of one or more companies operating at a structural fire emergency. Uses simulations to apply concepts and develop skills. Prerequisite: FIRE 102 with minimum C grade or department chair approval.

Geographic Information Systems (GIS)

*Also see **Environmental Conservation (ENVC)***

The Geographic Information Systems (GIS) classes are designed to provide students with software knowledge to manage information or attributes that have a geographic reference point attached. Different attributes and types of information can be displayed as maps. This allows analyzing data with respect to its spatial relationships. Geographic Information Systems are software and hardware that electronically manage these spatial data sets on virtual or real maps. Their use is revolutionizing spatial analysis in forestry, fish and wildlife, population studies, land-use planning, marketing, and other fields that involve the integration of information and geography. Advanced uses integrate remotely sensed data such as aerial photography.

GIS software is used by real estate agents, city and county administrations, natural resource managers, fish and wildlife managers, sales analysts, utility companies, and environmental managers.

MICRO-CERTIFICATE

A certificate in Geographic Information Systems is granted upon completion of the following requirements with 2.0 GPA or above: GIS 101, 102, 105, and 201 or 202. GIS courses must be taken in this sequence.

For further information, contact the department chair of Environmental Conservation or the Admissions Office.

Course Descriptions

GIS 101 Introduction to Geographical Information Systems (5)
Principles and conceptual overview of GIS software, its use and applications in natural resource management with hands-on experience using Arcview. Computer and spreadsheet familiarity necessary.

GIS 102 Geographic Information Systems II (5)
Continuation of GIS 101. GIS application in natural resource management.

Includes data creation by digitizing, coordinating management, map projections and map aesthetics using ARCVIEW software. Prerequisite: GIS 101.

GIS 105 Global Positioning Systems (GPS) (2)
Introduction to global positioning systems (GPS) and their use in natural resources and agriculture.

GIS 201 Programming in GIS (5)
Continuation of GIS 102. GIS applications ranging from data input assistance to simplifying complex operations. Includes Avenue to create and refine the graphic user interface of ARCVIEW software and create dynamic displays of geographic information. Prerequisite: GIS 102.

GIS 202 Introduction to Remote Sensing (5)
Principles and conceptual overview of remote sensing instruments and how data and images are used to monitor and evaluate the condition and distribution of the earth's surface features. Prerequisite: GIS 101.

Geography (GEOG)

Course Descriptions

GEOG 100 World Regional Geography (5)
Relationship of cultural, territorial, and climatic factors in the world's important geographic regions.

GEOG 200 Physical Geography (5)
An exploration of the landforms, climate, vegetation and soils which characterize the natural world, and of the interaction between human beings and their natural environment.

GEOG 299 Learning into Action (1-15)
Student develops and completes curriculum-related independent project which demonstrates skills and abilities and explores career options. May include, but is not limited to, service learning, original research, and travel abroad. Faculty sponsor approval required. Students with 45 transferable college credits are eligible to begin Learning into Action.

Health Care Education

Also see:

- *Dialysis Technician*
- *Medical Assistant*
- *Medical Billing & Coding*
- *Medical Front Office*
- *Medical Transcription*
- *Associate Degree Nursing*
- *Pharmacy Technician*
- *Phlebotomy Assistant*
- *Practical Nursing*

History (HIST)

Program Description

Skagit Valley College offers year-long survey classes in World History, Western Civilization, and United States History. Students may take a whole sequence or any single quarter. Apart from high interest and relevance, students should consider studying history for the following reasons:

1. To be an informed and responsible global citizen.
2. "Those who do not know history are doomed to repeat it."

Course Descriptions

HIST 101 History of World Civilization I (5)
A study of human achievements from prehistoric times through the Middle Ages. Includes the culture and institutions of Mesopotamia, Egypt, India, China, Greece, Rome, and medieval Europe.

HIST 102 History of World Civilization II (5)
A survey of world civilizations from the 13th through the early 19th century. Includes the Renaissance and Reformation, Islamic Empires, European colonization, Scientific Revolution, and the American and French Revolutions.

HIST 103 History of World Civilization III (5)
A survey of world history in the 19th and 20th centuries. Topics include the Industrial Revolution, global imperialism, nationalism and nation building, communism, fascism, and the Cold War.

HIST 111 Western Civilization I (5)
Survey of the origins of Western civilization in the Near East, ancient Greece and Rome, through the end of the Middle Ages.

HIST 112 Western Civilization II (5)
Survey of the origins of Western civilization from the end of the Middle Ages, the Renaissance, the Reformation through the end of the French revolution.

HIST 113 Western Civilization III (5)
Survey of the origins of Western civilization from the end of the French revolution to the present day.

HIST 121 Religions of the World (5)
Introduction to the history of the major world religions, with primary attention to their origins, basic structures, and role in contemporary society.

HIST 131 History of the United States to 1800 (5)
A survey of the United States from the Native American cultures and the founding of the colonies through 1800.

HIST 132 History of the United States 1800-1900 (5)
A survey of United States history from 1800 to 1900.

HIST 133 History of the United States 1900 to Present (5)
A survey of United States history in the twentieth century.

HIST 161 United States Civil War (3)
Examination of the conditions leading to the Civil War, the war itself, and the Reconstruction period. Emphasis on causes and effects of the war.

HIST 220 History of Latin America (5)
Examination of the conditions leading to the Civil War, the war itself, and the Reconstruction period. Emphasis on causes and effects of the war.

HIST 230 United States Civil War (3)

HIST 240 A Historical View of World War II (5)
A study of World War II, its causes, campaigns, heroes and villains, politics, home fronts, and aftermath.

HIST 245 History of the Vietnam Conflict (5)
A study of the Vietnam conflict - its causes, campaigns, personalities, home fronts, and aftermath.

HIST 264 History of the Pacific NW & Washington State (5)
Exploration, settlement, and development of the Pacific Northwest with emphasis on the state of Washington.

HIST 270 History of Modern Asia (5)
Comprehensive look at the events and people who have shaped the past 150 years of Asia-Pacific history, and relates it to Pacific Basin relationships today.

HIST 280 Introduction to Chinese Civilization (1-5)
Survey of Chinese history and culture from ancient time to present.

HIST 299 Learning into Action (1-15)
Student develops and completes curriculum-related independent project which demonstrates skills and abilities and explores career options. May include, but is not limited to, service learning, original research, and travel abroad. Faculty sponsor approval required. Students with 45 transferable college credits are eligible to begin Learning into Action.

Human Services (HSERV)

Program Description

The Human Services (HSERV) program prepares students for entry-level work in a broad range of human service agencies. Typical job titles include counselor aides, chemical dependency professionals, residential treatment workers, case managers, outreach workers, activity workers and community workers. The program has a core of courses that all students must complete for the ATA degree in either the Generalist or Chemical Dependency emphasis. In their second quarter, students determine which HSERV emphasis they will pursue. Students must enroll in HSERV 198, Pre-Practicum Seminar, which prepares students for practicum in an agency. After a student's first quarter, the HSERV Department Chair will serve as the student's advisor.

The Human Services program includes classroom training in interpersonal communications, counseling, ethics, case management, crisis intervention, chemical dependency and practicum (work-based experience) in human service agencies. Many courses are offered sequentially and students are expected to take courses in sequence.

Students interested in transferring to a four-year college should see their Human Services advisor for assistance in program planning.

Entry into the Program

Please apply to the Admissions Office. Students may enter the program at the beginning of any quarter, and advanced standing may be requested for some courses. For more information, contact a Department Chair or the Admissions Office.

Work-Based Learning

Students will integrate their classroom learning with work-based learning by completing a total of 15 credits (450 work hours) of supervised practicum work. Students enrolled in Practicum (HSERV 199) must enroll concurrently in the Practicum Seminar (HSERV 200). Each practicum requires permission of the Department Chair. Credits and grades in HSERV 199 are based on job hours worked, work experience, a site visit, completion of learning objectives, meeting time lines of all paperwork, satisfactory completion of a work journal, and quality of all grading criteria.

Students enrolling in Practicum (HSERV 199) may be required by agencies and the Washington State Department of Health to apply for registration as counselor trainees. Such registration includes filling out a disclosure statement and may include a criminal background check. Students will submit this application while enrolled in HSERV 198. Passing HSERV 101 and HSERV 198 with grades of C or better is a prerequisite for enrollment in Practicum.

Associate in Technical Arts Degree

An Associate in Technical Arts degree (ATA) is awarded upon completion of a minimum of 90 credits of specified technical and related education coursework above 100 level with both an overall 2.0 grade point average and a 2.0 grade point average in the technical major.

SAMPLE SCHEDULE

ATA Human Services – Generalist Emphasis

FIRST YEAR

Fall	Cr	Winter	Cr	Spring	Cr
HSERV 101	5	HSERV 149	5	HSERV 121	4
HSERV 106	5	HSERV 198	2	HSERV 131	5
HSERV 141	5	*LC/GE	5-10	HSERV 132	4
†ENGL 170 or .3		SOSC 125	2	HSERV 199	3
†ENGL 101	5	†MATH 100	5	HSERV 200	1
				OFTEC 160	2
Total	**18+**	**Total**	**19+**	**Total**	**19**

SECOND YEAR

Fall	Cr	Winter	Cr	Spring	Cr
HSERV 199	4	HSERV 199	4	HSERV 199	4
HSERV 200	1	HSERV 200	1	HSERV 200	1
HSERV 203	5	HSERV 202	5	HSERV 221	5
HSERV 231	4	HSERV 245	3	HSERV 222	5
SOSC 113	1			HSERV 232	5
PE 200 or 205	*2*				
Total	**17**	**Total**	**13**	**Total**	**20**

ATA Human Services – Chemical Dependency Emphasis**

FIRST YEAR

Fall	Cr	Winter	Cr	Spring	Cr
HSERV 101	5	HSERV 149	5	HSERV 131	5
HSERV 106	5	HSERV 198	2	HSERV 132	4
HSERV 141	5			HSERV 199	3
†ENGL 170	*3*	*LC/GE	5-10	HSERV 200	1
or †ENGL 101	*5*	OFTEC 160	2	†MATH 100	5
Total	**18+**	**Total**	**14+**	**Total**	**18**

SECOND YEAR

Fall	Cr	Winter	Cr	Spring	Cr
HSERV 143	3	HSERV 199	4	HSERV 199	4
HSERV 199	4	HSERV 200	1	HSERV 200	1
HSERV 200	1	HSERV 202	5	HSERV 221	5
HSERV 203	5	HSERV 241	3	HSERV 232	5
HSERV 231	4	HSERV 245	3	HSERV 244	3
SOSC 125	2	SOSC 113	1		
		PE 200	2		
Total	**19**	**Total**	**19**	**Total**	**18**

* Learning Community (5-10 credits) or 5 credits of General Education (culture, natural world or arts). Must be outside of technical area, approved by Department Chair. Please see Index for Learning Communities.

** Chemical Dependency Professional state certification also requires HSERV 145, 161, and 248. These courses are not required for the ATA degree.

† Students who do not receive an appropriate test score will require additional coursework to develop necessary skills for entry into class.

Individual Technical Certificate

An Individual Technical Certificate may be developed in conjunction with other programs to meet marketable objectives and goals with Department Chair approval.

Course Descriptions

HSERV 101 Introduction to Human Services (5)
Overview of the delivery systems in social services with focus on historical perspectives, pluralism and current trends.

HSERV 106 Communication Skills (5)
Introduction to basic interpersonal communication skills specific to the development of communication skills within a Human Services facility. Focuses on theory and practice of communication with the introduction of pluralism, critical thinking and problem solving.

HSERV 121 Introduction to Rehabilitation (4)
Overview of disabilities and historical and current rehabilitation techniques.

HSERV 131 Human Development (5)
Introduction to the stages of human development with particular attention to adult life development. Relevance of ethnicity, culture, gender, socioeconomic class, sexual orientation and community in a person's development. Prerequisite: HSERV 101 and 106.

HSERV 132 Interview Techniques (4)
Basic principles of interviewing and counseling. Prerequisite: HSERV 101 and 106.

HSERV 141 Alcoholism & Other Chemical Dependencies (5)
Social, psychological, and physiological aspects of alcoholism and other drug addictions.

HSERV 143 Physiology & Pharmacology of Psychoactive Drugs (3)
Broad overview of the pharmacology and physiological impact of psychoactive drug use and addiction, and the cultural and social differences of epidemiology of drug use.

HSERV 145 Addictions & the Law (3)
Overview of the mutual impacts of chemical dependency intervention and treatment and the legal system on each other. Guidelines and laws which affect case management and the structures and functions of courts as they affect addiction treatment.

HSERV 149 Social Issues (5)
Survey of current social issues. Includes the impact of attitudes and values influencing perspectives, goals, and outcome expectations of service providers and clients. Looks at social change in the past and the levels that take place with change.

HSERV 161 Chemical Dependency Placement Criteria (1)
Use of the American Society of Addiction Medicine (ASAM) Personal Placement Criteria in chemical dependency assessments. Prerequisite: HSERV 141 or equivalent.

HSERV 198 Pre-Practicum Seminar (2)
Provides information, direction and sequence of tasks in preparation for practicum in an agency setting. Students identify specific responsibilities for successful practicum experience, the person responsible for such tasks, and become familiar with the paperwork flow and purpose of each task. Students apply to Washington State Dept. of Health for registration as a counselor.

HSERV 199 Practicum (1-4)
Supervised practicum in an approved human services agency site. Structured learning and development of workplace skills. Opportunity for application of critical thinking skills, pluralism, communication skills and human services systems. Concurrent enrollment in HSERV 200. Prerequisite: HSERV 101 and 198 with minimum C grade in each.

HSERV 200 Practicum Seminar (1)
Discussion of issues arising in field placement.

HSERV 202 Case Management (5)
Preparation for coordinating individual client activities and evaluation of their needs. Includes chemical dependency and mental health case management principles. Prerequisite: HSERV 132 or permission of instructor or department chair.

HSERV 203 Counseling I (5)
Historical perspectives, theory, and fundamentals of counseling as related to Human Services agency work. Developing critical thinking skills appropriate to the helping process. Awareness of need for integration of pluralism into the helper's perspective. Prerequisite: HSERV 132

HSERV 221 Crisis Intervention (5)
Theory and techniques of crisis intervention stressing assessment and knowledge of local resources. Prerequisite: HSERV 101 and 106.

HSERV 222 Counseling II (5)
Continuation of HSERV 203. Special topics in counseling.

HSERV 231 Psychopathology & Therapeutic Intervention in Mental Health (4)
Survey of various treatment approaches in mental health; etiology of mental disorders; and DSM diagnostic criteria.

HSERV 232 Pluralism in Human Services (5)
Issues of pluralism with focus on relationships between agencies, staff and the diverse client population served. Prerequisite: HSERV 132.

HSERV 241 Chemical Dependency & Family (3)
Alcoholism and other dependencies as a family disease; effects of role disturbance, boundary violations, and communication disruptions on children, spouse, and family systems; therapeutic interventions for families. Prerequisite: HSERV 132.

HSERV 243 Introduction to Chemical Dependency Counseling (4)
One-on-one counseling skills for chemically dependent clients and their families. Prerequisite: HSERV 132 and 141.

HSERV 244 Group Process & Chemical Dependency (3)
Group counseling skills for chemically dependent clients in treatment. Prerequisite: HSERV 141 or equivalent.

HSERV 245 Professional Ethics (3)
Presentation and discussion of main principles and codes of ethics for human service workers.

HSERV 248 Adolescent Chemical Dependency Counseling (3)
Provides chemical dependency professionals and those pursuing chemical dependency counseling qualifications the opportunity to learn how to work with children and adolescents in an effective manner.

Humanities (HUM)

Course Descriptions

HUM 110 Arts in the Humanities (1-5)
An introduction to the elements and principles of the fine, performing, literary and cinematic arts. Art works will be discussed and written about from a variety of historical and critical perspectives.

HUM 111 Arts in the Humanities II (1-5)
Survey of the development of the fine and literary arts and their social and historical influences from the Renaissance to the early 1800's.

HUM 112 Arts in the Humanities III (1-5)
Survey of the development of the fine and literary arts and their social and historical influences from the early 1800's to the present.

HUM 299 Learning into Action (1-15)
Student develops and completes curriculum-related independent project which demonstrates skills and abilities and explores career options. May include, but is not limited to, service learning, original research, and travel abroad. Faculty sponsor approval required. Students with 45 transferable college credits are eligible to begin Learning into Action.

International Studies (IS)

A 40-credit certificate program in International Studies (IS) is designed to give students in any major a broad understanding of contemporary global issues and their origins. Students complete two, 5-credit core courses listed below, with the remaining 30 credits from approved content courses in Arts, Business, Social Sciences and Science.

NOTE: Most of these courses are approved for the SVC AAUCT and the Associate in Business degree. Students can complete this Certificate in conjunction with these degrees, or pursue the certificate individually.

Core Courses

IS 201 International Political & Economic Systems (5)
Explores how the interactions of political and economic systems influence social development and values. The differences in perspectives between East and West, developed and undeveloped nations and related topics are covered.

IS 202 Cultural Interactions (5)
Explores the significance of culture in international affairs including an analysis of American culture and values and the impact they have on Americans and the rest of the world. Intellectual, cultural, political, social, historical and artistic influences and how they influence perspectives in an interdependent world will be studied using a variety of methodologies including the internet.

Content Courses

To complete the IS certificate, students choose a minimum of one course from Business/Economics and one from Intercultural Studies plus 20 additional credits from any of those listed below.

BUSINESS & ECONOMICS
(5 credits required)
- BA 141: Intro to International Business
- ECON 201: Macroeconomics
- ECON 202: Microeconomics

INTERCULTURAL STUDIES
(5 credits required)
- ANTH 200: Introduction to Language
- GEOG 100: World Regional Geography
- HIST 103: History of World Civilization III
- SOSC 100: Global Issues
- SPCH 205: Intercultural Communication

ELECTIVES
- BISC 107: Environmental Science
- Foreign language (Chinese, French, German, Italian, Japanese, Russian, or Spanish)
- Lit 240: World Literature

Journalism (JOUR)

Course Descriptions

JOUR 102 Newswriting (3)
Forms and styles of news writing techniques and mechanics. Writing exercises, news gathering, interview techniques, copy editing, headline writing, and other reporter skills.

JOUR 110 Applied Newswriting I (4)
News writing, layout, proofreading, editing, and publishing The Cardinal, SVC's student newspaper. A practical course designed to develop journalism skills through hands-on experience.

JOUR 111 Applied Newswriting II (2)
Special assignments in reporting for The Cardinal.

JOUR 112 Applied Newswriting III (2)
Students assume editorial responsibility on The Cardinal.

JOUR 199 Cooperative Education (1-15)
Supervised work experience in the field. Includes a weekly seminar. Instructor permission required.

Library (LIB)

Course Descriptions

LIB 101 Information Research Skills (2)
Introduction to information research with emphasis on inquiry and evaluation of print and electronics. Students will learn to do independent research via lecture and hands-on experience.

Literature (LIT)

Program Description

Literature courses are offered as part of a comprehensive English program. Introductory and sophomore-level classes focus on the major genres, film, and World and American literature. Many literature courses are offered in interdisciplinary combinations called Learning Communities. For information at the Mount Vernon Campus, contact the Learning Center or the English Department. At the Whidbey Island Campus, contact the Communications Department.

Course Descriptions

LIT 110 Introduction to Literature (5)
The study of form, style and technique in literary genres. Course includes written and oral analysis of selected works. (Variable 3-5 credits)

LIT 111 Introduction to Poetry (5)
The study of the formal strategies of poetry. Course includes written and oral analysis of selected works. (Variable 3-5 credits)

LIT 112 Introduction to Fiction (5)
The study of the formal strategies of novels and shorter fictional works. Course includes written and oral analysis of selected works. (Variable 3-5 credits)

LIT 113 Introduction to Film (5)
A survey of the history of film and the development of cinematic technique. Course includes written and oral analysis of selected works. (Variable 3-5 credits)

LIT 221 American Literature I (5)
Course surveys American literature focusing on distinctive authors and literary movements, including Native American oral histories of the pre-discovery period, colonial and pre-Civil War writings. Includes written and oral analysis of selected works.

LIT 222 American Literature II (5)
This course surveys American literature focusing on distinctive authors and literary movements from the Civil War period up to the 20th century. Course includes written and oral analysis of selected works.

LIT 223 American Literature III (5)
This course surveys American literature focusing on distinctive authors and literary movements from the beginning of the 20th century to the present. Course includes written and oral analysis of selected works.

LIT 230 Mejicano/Chicano Literature in Translation (3)
This course is a one-quarter exploration of Mejicano/Chicano Literature in Translation. The genres will include the essay, the short story, the poem, the autobiography and the song written by Mexican and Chicano writers. Spanish works will include an English translation. This course will pay particular attention to the relationship between history, identity, and language to the issues of immigration, acculturation, nationalism and national identity, and gender. Knowledge of Spanish is useful but not required.

LIT 240 World Literature (5)
A study of literary tradition and techniques outside of America, including literature in translation. May be organized around specific genres, themes, regions or time periods. Includes written and oral analysis of different genres, including fiction, nonfiction, drama, and poetry.

LIT 261 Integrative Seminar (1)
Students explore the ways in which the culture of a particular time and place influences and is influenced by the literature of that time and place.

LIT 299 Learning into Action (1-15)
Student develops and completes curriculum-related independent project which demonstrates skills and abilities and explores career options. May include, but is not limited to, service learning, original research, and travel abroad. Faculty sponsor approval required. Students with 45 transferable college credits are eligible to begin Learning into Action.

Marine Maintenance Technology (MT)

Program Description

The Marine Maintenance Technology (MT) program prepares students for entry-level employment in the marine trades with training focused on repair and maintenance of recreational and small commercial craft located in boat repair yards, production boat shops, boat and motor dealerships, charter companies and independent employment.

The program includes engine and auxiliary equipment (mechanics), and hull repair and outfitting (rigger). All classes combine theory with practical hands-on training.

The mechanic courses provide instruction and training in repair and maintenance of inboard engines, and drive train systems, inboard outdrive propulsion systems, outboard engines, auxiliary systems, and vessels electrical systems.

The rigger courses provide instruction and training in repair and maintenance of vessels hull, decks and small parts along with installation of on-board electrical and mechanical systems. Detailed courses in structural development, hull repair and marine coatings are included.

Entry into the Program

Please apply to the Admissions Office. Students may enter the program at the beginning of any quarter, but may also enter at the beginning of any subject block.

For more information, contact the department chair, the Admissions Office, or visit the Marine Technology building in Oak Harbor.

Work-Based Learning

Students will integrate their classroom learning with work-based learning experience in Cooperative Education (MT 199) at a supervised work site. Department Chair approval is required. Credits and grades are based on job hours worked, work performance, and completion of learning objectives specified in the learning contract. Concurrent enrollment in the Education Seminar is required.

Associate in Technical Arts Degree

An Associate in Technical Arts degree (ATA) is awarded upon completion of a minimum of 90 credits consisting of core courses, an area of specialization and related general education coursework. All coursework must be 100 level or above with both an overall 2.0 grade point average and a 2.0 grade point average in the Marine Maintenance Technology courses.

SAMPLE SCHEDULE

ATA Marine Maintenance Technology

FIRST YEAR - PROGRAM CORE

Fall	Cr	Winter	Cr	Spring	Cr
MT 100	5	MT 104	6	MT 108	3
MT 101	9	MT 111	6	MT 203	5
MT 105	6	MT 202	5	MT 208	3
		†MATH 100	5	*†ENGL 170*	*3*
				or †ENGL 101	*5*
				SOSC 113	1
				SOSC 125	2
Total	**20**	**Total**	**22**	**Total**	**17+**

SECOND YEAR

Fall	Cr
‡MT 199	4
*LC/GE	5
PE 200	2
SPCH 125	*3*
or SPCH 123	*5*
Plus minimum of 28 credits from area of specialization	
	28
Total	**42+**

Areas of Specialization

Boat Production Shop		*Charter Company*		*Trailer Boat Dealer*	
MT 106	4	MT 106	4	MT 112	6
MT 201	5	MT 112	6	MT 206	4
MT 204	3	MT 149	4	MT 207	3
MT 206	4	MT 204	3	MT 211	4
MT 207	3	MT 206	4	MT 212	4
MT 210	4	MT 212	4	MT 215	5
MT 255	5	MT 253	3	MT 216	3
Total	**28**	**Total**	**28**	**Total**	**29**

Boat Repair Yard	*Independent Employment*
MT 106.....4	28 credits of courses approved
MT 149.....4	by the Department Chair.
MT 201.....5	
MT 204.....3	
MT 206.....4	
MT 210.....4	
MT 254.....4	
Total..... 28	

* Learning Community (5-10 credits) or 5 credits of General Education (culture, natural world or arts). Must be outside of technical area, approved by Department Chair. Please see Index for Learning Communities.

† Students who do not receive an appropriate test score will require additional coursework to develop necessary skills for entry into class.

‡ MT 199 will be taken at the end of the one- or two-year program

Program Certificates

A Certificate in Marine Maintenance Technology is granted upon completion of the following requirements with a 2.0 grade point average or above.

Boat Production Shop Certificate

MT 100, 101, 104, 105, 108, 111, 199, 202, 203, 208, ENGL 170 or 101, PE 200, SOSC 113, 125, SPCH 125 or 123, and MATH 100 plus a minimum of 8 credits from MT 106, 201, 204, 206, 207, 210, 255.

Boat Repair Yard Certificate

MT 100, 101, 104, 105, 108, 111, 199, 202, 203, 208, ENGL 170 or 101, PE 200, SOSC 113, 125, SPCH 125 or 123, and MATH 100 plus a minimum of 8 credits from MT 106, 149, 201, 204, 206, 210, 254.

Charter Company Certificate

MT 100, 101, 104, 105, 108, 111, 199, 202, 203, 208, ENGL 170 or 101, PE 200, SOSC 113, 125, SPCH 125 or 123, and MATH 100 plus a minimum of 8 credits from MT 106, 112, 149, 204, 206, 212, 253.

Trailer Boat Dealer Certificate

MT 100, 101, 104, 105, 108, 111, 199, 202, 203, 208, ENGL 170 or 101, PE 200, SOSC 113, 125, SPCH 125 or 123, and MATH 100 plus a minimum of 8 credits from MT 112, 206, 207, 211, 212, 215, 216.

Independent Employment Certificate

MT 100, 101, 104, 105, 108, 111, 199, 202, 203, 208, ENGL 170 or 101, PE 200, SOSC 113, 125, SPCH 125 or 123, and MATH 100 plus a minimum of 8 credits approved by the Department Chair.

Individual Technical Certificate

An Individual Technical Certificate may be developed in conjunction with other programs to meet marketable objectives and goals with Department Chair approval.

Course Descriptions

MT 100 Marine Trades Introduction (5)
Introductory course familiarizes the student with marine trade opportunities. Students will become familiar with boat production shops, charter companies, trailer boat dealers, boat repair yards, independent employment, and manufacturers' representatives. The course is presented by means of lecture, field trips, and written exercises.

MT 101 Boat Lines, Stability & Construction (9)
A lecture-lab course in full size development and interpreting boat lines with application to construction practices. Lab includes the lofting of a full size vessel, template making, stability calculations, and training in hull construction/repair.

MT 104 Molded FRP Techniques & Structural Repair (6)
Introductory and in-depth course in fiberglass reinforced plastics with emphasis on chemical safety applicable to poly and vinyl-ester resins, solvents, and epoxies. With hands-on training in use of molds, gel coats, release agents, resins, cosmetic color matching and reinforcing materials in hand layup and structural repair.

MT 105 Safety, Tools, & Fastenings (6)
Shop safety including use of tools, fastening, and maintenance practices.

MT 106 Sail Boat Rigging (4)
Covers types of rigs, conversion or modifications of rigging. Proper tuning of rigging as well as selection of materials and approved installation methods for standing and running rigging.

MT 108 Boat Operation & Piloting (3)
A basic course in boating with classroom instruction in safety, rules of the road, safe loading and fire prevention, followed by on-the-water experience with outboards, inboard/outdrives, single and twin engine inboard vessels.

MT 111 Outboard Motor Maintenance I (6)
Introduction to outboard motors as the world's most common marine propulsion system. Operation and maintenance of outboard motors, specifically 2-stroke cycle portable units under 20 horsepower. Course covers ignition, fuel, cooling, lower units, tune-up procedures, winterizations.

MT 112 Marine Inboard Engines I (6)
Operation, service, troubleshooting and general maintenance of inboard gas and diesel engines in recreational and small commercial vessels. Gas engine tune-up of carbureted engines for ignition, fuel, and cooling systems. A basic engine service class. Prerequisite: MT 111 or instructor approval.

MT 149 Marine Engine Service (Diesel) (4)
Comprehensive course covering marine diesel engines and external systems service. Includes starting, charging, fuel, cooling, lubrication and winterization of engines.

MT 199 Cooperative Education Experience (4)
Supervised work experience in the field. Instructor permission required.

MT 201 Fiberglass Infusion – VIP (5)
Introductory and in-depth course in vacuum infused plastics. Training in infusion reinforcements, core identification, infusion equipment usage, manifolding systems both flow and feed, flow media, bag building, peel ply installation, resin building and infusion techniques.

MT 202 Vessel Electrical Systems I (5)
Basic AC and DC electrical systems as found on recreational and small commercial vessels. Installation and troubleshooting of engine operation systems for charging and starting, DC house systems for lights, pumps, navigational gear and shore power AC systems.

MT 203 Vessel Electrical Systems II (5)
Advanced vessel electrical systems, sizing of battery banks, multi-state voltage regulation, inverter systems, wind and solar charging systems, gen-sets and galvanic corrosion. Preparation for ABYC Marine Electrical Technician Certification. Prerequisite: MT 202.

MT 204 Vessel Auxiliary Systems (3)
Domestic systems found on recreational vessels including plumbing, pumps, piping, heating, cooking, cooling and refrigeration systems. Theory of operation, troubleshooting, repair and installation techniques for these systems. Preparation for ABYC Marine Refrigeration and Air Conditioning Certification. Students may earn ASE Refrigerant Gas Handling Certificate. Prerequisite: MT 202.

MT 206 Marine Drive Train System Inboard (4)
Theory and hands-on experience in inboard engine drive systems with emphasis on underwater running gear, repairs and alignments, steering systems, and remote control systems for engine and transmission.

MT 207 Accessories & Equipment Installation (3)
Installation of equipment, cabinets, or accessories in new or retrofit vessels.

MT 208 Wood Refinishing (3)
Removal, preparation, and application of finish material on wood.

MT 210 Marine Coating Systems (4)
Safety and equipment requirements for application of new generation protective systems for topsides and underwater use.

MT 211 Outboard Motor Maintenance II (4)
Troubleshooting and repair of large outboard motors. Mounting and rigging of remote controlled outboards. Covers carburetion and fuel injection of both 2-stroke and 4-stroke cycle outboards, linkage and synchronization adjustments, powerhead rebuilding, gearcase servicing. Student may qualify for OMC certification. Prerequisite: MT 111.

MT 212 Marine Inboard Engines II (4)
Advanced engine service including electronic ignition and fuel-injection systems. Focus is on modern sterndrive and inboard engine systems, theory of operation, troubleshooting using SCAN tools and digital diagnostic equipment. Prerequisite: MT 112.

MT 215 Marine Outdrives I (5)
Theory and application of inboard/outboard drive systems known as ""sterndrives."" Emphasis on advantages/disadvantages of system. In-depth study and hands-on work with OMC sterndrives (stringer mounted units), OMC Cobra drives (transom mounted units), Cobra SX units, Volvo AQ series sterndrives, and Volvo SX sterndrives. Students may qualify to earn OMC certification. Prerequisite: MT 111 or instructor approval.

MT 216 Marine Outdrives II (3)
Study of Mercruiser propulsion systems. Includes common service procedures, model identification, vertical drive rebuilding procedures, trim/tilt functions, shift adjustments, utilizing service manuals and parts information for problem solving. Prerequisite: MT 215.

MT 252-5 Independent Study (2-5)
Special project as approved by instructor and department chair.

Mathematics (MATH)

A placement test may be required for each mathematics course. MATH 87 may be repeated for credit.

Course Descriptions

MATH 015 Technical Math for Diesel Mechanics (1)
Whole numbers, fractions, decimals, percentages, measurements, ratios, proportions, and averages.

MATH 016 Math for Welding I (3)
The addition, subtraction, multiplication, and division of whole numbers, common fractions, decimals, measurement (direct and computed), percentages and averages, and metrics.

MATH 017 Math for Welding II (3)
Fundamentals of applied algebra, symbols, simple equations, ratio and proportion, exponents, radicals and formulas. Prerequisite: MATH 016.

MATH 060 Math Study Strategies (1-2)
Designed to equip developmental math students to succeed in math courses. The course primarily targets students enrolled in MATH 96 or MATH 97. The course will prepare students to do math independently and in groups. Students will be able to organize their studies methodically. Students will also build a personal repertoire of math study skills and be able to draw on college resources to learn math.

MATH 080 Whole Numbers & Decimals (1-3)
Operations using whole numbers and decimals with additional foundational terminology and concepts. Prerequisite: Instructor's permission.

MATH 081 Fractions, Ratio, & Proportions (1-3)
The four basic operations with fractions, and calculations using ratios and proportions. Prerequisite: Instructor's permission.

MATH 082 Percents & Interest (1-3)
Foundations of percents and interest with applications. Prerequisite: Instructor's permission.

MATH 087 Special Topics in Math (1-5)
Foundational and specialized aspects of math being studied under the MATH 87 umbrella will receive a PASS grade for acceptable progress. A letter grade for MATH 87 is only given when a student has completed the MATH 96 material with a passing grade (C or better), and is ready for MATH 97 or MATH 100.

MATH 090 Real Numbers (1-3)
Introduction to the Real Number System, and basic operations.

MATH 091 Solving Linear Equations (1-3)
Solving Linear equations, and working with ratios and proportions.

MATH 092 Applications & Graphing Linear Equations (1-3)
Practice in operations and applications with polynomials and factoring, and graphing linear equations.

MATH 093 Exponents, Polynomials, & Factoring (1-3)
Practice in operations and applications with Exponents, Polynomials, and Factoring.

MATH 094 Graphs, Systems & Inequalities (1-3)
The graphs of equations and inequalities, and the solutions of systems of equations.

MATH 095 Basic Mathematics (5)
A beginning mathematics course designed to establish a solid mathematical foundation. Topics include: operations using whole numbers, decimals, fractions, and integers; determining place-value and order of operations; calcula-

tions using ratios and proportions, percents, simple and compound interest, relevant applications.

MATH 096 Pre-Algebra (5)
A course designed to review arithmetic concepts and introduce algebra. Topics include: fractions, ratio and proportion, percent, basic geometry, U.S. and metric systems of measurement, and an introduction to algebra. Prerequisite: Math 095 with a grade of C or higher, or equivalent math placement score.

MATH 097 Beginning Algebra I (5)
A beginning course in algebra. Topics include: algebraic expressions, solving linear equations and inequalities, ratios and proportions, graphing and determining linear equations, exponents and polynomials. A graphing calculator may be required. Prerequisite: Math 096 with a grade of C or higher or equivalent math placement score.

MATH 098 Beginning Algebra II (5)
A second course in beginning algebra building on topics from math 097. Topics include: operations with polynomials, factoring, solving quadratic equations by factoring, rational expressions and equations, functions, systems of linear equations and matrices. A graphing calculator may be required. Prerequisite: Math 097 with a grade of C or higher, or equivalent math placement score.

MATH 099 Intermediate Algebra (5)
A course designed to prepare students for entry into college-level mathematics courses. Topics include: systems of equations, linear and absolute value inequalities, rational exponents and radicals, complex numbers, solving and graphing quadratic equations, composite and inverse functions, logarithmic and exponential functions. A graphing calculator may be required. Prerequisite: Math 098 with a grade of C or higher, or equivalent math placement score.

MATH 100 Professional/Technical Applied Math (5)
This course is non-transferable and for Professional/Technical students only. Basic mathematics used in several occupational clusters. Estimation and practical problem solving techniques explored through lecture, discussion, and lab work. Prerequisite: MATH 96 with a grade of C or better, or appropriate test score.

MATH 107 Contemporary Mathematics (5)
A terminal course in mathematics for non-math or non-science majors. The course fulfills the quantitative reasoning requirement for the AAUCT degree and for transfer. Topics may include logic, probability, statistics, geometry, modeling, linear algebra, finance, trigonometry, problem solving, and the history of mathematics. A graphing calculator may be required. Prerequisite: Math 099 with a grade of C or higher, or equivalent math placement score.

MATH 108 Introduction to Probability & Statistics (5)
This course presents a connected introduction to probability and statistics using statistical inference as its theme. The course covers distribution of measurements, probability distributions, the binomial and normal probability distribution, estimation, and tests of hypotheses. A graphing calculator may be required. Prerequisite: MATH 099 with a grade of C or higher or equivalent math placement score.

MATH 111 Pre-Calculus I (5)
This course covers fundamental topics of algebra, including: polynomials, exponential and logarithmic functions, and their graphs; system of equations; inequalities; and curve sketching. A graphing calculator may be required. Prerequisite: MATH 099 with a grade of C or higher, or equivalent math placement score.

MATH 112 Pre-Calculus II (5)
This course covers trigonometric functions, complex numbers, the solution of triangles, and conic sections. A graphing calculator may be required. Prerequisite: MATH 111 with a grade of C or higher, or equivalent math placement score.

MATH 124 Calculus I (5)
Limits and continuity, differentiation and applications, Mean value theorem, applications of differentiation, related rates, curve sketching, min-max problems, concavity, and anti-derivatives. A graphing calculator is required. Prerequisite: Math 112 with a grade of C or higher or equivalent math placement score.

MATH 125 Calculus II (5)
This course covers the study of indefinite integrals, applications of integration, techniques of integration, and an introduction to differential equations. A graphing calculator is required. Prerequisite: Math 124 with a grade of C or higher.

MATH 126 Calculus III (5)
This course covers polar coordinates, parametric equations, and vectors in space, functions of several variables, vector-valued functions, and partial differentiation. A graphing calculator is required. Prerequisite: Math 125 with a grade of C or higher.

MATH 142 Introduction to Calculus (5)
Techniques of calculating integrals and derivatives and their applications in business, economics, biology and human relations. A graphing calculator is required. Prerequisite: MATH 111 with a grade of C or higher or equivalent score on math placement test.

MATH 149 Tutoring Skills for Mathematics (3)
Provides preparation and practical experience for tutoring mathematics courses. Students will examine differences in student learning styles as well as a variety of teaching techniques. Emphasis will be placed on developing an effective tutoring style. Two hours of scheduled tutoring per week will be required. Prerequisite: A minimum of Math 99, with a grade of B (3.0) or higher in all mathematics coursework, or instructor's permission.

MATH 199 Cooperative Education (1-15)
In a supervised work setting, students will apply the computational, theoretical, and problem-solving skills developed in mathematics courses to the work place. In addition, students will practice leadership and human relations skills in the work place. Attendance at Co-op seminars and instructor permission required.

MATH 204 Elementary Linear Algebra (5)
An introductory course including systems of linear equations; matrices; the vector space Rn; determinants, Cramer's Rule; applications. Prerequisite: MATH 124 with a grade of C or better.

MATH 224 Multivariable Calculus (5)
Topics include the chain rule, Lagrange multipliers, double and triple integrals, vector fields, line and surface integrals. Culminates in the theorems of Green and Stokes, along with the Divergence Theorem. Prerequisite: MATH 126.

MATH 238 Ordinary Differential Equations (5)
An introductory course in differential equations including first order equations, second order and higher order equations, applications to physical and other systems. Prerequisite: MATH 126.

MATH 299 Learning into Action (1-15)
Student develops and completes curriculum-related independent project which demonstrates skills and abilities and explores career options. May include, but is not limited to, service learning, original research, and travel abroad. Faculty sponsor approval required. Students with 45 transferable college credits are eligible to begin Learning into Action.

Mechatronics (MET)

*See **Electronics Technology (ET)** or **Electronics Engineering Technology (EET)** or **Telecommunication Networks Technology (TNT)** for information on related programs. Each program utilizes a similar first-year course sequence.*

Program Description

Mechatronics (MET) is defined as the integration of electronics, computer control and electromechanical devices and is part of the Electronics Technology (ET) program. The curriculum is designed to prepare students for entry-level positions in the areas of robotics, industrial manufacturing instrumentation, process control automation and mechanalysis.

Through mechanalysis a technician may perform predictive and preventive maintenance on mechanical and electromechanical devices and systems. Problems associated with vibration, balance and bearing wear can be predicted and addressed before catastrophic failure occurs.

Also covered in this program option are the areas of Robotics, Biometrics, Telematics and Informatics. Biometrics is the technology which automates the use of physiological or behavioral characteristics to determine or verify identity. Biometric security technology like speech recognition, fingerprint and retina scanning are currently used to access sensitive areas in computer systems or facilities. Informatics is the use of information technology to gather and process data from mechanical systems while Telematics is the combination of telecommunications and computer systems servicing that data. Robotic systems using electric, hydraulic and pneumatic actuators are integrated into microcontroller and computer distributed control systems (DCS).

Graduates may find employment as failure analysis technicians, field service technicians, robotics and automation technicians, engineering process technicians or electromechanical technicians. Employment positions as technicians and specialists in the areas of computer security systems and automotive electronic control systems are also possible.

Entry into the Program

Please apply to the Admissions Office. Students entering the program should have one year of high school algebra before starting the course sequence. Students who lack this preparation should take additional review classes offered at the college. Students usually enter the program at the beginning of Fall Quarter. However, persons with prior experience or training in electronics may apply for advanced standing and start the program in Winter or Spring Quarter. Advanced standing is awarded to individuals who pass departmental qualifying exams.

For more information, contact the Department Chair or the Admissions Office.

Tech Prep

Skagit Valley College will grant credits toward a professional/technical degree based on competencies gained in high school. The competencies must be agreed upon by the appropriate teachers from the high school and the college. Credit will be transcripted after verification of successful completion of the agreed upon competencies. If you are interested in taking steps to begin work in the professional/technical workplace of the future, please contact your high school counselor.

Work-Based Learning

Students will integrate classroom learning with work-based learning experience in Cooperative Education (MET 199) at a supervised work site. Department Chair approval is required. Credits and grades are based on job-hours worked, work performance and completion of the learning objectives specified in the learning contract. Concurrent enrollment in a Cooperative Education Seminar or equivalent is required.

Associate in Technical Arts Degree

An Associate in Technical Arts degree (ATA) is awarded upon completion of a minimum of 90 credits of specified technical and related education coursework above 100 level with both an overall 2.0 grade point average and a 2.0 grade point average in the technical major.

SAMPLE SCHEDULE

MECHATRONICS

FIRST YEAR

Fall	Cr	Winter	Cr	Spring	Cr
ET 111	5	ET 112	5	ET 113	5
ET 135	5	ET 136	5	ET 137	5
ET 141	5	ET 142	5	ET 145	5
SPCH 125	3	PE 200	2	SOSC 125	2
		SOSC 113	1		
Total	**18**	**Total**	**18**	**Total**	**17**

SECOND YEAR

Fall	Cr	Winter	Cr	Spring	Cr
MET 290	5	MET 292	5	MET 294	5
MET 291	5	MET 293	5	MET 295	5
ET 267	5	ET 268	5	ET 269	5
‡ET 199	1-15	CS 210	5	LC/GE	5
†ENGL 170	3				
Total	**19+**	**Total**	**20**	**Total**	**20**

† Students who do not receive an appropriate test score will require additional coursework to develop necessary skills for entry into class.

‡ ET 199 may be taken at any time during the two-year program with Department Chair approval.

Program Certificates

Individual Technical Certificate

A certificate in mechatronics, biometrics, telematics or other specialized areas may be tailored and customized in conjunction with other programs to meet specific goals and objectives of the prospective graduate with Department Chair approval.

Course Descriptions

MET 290 Sensors & Instrumentation Transducers (5)
Visual, infrared, ultrasonic, temperature, distance and proximity and other instrumentation related sensors and transducers.

MET 291 Principles of Mechatronics (5)
Interaction of electronics with mechanical systems. Applying computer controls to electromechanical systems.

MET 292 Biometric Sensors (5)
Introduction to physiological sensor systems. Finger and rMETinal scanners, speech synthesis and recognition.

MET 293 Telematics & Informatics (5)
Computer data management in electromechanical systems. Telecommunication systems for remote data acquisition.

MET 294 Microcontrollers & Computer Interfacing (5)
Introduction to programmable interface controllers and programmable logic controllers. Covers the PIC, PLC, and other microcontrollers used in computer interfacing applications. Industrial control systems are designed to integrate digital controls in the processing of data.

MET 295 Robotics (5)
Introduction to robotics. Covers robotic vision systems, collision avoidance, motor and servo control systems, hydraulic and pneumatic actuators and systems.

Media Communications (MEDIA)

Program Description

Media Communications is an academic program that supports students in both the study and production of mass media. Formerly titled Radio-TV, the current expanded program includes mass communications, media production, radio, and video courses, as well as Cooperative Education and Learning into Action options.

Course Descriptions

MEDIA 101 Mass Communications (5)
A survey of the media of mass communications, including newspapers, magazines, radio, TV, motion pictures, and electronic media, with an emphasis on function, structure, content, and social and cultural effects.

MEDIA 115-118 Introduction to Media Production I-IV (3)
Introduction to and development of media production skills, offering hands-on use of audio and video equipment. Students will develop technical and artistic skills while working as members of production teams.

MEDIA 119 Writing for Radio (3)
Theory and practice of writing for radio. Various formats will be covered, including feature news, news reporting, public service announcements, advertising, and radio drama.

MEDIA 122 Single Camera Video Production (3)
A hands-on video production course focusing on the use of digital video and audio for computer based multimedia projects, documentaries, and electronic news gathering.

MEDIA 140 Radio: The First 100 Years (5)
The origins and evolution of radio including its influence on our culture.

MEDIA 199 Cooperative Education (15)
Supervised work experience in the field. Includes a weekly seminar. Instructor permission required.

MEDIA 231-236 Broadcast Announcing I-VI (1-6)
Introductory and progressively challenging, this series of courses provides an opportunity for students to learn and practice communication skills, as well as providing practical experience, through the college's FM radio station, KSVR 91.7, in the operation of recording and broadcast equipment.

MEDIA 299 Learning into Action (1-15)
Student develops and completes curriculum-related independent project which demonstrates skills and abilities and explores career options. May include, but is not limited to, service learning, original research, and travel abroad. Faculty sponsor approval required. Students with 45 transferable college credits are eligible to begin Learning into Action.

Medical Assistant (MEDA)

Program Description

The Medical Assistant pro-gram is accredited by the Commission on Accreditation of Allied Health Education Programs, upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (of the American Association of Medical Assistants (AAMA), 20 North Wacker Drive, STE 1575, Chicago, Illinois 60601, 1-800-228-2262, www.aama-ntl.org.

Certificates are offered in Medical Assistant, Medical Front Office Skills, Medical Billing and Coding Specialist, Pharmacy Technician, Phlebotomy Assistant and Dialysis Technician. A two-year Medical Assistant Associate of Technical Arts Degree (ATA) is also available. Students may attend classes on a full-time or part-time basis.

Specific duties of the Medical Assistant, Medical Front Office Assistant, Medical Coding and Billing Specialist, Pharmacy Technician, Phlebotomy Assistant, and Dialysis Technician may vary from office to of-fice depending the facility's specialty, size and location

A Medical Assistant Certificate or ATA degree trains students to become multi-skilled professionals who perform routine clinical tasks, clerical tasks, and basic lab tests in the offices of healthcare providers.

A Medical Front Office Certificate trains students in clerical and reception skills that are needed in a medical, dental, and veterinary, settings.

A Pharmacy Technician Certificate prepares students to assist pharmacists in preparation and distribution of medications.

A Phlebotomy Certificate focuses on obtaining blood samples for testing. Students are also taught simple blood tests, urinalysis, and selected microbiology procedures.

A Medical Billing and Coding Specialist Certificate includes specialized coding classes as well as selected clinical and front office courses to order to increase the student's knowledge base to enable them to become a competent coder.

A Dialysis Technician Certificate includes classes to prepare students to care for patients who are placed on kidney machines.

Graduates who earn the Medical Assistant ATA or certificate degree are eligible to write the AAMA National Certification Examination to become nationally certified medical assistants (CMA). Medical Assistant graduates also meet the specified training requirements of the Healthcare Assistant Law (HCL) of the state of Washington for categories A, C and E. Recipients of the Dialysis Technician certificate meet the training requirements of cat-

egory G. Students who complete the Phlebotomy Assistant certificate must be at least 18 years of age and be able to pass the Ishihara colorblindness test in order to be certified, and they meet the state requirements for category A of the Healthcare Assistant Laws of the state of Washington. Students must have either a GED or high school diploma before they take their state certification exam.

Employment Outlook

Faster than average growth is expected in out-patient settings due to technological ad-vances in medicine and the growing ag-ing population. Shortages continue for trained healthcare workers. Graduates of this program are employed in these outpatient settings.

Entry Into the Program

Please apply to the Admissions Office. Admission and registration guidelines are listed in the catalog and on the college website. Although students may enter the program at the beginning of any of four quarters, some key courses are offered only in specific quarters during the year. It is strongly recommended that students entering the program be able to read, write, and compute at the college level and have basic keyboarding skills. Students lacking this preparation should consult and advisor for appropriate coursework. Science courses that are five or more years old cannot be transferred in for credit. Students should schedule an appointment with a Medical Assistant advisor or counselor to prepare their class schedule. Students are encouraged to review sample schedules and course descriptions to plan their course of study.

Work-Based Learning

The Department Chair gives permission for placement and arranges clinical externship place-ments in local medical facilities or other health care agencies. Students will integrate classroom learning with a work-based learning experience when eligible Medical Assistant (MEDA) students are placed into a MEDA clinical externship during their last quarter of study. In order to be placed into the required MEDA clinical externship, candidates must complete all specified courses (varies with the degree/certificate) with a "C" grade, and must meet the following requirements:

- Negative TB test or chest X-ray
- Recent diphtheria-tetanus vaccination
- Positive titer (German Measles) or measles, mumps and rubella vaccination (MMR) (If born before 1957, do not need to meet this requirement according to CDC recommendations and guidelines)
- Hepatitis B vaccination series
- Current CPR and First Aid Card (may be earned while a student)
- Certificate of Attendance at a 7-hour AIDS Prevention Seminar (may be earned while a student)
- Medical Assistant and Dialysis Technician students must present evidence of having current private medical insurance and purchase professional liability insurance from the College before they will be placed into an externship experience.

Dismissal and Re-entry Procedures

1. Once in the Medical Assistant program, students must comply with the rules and regulations of program and clinical affiliates or be subject to dismissal from the program. The Department Chair, the Dean of Professional/Technical programs, and the Registrar must approve dismissal. The student may reapply to the program if approved by the Department Chair.
2. Students must perform in a safe and competent manner in the clinical fa-cilities and comply with the rules and regulations of the Medical Assistant program and clinical affiliates. Failure to do so may result in imme-diate dismissal from the program. Unsafe practice in the clinical setting may result in a failing grade in the clinical externship course.
3. Prior students not currently enrolled in the Medical Assistant Certificate or ATA degree program who wish to reenter must petition for readmission if they withdraw from the program for academic reasons, or if they wish to repeat a course.

Associate in Technical Arts Degree

An Associate of Technical Arts degree (ATA) is awarded upon the completion of a minimum of 90 credits. Students must complete the 80-credit Medical Assistant certificate with a minimum 2.0 GPA in each class. In addition, a 2.0 GPA in each class is required in the related education coursework above the 100 level for the degree.

Medical Assistant Associate in Technical Arts Degree

An Associate of Technical Arts degree (ATA) is awarded upon the completion of a minimum of 90 credits. Students must complete the 80 credit Medical Assistant certificate with a minimum 2.0 GPA in each class. In addition, a 2.0 GPA in each class is required in the related education coursework above the 100 level for the degree.

SAMPLE SCHEDULE

ATA Medical Assistant**

FIRST YEAR

Fall	Cr	Winter	Cr	Spring	Cr
MEDA 100	2	MEDA 112	5	MEDA 101	3
MEDA 102	5	†MEDA 118	2	MEDA 107	6
MEDA 104	4	MEDA 200	3	MEDA 114	5
OFTEC 122	3	†MATH 100	5	*LC/Gen. Ed.	
SPCH 125	3				5-10
Total	**17**	**Total**	**15**	**Total**	**19+**

SECOND YEAR

Summer	Cr	Fall	Cr	Winter	Cr
MEDA 106	6	MEDA 105	5	MEDA 103	3
MEDA 110	4	MEDA 108	6	MEDA 113	2
†ENGL 170	3	MEDA 109	4	MEDA 115	2
		SOSC 125	2	MEDA 116	6
				MEDA 117	1
				SOSC 113	1
Total	**13**	**Total**	**17**	**Total**	**15**

* Learning Community (5-10 credits) or 5 credits of culture, natural world or arts. Must be outside of technical area, approved by Department Chair. Please see INDEX regarding Learning Communities.

** A Medical Assistant certificate is awarded to students who complete the 80 credits of the technical portion of the degree.

† Students who do not receive an appropriate test score will require additional coursework to develop necessary skills for entry into class.

Additional sample schedules and planning sheets for certificates can be found in the Medical Assistant handbook.

Program Certificates

Certificates in the Medical Assistant program are granted upon completion of all requirements with a 2.0 GPA or above in all courses.

Medical Assistant Certificate

A certificate is awarded to those students who do the following:

a. Completion of typing Terminal Performance Objectives (TPO) meet immunization requirements.
b. Satisfactory completion of MEDA 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 112, 113, 114, 115, 116, 117, 118, 200,

ENGL 170, OFTEC 122, SOSC 113

Medical Front Office Certificate

Completion of typing Terminal Performance Objectives (TPO).

Satisfactory completion of MEDA 100, 101, 102, 103, 104, 105, 106, 109, 110, 111, 112, 118, 200, ENGL 170, OFTEC 122, 124, SOSC 113 and SPCH 125.

Phlebotomy Assistant Certificate

Must have received at least 2 injections of the hepatitis vaccination series before enrolling in MEDA 113 satisfactory completion of MEDA 100, 101, 102, 103, 113, 114, 120, 200, OFTEC 122 and SOSC 113.

Medical Billing and Coding Specialist Certificate

Satisfactory completion of MEDA 100, 101, 102, 103, 105, 106, 109, 110, 112, 118, 122, 123, OFTEC 122, ENGL 170, SOSC 113 and SPCH 125.

Dialysis Technician Certificate

Satisfactory completion of MEDA 100, 101, 102, 103, 106, 109, 112, 113, 115, 118, 200, SOSC 113, ENGL 170, DIATC 124, DIATC 125, DIATC 126, DIATC 127, DIATC 128, DIATC 129.

Pharmacy Technician Certificate

Satisfactory completion of PHARM 130, 131, 132, 133, 134, 135, 136, 137, 138; MEDA 101, 102, 106, 112, 118, 200, ENGL 170, OfTec 162,SocSci 113.

Individual Technical Certificate

An Individual Technical Certificate may be developed in conjunction with other programs to meet marketable objectives and goals with Department Chair approval.

Course Descriptions

MEDA 100 Orientation to Allied Health Careers (2)
Historical developments in medicine; effects of culture; role definition and expectations of selected allied careers; professional associations for persons with allied health careers; professionalism and image; goal-setting; functioning as team member. Identification of medical professionals and medical specialties. For non-nursing majors.

MEDA 101 Healthcare Interactions (3)
Self-awareness training. Receiving, organizing, prioritizing and transmitting effective and therapeutic communications with patients who have a variety of diagnoses. Development of leadership skills. Discussion of death, dying and the grieving process of a variety of different cultures.

MEDA 102 Medical Terminology (5)
Learning word parts of medical terms; word building and definitions; medical terms as related to each system of the human body. Correct spelling of medical terms and medical conditions is emphasized. Influence of different cultures on medical terms.

MEDA 103 Medical Law & Ethics (3)
Legal relationships between medical personnel and patients; professional liability; intentional and unintentional torts; contracts; law of agency; informed consent; professional practice requirements; medical ethics; public duties and responsibilities; licenses and accreditation; work-place legalities; influence of cultural mores.

MEDA 104 Medical Practice Finances (4)
Bookkeeping and basic accounting procedures; banking procedures; payroll records; medical office financial records; credit and collection practices; cultural perceptions of credit and collection. Selected computer applications. Prerequisite: 30 wpm typing speed or department chair permission.

MEDA 105 Medical Documents & Reception (5)
Ordering and maintenance of office equipment and supplies; organizing a procedure manual; time-management techniques; appointment scheduling; telephone practices; processing mail; filing; organizing medical records; medical transcription; inventory, office insurance; cultural differences concerning perception of time and expectation. Prerequisite: 30 wpm typing speed or department chair permission.

MEDA 106 Anatomy & Physiology (6)
Structure and function of the multiple systems of the human body. Develop an understanding of how cultural influences may alter the external appearances and internal functioning of different population groups. Prerequisite: MEDA 102 with a minimum C grade or department chair permission.

MEDA 107 Clinical Non-Sterile Procedures (6)
Definition and theory of medical asepsis; information on non-sterile procedures/tests, i.e. temperature, pulse, respiration, blood pressure, electrocardiograms, audiograms, visual acuity, colorblindness, spirometry, height and weight, physical examinations, charting and documentation. Awareness of universal precautions to protect the patient and the healthcare professional. Discussion of cultural beliefs and expectations concerning health care interactions. Includes lab practice of selected non-sterile procedures.

MEDA 108 Clinical Sterile Procedures (6)
Theory of surgical asepsis and proper disposal of biohazardous and contaminated materials. Discussion of body mechanics and rehabilitative medicine. Principles of nutrition and diet therapy. Awareness of culture, ethnicity, and economics regarding patient compliance. Accurate charting and documentation principles. Includes lab practice of selected sterile procedures.

MEDA 109 Medical Disease & Pathology (4)
Overview of the many diseases and conditions affecting the human body. Includes discussions of how cultural perceptions and influences affect medical disease and pathology. Prerequisite: Completion of MEDA 106 with minimum C grade or department chair permission.

MEDA 110 Medical Coding/Insurance (4)
Use of the Current Procedure Terminology (CPT) and International Classification of Disease (ICD9/10-CM) manuals to properly code and process government and private insurance forms. Other procedure/diagnosis coding systems include: Diagnosis Related Groups (DRGs), Relative Value Studies (RVs), Healthcare Financing Common Procedural Coding System (HCPCS), Resource Based Relative Value Scale (RSRVS); and managed care referrals and pre-certifications. Utilizes insurance computer software. Prerequisite: MEDA 102 with minimum C grade or department chair permission.

MEDA 111 Medical Forms (2)
Preparation and production of chart notes, letters, surgery records, and other pertinent documents from information recorded on a transcriber. Computer preparation of medical forms for a patient's medical records, i.e. surgical

reports, medical history, and physical examination forms. Calculate simple math problems using number key pad. Prerequisite: Minimum 40 wpm typing speed; MATH 96 with minimum C grade or appropriate ASSET test score.

MEDA 112 Basic Pharmacology (5)
Introduction to drugs: sources, schedules, forms, uses and actions, side effects, adverse effects and classifications. Contributions of different cultures to drug therapy. Information regarding medication orders and prescriptions. Study of the administration of oxygen.

MEDA 113 Introduction to Phlebotomy (2)
Review sterile techniques and government regulations concerning blood products. Perform venipunctures and capillary punctures. Perform selected blood tests. Discussion of cultural/religious beliefs concerning blood products.

MEDA 114 Microbiology/Medical Lab Procedures (5)
Methods of collecting, processing, preparing, and preserving lab specimens. Discussion of government regulations and cultural beliefs concerning specimens. Urinalysis, pertinent hematology, immunology and microbiology tests and procedures are presented.

MEDA 115 Injection Therapy (3)
Review of sterile techniques. Familiarization with equipment and supplies for parenteral administration of medications. Theory and practice of reading the medication order, drawing up of medications and parenteral administration of medications. Cultural aspects of medication administration are discussed. Theory of IV therapy is presented. Prerequisite: MEDA 118 with minimum C grade.

MEDA 116 Clinical Externship (6)
Clinical practicum for medical assistant students in a medical facility. Application of knowledge learned in previous courses; experience to increase understanding and appreciation of other cultures. Interact with other healthcare professionals and patients to enhance the development of a professional demeanor. Prerequisite: Have completed each course in the MEDA certificate with a minimum C grade; have current Red Cross or American Heart Association First Aid and CPR cards, have completed immunization requirements; present evidence of a current negative TB test; have completed all computer skills TPO's and submitted evidence of attending the required 7-hour AIDS prevention seminar. Must have permission/endorsement of the department chair to enroll. Concurrent enrollment in MEDA 117 required.

MEDA 117 Medical Assistant Clinical Externship Seminar (1)
Discussion and critical analysis of student experiences in their various externship placements. Topics include legal concepts, professionalism, and aspects of culture and application of front office and clinical skills. Prerequisite: Concurrent enrollment in MEDA 116.

MEDA 118 Drug Dosage Calculations (2)
Application of arithmetic skills and metric system to the calculating of ratios and percentages related to drug dosages. Prerequisite: MATH 96 with minimum C grade or appropriate ASSET test score.

MEDA 119 Word Processing for Medical Assistants (2)
Discussion of computer components, care, and maintenance. Basic word processing skills for the medical office to compose and format medical documents using appropriate computer software. Discussion of the influence of culture on communication with patients. Prerequisite: Minimum 30 wpm typing speed.

MEDA 120 Phlebotomy Techniques (5)
Drawing blood specimens from patients with the following conditions: damaged veins, obesity, allergies, burned, scarred or traumatized tissues. Dealing with special populations such as pediatric, geriatric, hearing and visually impaired, and non-English speaking patients; the awareness of the importance of culture. Covers arterial, IV, and special collection procedures. Prerequisite: MEDA 113 or equivalent with minimum C grade or department chair permission.

MEDA 122 Ambulatory Care Coding Procedures (5)
Application of professional skills in organizing, analyzing, and technically evaluating records for accuracy and completeness in the ambulatory health care setting. Covers assignment of correct code numbers to diagnoses and procedures for indexing health data and processing insurance claims. Prerequisite: MEDA 110 with minimum grade C or department chair permission.

MEDA 123 Hospital Care Coding Procedures (5)
Application of professional skills in organizing, analyzing, and technically evaluating records for accuracy and completeness in the hospital health care setting. Covers assignment of correct code numbers to diagnoses and procedures for indexing health data and processing insurance claims. Prerequisite: MEDA 110 with minimum grade C or department chair permission.

MEDA 132 Medical Transcription (6)
Transcription of recorded medical material in production of medical documents. Application of medical terminology, English, word processing, editing and transcription skills. Prerequisite: MEDA 109, 111, OFTEC 122 and 220, with minimum C grade in each or department chair permission.

MEDA 200 First Aid & Emergency Procedures (3)
Recognition, response, and management of emergencies. Covers theory of AIDS prevention. A Red Cross or American Heart Association First Aid card, CPR card, and AIDS Prevention certificate will be awarded after successful completion of this class.

Management Information Systems (MIS)

Program Description

The Management Information Systems (MIS) program is the development, maintenance, management, and study of computer-based information systems in organizations. The program focuses on midrange and mainframe computing systems, their design, administration, and maintenance of enterprise level business information systems. MIS is a two-year program leading to an Associate of Technical Arts (ATA) degree. All MIS courses are offered online.

The Management Information Systems (MIS) program provides competitive and sought after computing system entry-level skill sets and provides courses for the professional working in the industry and wanting to upgrade

his/her present skills. Current business and education partner relationships with IBM, Computer Associates, and CISCO Systems provide students with real world, high-end systems training as well as the opportunity to participate in research and production projects. Industry continues to move to PC server consolidation and has shown a renewed interest in midrange/mainframe systems. The demand for reliable data availability and the sheer volume of data being processed has never been greater and underscores the need for well-trained and skilled persons in this field.

The MIS degree program at Skagit Valley College can prepare you for a rewarding career in the Information Technologies industry where you will play an important role in the development, design, and management of high-end computing and information delivery systems. Related fields of study that compliment skills learned in the MIS program are marketing, finance, accounting, and e-commerce.

Career Opportunities

Typical jobs in this field include database programmers, database administrators, Web administrators, system engineers, system administrators, information system technicians, information system technicians, systems analysts or systems consultants, technical support, technical training, Website development and management jobs.

Work Experience in the Field

Students will participate in Cooperative Education (MIS 199) which is supervised work experience in an approved job. Credits and grades are based on job hours worked, work performance, and completion of the learning objectives specified in the learning contract. Concurrent enrollment in the Cooperative Education seminar or arranged seminar is required. A special project may be substituted for Cooperative Education with the approval of the Department Chair.

Entry into the Program

Please apply to the Admissions Office. Students may enter the program at the beginning of any quarter. Please be aware that some classes are not offered every quarter. The student should contact the Department Chair or the counseling services for help in scheduling. Advanced standing may be requested for prior education or experience.

Associate in Technical Arts Degree

An Associate in Technical Arts degree (ATA) is awarded upon completion of a minimum of 90 credits in courses numbered 100 or above with an accumulated grade point average of 2.0. Courses must include completion of the technical major and general education requirements.

SAMPLE SCHEDULE

ATA Management Information Systems

(All MIS courses are offered online.)

FIRST YEAR

Fall ..... Cr	Winter ..... Cr	Spring..... Cr
MIS 102.....5	MIS 103 5	MIS 104.....5
MIS 122.....4	MIS 110.....3	MIS 134.....3
MIS 131 4	MIS 133 3	MIS 139.....5
SPCH 125 3	MIS 136 3	~MIS Elect 3
.....	†MATH 111 5	*†ENGL 170.....3*
.....	.....	*or †ENGL 101...5*
Total..... 16	**Total 19**	**Total .....19+**

SECOND YEAR

Fall ..... Cr	Winter ..... Cr	Spring..... Cr
‡MIS 199.....2	‡MIS 199.....1	‡MIS 199.....1
MIS 221.....3	~MIS Elec. 14	~MIS Elect 13
MIS 222 3	PE 200.....2	*LC/GE. 5-10
MIS 223 3	SOSC 113 1	~MIS Elec.....4
SOSC 125 2	.....	.....
Total..... 17	**Total 18**	**Total .....19+**

* Learning Community (5-10 credits) or 5 credits of General Education (culture, natural world or arts). Must be outside of technical area, approved by Department Chair. Please see INDEX regarding Learning Communities.

† Students who do not receive an appropriate test score will require additional coursework to develop necessary skills for entry into class.

‡ MIS 199 may be taken at any time after the second quarter with Department Chair approval.

~ MIS Electives will be selected based on a student's chosen emphasis.

Program Certificates

Operation Systems Specialist Certificate

The student must maintain a 2.0 GPA and complete the following courses: MIS 102, 103, 104, 131, and 134.

Information Systems Specialist Certificate

The student must maintain a 2.0 GPA and complete the following courses: MIS 122, 221, 222, 223, 224; and one of the following MIS 102, 103, 104.

Rapid Application Development Specialist Certificate

The student must maintain a 2.0 GPA and complete the following courses: MIS 221, 222, 236, 224, 225; and one of the following: MIS 102, 103, 104.

Individual Technical Certificate

An Individual Technical Certificate may be developed in conjunction with other programs to meet marketable objectives and goals with Department Chair approval.

MICRO-CERTIFICATES

These certificates focus on a specific skill within this program. A certificate is awarded to students who complete the following with a 2.0 grade point average or above:

Cisco Certified Network Associate Preparatory
MIS 161, 162, 163, and 164.

Advanced & Remote Networks
MIS 261 and 262

Multilayer Switching & Troubleshooting
MIS 263 and 264.

Course Descriptions

MIS 102 IBM iSeries 400 System Operations (5)
Introduction to the IBM iSeries 400 concepts, operating system architectures, files systems, user management subsystems, queuing, and control language techniques.

MIS 103 UNIX Operating Systems (5)
Introduction to the Unix operating system. Covers overall system architecture, file system, task management, security, shells and shell scripts, and system administration. Introduction to low level C programming by example and multi-user system administration.

MIS 104 Mainframe S/390 Operating Systems (5)
Introduction to the mainframe architecture and its various operating systems. Focuses on management of the system and the applications.

MIS 110 Capacity Planning & Performance Tuning (3)
Addresses the planning of information systems. Focuses on platform (hardware) scalability, performance, assessment and planning concepts implemented to address and resolve the growth of systems. Concurrent enrollment in MIS 103 required. Prerequisite: MIS 102.

MIS 122 Networking & NOS Environments (4)
Introduction to networks and network operating systems. Covers PC integration to the Mainframe and Midrange computing systems and networking architectures and protocols.

MIS 131 Control Language for IBM iSeries 400 (4)
Introduction to the IBM iSeries 400 control language (CL) for automating system processes and configuring the environment for both basic and advanced users. Concurrent enrollment in MIS 102 required.

MIS 133 COBOL Programming (3)
Introduction to programming language used in both mainframe and midrange systems to address and manipulate Database Information Systems (DBMS). Covers syntax and code structure on System 390 and iSeries 400. Concurrent enrollment in MIS 103 required. Prerequisite: MIS 102.

MIS 134 Job Control Language (JCL) (3)
Introduction to the essential language used in mainframe systems to set up environments for running programs and system storage. Concurrent enrollment in MIS 104 required.

MIS 135 Assembler Language Programming (3)
Introduction to the connection of the underlying architecture and its operating system. Focuses on the relationship of software to hardware and performance related concepts. Concurrent enrollment in MIS 104 required.

MIS 136 Report Program Generator (RPG) (3)
Introduction to the essentials of RPG IV including: top down, structured design, file definition, access and manipulation, data types, arrays, and tables. Prerequisite: MIS 102 and 131.

MIS 137 Introduction to S/390 Programming: VSAM (3)
Covers the Virtual Storage Access Method (VSAM), dataset organizations supported by VSAM and MVS catalogs which utilize VSAM services on the S/390. Prerequisite: MIS 104 and 134.

MIS 139 Programming in Java (5)
Introduction to programming in JAVA in the midrange and mainframe environments. Prerequisite: MIS 102,103,104, and MATH 111.

MIS 161 Cisco Networking Fundamentals (3)
Covers networking components and basic network design; OSI model and industry standards, network topologies; and IP addressing and subnet masks. Must be taken concurrently with MIS 162, 163, and 164.

MIS 162 Router Technologies & LAN Switching (3)
Introduction to CISCO routers and router environments. Must be taken concurrently with MIS 161, 163, and 164. Prerequisite: MIS 161.

MIS 163 Routing & Switching (3)
Covers CISCO LAN switching, routing protocols, and LAN design. Must be taken concurrently with MIS 161, 162, and 164. Prerequisite: MIS 162.

MIS 164 Network Design & Management Projects (3)
Covers intermediate CISCO router configuration, ISDN, frame relay, and LAN and WAN design. Must be taken concurrently with MIS 161, 162, and 163. Prerequisite: MIS 163.

MIS 199 Cooperative Education (1-15)
Supervised work experience in the field. Includes a weekly seminar. Prerequisite: Department chair permission.

MIS 201 Advanced UNIX Administration (3)
Designed for the administrator facing complex concerns on Internet deployment, middle tier processing, and application environment tuning of the UNIX platform. Prerequisite: MIS 103.

MIS 202 Web Server Administration (2)
Design and implementation of Web server deployment covering distribution, security, and administrative concerns on midrange and mainframe systems: HTTP servers, Domino server, and Websphere. Prerequisite: MIS 102, 103, and 104.

MIS 203 Domino Server (6)
Enterprise level information system with the ability to deal in terabytes. Focuses on Administration, Email, and overall structure of the Domino Server architecture. Prerequisite: MIS 102, 103, and 104.

MIS 204 S/390 Enterprise Server Transaction Management (3)
Managing MVS transactions within the S/390. Prerequisite: MIS 104 , 134, and 137.

MIS 205 S/390 Enterprise Server for e-Business – Unix (5)
Covers the implementation of Unix on the mainframe. Prerequisite: MIS 104 and 134.

MIS 206 AIX Security: Host Based Mechanisms (5)
Knowledge and hands-on experience in implementing AIX security mechanisms. Develops skill and knowledge required for implementing security mechanisms that are applicable for a stand-alone system. Prerequisite: MIS 201

MIS 207 AIX Security II: Intranet Mechanisms (5)
Focuses on network-based security and is recommended for application and network administrators responsible for information system security covering user administration, remote file access, policy auditing, and security alerts. Prerequisite: MIS 206

MIS 210 S/390 Enterprise Server – Using Linux (5)
Covers the implementation and administration of Linux in OS/390. Prerequisite: MIS 104, 134, 204, and 137.

MIS 211 Internet Services Capacity Planning (4)
Covers the quantitative skills required to analyze and plan performance needs for Business Web services. Prerequisite: MIS 110.

MIS 215 Computer Forensic Fundamentals (5)
Introduction to computer forensics methodology used to analyze risks, implement security and forensics policy that protect information assets from potential intrusion, damage, theft and information warfare countermeasures. Introduces students to criminal investigation of digital evidence. Strongly recommended: Basic understanding of computer operating systems and networks.

MIS 216 Computer Forensics Tools & Applications (5)
Continuation of MIS 215. Provides the nuts and bolts of computer investigations. Includes the skills necessary to

conduct successful computer-related investigations. Covers detailed examination of digital evidence retrieval methods with extensive use of computer-based exercises to perform forensic analysis of hard disk drives and other storage media in the retrieval and restoration of encoded data. Prerequisite: MIS 215.

MIS 221 Database Concepts (3)
Introduction to database systems. A conceptual approach to design structure. Prerequisite: MIS 110.

MIS 222 Data Structures (3)
Applied class dealing with business logic and related database systems implementation. Prerequisite: MIS 221.

MIS 223 Systems Life Cycle Analysis (3)
Development of an information system focusing on key concepts of design, implementation, and life-span. Prerequisite: MIS 222.

MIS 224 IBM Universal Database System 2 (4)
Continuation of MIS 223. Hands-on approach to the development of relational database systems. Prerequisite: MIS 223.

MIS 225 Structured Query Language (SQL) (3)
Introduction to structured query language. Focuses on syntax and programming concepts used in data manipulation and retrieval. (Can be taken concurrently with MIS 224.) Prerequisite: MIS 224.

MIS 226 Advanced Database Concepts (3)
Theory-based course dealing with advanced design and scalability issues. Instruction and support are done in coordination with the MIS department's business partners. Prerequisite: MIS 225.

MIS 227 S/390 Enterprise Server Data Management (4)
Using the OS/390 platform, this course covers information about the functions of Universal Database 2 (DB2), SQL, and how to access DB2 on the OS/390 platform. Prerequisite: MIS 104, 134, 221, and 222.

MIS 228 S/390 Enterprise Server for e-Business – JAVA (5)
Introduction to JAVA on the S/390. Prerequisite: MIS 104, 134, and MATH 111

MIS 229 S/390 Enterprise Server for e-Business – Websphere (4)
Introduction to Websphere application server on the S/390 platform. Prerequisite: MIS 104, 134, 227.

MIS 231 iSeries Advanced Control Language Programming CL (4)
Continuation of MIS 131. Covers some advanced programming techniques using CL to manage the iSeries environment. Prerequisite: MIS 131.

MIS 232 E-Commerce Application Server Architecture (3)
Focuses on developing information systems with middle tier environments that increasingly rely on the use of application servers. Covers application server architectures and environments in business-to-business(B2B) and business-to-customer (B2C) deployments. Prerequisite: MIS 202.

MIS 233 Advanced RPG IV/400 (3)
Programming in RPG IV. Applied learning environment working on a business application development project with a business partner. Prerequisite: MIS 136.

MIS 234 Interactive Web Programming (3)
Covers architectures, methods, and programming in various script languages to send and retrieve information across the Internet to and from a database. Prerequisite: MIS 202, 225, and 232.

MIS 236 Rapid Development Application Tools (3)
Covers the use of rapid application development tools in prototyping information systems applications. Prerequisite: MIS 224.

MIS 239 Advanced COBOL (3)
Continuation of MIS 133. Focuses on intermediate programming techniques in COBOL and its use in the S/390 and iSeries 400. Prerequisite: MIS 133.

MIS 240 Introduction to Oracle (5)
Introduction to Oracle relational database system covering architecture, installation, and management interfaces. Prerequisite: MIS 221.

MIS 241 Oracle: Introduction to SQL & PL/SQL (5)
Introduction to SQL and PL/SQL used in the Oracle RDBMS. Prerequisite: MIS 240.

MIS 242 Oracle: Developing PL/SQL Program Units (4)
PL/SQL is an essential programming tool used in the Oracle RDBMS. Learn how to use the procedure builder to create, compile, and execute PL/SQL program units. Prerequisite: MIS 241.

MIS 244 Oracle: Extended Data Retrieval – Advanced SQL Scripts (3)
Covers some advanced programming techniques using SQL and SQL scripts for retrieving data from an Oracle RDBMS. Prerequisite: MIS 242.

MIS 245 Oracle: SQL Statement Tuning (4)
Covers the methods and programming techniques used in developing efficient SQL functions and procedures. Prerequisite: MIS 244.

MIS 261 CISCO Advanced Routing (6)
Introduction to advanced routing, including routing principles, IP addressing issues such as variable-length subnet masking (VLSM), route summarization, and protocol redistribution. Covers how to implement the appropriate Cisco IOS software services required to build scalable, routed networks. Assists in preparing for the CCNP Remote Access Certification Exam.

MIS 262 CISCO Remote Access (6)
How to design, configure, maintain, and scale remote access networks using CISCO products. Enable and enhance the on-demand connectivity of a small office, home office, or telecommuter site to a central site. Assists the student in preparing for the CCNP Remote Access Certification Exam. Prerequisite: MIS 261.

MIS 263 CISCO Multilayer Switching (6)
How to design, configure, maintain, and scale multilayer-switched networks using CISCO products. Assists the students in preparing for the CCNP Switching Exam. Prerequisite: MIS 262.

MIS 264 CISCO Internetwork Troubleshooting (6)
Diagnose and resolve specific and potentially problematic issues common to every network type. Focuses on Cisco network products and Cisco IOS. Many of the concepts in this course are transferable to other network platforms. Assists the student in preparing for the CCNP Remote Access Certification Exam. Prerequisite: MIS 263.

Multimedia & Interactive Technology (MIT)

Program Description

Multimedia & Interactive Technology (MIT) is a two-year program that leads to an Associate in Technical Arts (ATA) degree. The World Wide Web has evolved from a text-based network to a powerful multimedia delivery system. As such, consumers are demanding a wide array of interactive online products and services. To meet this growing demand and prepare students with Web-based multimedia skills and aptitudes, the MIT program offers a Web Designer degree and a one-year Web Assistant certificate. The Web Designer ATA degree and the Web Assistant certificate are available online. All MIT courses are offered online.

Career Opportunities

Today's businesses and industries need skilled workers to design multimedia Web sites. Multimedia involves working with text, graphics, animation, sound, and video to design and develop Web sites for online delivery. Students graduating with a degree or certificate in Multimedia & Interactive Technology will be trained to create and design multimedia Web sites. Students will be prepared for entry-level positions in Web design and development,. Position titles include Webmaster, Web designer, Web developer, Web assistant, multimedia assistant, media planner, interactive media specialist, interface designer, animation specialist, computer programmer, Flash programmer, graphic artist, and computer specialist.

Work Experience in the Field

Students will participate in Cooperative Education (MIT 199), which is supervised work experience in an approved job. Credits and grades are based on job hours worked, work performance, and completion of the learning objectives specified in the learning contract. Concurrent enrollment in the Cooperative Education seminar or arranged seminar is required. A special project may be substituted for Cooperative Education with the approval of the Department Chair.

Entry into the Program

Please apply to the Admissions Office. Students enter the program at the beginning of any quarter. Please be aware that some classes/sequences are not offered every term. Advanced standing may be requested for prior education or experience. For further information, please contact the Department Chair or the Admissions Office.

Associate in Technical Arts Degree

An Associate in Technical Arts degree (ATA) is awarded upon completion of a minimum of 90 credits in courses numbered 100 or above with an accumulated grade point average of 2.0. Courses must include completion of the technical major and general education requirements.

Within the MIT program, there is a Web Designer degree that is targeted to those students who are primarily interested in learning about the languages and programs used to develop multimedia Web sites and the media elements such as text, graphics, animation, sound and video used on these Web sites. Students interested in transferring to a four-year institution upon graduating with an ATA in Multimedia & Interactive Technology should pursue an Associate of Applied Science - Transfer (AAS-T) degree. For a current list of participating four-year colleges as well as details regarding transfer requirements, please consult with the MIT program advisor or chair.

SAMPLE SCHEDULE

ATA Multimedia – Web Designer

FIRST YEAR

Fall	Cr	Winter	Cr	Spring	Cr
**Choose 15-17 credits from the list below		MIT 125	5	MIT 135	5
		*LC/GE	5-10	MIT 149	5
		PE 200 or PE 100 +1 activity cr	2	†MATH 100	5
		SPCH 125	3		
Total	**15+**	**Total**	**15+**	**Total**	**15**

SECOND YEAR

Fall	Cr	Winter	Cr	Spring	Cr
CIS 146	3	MIT 160.	3	‡MIT 199	1-15
MIT 213	5	MIT 229	5	MIT 228	5
MIT 226	5	CIS 147	3	MIT 249	5
MIT 227	5	†ENGL 101	5	SOSC 113	1
				SOSC 125	2
Total	**18**	**Total**	**16**	**Total**	**14+**

Choose any 15 credits from the following courses: CIS 103, 104, 105, 118, 145, 148; CS 101; OFTEC 103, 122, and 132. (CIS = Computer Information Systems; CS = Computer Science; OFTEC = Office Administration & Accounting Technologies). ***For those students who desire a more flexible schedule, the Web Designer degree is also available online.*

* Learning Community (5-10 credits) or 5 credits of General Education (culture, natural world or humanities). Must be outside of technical area, approved by Department Chair. Please see INDEX regarding Learning Communities.

† Students who do not receive an appropriate test score will require additional coursework to develop necessary skills for entry into class.

‡ MIT 199 may be taken at any time after the second quarter with Department Chair approval.

Program Certificates

Web Assistant Certificate

The student must maintain a 2.0 grade point average and complete the following: MIT 125, 135, 149, 160, 199, 226, 228, 229, 249, CIS 145 and 148, or CS 101, and SOSC 113. This certificate is available online.

Individual Technical Certificate

An Individual Technical Certificate may be developed in conjunction with other programs to meet marketable objectives and goals with Department Chair approval.

Course Descriptions

MIT 125 Introduction to Interactive Multimedia (5)

Introduction to the concepts, roles, and current products of digital multimedia with a special focus on exposure to and experience using a number of different Web-based multimedia applications. Emerging trends and recent developments of the industry will also be highlighted. Strongly recommended: Computer literacy and file management skills.

MIT 135 Multimedia Design (5)

Introduction to the design factors that apply to multimedia. Includes basic design components for text, graphics, screen layout, color and the use of metaphor. Covers digital design for computers through a series of tasks and projects. Strongly recommended: computer literacy and file management skills.

MIT 149 Introduction to Web Page Design (5)

Introduction to the technologies and issues associated with Web site design and development. Create and design Web sites using XHTML and CSS. Student Web sites will be published and critiqued. Strongly recommended: Computer literacy and file management skills.

MIT 160 Microsoft FrontPage (3)

Introduction to Microsoft FrontPage for Web page design and development.

Strongly recommended: computer literacy and file management skills.

MIT 199 Cooperative Educational Experience (1-15)
Supervised work experience in the field. Includes a weekly seminar. Prerequisite: Instructor permission.

MIT 213 Digital Photography (5)
Introduction to digital photography and scanners. Includes basic camera and scanner techniques for print and Web-based multimedia. Covers camera and scanner features and functions, software, downloading, enhancing, transferring files and making photo quality images. Strongly recommended: computer literacy and file management skills.

MIT 226 Photoshop Complete (1-5)
Introduction to basic and advanced image editing techniques. Create graphics, manipulate photographs, and optimize digital images using Adobe Photoshop. Strongly recommended: Computer literacy and file management skills. (Students who have taken OFTEC 136 should only enroll in 2 credits of MIT 226. All other students should enroll for 5 credits).

MIT 227 Video Editing with Adobe Premiere (5)
Introduction to digital videography and editing with Adobe Premiere. Covers digital video camera specifications, basic camera techniques, downloading and storage on a PC, and basic non-linear editing of digital video using Adobe Premiere. Strongly recommended: Computer literacy and file management skills.

MIT 228 Macromedia Flash (5)
Use Macromedia Flash to create animation and interactivity. Incorporate all of the multimedia building blocks (graphics, animation, sound, and video) into a Web-based multimedia application. Strongly recommended: Computer literacy and file management skills.

MIT 229 Adobe Illustrator (5)
Introduction to basic and advanced digital illustration. Create vector-based graphics and artwork using Adobe Illustrator. Strongly recommended: Computer literacy and file management skills.

MIT 249 Advanced Web Page Design (5)
Introduction to the technologies and issues associated with advanced Web site design and development. Create and design dynamic Web sites using JavaScript, Macromedia Dreamweaver, and other advanced Web development technologies. Prerequisite: MIT 149 or equivalent. HTML skills.

Music (MUS)

Program Description

Skagit Valley College offers a number of music courses for the major and non-major. The student who wishes to major in music should meet with the Music Department Chair and plan a two-year program that will meet their transfer needs. Be aware that when transferring to a four-year school or to a music conservatory, students will be asked to take a music theory placement test as well as a piano proficiency examination. Your academic preparation for a music major should include music theory and piano study as well as ear training. Music majors are expected to practice their craft all four years of college and not just in your junior and senior years as some other majors. Because of this careful academic planning is advised. Our Associate in Music degree is especially designed for music majors (see chapter 6 for more information).

Performing ensembles are also an important part of your musical development. Skagit Valley College offers many opportunities to perform on campus as well as out in the community with some of our community ensembles. Call the Music Department Chair for more details.

For non-music majors, we offer a beginning choir (MUS 131), or MUS 121 if you are interested in a music history survey course. If music is more of a hobby, we offer many different classes that you can take to satisfy your elective credits. Music courses can also satisfy some of your 15-20 credits required in studies in the arts. Check with your counselor for more details.

Course Descriptions

MUS 100 Music Fundamentals (3)
This course is designed for the non-music major who wants to learn to read music. Note reading, rhythmic skills and a basic introduction to scales, intervals and harmony are included. No musical background is required. This course can also be taken by students wanting to become music majors but whose music reading skills are insufficient.

MUS 101 Music Theory I (5)
The study of notation, intervals, scales, simple melodies, and rhythms. Required for Music majors. Some musical training is recommended for non-majors. Should be taken concurrently with MUS 105 Ear Training. Students are also strongly encouraged to take MUS 111 or MUS 112 for keyboard skill development.

MUS 102 Music Theory II (5)
A continuation of MUS 101, but including a systematic study of chords and harmony. Writing and performance of original music included. Required for Music Majors and should be taken concurrently with MUS 106. Students are strongly encouraged to take MUS 111, 112, or 113 for keyboard development. Prerequisite: MUS 101 with grade of C or higher, or equivalent or instructor permission.

MUS 103 Music Theory III (5)
A continuation of MUS 102, but adding music analysis. Writing and performance of original music emphasized. Required for Music Majors and should be taken concurrently with MUS 107 Ear Training. Students are also strongly encouraged to take MUS 111, 112 or 113 keyboard skill development. Prerequisite: MUS 102 with grade of C or higher, or instructor permission.

MUS 104 Composition (1-2)
Students will compose a graph piece, a rhythm piece, a single-line piece and a two-voice piece for available instrumentality. Performances in class. Possible concert of students' works. In subsequent terms, further studies in multi-part writing, advanced harmonic, rhythmic, and formal concepts. Student pays private lesson fee to instructor. Prerequisite: Must have taken or be currently enrolled in music theory or permission of the instructor.

MUS 105 Ear Training I (2)
Development of aural skills through an emphasis on sight singing and dictation. To be taken concurrently with MUS 101.

MUS 106 Ear Training II (2)
Development of aural skills through an emphasis on sight singing and dictation. To be taken concurrently with MUS 102. Prerequisite: MUS 105.

MUS 107 Ear Training III (2)
Development of aural skills through an emphasis on sight singing and dictation. To be taken concurrently with MUS 103. Prerequisite: MUS 106.

MUS 108 Class Voice (2)
Vocal technique including breathing, tone production, diction, and interpretation of literature from Spanish, German, Italian, folk and musical theater traditions. The mechanics of singing, the artistry of singing and building confidence in the individual solo voice are emphasized.

MUS 110 Songwriting Techniques (3)
Through the use of computers and MIDI keyboards, this course explores how technology can be used in the creative musical processes and, drawing upon a wide range of source material, examines the societal and technological forces that come to bear on the art form. Although some musical experience will be helpful, it is not a Prerequisite: prerequisite for taking this course.

MUS 111 Beginning Piano I (2)
The course is designed for those with limited or no keyboard background and includes basic notation, rhythm skills, technique, and sight reading. Each class includes group and individual instruction in ensemble playing and repertoire materials. Music Majors are encouraged to take this course along with Music 101. MUS 111, 112, and 113 are beginning piano courses and may be taken in sequence or started in any quarter.

MUS 112 Beginning Piano II (2)
The course is designed for those with limited or no keyboard background and includes basic notation, rhythm skills, technique, and sight reading. Each class includes group and individual instruction in ensemble playing and repertoire materials. Music majors are encouraged to take this course along with Music 102. MUS 111, 112,and 113 are beginning piano courses and may be taken in sequence or started in any quarter.

MUS 113 Beginning Piano III (2)
The course is designed for those with limited or no keyboard background and includes basic notation, rhythm skills, technique, and sight reading. Each class includes group and individual instruction in ensemble playing and repertoire materials. Music majors are encouraged to take this course along with Music 103. MUS 111, 112, 113 are beginning piano courses and may be taken in sequence or started in any quarter.

MUS 121 Music Appreciation (5)
As an introduction and exploration of music, this foundation course examines Western music from the Middle ages to the present, focusing on significant composers and compositions and the historical context in which they were written.

MUS 122 Survey of Music History: Ancient to 1750 ACE (5)
An introduction and exploration of the relationship between historic events and musical development in the Western world from the ancient period to 1750 A.C.E.

MUS 123 Survey of Music History: 1750-1900 (5)
An introduction and exploration of the relationship between historic events and musical development in the Western world from 1750-1900 A.C.E.

MUS 124 Survey of Music History: 1900-Present (5)
An introduction and exploration of the relationship between historic events, technological advancements, and musical development, beginning in the 20th century to the present day.

MUS 125 Excursions in Music of Our World (5)
A survey of the music of non-Western cultures. Students will use writing, discussions, and group and individual projects to examine the contexts in which the musics of these cultures exist.

MUS 126 Jazz: America's Artform (3)
This course provides a general survey of the development and evolution of jazz from its roots to the present. The student will explore the background, history, characteristics and significant performing artists of the major jazz styles.

MUS 127 History of Rock & Roll (3)
This course provides a general survey of the development and evolution of rock and roll from its roots to the present. The goal of the course is to familiarize the student with the social and historical context of the development of rock and roll, and to recognize and appreciate the major performers and styles of rock and roll in performance.

MUS 131 Choir (2)
Performance of standard choir music and major works including works from non-Western cultures whenever possible.

MUS 132 Small Vocal Ensemble (1-5)
Involves choral, madrigal singing, jazz and popular styles. Performing music from non-European traditions whenever possible. Advanced academic setting. Placement by audition only.

MUS 141 Skagit Symphony (1)
Perform music from each of the Baroque, Classic, Romantic and contemporary periods. Students will advance in their understanding of large ensemble playing. Two and one-half hours per week is expected in ensemble practice, three hours of individual practice, and all dress rehearsals and concerts are required. Wind players are by auditions; string players should be adept at position work and fundamental techniques.

MUS 142 Skagit Community Band (1)
The Skagit Community Band is a community-based organization that performs a wide variety of concert band literature from Jazz to Classical. No audition is needed, however some skill on the instrument is helpful. Students are expected to rehearse for two hours each week and attend all rehearsals and performances. There will be at least one performance per quarter. Contact the director for fee information.

MUS 145 Skagit Valley Chorale (1)
The Skagit Valley Chorale is a community-based organization that performs all types of music, from jazz to classical. Dinner theater and humorous operetta are also part of our repertoire. No audition is needed. The Chorale's season is performance oriented and runs 6 months of the year. Contact director for fee information.

MUS 160 Musical Theater Workshop (1)
Students audition both musically and dramatically and are then placed in suitable roles in familiar and not-so-familiar shows from which scenes are chosen. Prerequisite: Instructor permission after audition.

MUS 162 Instrumental Ensemble (1-3)
Study of music through small group rehearsal. For pianists, percussionists, and wind instrument players. Students must

have prior experience on their instrument.

MUS 163 String Ensemble (1)
Study of music through small group rehearsal. Limited to string players who have prior experience on their instrument.

MUS 164 Jazz Ensemble (1-3)
The Jazz Ensemble is a performance-oriented group. The student will explore the varieties of jazz styles from funk, bebop, and Latin to swing. Students must provide their own instrument and have had prior performance experience. Contact the music department about placement audition.

MUS 174 Jazz Piano Intermediate (1)
Applied music instruction. Individual instruction in voice or instrument for music majors or minors which focuses on the practical application of musical principles to performance. Private lesson fees are paid by the student directly to the instructor. Contact department chair before registering. No more than 1 credit per quarter to a maximum of 6 credits. Prerequisite: instructor's permission. Audition may be required.

MUS 175 Voice Intermediate (1)
Applied music instruction. Individual instruction in voice or instrument for music majors or minors which focuses on the practical application of musical principles to performance. Private lesson fees are paid by the student directly to the instructor. Contact department chair before registering. No more than 1 credit per quarter to a maximum of 6 credits. Prerequisite: instructor's permission. Audition may be required.

MUS 176 Blues, Jazz, or Rock Guitar I (1)
Applied music instruction. Individual instruction in voice or instrument for music majors or minors which focuses on the practical application of musical principles to performance. Private lesson fees are paid by the student directly to the instructor. Contact department chair before registering. No more than 1 credit per quarter to a maximum of 6credits. Prerequisite: instructor's permission. Audition may be required.

MUS 178 Brass – Intermediate (1)
Applied music instruction. Individual instruction in voice or instrument for music majors or minors which focuses on the practical application of musical principles to performance. Private lesson fees are paid by the student directly to the instructor. Contact department chair before registering. No more than 1 credit per quarter to a maximum of 6credits. Prerequisite: instructor's permission. Audition may be required.

MUS 179 Woodwind – Intermediate (1)
Applied music instruction. Individual instruction in voice or instrument for music majors or minors which focuses on the practical application of musical principles to performance. Private lesson fees are paid by the student directly to the instructor. Contact department chair before registering. No more than 1 credit per quarter to a maximum of 6 credits. Prerequisite: instructor's permission. Audition may be required.

MUS 180 Strings – Intermediate (1)
Applied music instruction. Individual instruction in voice or instrument for music majors or minors which focuses on the practical application of musical principles to performance. Private lesson fees are paid by the student directly to the instructor. Contact department chair before registering. No more than 1 credit per quarter to a maximum of 6 credits. Prerequisite: instructor's permission. Audition may be required.

MUS 181 Classical Guitar – Intermediate (1)
Applied music instruction. Individual instruction in voice or instrument for music majors or minors which focuses on the practical application of musical principles to performance. Private lesson fees are paid by the student directly to the instructor. Contact department chair before registering. No more than 1 credit per quarter to a maximum of 6 credits. Prerequisite: instructor's permission. Audition may be required.

MUS 182 Piano – Intermediate (1)
Applied music instruction. Individual instruction in voice or instrument for music majors or minors which focuses on the practical application of musical principles to performance. Private lesson fees are paid by the student directly to the instructor. Contact department chair before registering. No more than 1 credit per quarter to a maximum of 6 credits. Prerequisite: instructor's permission. Audition may be required.

MUS 187 Drums – Intermediate (1)
Applied music instruction. Individual instruction in voice or instrument for music majors or minors which focuses on the practical application of musical principles to performance. Private lesson fees are paid by the student directly to the instructor. Contact department chair before registering. No more than 1 credit per quarter to a maximum of 6 credits. Prerequisite: instructor's permission. Audition may be required.

MUS 200 History of Keyboard Literature (2)
A comprehensive history of literature for all stringed keyboard instruments. This course is designed for the instructor of piano or a more advanced student.

MUS 201 Music Theory IV (3)
Music Theory IV is the continuation of first-year music theory. Students enrolling must have completed Music Theory I, II, III prior to enrolling. Composition, analysis and performance are emphasized. Prerequisite: MUS 103.

MUS 202 Music Theory V (3)
This course continues the study of music theory from Music Theory IV. Counterpoint techniques in music literature will be examined and composed. Fugues, canons, and madrigal writing will be explored. Prerequisite: MUS 201.

MUS 203 Music Theory VI (3)
Music Theory VI is the last quarter of second year music theory. Music literature from the chamber music periods of Classicism and Romanticism and modern compositional techniques will be studied and composed. Prerequisite: MUS 202.

MUS 211 Intermediate Piano I (2)
This course is designed for those with at least one year or more of private or class keyboard instruction who would like to strengthen their skills in reading, rhythm, and technique. Each class includes group and individual instruction in ensemble playing and repertoire materials. Students are encouraged to take this course along with Music 201. MUS 211, 212, and 213 are Intermediate Piano courses and may be taken in sequence or started in any quarter.

MUS 212 Intermediate Piano – II (2)
This course is designed for those with at least one year or more of private or class keyboard instruction who would like to strengthen their skills in reading, rhythm, and technique. Each class includes group and individual instruction in ensemble playing and repertoire materials. Students are encouraged to

take this course along with Music 201. MUS 211, 212, and 213 are Intermediate Piano courses and may be taken in sequence or started in any quarter.

MUS 213 Intermediate Piano III (2)
This course is designed for those with at least one year or more of private or class keyboard instruction who would like to strengthen their skills in reading, rhythm, and technique. Each class includes group and individual instruction in ensemble playing and repertoire materials. Students are encouraged to take this course along with Music 201. MUS 211, 212, and 213 are Intermediate Piano courses and may be taken in sequence or started in any quarter.

MUS 274 Jazz Piano – Advanced (1)
Applied music instruction. Individual instruction in voice or instrument for music majors or minors which focuses on the practical application of musical principles to performance. Private lesson fees are paid by the student directly to the instructor. Contact department chair before registering. No more than 1 credit per quarter to a maximum of 6 credits. Prerequisite: Instructor's permission. Audition may be required.

MUS 275 Voice – Advanced (1)
Applied music instruction. Individual instruction in voice or instrument for music majors or minors which focuses on the practical application of musical principles to performance. Private lesson fees are paid by the student directly to the instructor. Contact department chair before registering. No more than 1 credit per quarter to a maximum of 6 credits. Prerequisite: Instructor's permission. Audition may be required.

MUS 276 Blues, Jazz, or Rock Guitar II (1)
Applied music instruction. Individual instruction in voice or instrument for music majors or minors which focuses on the practical application of musical principles to performance. Private lesson fees are paid by the student directly to the instructor. Contact department chair before registering. No more than 1 credit per quarter to a maximum of 6 credits. Prerequisite: Instructor's permission. Audition may be required.

MUS 278 Brass – Advanced (1)
Applied music instruction. Individual instruction in voice or instrument for music majors or minors which focuses on the practical application of musical principles to performance. Private lesson fees are paid by the student directly to the instructor. Contact department chair before registering. No more than 1 credit per quarter to a maximum of 6 credits. Prerequisite: Instructor's permission. Audition may be required.

MUS 279 Woodwind – Advanced (1)
Applied music instruction. Individual instruction in voice or instrument for music majors or minors which focuses on the practical application of musical principles to performance. Private lesson fees are paid by the student directly to the instructor. Contact department chair before registering. No more than 1 credit per quarter to a maximum of 6 credits. Prerequisite: Instructor's permission. Audition may be required.

MUS 280 Strings – Advanced (1)
Applied music instruction. Individual instruction in voice or instrument for music majors or minors which focuses on the practical application of musical principles to performance. Private lesson fees are paid by the student directly to the instructor. Contact department chair before registering. No more than 1 credit per quarter to a maximum of 6 credits. Prerequisite: Instructor's permission. Audition may be required.

MUS 281 Classical Guitar – Advanced (1)
Applied music instruction. Individual instruction in voice or instrument for music majors or minors which focuses on the practical application of musical principles to performance. Private lesson fees are paid by the student directly to the instructor. Contact department chair before registering. No more than 1 credit per quarter to a maximum of 6 credits. Prerequisite: Instructor's permission. Audition may be required.

MUS 282 Piano – Advanced (1)
Applied music instruction. Individual instruction in voice or instrument for music majors or minors which focuses on the practical application of musical principles to performance. Private lesson fees are paid by the student directly to the instructor. Contact department chair before registering. No more than 1 credit per quarter to a maximum of 6 credits. Prerequisite: Instructor's permission. Audition may be required.

MUS 287 Drums – Advanced (1)
Applied music instruction. Individual instruction in voice or instrument for music majors or minors which focuses on the practical application of musical principles to performance. Private lesson fees are paid by the student directly to the instructor. Contact department chair before registering. No more than 1 credit per quarter to a maximum of 6 credits. Prerequisite: Instructor's permission. Audition may be required.

MUS 299 Learning into Action (1-15)
Student develops and completes curriculum-related independent project which demonstrates skills and abilities and explores career options. May include, but is not limited to, service learning, original research, and travel abroad. Faculty sponsor approval required. Students with 45 transferable college credits are eligible to begin Learning into Action.

Natural Science (NASC)

Course Descriptions

NASC 100 Introduction to Physical Science (5)
A survey of the physical sciences designed to give the non-science major a basic understanding of mechanics, heat, waves, sound, light, electricity, magnetism, and atomic theory. Includes topics in astronomy and earth science. Lab included.

NASC 160 Western Washington Field Study (1-5)
Natural history field study and lecture course held in western Washington. Consists of guided field study with supplemental lectures and labs on areas of biological, geologic, and oceanographic interest.

NASC 161 Eastern Washington Field Study (1-5)
Natural history field study and lecture course held in eastern Washington. Consists of guided field study with supplemental lectures and labs on areas of biological and geologic interest.

NASC 299 Learning into Action (1-15)
Student develops and completes curriculum-related independent project which demonstrates skills and abilities and explores career options. May include, but is not limited to, service learning, original research, and travel abroad. Faculty sponsor approval required. Students

with 45 transferable college credits are eligible to begin Learning into Action.

Nursing (NURS)

Program Descriptions

The Nursing (NURS) program at Skagit Valley College (SVC) Mount Vernon prepares graduates for licensure as Registered Nurses (Associate in Technical Arts) and Practical Nurses (Certificate of Practical Nursing). Licensed Practical Nurses can enter the program on space available basis and progress to RN completion at Mount Vernon.

Skagit Valley College has an agreement that allows the SVC graduate to transition into a Bachelor of Science Nursing Degree program after completion of the Associate Degree Nursing program at SVC. If interested, please contact an advisor at University of Washington: Bothell www.uwb.edu. Also, indicate your interest to an SVC prenursing counselor.

The SVC Nursing Program is approved by the Washington State Nursing Commission and the RN program is nationally accredited by the National League for Nursing Accreditation Commission: 61 Broadway, New York, NY 10006, 212-363-5555, ext. 153, www.nlnac.org.

Associate in Technical Arts/Registered Nurse Degree (RN) & Practical Nurse Certificate (PN) Program

Program Description: Mount Vernon Campus

The Mount Vernon Campus RN and PN Nursing programs are state-approved. Students complete prerequisites, related education, and six quarters of nursing courses for the ATA/RN program. After specified courses, students are eligible for a certificate in practical nursing at the Mount Vernon campus. Most students who become LPNs at Mount Vernon continue on to complete the ATA/RN program (see Certificate in Practical Nursing, MV Campus).

Entry into the Program

Enrollment is limited. Admission to the college does not guarantee acceptance into the Nursing program. Entry into the ATA/RN Nursing program occurs when the student begins the first Nursing course. Students are enrolled on a first-come, first-served basis from an admissions list based on date of completion of prerequisite courses for the Nursing course to be entered. Information about the Mount Vernon Nursing list procedures is accessible on the Skagit Valley College website under Nursing.

Consideration for program entry will be given based on prerequisite completion one quarter prior to entry: June 15 for fall entry, August 15 for winter and December 15 for spring. Each prerequisite course grade must be a "C" or above. Steps involved in admission to the program include:

1. Attend an information session to get questions answered and meet a prenursing advisor.
2. Complete an SVC application (submit online or paper) indicating the Nursing program as your area of interest and the Nursing options form.
3. Take the college placement test in Math and English.
4. Complete prerequisite courses.
   a. Prerequisite courses for entry into NURS 161: ENGL 101, BISC 242 and 243, MATH 100 or above and CHEM 131 are required. The grade in each course must be "C" or above. Refer to course description for specific course requirements.
   b. Prerequisites for entry into NURS 201: ENGL 101, BISC 215, 242, 243; CHEM 131; MATH 100 or above, PSYC 100 and 110, NURS 161, 162, and 163. If transferring into the program at NURS 201 as an LPN, NURS 165 is also a prerequisite to Nursing 201. Grades in each course must be "C" or above.
5. Submit transcripts and appropriate forms showing completion of prerequisite courses to SVC Admissions, attention Nursing Admissions Coordinator, as soon as all prerequisites are completed.
6. Attend an intake session after notification of acceptance into the program based on completion of prerequisite courses. Prior to getting into the Nursing program and while on the list, students may have one deferral for entry in order to maintain status on the program list. A second deferral will remove a student from the list. The deferral process is administered as follows:
   a. When a student is invited to come to orientation for entry into the program and refuses the offer (no contract, no attendance, no arrangements), that is a deferral.
   b. When a student calls in and asks for extra time for lack of readiness, that is a deferral.
   c. When a student is invited to enter by survey and is not ready by completion of prerequisites, that is a deferral.
7. Meet requirements for entry into the program between acceptance and course registration.
   a. Current immunizations.
      i. Negative TB test OR chest X-ray and clearance by health care provider.
      ii. Positive Titer (German Measles) or measles, mumps and rubella vaccination.
      iii. Hepatitis B vaccination series.
   b. Current Cardiopulmonary Resuscitation Health Care Provider Certificate.
   c. Acknowledgment of information regarding questions about the application for PN/RN licensure in Washington State.
   d. Clearance by Washington State Patrol, with no criminal history as defined by Washington State laws, Chapter 486, within the last 2 years.
   e. Drug screen clearance for placement in a clinical site.
   f. The LPN transfer student entering at NURS 201 level must have all the above plus show a current Washington State practical nurse license and have completed NURS 165 no more than two years prior to program entry.

Program Progression, Dismissal & Reentry

1. Criteria for progression at the clinical site specified in a Nursing course must be met within times stated in syllabus. If unmet and the student cannot fulfill course outcomes be-

cause of clinical problems, dismissal from the program will result.

2. During time periods when student progress through the Nursing course sequence NURS 161, 162, 163, 201, 202, 203 is interrupted, the student is not considered currently enrolled in the Nursing program.
3. Student nurses not complying with the rules and regulations of the Nursing Commission and/or clinical affiliates are subject to dismissal from the program. Dismissal must be approved by the Department Chair, and appropriate Dean.
4. Students must perform in a safe and competent manner in the clinical facilities. Failure to do so results in a failing grade and will necessitate dismissal from the program.
5. Prior students not currently enrolled in the Nursing program who wish to reenter must fulfill requirements for readmission as specified by SVC Admissions. Students will not be allowed to reenter the program more than once.
6. Requirements for readmission are the same as for initial admission. Students will be notified in writing by Admissions regarding their request for reentry.
7. A Nursing student wishing to reenter the program must request through Nursing Admissions to have his/her name placed on the appropriate reentry course list. Names will be placed as of the date of request for reentry level provided prerequisites for the reentry Nursing course have been completed.

Associate in Technical Arts Degree

An Associate in Technical Arts degree (ATA) is awarded upon completion of a minimum of 90 credits of specified technical and related education coursework above the 100 level with both an overall 2.0 grade point average and a 2.0 grade point average in the technical major. Please note annual schedule. Not every nursing course may be offered every quarter.

SAMPLE SCHEDULE

Mount Vernon Campus – ATA Nursing Degree

Prerequisites: †MATH 100 or above, †ENGL 101, CHEM 131, BISC 242 and BISC 243 It is recommended that all non-nursing related education courses (BISC 215, PSYC 100 & 110, SPCH 123 or 125, SOSC 113 & 125) be completed prior to enrolling in NURS 161.

FIRST YEAR

1st Qtr	Cr	2nd Qtr	Cr	3rd Qtr	Cr
NURS 161	12	NURS 162	12	NURS 163	12
PSYC 100	5	BISC 215	5	PSYC 110	5
Total	**17**	**Total**	**17**	**Total**	**17**

SECOND YEAR

4th Qtr	Cr	5th Qtr	Cr	6th Qtr	Cr
NURS 201	12	NURS 202	12	NURS 203	12
SPCH 123 or	5	SOSC 125	2	SOSC 113	1
SPCH 125	3				
Total	**15-17**	**Total**	**14**	**Total**	**13**

Certificate in Practical Nursing: Mount Vernon Campus

A Certificate in Practical Nursing will be awarded to those students who complete NURS 161, 162, 163, and Nursing 166 and 167 ***OR*** Nursing 201 and 167, BISC 242, 243, MATH 100 or above, ENGL 101, and CHEM 131 with a cumulative GPA of at least 2.0 and a "C" in each course. Minimum total credits for PN certificate equal 67. After completion of the course work for the Practical Nursing certificate, students are eligible to apply to take the PN licensing exam. At the time of application for the licensing exam, the student may have to show proof of being 18 years old and a GED or a high school diploma.

Prerequisite Courses

Nursing 161		***ATA/RN Nursing***		***PN Preparation***	
ENGL 101	5	NURS 161	12	NURS 166	3
CHEM 131	5	NURS 162	12	& NURS 167	3
MATH 100 or		NURS 163	12	***OR***	
above	5			*NURS 201	12
BISC 242	5			& NURS 167	3
BISC 243	5				
Total	**25**	**Total**	**36**	**Total**	**6-15**

**The option of taking NURS 167 concurrently with NURS 201 allows students to complete PN requirements while progressing through RN program requirements.*

Individual Technical Certificate

An Individual Technical Certificate may be developed in conjunction with other programs to meet marketable objectives and goals with Department Chair approval.

Practical Nurse (PN) Program

Program Description: Whidbey Island Campus

The Whidbey Island Campus Practical Nursing program is state approved and graduates of this program receive a Certificate in Practical Nursing and are eligible to write the State Board Examination for Practical Nursing. There are two program options available: A full-time day program and a part-time evening and weekend program.

Pre-nursing students, whose names are placed on the Contact List for either the full-time or part-time Practical Nursing Programs, must have all prerequisites completed by the end of Spring Quarter to be considered for admission to the program beginning the following Fall Quarter. Applications may be made at either the Mount Vernon or Whidbey Island Campus. In addition to institutional criteria, applicants must show proof of the following: tuberculin skin test or chest x-ray, recent diphtheria-tetanus vaccination and polio vaccination, positive Rubella Titer (German Measles) or measles, mumps and rubella vaccinations. Two measles, mumps and rubella vaccinations are required for those born after 1957. The Hepatitis B vaccination series is strongly recommended. The Washington State Nursing Commission requires proof of satisfactory completion of 12th grade or equivalent.

Pursuant to the requirements of 1987 Washington laws Chapter 486, the student must fill out a disclosure statement. The results of this disclosure search may prevent the student from completing the Practical Nursing program. A copy of this statement may be obtained from the Health Occupations Department.

Student nurses must perform in a safe and competent manner in the clinical area, complying with the rules and regulations of the Washington State Nurse Practice Act and Practical Nursing Program Clinical Affiliates. Failure to do so may result in the Practical Nursing student being unable to progress in the program. Dismissal and readmission information is available from the Health Occupations Department.

Applicants must complete NURS 136, ENGL 101, and NURS 132 (or pass the competency exam) with a grade of "C" or better prior to being admitted.

Students must have completed all prerequisites by the end of Spring quarter in order to be eligible for acceptance the following Fall quarter.

Practical Nursing program prerequisites are NURS 132, *136, and ENGL 101.
*These courses are offered every quarter. (*Students may take NURS 136 or BISC 242 and 243 or MEDA 106).*

Practical Nursing Program Course Sequence – Full-Time Day Program

1st Qtr	Cr	2nd Qtr	Cr
NURS 101	8	NURS 103	5
NURS 102	8	NURS 104	5
		NURS 109	2
		NURS 110	2
Total	**16**	**Total**	**14**

3rd Qtr	Cr	4th Qtr	Cr
NURS 105	5	NURS 107	1
NURS 106	5	NURS 108	1
NURS 111	2	NURS 113	2
NURS 112	2	NURS 114	2
Total	**14**	**Total**	**6**

Practical Nursing Program Course Sequence – Part-Time Evening & Weekend Program

FIRST YEAR

1st Qtr	Cr	2nd Qtr	Cr
NURS 101	8	NURS 102	8
Total	**8**	**Total**	**8**

3rd Qtr	Cr	4th Qtr	Cr
NURS 103	5	NURS 104	5
NURS 109	2	NURS 110	2
Total	**7**	**Total**	**7**

SECOND YEAR

5th Qtr	Cr	6th Qtr	Cr	7th Qtr	Cr
NURS 105	5	NURS 106	5	NURS 107	1
NURS 111	2	NURS 112	2	NURS 108	1
				NURS 113	2
				NURS 114	2
Total	**7**	**Total**	**7**	**Total**	**6**

Students who wish to transfer to the second year of the Associate Degree program at the Mount Vernon Campus are placed on the second-year program list as soon as they are able to provide authentication that they have completed all the prerequisites required for the second year nursing program.

Nursing Assistant Course

The Nursing Assistant course (NURS 60) is state approved, meeting OBRA federal guidelines. Graduates are eligible to take the State Competency Test to become certified Nursing Assistants. This is a one-quarter course requiring 35 hours of classroom instruction and 50 hours of clinical experience.

Applicants are admitted on a first-come, first-served basis. No waiting list is maintained. Students must attend all scheduled classes and clinical times to meet state certification requirements.

Pursuant to the requirements of 1987 Washington Laws, Chapter 496, students must fill out a disclosure statement. The results of the disclosure search may prevent the student from completing the Nursing Assistant course. A copy of the disclosure statement is available from the Health Occupations Department.

Students must perform in a safe and competent manner in the clinical area, complying with OBRA guidelines. Failure to do so may prevent the student from receiving a certificate.

Course Descriptions

NURS 060 Nursing Assistant/AIDS Education (6)
Focused toward employment in nursing homes. This course is state-approved and includes 35 classroom hours and 50 clinical hours. A certificate is issued upon successful completion. (Student information: there are additional fees for state registration and certification testing of about $110. If employed at a nursing home, fee reimbursement may be available.)

NURS 065 Ward Clerk (6)
Safety techniques, clerical and communication skills, and patient-centered activities.

NURS 101 Nursing Fundamentals I (8)
Principles and skills necessary to meet the basic physical and psychological needs of clients. Related campus lab instruction performing basic care skills. Practical nursing students only. Prerequisite: NURS 132, 136, and ENGL 101.

NURS 102 Nursing Fundamentals II (8)
Principles and skills necessary to meet the basic physical and psychological needs of clients. Related campus lab and clinical instruction performing basic care skills. Practical nursing students only. Prerequisite: Completion of NURS 101 with grade of C or higher.

NURS 103 Nursing Care Medical – Obstetric Clients I (5)
Focus on care of clients with medical conditions and those requiring pre-natal care. Concurrent enrollment in NURS 109 required. Prerequisite: NURS 101 and NURS 102.

NURS 104 Nursing Care Medical – Obstetric Clients II (5)
Focus on the care of clients with medical conditions and those requiring ante partial care. Concurrent enrollment in NURS 110 required. Prerequisite: NURS 101 and NURS 102.

NURS 105 Nursing Care Surgical – Obstetric Clients I (5)
Focus on the nursing care of clients before and after surgery and care of the client during labor and delivery, postpartum care and care of the newborn. Concurrent enrollment in NURS 111 required. Prerequisite: Nursing 103, Nursing 104, Nursing 109 and Nursing 110

NURS 106 Nursing Care Surgical – Obstetric Clients II (5)
Focus on the care of clients before and after surgery, the client during labor and delivery, postpartum and care of the newborn. Concurrent enrollment in NURS 112 required. Prerequisite: Nursing 103 and Nursing 104

NURS 107 Advanced Medical – Surgical Nursing I (1)
Focus on the care of clients with specialized medical-surgical conditions and the care of the chronically ill. Taken concurrently with NURS 113. Prerequisite: Nursing 105, 106, 111, 112.

NURS 108 Advanced Medical – Surgical Nursing II (1)
Focus on the care of clients with specialized medical-surgical conditions and the care of the chronically ill. Taken concurrently with NURS 114. Prerequisite: Nursing 105, 106, 111, 112.

NURS 109 Nursing Care Medical – Obstetric Client Practicum I (2)
Nursing care principles and skills appropriate to Nursing 103. Clinical experience will allow the student to utilize the nursing process while meeting the client's basic needs. Concurrent enrollment with NURS 103 required. Prerequisite: NURS 101 & 102.

NURS 110 Nursing Care Medical – Obstetric Practicum II (2)
Nursing care principles and skills appropriate to Nursing 104. Clinical experience will allow the student to utilize the nursing process while meeting the client's basic needs. Taken concurrently with Nursing 104 Prerequisite: Nursing 102

NURS 111 Nursing Care Surgical – Obstetric Practicum I (2)
Nursing care principles and skills appropriate to Nursing 105. Clinical experience will allow the student to expand clinical skills and the nursing process while moving toward independent practice. Taken concurrently with NURS 105. Prerequisite: Nursing 103, 104, 109, 110.

NURS 112 Nursing Care Surgical – Obstetric Practicum II (2)
Nursing care principles and skills appropriate to Nursing 106. Clinical experience will allow the student to expand clinical skills and the nursing process while moving toward independent practice. Taken concurrently with NURS 106. Prerequisite: Nursing 103, 104, 109, 110.

NURS 113 Advanced Medical – Surgical Nursing Practicum I (2)
Nursing care and principles and skills appropriate to Nursing 107. Clinical experience will allow the nursing student to expand clinical skills and the use of the nursing process while moving toward independent practice. Taken concurrently with NURS 107. Prerequisite: Nursing 105, 106, 111, 112.

NURS 114 Advanced Medical – Surgical Nursing Practicum II (2)
Nursing care and principles appropriate to Nursing 108. Clinical experience will allow the nursing student to expand clinical skills and the use of the nursing process while moving toward independent practice. Take concurrently with NURS 108. Prerequisite: Nursing 105, 106, 111, 112.

NURS 132 Applied Math for Nurses (4)
Skills for nursing students to calculate medication dosages and intravenous flow rates. Includes conversion from metric to apothecary scale. Prerequisite: MATH 96 or appropriate test score. Required for admission to Whidbey Campus Practical Nursing Program.

NURS 136 Anatomy & Physiology (6)
Basic concepts of biology, chemistry and microbiology as they relate to the human body and study of the structure and function of each body system.

NURS 140 Emergency Medical Technician (8)
Emergency medical techniques for those employed in ambulance, law enforcement and utility work.

NURS 161 Fundamentals Nursing with Practicum (12)
Introduces health care system, role of nursing, and health-illness continuum with a focus on promotion and maintenance of health, nursing process, basic pharmacology concepts, and normal changes that occur in a lifespan. Practicum includes basic nursing skills in simulated and clinical environments focusing on individual assessment in the geriatric nursing environment. Includes seven-hour AIDS course work. Prerequisite: CHEM 131; BISC 242, 243; MATH 100 or above, and ENGL 101. Grade of C or above in each.

NURS 162 Nursing Care Adult & Child with Practicum I (12)
Focuses on nursing care for individuals experiencing common alterations in the respiratory, neurological, musculoskeletal and cardiovascular systems. Also, care of the surgical patient. Includes psychological, sociocultural, spiritual, developmental factors. Integrates pharmacology, nutrition, health teaching, communication, and legal/ethical aspects. Provision of care to maintain and restore health. Nursing process focus: diagnosis and planning. Prerequisite: NURS 161.

NURS 163 Nursing Care Adult & Child with Practicum II (12)
Focuses on nursing care for individuals experiencing common alterations in the endocrine, renal/urinary, gastrointestinal, and reproductive systems. Includes pediatrics, oncology, and communicable disease nursing. Includes psychological, sociocultural, spiritual, and developmental factors. Integrates pharmacology, nutrition, health-teaching, communication, and legal/ethical aspects. Provision of care to maintain and restore health. Nursing process: intervention and evaluation. Prerequisite: NURS 162.

NURS 165 Transition to ADN (6)
Focuses on concepts basic to Associate Degree Nursing education, the nursing process, the role of the Associate Degree Nurse, and nursing assessment. Theoretical concepts will be applied to clinical experiences. Selected clinical competencies will be practiced and evaluated in the campus nursing lab. Prerequisite: Eligible for admission to NURS 201 and either current LPN license or accepted to take NCLEX-PN exam (must pass NCLEX-PN exam to stay enrolled in NURS 201).

NURS 166 Preparation Practical Nurse Certificate I (3)
Focuses on nursing care of the individual experiencing commonly occurring alterations in physiological and psychological functioning not addressed in NURS 161, 162, and 163. Obstetrics and the newborn, congenital abnormalities, communicable diseases, mental health conditions, cardiac and respiratory conditions. Includes sociocultural and spiritual factors, as well as concepts about pharmacology, nutrition, communication and developmental theory. Prerequisite: NURS 161, 162, and 163. Grade of C or above required in each. Strongly recommended: computer literacy.

NURS 167 Preparation Practical Nurse Certificate II (3)
Preparation for a practical nurse certificate. Focuses on nursing care of the individual experiencing commonly occurring alterations in physiological and psychological functioning not addressed in NURS 161, 162, and 163. Visual-auditory, endocrine, neurological and integumentary conditions are included. Leadership, nursing career goals, career opportunities, professional growth, legal responsibilities and principles of time management are also emphasized. Includes sociocultural and spiritual factors, as well as concepts about pharmacology, nutrition, communication and developmental theory. Prerequisite: NURS 161, 162, 163. Grade of C or above required in each. Strongly recommended: computer literacy.

NURS 201 Nursing Care Adult & Child with Practicum III (12)
Focuses on nursing care for individuals experiencing complex alterations in the cardiovascular, reproductive, and respiratory systems. Includes alterations related to mental illness and psychological, social, cultural, spiritual, and developmental factors. Integrates pharmacology, nutrition, health teaching, communication, and legal/ethical aspects. Provision and management of nursing care in acute care and community settings. Prerequisite: NURS 163; CHEM 131; BISC 215, 242, 243; PSYC 100, 110; ENGL 101; MATH 100. Grade of C or above required in each.

NURS 202 Nursing Care Childbearing Family Adult/Child IV (12)

Focuses on nursing care for individuals experiencing complex alterations in endocrine, respiratory, neurological, and cardiovascular systems and childbearing process. Management and leadership concepts. Includes psychological, sociocultural, spiritual, and developmental factors. Integrates pharmacology, nutrition, health-teaching, communication and legal/ethical aspects. Provision and management of care to promote, maintain, and restore health in acute care and community settings. Prerequisite: NURS 201.

NURS 203 Nursing Care Adult & Child with Practicum V (12)

Focuses on nursing care for individuals experiencing acute neurological and renal system alterations, burns, communicable disease, and pediatric disorders. Emergency nursing concepts. Includes psychological, sociocultural, spiritual, and developmental factors. Integrates pharmacology, nutrition, health-teaching, communication, and legal/ethical aspects. Preceptorship simulates graduate RN role in providing and managing care. Prerequisite: NURS 202.

Nutrition (NUTR)

Course Descriptions

NUTR 119 Nutrition (5)

Basic principles of nutritional science, chemical composition of foods, digestion, absorption, and metabolism. Scientific evaluation of nutritional needs of humans and current nutritional controversies.

Office Administration & Accounting Technologies (OFTEC)

Program Description

The Office Administration and Accounting Technologies (OFTEC) program offers a learner-centered and employment-focused curriculum for students seeking training in administrative office and accounting support positions. Careers as administrative assistants and accounting para-professionals are evolving with broader responsibilities and higher salaries. Faculty members work closely with local employers to ensure that current curriculum represents current job requirements. Key curriculum courses include word processing, software applications (Excel, Access, PowerPoint), desktop publishing, communication skills, records management, and accounting. Students may choose to pursue an Associate in Technical Arts degree (90 credits) or a specialized certificate (44-63 credits). Students may also choose to group certain key curriculum courses that will support related programs or fulfill industry-specific competencies.

Degree Options

Career paths for students who successfully complete the Administrative Assistant degree emphasis might include employment as an executive assistant, administrative assistant, executive/confidential secretary or office manager. Completion of the Accounting Paraprofessional degree emphasis could lead to employment as an accounting technician, accounts payable/receivable clerk, payroll clerk, or full-charge bookkeeper. (See Associate in Technical Arts Degree).

Students who plan to major in Accounting or Business Administration at a four-year institution should take BA 217, BA 218, and BA 219. Course descriptions are listed under Business Administration.

Certificate Options

Certificates may be earned by completing initial, intermediate, or advanced courses targeted for individual career pursuits. These certificates are designed for those whose intended job does not require an associate degree or for those who wish additional training in specific areas. (See Program Certificates.)

Microsoft Office Specialist Certification

The Office Administration and Accounting Technologies (OFTEC) program uses curriculum materials designed to provide training for Microsoft Office Specialist certification. To become certified, students will need to take an exam from a third-party testing company (an Authorized Certification Testing Center).

Entry into the Program

Please apply to the admissions office. The admission and registration guidelines are listed in the catalog and on the College's website, www.skagit.edu. Before enrolling in Office Administration and Accounting Technologies, students are encouraged to review the sample schedules and the course descriptions. Although students may enter the program at the beginning of any quarter, some key courses are offered only at specific times during the year.

Tech Prep

Skagit Valley College grants credits for some professional/technical courses based on competencies gained in high school. The competencies must be agreed upon by the appropriate teachers from the high school and the college. Interested students should contact a high school counselor to begin this process.

Work-Based Learning

Students working toward an ATA degree will integrate their classroom learning with work-based learning by participating in Cooperative Education (OFTEC 199) at a supervised work site. Department Chair approval is required.

Credits and grades are based on job hours worked, work performance, and completion of learning objectives specified in a learning contract. Concurrent enrollment in the Cooperative Education seminar or equivalent is required. A special project may be substituted for Cooperative Education with consent of the Department Chair.

Credit by Examination

Credit by examination is available for the following OFTEC courses: OFTEC 115, 116, 122, 132, 134, 140, and 145. Regulations for awarding credit by examination have been established by the college and are listed in the "Academic Regulations" section of this catalog.

General Education Requirements

To meet the general education requirement for the Associate in Technical Arts Degree, students in the Office Administration and Accounting Technologies program must take a learning community or a 5-credit course from the Culture, Natural World, or Arts distribution areas as outlined in the chapter 6 of the catalog. Recommended courses for students in the Office Administration and Accounting Technologies program include Introduction to Business (BA 131), Introduction to Economics (ECON 100), Principles of Economics (ECON 201 or 202), or Business Law (BA 213) First-Year Spanish (SPAN 101), or American Sign Language 1 (ASL 101).

Associate in Technical Arts Degree

An Associate in Technical Arts degree (ATA) is awarded upon completion of a minimum of 90 credits of specified technical and related education coursework above 100 level with both an overall 2.0 grade point average and a 2.0 grade point average in the technical major.

SAMPLE SCHEDULES

These sample schedules illustrate one way students can complete the OFTEC program and obtain an associate degree.

- *These sample schedules are for first-year, full-time students who begin school fall quarter.*
- *It is important to consult each course description for any prerequisites required.*
- *Some courses are offered only once a year. It is important to review the annual schedule.*
- *Quarterly schedules are subject to change. Students should attend departmental advising sessions to review any changes.*
- *Students starting winter or spring quarters should contact an SVC counselor.*

OFTEC Administrative Assistant Emphasis – Mount Vernon Campus

FIRST YEAR

Fall	Cr	Winter	Cr	Spring	Cr
OFTEC 105	2	OFTEC 116	5	OFTEC 124	3
OFTEC 110	5	OFTEC 122	3	OFTEC 132	2
OFTEC 115	5	OFTEC 142	3	OFTEC 134	5
OFTEC 118	4	SPCH 125	3	†MATH 100	5
Total	**16**	**Total**	**14**	**Total**	**15**

SECOND YEAR

Fall	Cr	Winter	Cr	Spring	Cr
OFTEC 145	5	OFTEC 140	2	OFTEC 126	3
OFTEC 204	5	OFTEC 232	3	‡OFTEC 199	1
PE 200	2	OFTEC 242	3	OFTEC 215	5
SOSC 113	1	*LC/Gen Ed.	5-10	OFTEC 220	4
Elective	3	SOSC 125	2	OFTEC 280	2
Total	**16**	**Total**	**15+**	**Total**	**15**

OFTEC Accounting Paraprofessional Emphasis – Mount Vernon Campus

FIRST YEAR

Fall	Cr	Winter	Cr	Spring	Cr
OFTEC 110	5	OFTEC 116	5	OFTEC 122	3
OFTEC 115	5	OFTEC 142	3	OFTEC 147	5
OFTEC 145	5	OFTEC 146	5	†MATH 100	5
		SPCH 125	3	PE 200 ***or*** 100	
				+1 activity cr	2
Totals	**15**	**Totals**	**16**	**Totals**	**15**

SECOND YEAR

Fall	Cr	Winter	Cr	Spring	Cr
OFTEC 132	2	OFTEC 118	4	‡OFTEC 199	1-15
OFTEC 134	5	OFTEC 124	3	OFTEC 215	5
BA 159	5	OFTEC 140	2	OFTEC 244	3
SOSC 113	1	OFTEC 232	3	OFTEC 280	2
SOSC 125	2	OFTEC 242	3	*LC/Gen Ed	5-10
Totals	**15**	**Totals**	**15**	**Totals**	**16+**

OFTEC Administrative Assistant Emphasis – Whidbey Island Campus

FIRST YEAR

Fall	Cr	Winter	Cr	Spring	Cr
OFTEC 110	5	OFTEC 105	2	OFTEC 126	3
OFTEC 115	5	OFTEC 116	5	OFTEC 132	2
OFTEC 122	3	OFTEC 124	3	OFTEC 134	5
OFTEC 142	3	*LC/GE	5-10	**Elective	3+
				SPCH 125	3
Total	**16**	**Total**	**15+**	**Total**	**16+**

SECOND YEAR

Fall	Cr	Winter	Cr	Spring	Cr
OFTEC 145	5	OFTEC 118	4	OFTEC 140	2
OFTEC 204	5	‡OFTEC 1991	1-15	OFTEC 215	5
OFTEC 232	3	†MATH 100	5	OFTEC 220	4
OFTEC 242	3	SOSC 113	1	OFTEC 280	2
		SOSC 125	2	PE 200 ***or*** 100	
				+1 activity cr	2
Total	**16**	**Total**	**13+**	**Total**	**15**

OFTEC Accounting Paraprofessional Emphasis – Whidbey Island Campus

FIRST YEAR

Fall	Cr	Winter	Cr	Spring	Cr
OFTEC 110	5	OFTEC 146	5	OFTEC 124	3
OFTEC 122	3	*LC/GE	5-10	OFTEC 132	2
OFTEC 142	3	†MATH 100	5	OFTEC 134	5
OFTEC 145	5	PE 200 ***or*** 100		OFTEC 147	5
		+1 activity cr.	2		
Total	**16**	**Total**	**17+**	**Total**	**15**

SECOND YEAR

Fall	Cr	Winter	Cr	Spring	Cr
OFTEC 115	5	OFTEC 116	5	OFTEC 140	2
OFTEC 232	3	OFTEC 118	4	OFTEC 215	5
OFTEC 242	3	‡OFTEC 199.	1-15	OFTEC 244	3
BA 159	5	SOSC 113	1	OFTEC 280	2
		SOSC 125	2	SPCH 125	3
Total	**16**	**Total**	**13+**	**Total**	**15**

* Learning Community (5-10 credits) or 5 credits of General Education (culture, natural world or arts). Must be outside of technical area, approved by Department Chair. Please see INDEX regarding Learning Communities.

** Whidbey Island Campus students are strongly recommended to take OFTEC 146 as their elective credit.

† Students who do not receive an appropriate test score will require additional coursework to develop necessary skills for entry into class.

‡ OFTEC 199 may be taken at any time during the two-year program.

NOTE: Certificate requirements may be met in the first year, degree requirements in the second year.

Program Certificates

A Certificate in Office Administration and Accounting Technologies is granted upon completion of the following requirements with a 2.0 grade point average or above. Credits earned in these certificates can be applied to requirements in the degree program.

Small Business Accounting Certificate

OFTEC 110, 115, 116, 118, 122, 134, 140, 142, 145, 146, 147, 242, 244, 280, MATH 100; SOSC 113, SPCH 125.

General Office Support Certificate

OFTEC 103 or 134, 105, 110, 115, 116, 118, 122, 124, 140, 140, 280, MATH 100, SOSC 113, and SPCH 125.

Business Software Applications Certificate

OFTEC 110, 115, 116, 118, 122, 124, 126, 132, 134, 136, 204, 232, 280, MIT 149, MATH 100, SOSC 113, SPCH 125.

Office and Administrative Support Certificate

OFTEC 105, 110, 115, 116, 118, 122, 124, 126, 132, 134, 140, 142, 215, 220, 232, 280, MATH 100, SOSC 113, SPCH 125.

Bookkeeping Certificate

OFTEC 110, 115, 122, 134, 140, 142, 145, 146, 242, 280, MATH 100, SOSC 113, SPCH 125.

Office Technology Update Certificate

A student must complete a 30-credit minimum individualized program approved by department chair. A certificate will be designed for the

student who has had previous training and/or experience and wants a technological update for a return to the work force, job change, or career advancement.

Medical Front Office Certificate

Please see the Medical Assistant program for course requirements.

Individual Technical Certificate

An Individual Technical Certificate may be developed in conjunction with other programs to meet marketable objectives and goals with Department Chair approval.

MICRO-CERTIFICATES

These certificates focus on a specific skill within this program. A certificate is awarded to students who complete the following with a 2.0 grade point average or above:

Business Communications
OFTEC 115, 116, 215, & SPCH 125.

Microcomputer Accounting
OFTEC 145, 146, 242, and 244.

Payroll Accounting
OFTEC 140, 142, 145, & MATH 100.

Software Applications
OFTEC 122, 124, 132, 134, & 232.

Word Processing
OFTEC 105, 122, 124, and 126.

Course Descriptions

OFTEC 101 Computer Basics (1)
Introduction to basic computer skills for the novice computer user. Through a hands-on approach, understand common computer terms, develop navigation skills with the keyboard and mouse, manage electronic files, send and receive e-mail, and locate information on the World Wide Web. Provides a foundation for other computer classes requiring these skills.

OFTEC 103 Keyboarding – Beginning (5)
Basics of keyboarding skills for students who cannot type by touch; speed and accuracy building. No credit will be given if student has completed an equivalent course.

OFTEC 105 Keyboarding – Skillbuilding (2)
Drill work for building keyboarding speed and accuracy. Prerequisite: Ability to type by touch. This course may be repeated for credit.

OFTEC 110 Introduction to Office Technologies (5)
Introduction to office careers, the office environment, and office technology. Basic skills to succeed in office support roles including general office procedures, interpersonal and public contact skills, and an overview of office technologies.

OFTEC 115 Business English I (5)
Fundamentals of English grammar, current usage, and business style appropriate to the contemporary workplace.

OFTEC 116 Business English II (5)
Continuation of OFTEC 115. Includes punctuation, proofreading and editing, and writing techniques. Prerequisite: OFTEC 115 or equivalent.

OFTEC 118 Introduction to Records Management (4)
Study of basic concepts in the management of records and information. Includes specialized terminology, filing rules and systems, paper-based and electronic files management, records security, ethical concerns.

OFTEC 122 Microsoft Word Core Level (3)
Introduction to the fundamentals of Microsoft Word. Use word processing software to simplify the production of documents, use editing and writing tools, apply a variety of document formats, add graphics to documents, create tables, and perform a basic merge. Basic computer skills and the ability to type by touch are strongly recommended.

OFTEC 124 Document Formatting (3)
Use word processing software to accurately produce business documents using standard business formats. Prerequisite: OFTEC 122 or equivalent

OFTEC 126 Microsoft Word Expert Level (3)
Apply the advanced features of Microsoft Word to create complex documents, format documents with special features, customize graphics, perform advanced merges, create complex tables, work with shared documents, create fill-in forms, and automate tasks. Prerequisite: OFTEC 122 and 124 or equivalent.

OFTEC 132 Presentation Software (2)
Introduction to presentation software using Microsoft PowerPoint. Ability to type by touch and basic computer skills are strongly recommended.

OFTEC 134 Software Applications (5)
Introduction to Microsoft Excel and Access software programs. Use the software features to develop spreadsheet and database management applications. Ability to type by touch and basic computer skills are strongly recommended.

OFTEC 136 Photoshop Basics (3)
Introduction to the use of Adobe Photoshop for preparing electronic images for desktop publishing and Web pages. Prerequisite: Computer competency.

OFTEC 139 Automated Office Project (1)
Specialized instruction on new office technologies. Strongly recommended: Ability to type by touch and basic computer skills.

OFTEC 140 Electronic Calculator (2)
Operation of 10-key electronic printing calculator by touch method. Solve business math applications using the electronic calculator. Prerequisite: Prior or concurrent enrollment in MATH 100 or equivalent.

OFTEC 142 Payroll Accounting (3)
Computation of employee earnings, completion of payroll register, completion of individual earnings records, and preparation of various tax forms and reports.

OFTEC 145 Practical Accounting I (5)
Introduction to theory and practice of double entry accounting for service businesses. Includes use of journals and ledgers, worksheets, financial statements, adjusting and closing entries, basic payroll preparation, and bank statement reconciliation.

OFTEC 146 Practical Accounting II (5)
Continuation of OFTEC 145. Includes special journals, accounting cycle for merchandising businesses, notes receivable and payable, bad debts, merchandise inventory, and plant assets. Prerequisite: OFTEC 145.

OFTEC 147 Practical Accounting III (5)
Continuation of OFTEC 146. Includes accounting for partnerships, corporations, departments, and manufacturing; statement of cash flows; and comparative financial statements. Prerequisite: OFTEC 146, BA 217 or equivalent.

OFTEC 160 Microsoft Word Basics (2)
Introduction to word processing using Microsoft Word. Overview of Microsoft

Word features for creating, editing, and formatting documents. For more detailed training in Microsoft Word, see OFTEC 122. Ability to type by touch is strongly recommended.

OFTEC 162 Microsoft Office Basics (3)
Introduction to the Microsoft Office suite of software: Word, Excel, PowerPoint, and Access. Provides familiarity with the programs; for more training see OFTEC 122, 132, and 134. Ability to type by touch and basic computer skills are strongly recommended.

OFTEC 164 Microsoft Office Certification Preparation (1-7)
Preparation for Microsoft Office Specialist Certification for one or multiple certification components. Practice skill standards and take practice exams for selected certifications. Credits dependent on number of sections taken; each section must be taken for 1 credit. Course may be repeated. Choose from Word, Excel, PowerPoint, Access, Outlook Specialist and/or Word and Excel Expert preparation on a Pass/Fail basis. Familiarity with the Microsoft Office software programs is strongly recommended.

OFTEC 199 Cooperative Education Experience (1-15)
Supervised work experience in the field. Includes a weekly seminar. Instructor permission required.

OFTEC 204 Desktop Publishing (5)
Overview of basic desktop publishing techniques using professional desktop publishing software to create professional-quality documents integrating text, graphics, and design. Prerequisite: OFTEC 122 or 124.

OFTEC 209 Office Technologies Seminar (1)
Critical thinking on issues pertinent to current business practices; guest lectures; field trips.

OFTEC 215 Business Communications (5)
Composition skills for writing effective business communications including e-mail, memos, letters, job-seeking documents, and functional reports. Business presentation skills. Team collaboration skills. Prerequisite: Word processing skills and OFTEC 115 and 116 or equivalent.

OFTEC 220 Office Productivity (4)
Introduction to the transcription process and personal information management software. Use office technologies to plan, organize, and manage complex office projects. Prerequisite: OFTEC 122 or equivalent and prior or concurrent enrollment in OFTEC 116.

OFTEC 232 Integrated Software Projects (3)
Use word processing, spreadsheet, database management, and presentation software to complete office projects requiring the integration of the software programs. Prerequisite: OFTEC 122, 132, and 134.

OFTEC 242 Microcomputer Accounting I (3)
Introduction to the completion of the accounting cycle using QuickBooks Pro accounting software. Includes accounting for customers and vendors, inventory, budgets, and financial reports. Prerequisite: OFTEC 145, BA 217, or equivalent.

OFTEC 244 Microcomputer Accounting II (3)
Introduction to the completion of the accounting cycle using Peachtree accounting software. Includes accounts payable, accounts receivable, inventory, and financial reports. Prerequisite: OFTEC 145, BA 217, or equivalent.

OFTEC 280 Office Technologies Practicum (1-2)
Demonstrate proficiency in a variety of office skills by completing simulated office projects and other assessment exercises. Serves as a final assessment of student skills. Students earning a certificate enroll for 1 credit; students earning a degree enroll for 2 credits. It is strongly recommended that students take this course during the final quarter of their program. Prerequisite: Must be taken during the last one or two quarters of a student's program.

Paralegal (PARLG)

Program Description

The Paralegal (PARLG) program is approved by the American Bar Association (ABA) and is a member of the American Association for Paralegal Education (AAfPE). Paralegal is one of the fastest growing occupations in the nation. The paralegal is a paraprofessional who has legal training and provides legal services under the supervision and direction of an attorney or as otherwise authorized by law. Paralegals work in law firms, as well as government and corporate offices. Duties may include drafting pleadings, summarizing depositions, indexing documents, conducting legal research, interviewing clients and witnesses, and assisting at trial. Entry-level positions, especially if you have no prior law office experience, require proficiency in word processing and related clerical skills. Being an effective problem-solver and having the ability to get along well with others are essential to a paralegal's success. Because this is a highly competitive field, you may need to conduct job searches beyond the local legal community. Some students may wish to continue their education toward a bachelor's degree at a four-year college or university to enhance their employment opportunities. Each four-year institution determines transferability of courses. Students will need to consult their advisor about course transferability.

The Paralegal program prepares you for the paralegal profession through the study of law, developing thinking and writing skills, and the acquisition of related occupational skills. Students entering the program may include people already working in law offices who wish to upgrade their skills, as well as those with no law-related background. You may choose to work toward a degree or certificate, or take individual courses.

Entry into the Program

Please apply to the Admissions Office. Prior to entry, students must see an advisor for appropriate course placement. Students are generally admitted to the Paralegal program Fall Quarter. However, if you have relevant law-related experience, equivalent coursework, or have or are near completion of a bachelor's degree, you may be admitted at other times with the permission of the Department Chair. For more information, contact the Department Chair or the Admissions Office.

Recommended Entry Skills

A survey of instructors and a review of textbooks indicate that the following will increase student success in this program: reading range 12th grade level and beyond; good computer skills, especially word processing, email and Internet; excellent writing and speaking skills; ability to think critically and solve problems in a logical manner. Coursework in American Government, Elementary Logic, and other courses

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

Work-Based Learning

Students will integrate their classroom learning with work-based learning experience by participating in an internship at a supervised work site (PARLG 199). Department Chair approval is required, based on completion of core paralegal courses and demonstrated adequate skills and professionalism. Credits and grades are based on job hours worked, work performance, and completion of learning objectives specified in a learning contract. Concurrent enrollment in a Seminar is required. If you desire a degree or certificate and are already employed in a law office, you may be able to develop an internship in your current job.

Associate in Technical Arts Degree

An Associate in Technical Arts degree (ATA) is awarded upon completion of a minimum of 90 credits of specified technical, general and related education coursework above 100 level with both an overall 2.0 grade point average and a 2.0 grade point average in the technical major. Twenty-five (25) of the PARLG credits must be completed at SVC.

Your coursework must be carefully chosen from the following options: (You must see an adviser for assistance.)

All students must take PARLG 105 where assessment of critical thinking and writing occurs. Results will be used to determine whether a student should be advised into either the Track A or Track B sample schedule.

Track A (see Sample Schedule) is for the student whose opportunities for success in the Paralegal Program will be enhanced by taking general education and other skill-building courses in advance of the core Paralegal courses.

Track B (see Sample Schedule) is for the student who, in PARLG 105, has demonstrated a sufficient level of critical thinking and writing ability to enter immediately into the core Paralegal courses. A student advised into Track B, Fall quarter, must have already completed PARLG 105 during the Summer/Fall intercession or earlier and is advised into Track B based on assessment outcomes. A student advised into Track B, Winter quarter, must take PARLG 105 and BA 213 Fall quarter. Consult with an advisor for Spring quarter entry into the Paralegal program.

SAMPLE SCHEDULE

ATA Paralegal

FIRST YEAR - TRACK A

Fall ..... Cr	Winter ..... Cr	Spring..... Cr
PARLG 105.....1	PE 100 +	~MATH 107 5
.....	1 activity cr..... 2	.....
†ENGL 101.....5	SOSC 125.....2	@Electives.... 10
OFTEC 122 3	SPCH 123.....5	.....
POSC 202.....5	@Electives 6	.....
@Elective.....5	.....	.....
Total..... 19	**Total 15**	**Total 15**

SECOND YEAR - TRACK A

Fall ..... Cr	Winter ..... Cr	Spring..... Cr
PARLG 100.....5	PARLG 101.....4	PARLG 102 4
PARLG 111 4	PARLG 112.....4	PARLG 113.....4
SOSC 113.....1	*PARLG Elec. ..3	‡PARLG 199.....5
@Elective.....3	*PARLG Elec. ..3	PARLG Elec. 3
.....	.....	PARLG 298.....1
Total..... 13	**Total 14**	**Total 17**

FIRST YEAR - TRACK B

^Summer/Fall intersession: PARLG 105

Fall ..... Cr	Winter ..... Cr	Spring..... Cr
PARLG 100.....5	PARLG 101.....4	PARLG 102 4
PARLG 111 4	PARLG 112.....4	PARLG 113.....4
†ENGL 101.....5	SPCH 123.....5	SOSC 113 1
OFTEC 122.....3	@Elective 4	SOSC 125.....2
.....	.....	@Elective 5
Total..... 17	**Total 17**	**Total 16**

SECOND YEAR - TRACK B

Fall ..... Cr	Winter ..... Cr	Spring..... Cr
‡PARLG 199 5	*PARLG Elec. ..3	*PARLG Elec. 3
PE 100+1act.cr..2	*PARLG Elec. ..3	PARLG 298.....1
@Electives.....5	@Electives 7	@Electives 8
~ MATH 107 5	.....	.....
Total..... 17	**Total 13**	**Total 12**

* Students must choose 12 credits from among the following: PARLG 201, 202, 203, 205, 206, 207, and 208.

^ If you have not completed PARLG 105 before Fall quarter but wish to pursue Track B, you must consult an advisor to select your Fall quarter classes.

@ A minimum of 15 elective credits must be taken from the following list of Paralegal department-approved general education courses: POLITICAL SCIENCE (5-10 cr.): POSC 101, 201, 202 (preferred), 203, 204; CULTURE AND ARTS (5-10 cr.): ART 141, 142, 143, 144; HIST 101 or above; PHIL 100, 111; PSYCH 100, 101, 110, 117, 205, 220; SOSC 100, 101, 109, 110, 190, 211, 280, 281; SPCH 121, 126, 141, 205, 231, 233, 235, and/or any class(es) listed under Anthropology, Ethnic Studies, Foreign Language, Humanities, Literature, Sociology.

A minimum of 8 elective credits must be taken from the following Technology courses: PARLG 210, 212, 214, 216; CS 101; CIS 103, 104, 145, 146, 147, 148; any of the courses listed under MIT; OFTEC 132, 134, 136, 162, 204. ***Faculty have ranked these technology courses in the following order of importance: OFTEC 122, CIS 146, PARLG 212, PARLG 214, OFTEC 132, CIS 147, and PARLG 216.***

Additional credits may be selected from among any college courses 100 level or above. You must consult with your faculty advisor for appropriate sequencing of general education and Paralegal courses.

† Students who do not receive an appropriate test score will require additional coursework to develop necessary skills for entry into class.

~ MATH 107 or above; OR may take MATH 100 plus 5 credits Natural World course(s) numbered 100 or above.

‡ PARLG 199 may be taken only after completion of the first-year curriculum, unless waived by the Department Chair.

Program Certificates

A certificate in Paralegal is granted upon completion of the following requirements with a 2.0 grade point average or above.

Certificate In Paralegal Studies

(For baccalaureate degree holders or candidates with junior standing)

Students who have completed or have junior standing toward completion of a Bachelor's Degree may take courses toward a Certificate in Paralegal Studies (CPS). This Certificate can be completed in one year. Students will be awarded the Certificate in Paralegal Studies upon completion of 43 credits of approved paralegal courses (22 credits must be at Skagit Valley College) and evidence of having earned a Bachelor's Degree. Classes required are PARLG 100, 101, 102, 105, 111, 112, 113, 199, 298; three of the following courses: PARLG 201, 202, 203, 205, 206, 207, 208; and at least 2 credits from technology courses: PARLG 210, 212, 214, 216; CS 101; CIS 103, 104, 145, 146, 147, 148, 161; MIT; OFTEC 122, 132, 134, 136, 162, 204.

SAMPLE SCHEDULE

Certificate in Paralegal Studies

^Summer/Fall intersession: PARLG 105*

Fall ..... Cr	Winter ..... Cr	Spring..... Cr
PARLG 100.....5	PARLG 101.....4	PARLG 102 4
PARLG 105*.....1	PARLG 112.....4	PARLG 113.....4
PARLG 111 4	PARLG Elect....6	PARLG Elect 3
.....	PARLG Tech 2	PARLG 199 5
.....	.....	PARLG 298.....1
Total..... 10	**Total 16**	**Total 17**

• Students must take PARLG 105 no later than Summer/Fall Intersession to enroll for Fall class.

^ If you have not completed PARLG 105 before Fall quarter, you must consult an advisor to select your Fall quarter classes.

Individual Technical Certificate

An Individual Technical Certificate may be developed in conjunction with other programs to meet marketable objectives and goals with Department Chair approval.

Course Descriptions

PARLG 100 Introduction to the Law & Legal System (5)

Introduction to study of law, analyzing its origins and development, and its role in society. Covers legal rights and remedies, courts and court procedures, torts, contracts, and criminal law and procedures. Critical thinking skills are developed through writing brief summaries of court opinions. Required to attend court proceedings. Recommended:

ENGL 101 with a minimum grade of 2.0 or equivalent. Prerequisite: PARLG 105.

PARLG 101 Legal Research & Writing I (4)
Introduction to legal resource materials and methodology. Emphasis on research in the law library and drafting assignments to develop research skills and effective written communication of research results. Prerequisite: PARLG 100 with minimum grade 2.0 or equivalent with department chair permission.

PARLG 102 Legal Research & Writing II (4)
Advanced research skills and drafting and preparation of additional legal documents by paralegals. Prerequisite: PARLG 101 and ENGL 101 with minimum grade of 2.0 or equivalent with department chair permission.

PARLG 105 Paralegal Career Seminar (1)
Introduction to and exploration of paralegal career field; review of employment opportunities, qualifications and skill requirements and professional expectations; assessment and advising for course placement; skills practice and development; resumes and job search. (May be taken more than one quarter.)

PARLG 111 Law Office Procedures (4)
Introduction to the paralegal's role in the practice of law, including ethics, office practices, technology, employment opportunities, and client/employer communications. Recommended: basic word processing and concurrent enrollment in PARLG 100. If PARLG 105 not previously taken, concurrent enrollment also recommended.

PARLG 112 Interviewing & Investigation (4)
Introduction to factual investigation through witness interviews and other investigative techniques; analyzing elements of a claim; use of experts; exploring available evidence; procedures for obtaining clear statements; management of files and evidence; additional legal applications of computer word processing; introduction to computer database management. Prerequisite: PARLG 100 with a minimum 2.0 grade or equivalent with department chair permission.

PARLG 113 Litigation I/Civil Procedure (4)
Study of civil and appellate process with emphasis on procedures necessary to bring a lawsuit in Washington trial courts. Recommended: PARLG 112. Prerequisite: PARLG 100 with a minimum grade of 2.0 or equivalent with department chair permission.

PARLG 199 Cooperative Education Experience (1-5)
Supervised work experience in the field. Includes a required seminar. Students must have completed the first year curriculum before enrolling unless waived by department chair. Prerequisite: Department chair approval.

PARLG 201 Litigation II – Trial Preparation & Procedure (4)
Preparation and organization of trial materials; pretrial discovery and trial briefs; jury selection; preparation of witnesses and exhibits; rules of evidence; post-trial practice; appeal and enforcement of judgments. Theory and practice of alternative disputes resolution (ADR). Prerequisite: PARLG 112 and 113 with a minimum grade of 2.0 or equivalent with department chair permission.

PARLG 202 Domestic Relations (3)
Washington laws and procedures regarding marriage and dissolution of marriage; community and separate property rights; child custody and support obligations; parenting plans; temporary orders and domestic violence; dependency and termination of parental rights; paternity and meretricious relationships; and adoptions. Recommended: PARLG 113. Prerequisite: PARLG 100 with minimum 2.0 grade or equivalent with department chair permission.

PARLG 203 Estate Planning & Probate (3)
Introduction to the law of trusts, estate planning and probate with emphasis on paralegal skills; forms and procedures in gathering information and preparing appropriate documents. Recommended: PARLG 113 or 201. Prerequisite: PARLG 100 or equivalent with department chair permission.

PARLG 205 Real Estate Practice (3)
Law of real property; common types of real estate transactions and conveyances, forms and procedures; document recording and title searches. Preparation of basic real estate documents. Prerequisite: PARLG 100 or equivalent with department chair permission.

PARLG 206 Business Organizations (3)
Introduction to common areas of law practice by firms handling general business matters for clients with emphasis on corporations and partnerships. Prerequisite: PARLG 100 with minimum 2.0 grade or equivalent with department chair permission.

PARLG 207 Criminal Law & Procedure (3)
Introduction to criminal law and procedure, and paralegal skills in both prosecution and defense cases, and related criminal justice areas. Prerequisite: PARLG 100 or equivalent with department chair permission.

PARLG 208 Administrative Law & Procedure (3)
Basic concepts of administrative law and procedure in federal and state agencies. Emphasis on paralegal's role in the administrative process and formal and informal advocacy techniques including representing clients before administrative bodies. Topics include administrative delegation of power, rule making, agency discretionary powers, remedies and judicial review, agency operation, adjudication, hearing preparation, and administrative and judicial appeal. Prerequisite: PARLG 100 or equivalent with department chair permission.

PARLG 210 Computer Assisted Legal Research (2)
Computer-assisted legal research (CALR) using the on-line WESTLAW legal database; advanced research topics. Prerequisite: PARLG 101 or equivalent with department chair permission.

PARLG 212 Time & Billing Technology (2)
Introduction to computer software used in law offices to track billable time and prepare billing to clients. Prerequisite: Department chair permission.

PARLG 214 Case Management Technology (2)
Introduction to computer software used in law offices to manage cases and other client matters. Prerequisite: Department chair permission.

PARLG 216 Litigation Support Technology (2)
Introduction to computer software used to provide support for litigation and trial practice. Prerequisite: Department chair permission.

PARLG 251-255 Paralegal Independent Study (1-5)
Selected research and writing projects on law-related topics. Prerequisite: Department chair permission.

PARLG 260 Leadership Project (1-2)
Develop leadership skills relevant to the paralegal profession by coordinating ac-

tivities sponsored by the student paralegal association. Prerequisite: PARLG 105 and department chair permission.

PARLG 280 Communications Project (1-2)
Research, write and produce a professional quality newsletter about the paralegal program, the paralegal profession, and related topics. Prerequisite: PARLG 105 and department chair permission.

PARLG 290 Legal Specialty Series (1-4)
Instruction and study in a selected legal specialty area. Course content varies to provide skills to keep pace with changing practice areas. Prerequisite: PARLG 100 or equivalent with department chair permission.

PARLG 298 Portfolio Project (1)
Degree and certificate candidates will assemble a portfolio of completed work. Portfolio may include finished writing samples, a summary of cooperative education experience, resume and cover letter; self-evaluation is required. Prerequisite: Completion of, or concurrent enrollment in, PARLG 199, department chair permission, and within 6 credits of completing program requirements.

Parks Resources Management

*Please see **Environmental Conservation***

Pharmacy Tech (PHARM)

See requirements for the Pharmacy Technician certificate listed under the Medical Assistant program or call 360.416-7720.

Program Description

This certificate meets or exceeds the goals and objectives of the American Society of Health System Pharmacists and the approved Washington State Pharmacy Technician Training competencies.

The specific goals and objectives of the Pharmacy Technician certificate program are to train students as pharmacy technicians. Students will learn how to correctly interpret prescriptions or medication orders and perform appropriate inventory control of drug products; prepare medications for review by the pharmacist; comply with pharmacy law, regulations, and ethical standards of practice; operate equipment to document drug dispensing and inventory activities; and become aware to the correct preparation of common intravenous admixtures utilizing aseptic technique, required supplies, and compounding equipment.

Job opportunities include hospitals, community pharmacies, and grocery store pharmacies. Graduates from this program may apply to the Washington State Department of Health - Board of Pharmacy to obtain certification.

Program Certificate

Satisfactory completion of PHARM 130, 131, 132, 133, 134, 135, 136, 137, 138, MEDA 101, 102, 106, 112, 118, 200, ENGL 170, OFTEC 162, PE 200, SOSC 113 and 125.

Course Descriptions

PHARM 130 Orientation to Pharmacy Practice (4)
Introduction and orientation to the influence that medication laws, standards and regulations have on pharmacy practice and to the concept of quality assurance and its procedures. Presentation of the concept of direct patient care and the pharmacy technician's role in its delivery with emphasis on the roles of pharmacists and technicians.

PHARM 131 Pharmacy Technician Terminology (3)
Emphasis on specific medical terminology related to pharmacy. Focuses on how to interpret prescription or medication orders, including how to interpret medical abbreviations and terminology. Prerequisite: MEDA 102.

PHARM 132 Applied Pharmacology (5)
Use and side effects of prescription medications, nonprescription medications, and alternative therapies commonly used to treat diseases affecting the various systems of the human body including psychiatric disorders. Prerequisite: MEDA 112.

PHARM 133 Pharmacy Records Management (4)
Purchasing pharmaceuticals, devices and supplies, including acquisition in emergency situations. Controlling inventory of medications, equipment, and devices according to an established plan. Introduction to the concept of troubleshooting, maintenance and repairing pharmacy equipment, devices and facilities. Use of various forms of technology for storing, accessing and recording pharmacy data. Includes specialized terminology, filing rules and systems, paper-based and electronic files management, records security, ethical concerns with emphasis on pharmaceutical practical records applications. Prerequisite: OFTEC 162.

PHARM 134 Over-the-Counter (OTC) Drugs (2)
Covers medications available to patients without prescription, including herbal medications and supplements, cold/flu preparations, gastrointestinal preparations, topical products, etc. and conversion of legend drugs to OTC status.

PHARM 135 Community & Hospital Drug Dispensing/Management (4)
Introduction to the role of pharmacy technicians in the community and hospital pharmacy setting. Filling prescriptions under the supervision of a registered pharmacist. Discussion and demonstration of sensitivity when working with a multicultural population. Prerequisite: OFTEC 162.

PHARM 136 Community Clinical Experience/ Pharmacy Technician (3)
Practical experience in the role of a pharmacy technician in a community setting to integrate knowledge and enhance skills. Prerequisite: have completed each PHARM certificate course with a minimum C grade and department chair approval.

PHARM 137 Hospital Clinical Experience/ Pharmacy Technician (3)
Practical experience in the role of a pharmacy technician in a hospital setting to integrate knowledge and enhance skills. Prerequisite: have completed each PHARM certificate course with a minimum C grade and department chair approval.

PHARM 138 Pharmacy Technician Externship Seminar (1)
Discussion and critical analysis of student experiences in their various externship placements. Topics include legal concepts, professionalism, and aspects of culture and application of various pharmacy skills. Prerequisite: concurrent enrollment in PHARM 135 or 136.

Philosophy (PHIL)

Course Descriptions

PHIL 100 Introduction to Philosophy (5)
A study of the fundamental questions of philosophy, including human nature, ethics, justice, political theory, and the nature of knowledge.

PHIL 111 Elementary Logic (5)
Introduces the study of reasoning, including the ability to recognize, analyze, criticize and construct the main types of argument and proof.

PHIL 120 Formal Logic (5)
A rigorous course in the calculus of sentence relations and predications.

PHIL 140 Philosophy of Religion (5)
Philosophical exploration of the nature of religion, the nature of the ultimate (God), and the meaning of religious concepts (faith, revelation, religious experience, immortality).

PHIL 215 Introduction to Ethics (5)
Develops the ideas of humans as moral agents and critically considers various interpretations of the ideals and standards of moral conduct.

PHIL 299 Learning into Action (1-15)
Student develops and completes curriculum-related independent project which demonstrates skills and abilities and explores career options. May include, but is not limited to, service learning, original research, and travel abroad. Faculty sponsor approval required. Students with 45 transferable college credits are eligible to begin Learning into Action.

Photography

The Art Department offers photography courses for both majors and non-majors. The studio courses introduce theory, practice, and history of photography as a medium of visual communication and creative expression. The courses use field work and (wet) laboratory work on guided self-directed projects using black and white processing/printing. Digital concepts are introduced as appropriate. See ART 181 and 182, Photography I and II.

The Multimedia and Interactive Technology Department (MIT) offers digital photography and videography courses for both degree-seeking students as well as members of the community who are interested in learning more about digital cameras and photography. Classes focus on camera skills, composition, and printing techniques using a wide variety of digital equipment. See MIT 213 and 214, Digital Photography and Digital Videography.

Physical Education (PE)

Program Description

Skagit Valley College recognizes physical education as an integral part of a student's education. After fulfilling the necessary physical education requirements, students will have gained knowledge and understanding of the value of fitness and healthy lifestyle choices and will incorporate regular physical activity into their daily life.

The Skagit Valley College Physical Education Department offers a comprehensive curriculum including a variety of activity classes and lecture based health, wellness, and first aid classes.

All students pursuing an AAUCT transfer degree must take Wellness for Life and two activity classes. Most technical students are required to take first aid and safety. PE credits will transfer to all four-year colleges and universities and will be reviewed by their credit evaluators for fulfillment of graduation requirements per that school's regulations.

Course Descriptions

PE 011 Boat Piloting (1)
Piloting, rules of the road, basic knots and safety. Given by the U.S. Squadron.

PE 012 Piloting & Seamanship (1)
Second part of the Piloting course. Piloting, rules of the road, basic knots, safety. Given by the U.S. Power Squadron. Prerequisite: PE 11.

PE 100 Wellness For Life (1)
This course addresses issues of physiological and psychological well-being. Topics to be discussed include nutrition principles, fitness parameters and stress management. Techniques are presented to help the student incorporate a total health and fitness program into their lifestyle.

PE 101 Conditioning (1)
A cardiovascular and muscular endurance/strength class that incorporates a variety of activities which may include weight training, aerobics, kickboxing, basketball, badminton, pickleball, and yoga. This class is designed to accommodate all fitness levels.

PE 102 Advanced Conditioning (1)
This course is designed for students who are currently physically fit. Advanced cardiovascular and muscular endurance exercises will be incorporated.

PE 103 Touch Football (1)
Basic skills, deception, formation and team play through competition.

PE 104 Indoor Soccer (1)
Learn the basics of indoor soccer skills. Once skills are developed, an indoor team may be formed to play in an indoor league.

PE 105 Beginning Swimming (1)
Simple water safety techniques for the non-swimmer. Development of confidence, floating and elementary strokes will be taught.

PE 106 Intermediate Swimming (1)
Special emphasis on four basic strokes as to form and endurance in performance. For those students who swim in poor form, 20 yds. (one length). Prerequisite: PE 105

PE 107 Advanced Swimming (1)
Advanced strokes will be covered with special attention given to endurance and form. Prerequisite: PE 106 or ability to swim 100 yards with a variety of strokes.

PE 108 Lifeguard Training (2)
Successful completion of this course and the passing of the final water skills test will result in the student being awarded A.R.C. Lifeguard Certification. Prerequisite: intermediate swimming skills required.

PE 109 Swim Fitness (2)
This course is designed for students who have mastered basic swimming skills. Students will improve skill in the four competitive swimming strokes. Principles of swimming as a cardiovascular activity will be emphasized. Through lecture, instruction, and practice, the student can expect to have the foundation necessary to pursue swimming as a lifelong conditioning activity.

PE 110 Taiji Quan (1)
Taiji Quan (shadow boxing) is an ancient Chinese form of exercise which serves as an excellent non-contact, aerobic exercise.

PE 111 Aerobic Conditioning (Jogging, Walking...) (1)
This course is designed to provide students of all ages and backgrounds the opportunity to improve her/his cardiovascular fitness level through walking and/or jogging activities. This class utilizes the outdoor trail.

PE 112 Weight Training (1)
This course addresses use of resistance weight equipment using proper body mechanics. Emphasizes strength training.

PE 113 Aerobic Weight Circuit Training (1-2)
This course combines the benefits of cardiovascular or aerobic training with the benefits of weight training.

PE 115 Cross Training (2)
Students will perform and study a variety of exercise applications such as: weight training, aerobic dance, bench, etc., to increase and pursue their personal fitness and life-long wellness skills.

PE 120 Badminton/Pickleball (1)
Play and experience a variety of racquet games including: badminton, pickleball, and tennis. Learn the fundamentals, skills, and rules of all games.

PE 121 Intermediate Badminton (1)
Improve skills through practice and competitive play in both badminton and pickleball. Rules, regulations and theory of team play will be emphasized. Prerequisite: PE 120.

PE 122 Basketball (1)
Competitive coeducational basketball. Rules, regulations and theory of team play will be emphasized.

PE 125 Introduction to Hiking & Backpacking (1)
This course will include lectures, videos, and field work to teach basic hiking and backpacking skills. These skills are easy and fun to learn; you need only to be in good health and reasonably fit.

PE 127 Softball (1)
Game fundamentals, rules and team play.

PE 129 Volleyball (1)
Basic skills will be introduced and reviewed. Coeducational, recreational team play rules, regulations, and theory of team play will be emphasized.

PE 131 Beginning Bowling (1)
Basic and essential bowling skills are taught and practiced. Bowling fee is required by the student. Rules, regulations and theory of team play will be emphasized.

PE 132 Intermediate Bowling (1)
Simulated competitive league bowling to improve bowling skills. Rental fee is required by the student. Rules, regulations and theory of team play will be emphasized. Prerequisite: PE 131

PE 133 Golf (1)
Learn basic techniques, skills and rules of the game.

PE 135 Beginning Karate (2)
Physical conditioning, basics, ceremony, and systematic approach.

PE 136 Intermediate Karate (2)
Continued basics, moving techniques, data, fighting positions. Prerequisite: one quarter GoJuRyu.

PE 137 Advanced Karate (2)
Detailed and specific refinement and mental approach to art. Prerequisite: colored belt in GoJuRyu.

PE 138 Cardio Kickboxing (1)
A continuous cardiovascular program that incorporates basic and intermediate kicks and punches of kickboxing. This class will include shadow boxing and partner drills with some contact using pads. Some basic self-defense maneuvers will also be taught.

PE 139 Advanced Cardio Kickboxing (1)
A continuous cardiovascular program that incorporates advanced punches, kicks, and self-defense moves. Prerequisite: PE 138 or previous martial arts experience.

PE 140 Step & Sculpt (1)
A cardiovascular program on a four inch to twelve inch platform which is performed to music. Aerobic section followed by resistance training.

PE 141 Country Dance (1)
Aerobic fitness class featuring country dance. Students will learn a variety of country dance steps while improving physical condition.

PE 142 Aerobic Dance (1)
Cardiovascular conditioning and muscular toning program consisting of large dynamic body movements done rhythmically to music. Muscular strength and stretching are incorporated into the class.

PE 143 Swing Dance (1)
Coordination, fitness, and communication skills through partner dancing. Students will learn basic steps and a variety of swing dance moves.

PE 144 Beginning Tennis (1)
Beginning tennis is designed for students who desire formal instruction in tennis and/or those who cannot perform the basic strokes well enough to enjoy a baseline game. The basic skills and techniques for singles and doubles will be presented with emphasis on the forehand drive, backhand drive, basic volley and serve.

PE 145 Intermediate Tennis (1)
This course is designed for students who have taken PE 144 or can perform the ground strokes and serve well enough to enjoy a baseline game. Intermediate tennis will review the basic strokes and learn more advanced techniques. Advanced net play will be covered. Much time will be spent in actual situations covering all aspects of tennis.

PE 146 Jazz Dance (1)
Basic and intermediate jazz dance including vocabulary, steps, body positions, general body coordination and fitness.

PE 147 Modern Dance (1)
Basic and intermediate modern dance including vocabulary, steps, combinations, basic coordination and fitness.

PE 148 Pilates (1)
Pilates is a method of body conditioning that incorporates a system of stretching and strengthening exercises. Students will be expected to participate in a series of Pilates exercises each class session. Students will experience muscle tone, improved posture, and improved flexibility and balance creating a more streamlined shape.

PE 149 Fitness Through Yoga (1)
This course addresses the fitness aspect of Hatha yoga. Exercise techniques

are presented to help the student improve his/her flexibility and strength. Relaxation and breathing techniques are used to teach stress management.

PE 156 Sailing (1-2)
Lecture and practical demonstration to introduce students to sailing. Theory, techniques, rules and safety procedures of sailboat handling will be emphasized.

PE 157 Intermediate Sailing (1-2)
Competitive sailing emphasized, starting sequences, weather, navigation & rules.

PE 158 Advanced Sailing (2)
Introduction to spinnaker handling, review and application of racing rules, review and practice of racing tactics. Prerequisite: PE 156.

PE 159 Advanced Yoga (1)
This course addresses the fitness aspect of Hatha Yoga, and is designed for individuals that have had some type of yoga training. Poses and techniques are taught to help with strength, endurance, posture, stress and breathing

PE 160 Physical Fitness (1)
An individual and personalized exercise program developed with the instructor and performed at the student's scheduled time.

PE 161 Fire Fighter Fitness & Wellness (1)
This course is designed to meet the needs of the students preparing themselves for a job in the fire department. Twice a week the students will be in an active setting, preparing them to meet the job performance testing requirements. One hour a week this course addresses issue of physiological and psychological well-being. Topics to be discussed include nutrition principals, fitness parameters and stress management. Techniques are presented to help the students incorporate a total health and fitness program into their lifestyle. Course fulfills PE 100 requirement. Prerequisite: students must be enrolled in the Fire Protection Tech program.

PE 162 Admin Justice Physical Fitness (1)
This course is designed to prepare the students for the testing requirements for the police department. Strength training, flexibility, cardiovascular endurance and agility training are all incorporated in the class. The students must be enrolled in the AJ program.

PE 167 Introduction to Kayaking (1)
This course will use lectures, videos, and hands-on training in a pool, lake, or bay to safely teach basic kayak handling skills. These skills are easy and fun to learn; you will need only to be in good health and be able to swim. Students will be required to have or purchase Neoprene booties and polypro top (approximately $50). Class size limited to eight students.

PE 169 Canoeing (1)
Basics of safe and effective canoe use.

PE 181 Mountaineering (4)
Safety, skills, ethics and other essential basics.

PE 200 First Aid, Safety, & CPR (2)
Basic First Aid, safety regulations and CPR. First Aid cards will be issued upon completion.

PE 204 CPR (0.5)
A 5.5 hour course covering basic standards and function of the cardiopulmonary system, prevention of heart disease, recognition of heart attack, demonstration and practice of cardiopulmonary resuscitation, mouth-to-mouth and mouth to mask breathing, and AED use. Also covered is management of foreign body obstruction of the airway.

PE 205 Basic First Aid (1)
Meets the first aid requirements of the Department of Labor and Industries.

PE 208 Water Safety Instructor (2)
Course is designed to train the student to teach American Red Cross Swimming and Water Safety courses.

PE 209 Fitness Instructor Prep (3)
This class prepares students to become group fitness instructors (aerobic instructors). The class is divided into two sections, practical and lecture. The practical section is two hours per week of cueing, combination breakdowns, motivation techniques, injury prevention, and safety. The lecture sections covers anatomy, physiology, basic injury prevention, and effective motivational strategies.

PE 210 Introduction to Physical Education (3)
Objectives of physical education, personal and professional qualifications for teaching and coaching, place of physical education and athletics in education.

PE 231 Basketball Techniques (1-3)
Conditioning and techniques for varsity basketball. Prerequisite: instructor's permission.

PE 232 Baseball Techniques (1-3)
Designed to bring together individuals from different baseball programs and introduce them to the Skagit Valley College method of playing baseball. A strong emphasis on fundamentals and team cohesion. Prerequisite: instructor's permission.

PE 233 Tennis Techniques (1-3)
This course is designed for the advanced or serious player. Both skill and technique will be taught at an advanced level. Prerequisite: instructor's permission.

PE 234 Soccer Techniques (1-3)
Conditioning and techniques for varsity soccer. Prerequisite: instructor's permission.

PE 235 Volleyball Techniques (1-3)
Fundamentals of power volleyball: the bump, set, spike, block, serve, and different offenses and defenses. Prerequisite: instructor's permission.

PE 236 Cross Country Techniques (1-3)
Conditioning and techniques for varsity cross country. Prerequisite: instructor's permission.

PE 237 Golf Techniques (1-3)
Golf skills on the course and practice range. Prerequisite: instructor's permission.

PE 239 Softball Techniques (1-3)
Techniques for varsity level softball. Prerequisite: instructor's permission.

PE 261 Advanced Firefighter Fitness (1)
An individualized exercise program including periodic health screenings and job related fitness assessments. Course designed to prepare students to meet physical job performance testing requirements for the fire department. Prerequisite: PE 161

PE 299 Learning into Action (1-15)
Student develops and completes curriculum-related independent project which demonstrates skills and abilities and explores career options. May include, but is not limited to, service learning, original research, and travel abroad. Faculty sponsor approval required. Students with 45 transferable college credits are eligible to begin Learning into Action.

Physics (PHYS)

Program Description

The Physics (PHYS) program at Skagit Valley College is designed to serve the diverse needs of the community by inspiring students with an interest in discovery and a desire for lifelong learning, as well as by promoting critical thinking skills. The Physics program provides courses for interested non-majors, science majors, and engineering majors. Two year-long sequences provide solid foundations in general physics: PHYS 104, 105, 106 (algebra-based) and PHYS 217, 218, and 219 (calculus-based). Both sequences emphasize lab work to offer students hands-on experience with physical concepts and analysis. The PHYS 104, 105, 106 series may be taken either sequentially or as stand-alone courses. Non-science majors with an interest in physics may also take PHYS 101, a non-lab survey of modern physics concepts. Those interested in pursuing a career as an elementary or middle-school teacher should take PHYS 111, along with BISC 111 and EASC 111, which together make up an inquiry-based sequence designed for pre-service teachers.

Course Descriptions

PHYS 101 Concepts of Physics (5)
A survey of the major ideas of physics for non-science majors including classical and modern topics.

PHYS 104 General Physics I (5)
Algebra-based physics course. The subject matter is mechanics with emphasis on Newton's laws, energy, momentum, and rotational motion. Lab included. Prerequisite: MATH 99.

PHYS 105 General Physics II (5)
Continuation of PHYS 104 with emphasis on atomic theory of gases, heat, waves, sound and geometric optics. Lab included. Prerequisite: MATH 99

PHYS 106 General Physics III (5)
A continuation of PHYS 105 with emphasis on electricity, magnetism, and the electromagnetic spectrum. Lab included. Prerequisite: MATH 99

PHYS 111 Matter & Energy in Physics (5)
An inquiry-based survey of physics and chemistry designed to give a basic understanding of the relationship between mechanical, thermal and electromagnetic forces and energy. What is energy and what forms does it take? How is energy fundamental in explaining the dynamics of the earth and the universe? Lab included. This course is part of a science sequence recommended for students pursuing a career in elementary education, but is open to all students. The suggested sequence is PHYS 111, BISC 111, EASC 111.

PHYS 199 Cooperative Education (1-15)
Supervised work experience in the field. Includes a weekly seminar. Instructor permission required.

PHYS 217 Science & Engineering Physics I (5)
Calculus-based course in introductory mechanics emphasizing the statics, kinematics, and dynamics of particles and systems of particles. Lab included. Prerequisite: MATH 124 (may be taken concurrently).

PHYS 218 Science & Engineering Physics II (5)
Continuation of PHYS 217 extending the concepts of mechanics into the study of fluids and waves, heat and thermodynamics. Geometric and wave optics are also studied. Lab included. Prerequisite: PHYS 217 and MATH 125 (may be taken concurrently)

PHYS 219 Science & Engineering Physics III (5)
Continuation of PHYS 218 with emphasis on electricity, magnetism, and the electromagnetic spectrum. Lab included. Prerequisite: PHYS 218 and MATH 125 (may be taken concurrently)

PHYS 299 Learning into Action (1-15)
Student develops and completes curriculum-related independent project which demonstrates skills and abilities and explores career options. May include, but is not limited to, service learning, original research, and travel abroad. Faculty sponsor approval required. Students with 45 transferable college credits are eligible to begin Learning into Action.

Political Science (POSC)

Political science seeks to study governmental forms which have been developed at various levels. American government, state and local government, and comparative government are concerned with the structure and functioning of government at the level indicated. International relations are concerned with the relationships of nations with each other.

Course Descriptions

POSC 101 Introduction to Political Science (5)
Introduces theories, concepts, and methods appropriate to understanding how conflicts among people are resolved. Emphasizes political analysis, including comparative study of political behavior and institutions.

POSC 131 Seminar in Educational Government I (1)
For students who are active members of the Associated Students of Skagit Valley College.

POSC 132 Seminar in Educational Government II (1)
Continuation of POSC 131

POSC 201 Comparative Government (5)
A study of the structure and functioning of foreign political systems, including constitutional development, political parties, elections and bureaucracies. Parliamentary governments of Europe, the presidential governments of the Western Hemisphere and emerging governments of Eastern Europe will be used as models.

POSC 202 American Government (5)
A study of the structure of power in the United States and the functions, sources, and uses of power in American Politics. Also emphasizes mechanisms and outcomes of the policy making process in a pluralistic society.

POSC 203 International Relations (5)
A study of the basic concepts involved in the interrelationships of nations including nationalism, balance of power, international law, the causes of war, and the striving for peace.

POSC 204 State & Local Government (5)
Governmental forms used in our states and various units of local governments—counties, cities, etc. Focuses on local political institutions and the relationship of citizens to them.

POSC 213 American Legal System (5)
Origins, development and role of law in society. Legal rights and remedies, courts and court procedures, torts, contracts, and criminal law and procedure are covered.

POSC 299 Learning into Action (1-15)
Student develops and completes curriculum-related independent project.

Psychology (PSYC)

Course Descriptions

PSYC 100 General Psychology (5)
An overview of the factors affecting behavior including topics related to: theories of learning, the senses, perception, nervous system, emotions, personality theory, motivation, abnormal behavior and therapy, and social psychology.

PSYC 101 Abnormal Psychology (5)
Descriptions, symptoms, treatments, theoretical explanations and cultural views of abnormal behavior and the psychological disorders based on the Diagnostic and Statistical Manual of the American Psychiatric Association. Prerequisite: Psychology 100.

PSYC 104 Career Development (2)
Students will look at values, skills, interests, and goals; identify occupational resources; explore the world of work; and develop a plan for action.

PSYC 105 Career Exploration (3)
Emphasis on decision-making and career planning through identification of personal skills, interests, values, goals. Includes occupational information, job search techniques, and resume writing.

PSYC 107 Group Decisions & Techniques (1)
Learn about group interactions while participating in the Associated Students of Skagit Valley College.

PSYC 110 Developmental Psychology (5)
A systematic study of the developmental processes in humans from conception to late adulthood. Special emphasis will be given to the topics of physical development, cognitive development, and personality/social l development. Prerequisite: PSYC 100.

PSYC 117 Human Sexuality (5)
The study of human sexuality including anatomy, physiology, intimate and sexual behavior, sexually transmitted diseases, pregnancy & childbirth, birth control, love and relationships, sexual orientations, prostitution, pornography, sex and violence, sexual variations, legal and social issues. Students will examine these issues within cultural and subcultural contexts, and will look at the influences of media and technology.

PSYC 199 Cooperative Education Experience (1-15)
Supervised work experience in the field. Includes a weekly seminar. Instructor permission required.

PSYC 205 Social Psychology (5)
A study of the social aspects of life including theories of: aggression, social influence, attitude change, affiliation, group behavior, prejudice, norms, and prosocial behavior. Prerequisite: PSYC 100.

PSYC 210 Learning & Teaching (5)
A study of the major theories of learning and motivation especially as they relate to humans in an educational setting. The course emphasizes the role of the teacher as a thoughtful and knowledgeable facilitator of learning.

PSYC 220 Personality (5)
A study of the theoretical approaches to understanding personality with research presented for evaluating various theories. Exposure to personality assessment techniques and their use. Prerequisite: : PSYC 100.

PSYC 299 Learning Into Action (1-15)
Student develops and completes curriculum-related independent project which demonstrates skills and abilities and explores career options. May include, but is not limited to, service learning, original research, and travel abroad. Faculty sponsor approval required. Students with 45 transferable college credits are eligible to begin Learning into Action.

Read (READ)

Course Descriptions

READ 090 Phonics (2)
Sounds of letters and letter combinations applied to reading and spelling syllables and words.

READ 096 Reading Foundations (1-5)
Instruction and practice in developing basic reading through phonics, vocabulary, and comprehension skills. Course includes individual tutorial and computer-aided instruction. (No computer experience required.)

READ 097 Reading Improvement (1-5)
Strengthening of reading skills through comprehension and vocabulary strategies. Course activities include classroom, group process, and computer-aided instruction, with practical applications. (No computer experience necessary.)

READ 105 College Vocabulary Skills (3)
Emphasizes vocabulary-building through advanced use of context clues, roots/affixes, and memory strategies.

READ 107 Effective College Reading (1-3)
For average and better readers to develop strategies to improve comprehension and retention, critical analysis, vocabulary, and reading rate flexibility.

Social Science (SOSC)

Course Descriptions

SOSC 100 Global Issues/Social Science (5)
Contemporary global issues such as population, food, energy, human rights, military arms and security, and environment.

SOSC 101 Science, Technology, & Society (3)
An exploration of the effects of technological change on people, including the legal, moral, and ethical ramifications. Course includes reading, discussion, analysis and the writing of critical papers.

SOSC 110 Gender Roles & Social Structure (1-5)
Examines gender roles and socialization process within the social institution of work, family, the labor force, political organizations, religion, education, eco-

nomics, and the law, with a comparison of cross cultural study of gender role differentiation presenting the historical implication.

SOSC 111 Adults in Transition (1-3)
Assist individuals in developing self-confidence, exploring educational and career options, developing skills in time management, setting goals, making decisions, and becoming aware of resources.

SOSC 113 Job Search (1)
Through lecture, small group discussion, and homework assignments, students will develop skills in job search techniques such as identifying common job information sources, conducting effective interviews for information and for hire, completing applications and developing resumes. Students will learn that job search is really an information search and involves the use of investigation, strategizing, and problem-solving skills.

SOSC 120 Co-op Education Seminar (1)
The Co-op Seminar is a required course for all students in field placements. The seminar will offer a forum for exchanging information about experiences, enhance problem solving skills, and further develop communication skills through small group discussions and oral reporting.

SOSC 125 Employer/Employee Roles & Perspectives (2)
Examination of the employer/employee relationship. Topics include characteristics of work maturity, diversity, leadership, team work and working styles, organizational structure and decision-making, setting work goals and priorities.

SOSC 131 College Governance (1)
Learning about group dynamics while participating in the Associated Students of Skagit Valley College governance process. Prerequisite: open to Student Government participants only.

SOSC 132 Student Leadership Seminar (1-2)
Designed to provide student leaders with the tools, techniques, processes, and skills for leadership that will help them succeed.

SOSC 180 International Studies (1-5)
Introduction to the history, culture, traditions, and lifestyles of a specific world region.

SOSC 190 Social History of Work (2)
This course traces the historical roots of work, working conditions and attitudes towards work, as well as the impact of all these on individuals, families and groups in society, including women, children and ethnic groups.

SOSC 199 Cooperative Education Experience (1-15)
Supervised work experience in the field. Includes a weekly seminar. Instructor permission required.

SOSC 299 Learning Into Action (1-15)
Student develops and completes curriculum-related independent project which demonstrates skills and abilities and explores career options. May include, but is not limited to, service learning, original research, and travel abroad. Faculty sponsor approval required. Students with 45 transferable college credits are eligible to begin Learning into Action.

Sociology (SOC)

Course Descriptions

SOC 110 Introduction to Sociology (5)
An overview of the social structure and the processes of social interaction which contribute to the formation and understanding of human conduct. Includes a survey of basic sociological perspectives and theories, institutions, socialization patterns, stratification, minorities in society, social problems, human environments, social control, and social change processes.

SOC 111 Introduction to the Study of Social Problems (5)
A survey of the major contemporary social problems including crime, violence, drug dependency, mental illness, racism, poverty, inequality, breakdowns in the family, education, and quality of life, and the impact of technology. A variety of sociological perspectives and social policies on social problems are reviewed as well as research methods used in analyzing current social problems.

SOC 112 Comparative Ethnic Relations (5)
An introductory survey of sociological aspects of minority group situations and relations to the larger society. Provides an in-depth survey of the principal trends in life experiences and histories of the major ethnic communities with emphasis being placed on social economic conditions, political activities, legal positions, and ethnic subcultures of minority groups in the U.S.

SOC 113 Sociology of Community Service (5)
Introduction to the service learning model as a basis for contributing to community support. Provides student experience in educational outreach and development of strategies for initiating change in the community.

SOC 114 Culture & Society (3)
This 3-credit course covers the basic building blocks of sociology, including communication, social structure, status, roles, norms, institutions, and culture. In addition, stratification, deviance and social control issues will be explored and discussed through group work and written exercises.

SOC 160 Substance Use & Abuse (5)
Comprehensive look at drugs, society, and human behavior. The course will examine the various types of drugs (legal and illegal) and their effects on society and the individual.

SOC 201 Stratification In America (5)
Explores social class and social inequality in contemporary U.S. society. Status, power, authority, and unequal opportunities are examined in relation to who are the poor and the persistence of poverty. Demographic data is used to describe the population of the poor and analyses are made in regard to the structure of opportunities, class differences, in life chances, social mobility aspects of the social welfare system, and the causes of poverty.

SOC 206 Sociology of the Family (5)
This course will study the nature of the family as a social, cultural, political, and economic institution. It will include perspectives on the changing structure of the family, socialization, sexual expressions, marital communication patterns, divorce patterns, employment, and family relationships, violence in the family, and family health related issues.

SOC 299 Learning Into Action (1-15)
Student develops and completes curriculum-related independent project which demonstrates skills and abilities and explores career options. May include, but is not limited to, service learning, original research, and travel abroad. Faculty sponsor approval required. Students with 45 transferable college credits are eligible to begin Learning into Action.

Speech (SPCH)

Program Description

Speech is an academic program that supports students in developing effective communication skills to apply academically, personally, and professionally. Speech courses may be used to meet basic skills, arts distribution, and/or elective requirements, depending on the specific degree sought or intended major. For more information at the Mount Vernon Campus, contact the Department of Speech. At the Whidbey Island Campus, contact the Department of Communications.

Course Descriptions

SPCH 100 Speech & Performance Anxiety Management (1-2)
Supports students/professionals who experience moderate to severe anxiety in public and/or group presentation, performance, and/or academic situations by introducing and practicing anxiety management techniques. May be taken prior to or concurrently with speech, speech intensive, or other academic courses or professional speech activities.

SPCH 103 International Conversational Partners (2)
A communication course requiring interviewing and group skills with an emphasis on bridging communication obstacles and building intercultural competence between American and international students.

SPCH 104 Communication & Civic Engagement (2)
This course will focus on skills needed for a productive service learning experience: interviewing, interpersonal communication, group communication, and, if the project requires it, public speaking. Students will: receive information about service learning in general, research possible service learning projects, and engage in a community-based project with other members of an assigned group..

SPCH 105 Multicultural Communication (3)
Explores cultural differences in communication styles and thought through the study of American ethnic, gender, and other groups, and the practice of effective intercultural communication strategies in various leadership roles and communication contexts.

SPCH 121 Public Speaking (5)
Provides students with theory and practice in preparing organized, goal-specific speeches, presenting them confidently before an audience, and analyzing components of the public speaking process. Meets AAUCT communications requirements. Highly recommended for students planning to major in education or business at transfer colleges and universities.

SPCH 122 Voice Improvement (1-3)
Stresses voice theory and exercises for improvement in articulation and vocal quality with specialized tracks in broadcast, stage, or (foreign) accent work. Repeatable up to six credits. Classroom or private instruction. Prerequisite: Permission from Department Chair.

SPCH 123 Interpersonal Communication (5)
Uses theory and practice to develop self-awareness, confidence, and skill in communicating effectively, building healthy relationships with others, and managing conflict. Explores the impact of self-concept, perception, language, emotions, and nonverbal behavior on communication.

SPCH 125 Professional Communication (3)
Stresses theory and practice of interpersonal, group, and public speaking skills for the workplace. Topics include problem-solving, leadership, speech preparation, and analysis of effective language, nonverbal behavior, listening, and conflict styles.

SPCH 126 Communication in Groups (3)
A survey class of basic principles and techniques of effective small group discussion. Emphasis on the relationship of discussion to the communication process, contemporary society, critical thinking, and problem solving.

SPCH 141 Oral Interpretation of Literature (3)
Stresses analysis of literature and its vocal and visual performance before an audience. Explores relationships between literary text, author, performer, and audience and delivery techniques.

SPCH 160 Basic Mediation (5)
This course teaches intervention skills to mediate a dispute or negotiation between people in conflict. Particularly important for paralegals and speech and communication majors or any trade dealing with people.

SPCH 205 Intercultural Communication (5)
A comparative study of cultural perspectives, communication styles, relationships, and customs. May include analysis of and participation in cross-cultural interactions.

SPCH 223 Interpersonal Communication II (3)
A review of research and theory in the study of interpersonal communication. Prerequisite: SPCH 123

SPCH 299 Learning Into Action (1-15)
Student develops and completes curriculum-related independent project which demonstrates skills and abilities and explores career options. May include, but is not limited to, service learning, original research, and travel abroad. Faculty sponsor approval required. Students with 45 transferable college credits are eligible to begin Learning into Action.

Technical Education (TCED)

Course Descriptions

TCED 003 Basic Motor Skills (1-20)
A variety of program activities offered primarily in sheltered workshops for special populations which, through an integrated sequence of academic and vocational activities, prepares the individual for more advanced vocational training or paid employment and leads to a certificate of completion.

TCED 071 Flagger Training (0.6)
Safe and effective movement of traffic through construction or maintenance zones. Meets Department of Labor and Industries standards.

TCED 190 Proficiency Skills Cooperative Education (1-15)
Practical on-the-job training and weekly seminars to evaluate and monitor retraining goals. Permission of Labor and Industries and Cooperative Education required before enrolling.

Telecommunication Networks Technology (TNT)

*See **Electronics Technology (ET)** or **Electronics Engineering Technology (EET)** or **Mechatronics (MET)** for information on related programs. Each program utilizes a similar first-year course sequence.*

Students are adviced to meet with the Department Chair before selecting Telecommunications Networks Technology as a major.

Program Description

Graduates of the Telecommunication Networks Technology (TNT) program may find employment in a broad range of areas from high-speed computer network cabling installation, testing, and design to microwave radio, cellular radio, video or fiber optics. A telecommunications technician may do some or all of these jobs. All businesses, utilities, cities, states, and federal government use some combination of computer networks, wide area networks, telephone systems, cellular telephone, data links, wireless data, satellite links, or fiber optic transmission systems. Jobs in this field are available throughout the United States.

First-year courses stress fundamental concepts in electronics and build a strong base for the study of telecommunication concepts during the second year. Classes combine lecture and hands-on laboratory activities including troubleshooting on equipment located in the telecommunications classroom.

All students are required to provide a basic set of hand tools for use in their first-year courses. When advancing to second-year application courses, the tool compliment will be augmented to meet the requirements of the major area. A complete list of tools and equipment is provided with each course syllabus.

Wireless Technology

Wireless is the new core technology leading the advancement of public safety, security, and the safeguarding of human life. Advanced satellite and maritime wireless communication systems now provide worldwide instant weather alerts, search and rescue support, navigation aids, and radio/telephone service for the marine industry. Federal communications policy and international treaty agreements require FCC licensed wireless technicians to install, operate and maintain all certified marine communications equipment on board commercial passenger and cargo vessels. Satellites now assist in search for downed aircraft and the rescue of survivors. Emergency location and position search for downed aircraft and the rescue of survivors. Emergency location and position enhancements for cellular networks to assist E911 emergency call centers in locating a mobile caller are now mandated by the Federal Communications Commission. The U.S. Department of Defense Global Position System (GPS) now supports a multitude of civilian oriented services. Vehicle navigation, antitheft security, emergency road services, and m-commerce are only a few of the wireless services now available for motorists and world travelers.

The future demand for technically skilled technicians in the emerging wireless generation is potentially as explosive as the industry itself. The cellular base station equipment installer, wireless network administrator, mobile computer network technician, microwave radio equipment installer and repairman, satellite ground station installer, maritime equipment technician, wireless sales technical support, and fixed wireless installation technician are only a few of the many possible positions to emerge in the future job market for wireless technicians.

Entry into the Program

Please apply to the Admissions Office. Students entering the program should have one year of high school algebra before starting the course sequence. Students who lack this preparation should take additional review classes offered at the college. Students usually enter the program at the beginning of Fall Quarter. However, persons with prior experience or training in electronics may apply for advanced standing and start the program in Winter or Spring Quarter. Advanced standing is awarded to students who pass departmental qualifying exams.

For more information, contact the Department Chair or the Admissions Office.

Tech Prep

Skagit Valley College will grant credits toward a Professional/Technical degree based on competencies gained in high school. The competencies must be agreed upon by the appropriate teachers from the high school and the college. Credit will be transcripted after verification of successful completion of the agreed upon competencies. If you are interested in taking steps to begin work in the professional/technical workplace of the future, please contact your high school counselor.

Work-Based Learning

Students will integrate classroom learning with work-based learning experience in Cooperative Education (TNT 199) at a supervised work site. Department Chair approval is required. Credits and grades are based on job-hours worked, work performance and completion of the learning objectives specified in the learning contract. Concurrent enrollment in a Cooperative Education Seminar or equivalent is required.

Associate in Technical Arts Degree

An Associate in Technical Arts degree (ATA) is awarded upon completion of a minimum of 90 credits of specified technical and related education coursework above 100 level with both an overall 2.0 grade point average and a 2.0 grade point average in the technical major.

SAMPLE SCHEDULE

ATA Telecommunication Networks Technology

FIRST YEAR

Fall	Cr	Winter	Cr	Spring	Cr
TNT 135	5	TNT 136	5	TNT 137	5
ET 111	5	ET 112	5	ET 113	5
ET 141	5	ET 142	5	ET 145	5
		SOSC 113	1	†ENGL 170	3
		SOSC 125	2	PE 200	2
Total	**15**	**Total**	**18**	**Total**	**20**

SECOND YEAR

Fall	Cr	Winter	Cr	Spring	Cr
TNT 267	5	‡TNT 199	1-15	TNT 273	5
TNT 274	5	TNT 275	5	TNT 276	5
TNT 281	5	TNT 283	5	TNT 295	5
		*LC/GE	5-10	SPCH 125	3
Total	**15**	**Total**	**16+**	**Total**	**18**

* Learning Community (5-10 credits) or 5 credits of General Education (culture, natural world or arts). Must be outside of technical area, approved by Department Chair. Please see INDEX regarding Learning Communities.

† Students who do not receive an appropriate test score will require additional coursework to develop necessary skills for entry into class.

‡ TNT 199 may be taken at any time during the two-year program.

Program Certificates

Telecommunication Networks Technology Certificate

A Certificate in Telecommunications is awarded to those who complete the first four quarters of the Sample Schedule sequence plus 3-15 credits in TNT 199, Cooperative Education, and Department Chair approval.

Individual Technical Certificate

An individual technical certificate may be tailored and customized in unique and specialized areas in conjunction with other programs to meet the goals and objectives of the prospective graduate with Department Chair approval.

Course Descriptions

TNT 135 Introduction to Semiconductor Devices (5)

Basic semiconductor theory and operation, including diodes, LEDs, bipolar transistors, FETs and operational amplifiers.

TNT 136 Advanced Semiconductor Devices (5)

Advanced solid state. Includes theory and operation of FETs, UJT, SCR, DIAC, TRIAC, and other similar devices. Prerequisite: ET/TNT 135.

TNT 137 Computer Aided Design for Electronics (5)

Using Computer Aided Design software in preparing schematic diagrams and printed circuit board layout. Prerequisite: NONE

TNT 199 Cooperative Work Experience (1-15)

Supervised work experience in the field. Includes a weekly seminar. Instructor permission required.

TNT 267 Analysis of Op-Amp Circuits (5)

Fundamentals of operational amplifiers and linear ICs.

TNT 268 Linear Circuits for Microprocessor Systems (5)

Laboratory experiences in design, analysis and construction of integrators, comparators, oscillators, and regulated power supplies. Prerequisite: TNT 267.

TNT 273 Data Communication Networks (5)

Multiplexing studied: Space division, frequency division and time division. Emphasis is on digital systems like T1, covering channel banks, the digital pulse train and B8ZS coding. ATM, frame relay, ISDN, ADSL and dial-up modems are covered and modem error control, throughput and data compression. Internet and emerging technologies, error detection, correction and control and cellular telephony.

TNT 274 Communication Systems I (5)

Introduction to electronic, computer, and network communication systems and their associated support infrastructure. Modulation methods, EIA/TIA compliant transmission line and cable termination, and installation of computer and telephone cabling to stated standards. Lab intensive course applying theory to practical circuits and developing troubleshooting skills. Prerequisite: ET 113 and ET 145.

TNT 275 Communication Systems II (5)

Introduction to the integration of computer and RF communication systems. Covers the evolution of a ""request for service"" action as it travels through the system networks from transmission to reception. Interaction of data through computer networks and radio systems is covered. Lab intensive course applying theory to practical circuits and developing troubleshooting skills. Prerequisite: TNT 274.

TNT 276 Electronic Communications Systems (5)

Microwave systems, satellite systems, telecommunication systems, television, communications tests and measurements. Prerequisite: TNT 275.

TNT 281 Digital Circuits for Microprocessors (5)

Theory and laboratory experiences involving the use of digital integrated circuits. Prerequisite: ET 113.

TNT 283 Microprocessor Support Circuits (5)

Theory and operation of microprocessors. Prerequisite: ET 281

TNT 295 Fiber Optics (5)

Covers fiber optic design, installation, light sources and detectors, connectorization and splicing. Lab emphasizes safety in using lasers and in handling fiber. Fiber optic cable is installed between patch panels and SC, ST and MT-RJ connectors are installed and tested with optical test equipment.

Theater Arts (THTR)

Program Description

The Theater Arts program offers introductory and advanced courses in all areas of theatre including acting, directing, writing, design and technical theater. Additional courses are offered in acting and writing for the camera. We take a special interest in the works of William Shakespeare with classes in acting and producing Shakespeare for the modern audience.

Our on-campus production program gives all students the opportunity to experience the theater, both on stage and backstage. There are two or three productions each year directed by faculty or guest artists and as many student directed productions as the schedule will allow. We currently use two performance spaces: the Phillip Tarro Theatre, a versatile 200-seat house, and McIntyre Hall, a new 700-seat theater with an 80-foot fly loft. Both spaces feature advanced sound and lighting equipment.

A Theater Arts Emphasis is available for students who would like more intensive training or who are interested in a career in theater arts. This course of study will prepare you for transfer to a four-year institution or give you the necessary foundation for continued training in private conservatories. The Drama Scholarship Fund provides financial assistance to students who select the Theater Arts emphasis. Interviews and auditions for scholarships are held each spring. For more information contact Andy Friedlander, Program Director, 416-7723.

Theater Arts Emphasis—Required Classes

- THTR 130 – Introduction to Theater
- THTR 131 – Introduction to Dramatic Literature
- THTR 133 – Acting 1
- THTR 161 – Basic Stagecraft
- THTR 163 – Introduction to Lighting
- Electives – Students will take an additional 10 credits from the Theater Arts curriculum.

Course Descriptions

THTR 130 Introduction to Theater (5)
An introduction to the art, craft, and history of the theater. The process of play production will be studied from the points of view of the playwright, actor, director, and designer.

THTR 131 Introduction to Dramatic Literature (1-5)
The study of dramatic literature as an important and unique form of human expression. Genre, play structure and both mainstream and avant-garde styles in plays from the Golden Age of Greece to the present will be read and discussed. Special attention will be paid to the social and political context of each play. Strong reading and writing skills required.

THTR 133 Acting I (3)
A study of the fundamental theory and practice of realistic acting with a focus on the physical and vocal instrument of the actor. Basic acting theory will be discussed and practiced.

THTR 134 Acting II (3)
A study of the fundamental theory and practice of realistic acting with a focus on script analysis and rehearsal technique.

THTR 135 Acting III (4)
Using scenes from modern dramatic literature (1850-present), this course will focus on polishing characterization and script analysis skills, with additional emphasis on rehearsal procedure, actor preparation, performance skills and auditioning.

THTR 136 Auditioning Skills (4)
A practical overview of the audition process for the actor. Subjects to be covered will include prepared monologues, cold readings, preparing an effective resume, and interviewing techniques.

THTR 137 Improvisation & Game Theater (3)
A practical course in the techniques of improvisation for the stage. Theater sports, sketch comedy and game theatre will be studied. Students should have basic acting experience.

THTR 144 Writing for Screen & Stage (3)
Screenplay and stage script format, story construction and character development will be studied. Student writing will be read and discussed in a supportive workshop setting. An appropriate class for both beginning and advanced writers.

THTR 145 The Shakespeare Plays (3)
An introductory survey course that explores the plays of William Shakespeare, both as literature and theater. Plays will be read, discussed and seen on videotape.

THTR 146 Introduction to Shakespeare (3)
An introduction for the actor to the plays of William Shakespeare, including historical perspectives, script analysis, verse forms, and acting traditions, using the "Playing Shakespeare" videotape series from the Royal Shakespeare Company.

THTR 147 Stand-up Comedy (3)
Theory and practice of stand-up comedy. Timing, delivery, style, development of material and using the audience will be studied. Each participant will develop and present their own routine.

THTR 151-153 Theater Workshop I-III (1-3)
Students will provide technical support for the play(s) being produced by the Theater Arts department. Duties may include set construction, lighting, costuming, house management, publicity or assignment to a running crew. Running crews will work from production week through closing.

THTR 154 Workshop for Actors (4)
A rehearsal and performance class open only to those students cast in a Theater Arts department production or directing a student project.

THTR 161 Basic Stagecraft (5)
Planning, drafting, construction and rigging of scenery. Practical laboratory experiences in scenery construction, painting, handling and rigging of scenery. One production crew assignment with one scheduled laboratory assignment.

THTR 162 Stage Design Theory & Practice (3)
This class covers the process of design as it relates to the theater. Students will explore the use of basic design principles along with the practical aspects of the theater.

THTR 163 Introduction to Stage Lighting (1-4)
An introduction to the basic concepts of stage lighting, including the operation of stage lighting, planning and rigging; theory of lighting design, color and basic electricity; implementation of light plots, lighting equipment, control systems, technical rehearsal/performance procedures and operations.

THTR 165 Acting & the Film Business (3)
An introduction to acting for the camera. Auditions, agents, casting directors, resumes and unions will also be discussed.

THTR 168 Introduction to Stage Management (3)
This course introduces the student to the basic principles of stage management, including a study of differences between educational, community, and professional productions. The course includes the basic techniques used to oversee rehearsals and performances, assembling a prompt book, supervision of stage craft staff and compliance with safety regulations.

THTR 230 Advanced Theatre Seminar (1)
A seminar to discuss special topics of interest in the theatre arts. The course is open to theatre arts majors only. Prerequisite: Declared theatre arts major or permission of the instructor

THTR 233 Introduction to Directing (3)
An introduction to directing for the theater, including history, styles and traditions, and practical techniques and theories of directing.

THTR 234 Directing II: Scene Study (4)
A scene study class for advanced directors. Student directors will work with student actors in rehearsing and staging of scenes from different types of dramatic literature. Prerequisite: THTR 233 or previous directing experience and written approval of instructor.

THTR 235 Advanced Acting (5)
Modern acting styles developed to perform the works of Pinter, Beckett, Brecht, Chekhov, Ibsen and others. A scene study class for the experienced actor. Prerequisite: THTR 135 or instructor permission.

THTR 236 Theater History I: Ancient – Renaissance (5)
An introduction and exploration of the relationship between historical events and the theater arts from the ancient period to the Renaissance.

THTR 237 Theater History II: Renaissance – 1850 (5)
An introduction and exploration of the relationship between historical events and the theater arts from the Renaissance to 1850.

THTR 238 Modern Theater History (5)
An introduction and exploration of the relationship between historical events and the theater arts from 1850 to the present.

THTR 299 Learning into Action (1-15)
Student develops and completes curriculum-related independent project which demonstrates skills and abilities and explores career options. May include, but not limited to, service learning, original research, and travel abroad. Faculty sponsor approval required. Students with 45 transferable college credits are eligible to begin Learning into Action.

Truck Driver Training (TRKDR)

For more information on the new 11-week training program, contact Gary Thompson, Department Chair, 360.416.7740.

Program Description

Students who complete the Truck Driver Training (TRKDR) program are prepared to acquire Commercial Licenses which make them eligible to accept positions as semi-truck drivers.

The student will, through classroom study and hands-on experience, learn the skills needed to be a semi-truck driver. The student will learn to drive and maintain a semi-truck, to properly load and tie down loads, to prepare reports, and to work with customers, fellow employees, and employers. Students will be expected to become skilled, courteous drivers who treat the equipment, fellow employees, and those with whom they share the road with respect.

Entry into the Program

Please apply to the Admissions Office. In order to be accepted into the program, students must pass the Department of Transportation physical examination, including drug-screening requirements, as per state regulations, which include random drug screening. Students must have a valid operator's license and must be able to meet employers' requirements based on driving record.

Persons 18 to 21 are prohibited by regulation from driving interstate, so students in these age groups should be aware of limitations on their job opportunities.

Work-Based Learning

Certificate

A Certificate in Truck Driver Training is awarded to those students who complete the one-quarter course sequence.

Welding Technology (WT)

Program Description

The Welding Technology (WT) program prepares students for entry into a variety of careers in welding and general metal fabrication. Graduates will be qualified to work as entry-level welders, fitters, burners, layout persons, or metal fabricators. Students study a variety of layout, fabrication, and metal joining techniques including oxyfuel cutting, shielded metal arc welding, gas metal arc welding, flux cored arc welding, and gas tungsten arc welding of steel, stainless steel, and aluminum. Instructional facilities include individual welding practice booths and a large metal fabrication area.

Students may enter at any quarter. Program completion time averages six quarters, but because the program is performance-based, students may complete the program in a shorter or longer time period, depending on their individual progress. Experienced welders may upgrade their skills through special coursework.

Students are required to supply various tools, protective clothing, and welding consumables. A complete list can be obtained by calling the Welding program at 360.416.7702 or 360.416.7906, or by visiting the weld shop in Reeves Hall.

Entry into the Program

Please apply to the Admissions Office. Students may enter the program at the beginning of any quarter. People considering enrollment in this program should have good eyesight, hand-eye coordination, and mechanical aptitude. Advanced standing may be requested.

For more information, contact the Department Chair or the Admissions Office.

Tech Prep

Skagit Valley College will grant credits toward a professional/technical degree based on competencies gained in high school. The competencies must be agreed upon by the appropriate teachers from the high school and the college. Credit will be transcripted after verification of successful completion of the agreed upon competencies. If you are interested in taking steps to begin work in the professional/technical workplace of the future, please contact your high school counselor.

Work-Based Learning

Students will integrate classroom learning with work-based learning experience in Cooperative Education (WT 199) at a supervised work site. Department Chair approval is required. Credits and grades are based on job-hours worked, work performance, and completion of the learning objectives specified in the learning contract. Concurrent enrollment in a Cooperative Education Seminar or equivalent is required.

Associate in Technical Arts Degree

An Associate in Technical Arts degree (ATA) is awarded upon completion of a minimum of 90 credits of specified technical and related education coursework above 100 level with both an overall 2.0 grade point average and a 2.0 grade point average in the technical major.

SAMPLE SCHEDULE

ATA Welding Technology

FIRST YEAR

Fall	Cr	Winter	Cr	Spring	Cr
WT 101	16	WT 102	16	WT 103	16
†MATH 100	5	PE 200	2	WT 104	1
		SPCH 125	3	WT 105	1
				†ENGL 170	3
Total	**21**	**Total**	**21**	**Total**	**21**

SECOND YEAR

Fall	Cr	Winter	Cr	Spring	Cr
WT 201	16	WT 202	16	WT 203	16
*LC/GE	5-10	SOSC 113	1	WT 199	1-15
		SOSC 125	2		
Total	**21+**	**Total**	**19**	**Total**	**17+**

* Learning Community (5-10 credits) or 5 credits of General Education (culture, natural world or arts). Must be outside of technical area, approved by Department Chair. Please see INDEX regarding Learning Communities.

† Students who do not receive an appropriate test score will require additional coursework to develop necessary skills for entry into class.

Program Certificates

A Certificate in Welding is granted upon completion of the following requirements with a 2.0 grade point average or above:

Welding Technology

Completion of at least 64 credits from WT 101, 102, 103, 160, 161, 201, 202, or 203; MATH 100; ENGL170; PE 200 or 205; SOSC 113, SOSC 125 or WT 199.

Basic Arc Welding

Completion of WT 101, 102, and 103; MATH 100; ENG 170; PE 200 or 205; SOSC 113; SOSC 125 or WT 199.

Process-Specific (Modular) Certificates

A certificate may be earned in a specific arc welding process. Training time needed to attain the required skill level will depend on prior experience and individual pace of learning.

Individual Technical Certificate

An Individual Technical Certificate may be developed in conjunction with other programs to meet marketable objectives and goals with Department Chair approval

American Welding Society Certificate

The SVC Welding program is an approved participant in the American Welding Society Entry-Level Welder Training program. Students who complete coursework requirements and pass written and performance exams will earn a certificate from the AWS (nominal fee required).

Welder Certification

The SVC Welding program is an approved test lab for the Washington Association of Building Officials (WABO) welder certification program. Students completing certificate or degree programs will have the opportunity to earn this important credential (nominal fee required). Special coursework is available to prepare experienced welders for this test.

MICRO-CERTIFICATES

These certificates focus on a specific skill within this program. A certificate is awarded to students who complete the following with a 2.0 grade point average or above:

Aluminum GMAW
Completion of WT 160.

Aluminum GTAW
Completion of WT 161.

Flux-Cored Arc Welding (FCAW)
Completion of WT 105 and a minimum of 14 credits from any of the following: WT 103, 131, 132, 133, 200, 231, 232, 233 or 234.

Gas Tungsten Arc Welding (GTAW)
Completion of WT 204 and a minimum of 14 credits from any of the following: WT 201, 131, 132, 133, 160, 200, 231, 232, 233 or 234.

Gas Metal Arc Welding (GMAW)
Completion of WT 205 and a minimum of 14 credits from any of the following: WT 102, 131, 132, 133, 160, 200, 231, 232, 233 or 234.

Shielded Metal Arc Welding (SMAW)
Completion of WT 104 and a minimum of 14 credits from any of the following: WT 103, 131, 132, 133, 200, 231, 232, 233 or 234.

Course Descriptions

WT 101 Introduction to Shield Metal Arc Welding (16)
Fillet welds on carbon steel using the SMAW process in the flat, horizontal, vertical and overhead positions. Covers SMAW electrode selection and the AWS electrode classification system. Introduction and/or review of general shop safety and procedures, oxy-fuel and air-carbon arc cutting and gouging. Selected topics from blueprint reading, layout, or applied science.

WT 102 Introduction to Wire Welding (16)
Fillet welds on carbon steel using semi-automatic wire-feed FCAW and GMAW processes. Covers shielding gas selection and the AWS electrode classification system. Introduction and/or review of general shop safety and procedures, oxy-fuel and air-carbon arc cutting and gouging. Selected topics from blueprint reading, layout, and applied science.

WT 103 Groove Welding (16)
All position groove welding of carbon steel using the manual SMAW and FCAW processes. Covers edge preparation, joint fitup, and weld technique. Selected topics from blueprint reading, layout, or applied science. Prerequisite: WT 101 or department chair permission.

WT 104 Shield Metal Arc Welding Welder Certification (1)
Principles and practices relating to weld procedure qualification and welder certification. Unlimited thickness, all-position SMAW welder qualification test on carbon steel in conformity with AWS and WABO standards. Prerequisite: WT 103 or Department Chair permission.

WT 105 Flux-Cored Arc Welding Welder Certification (1)
Principles and practices relating to weld procedure qualification and welder certification. Unlimited thickness, all-position FCAW welder qualification test on carbon steel in conformity with AWS and WABO standards. Prerequisite: WT 104 or Department Chair permission.

WT 131 Introduction to Welding (2)
Introduces shielded metal arc welding (SMAW) of steel plate in the flat position using E6010 and E7018 electrodes. Shop safety and procedures. Open to non-welding majors.

WT 132 Low Hydrogen Electrodes (2)
Out of position shielded metal arc welding (SMAW) of carbon steel plates using E7018 (low hydrogen) electrodes. Open to non-welding majors. Prerequisite: WT 131 or concurrently or department chair permission.

WT 133 Oxy-Fuel Processes (2)
Introduction to oxy-fuel cutting, welding and brazing. Open to non-welding majors.

WT 134 Artistic Welding Basics (2)
Introduction to basic welding and metalworking techniques for the metal artist. Emphasis on general shop safety.

WT 160 Aluminum Welding/Fabrication Marine Industry I (16)
Introduction to aluminum fabrication and manufacturing techniques for marine application. Emphasizes usage of hand and power tools, metal cutting and gouging, forming and bending, and safe handling of materials forming/shearing/cutting/welding operations and Gas

Metal Arc Welding (GMAW) on aluminum plate in the 1F and 2F positions. Introduction to Pulsed GMAW and Gas Tungsten Arc Welding (GTAW) of aluminum and selected topics from blueprint reading and layout. Safety emphasized. .

WT 161 Aluminum Welding/Fabrication Marine Industry II (16)
Continuation of WT 160. Advanced usage of hand and power tools, metal cutting and gouging, forming and bending, and safe handling of materials forming/shearing/cutting/welding operations and Pulsed Gas Metal Arc Welding (GMAW) on aluminum plate in the 3F, 4F positions. Demonstrate industry standard GTAW in the 1F, 2F, positions. Selected topics from blueprint reading and layout. Safety emphasized.

WT 199 Cooperative Education Experience (1-15)
Supervised work experience in the field. Includes a weekly seminar. Instructor permission required.

WT 200 Weld Skill Upgrading (1-14)
Skill upgrading in the areas of stick, wire, or tig welding. Course content to be arranged with instructor prior to registration. Prerequisite: Department chair permission.

WT 201 Advanced Welding (16)
Welding of carbon steel, stainless steel, and aluminum using the GTAW process. Spray-arc welding of carbon steel and aluminum plate using the GMAW process. Covers electrode and shielding gas selection along with the AWS electrode classification system. Selected topics from blueprint reading, layout, or applied science. Prerequisite: WT 101 and 102 or department chair permission.

WT 202 Metal Fabrication I (16)
Introduction to metal fabrication and manufacturing techniques. Emphasizes safe mechanized handling of materials, heavy shearing/forming/welding operations, teamwork, and communication in cooperative enterprise. Selected topics from blueprint reading, layout, or applied science. Prerequisite: WT 104 & 105 or Department Chair permission.

WT 203 Metal Fabrication II (16)
Planning, supervising, and executing metal fabrication projects and related quality control functions in a simulated manufacturing environment. Selected topics from blueprint reading, layout, or applied science. Prerequisite: WT 202 or Department Chair permission.

WT 204 Gas Tungsten Arc Welding Welder Certification (1)
Principles and practices relating to weld procedure qualification and welder certification. Limited thickness, all-position GTAW welder qualification test on carbon steel in conformity with AWS and WABO standards. Prerequisite: WT 101 or department chair permission.

WT 205 Gas Metal Arc Welding Welder Certification (1)
Principles and practices relating to weld procedure qualification and welder certification. Limited thickness, all-position GMAW welder qualification test on carbon steel in conformity with AWS and WABO standards. Prerequisite: WT 101 or Department Chair permission.

WT 231 Gas Metal Arc Welding (2)
Gas metal arc (MIG) welding of carbon steel plate in all positions. Also air-carbon-arc cutting and gouging. Open to non-welding majors.

WT 232 Flux-Cored Arc Welding (2)
Introduction to flux-cored arc welding of carbon steel in all positions using the self-shielded (FCAW-S) and gas-shielded (FCAW-G) processes. Open to non-welding majors.

WT 233 Welded Project (2)
Plan and complete a welded project using previously learned welding techniques. Open to non-welding majors. Prerequisite: WT 131 or concurrently or department chair permission.

WT 234 Welding Skill Building (2)
Skill upgrading in the areas of stick, wire, or tig welding for experienced welders. Course content to be arranged with instructor.

World Languages

Program Description

The World Languages Department at SVC offers continuous, transferable, two-year programs in Spanish, French, German*, Russian*, Japanese*, Chinese*, Lushootseed Salish*, and Koine Greek*. (*Please note: The offering of these courses is subject to instructor availability and student interest and demand.) Quarterly to yearlong programs include American Sign Language, Conversational Spanish for Health Professionals,* and the Summer Institute for "Accelerated Spanish Fluency in Just Ten Days." SVC links students to the Spanish-speaking community through in-service learning opportunities (LIA). The department also offers academic English for speakers of other languages (AESL). These academic courses are designed for students whose first language is not English and are labeled AESL 086 through 105.

Course Descriptions

AESL 086 Improving College Writing (1-3)
A support writing course for continuous development of English writing skills; recommended for nonnative speaking students enrolled in any college-level course with a writing component.

AESL 087 Integrated Skills (1-5)
An EAP component linked to a regularly offered college-level course; recommended for nonnative speaking students enrolled in any college-level course.

AESL 097 Grammar/Composition I (5)
For matriculated students whose first language is not English, this course focuses on sentence structure and the composing process at the advanced ESL level, and includes the study of basic research, analysis, and critical thinking techniques. Prerequisite: Appropriate placement score.

AESL 098 Grammar/Composition II (5)
A course for non-native speaking, matriculated students with an emphasis on advanced ESL composition skills. Designed to teach students to write, analyze, and revise sentences and to develop coherent essays. Replaces ENGL 97 requirement for ESL students. Prerequisite: Appropriate placement score or C or higher in ESL 97.

AESL 103 Reading (5)
Focus on college-level reading, discussion, and test taking skills in a linked format. Vocabulary building, critical thinking, summarizing, paraphrasing, and response writing based on readings.

AESL 105 Communication Skills (5)
This course is designed to enhance speech intelligibility, fluency, and listening comprehension by focusing on common problems of advanced ESL learners.

ASL 101 American Sign Language I (5)
An introduction to conversationally relevant signs, finger spelling, grammatical principles of American Sign Language (ASL), cultural background and information relating to the deaf community and American Sign Language.

ASL 102 American Sign Language II (5)
Further expansion of pre-existing vocabulary to include creative conversation incorporating the rules of communication in an accurate and fluent manner.

ASL 103 American Sign Language III (5)
Practice and development of ASL in social and professional settings. Further incorporation of rules, vocabulary, and style will be included. Prerequisite: ASL 102.

ASL 299 Learning into Action (1)
Student develops and completes curriculum-related independent project which demonstrates skills and abilities and explores career options. May include, but is not limited to, service learning, original research, and travel abroad. Faculty sponsor approval required. Students with 45 transferable college credits are eligible to begin Learning into Action.

CHIN 101 First-Year Chinese I (5)
Pronunciation fundamentals of grammar and syntax, oral exercises, reading and conversation.

CHIN 102 First-Year Chinese II (5)
Pronunciation fundamentals of grammar and syntax, oral exercises, reading and conversation.

CHIN 103 First-Year Chinese III (5)
Reading, writing and speaking Chinese at a third quarter level.

CHIN 201 Second-Year Chinese I (5)
Grammar and syntax, oral exercises, reading and conversation at the second-year level.

CHIN 202 Second-Year Chinese II (5)
Grammar and syntax, oral exercises, reading and conversation at the second-year, second-quarter level.

CHIN 203 Second-Year Chinese III (5)
Grammar and syntax, oral exercise, reading and conversation at the second-year, third-quarter level.

CHIN 299 Learning into Action (1)
Student develops and completes curriculum-related independent project that demonstrates skills and abilities and explores career options. May include, but is not limited to, service learning, original research, and travel abroad. Faculty sponsor approval required. Students with 45 transferable college credits are eligible to begin Learning into Action.

FREN 011 Conversational French (3)
A brief course in spoken French, especially valuable for those intending to travel to France. Covers basic vocabulary, useful phrases, counting, and simple grammar.

FREN 101 First-Year French I (5)
A proficiency-based course in French, which includes pronunciation, fundamentals of grammar, syntax, oral and written exercises, reading, and conversation. An appreciation for cultural aspects of France and other French-speaking countries is emphasized. Oral practice is required.

FREN 102 First-Year French II (5)
A continuation of French 101: the vocabulary and grammatical structures are more complicated, and the student begins to master other verb tenses and more complex sentence structures. Oral comprehension and speaking skills are emphasized through daily practice, as well as the reading and writing exercises. Pre-requisite: French 101 or equivalent French course. Prerequisite: FREN 101 or equivalent French course.

FREN 103 First-Year French III (5)
A continuation of French 102: the grammar and vocabulary are more complicated. Oral comprehension and speaking skills are still emphasized through daily oral practice, as well as reading and writing exercises. Pre-requisite: French 102 or equivalent French course.

FREN 201 Second-Year French I (5)
A communication course in beginning intermediate French. Increases proficiency through review and expansion of skills, grammar, and cultural foundation of the language. Emphasizes oral communication. Prerequisite: French 103 or successful completion of two to three hears of high school French.

FREN 202 Second-Year French II (5)
Continuation of French 201 with emphasis on understanding and responding orally, sustaining a complex conversation, reading intermediate level French, and constructing grammatically correct sentences. Prerequisite: French 201 or instructor's permission.

FREN 203 Second-Year French III (5)
Continuation of French 202 with emphasis on expanded vocabulary, continuing practice with all grammatical tenses and structures, continuing complexity of reading and conversation, and understanding of French culture. Prerequisite: French 202 or instructor's permission.

FREN 299 Learning into Action (1-15)
Student develops and completes curriculum-related independent project which demonstrates skills and abilities and explores career options. May include, but is not limited to, service learning, original research, and travel abroad. Faculty sponsor approval required. Students with 45 transferable college credits are eligible to begin Learning into Action.

GREEK 101 Koine Greek I (5)
This study of ancient Greek will take into account aspects of language development. Fundamentals of pronunciation, grammatical forms, and syntax will be developed through contrasting analysis of Greek and English. This form of ancient Greek is the common (Koine) Alexandrian Greek, formulated by linguistic scholars in the 4th Century B.C.E.

GREEK 102 Koine Greek II (5)
Further study of Koine Greek will take into account aspects of language development. Fundamentals of pronunciation, grammatical forms, and syntax will be developed through contrasting analysis of Greek and English. This form of ancient Greek is the common (Koine) Alexandrian Greek, formulated by linguistic scholars in the 4th Century B.C.E. Prerequisite: GREEK 101.

GREEK 103 Koine Greek III (5)
Further study of Koine Greek will take into account aspects of language development. Fundamentals of pronunciation, grammatical forms, and syntax will be developed through contrasting analysis of Greek and English. This form of ancient Greek is the common (Koine) Alexandrian Greek, formulated by linguistic scholars in the 4th Century B.C.E. Prerequisite: GREEK 102.

ITAL 011 Conversational Italian (3)
A brief course in spoken Italian, especially valuable for those intending to travel to Italy. Covers basic vocabulary, useful phrases, counting and simple grammar.

JAPAN 100 Introduction to Japanese Language (3)
Introduction to Japanese language with emphasis on speaking, listening and comprehension of the spoken word.

JAPAN 101 Beginning Japanese I (5)
Pronunciation fundamentals of grammar and syntax, oral exercises, reading and conversation.

JAPAN 102 Beginning Japanese II (5)
Pronunciation fundamentals of grammar and syntax, oral exercises, reading and conversation.

JAPAN 103 Beginning Japanese III (5)
Expand verbal and written communication skills; continue study of grammar and syntax, oral exercises, reading and conversation.

JAPAN 201 Second-Year Japanese I (5)
Intermediate course in Japanese language emphasizing reading, writing, and oral/aural skills. Increased usage of Kanji and translation and grammar study. Continue to explore Japanese culture and history. Prerequisite: Japan 103 or instructor's permission.

JAPAN 202 Second-Year Japanese II (5)
Continuation of intermediate Japanese language emphasizing reading, writing, oral and aural skills. Increased usage and development of Kanji and vocabulary. Develop translation and grammar skills. Continue to explore Japanese culture and society. Prerequisite: JAPAN 202 or instructor's permission.

JAPAN 203 Second-Year Japanese III (5)
Third quarter of Intermediate Japanese language emphasizing reading, writing, oral and aural skill building. Develop grammar and translation skills. Continue to explore Japanese culture and society. Prerequisite: Japan 202 or instructor's permission.

JAPAN 299 Learning into Action (1-15)
Student develops and completes curriculum-related independent project which demonstrates skills and abilities and explores career options. May include, but is not limited to, service learning, original research, and travel abroad. Faculty sponsor approval required. Students with 45 transferable college credits are eligible to begin Learning into Action.

LUSED 101 Lushootseed Salish 101 (5)
A proficiency-based course in Lushootseed Salish, the Native American language of Puget Sound Country, which includes the Skagit River Valley and its tributaries. Course includes pronunciation, grammar, oral and written exercises, reading and conversation. Will include cultural aspects of our local indigenous language.

LUSED 102 Lushootseed Salish 102 (5)
Lushootseed 102 is a continuation of Lushootseed 101, focusing on vocabulary and grammatical structures. Oral comprehension and speaking skills are emphasized through daily practice; reading and writing skills are also emphasized. Course includes cultural aspects of our local indigenous language. Prerequisite: Lushootseed 101.

LUSED 103 Lushootseed Salish 103 (5)
Lushootseed 103 is a continuation of Lushootseed 102, focusing on vocabulary and grammatical structures. Oral comprehension and speaking skills are emphasized through daily practice; reading and writing skills are also emphasized. Course includes cultural aspects of our local indigenous language. Prerequisite: Lushootseed 102.

LUSED 201 Lushootseed Salish 201 (5)
This is the first of three courses in the second year of Lushootseed. The focus is on advanced vocabulary and grammatical structures. Oral comprehension and speaking skills are emphasized through daily practice; reading and writing skills are also emphasized. Course includes cultural aspects of the local indigenous language. Prerequisite: Lushootseed 103

LUSED 202 Lushootseed Salish 202 (5)
This is the second of three courses in the second year of Lushootseed. The focus is on developing and understanding more advanced vocabulary and grammatical structures. Oral comprehension and speaking skills are enhanced through daily practice. Reading and writing skills are also emphasized. Course includes cultural aspects of the local indigenous language. Prerequisite: Lushootseed 201

LUSED 203 Lushootseed Salish 203 (5)
This is the third of three courses in the second year of Lushootseed. The focus is on developing and understanding more advanced vocabulary and grammatical structures. Oral comprehension and speaking skills are enhanced through daily practice. Reading and writing skills are also emphasized. Course includes cultural aspects of the local indigenous language. Prerequisite: Lushootseed 202

SPAN 011-013 Conversational Spanish I-III (3)
Teaches comprehension of Spanish sound system; basic vocabulary and simple Spanish grammatical structures. Develops an ability to understand and respond to simple spoken Spanish.

SPAN 101 First-Year Spanish I (5)
A proficiency-based course in Spanish, which includes pronunciation, fundamentals of grammar, syntax, oral and written exercises, reading and conversation; taught with varied foreign language teaching methods. An appreciation for cultural aspects of Spanish speaking countries is emphasized. Oral practice is encouraged. For students who have not previously studied Spanish or for those who need a refresher course.

SPAN 102 First-Year Spanish II (5)
A continuation of Spanish 101. The vocabulary and grammatical structures are more complicated, and the student begins to master past tenses. Oral comprehension and speaking skills are emphasized through daily practice, as well as the reading and writing exercises. The textbook, workbook, and lab manuals are the same as in Spanish 101. Prerequisite: Spanish 101 or equivalent high school Spanish.

SPAN 103 First-Year Spanish III (5)
A continuation of Spanish 102. The grammar is more complicated, and more verb tenses are introduced. Oral comprehension and speaking skills are still emphasized through daily oral practice, as well as reading and writing exercises. The textbook, workbook, and lab manuals are the same as Spanish 101 and 102. Prerequisite: Spanish 102 or equivalent high school Spanish.

SPAN 121 Spanish for Health Care Professionals I (5)
A brief course in spoken Spanish for health care professionals. The primary emphasis will be on speaking and listening skills. Students will learn to converse and ask questions related to health care in the simple present tense and in the near future. They will also become acquainted with customs and cultural issues related to the Hispanic population and health care.

SPAN 122 Spanish for Health Care Professionals II (5)
A brief course in spoken Spanish for health care professionals. The primary emphasis will be on speaking and listening skills. Students will learn to converse and ask questions related to health care in the past tense. They will also become acquainted with customs and cultural issues related to the Hispanic population and health care.

SPAN 201 Second-Year Spanish I (5)
A communication course in beginning intermediate Spanish. Increases proficiency through review and expansion of skills, grammar, and cultural foundation of the language. Emphasizes oral communication. Prerequisite: Spanish 103 or successful completion of two to three years of high school Spanish.

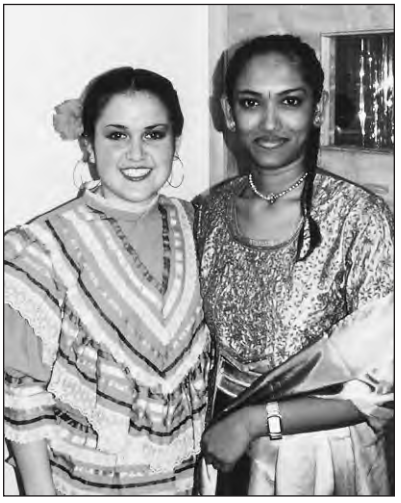
SPAN 202 Second-Year Spanish II (5)
Continuation of Spanish 201 with emphasis on understanding and responding orally, sustaining a complex conversation, reading intermediate level Spanish, and constructing grammatically correct sentences. Prerequisite: Spanish 201 or permission of instructor.

SPAN 203 Second-Year Spanish III (5)
Continuation of Spanish 202 with emphasis on expanded vocabulary, continuing practice with all grammatical tenses and structures, continuing complexity of reading and conversation, and understanding of Spanish culture in general. Prerequisite: Spanish 202 or permission of instructor.

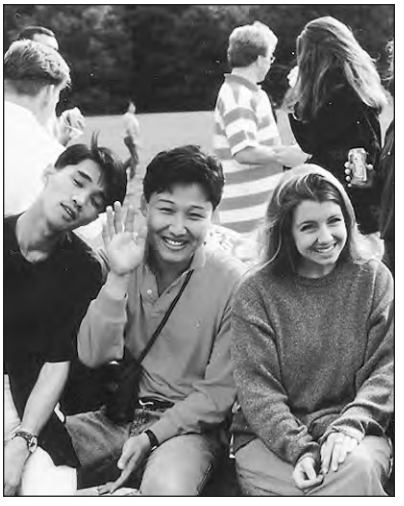
SPAN 299 Learning into Action (1-15)
Student develops and completes curriculum-related independent project which demonstrates skills and abilities and explores career options. May include, but is not limited to, service learning, original research, and travel abroad. Faculty sponsor approval required. Students with 45 transferable college credits are eligible to begin Learning into Action.

Diversity

Exploring Culture



Global Perspectives



Learning Experiences

Do I have other Learning Options?

www.skagit.edu

8

Distance Education

Mount Vernon: 360.416.7770
Toll free number: 1.877.385.5360

Can't come to campus? Let us come to you!

Distance Education courses are provided to students on an "Anytime, Anywhere" basis through the World Wide Web. No computer? No problem. Students can use ANY computer with Internet access. You may use your home computer, a computer in SVC computer labs, a computer in your local library, or even a computer at work, where permitted. Courses are available 7 days a week, 24 hours a day. Courses are instructor led yet let students fit coursework to personal schedules.

You can complete a two-year transfer degree or an Associate of Technical Arts degree in Management Information Systems, Computer Information Systems, or Multimedia and Interactive Technology. You can also select individual courses from many different disciplines.

Online registration, advising, textbook ordering, and library reference help is available through e-mail and the Internet.

Developmental Education

Mount Vernon: 360.416.7642
Whidbey Island: 360.679.5307

Many students entering college or returning after some time away from studies need and want additional work to prepare for college-level courses. To help meet the needs of these students, Skagit Valley College offers both tutorial services and various levels of courses in foundational mathematics, reading, and writing. Placement in many of these courses is determined by recommendation or performance on assessment tests required as part of the college admissions process.

Some courses are offered in the traditional classroom format, others are provided through individualized, self-paced instruction in the Academic Skills Centers on each campus, and certain ones are available through Distance Education. These courses are numbered below 100 and, although taken for credit, are not counted toward a college degree. They are included in the course descriptions section of this catalog.

Adult Basic Education

Adult Basic Education serves students who do not have a high school diploma and who need instruction in reading, writing, math, or GED (General Educational Development) test preparation. Students may enroll at any time during the quarter on a space available basis. Courses are individualized to meet the needs of each student and are offered daytime and evening. Courses are listed under Adult Basic Education section in Chapter 7.

English as a Second Language

English as a Second Language classes provide instruction to non-native speakers of English. Refer to English as a Second Language in the course descriptions in Chapter 7 of this catalog.

Courses coded lower than 040 are offered to adult immigrants and refugees. Classes emphasize beginning to advanced listening, speaking, reading, writing, and computational skills. Job readiness is a component of all Adult ESL courses, as well as the practical use of English in everyday life.

Courses coded 040 or higher are offered to students who have been admitted to campus credit programs. Academic ESL classes are intended to prepare non-native speakers of English for transition into academic studies at Skagit Valley College.

Running Start

Running Start is a cooperative effort between Skagit Valley College and high schools. The program allows high school juniors and seniors to attend college classes and earn high school and college credits simultaneously.

Running Start students attend regular SVC classes during the school day, in the evening, or via distance education. Upon the satisfactory completion of the course requirements, college credit is granted that is fully transferable to most colleges and universities. Credits may also apply to high school graduation.

High school juniors and seniors with a cumulative GPA of 2.25 or higher are eligible for Running Start. To become a Running Start student, talk with your high school counselor. You must submit an admissions application, a current high school transcript, and take the complete ASSET or COMPASS test. A signed Running Start Program Form is required at the time you register.

As a Running Start student, you pay no Skagit Valley College tuition or tuition fees. You will need to buy books, supplies or materials, and you must follow all regular SVC policies and regulations regarding student performance, behavior, and course prerequisites.

Tech Prep

Tech Prep is another exciting program coordinated between SVC and local high schools. It is designed to integrate high school and college Professional/ Technical programs so that students can earn competency-based credits toward a two-year degree or certificate while still in high school.

The program involves classes in the high school and the community college. It is based on the individual career interests of students allowing a number of possible ways to exit to employment or further education. If you are interested in taking steps to begin work in the technical workplace of the future, contact your high school counselor or call Prep Work, 360.416.7879.

Workforce Training

360.416.7649

With Workforce Training funds provided by the legislature, Skagit Valley College has built collaborative relationships with agencies and local employers to improve job training available to displaced workers. If you are unemployed, this or other programs may be available to assist you in your education or training. Ask the college Worker Retraining office for eligibility information, 360.416.7649.

WorkFirst Program

The WorkFirst Program offers eligible students Workbased Learning Tuition Assistance (WBLTA) to tuition, fees and textbooks for approved classes. Parents who are working in paid employment and meet the income guidelines maybe eligible. Those on Temporary Aid for Needy Families (TANF) referred by their case manager for vocational training receive priority. Contact the campus WorkFirst Coordinator for details.

Cooperative Education

Cooperative education takes the student out of the classroom and into the world of work, where it is possible to explore career-related hopes and dreams. Cooperative education bridges the gap between theory and practice and creates community partnerships with local employers.

The program is a requirement for all students who earn an Associate in Technical Arts degree. Co-op offers students a chance to prepare for careers in business, industry, government and nonprofit organizations. As co-op interns students gain work experience, build a network of mentors, and learn what preparation they need to be successful in their chosen field.

Opportunities normally exist for both volunteer and paid positions. Students may work on- or off-campus and must complete at least 30 work hours per credit. A weekly seminar about work-related issues, such as communication, goal setting and problem-solving, is also required.

Off-Campus Work Study

Work study positions may be available for students who are deemed eligible for financial aid. Contact Financial Aid for eligibility requirements, 360.416.7666.

Learning Into Action

All degree-seeking students have the opportunity to synthesize and put the knowledge and skills they have learned into practice in an applied learning environment. Students are required to complete a minimum of a 30-hour project, for credit, which allows them to creatively apply their knowledge, acquired skills, and critical thinking.

Potential projects may include, community service, original research, study abroad, campus-related activities, foreign travel, work study, thesis papers, mentoring, working with external agencies, visiting/developing exhibits, or capstone projects. Students may participate in either individual or collaborative projects. Students will carry out their projects in consultation with a faculty mentor and may initiate their projects by completing a Learning Contract. Students will receive assistance in completing this contract from their academic adviser or the Learning Into Action Coordinator in Counseling and Career Services.

FOR MORE INFORMATION:

Counseling & Career Services
Mount Vernon: 360.416.7654
LIA Coordinator's Office
Whidbey Island: 360.679.5326

Parent Education

Mount Vernon: 360.416.7635
Whidbey Island: 360.679.5347

The Family Life program offers parents and families the opportunity for parenting support, education and involvement in a developmentally appropriate toddler or cooperative preschool program. Participate in your child's social and intellectual development and increase your knowledge of child development, health and safety, and much more. For more information, contact the Family Life program coordinator.

Active-Duty Military & Dependents

Whidbey Island: 360.679.5319
Mount Vernon: 360.416.7610

Skagit Valley College offers courses to both active-duty military and civilians. Financial aid and tuition assistance may be available, see Financial Aid or call 360.679.5320.

We attempt to accommodate work schedules and temporary deployments whenever possible.

Senior Citizen Audit Programs

If you are a senior citizen, you may enroll either in regular college courses, on a space-available-basis, on or after the first day of the quarter, for a small fee; or you may take life skills courses, scheduled at the college's two campuses, centers, or at other sites. The quarterly class schedule, mailed throughout our district, provides the latest information on programs available.

In order to qualify for a reduced rate of $5.00 per regular class plus fees, you must be at least 60 years of age and not be using the credits to improve credentials or gain salary increases; you are limited to two classes per quarter for this reduced fee and are eligible to enter classes on a space-available basis on or after the first day of the quarter only. The fee reduction does not apply to community service or other self-supported classes.

Once admitted, all auditing students must follow Skagit Valley College student's rights and responsibility policies and meet course syllabus requirements. Students who audit a course are not expected to, but may turn in homework, assignments, and take exams. Instructors of auditing students are not expected to, but may, correct and grade homework assignments and exams.

Kids' College

Mount Vernon: 360.416.7909

Kids' College offers quality and fun educational programs for young people, ages seven through fifteen. Kids' College is self-supporting, offering summer activities as well as workshops throughout the year.

Community Education

Mount Vernon: 360.416.7909

Community Education classes/workshops cover stimulating subjects that serve a wide variety of interests. Many are related to specific job training and award certificates. Others are geared to improve your skills, expand on your hobby, better your health – these self-supporting classes serve your lifelong learning needs in many ways. Classes are short in length, affordable and offered at convenient times, including evenings and weekends.

Medical Assistant Recertification

Mount Vernon: 360.416.7720

Skagit Valley College is registered with the American Association of Medical Assistants (AAMA) as a provider of continuing education for medical assistants. Continuing Education classes are accepted towards the number of mandatory recertification points that are required for current nationally certified medical assistants to their to maintain CMA credentials with the AAMA.

Computer Training Institute

Mount Vernon: 360.416.7873
Whidbey Island: 360.679.5314
South Whidbey: 360.341.2324

The Institute offers non-credit workshops evenings or Saturdays on current software programs, operating systems, and Internet activities. Courses change from quarter to quarter. Courses last for six hours and cost $85. Topics range from beginner level classes to advanced application training.

Foreign Travel

Credit may be earned either through coursework associated with organized trips sponsored by the college or through independent travel, enrollment in foreign educational institutions, or through international exchange programs.

Independent Study

Independent study may be taken through individual instructors for one to five credits per quarter, in any department. A limit of one independent study course per quarter is recommended. The course is identified as 251-255 in the department in which the work is done and may be repeated for credit. An independent study form may be obtained from the Registration Office and must be signed by the instructor, Department Chair and Dean prior to enrollment.

Learning Options

Management Information Systems

English as a Second Language

Medical Assistant

How Will I Be Recognized
for good grades?

Honor Roll

Students, who obtain a quarterly grade point average of 3.75 or higher and have carried a 12-credit load or more in graded courses numbered 100 or higher, are placed on Honor Roll for the quarter.

Honors & High Honors

Students graduating with an Associates of Arts or Associates of Technical Arts degree receive Honors for a cumulative SVC GPA of 3.50 to 3.79 and High Honors for a cumulative SVC GPA of 3.80 to 4.0 in courses numbered over 100. Designations are listed on the student transcript and in the commencement program.

President's Medal

Graduating sophomores who achieve a 3.90 to 4.0 GPA (all A or A-), with no 'I', 'Z' or 'V"; grades in courses numbered over 100 may be eligible for the SVC President's Medal. The specific and complete criteria for the President's Medal may be obtained at the Registrar's Office.

Honors Reception

The Mount Vernon and Whidbey Island campuses each hold an annual Honors Reception in the spring.

Approximately 50 scholarships, many with multiple recipients, are awarded to students who have exhibited a good academic record, leadership, and citizenship.

Activity awards are presented to students who have excelled in co-curricular programs.

Departmental Awards are presented to the outstanding student from each of the college departments.

The Yates Award is awarded to the overall outstanding graduating sophomore from the Whidbey Island Campus.

The Lewis Award is given to the overall outstanding graduating sophomore from the Mount Vernon Campus.

Phi Theta Kappa

Skagit Valley College is a member of the Phi Theta Kappa, an international honor society for two-year colleges. The Theta Upsilon Chapter is on the Mount Vernon Campus, and the Alpha Omicron Sigma Chapter serves the Whidbey Island Campus.

Graduation

All graduates are encouraged to attend graduation ceremonies scheduled for the end of Spring Quarter each year (see Catalog inside cover). Students can complete their degrees at the end of any quarter and should follow Number 1 and Number 2 below for Summer, Fall, Winter graduation, as well as spring. Graduation is administered by the Office of the Registrar. To prepare for graduation from SVC you must:

1. Apply for an evaluation of credits after you have earned 60 college credits, including any credits transferred to SVC.
2. Apply for graduation diplomas and pay graduation fees before you enroll for your last quarter. No entries will be made on your permanent transcript until application is complete, graduation fees are paid, and degree requirements are met.
3. Students may participate in graduation ceremonies who are within 10 credits of completing their degree requirements by the end of Spring Quarter of that school year.

Diplomas take approximately 12 weeks to be mailed after the end of the quarter.

Graduation

Special Recognition

Achieving Goals & Dreams

Great Memories

What are the Academic Regulations?

www.skagit.edu **10**

Earning College Credits

The regular college year is divided into three quarters of approximately 11 weeks each plus a summer session. One credit is allowed for each lecture period or two hours of laboratory per week. The laboratory period may consist of two or more clock hours. For each period of lecture or discussion, the average student should allow two hours of outside preparation.

A carefully planned course of 15 or more credits per quarter will give you sufficient credits to graduate in two years. These credits should be chosen according to an organized curriculum developed under the guidance of an advisor.

If you are a degree-seeking student, you are strongly encouraged to have your schedule of classes reviewed by your advisor. The following course credit loads require the listed approvals:

1. Through 20 credits (academic courses) - advisor only.
2. Through 21 credits (professional-technical courses) - advisor only.
3. 21 or more credits (academic courses) - advisor and Dean of Student Services or designee.
4. 22 or more academic or professional-technical credits - advisor and Dean of Student Services or designee.

Challenging a SVC Course— *Credit by Examination*

The following regulations have been established for awarding credit by examination:

1. Students may not receive credit by examination for subject matter less advanced than that for which they have previously received credit.
2. No student shall be permitted to repeat any examination for advanced credit.
3. Students may not challenge courses they have previously audited, failed or challenged and failed.
4. Students may not receive credit by examination for lower division (100 and 200 level) language courses in the student's native language.
5. Students may not request credit by examination for any course they are currently enrolled.

The following is the process students should follow to request credit by examination:

1. Students who request to be tested in a specific course must have faculty, department chair, and dean approval. Forms may be obtained from the Registration Office. Approved forms must be returned to the Registration office with appropriate payment.
2. The student pays a course challenge fee of $2.00 per course credit. The student also pays the tuition for the course itself.
3. The student receives a receipt. The student submits the receipt for the challenge to the instructor and arranges a time with the instructor to take the exam.
4. The instructor grades the exam and indicates the grade for the course on the receipt and signs it.
5. The instructor submits the signed receipt with the grade to Registration.
6. The course grade based on the challenge exam is posted on the student's transcript.

Challenging Math Courses

The regulations and process above apply to challenging all courses, including Mathematics courses. The following provides additional information to students who wish to challenge math courses.

To challenge a math course, the student must take a standardized, comprehensive final for the class that is being challenged. Time allocated for the examination will be no less that 80 minutes but must not exceed two hours. In order to successfully challenge a course, the student must pass the exam with a minimum of 75%.

Non-Traditional Credit

Non-traditional credits include credit by nationally standardized tests such as College Level Examination Program (CLEP) and DANTES, military, vocational, and other non-accredited training programs, independent study, and other appropriate educational experiences. Students who request to be tested in a specific subject area using a nationally standardized test (such as the College Level Examination Program or American Chemical Society tests) and score at or above the national reference standard or at a minimum level which shall be decided by the various departments.

Students who request to be tested in broad areas of General Education

such as natural science or humanities, a maximum of 45 credits may be granted through CLEP general examinations (not to exceed 9 credits per exam) or other similar nationally standardized tests.

Application of non-traditional credit is as follows:

AA University College Transfer (AAUCT)

A maximum of 14 credits by examination, independent study, CLEP, military programs, or professional/technical credits may be applied toward this degree and only as elective credits.

Associate in Science Degree

A maximum of 5 credits by examination, independent study, CLEP, military programs, or professional/technical credits may be applied toward this degree and only as elective credits.

AA General Studies

A maximum of 45 credits may be applied toward the distribution requirements (subject areas) or as elective credits toward this degree.

ATA Degree or Certificate Programs

A maximum of 30 credits may be applied toward departmental requirements, if approved by the department chair and appropriate instructional dean.

Credit for Prior Learning

Currently enrolled students can earn college credit when they demonstrate by examination or evaluation that their professional experience or substantial prior learning meets the specific outcomes of a Skagit Valley College course. Each department determines the evaluation method required for students to demonstrate mastery of the course content. Certain courses are designated not appropriate for credit by examination or evaluation. Transcription fee applies.

Advanced Placement

Entering students who have completed advanced placement courses in high school and have taken the Advanced Placement Program (APP) examinations should have the results sent to the Registrar at the Mount Vernon Campus. Generally, credit will be awarded according to the chart at the bottom of this page.

Entering freshmen who have completed such courses but who have not taken the APP examinations may apply for college credit by examination or for advanced placement only.

Military Service Schools

Service schools are accredited according to the ACE guide up to a maximum of 45 credits which can be applied toward the AA General Studies program. Students must submit a copy of their SMART TRANSCRIPT or equivalent (evaluation of military training listing courses/scores) to the Veterans Office. The college grants credit for military learning and follows the American Council of Education (ACE) guidelines.

Transferring in Credit

From Other Colleges

Your transcripts from prior colleges or other learning experiences will be evaluated upon request. Only regionally accredited college transcripts are accepted. Courses not applicable for distribution requirements are assigned as elective credit up to the maximum allowable. If there are questions of interpretation in designating distribution credits for classes taken previously, you may apply to the appropriate instructional dean for a waiver.

Application of credits to the AAUCT Degree

These include credits transferred in from other colleges, credits transferred from an SVC professional/technical program, and credits earned by students who previously discontinued enrollment at SVC.

1. Students transferring 15-44 applicable college credits into SVC's AAUCT degree program are required to complete ONE Option A Learning

Advanced Placement Program Scores & Credits Awarded

Dept.	Minimum Score	Subject Examination	SVC Courses – Number Of Credits
BISC	3	Biology	BISC 100, or 101 – 5 credits
CHEM	3	Chemistry	CHEM 131, 132 or 141, 142 – 10 credits
CS	3	Computer Science A or AB	CS 142 or 210 – 5 credits
ECON	3	Micro Economics	ECON 202 – 5 credits
ECON	3	Macro Economics	ECON 201 – 5 credits
ENGL	3	*English Literature & Composition	ENGL 101 – 5 credits & LIT plus HUM – 4 credits
		*English Language & Composition	ENGL – 5 credits & language plus HUM – 4 credits
HIST	3	US History	HIST 133 – 5 credits
		European History	HIST 113 – 5 credits
MATH	3	MATH Calculus AB MATH Calculus BC	MATH 124 – 5 credits
PHYS	3	Physics C	PHYS 217 – 5 credits
POSC	3	U.S. Gov. & Politics Comparative Gov. Politics	POSC 202 – 5 credits POSC 210 5 credits

**Students may receive creditsv for either test, but not both.*

Community, ONE Writing Link, and ONE Skills Designated class, and Learning Into Action. The writing link requirement will be waived for students who have already completed the two required writing courses at other accredited institutions.

2. This policy also applies to students transferring credits from a SVC professional/technical program and SVC students who discontinued enrollment (excluding summer) with 45 or more applicable credits that were earned before Fall 1993, are exempt from all General Education requirements (Learning Communities, Skills Designated classes, and Writing Links) except Learning Into Action.
3. Transfer students and SVC students who discontinue enrollment (excluding summer) with 14 or fewer credits are subject to the regular requirements of SVC's AAUCT degree (Learning Communities, Skills Designated classes, Writing Links, and Learning Into Action).
4. All students in SVC's AAUCT degree program are required to complete a Learning Into Action project.

Catalog under which coursework will be evaluated

Students continuously enrolled will be evaluated under the requirements in effect at the time of initial enrollment. Students not enrolled for a minimum of one quarter (excluding summer) will be evaluated under the requirements in effect at the time of re-enrollment. This catalog is in effect from Summer 2005 to Spring 2007. New students enrolling Summer 2005 may select the former or current catalog.

Advanced Standing in Professional/Technical Programs

Advanced standing in Professional/Technical programs may be granted for prior experience in:

1. Military work or military schools;
2. Relevant employment in industry that can be documented by employment records or through testing. Students who receive advanced standing must still complete a minimum of 90 credits to graduate with an Associate of Technical Arts Degree.

Grade Reports

At the end of each quarter, grade reports for that quarter are available at the kiosk and on the web. Grade reports are not mailed. Transcripts are available at the kiosk or by submitting a transcript request at the Registrar's Office or at any SVC campus or center.

I ***(Incomplete)***
An "I" or incomplete grade may be given at the end of a quarter, where in the judgment of the instructor the student should have reasonable expectation of passing the course, but has not completed the required work to justify assignment of a grade. The student must make appropriate arrangements to complete the missing work. This work must be completed within one quarter, or an "E" will automatically be assigned.

N ***(Audit)***
Students may audit a course with the permission of the instructor and the Registrar. An audit grade of "N" indicates the student has registered in and attended a course without writing examinations, submitting work, papers, lab reports, etc. Attendance is required.

P ***(Pass)***
A "P" or Pass grade may be assigned in lieu of all "D" or higher grades. A "P" grade would be assigned after consultation between the student and the instructor, and indicated pass, with credit, but grade points are not included in the GPA calculation.

V ***(Ceased Attendance)***
Students who register for a course and cease attendance, but do not withdraw may be awarded a "V" grade by the instructor. The "V" grade is not counted in the calculation of the grade point average. When a "V" grade is assigned, the instructor must indicate the student's last date of attendance on the grade sheet.

W ***(Withdrawal)***

a. During the first two weeks of the quarter, students may officially withdraw from a course without notation on the permanent student record.
b. From week three through week six, students may officially withdraw from a course with a "W" noted on their permanent student record. The last day to withdraw is the end of week six.
c. After the end of week six, hardship withdrawal may be allowed, due to circumstances that make completion of the course work impossible. Students must apply for hardship withdrawal directly to the instructor, with interpretation and approval made by the instructor.

Y ***(In Progress/Re-register)***
Students enrolled in courses numbered below the 100 level may be assigned a "Y" grade, when the instructor deems the student has been actively working but has not yet achieved a sufficient skill level to justify a passing grade.

Z ***(Passing Level Work Not Attained)***
Students who complete the quarter for a particular course, but do not accomplish passing level work, may be assigned a non-punitive "Z" grade at the discretion of the instructor. Mitigating circumstances may be considered by the instructor.

R ***(Course Repeated)***
The course has been repeated and the original grade and grade points have been removed from the GPA calculation. Students must request a "repeat card" at the time of registration.

******* ***(Statute of Limitations)***
If a "D" or "E" is marked with an asterisk (*), the grade has been removed from the GPA calculation by the statute of limitations. The statute of limitations is also noted as a post-quarter comment. See statute of limitations under Academic Standing, page 128.

Grade Changes

All grade changes must be submitted on the Grade Change Form by the instructor to the Registrar. The following time limits have been established regarding grade changes:

1. Grade changes MUST be made within two quarters of the original registration.
2. Grade changes will not be made after two quarters, unless documentation can be provided to the registrar by the instructor that the grade was awarded in error.
3. Grade changes will be made at any time if due to recording error in the Registrar's Office.

Students are advised to contact the instructor immediately if a grade has been recorded incorrectly. Errors and omissions will be corrected as soon as identified without cost to the student.

Grade Point Average (GPA)

Grade Point Average (GPA) is calculated by dividing the total grade points received by the total grade point credits attempted.

Please refer to Grading Information for the grades assigned for each letter grade, e.g., A = 4.00, B = 3.00 grade points.

When "I" grades are replaced with letter grades, grade points and credit hours attempted are added to the formula to compute the new GPA.

Please note: the cumulative GPA includes all courses taken, at any level, for which a grade was assigned. College-level GPA includes only courses taken at the 100-level or higher. Credits transferred from another institution are not included in the GPA calculation.

Examinations

All students are required to take regularly scheduled tests and examinations as prescribed by the instructor. If you miss a test or examination, it is your responsibility to contact the instructor and, if permitted by the course syllabus, schedule a makeup test as soon as possible. In any case, you must communicate directly with your instructor about makeup exams.

Final examinations are held at the end of each quarter and are listed in the Final Examination Schedule. A fee of $5 will be charged for administering special tests or examinations to students who fail to attend at the regularly scheduled time. Permission for a special test or examination must come from the instructor.

Grading Procedure

Evaluation of student performance in courses offered by SVC will be the prerogative of course instructors and in accordance with the following:

Classification	Letter Grade	Grade Points
Excellent:	A	4.00
Above Average:	A-	3.70
	B+	3.30
	B	3.00
Average:	B-	2.70
	C+	2.30
	C	2.00
Below Average:	C-	1.70
	D+	1.30
	D	1.00
	D-	0.70
Failing:	E	0.00

Other:

Grade not received from instructor	*	*Not Counted*
Incomplete	I	*Not Counted*
Audit	N	*Not Counted*
Pass	P	*Not Counted*
Ceased Attendance	V	*Not Counted*
Withdrawal	W	*Not Counted*
In Progress/ Reregister	Y	*Not Counted*
Passing Level Work Not Attained	Z	*Not Counted*
Course Repeated	Grade + R	*Not Counted*
Statute of Limitations	Grade + *	*Not Counted*

Class Add/Drop

1. All changes of program (class adds or drops) must be recorded by the registrar.
2. All course adds in sequential courses must be made prior to the 10th instructional day of the quarter unless approved by the Registrar's Office.
3. Continuous enrollment courses may be added anytime unless they are closed because of class limits. See also Grading Procedures.

Academic Standing

The academic standing of all students is based on the following policy:

1. **Honor Roll**
   At the conclusion of each quarter, each student's grade point average is computed according to the method described in this section. Those students who obtain a grade point average of 3.75 or better and have carried a 12-credit load or more in graded courses numbered 100 or higher are placed on the Honor Roll for the quarter.
2. **Statute of Limitations**
   Currently enrolled SVC students making satisfactory progress, who have not been enrolled at Skagit Valley College for a period of two or more years, may petition to have previously earned low grades (D, E) removed from their grade point calculation by making a written request to the Registrar. The classes will remain on their permanent record, but grades received for these courses will not be included in the cumulative or college-level grade point average.
3. **Academic Standards Policy**
   The provisions of this policy shall be applicable to students enrolled for five or more credits in courses or programs after the tenth instructional day of any quarter the academic year. This provision includes "V" and "Z" grades.
   a. **Academic Alert**
      i. A student carrying five or more credits who has a quarterly grade point average below 2.0 for one quarter shall be placed on Academic Alert and referred by the Registrar to an advi-

sor in Counseling and Career Services.

b. Probation

i. A student carrying five or more credits while on Academic Alert receives a quarterly grade point average below 2.0 in the subsequent quarter or his/her enrollment at the college, he/she shall be placed on Probation and referred by the Registrar to an Advisor in Counseling and Career Services.

ii. Any student placed on probation shall be removed from such status at the conclusion of any subsequent quarter during which he/she has achieved a quarterly grade point average of 2.0 or higher while enrolled for and completing five or more credits. The academic record will be annotated at the end of that quarter as "Removed from Probation".

c. Dropped: Low Scholarship

If a student carrying five or more credits while on probation receives a quarterly grade point average below 2.0 in the subsequent quarter of his/her enrollment at the college, he/she shall be dropped from enrollment. The academic record will be annotated at the end of that quarter as "Dropped: Low Scholarship".

d. Readmission

i. A student who has been dismissed for academic reasons set forth in this policy may submit a 'Petition for Readmission' form to the Registrar after consulting with his/her advisor.
NOTE: Students on financial aid probation or dropped status must submit a copy of this from to the Financial Aid Office and the Registrar's Office.

ii. If the Registrar approves the petition the student's record will be annotated "Readmitted on Probation".

iii. If the Registrar or designee denies a petition for readmission, the student shall be notified in writing of his/her right to appeal the decision to the Board of Instructional Grievances. The Registrar shall not have a vote in such matters considered by the Board of Instructional Grievances.

iv. The Board of Instructional Grievances may deny an appeal, readmit the student conditionally, or readmit the student.
NOTE: Students on financial aid probation or drop status must work with the Financial Aid Office in addition to the Registrar's Office.

Time to Degree Completion

Pursuant to E2SSB 5135 Skagit Valley College has developed polices to ensure enrolled undergraduates complete degree and certificate programs in a timely manner. These policies address: (a) Students who accumulate more than one hundred twenty-five percent of the number of credits required to complete their respective associate degree or certificate programs; (b) Students who drop more than twenty-five percent of their course load before the grading period for the quarter or semester, which prevents efficient use of instructional resources; and (c) Students who remain on academic probation for more than one quarter or semester.

Absences

You are responsible to the instructor of the course for your attendance. An absence due to serious illness or a death in the immediate family may be excused. Even with an excused absence you will be required to make up the content and assignments missed during the absence. In all cases, you must communicate directly with your instructor regarding attendance (refer to the class syllabus).

Absences due to participation in field trips, intercollegiate games and other trips arranged by the college, may be excused with advance notice to your instructor.

Withdrawal from SVC

If you must withdraw from SVC, please notify Counseling and Career Services immediately. An advisor will give you a Withdrawal Form which must be completed and submitted to the Registrar's Office. You will then be granted honorable dismissal. For information, see Refund Policy (page 13) and Grading Procedure (page 128). If you are unable to withdraw in person, you must notify the Registrar in writing that you wish to be withdrawn from the college.

Fines & Other Financial Penalties

In order to collect outstanding parking fines, library fines and obligations, or other institutional commitments, the college may:

1. Withhold quarterly grade reports and/or transcripts of permanent records.
2. Refuse to re-enroll a student as the Registrar deems necessary. The student may request an informal hearing on the refusal of services. For more information, see the Registrar.

Instructional Grievances

If a student feels that s/he has been treated unfairly inside or outside of the classroom, s/he may follow the procedures outlined in the Code of Student Rights and Responsibilities. The Code of Student Rights and Responsibilities is found on the SVC web site,the Registration Office, and the Office of Student Life on the Mount Vernon Campus, and in the Student Services Office on the Whidbey Island Campus.

Mount Vernon Housing

Shared Living Areas

Northwest Style Apartment Suites

Helpful Neighbors

How do I get involved in Campus Activities?

www.skagit.edu **11**

Student Government & Program Board

Mount Vernon: 360.416.7611
Whidbey Island: 360.679.5303

The Associated Students of Skagit Valley College (ASSVC) represents you if you are enrolled in day, evening, or distance education classes. Through the ASSVC and its legislative body, which you help to elect, students govern themselves, share in policy-making within the administrative structure of the college, and organize programs and events.

Student government participation requires an average of 50 hours of work per quarter. You may participate with faculty, staff, and administrators in determining college policy by serving on college governance committees.

The Program Boards at SVC are groups of students operating under the student government with a goal of providing quality entertainment, cultural enrichment, and educational programming for the college and the community.

If you are currently enrolled or are planning to enroll at SVC, you may be eligible to be a Program Board member. Program Board members receive a quarterly stipend. As a member of the Program Board, you are responsible for planning, initiating, coordinating, and officiating all events. Program Board members are chosen spring and fall quarters.

Athletics

360.416.7765

SVC's intercollegiate athletic program provides you with the opportunity to participate with your peers in athletic competition. You have the opportunity to enjoy the challenge of physical competition and to learn cooperation, self-awareness, and self-confidence. It also gives you a chance to demonstrate excellence in a non-academic form.

Skagit Valley College is a member of the Northwest Athletic Association for Community Colleges and is represented by men's teams in basketball, tennis, baseball, cross-country, golf, and soccer, and by women's teams in basketball, soccer, tennis, cross-country, softball, volleyball, and golf.

Athletic scholarships are available for all varsity sports and are under the guidelines of the Northwest Athletic Association of Community Colleges.

Student Activities, Fine & Performing Arts

Mount Vernon: 360.416.7764
Whidbey Island: 360.679.5303

Student Programs offers you a variety of opportunities to become involved outside of the classroom. Participation in these activities is an important part of your life as a student here at SVC. Through a number of departments, SVC sponsors a variety of music, theater, and visual art events and productions. Frequent concerts, musicals, and recitals enrich campus life and give students performance experience. Guest artists also visit and perform regularly.

The Art Gallery, located at SVC's Mount Vernon Campus, features exhibits of art and coordinates campus appearances and lectures by artists.

An active play production program under the direction of the Theater Arts department provides opportunities for students to participate in every phase of production, including acting, directing, and designing. The Phillip Tarro Theatre is a versatile 200-seat theater equipped with the finest quality professional sound and lighting equipment. Smaller productions are held in the Acting Studio, a small black box theater. Larger performances are held in McIntyre Hall, our new 700 seat theatre.

Clubs & Organizations

Mount Vernon: 360.416.7611
Whidbey Island: 360.679.5303

Involvement in a student club or organization may be one of the most rewarding and educational experiences you have while attending SVC. Clubs and organizations provide meaningful and fun experiences that will build your resume and your connections with other students, faculty, and staff.

All clubs and student organizations must function under the sanction of the Associated Students of Skagit Valley College and are chartered by the ASSVC. A current list of SVC's active clubs and student organizations is available in the Student Handbook.

CLUBS & ORGANIZATIONS

American Welding Society (MV)

Art & Literary Journal (MV, WIC)

Asian Pacific Islander Club (WIC)

Black Diamond Ski & Ride Club (WIC)

Business Management Club (MV)

Calling All Colors Club (MV)

Campus Christian Fellowship (MV)

Campus View Village

Residence Council (MV)

Cardinal Newspaper (MV)

Culinary & Hospitality Ed. Foundation (C.H.E.F.) (MV)

DV/Film Club (MV)

Dionysians (MV)

Environmental Technology Club (MV)

Harbor Talk (WIC)

Horticulture Club (MV)

Human Services Club (MV)

Intercollegiate Athletics (MV)

International Club (WIC)

KSVR Radio (Radio Club) (MV)

Latter Day Saints (LDS) (MV)

Lesbian, Bisexual, Gay Academic Union (MV, WIC)

Movie Club (WIC)

Movimiento Estudiantil Chicano De Aztlan (M.E.Ch.A., MV)

Music (MV)

Nurses' Club (MV)

Paralegal Association (MV)

Peace & Diplomacy Club (MV)

Phi Theta Kappa (MV, WIC)

Photography Club (WIC)

Skagit Literary Society (MV)

Student Program Board (MV & WIC)

Veterans Club (MV)

Visual Arts Club (MV)

Welding Society (MV)

Recreation

As an SVC student, you will have a variety of athletic events in which to participate and numerous opportunities to enjoy watching college games. The Dave DuVall Pavilion on the Mount Vernon Campus hosts intramural and intercollegiate basketball and volleyball. Soccer, baseball, and tennis are among the other sports in which SVC fields competitive teams. Facilities are also available for student recreational use, including indoor tennis courts, a fitness center, playing fields, and running/walking trails.

The Associated Students of Skagit Valley College own Cardinal Cove, located on the shores of nearby Big Lake, which features 300 feet of waterfront, a conference center and college-owned sailboats used for classes. Skagit Playfields, located on the Mount Vernon Campus, include softball, baseball and soccer fields, a jogging trail, picnic shelter, and playgrounds. As a student at SVC, you have access to all recreational facilities.

On the Whidbey Island Campus, a new fitness center is available to students for a modest quarterly fee.

Regional Culture and Recreation

Skagit Valley College is located in three counties of northwest Washington. Skagit County stretches from the high peaks of the Cascade mountain range to the edge of Puget Sound. Island and San Juan counties are comprised of islands surrounded by the beautiful waters of Puget Sound. The region has a strong farming tradition, including production of tulips for cut flowers and bulbs.

The Mount Vernon and Whidbey Island campuses are served by bus service, giving frequent transportation to neighboring towns and commercial centers.

One hour south is Seattle, a diverse, beautiful, and cosmopolitan city of 500,000, often listed among the most desirable cities in America. Vancouver, B.C. is a 90-minute drive to the north. It is a city of 1.7 million people drawn from nations all over the world. Both Seattle and Vancouver have a rich array of cultural offerings.

Research & Assessment Activities

360.416.7919

Does Skagit Valley College really do what it says it does in this catalog? In order to determine whether we are accomplishing our college mission, we evaluate and assess our programs, courses, services, and students.

Assessment starts with what matters most—you, the student. You may be asked to cooperate in various surveys, interviews, focus groups, and other data-collection efforts by the college.

Since our mission is directed to the education of the whole person, your achievement can be measured only by evidence concerning the whole person. We use the information gathered through assessment for research purposes. The college protects the privacy of student records in keeping with the Family Education Rights and Privacy Act (FERPA.) For more information about FERPA, visit the Registration Office at your campus or center.

Our goal through assessment is to increase your learning, satisfaction, and success. We value your contribution to the assessment effort.

Health Information Services

360.416.7764

The Health Services office can provide you with first aid supplies, confidential referrals for any health-related concerns, and a wide assortment of informational pamphlets and brochures. The office also offers programming, and co-sponsors a variety of events to heighten awareness of issues regarding health.

Many low-cost student health and dental insurance programs are available to you. Information about these programs is available by calling 360.416.7764 or by visiting the Student Life Office on the Mount Vernon Campus.

The Health Services office also houses the Campus Substance Abuse Prevention Center. The Health Services office offers an assortment of pamphlets on substance abuse, chemical dependency, co-dependency, and adult children of alcoholics. SVC is dedicated to providing a drug- and alcohol-free environment for students, faculty, and staff. The office is staffed on a full-time basis. Referrals to community agencies or private providers are made for a variety of student health needs.

KSVR 91.7 FM Radio

360.416.7711

KSVR-91.7 FM is a student-operated, non-commercial, educational, community/campus radio station. It operates 24 hours per day, every day of the year. The station's mission is to provide public service to the community and opportunities for locally-produced programs of news and music. KSVR presents a diverse format, including English and Spanish languages, syndicated news and information programs, and music of numerous styles and eras. Students volunteer on-the-air and work behind the scenes in management of the station. With over 40 volunteers and staff, KSVR welcomes those who have dedication, commitment, and an interest in public radio service. If you would like experience with radio as a career or public service activity, contact station representatives in Reeves Hall.

Student Newspaper

Mount Vernon: 360.416.7710
Whidbey Island: 360.679.5311

The Cardinal, the student newspaper, is published regularly during the academic year. Harbor Talk is the Whidbey Island Campus student newsletter, published and distributed on a regular basis by SVC students.

As a participant on our student newspapers, you can learn and practice news gathering, interviewing and writing skills, editing and proofreading, selling and building display advertising, taking photographs, using a scanner, and learning page design and layout.

Student newspapers provide for the discussion of important student concerns, and for informing the college community of events and activities.

Athletics

Softball

Athletes of the Year

Women's Basketball

What else Do I Need to Know?

Children on Campus

SVC allows high school students on campus for instruction and other learning activities, but children are generally not permitted on campus unless they are directly supervised by a parent or responsible adult who is officially enrolled in classes or directly involved in an instructional process. In no case, even if accompanied by a parent or other adult, are children permitted in classrooms, labs, shops, or any area where potential hazards exist, with the exception of children directly involved in the instructional process (e.g., Even Start, Kids College).

Individuals who bring children to campus are responsible for their supervision at all times; leaving children unattended in public areas such as the Student Lounge or Cafeteria does not meet this supervision standard. College officials will contact parents or other parties responsible for children left unattended on campus, and inform them that children must be properly supervised while on campus. Individuals who bring children to campus and refuse to abide by these guidelines will be referred to security or college officials and are subject to student discipline.

Equal Opportunity & Title IX

Community College District #4 provides equal opportunity and does not discriminate on the basis of age, sex, race, ethnicity, or disability in the educational programs and activities which it provides. All employees, vendors, and organizations with which the college does business are required to comply with all applicable federal and state statutes and regulations designed to promote equal opportunity.

Sexual Harassment Policy

It is the intent of Skagit Valley College to prohibit discrimination of any kind, including sexual harassment, as defined by the Equal Employment Opportunity Commission in its guidelines on sexual harassment in 1980 under Title VII of the Civil Rights Act of 1964. If a student believes he or she has been subject to sexual harassment or other forms of prohibited discrimination, he or she may contact a college ombudsperson through the Student Life Office. Procedures for handling such grievances are published in Chapter 132D-120 WAC. For more information, consult the Student Life Office.

Drug Free Workplace Policy

In accordance with the Federal Drug Free Workplace Act of 1988, SVC strives to create a safe and secure learning environment. Employees are expected and required to report to work in an appropriate mental and physical condition to perform their assigned duties. In addition, the institution participates in an active drug-free awareness program. For more information, consult the Student Handbook available in the Student Life Office.

Measles/Mumps/ Rubella Inoculation

With a commitment to the health and safety of all members of our campus community, and in compliance with the Skagit County Health Department (SCHD) requirements for measles immunity, all Skagit Valley College students born on or after January 1, 1957, must meet measles inoculation requirements.

To meet the Health Department requirements, you must present/provide ONE of the following to the Registration Office before registration, or at your registration appointment for your first quarter of classes.

1. A copy of a medical record showing two (2) doses of measles, mumps, and rubella (MMR) vaccine given after January 1, 1968, given at least 30 days apart, and on or after 12 months of age.
2. A copy of evidence of measles (rubella) immunity by demonstrating positive antibody levels from a blood test.
3. A signed waiver for the immunization requirement. Waivers are allowed for religious, personal, or medical reasons. Signing a waiver may exclude you from attending classes at SVC if an outbreak of measles [rubella] occurs.

Your local health department must provide documentation to us that you meet one of the three requirements listed above. If you cannot meet one of the three requirements listed above, MMR vaccinations may be obtained at your local health department or physician's office.

Family Educational Rights & Privacy Act

Under the Family Educational Rights and Privacy Act students have the right to:

- Inspect all of their educational records
- Request that their records be amended.
- Privacy of their records (with very few exceptions)
- Have information released upon request

Under the Family and Educational Rights and Privacy Act the following information is listed as Directory Information and is not confidential:

- Name
- Address
- Telephone Listing
- Email Address
- Photograph
- Dates of Attendance
- Degrees, Honors, and Awards
- Athletes: Weight and Height

Except as otherwise indicated in item 5205 of the College Policies and Procedures Manual and Chapter 132D-130 WAC, the College District will not provide information contained in student education records in response to inquiries from either within or outside the college unless the expressed consent of the student has been given.

If students do not want "directory information" released to others without a legitimate educational interest in the information, they should make formal application for the "non-disclosure of directory information" to the Registrar's Office.

Inter-College Transfer & Articulation

Among Washington Public Colleges & Universities

Student Rights & Responsibilities

A. ***Non-Discrimination Policy***
All the colleges and universities in Washington maintain a policy of not discriminating against students because of their age, color, sex, handicap, national origin, race, or religion, as published in official institutional bulletins.

B. ***Information Dissemination & Acquisition***
Students have the right to expect fair and equitable treatment from the public colleges and universities of Washington, both sending and receiving institutions. They have the right to expect reasonable efforts on the part of colleges to make accurate and current information available. They have, in turn, the responsibility of seeking out current information pertaining to their educational objectives, and for acquiring appropriate information when they change their academic plans. When a student changes major or degree program, the student shall assume full responsibility for meeting the new requirements. Colleges shall make every effort to help students make transitions as smoothly as is feasible.

Review & Appeal

A. ***Student Appeals***
Students who encounter transfer difficulties shall first seek resolution through the receiving institution's transfer officer. If not resolved at this level, the student may appeal in writing to the transfer officer of the sending institution. The transfer officers shall confer and attempt to resolve the problem. In the event the transfer officers cannot resolve the issue within two weeks, the matter will be referred to the two chief academic/instructional officers for resolution. Within two weeks after the academic officers have conferred, a decision will be rendered by the chief academic office of the receiving institution.

B. ***Inter-Institutional Disputes***
In the event of inter-institutional transfer disagreements, it is the responsibility of the two transfer officers to resolve the dispute wherever possible. If not resolved at this level within two weeks, the two transfer officers will refer the matter to the two chief academic/instructional officers for resolution. Unresolved inter-institutional transfer disputes shall be referred for review and recommendation to a committee composed of three representatives appointed by the Washington Association of Community College Presidents and three representatives of the Inter-institutional Committee for Academic Officers of the state's public four-year institutions. A report to the two institutions will be rendered when this committee has completed its deliberations. The chief academic officers of the affected institutions shall respond in a formal report to the committee within four weeks indicating actions to be taken in response to committee recommendations.

Implementation & Revision of Policy

This policy shall be implemented and maintained through the cooperative efforts of the state institutions of higher education, the State Board for Community College Education, and the Higher Education Coordinating Board.

Parking

On the Mount Vernon Campus, parking is available on a "first come, first served" basis only in the areas designated as student parking lots as shown on our campus maps. These maps are available at the Information Window in the lobby of the Campus Center building. Please remember that parking will be limited, so allow yourself enough time before your first class to find a space. While a limited number of spaces are designated for visitors, all SVC students are expected to park in student parking lots, leaving visitor spaces for those not enrolled at the college.

Parking permit decals are $10 each quarter and are available at the Cashier's Window of the Campus Center building. Parking permits are mandatory for all vehicles parked on campus during daytime classes between 7 a.m. and 4 p.m. Students are not to use visitor's or staff parking at any time.

If you receive a parking citation and do not pay your parking fines at the Cashier's Window before the end of the quarter, you will not be able to receive your grades, financial aid check, or register for the following quarter.

Consumer Information

As a student or potential student, you have the right to know information regarding your attendance at Skagit Valley College. The following is a list of resources you can use to find this information.

INFORMATION	RESOURCE	WHERE TO FIND IT
SVC graduation and transfer-out rates	SVC Graduation Report	Admissions & Registration (360) 416-7700
SVC's Drug & Alcohol Awareness Program	Student Handbook	Student Life Office (360) 416-7611
Family Educational Rights & Privacy Act	"Your Rights Under FERPA"	Admissions & Registration (360) 416-7700
Campus Security Report & Crime Statistics	Campus Security Report	Security Office (360) 416-7934
Completion and transfer-out rates for athletes	Athletics Completion Report	Athletics Office (360) 416-7765
Gender equity in athletics at SVC	Equity in Athletics Report	Athletics Office (360) 416-7765
Voter registration	Information and Forms	Admissions & Registration (360) 416-7700

Technology

Office Administration & Accounting Technologies

Computers

Multimedia & Interactive Technology

Who are the People at SVC?

Board Of Trustees

Tom Moser, Chair
Mel Takehara, Vice Chair
Jess del Bosque
Debra Lisser
Margaret Rojas

President's Office

Gary Tollefson, Ed.D.
President

Lisa Radeleff
Administrative Assistant to the President

Arden Ainley
Director, Public Information

Sue Williamson
Executive Director, Human Resources

Fay Shane
Interim Executive Director, SVC Foundation

Maureen Pettitt, Ph.D.
Director, Institutional Research

Joan Penney
Executive Director, McIntyre Hall

Whidbey Island Campus

Mick Donahue, Ph.D.
Vice President, Whidbey Island Campus

Mary Darden
Director of Student Services, Whidbey Island Campus

Vacant
Director of Instruction, Whidbey Island Campus

Barbara Moburg, Ph.D.
General Education Coordinator, Whidbey Island Campus

Colleen Clancy, J.D.
Director, San Juan Center

Educational Services

Susan Tinker
Vice President, Educational Services

Steven Bradley
Dean, Technology

Michele Koci
Dean, Professional/Technical Education

Vacant
Dean, Academic Education

Melinda Coslor
Associate Dean, Library/Media Services

Frank Roberts, Ph.D.
Director, Distance Education

Joan Youngquist
Interim Director, Skagit/Islands Head Start

Vacant
General Education Coordinator, Mount Vernon Campus

Administrative Services

Bruce Klewer
Vice President, Administrative Services

Kim Cook
Controller

Dennis Rohloff
Director, Physical Plant

Mill Shires
Bookstore Manager

Student Services

Linda Woiwod
Dean of Student Services

Alan Muia
Director, Student Life

Gary Knutzen
Director, Athletic Programs

Steven Epperson
Director, Financial Aid

Visakan Ganeson
Director, International Programs

Pam Church
Director, Career Services

Business & Community Development

Michele Koci
Dean, Professional/Technical Education

Laura Cailloux
Director, Business & Community Development

Faculty & Administration

**Date in parentheses indicates year of initial service to SVC.*

Adams, Flora (1986)
Nursing
Nursing diploma, Branson Hospital School of Nursing - Toronto
BSN, Loma Linda University
MSN, University of Florida
AACN Certificate Mental Health Nursing

Ainley, Arden (1988)
Director, Public Information
BA, University of Washington

Alexander, Bruce (1994)
Director, Workforce
AA, Olympic College
BA, M.Ed., Western Washington University

Anderson, Eric (1988)
Counselor
BA, Pacific Lutheran University
M.Ed., Western Washington University

Anderson, Nancy (1986)
Physical Education
BA, Pacific Lutheran University
MS, Seattle Pacific University

Andringa, Bernie (2001)
Diesel Power Technology
AT - University Technical Institute, Phoenix

Barnes, Trish (1989)
English
BA, Whitworth College
MA, Eastern Washington University
M.Ed., Whitworth College

Bear, Sarah (2005)
Nursing
ATA, Skagit Valley College
BSN, Washington State University – Pullman
MS, Seattle Pacific University

Biehl, George (1998)
Science, Whidbey Island Campus
BS, Massachusetts Institute of Technology
M.Ed., North Adams State College
Ph.D., University of Vermont

Bradley, Steven (1996)
Dean, Technology
BS, Winona State University
MAT, Webster University
Ad. Cert., University of Missouri - St. Louis

Bruce, Gail (1990)
Counselor, Transfer Center
BA, M.Ed., Whitworth College

Bushaw, Mark (1994)
Welding
Welding Certificate, Bellingham Voc. Tech.

Cailloux, Laura (1997)
Director, Business Resource Center
BA, Lewis and Clark College
MBA, Portland State University

Caskey, Toni (2004)
Medical Assistant
AA, Skagit Valley College
BA, Western Washington University

Choffel, Robyn (2004)
Nursing
BSN, Oregon Health Sciences University
MN, ARNP, University of Washington

Church, Pam (1997)
Director, Career Services
BA, University of Washington
M.Ed., Western Washington University

Chu, Marilyn (2002)
Early Childhood Education
BA, University of Michigan
M.Ed., Western Washington University
Ed.D., Nova Southeastern University

Cole, Beth (1990)
Counselor, Student Support Services
BA, Linfield College
MS, Western Washington University

Connor, Sally (1974)
Office Administration & Accounting Technologies
BS, University of Wyoming
M.Ed., Gonzaga University

Cook, Kim (2005)
Controller
BA, Western Washington University

Coorough, Calleen (1995)
Multimedia & Interactive Technology
BS, University of Wyoming
M.Ed., University of Idaho
Ph.D., University of Idaho

Coslor, Melinda (1983)
Associate Dean, Library/Media Services
BS, Washington State University
MLS, University of Washington

Cox, Dani (1988)
Culinary Arts & Hospitality Management
BS, Central Washington University
Diploma, Western Culinary Institute

Darden, Mary (1979)
Counselor & Coordinator, Student Services, Whidbey Island Campus
BA, MA, Western Washington University

Determan, Larry (1993)
Marine Maintenance Technology, Whidbey Island Campus
BA, MA, Oregon State University

Dixon, Sally (1989)
Computer Information Systems
BA, Western Washington University
MS, University of Southern California

Donahue, Michael (1985)
Vice President, Whidbey Island Campus
AA, Orange Coast College
BA, University of California - Santa Barbara
M.Ed., Loyola University
Ph.D., University of Texas at Austin

Dunlap, Lynn (1979)
English
AB, Smith College
MA, Ph.D., University of Washington

Dunn, Doris (1996)
Computer Information Systems,
Whidbey Island Campus
ATA, Skagit Valley College

Eckermann, Gary (2003)
Diesel Power Technology
Spokane Community College

Edwards, Amy (1997)
Mathematics, Whidbey Island Campus
BA, George Washington University
MA, UC Berkeley

Epperson, Steve (1977)
Director, Financial Aid
BA, MS, Washington State University

Fackler-Adams, Ben (1999)
Physical Sciences
BA, University of California - Santa Cruz
BS, University of California - Santa Cruz
MS, Western Washington University
Ph.D., University of California - Santa Barbara

Folsom, Kathie (1981)
Nursing, Whidbey Island Campus
BSN, University of Washington
MS, Chapman College

Fotheringham, Don (2000)
Computer Information Systems, Whidbey Island Campus
BA, University of Ottawa
B.Ed, University of Toronto

Fouquette, Lynne (1982)
Psychology
BA, MS, Western Washington University

Frazey, Paul (2000)
Chemistry
BS, The Pennsylvania State University at University Park
Ph.D., University of Colorado at Boulder

Fredlund, Emelyne (1994)
Counselor
BA, Western Washington University
M.Ed, Western Washington University

Friedlander, Andrew (1984)
Theatre Arts
BA, Earlham College
MFA, Yale School of Drama

Funk, Carol (1996)
Counselor, Whidbey Island Campus
BA, Hamline University
MS, Portland State University

Gage, Abel (1998)
Mathematics
BS, Wheaton University
MS, Western Washington University

Ganeson, Visakan (1994)
Director, International Programs
BA, Northeast Louisiana University
MBA, Washington State University

Graber, Daniel (2001)
Mathematics
AAUCT, Skagit Valley College
BS, Western Washington University
MS, Western Washington University

Graham, Bob (1991)
English, Whidbey Island Campus
BA, Western Washington State College
MA, Western Washington University

Hahn, Martin (1996)
Culinary Arts & Hospitality Management
BA, Seattle University

Haley, May (1989)
Developmental Education
BS, MS, University of Washington

Hall, R. Scott (1994)
Automotive Technology
Bellingham Technical College
BS, University of Idaho
Journeyman Mechanic,
Certified ASE Master Mechanic

Halliday, Hilda (1985)
Math
BS, MS, Western Washington University

Hanchett, Brian (1994)
Counselor
BS, Western Washington University
M.Ed., Western Washington University

Handley, Jennifer (1998)
English Literature
BA, Western Oregon State College
MA, New Mexico State University

Headley, Carolyn (1971)
Developmental Education
BA, Seattle Pacific University

Helm, Jan (1998)
Nursing, Whidbey Island Campus
AA, Everett Community College
BSN, University of Washington

Hemming, Jeanette (1995)
Medical Assistant
AAS, Shoreline Community College
Advanced study, Central Washington University

Hendrick, Linda (1982)
Librarian
BA, Cal State, Long Beach
MLS, University of Southern California

Herlinger, Glenn (2001)
Computer Information Systems
BA, Whitman
MA, University of Denver

Hernandez, Angelica (1992)
English
AA, Skagit Valley College
BA, Western Washington University
ML, University of Washington

Heverling, Janet (1977)
Family Life/Early Childhood Education,
Whidbey Island Campus
BA, MA, Central Washington University

Hildahl, Lyle (1984)
Director, Culinary Arts & Hospitality Management
BA, Washington State University

Hohne, Jane (2003)
Family Life/Early Childhood Education
BA, Miami University
MA, Andrews University

Howell, Robert (2005)
Spanish
MA, Northwestern University

Huber, Carol (1979)
Office Administration & Accounting Technologies, Whidbey Island Campus
BA, Mount St. Mary's College
M.Ed., University of Washington

Hunt, Susan (1997)
Physical Education
BA, Western Washington University
MBA, City University

Jackson, Jacob (2003)
Office Administration & Accounting Technologies
BS, Central Washington University
M.Ed, Central Washington University

Jafrey, Owais (1986)
Librarian, Whidbey Island Campus
MA, Punjabi University, India
MLS, University of Washington

Johnson, Diane (1993)
Music
BA, University of California
MA, University of California
DMA, Claremont Graduate University

Johnson, Marie (2001)
Business Management
BS, Oklahoma State University
MBA, University of Central Oklahoma

Johnson, Richard (1972)
Business Administration, Economics
AA, Skagit Valley College
BA, MBA, University of Washington

Kenning, Sheila (2003)
Nursing
BSN, State University of New York at Plattsburgh
MS, University of Washington

Kent, Susan (1985)
Librarian
BA, Western Washington University
MLS, University of Washington

Klewer, Bruce (2002)
Vice President, Administrative Services
BS, University of Arizona
MBA, University of Arizona

Knutzen, Gary (1965)
Director, Athletic Programs
BA, Western Washington University
MS, University of Illinois

Koci, Michele (1979)
Dean, Professional/Technical Education
AA, Everett Community College
BA, M.Ed., Western Washington University

Kocol, Greta (1997)
Mathematics
BA, Western Washington University
MS, Western Washington University

LaBombard, Louis (1990)
Social Science, Whidbey Island Campus
BA, Florida Atlantic University
MA, Trinity University

Langston, Kevin (1996)
Management Information Systems
AA, Skagit Valley College
BA, Western Washington University

Larson, Kathy (1997)
Mathematics, Whidbey Island Campus
B.A. Ed., Eastern Washington University
M.Ed., Eastern Washington University

Lemberg, Linda (1983)
Nursing
AA, Skagit Valley College
BSN, Western Washington University
B. Ed., Seattle University
MS, University of Portland

Lind, Jason (1999)
Speech
BA, Western Washington University
MA, University of Maine

Luckmann, Chuck (1997)
English
BA, University of Illinois
MA, Western Washington University

Lukasik, Leslie (2000)
Business Administration/Business Resource Coordinator, Whidbey Island Campus
BS, MBA, University of Wyoming
MA, Central Michigan University
JD, University of Baltimore

Maloney, Jr., Ted (1988)
Paralegal
BS, Portland State University
JD, University of Notre Dame

Matthews, Jean (1978)
Human Services
BA, Western Washington University
Advanced Study: Antioch University West

Matzen, Vicki (1990)
Developmental Education, Whidbey Island Campus
B. Ed., MA, Central Washington University

McCleery, James (1984)
Mathematics, Whidbey Island Campus
BA, University of California at Santa Barbara
MA, California State University

McHale, Nancy (1990)
Counselor, Whidbey Island Campus
BS, USL Lafayette, LA
M.Ed., Western Washington University
M.Ed., USL Lafayette, LA

McVicker, Pat (2000)
Fire Protection Technology
AAS, Portland Community College

Miller, Alison (1996)
Spanish
BA, Colorado College
MA, Middlebury College
Certificate in Lozanov Pedagogy

Mills, Margret (1998)
Librarian
BA, University of Wisconsin - Eau Claire
MLS, University of Wisconsin - Madison

Moburg, Barbara (1986)
Social Science, Whidbey Island Campus
BA, MA, Ph.D., Southern Illinois University at Carbondale

Moore, Linda (1979)
Developmental Education
BA, Pacific Lutheran University
M.Ed., University of Puget Sound

Muga, David (1992)
Social Science
BS, University of California at Berkeley
MS, Massachusetts Institute of Technology
Ph.D., University of Goteborg, Sweden

Muia, Alan (1998)
Director, Student Life
BS, Taylor University
M.Ed., Seattle Pacific University

Mullen, Val (2000)
Biology
AA, Bellevue Community College
BA, Central Washington University
MS, Central Washington University

Munsey, Ben (1992)
English as a Second Language
BA, Occidental College
MA, Western Washington University

Naas, Susan (1990)
Nursing
BSN, MSN, University of Washington

Nelson, Dan (1989)
Welding
ATA Welding, Skagit Valley College
BA, Western Washington University
M.Ed., Western Washington University

Nichol, Deborah (1997)
Mathematics
BA, Colorado College
MA, State University of New York at Binghamton

Oakes, Tamara (1990)
Office Administration & Accounting Technologies, Whidbey Island Campus
AA, Skagit Valley College
BA, Western Washington University

O'Connell, Edward (Ted) (1999)
English
BA, DePauw University
MFA, University of Oregon

Ogden, John (2003)
Accounting
BA, University of Washington
MBA, University of Washington
JD, Gonzaga Law School

Ordóñez, Anita (1995)
Director/Counselor, Multicultural Student Services
BS, University of Michigan
MA, San Diego State University
ABD, University of Idaho

Overby, Bill (2003)
Administration of Justice
BA, Washington State University

Parker, Cheryl (2005)
Nursing
AD, El Centro Community College
BS, University of Texas at Arlington
MS, Seattle Pacific University
Ph.D., Capella University

Pass, Robert G. (Skip) (1978)
Biology/Agriculture
AA, Skagit Valley College
BS, Washington State University
MS, Colorado State University

Payant, Kathy (2003)
Business Management Training
BA, Accounting, Eastern Washington University
BA-Management, Eastern Washington University
MBA, Eastern Washington University

Payne, Gary (1996)
Librarian
BS, Eastern Washington University
MLS, University of Washington

Peebles, Leslie (2001)
Student Support Services Counselor
BA, MA, University of Montana

Penney, Joan (1986)
Executive Director, McIntyre Hall
BA, Seattle University
MM, Western Washington University

Pettitt, Maureen (1998)
Director, Institutional Research
BS, MA California State - Los Angeles
Ph.D., Claremont Graduate School

Pflugfelder, Christina (2003)
Biology, Whidbey Island Campus
BA, University of California
MS, University of California
D.V.M., University of California

Pickett, Tom (1998)
Computer Information Systems
AA, Skagit Valley College
BA, Western Washington University

Puente, Suzette (2005)
Education/Early Childhood Education
MA, Pacific Oaks College NW
BA, University of Washington

Reid, Ann Chadwick (1986)
Art
BA, MA, Eastern Washington University

Requa, Kim (1980)
Director, TRIO Student Support Services
BS, Washington State University
M.Ed., Western Washington University

Roberts, Frank (2003)
Director, Distance Education
BA, Salem State College
M.Ed., Pennsylvania State University
Ph.D., Pennsylvania State University

Rodriquez, Ted (1969)
Electronics
ATA, Skagit Valley College
Cleveland Institute of Electronics
Journeyman, Certified Electronic Technician
First Class FCC license
NABER Certified Technician
Certification Administrator, ISCET

Rohloff, Dennis A. (1975)
Director, Plant Operations
AA, Everett Community College
BA, University of Washington

Sanchez, José (2003)
Spanish
BA, Brigham Young University - Hawaii
MA, Indiana State University

Salinas, Elizabeth (2005)
Multicultural Student Advisor
AAUCT, Skagit Valley College
BA, Western Washington University

Scaringe, Cynthia (1999)
Nursing
BSN, Niagara University
MSN, Syracuse University

Schaffner, Joventina (1990)
Mathematics
BS, University of San Carlos
MS, Washington State University

Shane, Fay (1985)
Interim Executive Director, SVC Foundation
Senior Studies, Seattle University

Smith, Brad (1996)
Physical Science
BS, University of Washington
MA, Ph.D., University of California - Berkeley

Smith, Linda (1989)
Speech
BA, Seattle Pacific University
MA, Western Washington University

Spinnie, Kristi (1997)
Office Administration & Accounting Technologies
BA, Northwest Nazarene College
MA, Ohio State University
MBA, Ashland University

Stady, Jeff (1994)
Mathematics, Whidbey Island Campus
BS, MS, Western Washington University

Stanwood, Les (1980)
English, Whidbey Island Campus
BA, Pomona College
MC, University of Washington

Stevens, Chuck (1990)
Mathematics
AAS, Whatcom Community College
BA, MS, Western Washington University

Sult, Larry (1989)
Philosophy
BA, University of California at Los Angeles
MA, San Diego State University

Svendsen, Claus (1992)
Environmental Conservation
BS, MS, Copenhagen University, Denmark
Ph.D., University of Washington

Swietzer, Michael (1991)
Marine Technology, Whidbey Island Campus
Advanced study: Washington State University,
Western Washington University,
Westlawn School of Yacht Design

Talbott, Vicki (1992)
Academic English for Speakers of Other Languages
BA, Western Washington University
MA, Pennsylvania State University

Tate, Greg (1976)
Art
BS, Oregon College of Education
MFA, Washington State University

Thompson, Gary (1986)
Truck Driving
USAF Maintenance Mechanics Technical School

Tinker, Susan (1973)
Vice President, Educational Services
BS, M.Ed., University of Washington
Advanced Studies, University of Washington and Oregon State University

Tollefson, Gary (2003)
President
AA, Yakima Valley Community College
B.A. Ed., Western Washington University
M.Ed., Western Washington University
Ed.D., Seattle University

Tyler, Mary (M.J.) (2001)
Nursing
BSN, Whitworth
MS, Eastern Washington University
ARNP, University of Washington

Urness, Al (2004)
Building Construction & Remodeling
AA, Yuba Junior College
AB, California State University at Chico
BA, California State University at Chico
MA, California State University at Chico

VanEtta, Deborah (2005)
Nursing
BSN, MN, University of Washington – Seattle

White, Fay (2003)
Nursing
ATA, Skagit Valley College
BS, University of Washington
MS, University of Washington

Will, Anne (1998)
History
BA, Smith College
MA, University of Massachusetts
Ph.D., The Union Institute

Williamson, Sue (2003)
Executive Director, Human Resources
ATA, Centralia College
BA, City University
MBA, City University

Witmer, Michael (1974)
Psychology
BA, University of Washington
MS, Western Washington University

Woiwod, Linda (1987)
Dean of Student Services
BA, Western Washington University
MS, Chapman College

Youngquist, Joan (2002)
Interim Director of Head Start
BS, University of Nebraska
MA, University of Nebraska
MS, University of Nebraska
Ph.D., University of Nebraska
Certificate London Montessori Centre

Ziomkowski, Anne (1998)
Director, Women's Programs/ Counselor
BA, Grand Valley State University
M.Ed., Washington State University

Zukoski, Ann (2003)
Physics
BA, University of California
MS, San Jose State University
Ph.D., University of Southern Mississippi

Faculty & Administration Emeriti

Almvig, Deene (1963)
Counseling

Anderson, Jerry (1996)
Fire Protection Technology

Anderson, Howard (1961)
Mathematics

Anderson, Larry (1981)
Electronics, Whidbey Island Campus

Alotrico, George (1967)
English

Armstrong, Joan (1961)
Kinesiology/Exercise Science

Batterberry, Robert (1967)
Computer Science

Beals, Nancy (1973)
Family Life/Early Childhood Education

Bidwell, Rucilla (1963)
Office Administration & Accounting Technologies

Biggers, John (1962)
Civil Engineering

Bratley, Mel (1989)
Electronics

Budler, Robert (1977)
Marine Maintenance Technology, Whidbey Island Campus

Burke, Marjean (1972)
Nursing, Whidbey Island Campus

Burkholder, Dennis (1970)
Parks Operation & Maintenance

Burns, Robert W. (1975)
Diesel Mechanics

Campbell, Marilyn (1983)
Coordinator, San Juan Center

Chandler, Jerome (1977)
Physical Science

Chatt, Orville K. (1965)
Art

Chaves-Pickett, Pat (1971)
Spanish

Clarke, Thomasina (1971)
Public Information

Cole, Geoffrey (1969)
Speech, English, Whidbey Island Campus

Cole, Norwood (1947)
President

Coole, Walter A. (1965)
Philosophy

Coslor, Rex (1961)
Speech

Dike, Barbara (1964)
Nursing

Dursch, H. Robert (1950)
Physical Sciences

Duvall, Richard (1962)
Chemistry

Dye, Marilyn (1960)
Nursing

Eaton, Sydney E. (1959)
Art

Fader, Edith (1960)
Library

Ferris, Gerald (1968)
Automotive Technology

Flint, Nancy (1988)
Developmental Education/Student Support Services

Folsom, Riley (1978)
Social Sciences

Forbes, William (1969)
History

Ford, James M. (1954)
President

Fugate, Jill (1992)
English

Garcia, Joe (1990)
Office Administration & Accounting Technologies

Gaston, Margaret (1970)
Office Administration & Accounting Technologies

Grambo, Marilyn (1979)
Program Manager/Head Start

Gray, Wendy (1988)
Business Management

Greene, Lorna (1994)
Early Childhood Education

Guinn, Gary (1977)
Office Administration & Accounting Technologies/Business Administration

Hansen, Willard (1967)
Farm Management

Harker, Tom (1992)
Vice President, Administrative Services

Havist, Marjorie (1980)
Dean, Library/Media Services

Hayes, H.H. (1971)
Dean, Whidbey Island Campus

Hektner, Marilyn (1978)
Controller

Helgoe, Robert (1986)
Human Services

Helmer, Louise (1960)
Counseling

Hiestand, Tom (1988)
Cooperative Education, Whidbey Island Campus

Hopke, Del (1974)
Diesel Mechanics

Hrutfiord, Donald (1969)
Automotive Technology

Huffman, Richard E. (1980)
Mathematics

Indorf, Susan (1977)
Mathematics, Whidbey Island Campus

Johnson, Sharon (1974)
Director, Title III Faculty Development

Jordheim, Gerald D. (1962)
Student Guidance

Keeler, Ted (1983)
Associate Dean, Distance Education

Kenney, John E. (1961)
Business Administration & Economics

Kennicott, Patrick (1991)
Executive Director of SVC Foundation

Kiel, Edna (1978)
English

Kienholz, Oliver (1972)
Farm Management

Klein, Phyllis (1979)
Library

LaFond, John (1979)
Business Administration Whidbey Island Campus

Lee, Alice (1989)
English, Whidbey Island Campus

Leonard, Barbara (1981)
Office Administration & Accounting Technologies

Leopold, Fern (1957)
Library

Loughlin, Beau (1970)
Computer Information Systems, Whidbey Island Campus

Mashburn, Gloria (1965)
Library

McLatchy, Pat (1973)
History

Milne, James (1964)
Physics

Monroe, Jim (1963)
Biology

Moore, Tom (1970)
Marine Technology, Whidbey Island Campus

Mortensen, Claire (1987)
Nursing

Nelson, William (1978)
Law Enforcement

Nowadnick, Richard L. (1952)
Dean of Instruction

Osborne, Gerald (1984)
Welding

Pedersen, Joe (1966)
Electronics/Computer Repair

Pierce, James P. (1965)
Physical Science/Chemistry

Plucker, Robert E. (1968)
Music

Pruiett, Ramon L. (1956)
Outdoor Education

Randall, Delores (1977)
Nursing, Whidbey Island Campus

Raymond, Katherine (1960)
Counseling

Reddin, James (1989-2003)
Graphic Arts Technology

Roller, Harry (1958)
Engineering

Royal, Helen (1982)
Office Administration & Accounting Technologies, Whidbey Island Campus

Saben, Donald (1976)
Welding

Sawyer, Gertrude (1954)
Nursing

Siebert, Sheila (1965)
Nursing

Smith, Paul E. (1964)
Personnel/Physical Plant

Sprague, Brinton (1988)
Vice President, Educational Services

Tarry, Ronald (1987)
Law Enforcement

Thomas, H. Jeanne (1966)
English

Thompson, Kenneth D. (1963)
Physical Education

Tillotson, Delbert E. (1954)
Business Services

Tobin, Harry M. (1965)
Business Management Training

Turley, Jack (1962)
Business Management

Turner, E. Glen (1962)
English

Whiting, Jack (1976)
Diesel Mechanics

Williamson, Bert (1970)
Vice President, Business & Community Development

Exempt Professional Staff

Abbott, Michael (1999)
Veterans Benefits Specialist
AA, ATA, Skagit Valley College
BA, Columbia College of Missouri

Ackelson, Karen (1997)
Coordinator of Recruitment & Admissions Services
BA, Western Washington University

Anderson, Laura (1998)
Bookstore Operations Manager
AA, Shoreline Community College

Bartlett, Elizabeth (2004)
Program Manager, Head Start
BSW, University of Alaska, Anchorage

Bowden, Denise (1990)
Family Services Coordinator, ECEAP, Whidbey Island Campus
AA, Skagit Valley College
BS, University of Washington

Clancy, Colleen (1998)
Director, San Juan Center
BA, University of California
JD, University of California Berkeley

Couture, Kathleen (2002)
Education Coordinator, ECEAP
BCS, Mount Saint Vincent University

Craig, Steve (1993)
Theater Technician

Davis, Tee (1997)
Coordinator of Evening Programs/ Administrative Assistant
BS, University of Missouri - Columbia

Dickson, Terri (2000)
Program Manager, Head Start
BA, Washington State University
MA, Whitworth

Ellsworth, David (2001)
Industrial Safety & Health Trainer/ Coordinator
BS, Utah State University
Ph.D., University of Washington

Falconer, Lisa (2004)
Program Manager, Head Start
AA, Skagit Valley College
BA, Western Washington University

Fitzpatrick, Sinead (2003)
Coordinator, Workfirst
AA, Olympic College
BA, Western Washington University

Garmann, Jeff (2004)
Computer Information System Technician
ATA, Skagit Valley College

Gregoire, Deborah (2003)
Coordinator, Coop Education
BA, Lewis & Clark College, OR

Grothe, Margo (1999)
Coordinator, Northwest Displaced Homemaker Center
ATA, Skagit Valley College
BA, Western Washington University

Hartsoch, Elizabeth (2005)
Research Information Analyst
BS, Gonzaga University
MA, University of Montana

Howard, Thomas (2004)
Administrative Services Manager, Head Start
BS, US Coast Guard Academy
MBA, Western Washington University

Itanen, Libby (2004)
Assistant Manager of Culinary Arts & Hospitality
BS, California State University, Chico
MS, California State University, Chico

Jansen, Jane (1998)
Tutorial Program Coordinator
BA, California State University
BS California State University

Jason, Cheryl Chalfont (2004)
Cooperative Education/Learning Into Action Coordinator & Educational Planner
BA, California State University
MS, Chapman University

Kaiser, Kurt (2002)
Bookstore Branch Manager, Whidbey Island Campus
AA, Skagit Valley College

Kinnear, Dianne (2004)
Administrative Assistant to the VP of Administrative Services

Lounsbery, Sandra (2004)
Nutritional Coordinator, ECEAP
BA, University of Washington
MS, University of Hawaii, Manoa

Maldonado-Fernandez, Martha (2004)
Interim Residential Director
AA, Skagit Valley College

Mann, Clyde (1992)
Veterans Affair/Financial Aide Assistant, Whidbey Island Campus
AAUCT, Skagit Valley College

Martinez-Griego, Barbara (2002)
Program Manager, Head Start
BS, New Mexico State University

Martin, Randy (2000)
Coordinator, Elderhostel, San Juan Center
Senior Studies, Pacific Lutheran University

Matthews, Kevin
Athletic Program Fundraiser

McCormick, Carol (1985)
Program Manager, Head Start
BA, Kennedy College
MA University of Nebraska

Meader, Mary Lou (2003)
Director, Prep Work Consortium
BS Ed, University of Illinois
MS Ed, Northern Illinois University

Metzger, Stephanie (1998)
Transcript Evaluator
AA, North Seattle Community College
BA, Western Washington University

Morgan, David (1999)
CIS Instructional Technician, Whidbey Island Campus
ATA, Skagit Valley College

Nansel, Kathy (1996)
Confidential Secretary, Vice President of Educational Services
ATA, Skagit Valley College

Noble, Rosemary (1993)
Family Resource Coordinator, ITEIP
LPN, Skagit Valley College
AD RN, Skagit Valley College

Nogler, Terri (2003)
Administrative Assistant, Business Resource Center
BA, San Francisco State University

Patrick, Dana (1996)
Client Services Specialist, Displaced Homemakers
AA, Skagit Valley College

Petosa, Karen (2004)
Preschool Coordinator, ELC
AA, Western Washington University

Perka, Penny (1999)
Student Activities Advisor, Whidbey Island Campus
BA, Whitman College
MS, Indiana University

Pitcher, Christa (2004)
Coordinator, International Programs
BA, Valparaiso University, IN

Peters, Randall (1989)
Instructional Network Manager
ATA, Skagit Valley College

Radeleff, Lisa (1997)
Administrative Assistant to the President
Senior Studies - Rio Hondo College

Reed, Kelly (2004)
SVC Foundation Coordinator of Events
AAUCT, Skagit Valley College

Reid, Denny (1995)
Accommodations Specialist, Disabled Student Services
B. Ed., University of British Columbia

Rettenmier-Watts, Anne (2004)
Director, WorkFirst
BA, MBA, Eastern Washington University

Robbins, George (Rip) (1994)
Advisor/Coordinator, KSVR
BA, Western Washington University

Roberts, Franklin (2003)
Director, Distance Education
BA, Salem State College
M.Ed, Ph.D., Pennsylvania State

Sadouk, Jennifer (2003)
WorkFirst Coordinator
AS, Trinity Valley Community College
BS, University of Texas at Tyler
TESOL Certificate-Western Washington University
ESL Endorsement-Western Washington University

Scott, Dave (1990)
Assistant to Director of Physical Plant
Cert. Stationary Engineer Apprenticeship

Sheets, Gary (1995)
Instructional Design Specialist
AA, El Camino Community College
BA, California State University - Northridge
MS, Utah State University

Shires, Millard (2001)
Bookstore Manager
Senior Studies, University of Nebraska

St. Germain, Jeanette (1994)
Assistant Controller
ATA, Skagit Valley College

Walker, Sherry (1994)
Administrative Assistant to the VP of the Whidbey Island Campus
AS, John Brown University

Walters, James (1997)
Webmaster
AA, Ferris State University
BA, Western Washington University

Wedner, Rose (1997)
Running Start Program Advisor
M.Ed., Western Washington University

Wessels, Catherine (1997)
Administrative Assistant to the VP of Educational Services
Senior Studies, Rutgers University

Wynn, Robyn (2000)
Coordinator, Student Programs, Whidbey Island Campus
AA, Skagit Valley College
BA, Seattle Pacific University

Classified Staff

Abbott, Georgene (Genie)
Program Assistant, Whidbey Island Campus

Aguirre, Alvan
Info Tech Systems Specialist III

Alps, Susan
Early Childhood Program Aide, Head Start

Angulo, Celina
Office Assistant III, Registration

Atkins, Mary Ann
Early Childhood Program Manager, Head Start

Babcock, Theresa
Secretary Supervisor, Counseling

Badillo, Maria
Early Childhood Program Aid II, Head Start

Baker, Linda
Secretary Lead, Academic Education

Barnett, Lisa
Office Assistant III, Registration

Barry, Phyllis
Administrative Assistant A, Professional/Technical Education

Bartleson, Eric
Custodian

Batchelor, Carolyn
Library Supervisor I, Whidbey Island Campus

Beattie, James
Lead Custodian

Benson, Gary
Maintenance Custodian II

Bishop, Julie
Library Specialist I

Boettcher, Lindsay
Cashier II

Boyer, Andrea
Social Work Assistant II, Head Start

Brant, Rebecka J.
Early Childhood Program Specialist, Head Start

Broadgate, Linda
Program Assistant, Career Services

Brown, Angela
Secretary Supervisor, International Programs

Buenaventura, Joe
Computer Maintenance Technician II, Whidbey Island Campus

Burns, Linda
Payroll Supervisor

Burton, Allison
Early Childhood Program Specialist, Head Start

Bustos, Dianne
Senior Secretary, Student Support Services

Cabrera, Luz
Social Work Assistant II, Head Start

Cairns, Don
Graphic Designer/Illustrator, Public Information

Carpenter, Rochelle
Early Childhood Program Manager, Head Start

Carroll, Leann
Office Assistant III

Casteel, John
Custodian

Castilleja, Janie
Early Childhood Program Specialist, Head Start

Chaput, Janet
Early Childhood Program Manager, Head Star

Clark, Sandy
Early Childhood Program Manager, ECEAP, Whidbey Island Campus

Cook, Larry
Maintenance Mechanic II

Cross, Wenda
Social Worker Assistant III, Head Start

DeBoer, Susan
Early Childhood Program Aide II, Head Start

Degnan, Cathy
Office Assistant III, San Juan Center

DeMaria, Dianna
Early Childhood Program Aide II, Head Start

DeMuth, Ray
Program Coordinator, Whidbey Island Campus

Dipzinski, Debra
Early Childhood Program Specialist, Head Start

Dooley, Nancy
Fiscal Technician III, Business Office

Dugger, Richard
Info Tech Systems Specialist II, Whidbey Island Campus

Dykes, Marcella
Purchasing Manager A

Edwards-Andrews, Norma
Maintenance Custodian II, Whidbey Island Campus

Fagan, Laurel
Early Childhood Program Specialist, Head Start

Farage, Denise
Early Childhood Program Aide II, Whidbey Island Campus

Filar, Ruby
Office Assistant III, Whidbey Island Campus

Fjeld, Alan
Scientific Instructional Technician II

Frazier, Bethany
Program Coordinator

Fritz, Lynn
Custodian

Frolander, Karin
Fiscal Technician II

Fuentes, Cynthia
Early Childhood Program Aide II, Head Start

Fugate, Trasi
Early Childhood Program Aid II, Head Start

Gansen, Heidi
Scientific Instructional Technician I, Whidbey Island Campus

Garcia, Antonio
Campus Security Officer

Garcia, Christina
Library Technician II

Garcia, Frances
Early Childhood Program Specialist, Head Start

Garza, Lily
Principal Accountant

Garza, Michelle
Office Assistant, III, Admissions

Giles, Almeda
Early Childhood Program Manager, Head Start

Gillingham, Joyce
Program Coordinator, WorkFirst

Gonzales, Eddie
Office Assistant III, ECEAP, Whidbey Island Campus

Goodman, Wayne
Early Childhood Program Specialist, Head Start

Grifin, Patricia
Early Childhood Program Specialist

Guillen, Barbara
Early Childhood Program Manager, Head Start

Haren, Marilyn
Administrative Assistant A

Harris, Georgiana
Custodian

Hauser, Dave
Building & Grounds Supervisor B, Whidbey Island Campus

Havens, Beverly
Human Resources Representative I, Retirement/Benefits

Hedgpeth, Josie
Early Childhood Program Manager, Head Start

Heinzman, Shannon
Info Tech Technician II

Herzog, Shelley
Assistant Financial Aid Director

Hilden, Linda
Early Childhood Program Manager, Head Start

Hoffstrom, Jamie
Office Assistant III, Registration

Howard, Wilma
Early Childhood Program Aide II, Head Start

Howland, Sindie
Administrative Assistant B, Registration & Admissions

Hrdlicka, Nicole
Retail Clerk II

Hurd, Linda
Teaching Aide II

Hurlbert, Kelsey
Early Childhood Program Aide II, Head Start

Irish, Kimberly
Social Work Assistant II, Head Start

Jackson, Wendy Guinevere
Early Childhood Program Specialist, Head Start

Johnson, Ellen
Early Childhood Program Manager, Head Start

Johnston, Shelly
Early Childhood Program Specialist, Head Start

Jolly, James
Program Assistant, Career Services

Judd, Elizabeth
Early Childhood Program Manager, Head Start

Kaczmarczyk, Ed
Maintenance Mechanic II

Karon, Marilyn
Early Childhood Program Specialist, Head Start

Karr-Sifford, Barbara
Early Childhood Program Aide II, Head Start

King, Jane
Social Worker Assistant II, ECEAP, Whidbey Island Campus

Kislyanka, Vera
Early Childhood Program Aide II, Head Start

Koetje, Cathie
Social Work Assistant II, Head Start

Koetje, Vivian
Mail Services Lead, Mail/Copy Room

Kotash, Karen
Senior Accountant, SVC Foundation

Lange, Carina
Early Childhood Program Aid II, ECEAP, Whidbey Island Campus

LeDent-Iankovski, Gail
Retail Clerk II

Lafave, Susan
Secretary, Nursing

Lanning, Brandy
Office Assistant III, Registration

Levensen, Lance
Security Guard

Lisherness, Norma
Media Technician Lead

MacCombe, Geoffery
Info Tech Systems Specialist II, Head Start

Mains, Mary
Cashier II

Mansfield, Clarissa
Library Technician II

Maassen, Maria (Mimi)
Retail Clerk II, Whidbey Island Campus

McCall, Heather
Early Childhood Program Specialist, Head Start

McEntee, Ron
Custodian, Whidbey Island Campus

Miller, Teresa
Secretary Supervisor, Library & Media

Moen, Bruce
Maintenance Custodian II, Whidbey Island Campus

Moran, Stacie
Office Assistant III, Registration Office, Whidbey Island Campus

Morris, Laura
Program Support Supervisor II, Student Activities

Murphy, Barb
Fiscal Technician II, Bookstore

Murphy, Brian
Recreation Coordinator I

Nakashima, Stanley
Custodian

Navarro, Kathryn
Early Childhood Program Specialist, Head Start

Nelson, Kathleen
Social Work Assistant II, Head Start

Nelson, Kenneth
Information Technology Systems Specialist V

Nichols, Anthony
Custodian

Niles, Kathleen
Fiscal Technician II, Whidbey Island Campus

Nondorf, Gary
Gardener II

Nording, Theresa
Program Support Supervisor II, Registration

Nunn, Brenda
Instructional Technician II

Olloren, Dahlia
Early Childhood Program Aide II

Olson, William
Maintenance Custodian II

Omdal, Bret
Info Tech Systems Specialist V

O' Neil, Shannon
Administrative Services Manager A, Campus View Village

Oshiro, Beth
Office Assistant III, Academic Education

Palmer, Cheryl
Program Coordinator, Information Technology

Parker, Terri
Office Assistant III, Registration & Admissions

Pederson, Joan
Human Resources Assistant Senior

Peters-Edwards, Darlene
Social Worker Assistant II, Head Start

Philbrick, Bonnie
Early Childhood Program Specialist, Head Start

Prescott, Torry
Early Childhood Program Manager, Head Start

Pringle, Christina
Social Work Assistant II, Head Start

Radtke, Fumiko
Office Assistant III, Adult Basic Education/English as a Second Language

Ramirez, Anna
Social Worker Assistant II, Head Start

Ray, Nickie
Early Childhood Program Aid II, Head Start

Reddin, Margo
Book Store Buyer

Reimers, Richards
Custodian, Whidbey Island Campus

Reyes, Kathie
Office Assistant III, Student Services, Whidbey Island Campus

Risser, Elizabeth
Program Assistant, McIntyre Hall

Rollin, Rosalia
Custodian, Whidbey Island Campus

Ryba, Dona
Social Work Assistant II, Head Start

Sager, Joan
Early Childhood Program Manager

Sandoval, Milagros
Program Assistant, Head Start

Sandstrom, Mary
Early Childhood Program Aide I

Scheer, Charisse
Social Work Assistant II, Head Start

Scheer, Debra
Early Childhood Program Specialist, Head Start

Schlabach, Gary
Custodian

Sears, Jan
Office Assistant II, Testing

Shelly, Brian
Maintenance Mechanic I, Whidbey Island Campus

Sherin, Mariah
Human Resource Assistant

Sibley, Brian
Stage Technician II

Skurdahl, Dave
Custodian

Smith, Cherie Lynn
Early Childhood Program Manager, Head Start

Smith, Craig
Maintenance Mechanic II

Smith, Rozanne
Fiscal Technician III

Solidum, Aleli
Library Technician II, Whidbey Island Campus

St. Germain, Benjamin
Info Tech Application Specialist V

Stevens, Linda
Program Assistant, Financial Aid

Stevens, Theresa
Program Support Supervisor I, Financial Aid

Stone, Gretchen
Teaching Aide II, Adult Basic Education

Struthers, Paulette
Payroll Technician

Taylor, Rande
Custodian

Thompson, Valerie
Office Assistant III, Professional/ Technical Education

Trout, Tovi
Early Childhood Program Specialist, Head Start

Tyler, Cynthia
Program Assistant, Business Resource Center

Vance, Dan
Maintenance Mechanic I

Van Gunst, Randall
Custodian, Whidbey Island Campus

Vivanco, Oralia
Early Childhood Program Aid II, Head Start

Warden, Paul
Maintenance Custodian II

Watts, Linda
Office Assistant II, Financial Aid

Weber, Jill
Program Support Supervisor, Distance Education

Wicksell, Lesle
Fiscal Technician II

Williams, Barbara
Program Coordinator, Physical Plant

Willis, Alvin
Information Technology Systems Specialist I

Staff Emeriti

Allen, Jan (1966-1996)
President's Office

Anderson, Betty (1980-2004)
Instructional Technician II

Armstrong, Mary Lou (1988-1995)
Business Office

Auld, Hale (1970-1991)
Maintenance, Whidbey Island Campus

Bjork, Cathie (1957-1987)
Registration

Boos, Clarence (1971-1983)
Custodial

Bos, Glenn (1969-1987)
Maintenance

Brandt, Gloria (1978-2004)
Secretary Supervisor, Counseling

Bultman, Esther (1988)
Administration Office, Whidbey Island Campus

Burton, Dallas (1988-2002)
Maintenance

Crenshaw, Vicki (1989-2003)
Secretary Lead, South Whidbey Center

Dibble, Charmie (1978-2000)
Culinary Arts

Dickerson, Raleigh (1982-2003)
Campus Security

Doctor, Phyllis (1977-2001)
Program Support Supervisor I, Admissions

Ebel-Higgins, Gail (1986-2003)
Administrative Assistant to the VP of Business & Community Development

Eklund, Ethelyn (1975-1994)
Secretary, Nursing

Elde, Clara (1958-1983)
Business Office

Elles, Alice (1972-1984)
Whidbey Island Campus

Fahl, Raymond (1965-1977)
Custodial

Frasier, Joyce (1975-1987)
Educational Services

Hansen, Willa (1962-1989)
Bookstore

Jurgens, Paul (1984-1989)
Maintenance

Kinley, Verla (1969-1991)
Registration

Libbey, Darlene (1974-1992)
Payroll

Lundquist, Fran (1963-1991)
Library

Magee, Eileen (1960-1982)
Financial Aid

Matier, Ira (1977-1989)
Custodian

McGuinness, Lois (1979-1998)
Program Coordinator, Financial Aid

McKeehan, Sharon (1974-1999)
Program Coordinator, Financial Aid

Moen, James (1979-1995)
Custodian, Whidbey Island Campus

Morris, Paul (1982-2002)
Maintenance

Morris, Penny (1979-2002)
Secretary Supervisor

Nash, Wendy (1984-1999)
Administrative Assistant, Whidbey Island Campus

Nelson, Arlene (1963-1990)
Business Office

Nevitt, Deanne (1986-2004)
Program Coordinator, Culinary Arts

Olson, Kathrine (1985-2002)
Library Specialist II

Seman, Mary (1979-1994)
Counseling

Stewart, Robert (1962-1981)
Maintenance

Sward, Joyce (1984-2002)
Accountant Principal

Sylte, Emil (1972-1982)
Security

Turner, Marcia (1984-1996)
Payroll

Valentine, Priscilla (Percy) (1977-2005)
Administrative Assistant A, Registration, Whidbey Island Campus

Vaughn, Ruth (1991-2002)
Teaching Assistant

Warren, Maxine (1962-1982)
Registration

Whelan, Bonnie (1973-1996)
Day Vocational

Wiechert, Carl (1986-2002)
Office Assistant

Wing, Shirley (1981-1996)
Library

Wirta, Hazel (1988-2002)
Honored for 15 yrs. service
Custodian

Ytgard, Reidar (1983-1991)
Maintenance

Department Chairs – Mount Vernon

ADMINISTRATION OF JUSTICE
Bill Overby..... 416.7829

ADULT BASIC EDUCATION/ ENGLISH AS A SECOND LANGUAGE
May Haley..... 416.7806

ART
Ann Chadwick Reid 416.7724

AUTOMOTIVE TECHNOLOGY
Scott Hall.....416.7661

BEHAVIORAL SCIENCE (Anthropology, Psychology, Sociology)
Mike Witmer..... 416.7609

BIOLOGICAL SCIENCE (AGRICULTURE, BIOLOGY)
Val Mullen 416.7899

BUSINESS ADMINISTRATION/ ECONOMICS
Dick Johnson 416.7670

BUSINESS MANAGEMENT
Marie Johnson.... 416.7789

COMPUTER INFORMATION SYSTEMS
Sally Dixon 416.7784

CULINARY ARTS/ HOSPITALITY MANAGEMENT
Dani Cox.....416.7721
Martin Hahn 416.7608

DEVELOPMENTAL EDUCATION
Linda Moore 416.7905

DIESEL POWER TECHNOLOGY
Bernie Andringe.416.7731

EARLY CHILDHOOD EDUCATION/EDUCATION PARAPROFESSIONAL
Marilyn Chu 416.7787

ELECTRONICS TELECOMMUNICATION NETWORKS TECHNOLOGY/ ELECTRONICS ENGINEERING TECHNOLOGY/ MECHATRONICS
Ted Rodriquez.....416.7757

ENGLISH
Angelica Hernandez 416.7736

ENVIRONMENTAL CONSERVATION
Claus Svendsen....416.7816

FAMILY LIFE
Cheryl Hawes 416.7625

FIRE PROTECTION TECHNOLOGY
Patrick McVicker.416.7783

HUMAN SERVICES
Jean Matthews 416.7749

MATHEMATICS/COMPUTER SCIENCE
Daniel Graber 416.7896

MEDICAL ASSISTANT
Jeanette Hemming 416.7720

MULTIMEDIA & INTERACTIVE TECHNOLOGY
Calleen Coorough 416.7651

MUSIC
Diane Johnson.....416.7655

NURSING
Flora Adams 416.7631

OFFICE ADMINISTRATION & ACCOUNTING TECHNOLOGY
Kristi Spinnie 416.7944

PARALEGAL
Ted Maloney.....416.7774

PHYSICAL EDUCATION
Gary Knutzen 416.7714

PHYSICAL SCIENCE/ ENGINEERING (Chemistry, Earth Science, Engineering, Geology, Physics)
Ben Fackler-Adams 416.7967

SOCIAL SCIENCE *(History, Geography, Ethnic Studies, Philosophy, Political Science, & Social Science)*
Anne Will 416.7699

SPEECH/THEATER ARTS/ MEDIA COMMUNICATIONS
Linda Smith *(Speech/Media Communications)*...416.7810
Andy Friedlander *(Theater)* 416.7723

TRUCK DRIVING
Gary Thompson ..416.7740

WELDING TECHNOLOGY
Dan Nelson.....416.7702

WORLD LANGUAGES (Foreign Languages, Including American Sign Language, Academic English as a Second Language)
Vicki Talbott.....416.7815

Department Chairs – Whidbey Island Campus

BUSINESS (Business & Economics)
Leslie Lukasik 679.5335

COMMUNICATIONS (English, Literature, Speech)
Bob Graham..... 679.5336

COMPUTER SCIENCE/ COMPUTER INFORMATION SYSTEMS
Doris Dunn..... 679.5315

DEVELOPMENTAL EDUCATION
Vicki Matzen..... 679.5395

FAMILY LIFE (Early Childhood Ed, Parent Ed)
Janet Heverling .. 679.5347

HUMANITIES
Mick Donahue.... 679.5333

MARINE MAINTENANCE TECHNOLOGY
Mike Swietzer 679.5306

MATHEMATICS
Jeff Stady..... 679.5309

NURSING
Kathie Folsom 679.5324
Jan Helm..... 679.5325

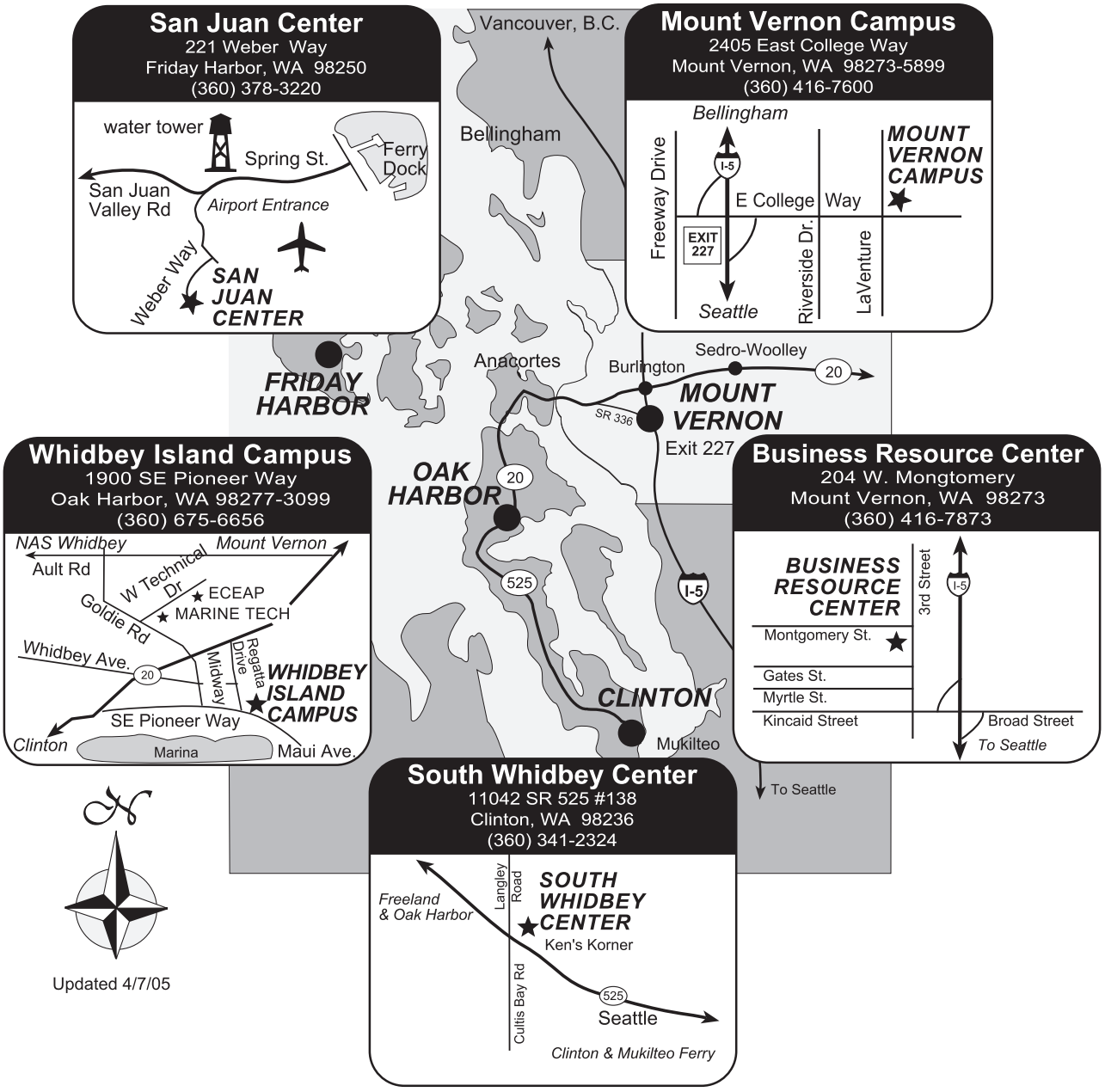
OFFICE ADMINISTRATION & ACCOUNTING TECHNOLOGY
Tamara Oakes 679.5328

PHYSICAL EDUCATION
Mick Donahue.... 679.5333

SCIENCE
George Biehl 679.5308

SOCIAL SCIENCE
Lou LaBombard.. 679.5338

Where is SVC located?



Mount Vernon Campus

2405 East College Way
Mount Vernon, WA 98273
360.416.7600
Toll Free: 877.385.5360
www.skagit.edu

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Driving Directions

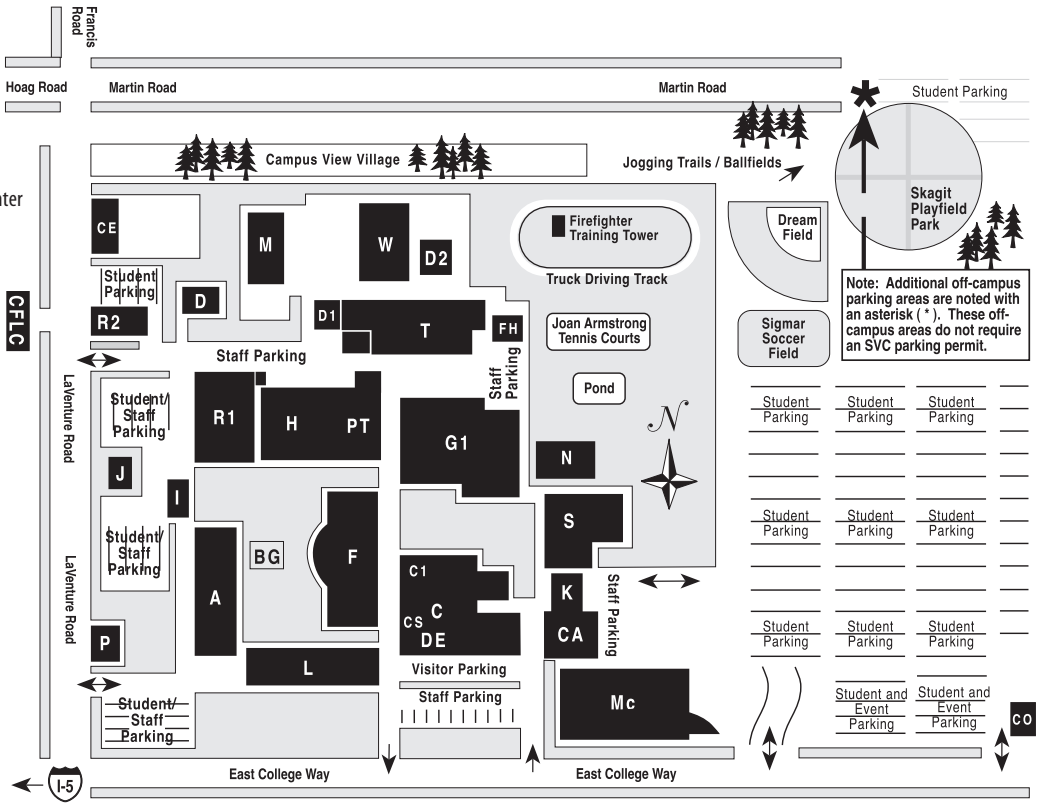
From Interstate-5, take Exit 227, College Way:

North Bound: Turn right onto E. College Way
South Bound: Turn left onto E. College Way

Continue on E. College Way. Once you pass the traffic signal on LaVenture, you will see the college on your left. The main entrance is off of College Way, ¼ mile past LaVenture.

BUILDING CODE

A ..... Angst Hall
BG ..... Binary Garden
C..... Campus Center
C1..... Cafeteria/Student Lounge
CS..... Counseling/Financial Aid
CA ..... Campus Center Annex
CE..... Chinook Enterprises
CFLC .. Child & Family Learning Center
CO ..... Connite House
D ..... Davidson House
DE ..... Distance Education
D1 ..... Office Modular
D2 ..... Diesel/Truck Driving
F..... Ford Hall
FH ..... Field House
G1 ..... Dave DuVall Pavilion
H ..... Hodson Hall
I ..... International Classroom
J ..... Johnson House
K ..... Cardinal Bookstore
L..... Lewis Hall
Mc..... McIntyre Hall
N ..... Nelson Hall
P ..... Parker House
PT..... Phillip Tarro Theatre
R1 ..... Reeves Hall
R2 ..... Rutledge House
S..... Library/Media Center
T..... Roberts Hall
W ..... Diesel Building



Whidbey Island Campus

1900 SE Pioneer Way
Oak Harbor, WA 98277-3099
(360) 675-6656
www.skagit.edu

Staff photos.

Driving Directions

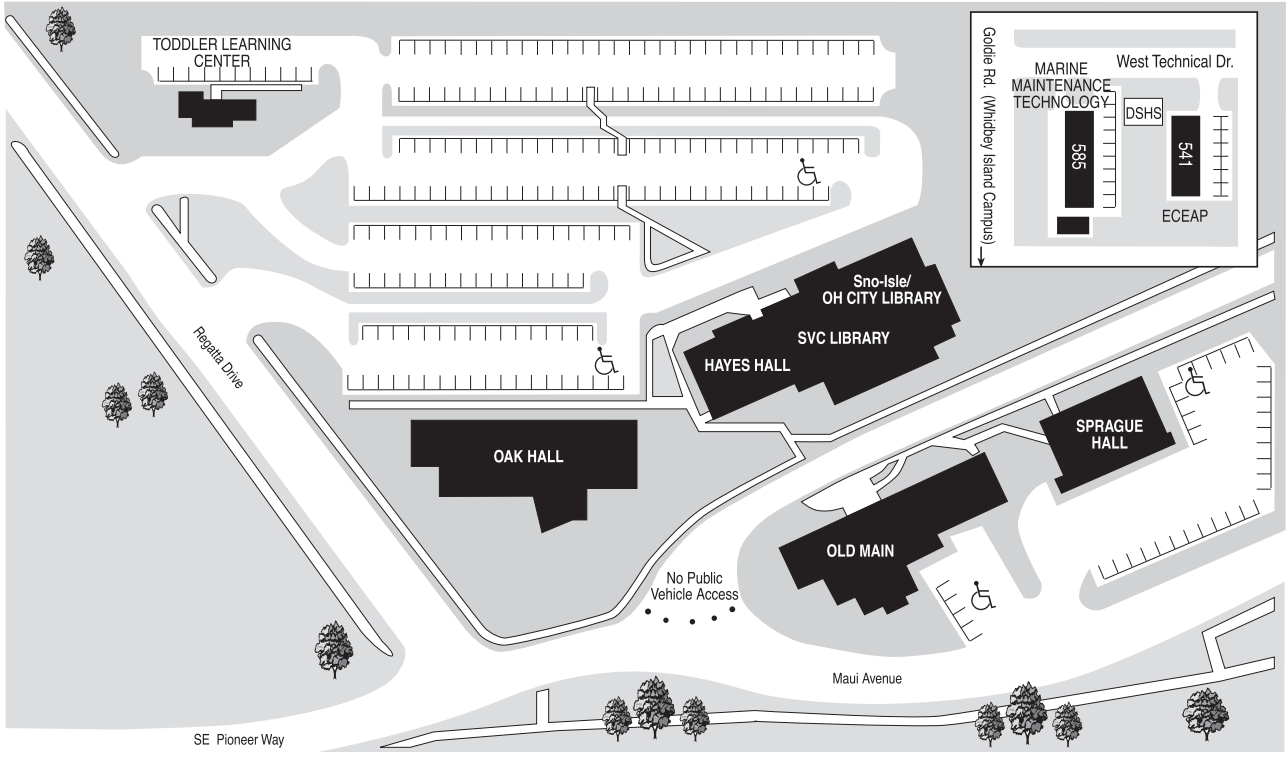
The Whidbey Island Campus is located on Whidbey Island.

From the North:

On I-5, take Exit #230 and drive west on Hwy. 20. Watch for the lighted intersection and sign to Oak Harbor. Turn left at light and follow Hwy 20 to Oak Harbor.
Turn left at Midway Blvd.
Turn left at SE Pioneer Way.

From the South:

Take the Washington State Ferry at Mukilteo. Continue north on Hwy 525 to Oak Harbor.
Turn right on SE Pioneer Way.



Parking

On the Mount Vernon Campus, parking is available on a "first come, first served" basis only in the areas designated as student parking lots as shown on our campus maps. These maps are available at the Information Window in the lobby of the Campus Center building. Please remember that parking will be limited, so allow yourself enough time before your first class to find a space. While a limited number of spaces are designated for visitors, all SVC students are expected to park in student parking lots, leaving visitor spaces for those not enrolled at the college.

Parking permit decals are $10 each quarter and are available at the Cashier's Window of the Campus Center building. Parking permits are mandatory for all vehicles parked on campus during daytime classes between 7 a.m. and 4 p.m. Students are not to use visitor's or staff parking at any time.

If you receive a parking citation and do not pay your parking fines at the Cashier's Window before the end of the quarter, you will not be able to receive your grades, financial aid check, or register for the following quarter.

If you have any questions, visit the Security office (C-38) across from the Information Window in the lobby of the Campus Center building, or call 416-7777.

Student parking permit decals are not required at the Whidbey Island Campus. There is ample parking adjacent to Oak Hall and Hayes Hall for students. Faculty and Staff parking decals are required for Faculty and staff parking spaces.

Also, parking permit decals are not required at the San Juan Center, South Whidbey Center, or Business Resource Center.

Safety & Security

SVC is an inherently safe college campus; however, it is subject to many of the same problems that occur in the community. The following information is intended to make you aware of what safety measures are available to you.

The Mount Vernon SECURITY OFFICE is located in the Campus Center building, directly across from the Admissions Office. Campus Security personnel are on duty seven days a week. The college has three full-time and five to seven part-time security officers. Security personnel patrol the campus regularly and can be reached via their cellular phone at 416-7777, or by lifting the receiver on any of the red security phones in the buildings. Each of the student parking lots is equipped with an emergency radio call-box.

LOST AND FOUND is located at the Information Window in the Campus Center building and in the Security office, room C-38. On the Whidbey Island Campus, the Lost and Found is located in the Registration Office. Campus Security provides assistance with:

a. Locking/unlocking buildings
b. Dead batteries
c. Nighttime escorts to and from parking lots upon request
d. Parking assistance at start of quarter
e. Parking regulations and enforcement
f. Enforcing smoking policies
g. Enforcing skateboard and bicycle policies
h. Coordinating emergency contacts as indicated
i. The overall security of the campus

On the Whidbey Island Campus, security service can be reached at 360.770.5393.

Service is provided:

Monday - Tuesday
4:00 p.m. – 10:00 p.m.
Wednesday - Thursday
3:00 p.m. - 10:00 p.m.,
Friday
3:00 p.m.- 6:00 p.m.
Saturday and Sunday,
8:00 a.m. -5:00 p.m.

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Educational Plan

Meet with my advisor for next quarter's registration.
Quarter: _____ Year: _____

Line#	Dept	Course	Section	Cr	Time	Circle Days	Rm
						M T W Th F S	
						M T W Th F S	
						M T W Th F S	
						M T W Th F S	
						M T W Th F S	
						M T W Th F S	
						M T W Th F S	
						M T W Th F S	

Approved By:_____ Date: _____

Meet with my advisor for next quarter's registration.
Quarter: _____ Year: _____

Line#	Dept	Course	Section	Cr	Time	Circle Days	Rm
						M T W Th F S	
						M T W Th F S	
						M T W Th F S	
						M T W Th F S	
						M T W Th F S	
						M T W Th F S	
						M T W Th F S	
						M T W Th F S	

Approved By:_____ Date: _____

Meet with my advisor for next quarter's registration.
Quarter: _____ Year: _____

Line#	Dept	Course	Section	Cr	Time	Circle Days	Rm
						M T W Th F S	
						M T W Th F S	
						M T W Th F S	
						M T W Th F S	
						M T W Th F S	
						M T W Th F S	
						M T W Th F S	
						M T W Th F S	

Approved By:_____ Date: _____

Meet with my advisor for next quarter's registration.
Quarter: _____ Year: _____

Line#	Dept	Course	Section	Cr	Time	Circle Days	Rm
						M T W Th F S	
						M T W Th F S	
						M T W Th F S	
						M T W Th F S	
						M T W Th F S	
						M T W Th F S	
						M T W Th F S	
						M T W Th F S	

Approved By:_____ Date: _____

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Quarter: _____ Year: _____

Line#	Dept	Course	Section	Cr	Time	Circle Days	Rm
						M T W Th F S	
						M T W Th F S	
						M T W Th F S	
						M T W Th F S	
						M T W Th F S	
						M T W Th F S	
						M T W Th F S	
						M T W Th F S	

Approved By:_____ Date: _____

Meet with my advisor for next quarter's registration.
Quarter: _____ Year: _____

Line#	Dept	Course	Section	Cr	Time	Circle Days	Rm
						M T W Th F S	
						M T W Th F S	
						M T W Th F S	
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						M T W Th F S	
						M T W Th F S	
						M T W Th F S	
						M T W Th F S	

Approved By:_____ Date: _____

Mount Vernon Campus
2405 East College Way
Mount Vernon, WA 98273-5899
360.416.7600 (Tel)
1.877.385.5360 (Toll Free)
360.416.7890 (Fax)

Business Resource Center
204 W. Montgomery
Mount Vernon, WA 98273
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360.416.7831 (Fax)

Whidbey Island Campus
1900 SE Pioneer Way
Oak Harbor, WA 98277-3099
360.675.6656 (Tel)
360.679.5375 (Fax)

South Whidbey Center
11042 SR 525 #138
Clinton, WA 98236
360.341.2324 (Tel)
360.341.2425 (Fax)

San Juan Center
221 Weber Way
Friday Harbor, WA 98250
360.378.3220 (Tel)
360.378.5898 (Fax)