

# 2008-10 CATALOG



**“RATED AMONG THE BEST COMMUNITY COLLEGES IN THE NATION.”**

— Washington Monthly magazine, August, 2007

## 2008-2009 Academic Calendar

### SUMMER QUARTER 2008

39 Instructional Days

Classes Begin .....	June 23
Independence Day .....	July 4
Classes End .....	August 15
(End date may vary depending on weeks of instruction.)	

### FALL QUARTER 2008

57 Instructional Days

Faculty Institutional Meetings .....	September 15-17
Faculty Planning Days .....	September 18-19
Classes Begin .....	September 22
Veterans' Day .....	November 11
Thanksgiving Recess .....	November 27-28
Final Exams End .....	December 12
Faculty Professional Day* .....	December 15
Winter Recess .....	December 13-January 1

### WINTER QUARTER 2009

53 Instructional Days

Faculty Planning Day .....	January 2
Classes Begin .....	January 5
Martin Luther King Day .....	January 19
Presidents' Day .....	February 16
Final Exams End .....	March 20
Faculty Professional Day* .....	March 23
Spring Recess .....	March 21-March 29

### SPRING QUARTER 2009

53 Instructional Days

Faculty Planning Day .....	March 30
Classes Begin .....	March 31
Memorial Day .....	May 25
Final Exams End .....	June 12
Commencement (Whidbey) .....	Saturday, June 13
Commencement (Mount Vernon) .....	Sunday, June 14
Fall-Spring 2008-09 .....	163 Instructional Days
(*Faculty professional days may be rescheduled by mutual agreement between faculty member and appropriate Dean/VP.)	

## 2009-2010 Academic Calendar

### SUMMER QUARTER 2009

39 Instructional Days

Classes Begin .....	June 22
Independence Day (Observed) .....	July 3
Classes End .....	August 14
(End date may vary depending on weeks of instruction.)	

### FALL QUARTER 2009

57 Instructional Days

Faculty Institutional Meetings .....	September 14-16
Faculty Planning Days .....	September 17-18
Classes Begin .....	September 21
Veterans' Day .....	November 11
Thanksgiving Recess .....	November 26-27
Final Exams End .....	December 11
Faculty Professional Day* .....	December 14
Winter Recess .....	December 12-January 3

### WINTER QUARTER 2010

52 Instructional Days

Faculty Planning Day .....	January 4
Classes Begin .....	January 5
Martin Luther King Day .....	January 18
Presidents' Day .....	February 15
Final Exams End .....	March 19
Faculty Professional Day* .....	March 22
Spring Recess .....	March 20-March 28

### SPRING QUARTER 2010

53 Instructional Days

Faculty Planning Day .....	March 29
Classes Begin .....	March 30

Memorial Day .....	May 31
Final Exams End .....	June 11
Commencement (Whidbey) .....	Saturday, June 12
Commencement (Mount Vernon) .....	Sunday, June 13
Faculty Professional Day* .....	June 14

### SUMMER QUARTER 2010

June 21-August 13

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

Fall-Spring 2009-10 .....

162 Instructional Days  
(\*Faculty professional days may be rescheduled by mutual agreement between faculty member and appropriate Dean/VP.)

## Campus Directory

### MOUNT VERNON CAMPUS

2405 East College Way • Mount Vernon, WA 98273

Switchboard .....	360.416.7600
Toll Free .....	1.877.385.5360
Fax (Library) .....	360.416.7698
Fax (Admissions & Registration) .....	416.7890
Academic Education .....	416.7750
Admissions .....	416.7697
Bookstore .....	416.7728
Business & Community Development .....	416.7873
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 .....	679.5389

### 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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**T**he Skagit Valley College Catalog is effective beginning with Summer Quarter, 2008, through Spring Quarter, 2010.

Every effort has been made to assure the accuracy of the information contained in this publication. Students are advised, however, that such information is subject to change without notice, and advisors should, therefore, be consulted on a regular basis for current information.

Skagit Valley College catalogs, class schedules,

web site, fee schedules, etc., do not create binding contracts between Skagit Valley College and its students. The college and its divisions reserve the right at any time to make changes in any regulations or requirements governing instruction in and graduation from the college and its various divisions. Changes shall take effect whenever the proper authorities determine and shall apply not only to prospective students but also to those who are currently enrolled at the college. Except as other conditions dictate, the college will make every reasonable effort to ensure that students currently enrolled in programs, and making normal progress toward completion of any requirements, will have the opportunity to complete any program which is to be discontinued. The college's total liability for student claims related to classes or programs shall be limited to the tuition and expenses paid by the student to the college for those classes. In no event shall the college be liable for any special, indirect, incidental or consequential damages, including but not limited to, loss of earnings or profits.

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, May 2008. To help save natural resources and college funds, please keep this catalog for future use.

Skagit Valley College provides a drug-free environment and does not discriminate on the basis of race, color, national origin, sex, disability, sexual orientation, or age in its programs and employment. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Executive Director of Human Resources  
2405 E. College Way, Mount Vernon, WA 98273  
360.416.7794

## 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.

## Dignity Statement

An 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 governors—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 the SVC Foundation at [www.skagit.edu](http://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.

## PRESIDENT'S WELCOME



**W**elcome to Skagit Valley College! Whether you are beginning your college experience, upgrading your job skills, or continuing your lifelong learning, I applaud your interest in pursuing higher education.

Since being founded in 1926, SVC has established a strong tradition of making a difference in people's lives. We have achieved this, as reflected in our mission statement, by welcoming and valuing diverse learners, providing quality education and support, and contributing

community leadership and service.

At Skagit Valley College, you will discover a culture among our faculty and staff that is highly student centered. They have made a commitment to active learning strategies and building personal relationships that will help you to succeed in the classroom and in life.

As an acknowledgement of our good work, I am proud that Skagit Valley College earned national recognition in 2007 as one of the best community colleges in the nation. Washington Monthly magazine ranked "America's Best Community Colleges" and SVC was among the top 30 colleges named. In its August issue, journalist Kevin Carey noted that SVC scored highly in measures correlated with student engagement and graduation rates. Some of the data used in the article and the rankings came from an administration of the

Community College Survey of Student Engagement, a national survey conducted by community colleges.

For each 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, whether you choose to attend one of our campuses or centers, or study via eLearning, welcome to Skagit Valley College. On behalf of the faculty, staff, administration, and Board of Trustees, I extend my best wishes for your success!

Sincerely,

**Dr. Gary Tollefson**  
President, Skagit Valley College

## Board of Trustees



**Debra Lisser**



**Tom Moser**



**Don Piercy**



**Margaret Rojas**



**John Stephens**

## MISSION

Skagit Valley College exists to expand opportunities and horizons for students and to improve the communities in which they live. We achieve this by welcoming and valuing diverse learners, providing quality education and support, and contributing community leadership and service.

## VISION

We will be the community's college, respected by our diverse population for open access, a welcoming climate, excellent teaching and support services, successful student learning, and for our contribution to economic development, cultural enrichment, environmental awareness, and social justice.

## VALUES

**Learning** Our focus is on learning in a climate of open inquiry, respect, academic freedom, and scholarship.

**Excellence** We deliver skillful teaching, innovative curricula and co-curricular activities, effective services and support, continuous assessment, and systematic, measurable change.

**Student Success** We foster student success by being learner-centered, remaining flexible and accessible, and engaging students as active partners in their learning and in shaping and participating in the life of the college community.

**Employees** We support, value, and reward our employees, who are key to the achievement of our vision and mission.

### **Diversity and Global**

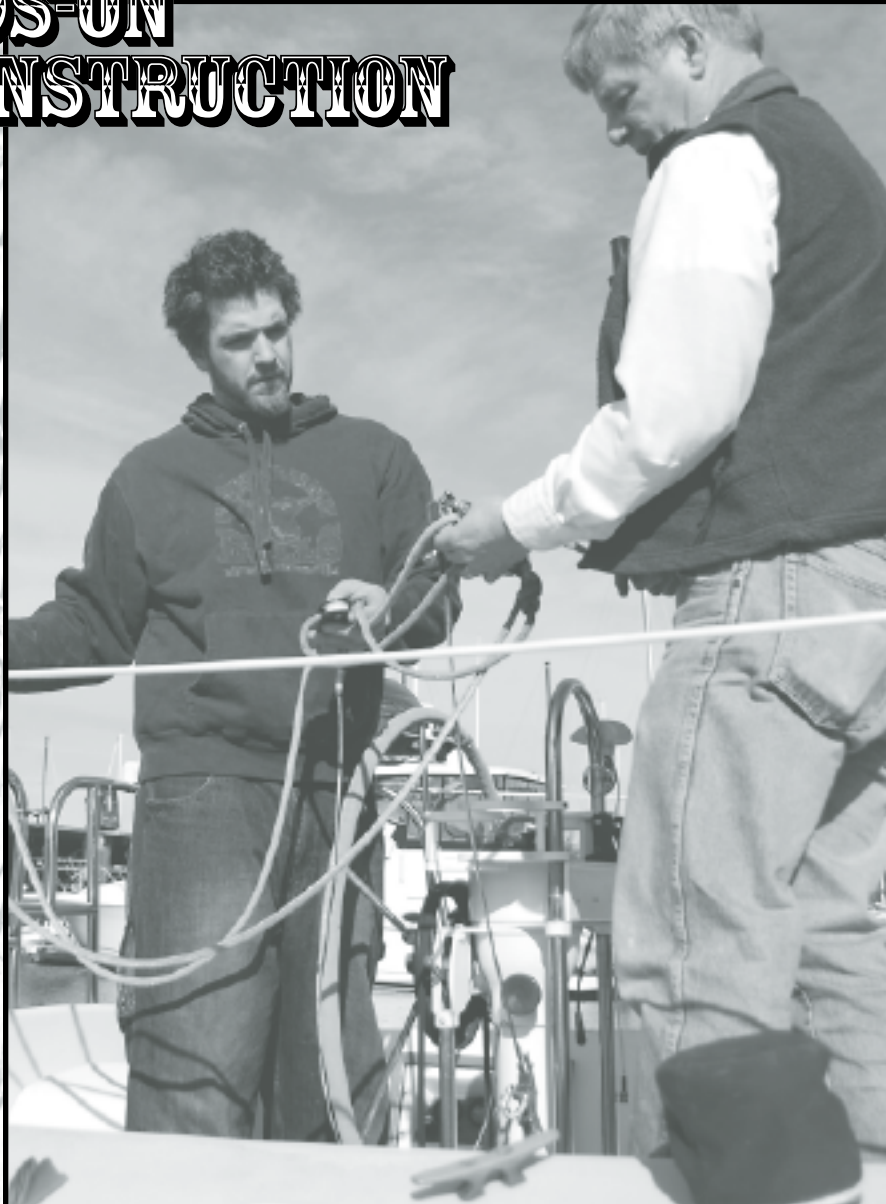
**Multiculturalism** We affirm individual uniqueness, celebrate diversity, and encourage mutual cultural understanding.

**Civic Responsibility** We are committed to democratic ideals that encourage engagement in the affairs of the college and the community it serves, involvement in the global community, and the promotion of social justice.

**Sustainability** We model best practices to create facilities, systems, and programs that are regenerative and sustainable.

**Communication** We value honest and respectful communication that contributes to effective relations, operations, personal growth and learning.

# HANDS-ON INSTRUCTION





# WHAT ARE THE ADVANTAGES OF ATTENDING SVC?

# 1

www.skagit.edu

## 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 chapter 4.

## 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 universities do

as well or better than students who begin college at four-year schools.

- Or, if your goal is to retool or launch a new career, we offer Professional/Technical degrees and certificates in some of today's most in-demand fields: Nursing and 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, 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 Drama and Physics in a Learning Community or study English linked with a distribution 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.



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ADVANTAGES OF SVC

# CAREER TRAINING





# HOW DO I BECOME A STUDENT?

# 2

[www.skagit.edu](http://www.skagit.edu)

## 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 you must take the complete ASSET (not available at Whidbey Island Campus) or COMPASS test. A signed Running Start Program Form is required at the time you register.

## 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 Skagit Valley College Application, available from the Admissions Office or apply online through the SVC website at [www.skagit.edu](http://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. Transcripts from institutions not accredited by the commission may also be considered. Note: a high school transcript is not required for transfer students.

3. The ASSET (not available at Whidbey Island Campus) 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 (not available at Whidbey Island Campus) 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.



# 2

GETTING STARTED

## 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](http://www.skagit.edu). Students who plan to enroll in math or English composition, or 10 credits or more must complete an ASSET (not available at Whidbey Island Campus) or COMPASS test.

## IF YOU ARE MILITARY PERSONNEL

SVC is a Servicemember’s Opportunity College. Selected programs of study are approved by Washington’s State Approving Agency for enrollment of those eligible for benefits under Title 38 and Title 10, U.S. Code. 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: 360.679.5389**

If you are a veteran, a dependent of a deceased veteran, or a 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.

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 the Veteran’s Education Offices on the Mount Vernon and Whidbey Island campuses as well as in the local communities for veterans at-

tending school. For more information, contact the Veterans Education Office.

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

### ***Veterans Tuition Waiver***

A veteran who was honorably discharged from the United States Armed Forces may be eligible for a 20% tuition waiver if the veteran meets all of the following requirements.

1. Can qualify as a WA resident at the time of enrollment per RCW 28B.15.012.
2. While serving as an active or reserve member in the U.S. Armed Forces or National Guard, the veteran served in a war or conflict fought on foreign soil, or international waters, or in another location in support of U.S. Armed Forces that were on foreign soil or international waters.
3. And that service is recorded on the veterans DD214 or other official documents.

**Please contact the Veterans’ Education Office to determine eligibility—  
Mount Vernon Campus: 360.416.7610  
Whidbey Island Campus: 360.679.5389**

### ***Tuition Waivers for Families of Fallen Veterans and National Guard Members***

Skagit Valley College will waive all tuition and certain fees for the children and spouses of eligible veterans or National Guard members, who died, are permanently and totally disabled, are missing in action, or are prisoners of war. “To be eligible a child must be a Washington domiciliary between 17 and 26. A surviving spouse, to be eligible must have a Washington domiciliary, and it must have been ten years of less since the loss. In addition, the spouse must not have remarried. Each recipient’s continued eligibility is subject to the school’s satisfactory progress policy.”

**Note: 100% disabled means the veteran is not capable of performing any occupation of gainful pursuit.**



# INTERNATIONAL STUDENTS

360.416.7734

The International Programs Office provides services to international students attending Skagit Valley College.

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:

- "Ranked in the top 30 community colleges in the USA." -Washington Monthly Magazine, August 2007.
- Safer, smaller town environment – Mount Vernon was named "Best Small Town in America"
- Family-like atmosphere
- Named #1 in nation for use of technology among small community colleges
- No TOEFL test is required for admission
- Dynamic Conversation Partner Program
- Peer Mentor Program
- Small classes, personal attention 20:1 (student:faculty)
- One-to-one attention through an international student office with staff members to help you with all your needs
- Excellent transfer record to 4-year institutions
- Advance levels that prepare you for college-level and university work
- Homestay coordinator to oversee the homestay program
- Convenient on-campus student housing (dormitories)
- Residence assistants and a manager to help you with your dormitory life
- Personal academic advisors
- English tutoring services through the Tutoring Center
- Transfer advising through the Transfer Center
- Excellent technical programs for career training (25 total)
- Active clubs & student organizations (24 total)
- Close to Seattle and Vancouver, Canada
- 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 Academic English as a Second Language (AESL). Others will be required to take AESL classes until the language requirement has been met.

### Applicants with TOEFL Scores

TOEFL scores below IBT 45, CBT 133, or PBT 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 AESL courses and three academic courses.

- TOEFL scores IBT 45-52, CBT 133-150, or PBT 450-473: Students will be accepted into Advanced Levels, which are a combination of AESL and college-level classes.
- TOEFL scores IBT 53-60, CBT 153-170, or PBT 477-497: Students will be accepted into Advanced Plus Level, which is a combination of AESL and college-level classes.
- TOEFL scores IBT 61, CBT 173, or PBT 500 and above: Students will be allowed to take regular courses without AESL support.

Skagit Valley College provides the language instruction and personal assistance you need to be successful in your studies.

### 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.



# APPLICATION PROCESS

All documents should be written in English or accompanied by an official English translation. Original documents are required with all applications. It is your responsibility to make copies before submitting. We will not make copies for you. 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 \$15,744.75\* 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 15 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 Advisor
4. Copy of passport pages that contain photograph and VISA information

### For more information

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

2

GETTING STARTED

# ACADEMIC EXCELLENCE





# HOW MUCH WILL I PAY?

3

[www.skagit.edu](http://www.skagit.edu)

## 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 during the academic year and 10 or more credits during summer quarter.

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 online, [www.skagit.edu](http://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.

NO. OF CREDITS	WASHINGTON RESIDENT	NON-STATE RESIDENT	NON-US RESIDENT
1	73.20	86.40	244.90
2	146.40	172.80	489.80
3	219.60	259.20	734.70
4	292.80	345.60	979.60
5	366.00	432.00	1,224.50
6	439.20	518.40	1,469.40
7	512.40	604.80	1,714.30
8	585.60	691.20	1,959.20
9	658.80	777.60	2,204.10
10	732.00	864.00	2,449.00
11	761.30	892.85	2,482.10
12	790.60	921.70	2,515.20
13	819.90	950.55	2,548.30
14	849.20	979.40	2,581.40
15	878.50	1,008.25	2,614.50
16	907.80	1,037.10	2,647.60
17	937.10	1,065.95	2,680.70
18	966.40	1,094.80	2,713.80
>18 surcharge	66.85/credit	66.85/credit	238.55/credit
Vocational programs >18 surcharge	10.80/credit	10.80/credit	41.00/credit

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TUITION & FEES

## 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.

### Required Fees

Student Building Fee.....	\$1.50 per credit (\$15.00 maximum)
Technology Fee .....	\$5.00 per credit (\$40.00 maximum)
General Use Fee .....	\$1.00 per credit (\$17.00 maximum)

### Additional Fees

ABE-ESL Fee .....	\$25.00 (per person per quarter)
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### Special Student Fees

Employee Tuition Waiver.....	\$5.00
Other State Classified Employees .....	\$20.00
Replacement Diploma.....	\$10.00
High School Diploma .....	\$10.00

### Class fees (per quarter)

Administration of Justice Lab Fee.....	\$800.00
Reserve Academy Fee.....	\$140.00
Ceramics .....	\$20.00
Culinary Arts.....	\$30.00
eLearning Course Fee .....	\$20.00
Fire Protection Technology Lab .....	\$322.50
Fitness Lab .....	\$20.00
Flagging ID card replacement.....	\$5.00
Life Drawing.....	\$20.00 - 25.00
Music Lessons .....	\$450
Nursing Malpractice Insurance (per year) .....	\$16.00

Paralegal Lab .....	\$20.00
Photography .....	\$20.00
Sailing or Kayak class (Whidbey) .....	\$10.00
Science Lab courses.....	\$20.00
Shop Coveralls .....	\$25.00
Truck Driving (drug test).....	\$75.00
Truck Driving Lab Fee.....	\$800.00
Vocational Lab Fee .....	\$25.00
Whidbey Swimming .....	\$10.00

### Lockers

Non-disabled .....	\$5.00
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### 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 .....	\$20.80
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)
Retest for ASSET/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 .....	\$10.00 (per hr)



## COURSE MATERIALS & COURSE SUPPLIES

The National Association of College Stores reported that the average full-time student spent about \$850-\$950 for books and supplies in the 2006-2007 school year. Most colleges in the U.S. are semester schools whereas Washington schools are primarily quarter schools and students purchase books at least 3 times per year instead of twice per year. Therefore, we recommend that full-time SVC students budget about \$350 per quarter. If you are taking courses concentrating in Mathematics, Sciences, Nursing, or Engineering, it is recommended that you budget \$450 per quarter.

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. Programs like Nursing, Culinary Arts, Medical Assistant, Fire Protection Technology, and others require students to purchase uniforms. Some programs like Marine Technology, Automotive, or Welding may require additional tools. Cardinal Bookstores can supply most of the required materials.

Cardinal Bookstores try to help you save money by offering used textbooks. They also sponsor book buy backs at the end of the quarter. Used books save you 25%. Book buy backs 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 them online at [www.cardinalbookstore.com](http://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:

- A full refund is given for any course cancelled by the college. It is the student's responsibility to officially notify registration of drop status within the refund period.
- Refunds for withdrawal from classes will be made as follows:
- 100% refund if a student officially withdraws through the fifth officially scheduled instructional day of the quarter.
- 50% refund if a student officially withdraws after the fifth instructional day of the quarter and before the eleventh instructional day of the quarter.
- 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.

- The first official day of class for eLearning is the first day of the quarter.
- 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.
- **Business Resource Center:** If a workshop is cancelled, or if you withdraw 48 hours before the workshop begins, you will receive a full refund. If you withdraw later than 24 hours before the start of class you will not receive a refund.
- **Community Education:** If a workshop is cancelled, or if you withdraw 24 hours before the workshop begins, you will receive a full refund. If you withdraw later than 24 hours before the start of class you will not receive a refund.
- **Computer Training Institute:** If a workshop is cancelled, or if you withdraw 48 hours before the workshop begins, you will receive a full refund. If you withdraw later than 24 hours before the start of class you will not receive a refund.

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



# BUILDING YOUR FOUNDATION



# DO YOU HAVE PROGRAMS TO HELP FINANCE MY EDUCATION?

# 4

www.skagit.edu



## 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. Information on how to apply is available in the Financial Aid Office or on the SVC website, [www.skagit.edu](http://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 \$1,800 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.

### Athletic Waiver

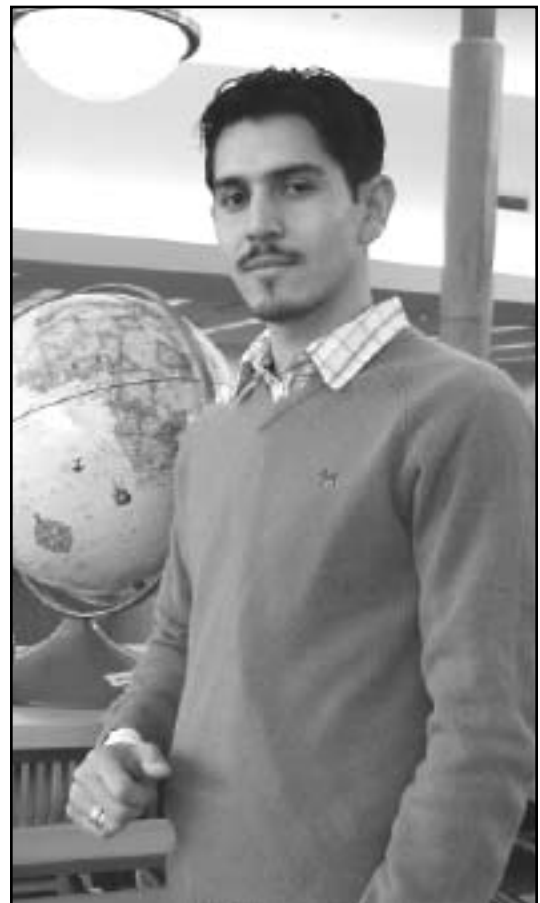
College athletes carrying 12 or more credits will be eligible for a \$223 athletic waiver. The athletic department must approve eligible students.

### Adult Basic Education and English as a Second Language Waiver

An Adult Basic Education/Education 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.



# 4

FINANCIAL AID





## 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. Exception: first-time, first quarter borrowers will have their disbursement delayed 30 days.

### Federal Subsidized 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 \$3,500 for freshmen and \$4,500 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 processed until aid eligibility has been determined.

### Federal Unsubsidized Stafford Loan

A long-term loan available to students with additional financial eligibility. 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. Check for scholarship information on the Skagit Valley College website at [www.skagit.edu](http://www.skagit.edu).

### Multicultural Student Services Scholarships

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

### Women's Programs Scholarships

SVC Women's Programs offers emergency financial assistance to students in the form of scholarships as funds are available.

### Financial Aid Refund and 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/state 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 State Employees

Half-time or more, permanent 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.

A veteran who was honorably discharged from the United States military/naval forces may be eligible for a 20% tuition waiver if the veteran meets all of the following requirements:

Can qualify as a WA resident at the time of enrollment per RCW 28B.15.012.

While serving as an active or reserve member in the U.S. military/naval forces or National Guard, the veteran served in a war or conflict fought on foreign soil, or in international waters, or in another location in support of U.S. military/naval forces that were on foreign soil or in international waters. Service is recorded on the veteran's DD-214 or other official military/naval document.

### Fallen Veterans Waiver

Skagit Valley College will waive all tuition and certain fees for the children and spouses of eligible veterans or National Guard members, who died, are permanently and totally disabled, are missing in action, or are prisoners of war. "To be eligible a child must be a Washington domiciliary between 17 and 26. A surviving spouse, to be eligible must be a Washington domiciliary, it must have been 10 years or less since the loss, and must not have remarried. Each recipient's continued eligibility is subject to the schools satisfactory progress policy." Note 100% disabled means the veteran is not capable of performing any occupation or gainful pursuit.

## PROGRAMS

### Displaced Homemakers

Offers free Turning Point classes and workshops and intensive Career Exploration/Job Search classes to assist those individuals who have become sole supporters of their family because of divorce, disablement of a spouse, or separation.

### Opportunity Grant Scholarships

Students who have lived in Washington for at least 12 months, are eligible to work in the U.S. and have a family at, or below 200% of federal poverty level may be eligible to get assistance in several high-demand career fields, including:

- Automotive Technology
- Early Childhood Education
- Healthcare & Support
- Welding

### WorkFirst

Provides a jump start funding source to help pay for the first quarter of college for students who are not receiving tuition assistance through other programs. Eligibility Requirements:

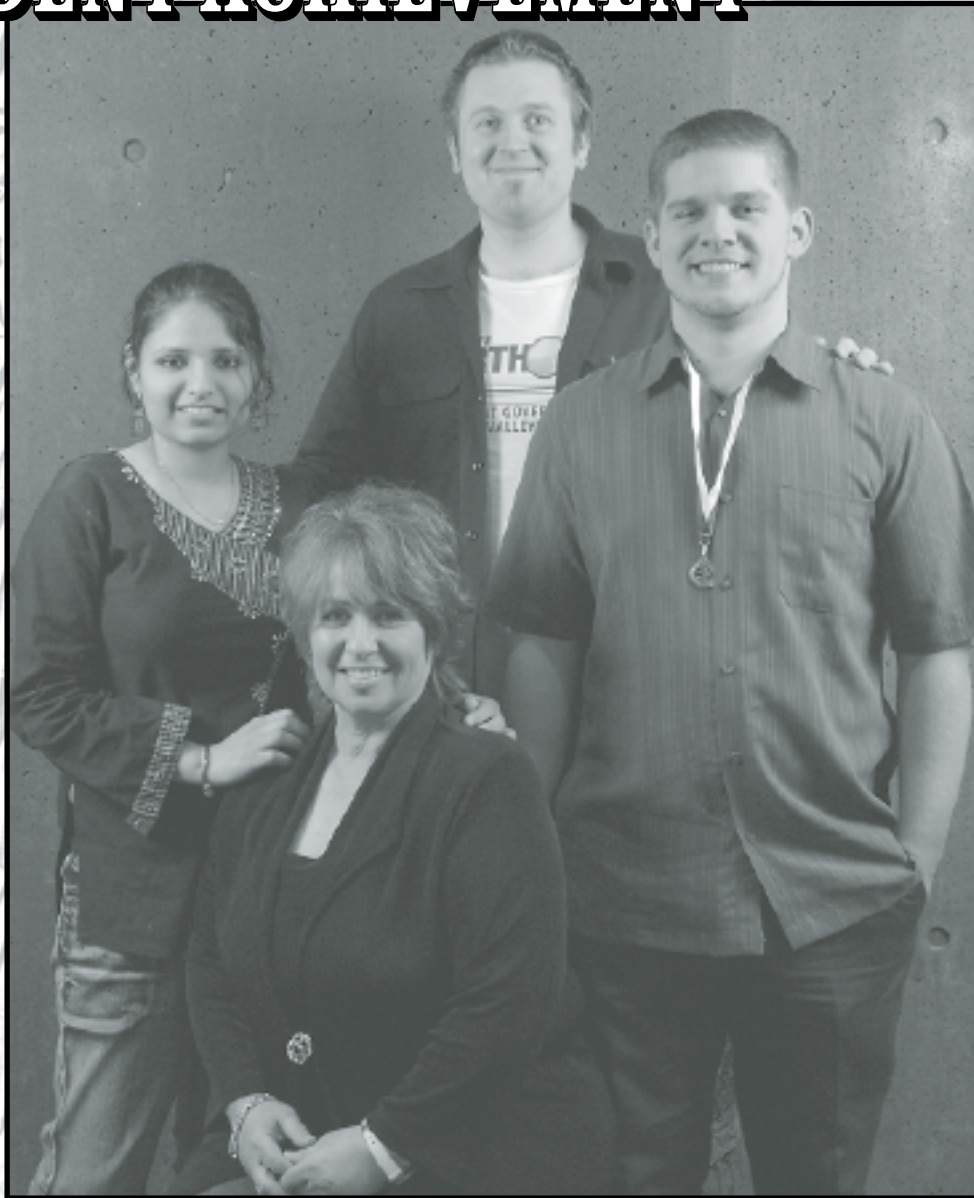
- Student must be working at least 20 hours per week and fall within the low income guidelines established by the SBCTC; and/or be receiving services from the Department of Social and Health Services (DSHS).
- Have a child or children under the age of 18
- Not receiving federal financial aid or have any student loans or aid that are in default.
- Be a resident of Washington state.

### Worker Retraining

Worker Retraining is a state funded program that provides job-related training and employment services to dislocated and unemployed workers to help them gain additional training in their existing field or get started in a new career path.

You may be eligible for Worker Retraining if you: have been laid off or have received a layoff notice from a Washington state employer AND you are currently receiving or are eligible to receive Washington state unemployment benefits; OR have exhausted Washington state unemployment benefits within the past 24 months.

# STUDENT ACHIEVEMENT





# HOW WILL YOU HELP ME TO SUCCEED?

# 5

www.skagit.edu



## COUNSELING & CAREER SERVICES

Mount Vernon: 360.416.7654

Whidbey Island: 360.679.5319

San Juan Center: 360.378.3220

South Whidbey Center: 360.341.2324

Deciding on a career, choosing a major, selecting a college or university or finding resources to solve 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 academic year. The center also maintains a library of catalogs for most colleges and universities in Washington and Oregon. An online 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 phone numbers listed above, or e-mail the online advisor who can be contacted through the SVC home page, [www.svc.edu](http://www.svc.edu). For online Career & Employment Services, visit [www.skagit.edu/careerservices](http://www.skagit.edu/careerservices).

## CAREER SERVICES

Mount Vernon 360.416.7743

If you need to decide on a major, explore career options, or get a job or internship, Career Services can help you reach your goal.

The Career Center, located within the Counseling & Career Services Center, provides experts and resources to help you with all aspects of career exploration, occupational research, job search, resumes, interviewing skills and off-campus learning options.

For online career and employment services, visit [www.skagit.edu/careerservices](http://www.skagit.edu/careerservices). Select specific services from the menu. Search for jobs and post a resume or find a career contact on the Online Job Board.

## PLANNING YOUR PROGRAM

After you are accepted for admission, you may make an appointment for ASSET (not available on the Whidbey Island Campus) or COMPASS testing. The ASSET test is a two-hour writing, reading and math placement test taken on campus. The COMPASS test is a computerized writing, reading and math placement test—not timed—taken on campus. 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 is completed, 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.

## 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 through the Counseling & Career Services offices.



# 5

STUDENT SUPPORT



## ACADEMIC TRANSFER SERVICES

**Mount Vernon: 360.416.7654**  
**Whidbey Island: 360.679.5319**  
**San Juan Center: 360.378.3220**  
**South Whidbey Center: 360.341.2324**

Transfer services at each campus and center 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.

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.

## TRIO STUDENT SUPPORT SERVICES PROGRAM

**Mount Vernon: 360.416.7636**  
**Whidbey Island: 360.679.5351**

TRIO is a team of professional staff and student tutors who provide one-on-one academic support to first-generation and economically disadvantaged students, and students with disabilities. TRIO Student Support Services is one of more than 900 similar programs nationwide. Our purpose is to teach students how to navigate the college system, identify their educational goals and achieve academic success. The following services are free to eligible students:

**Tutoring:** Our skilled student tutors provide one-on-one tutoring to help you excel

in math, science, English and many other classes.

**College Success Skills Classes:** Our instructors will help you learn the study strategies used by the most successful college students. These include effective test-taking strategies, memory enhancement, time management, note-taking, reading comprehension and use of tech-

nology. Students will develop individual academic plans.

**Academic Planning & Preparation for Transfer:** Advisors will work with you to look at your strengths and weaknesses, interests and personal situation, and make a plan that is right for you. We can help you understand our programs and degrees, including the variety of university transfer options. You can also join us on university visitations.

**Personal Support:** If you would like help dealing with the personal demands, stress and responsibilities of being a college student, our staff will take the time to listen to your concerns and can help you arrive at effective solutions. They can direct you to campus and community resources and opportunities for personal growth.

**Financial Aid & Scholarship Advising:** Financing one's education is often a concern. Our counselors can help you understand the many types of financial assistance available to you and can guide you and be your advocate within these systems. Some additional funding may be available to eligible TRIO students.

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

## TUTORING

**Mount Vernon: 360.416.7636**  
**Whidbey Island: 360.679.5384**

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 on both the Whidbey and Mount Vernon campuses.

## VETERAN'S EDUCATION SERVICES

**Mount Vernon: 360.416.7610**  
**Whidbey Island: 360.679.5320**

Veteran's 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: 360.679.5351**  
**San Juan Center: 360.378.3220**  
**South Whidbey Center: 360.341.2324**

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 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 to 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.

### 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 190 of these students studying at SVC, representing over 22 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.

Please note that the International Programs Office is also the International Admissions Office where 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.



5

STUDENT SUPPORT





## 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). For your convenience, labs on the Mount Vernon and Whidbey Island campuses have extended hours.

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, eLearning, collaborative and group projects.

## LIBRARY & MEDIA SERVICES

Website: <http://library.skagit.edu>

Email: [mv.library@skagit.edu](mailto: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 online public catalog, Redwings, the library's website. Students have access to information resources via the Internet and a daily courier service between the campuses allows quick access to materials at either the Mount Vernon Campus or Whidbey Island Campus libraries. The SVC library subscribes to both EBSCOhost and ProQuest Direct online 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 serve on-site and eLearners 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](http://www.cardinalbookstore.com)

# WHAT ARE MY EDUCATIONAL CHOICES?

# 6

www.skagit.edu

## WASHINGTON COLLEGES & UNIVERSITIES ACCEPTING THE AAUCT DEGREE FROM SVC

Bastyr University

Central Washington University

City University

Cornish College of the Arts

Eastern Washington University

The Evergreen State College

Gonzaga University

Northwest University

Pacific Lutheran University

Seattle Pacific University

Seattle University

University of Washington  
(including Bothell & Tacoma campuses)

Washington State University

Western Washington University

Whitworth University

## *We strive to create a learning environment based on our core values that:*

- Is learner-centered, flexible and accessible, and engages students as active partners in their learning and in shaping and participating in the life of the college community.
- Encourages collaborative learning in a climate of open inquiry, respect, academic freedom, and scholarship.
- Offers skillful teaching, innovative curricula and co-curricular activities, effective services and support, continuous assessment, and systematic, measurable change.
- Affirms individual uniqueness, celebrates diversity, and encourages mutual cultural understanding.
- Is committed to democratic ideals that encourage engagement in the affairs of the college and the community it serves, involvement in the global community, and the promotion of social justice.
- Uses honest and respectful communication that contributes to effective relations, operations, personal growth and learning.
- Models best practices to create facilities, systems, and programs that are regenerative and sustainable.



## TRANSFER DEGREES

### AAUCT— SVC's Direct Transfer Degree

Skagit Valley College's Associate in Arts University and College Transfer (AAUCT) degree, modeled after the state-wide Direct Transfer Agreement (DTA) Associate degree, is designed to transfer to most Washington state four-year institutions as well as many colleges and universities outside of Washington. For students intending to major in the arts, humanities and social sciences, SVC's AAUCT degree is an appropriate choice.

### Statewide Transfer Degrees by Major

To help transfer students become better prepared in selected academic majors, Skagit offers the following degrees that transfer to Washington state and other four-year institutions: Associate in Business Associate in Pre-Nursing Associate in Science Associate in Applied Science–Early Childhood Education

### Articulated Transfer Degrees

Skagit also offers the following articulated transfer degrees:

- Associate in Music (transfers to WWU)
- Associate in Visual Arts (transfers to WSU)

# 6

EDUCATIONAL CHOICES



## 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. This entire degree can be completed online.

### 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. Students should check specific admission requirements and application deadlines to assist in successful transfer to a four-year institution. College counselors and academic faculty can advise you of special lower division requirements.

#### 1. Communication Skills (11-15 cr.)

- English 101 (5 cr.)
- English 103, 104 or 230 (3-5 cr.)
- Communication Studies 210, 220, or 230

#### 2. Quantitative Skills (5 cr.)

- Select one course from the following:
- Mathematics 107, 141, 142, 146, 148, 151, 152, 153
  - 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—exclude PE 200, 204 and 205 (2 cr.)

*NOTE: Three credits of PE count toward distribution. A maximum of six additional credits may be used toward “gray area” elective credit.*

#### 4. Skills Designated Courses\*

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

#### 5. Integrative Learning Experiences

*Integrative learning experiences* include Learning Communities and Integrative Experiences.

*A Learning Community* is the integrated combination of two or more courses from different areas of inquiry (e.g. sociology and literature, or physics and math, or speech and economics, or composition and philosophy). Learning Communities are indicated in the course schedule.

*Integrative Experiences (IEs)* are curricular or co-curricular experiences designed by faculty in which students demonstrate their ability to integrate information, concepts, analytical frameworks, and skills from two or more areas of inquiry in a purposeful project or experience. Integrative Experiences that are classes are indicated in the course schedule; co-curricular IEs are indicated in promotion and advising for the experience or project. *Two Learning Communities* are required; the third integrative learning experience can be another Learning Community OR an Integrative Experience.

*Under the direction* of a faculty supervisor, a Learning into Action project can be designed to meet the requirements for both the LIA and an IE.

#### 6. Diversity Requirement

At least one Diversity Intensive course is required. Students should consult with their faculty advisor or counselor to identify courses that fulfill this requirement.

#### 7. 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 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, and no more than 5 credits in Mathematics or Natural Science. One lab science must also be included in the courses selected (\*indicates a lab course):

- Astronomy 100, 101\*
- Biological Science 100\* or 211\*, 212\*, 213\*, 105\*, 107, 111\*, 133\*, 190, 205\*, 224, 260\*
- Chemistry 105, 121\*, 131\*, 161\*, 162\*, 163\*, 241 and 251\*, 242 and 252\*, 243
- Earth Science 102\*, 111\*
- Environmental Conservation 202, 245\*
- Geology 100, 101\*, 110\*, 208\*
- Mathematics 107, 141, 142, 146, 148 or 151, 152, 153
- Natural Science 100\*
- Nutrition 119
- Oceanography 101
- Physics 100, 111\*, 121\*, 122\*, 123\*, 221\*, 222\*, 223\*

#### B. CULTURE (15 CR.)

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

- Anthropology 200, 204, 205, 206, 234
- Business Administration 101, 200, 201, 241
- Computer Science 101
- Criminal Justice 101, 111
- Early Childhood Education 100;
- Education 121, 122, 202
- Economics 101, 104, 150, 201, 202
- Ethnic Studies 100, 111, 112, 120, 130, 201
- Geography 100, 200
- History 116, 117, 118, 121, 126, 127, 128, 146, 147, 148, 214, 219, 220, 242, 270
- International Studies 201, 202
- Political Science 101, 200, 201, 202, 203, 204
- Psychology 100, 180, 200, 205, 220
- Social Science 100, 101, 110, 190
- Sociology 101, 112, 201, 204, 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 world languages at the 100 level. No more than 5 credits may be applied in performance/skill studio courses (\*indicates studio courses):



- Art 101\*, 111\*, 141, 142, 143, 144, 150, 181\*, 241\*
- Communication Studies 102, 105, 141, 205
- Drama 101, 133\*, 134\*, 136, 236, 237, 238
- English 111, 112, 113, 114, 115, 220, 236, 244, 245, 246, 247, 254
- Ethnic Studies 210
- Humanities 101, 116, 117, 118
- Music 100, 105, 124, 125, 126, 127, 128, 129, 137\*, 138\*, 141
- Philosophy 101, 106, 140, 215
- World Languages, including:
  - American Sign Language*  
–121, 122, 123
  - Chinese*  
–121, 122, 123, 221, 222, 223
  - French*  
– 121, 122, 123, 221, 222, 223
  - Greek*  
–121, 122, 123
  - Japanese*  
–121, 122, 123, 221, 222, 223
  - Lushootseed/Salish*  
–121, 122, 123, 221, 222, 223
  - Spanish*  
–121, 122, 123, 221, 222, 223

## 8. 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.)

## 9. 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):*

- Agriculture
- Any class taken as CLEP or DANTES for military credit; or independent study and workshops.

- Allied Health Education
- Automotive Technology
- Business Administration 112, 212
- Business Management
- Criminal Justice (except CJ& 101, 105, 110; CJ 111, 130)
- College Success Skills
- Communication Studies 125
- Computer Information Systems
- Culinary Arts and Hospitality Management
- Diesel Power Technology
- Dialysis Technician
- Early Childhood Education (except ECE 100)
- Education Paraprofessional (except EDUC& 121, 122, 203)
- Electronic Engineering or Electronics Technology
- English 170
- Environmental Conservation (except 202, 245)
- Family Life
- Firefighter Protection Technology
- Geographic Information Systems
- Dialysis Technician
- Health and Fitness Technology
- Human Services (except HSERV 141)
- Journalism beyond two credits of applied news writing
- Library
- Marine Maintenance Technology
- Mechatronics
- Media Communications
- Medical Assistant
- Multimedia & Interactive Technology
- Nursing
- Office Administration and Accounting Technologies
- Paralegal
- Pharmacy Technician
- Physical Education
- Political Science 131, 132
- Psychology 104, 105, 107
- Reading 105, 107
- Social Science 113, 125, 131, 132
- Technical Education
- Truck Driver Training
- Welding Technology

*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

Transfers to CWU, EWU, UW, WSU, WWU and WA private colleges

### Purpose

This direct transfer degree is for students desiring a Business major and transferring within Washington state. 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.

Although 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 SVC college classes. Seeking out an advisor/counselor early in your studies is highly recommended.

### 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.)
- Communication Studies 220 (5 cr.)

#### 2. Quantitative Skills (10 cr.)

- Mathematics 146, 148 (prerequisite Math 141)

#### 3. Physical Education (3 cr.)

- Physical Education 100 (1 cr.)
- Activities Courses—exclude PE 200, 204 and 205 (2 cr.)

*NOTE: Three credits of PE count toward distribution. A maximum of six additional credits may be used toward “gray area” elective credit.*

#### 4. Skills Designated Courses

Courses are skills-designated as Writing, Speech, Reading, and Quantitative. Look for the W or R, S or P, B or K, and Q or M 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 different skills designated courses

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

## 5. Integrative Learning Experiences

**Integrative learning experiences** include Learning Communities and Integrative Experiences.

**A Learning Community** is the integrated combination of two or more courses from different areas of inquiry (e.g. sociology and literature, or physics and math, or speech and economics, or composition and philosophy). Learning Communities are indicated in the course schedule.

**Integrative Experiences (IEs)** are curricular or co-curricular experiences designed by faculty in which students demonstrate their ability to integrate information, concepts, analytical frameworks, and skills from two or more areas of inquiry in a purposeful project or experience. Integrative Experiences that are classes are indicated in the course schedule; co-curricular IEs are indicated in promotion and advising for the experience or project.

- Two Learning Communities are required; the third integrative learning experience can be another Learning Community OR an Integrative Experience.
- Under the direction of a faculty supervisor, a Learning into Action project can be designed to meet the requirements for both the LIA and an IE.

## 6. Diversity Requirement

- At least one Diversity Intensive course is required. Students should consult with their faculty advisor or counselor to identify courses that fulfill this requirement.

## 7. 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 146 is included, with an additional 10 credits in two different areas of study: astronomy, biology, chemistry, earth science, environmental science, natural science, nutrition, oceanography, physics. One lab course must also be included in the courses selected. See the AAUCT degree Natural World distribution list.

### B. CULTURE (15 CR.)

Business 200 (UW only), otherwise Business 201; Economics 201, 202.

### C. ARTS (15 CR.)

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

*NOTE: students intending to major in international business should consult their potential transfer institution regarding the level of world languages required for admission to the major.*

## 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.

## 9. Required Business Courses/Electives

**Required business courses** for all transfer institutions include Accounting 201, 202, and 203 (15 cr.). Select additional courses numbered 100 and above (Math 100 not included) to reach a total of 90 college-level credits.

- UW-Tacoma transfer students must take one Psychology or Sociology course.
- WSU transfer students must take a Political Science course and BMT 120.
- WWU transfer students must take BMT 120.

# ASSOCIATE IN PRE-NURSING DEGREE

Transfers to Northwest University, PLU, SPU, SU, UW Seattle, Walla Walla College, WSU Intercollegiate College of Nursing

## Purpose

This degree is intended to prepare students for Washington state upper division Bachelor of Science Nursing (BSN) programs by completing a broad selection of academic courses. Many SVC students transfer to a BSN program after completing their SVC Associate in Technical Arts (ATA) Registered Nursing degree (see Professional Technical ATA degrees); this Associate in Pre-Nursing degree is not applicable to SVC ATA-RN students.

Although this degree will be granted to SVC students completing a 2.0 GPA, entry into a Bachelor of Science Nursing program will require a higher GPA for admission. Admission is highly competitive and not guaranteed; it is important to perform your best in all SVC college classes. Seeking out an advisor/counselor early in your studies is highly recommended.

## 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 Pre-Nursing Degree. Credits must satisfy course requirements listed below.

### 1. Communication Skills (15 cr.)

- English 101 (5 cr.)
- English 103 or 104 (5 cr.)
- Communication Studies 220 (5 cr.)

### 2. Quantitative Skills (5 cr.)

- Mathematics 146

### 3. Physical Education (3 cr.)

- Physical Education 100 (1 cr.)
- Activities Courses—exclude PE 200, 204 and 205 (2 cr.)

*NOTE: Three credits of PE count toward distribution. A maximum of six additional credits may be used toward "gray area" elective credit.*



#### 4. Skills Designated Courses

Courses are skills-designated as Writing, Speech, Reading, and Quantitative. Look for the W or R, S or P, B or K, and Q or M next to the course line number. The Annual and Quarterly Class Schedules identify courses which are skills designated each quarter. Select with your Pre-Nursing degree advisor

- Two different skills designated courses

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

#### 5. Integrative Learning Experiences

*Integrative learning experiences* include Learning Communities and Integrative Experiences.

*A Learning Community* is the integrated combination of two or more courses from different areas of inquiry (e.g. sociology and literature, or physics and math, or speech and economics, or composition and philosophy). Learning Communities are indicated in the course schedule.

*Integrative Experiences (IEs)* are curricular or co-curricular experiences designed by faculty in which students demonstrate their ability to integrate information, concepts, analytical frameworks, and skills from two or more areas of inquiry in a purposeful project or experience. Integrative Experiences that are classes are indicated in the course schedule; co-curricular IEs are indicated in promotion and advising for the experience or project.

- Two Learning Communities are required; the third integrative learning experience can be another Learning Community OR an Integrative Experience.
- Under the direction of a faculty supervisor, a Learning into Action project can be designed to meet the requirements for both the LIA and an IE.

#### 6. Diversity Requirement

At least one Diversity Intensive course is required. Students should consult with their faculty advisor or counselor to identify courses that fulfill this requirement.

#### 7. Distribution Requirements (65 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 (35 CR.)

- Biology 211, 241, 242, 260
- Chemistry 121, 131
- Nutrition 119

##### B. CULTURE (20 CR.)

- Anthropology 206
- Psychology 100, 200
- Sociology 101

##### 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 credits may be applied in world languages at the 100 level. No more than 5 cr. may be applied in performance/skill studio courses (\*indicates studio courses).

#### 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

Transfers to: CWU, EWU, UW, WSU, WWU and WA private colleges

### 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's 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.

## Degree Requirements

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. Communications Skills (5 cr.)

English 101 taught with a science course in a learning community.

#### 2. Quantitative Skills (10 cr.)

Mathematics 151, 152

#### 3. Chemistry (15 cr.)

Chemistry 161, 162, 163

#### 4. Skills Designated Courses

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

- Two different skills designated courses

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

#### 5. Integrative Learning Experiences

*Integrative learning experiences* include Learning Communities and Integrative Experiences.

*A Learning Community* is the integrated combination of two or more courses from different areas of inquiry (e.g. sociology and literature, or physics and math, or speech and economics, or composition and philosophy). Learning Communities are indicated in the course schedule.

*Integrative Experiences (IEs)* are curricular or co-curricular experiences designed by faculty in which students demonstrate their ability to integrate information, concepts, analytical frameworks, and skills from two or more areas of inquiry in a purposeful project or experience. Integrative Experiences that are classes are indicated in the course schedule; co-curricular IEs are indicated in promotion and advising for the experience or project.

- Two Learning Communities are required; the third integrative learning experience can be another Learning Community OR an Integrative Experience.



- Under the direction of a faculty supervisor, a Learning into Action project can be designed to meet the requirements for both the LIA and an IE.

*NOTE: Learning Communities specifically designed for this degree may be offered; consult your advisor for information.*

#### 6. Diversity Requirement

At least one Diversity Intensive course is required. Students should consult with their faculty advisor or counselor to identify courses that fulfill this requirement.

#### 7. 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.

### AREAS OF STUDY

#### CULTURE AND ARTS (15 cr.)

Select 5 credits in Culture and 5 credits in Arts and an additional 5 credits in either Culture or Arts for a total of 15 credits.

#### 8. Science Major Options (25-50 cr.)

Select one science discipline from the following choices:

##### A. BIOLOGY (35 cr.)

- Biology 211, 212, 213 (15 cr.)
- Chemistry. 241, 242, 243, 251, 252 (15 cr.)
- Math 146 or 153 (5 cr.)

##### B. CHEMISTRY (35 cr.)

- Chem. 241, 242, 243, 251, 252 (15 cr.)
- Math 153 (5 cr.)
- Physics 221, 222, 223 (15 cr.)

##### C. COMPUTER SCIENCE (30 cr.)

- Computer Science 210 and 211, or 142 and 143 (10 cr.)
- Math 146 or Math 153 (5 cr.)
- Physics 121, 122, 123, or 221, 222, 223 (15 cr.)

##### D. ENVIRONMENTAL SCIENCE (50 cr.)

- Biology 211, 212, 213 (15 cr.)
- Economics 201 (5 cr.)
- Geology 101 (5 cr.)
- Math 146 (5 cr.)
- Political Science 101, 200 or 203, 201, 202, (20 cr.)

##### E. GEOLOGY (25 cr.)

- Geology 101 (5 cr.)
- Math 153 (5 cr.)

- Physics 221, 222, 223 (15 cr.)

#### F. PHYSICS/ENGINEERING (30 cr.)

- Computer Science 142 (preferred), or 210 (5 cr.)
- Engineering 123 (Engineering only-5 cr.)
- Math 153 (5 cr.)
- Physics 221, 222, 223 (15 cr.)

#### 9. 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.

#### 10. Electives

Electives should include any college-level math prerequisites (Math 141 or 142 if needed), as well as courses which satisfy the Arts and Culture distribution requirements (15 credits each from Arts and Culture lists).

#### 11. Recommended Courses

- Communication Studies 210, 220, 230 (5 cr.)
- PE 100 (1 cr.)

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

## ASSOCIATE IN APPLIED SCIENCE TRANSFER — EARLY CHILDHOOD EDUCATION

Transfers to EWU-Child Studies, WSU-Human Development, City University, Evergreen University, University of Phoenix, DeVries, and Seattle Pacific University

### Purpose

This degree is intended to prepare students for Bachelors programs at the institutions listed above. Other college and university degree programs will accept very few of the Early Childhood Education credits in SVC's AAS-T ECE degree. Students seeking transfer to degree programs other than those specifically designed for the AAS-T in Early Childhood Education are urged to consider the AAUCT-direct transfer degree.

Although this degree will be granted to SVC students completing a 2.0 GPA, entry into a baccalaureate program at a college or university will require a higher GPA for admission. Admission is competitive and not

guaranteed; it is important to perform your best in all SVC college classes. Seeking out an advisor/counselor early in your studies is highly recommended.

### 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 AAS-T Early Childhood Education degree. Credits must satisfy course requirements listed below.

#### 1. Communication Skills (15 cr.)

- English 101 (5 cr.)
- English 103 or 104 (5 cr.)
- Communication Studies 220 (5 cr.)

#### 2. Quantitative Skills (5 cr.)

- Mathematics 107

#### 3. Physical Education (3 cr.)

- Physical Education 100 (1 cr.)
- Activities Courses-exclude PE 200, 204 and 205 (2 cr.)

*NOTE: Three credits of PE count toward distribution. A maximum of six additional credits may be used toward "gray area" elective credit.*

#### 4. Skills Designated Courses

Courses are skills-designated as Writing, Speech, Reading, and Quantitative. Look for the W or R, S or P, B or K, and Q or M next to the course line number. The Annual and Quarterly Class Schedules identify courses which are skills designated each quarter. Select with your Pre-Nursing degree advisor

- Two different skills designated courses

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

#### 5. Integrative Learning Experiences

*Integrative learning experiences* include Learning Communities and Integrative Experiences.

*A Learning Community* is the integrated combination of two or more courses from different areas of inquiry (e.g. sociology and literature, or physics and math, or speech and economics, or composition and philosophy). Learning Communities are indicated in the course schedule.

*Integrative Experiences (IEs)* are curricular or co-curricular experiences designed by faculty in which students demonstrate their ability to integrate information, concepts, analytical

frameworks, and skills from two or more areas of inquiry in a purposeful project or experience. Integrative Experiences that are classes are indicated in the course schedule; co-curricular IEs are indicated in promotion and advising for the experience or project. **Two Learning Communities** are required; the third integrative learning experience can be another Learning Community OR an Integrative Experience.

- Under the direction of a faculty supervisor, a Learning into Action project can be designed to meet the requirements for both the LIA and an IE.

#### 6. Diversity Requirement

At least one Diversity Intensive course is required. Students should consult with their faculty advisor or counselor to identify courses that fulfill this requirement.

#### 7. Distribution Requirements (65 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 (5 CR.)

- Astronomy 101\*
- Biology 100\* or 211\*, 105\*, 133\*, 212\*, 213\*
- Earth Science 102\*, 111\*
- Geology 101\*, 110\*, 208\*
- Natural Science 100\*
- Oceanography 101\*

##### B. CULTURE (10 CR.)

- Early Childhood Education 100 or Education 202
- Psychology 100 or 200

##### C. ARTS (10 CR.)

Select courses from the AAUCT degree Arts distribution from at least two disciplines. No more than 5 credits may be applied in world languages at the 100 level. No more than 5 cr. may be applied in performance/skill studio courses (\*indicates studio courses).

#### 8. Required Early Childhood Education Courses (47 cr.)

- Early Childhood Education 102, 129, 130, 140, 160, 201, 202, 211, 215, 230
- Education 121, 203, 245, 246

## Articulated Transfer Degrees

### ASSOCIATE IN MUSIC DEGREE

#### Transfers to WWU

#### Purpose

This degree is intended to prepare students to transfer to Western 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.

Completion of the following courses does not guarantee admission as a music major with junior standing. Admission into the WWU 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 (15 cr.)

- English 101 (5 cr.)\*
- English 103 or 104 (5 cr.)\*
- Communication Studies 220 (5 cr.)

##### 2. Quantitative Skills (5 cr.)

- Select one course from the following:
- Mathematics 107, 141, 142, 146, 151, 152, 153.

*\*Note: Math 141 is the recommended course. If Math 107 or 146 is completed, an additional course or a WWU mathematics exam is required to fulfill this requirement.*

##### 3. Skills Designated Courses

Look for the W or R, S or P, B or K, and Q or M 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:

- Two different skills designated courses

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

#### 4. Integrative Learning Experiences

**Integrative learning experiences** include Learning Communities and Integrative Experiences.

**A Learning Community** is the integrated combination of two or more courses from different areas of inquiry (e.g. sociology and literature, or physics and math, or speech and economics, or composition and philosophy). Learning Communities are indicated in the course schedule.

**Integrative Experiences (IEs)** are curricular or co-curricular experiences designed by faculty in which students demonstrate their ability to integrate information, concepts, analytical frameworks, and skills from two or more areas of inquiry in a purposeful project or experience. Integrative Experiences that are classes are indicated in the course schedule; co-curricular IEs are indicated in promotion and advising for the experience or project.

- Two Learning Communities are required; the third integrative learning experience can be another Learning Community OR an Integrative Experience.
- Under the direction of a faculty supervisor, a Learning into Action project can be designed to meet the requirements for both the LIA and an IE.

*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. 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. Diversity Requirement

- At least one Diversity Intensive course is required. Students should consult with their faculty advisor or counselor to identify courses that fulfill this requirement.



## ASSOCIATE IN VISUAL ARTS DEGREE

### Transfers to WSU

#### 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.)\*
- Communication Studies 210 or 220 (5 cr.)

##### 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 or R, S or P, B or K, and Q or M 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:

- Two different skills designated courses

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

##### 5. Diversity Requirement

At least one Diversity Intensive course is required. Students should consult with their faculty advisor or counselor to identify courses that fulfill this requirement.

##### 6. Integrative Learning Experiences

**Integrative learning experiences** include Learning Communities and Integrative Experiences.

**A Learning Community** is the integrated combination of two or more courses from different areas of inquiry (e.g. sociology and literature, or physics and math, or speech and economics, or composition and philosophy). Learning Communities are indicated in the course schedule.

**Integrative Experiences (IEs)** are curricular or co-curricular experiences designed by faculty in which students demonstrate their ability to integrate information, concepts, analytical frameworks, and skills from two or more areas of inquiry in a purposeful project or experience. Integrative Experiences that are classes are indicated in the course schedule; co-curricular IEs are indicated in promotion and advising for the experience or project. **Two Learning Communities** are required; the third integrative learning experience can be another Learning Community OR an Integrative Experience.

**Under the direction** of a faculty supervisor, a Learning into Action project can be designed to meet the requirements for both the LIA and an IE.

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

##### 7. 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)

##### 6. Music Major Courses

###### A. MUSIC THEORY (24 CR.)

- Music 141, 142, 143 (freshman year)
- Music 231, 232, 233 (sophomore year)

###### B. MUSIC EAR TRAINING (6 CR.)

- Music 121, 122, 123

###### 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 137, 138, 146, 147

###### E. PIANO (0-12 CR.)

- Music 111, 112, 113 and/or
- Music 211, 212, 213

*Piano placement test will determine course placement. Piano majors may be exempt from this requirement.*

##### 7. Additional General Education Requirements (21-39 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.

##### 8. Other Required Courses

- Lab science (5 cr.)
- PE 100 and two PE activity credits (3 cr.)

##### 9. 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. 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.

### 9. Other Recommended Courses

- Communication Studies 220 (5 cr.)

### 10. 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

This entire degree can be completed online.

### 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.)
- Academic English as a Second Language 105 (5 cr.)
- Communication Studies 210, 220, or 230 (5 cr.)
- English, Communication Studies, 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 Astronomy, Biological Sciences, Chemistry, Earth Science, Environmental Conservation 202 or 245, Geology, Mathematics, Natural Science, Nutrition, Oceanography, and Physics.

#### 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, Communication Studies 205 and 141, Drama, English, Ethnic Studies 100, World Languages, Humanities, Music, and Philosophy.

#### 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 SOCNV

### Purpose

The Associate in Arts General Studies Degree SOCNV 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 SOCNV degree is requested, the student must complete a student agreement to have SVC becomes your "home college". Your SOCNV 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.)
  - Communication Studies 210, 220, or 230 (5 cr.)
  - English, Communication Studies, or Media Communications (3-5 cr.)
  - Physical Education (3 cr.)
- At least two courses must be activities

#### 2. Natural World (15 cr.)

Select no more than 10 credits from one area, including Astronomy, Biological Sciences, Chemistry, Earth Science, Environmental Conservation 202 or 245, Geology, Mathematics, Natural Science, Nutrition, Oceanography, and Physics.

#### 3. 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.

#### 4. Arts (15 cr.)

Select no more than 10 credits from one department including Art, Communication Studies 205 and 141, Drama, English, Ethnic Studies 100, World Languages, Humanities, Music, and Philosophy.

#### 5. 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:

### 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
- Communication Studies 125 or 210 (3-5 cr.)

*Specific course options in this category are designated within each major. Communication Studies 210, 125 (3-5 cr.) or another specific communication course as designated by the Professional/Technical department chair.*

#### 2. Computational Skills (5 cr.)

- Mathematics 100 (5 cr.). Alternate courses of an equal or higher number may be substituted in some majors.

#### 3. Physical Education (3 cr.)

- Physical Education 100 (1 cr.)
- Physical Education 200 and 205, or 200 plus one activity credit (choice determined by major)

#### 4. Human Relations & Job Search Skills (3 cr.)

- Social Science 113 (1 cr.)
- Social Science 125 (2 cr.)

#### 5. 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.

#### 6. 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.

#### 7. Diversity Requirement

A Diversity Intensive course or group of courses that offers a minimum total of 30 contact hours of diversity intensive experience. Students should consult with their faculty advisor or counselor to identify the appropriate

course or group of courses that fulfills this requirement.

#### 8. Skills Designated Courses (credits included in the designated course)

- Two different skills designated courses.

Courses are skills-designated as Writing, Speech, Reading, and Quantitative. Look for the W or R, S or P, B or K, and Q or M 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, Ch. 7).

Anyone 19 years of age or older is eligible for the testing program; a testing fee is required (see Fees, Chapter 3). 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 in-

struction 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 Communication Studies
- 10 credits in each of the following areas: Natural World, Culture, and 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 or faculty advisor 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-)
- Communication Studies 220.

Not all secondary education programs require Communication Studies 220, 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: Astronomy, Biology, Chemistry, Earth Science, Geology, and Physics
- Culture/Social Science courses: Education 121, 202, 223, Economics-any course, Geography 100, History 116, 117, 118, 126, 127, 128, 146, 147, 148, Political Science—any course, Psychology 100, 200, 210
- Arts/Humanities: Art (any introduction or history course), Drama 101 or English 114

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](http://www.west.nescinc.com) or call 1.800.784.4999 for details and a testing schedule.

## 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 Valley College is working in a K-12 classroom. Through Learning Into Action and ECE 230, classroom experiences can be documented and transcribed 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.



# PROFESSIONAL/TECHNICAL PROGRAMS

\* ENTIRE PROGRAM AVAILABLE ONLINE

## ASSOCIATE IN TECHNICAL ARTS DEGREES

**AUTOMOTIVE TECHNOLOGY**

**BUSINESS MANAGEMENT**

\* **COMPUTER INFORMATION SYSTEMS**

**CRIMINAL JUSTICE**

**CULINARY ARTS & HOSPITALITY MANAGEMENT**

**DIESEL POWER TECHNOLOGY**

**EARLY CHILDHOOD EDUCATION**

**EDUCATION PARAPROFESSIONAL**

**ELECTRONICS ENGINEERING TECHNOLOGY**

**ELECTRONICS TECHNOLOGY**

**ENVIRONMENTAL CONSERVATION**

**FIRE PROTECTION TECHNOLOGY**

**HUMAN SERVICES**

**MARINE MAINTENANCE TECHNOLOGY**

**MECHATRONICS**

**MEDICAL ASSISTANT**

\* **MULTIMEDIA & INTERACTIVE TECHNOLOGY**

**NURSING (Associate Degree)**

**OFFICE ADMINISTRATION & ACCOUNTING TECHNOLOGIES**

**PARALEGAL**

**PARKS RESOURCE MANAGEMENT (see Environmental Conservation)**

**PARKS SERVICE & PROTECTION (see Criminal Justice)**

**WELDING TECHNOLOGY**

## PROGRAM CERTIFICATES

**AUTOMOTIVE TECHNOLOGY**

*Alignment/Suspension & Brake Specialist*

*Automotive Electronics & Diagnostics Specialist*

*Automotive Parts Specialist*

*Automotive Service Advisor*

*General Automotive*

*Transmission Specialist*

**BUSINESS MANAGEMENT**

*Entrepreneurship*

*General Business Management*

*Retail Management*

**COMPUTER INFORMATION SYSTEMS**

*Computer Applications Support*

*Computer Information Systems*

*Database Programming*

*Network Technician*

**CRIMINAL JUSTICE**

*Parks Law Enforcement Academy (PLEA)*

**CULINARY ARTS & HOSPITALITY MANAGEMENT**

*Certified Culinarian*

*Professional Cooking*

**DIALYSIS TECHNICIAN**

**DIESEL POWER TECHNOLOGY**

**EARLY CHILDHOOD EDUCATION**

**EDUCATION PARAPROFESSIONAL**

*Language & Literacy*

*Teaching & Learning*

**ELECTRONICS TECHNOLOGY**

*Computer Repair*

**HEALTH & FITNESS TECHNICIAN**

**HUMAN SERVICES**

*Chemical Dependency Professional*

**MARINE MAINTENANCE TECHNOLOGY**

*Boat Production Shop*

*Boat Repair Yard*

*Charter Company*

*Trailer Boat Dealer*

*Independent Employment*

**MEDICAL ASSISTANT**

*Medical Billing & Coding Specialist*

*Medical Front Office*

*Pharmacy Technician*

*Phlebotomy Assistant*

**MULTIMEDIA & INTERACTIVE TECHNOLOGY**

*Adobe*

*Graphic Arts*

*Web Assistant*

**NURSING**

*Practical Nursing*

**OFFICE ADMINISTRATION & ACCOUNTING TECHNOLOGIES**

*Bookkeeping*

*Business Software Applications*

*General Office Support*

*Office & Administrative Support*

*Office Technology Update*

*Small Business Accounting*

**PARALEGAL**

*Paralegal Studies*

**PHARMACY TECHNICIAN**

**TRUCK DRIVING**

**WELDING TECHNOLOGY**

*Basic Arc Welding*

*Process-Specific (Modular)*

*Welding Technology*

## MICRO-CERTIFICATES

**BUSINESS MANAGEMENT**

*Leadership & Community Service*

*Customer Service & Sales*

*Supervisory Basics*

**COMPUTER INFORMATION SYSTEMS**

*Computer Forensics*

**CRIMINAL JUSTICE**

*Basic Law Enforcement Reserve Academy*

*Community Policing*

*Corrections*

*Homeland Security/Domestic Preparedness*

*Investigative Techniques*

*Juvenile Services & Advocacy*

*Legal Principles in Policing*

*Private & Commercial Security*

*Public Safety Communications*

**CULINARY ARTS & HOSPITALITY MANAGEMENT**

*Basic Bakery Competency*

*Basic Food Preparation Competency*

*Basic Restaurant Cooking Competency*

*National Restaurant*

*Association Management*

**EARLY CHILDHOOD EDUCATION**

*Preparation for Child Development Associates Birth to Five*

**ENVIRONMENTAL CONSERVATION**

*Advanced Wetland Delineation*

*Basic Wetland Delineation*

*Geographic Information Systems (GIS)*

**FIRE PROTECTION TECHNOLOGY**

*Basic Firefighter*

*Basic Emergency Medical Technician*

*Hazardous Materials First Responder*

**MEDICAL ASSISTANT**

*Patient Registration*

*Representative*

**NURSING**

*Nursing Assistant*

**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?

# 7

[www.skagit.edu](http://www.skagit.edu)

## COMMON COURSE NUMBERING { NEW COURSE NAMES & SEQUENCES }

Skagit Valley College has adopted new course numbers and sequences as of summer quarter, 2008. These changes result from the statewide Common Course Numbering (CCN) Project, whose purpose is to make course transfer between and among the 34 community and technical colleges as easy as possible for students, advisors and receiving institutions.

The project to commonly number community and technical college courses was directed by the presidents of the Washington community and technical colleges with leadership from the Washington State Instruction and Student Services Commissions and support from the State Board for Community and Technical College's staff.

For consistency with CCN listings, the following SVC departments have elected to change their departmental codes and/or names. They are:

OLD DEPARTMENT CODE AND/OR NAME	NEW DEPARTMENTAL CODE AND/OR NAME
BISC – Biological Sciences	BIOL – Biological Sciences
BA – Business Administration	BUS – Business Administration
AJ – Administration of Justice	CJ – Criminal Justice
SPCH – Speech	CMST – Communication Studies
THTR – Theatre	DRMA – Drama
MUS – Music	MUSC – Music
POSC – Political Science	POLS – Political Science

The previous departmental code and name for each course affected by common course number changes and the new code and departmental code name according to the State Board's Common Course Numbering Project are available online and included as an insert to this catalog.

### 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](http://www.skagit.edu).



## ACCOUNTING (ACCT, BUS, 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 para-professionals 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 ACCT&201, ACCT&202 and ACCT&203. In addition, students should contact a counselor or advisor 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

See Criminal Justice

# 7

COURSES & PROGRAMS

# ADULT BASIC EDUCATION (ABE)

## Program Description

The Adult Basic Education (ABE) 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 free 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 Adult Secondary Education/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 and, at intake, score 236-245 on a CASAS appraisal test (grade equivalents 9.0-11.9).

### ABE 060 Adult Secondary Education/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) and, at intake, score 246 and above on a CASAS appraisal test (grade equivalents 12.0+).

### ABE 070 Adult Secondary Education/Spanish GED (1-10)

Basic GED preparation in Spanish. 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.

## AGRICULTURE (AG)

See also BIOL 105, Introduction to Plant Science, which may also 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.

## ALLIED HEALTH EDUCATION (AHE)

Also see Medical Assistant and Pharmacy Technician

### Program Description

The Allied Health Education (AHE) designation is an “umbrella” heading for courses required in the Dialysis Technician certificate, the Medical Assistant ATA and certificates, and the Pharmacy Technician certificate. Students in the Medical Assistant program may attend classes on a full-time or part-time basis. Dialysis and Pharmacy Technician students who plan to graduate in one year must enter Fall quarter and follow the recommended schedule. Students pursuing any of the certificates on a part-time basis may enter any quarter.

The Medical Assistant (MEDA) certificate is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (CRB-AAMAE) of the American Association of Medical Assistants (AAMA). The address is CAAHEP, 1391 Park Street, Clearwater, FL 33756; (727) 210-2350. The Pharmacy Technician certificate is approved by the Washington State Board of Pharmacy.

Certificates are offered in Medical Assistant, Medical Front Office Skills, Medical Billing and Coding Specialist, Phlebotomy Assistant, Pharmacy Technician, and Dialysis Technician. A two-year Medical Assistant Associate of Technical Arts Degree (ATA) is also available. Students may attend courses on a full-time or part-time basis for any of the MEDA degree/certificates.

Specific duties of the Medical Assistant, Medical Front Office Assistant, Medical Coding and Billing Specialist, Medical Transcriptionist, Phlebotomy Assistant, Pharmacy and Dialysis Technicians may vary between medical settings depending on 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.

Graduates who earn the Medical Assistant certificate or the ATA degree are eligible to write the American Association of Medical Assistants (AAMA) National Certification Examination to become nationally certified medical assistants (CMA).

Selected certificates meet the specified academic training requirements of the Healthcare Assistant Law (HCL) of the state of Washington. Medical Assistant graduates meet the requirements for categories A, C and E. Recipients of the Dialysis Technician certificate meet the training requirements of category G. Students who complete the Phlebotomy Assistant certificate meet the requirements for category A of the Healthcare Assistant Laws of the state of Washington. Pharmacy Technician graduates are qualified to apply for the Washington State Pharmacy Certification Exam.

### Entry Into the Program

Please apply to the Admissions Office. Admission and registration guidelines are listed in the catalog and on the college website. Full-time Pharmacy and Dialysis Technician students must enter Fall quarter and follow the suggested schedule of courses. Students registering for any of the MEDA certificates may enter their program of study at the beginning of any quarter. Some key courses are offered only during specific quarters of the year. Students should see the MEDA Department Chair or counselor to help prepare their course schedule. It is strongly recommended that students entering any program be able to read, write, and compute at the college level and have basic keyboarding skills. Students lacking this preparation should consult an advisor for appropriate coursework to raise their skill level. Science courses that are five or more years old cannot be transferred in for credit. Students are encouraged to review suggested schedules and course descriptions to check for prerequisites when planning their course of study.

### Work-Based Learning

Students will integrate classroom learning with a work-based learning experience when eligible. Medical Assistant (MEDA), Dialysis Technician, and Pharmacy Technician (PHARM) students are placed into clinical externships during their last quarter of study. In order to be placed into the required clinical externship, student candidates must complete all specified courses (varies with the degree/certificate) with a minimum “C” grade and must meet the following general 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, this requirement does not apply, 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 (not offered 08-09) 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.
- Any other special requirements of a specific certificate.

For a list of further requirements and suggested schedules regarding any of the listed certificates, please go to the respective program heading, i.e. MEDICAL ASSISTANT or PHARMACY TECHNICIAN.

### Course Descriptions

#### AHE 100 Orientation to Allied Health Careers (2)

Historical developments in medicine; role definition and expectations of selected allied health careers; professional associations for persons with allied health careers; professionalism and image; goal-setting; functioning as a team member. Identification of medical professionals and medical specialties. Influence of Cultures on patient compliance. For non-nursing majors.

#### AHE 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 team member and leadership skills. Discussion of death, dying and the grieving process of a variety of different Cultures.

#### AHE 102 Basic 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.

#### AHE 103 Medical Law and 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.





### **AHE 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: AHE 102 or equivalent with minimum C grade or Department Chair permission.

### **AHE 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: AHE 106 or equivalent with minimum C grade or Department Chair permission.

### **AHE 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.

### **AHE 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. Must provide documentation of first two injections of Hepatitis B vaccination series.

### **AHE 115 Injection Therapy (3)**

Review of sterile techniques. Procedures of oral administration of drugs. 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, and theory

of IV therapy. Cultural aspects of medication administration are discussed. Prerequisite: AHE 118 with minimum C grade.

### **AHE 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.

### **AHE 140 AIDS Prevention Seminar (1)**

Meets the seven-hour requirement for AIDS Prevention Training for health care professionals.

### **AHE 141 Renewal of First Aid/CPR Cards (1)**

Meets the requirements for renewal of American Heart First Aid and CPR cards.

### **AHE 160 Medical Dialogue I (3)**

Word building and pronunciation of medical terms is emphasized. Discussion of how Cultures affect medical terms.

### **AHE 161 Medical Dialogue II (3)**

Continuation of AHE 160 and the study of medical terminology word-building and pronunciation. Includes discussions on how Cultures may affect medical terms. Prerequisite: AHE 160 or Department Chair permission.

### **AHE 200 First Aid and Emergency Procedures (3)**

Recognition, response, and management of emergencies. Covers training in the use of the external cardiac defibrillator. Includes 7 hours of training in AIDS prevention taught by a WA state certified instructor using the required WA state curriculum. Health Care Provider First Aid and CPR are taught. Health Care Provider First Aid and CPR cards and an AIDS Prevention Certificate will be awarded after successful completion of this class.

## **ANTHROPOLOGY (ANTH)**

### **Course Descriptions**

#### **ANTH& 200 Intro 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& 204 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& 205 Biological 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& 206 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& 234 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 PROGRAM (APPR)

### Course Descriptions

**APPR 010 Apprentice Training (workshop) (1-5)**

Apprenticeship training is a formal plan leading from beginner to journeyman level which is approved by the Apprenticeship Section of the Washington State Department of Labor and Industries. All include plans for on-the-job training and related training of at least 144 hours per year. All have committees who oversee the program of the individual and approve the related training portions. The view of related training varies from committee to committee, but requirements for it are standard.

**APPR 012 Apprentice Carpentry (1-5)**

Provides an individual who has completed the Pre-employment Safety and Orientation class with a combination of "on-the-job" supervision and completion of 56 competency-based skill blocks; achieves journeyman status.

**APPR 016 Apprentice Painter (5)**

Training in all phases of commercial, residential and industrial painting.

**APPR 025 Apprentice Electrician-Years 1 through 5 (21)**

Apprenticeship related training for indentured Construction Electrician (Inside Wireman) apprentices. Includes all phases of electrical work leading to Journeyman level status. This is a five-year apprenticeship program.

**APPR 026 Apprentice Limited Energy/Sound & Communications Technician (15)**

Apprenticeship related training for indentured Limited Energy/Sound and Communication apprentices. Includes training for the installation of telephone,

fiber optic networks, data networks, fire alarm nurse call, CCTV, and security systems leading to journey level status. This is a three-year apprenticeship program.

**APPR 027 Apprentice Residential Wireman (15)**

Apprenticeship related training for indentured Residential Wireman apprentices. Includes training for the installation of various electrical systems for the residential market in single and multi-family dwelling units leading to journey level status. This is a two-year apprenticeship program.

**APPR 051 Apprentice Workshop (1-5)**

Specialized short course providing supplementary related training for apprentices.

## 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 and 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 and 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 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 and 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 for the AVA degree but open to all students and professionals. 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 (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 (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 (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.

# ASTRONOMY (ASTR)

See Science

# 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 automotive 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 transcribed 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.

## SUGGESTED SCHEDULE

### ATA AUTOMOTIVE TECHNOLOGY

*Includes required ATA courses. Student schedule may vary based on entry point, credit load, and prerequisites. Consult with department chair or SVC counselor for scheduling options.*

#### FIRST YEAR

Fall .....	Cr	Winter .....	Cr	Spring .....	Cr
^AT 100 .....	3	AT 112 .....	6	AT 116 .....	9
AT 101 .....	9	AT 113 .....	9	AT 118 .....	6
AT 111 .....	6	†MATH 100 .....	5	~AT 104 or 105..	2
PE 200 .....	2	WT 133 .....	2	†ENGL 170 .....	3
<b>Total .....</b>	<b>20</b>	<b>Total .....</b>	<b>22</b>	<b>Total .....</b>	<b>20</b>

#### SECOND YEAR

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

\* 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.

^ Offered Fall and Spring quarters only.

~ AT 104 is offered Winter quarter only. AT 105 is offered Spring quarter only.

## 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, 202, 203, 214, 199, MATH 100

### AUTOMOTIVE PARTS SPECIALIST

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

### AUTOMOTIVE SERVICE ADVISOR

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

### GENERAL AUTOMOTIVE

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

### TRANSMISSION SPECIALIST

AT 100, AT 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 160, 165, 170.

## Micro-Certificate

### LIGHT MAINTENANCE TECHNICIAN

AT 107 and 108.

## 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. Prerequisite: AT 100 or concurrent enrollment.

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COURSES & PROGRAMS



**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. Prerequisite: AT 100 and OFTEC 103 or concurrent enrollment.

**AT 105 Automotive Parts Specialist (2)**

Introduction to basic parts, cataloging, procedures and sales. Covers fundamentals of using a computer for automotive parts searches. Prerequisite: OFTEC 103 or concurrent enrollment.

**AT 107 Light Maintenance I (7)**

Introduction to basic automotive maintenance on engines, batteries, charging systems, electrical systems, tires, lube/oil change and general service. Includes terminology, safety in the workplace, tools, manuals and customer service.

**AT 108 Light Maintenance II (7)**

Continuation of AT 107. Covers basic automotive maintenance on brakes, drive trains, steering and suspension, tire and wheel service, and general service. Includes terminology, safety in the workplace, tools, manuals and customer service.

**AT 111 Engine Diagnosis and Repair (6)**

Introduction to automotive engines, diagnosis, and repair procedures, shop safety, use and care of tools and equipment. Prerequisite: AT 100 or concurrent enrollment.

**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 repair 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. Prerequisite: Must complete 3 quarters of automotive core.

**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 and 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 or 202 or concurrent enrollment.

**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 and 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 203.

**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.

**AT 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.

## BIOLOGY (BIOL)

See Science



## BUSINESS PROGRAMS (BUS & 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 degree with a core of business courses, including Principles of Economics, Micro (Econ& 201) and Macro (Econ& 202), Business Law (BUS& 201), Intro to Statistics (MATH& 146), Financial Accounting (ACCT& 201 and ACCT& 202), and Managerial Accounting (ACCT& 203), Introduction to Calculus (MATH& 148) and Pre-calculus (MATH& 141). Degree requirements for the Business degree are listed in Chapter Six.
2. Students considering transferring outside of Washington state may consider obtaining an 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 this degree 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. Students desiring a non-transferable stand-alone academic degree can also complete the Associate of Arts General Studies degree with a core of business related classes. Students should see a Business Administration advisor for assistance in program planning.
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. See Chapter Six for degree requirements.
4. One-year certificates are also available in Business Management. An Individual Technical Certificate may be developed in conjunction with other programs to meet marketable objectives and goals with Department Chair and Dean approval. See Chapter Six.

## BUSINESS ADMINISTRATION (BUS)

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 (BUS&201, MATH&146, ACCT&201, ACCT&202, ACCT&203, 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

#### ACCT 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 ACCT& 201.

#### ACCT& 201 Principles of 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 four-year business programs.

#### ACCT& 202 Principles of Accounting II (5)

Continuation of ACCT& 201. Business organizations, financing, cash flow analysis and financial statement analysis are presented. Required for business majors transferring to four-year business programs.

#### ACCT& 203 Principles of Accounting III (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: ACCT& 202,

concurrent enrollment in ACCT& 202, or instructor's permission.

#### BUS& 101 Intro 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.

#### BUS 112 Investment and Financial Planning I (3)

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

#### BUS 200 Introduction to Law (5)

Introduction to the origins, development, structure, institutions and processes of the U.S. legal system. Topics include law as a system of social thought and behavior; law as a framework for the resolution of conflicting claims; legal reasoning; law as a process for protecting and facilitating voluntary interactions and fundamental rights in a business society; legal terminology, civil and criminal procedures, legal rights and remedies, torts, contracts, criminal law, and property. Required for all business students transferring to the UW School of Business; recommended for any student interested in a career in law, law enforcement or related.

#### BUS& 201 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.

#### BUS 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.

### **BUS 212 Investment and Financial Planning II (3)**

Continuation of BUS 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: BUS 112 or instructor's permission.

### **BUS 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 four-year business programs and for business owners wishing to improve their knowledge of marketing practices.

### **BUS 241 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.

### **BUS 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 General Business Management, Retail Management, or Entrepreneurship. 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 suggested 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 transcribed 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.

### **SUGGESTED SCHEDULE**

#### **ATA BUSINESS MANAGEMENT**

*Includes required ATA courses. Student schedule may vary based on entry point, credit load, and prerequisites. Consult with department chair or SVC counselor for scheduling options.*

#### **FIRST YEAR**

Fall .....	Cr	Winter .....	Cr	Spring .....	Cr
BMT 100 .....	5	BMT 121 .....	5	BMT 141 .....	5
BMT 120 .....	5	BMT 145 .....	5	BMT 180 .....	3
BMT 140 .....	5	BMT 180 .....	3	†ENGL 170 .....	3
BMT 180 .....	3	CMST 125 .....	3	†MATH 100 .....	5
.....		PE 200 .....	2	.....	
<b>Total .....</b>	<b>18</b>	<b>Total .....</b>	<b>18</b>	<b>Total .....</b>	<b>16</b>

#### **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 265 .....	5	BMT 246 .....	5	BMT 280 .....	5
BUS 240 .....	5	BMT 260 .....	5	~Elective .....	5
*LC/GE .....	5-10	~Elective .....	5	SOSC 113 .....	1
<b>Total .....</b>	<b>19+</b>	<b>Total .....</b>	<b>19</b>	<b>Total .....</b>	<b>16</b>

\* 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, 275, 290. Any 100 level coursework or above from the BUS, BUS&, 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

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

### ENTREPRENEURSHIP CERTIFICATE

This certificate is designed to provide specific business skills and education for individuals not pursuing the two-year degree who are interested in owning and operating a business: BMT 100, 120, 121, 140, 145, 246, 265, 280, BUS 240, CMST 125, ENGL 170, MATH 100.

### GENERAL BUSINESS MANAGEMENT CERTIFICATE

This certificate is awarded to students who complete the first year of the program and choose not to pursue an ATA degree: BMT 100, 120, 121, 140, 141, 145, 180 (9 credits), CMST 125, ENGL 170 MATH 100, PE 200.

### RETAIL MANAGEMENT CERTIFICATE

This certificate is designed to prepare current and future retail employees for fast-paced changes in the market place: BMT 120, 140, 145, 213, 260, BUS 205, BUS 240, CMST 125, ENGL 170, MATH 100.

### 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:

**CUSTOMER SERVICE AND SALES**  
BMT 100, 141, and 180.

**LEADERSHIP AND COMMUNITY SERVICE**  
9 credits of BMT 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 and 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, and introduction to problem-solving spreadsheet models in Microsoft Excel.

### BMT 121 Computer Applications for Business Marketing (5)

Strategic use of software applications to create a business image and competitive advantage. Create brochures, flyers, and business cards using Microsoft Publisher. Set up a customer database using Microsoft Access and merge information using Microsoft Word. Create spreadsheets in Microsoft Excel to analyze financial business scenarios. 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: OFTEC 145 or BMT 145 or equivalent.

### BMT 160 Special Events Planning and Management (2)

Learn to develop and manage successful special events. Topics include how to choose the best venue, contract negotiations, preparing and managing the budget, marketing the event, handling scheduling and staffing, coordinating food and beverages, decor, entertainment and themes. Special events encompass planning business meetings and small fund-raisers to entertainment events and conferences.

### 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 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 145, 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.

**BMT 265 Business Law and 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 (1-4)**

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.

## BUSINESS RESOURCE CENTER (BRC)

The Business Resource Center is located at Third and Montgomery in downtown Mount Vernon. The Center provides individual business counseling, classes, workshops and special educational events



that contribute to successful small business management. Go to <http://www.skagit.edu/> and select the Business Resource Center for more information.

## CHEMISTRY (CHEM)

See Science

## COLLEGE SUCCESS SKILLS (CSS)

College Success Skills (CSS) classes help students adjust to college life and provide students with strategies designed to enhance their academic success. CSS courses introduce students to the skills which are necessary to achieve their academic goals, as well as to college policies and resources.

### 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 (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 (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 (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 (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 (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.

## **COMMUNICATION STUDIES (CMST)**

### **Program Description**

Communication Studies is an academic program that supports students in developing effective communication skills to apply academically, personally, and professionally. Communication Studies 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 Communication Studies Department. At the Whidbey Island Campus, contact the Department of Communications.

### **Course Descriptions**

#### **CMST 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.

#### **CMST& 102 Intro to Mass Media (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.

#### **CMST 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.

#### **CMST 104 Communication and 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.

#### **CMST 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.

#### **CMST 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: instructor permission.

#### **CMST 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.

#### **CMST 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.

#### **CMST 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.

#### **CMST 201 Communication Theory (5)**

Survey of theories and concepts in communication ranging from intrapersonal to interpersonal, small group, organizational, public, mass, and/or intercultural commu-

nication. Highly recommended for speech/communication majors/minors.

#### **CMST 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.

#### **CMST& 210 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.

#### **CMST 211 Interpersonal Communication II (3)**

A review of research and theory in the study of interpersonal communication. Prerequisite: CMST 210.

#### **CMST& 220 Public Speaking (5)**

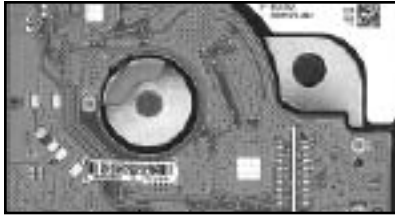
Provides students with theory and practice in preparing organized, goal-specific speeches, presenting them confidently before an audience, and analyzing components of the public speaking process. Meets AAUCT communications requirements. Highly recommended for students planning to major in education or business at transfer colleges and universities.

#### **CMST& 230 Small Group Communication (1-5)**

A survey class that explores the basic principles and techniques of effective small group discussion. Emphasizes the relationship of discussion to the communication process, critical thinking, problem-solving, conflict management, leadership, group development, and role behaviors.

#### **CMST 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.



## 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 five certificates: Computer Applications Support, Computer Information Systems, Network Technician, and the Micro Certificates in Computer Forensics and Database/Programming. The program can be completed completely online in a eLearning format, except for the Computer Forensic certificate. A eLearning approach is recommended for self-motivated students with strong computer skills. The opportunity to transfer this technical degree to a four-year university to complete a Bachelors degree is currently available. Contact the CIS Department Chair for more information.

### 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 should enter the program in Fall quarter. 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 ENGL 99 and MATH 96 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.

### SUGGESTED SCHEDULE

#### COMPUTER INFORMATION SYSTEMS

*Includes required ATA courses. Student schedule may vary based on entry point, credit load, and prerequisites. Consult with department chair or SVC counselor for scheduling options. For transfer degree options, meet with the CIS Dept. Chair for an alternate schedule.*

##### FIRST YEAR

Fall .....	Cr	Winter .....	Cr	Spring .....	Cr
CIS 103 .....	5	CIS 105 .....	5	CIS 104 .....	5
CIS 146 .....	3	CIS 118 .....	5	†CIS 114 .....	5
*BUS& 101 or....		CIS 147 .....	3	CIS 241 .....	5
BUS 241 .....	5	CMST 125 .....	3		
†ENGL 170 .....	3	or CMST& 210 5			
<b>Total .....</b>	<b>16</b>	<b>Total .....</b>	<b>16+</b>	<b>Total .....</b>	<b>15</b>

##### SECOND YEAR

Fall .....	Cr	Winter .....	Cr	Spring .....	Cr
‡CIS 199 .....	1	‡CIS 199 .....	2	‡CIS 199 .....	2
CIS 221 .....	5	CIS 222 .....	5	CIS 223 .....	5
CIS 240 .....	5	CIS 242 .....	5	CIS 233 .....	5
MIT 149 .....	5	^PE 200 .....	2	CIS 243 .....	5
SOSC 113 .....	1	SOSC 125 .....	2		
<b>Total .....</b>	<b>17</b>	<b>Total .....</b>	<b>16</b>	<b>Total .....</b>	<b>17</b>

\* BUS& 101 or BUS 241 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. (ENGL& 101 may be substituted for ENGL 170; MATH 107 or higher may be substituted for CIS 114)

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

^ A valid current CPR and First aid card may be submitted in lieu of PE 200. Student must provide copies of current documents with a waiver request.

### Program Certificates

#### COMPUTER APPLICATIONS SUPPORT CERTIFICATE

The student must maintain a 2.0 grade point average and complete the following: Either CIS 103 or 145 and 148, along with CIS 146, 147, 199, CS 101, OFTEC 122, 132, 166, 210, 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 5 credits of CIS 199) and SOSC 113.

#### DATABASE/PROGRAMMING 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 (5 credits), 221, 222, 223, 233, and SOSC 113.

### 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:

#### COMPUTER FORENSIC CERTIFICATE

CIS 233, and CJ 221 and 222  
NOTE: The computer forensic certificate requires in-class on-site participation. This certificate is not available through eLearning.

#### 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. Strongly recommended: familiarity with Microsoft Windows and keyboarding skills.

#### 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. Follows content from Microsoft Certification exam 70-620, Configuring Vista. 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.

### **CIS 114 Mathematics for Computer Specialists (5)**

Includes areas of mathematics related to computer technology which may include Boolean algebra, functions, non-decimal number systems, binary arithmetic, exponents, graphing, and algebra. Prerequisite: MATH 96.

### **CIS 118 Computer Hardware: Troubleshooting & Repair (5)**

Introduction to personal computer systems hardware and architectures which follow 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. Designed for those with very limited computer experience.

### **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. Provides an understanding of database software in general and Microsoft Access in particular, as a productive and useful tool.

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. Learn about netiquette, safe surfing, and other cyberspace issues. Designed for students with basic computer skills but limited Internet experience.

### **CIS 199 Cooperative Education (1-15)**

Supervised work experience in the field. 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 and CIS 105 with a minimum C grade in both.

### **CIS 222 Computer Networking II (5)**

Continuation of CIS 221. Focuses on network directory services, the server software, deployment and maintenance of computer networks, router configuration, 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 and MIT 149 with a minimum C grade in both.

### **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.

### **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 events in networking are explored. Prerequisite: CIS 223 or concurrent enrollment in CIS 223.

### **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 Introduction to Programming (5)**

Elementary programming concepts are introduced using Visual Basic for Applications. Topics include form objects, variables, sequence, decision and iteration control structures, intrinsic functions, data structures, testing and debugging, event, sub and function procedures. Prerequisite: CIS 114 (or any MATH over 100) and CIS 241 with a minimum C grade in both, or instructor permission.

### **CIS 241 Database Design and SQL (5)**

Introduction to database management systems. Topics include database terminology, design objectives and procedures, normalization and relationships, and Structured Query Language. Prerequisite: CIS 147 with minimum C grade or instructor permission.

### **CIS 242 Database Programming-VBA (5)**

Given project specifications, use Visual Basic for Applications to create custom interfaces that allow users to view, edit, insert, update and delete data. Prerequisite: CIS 240 with a minimum C grade, or instructor permission.

### **CIS 243 Office Programming-VBA (5)**

Office Programming-VBA is a capstone course that explores ways to customize and improve procedures across the office suite using various tools. Topics include macros, application customization and development, object linking and embedding and cross-application development. 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 or 142 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 two 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 and 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)

Basic programming-in-the-small abilities and concepts including procedural programming (methods, parameters, return values), basic control structures (sequence, if/else, for loop, while loop), file processing, arrays and an introduction to defining objects. Prerequisite: Math 99 or Permission of instructor.

### CS 143 Java Programming II (5)

Continuation of CS 142. Concepts of data abstraction and encapsulation including stacks, queues, linked lists, binary trees, and recursion. Prerequisite: CS 142 or Permission of instructor.

### CS 210 C++ Programming I (5)

Introduction to computer programming using C++. Covers control structures, func-

tions, basic console and text file I/O, and array processing. Structured programming and modular design are emphasized. Prerequisite: MATH 99 or Permission of instructor.

### CS 211 C++ Programming II (5)

Continuation of CS 210. Topics include pointers, data structures, recursion, sorting and searching, basic algorithm analysis, and an overview of object-oriented programming concepts. Prerequisite: CS 210 or Permission of instructor.

# COMPUTER SYSTEMS

See Computer Information Systems, Computer Science, Geographic Information Systems, and Multimedia & Interactive Technology

# CRIMINAL JUSTICE (CJ)

## Program Description

The Criminal Justice (CJ) 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—Criminal Justice

An Associate in Technical Arts degree (ATA) in Criminal Justice is awarded upon completion of a minimum of 90 credits of specified technical and related education coursework above 100 level with a 2.0 grade point average in both Criminal Justice Studies and overall technical degree coursework. Areas of emphasis are suggested allowing the student flexibility in choosing a career tract meeting their academic interests, career goals, and/or individual needs.

## Associate in Technical Arts Degree ATA—Parks Service and Protection

An Associate in Technical Arts degree (ATA) in Park Services and Protection is awarded upon completion of a minimum of 90 credits of specified technical and related education coursework above 100 level with a 2.0 grade point average in both Criminal Justice Studies and overall technical degree coursework. This degree prepares students for careers in visitor services, facilities maintenance and repair, and resources protection. This area provides an academic and skills background that facilitates entry into the parks and recreation/tourism industry, and encourages growth and advancement in the disciplines of parks, recreation and wildlife enforcement.

## Associate in Arts Degree, AAUCT

Students pursuing a bachelor's degree from an accredited university may choose the Criminal 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 train-

ing shall be assessed by the Criminal 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 Criminal Justice. Students who apply to Police Reserve Academy for Skagit Valley College credit must provide appropriate documentation of having previously completed the prescribed training program as specified by the Washington State Legislature, or to have current sponsorship by a law enforcement agency and have passed a background investigation and industry-suited psychological examination as required by state law. To be awarded credit, a student must enroll in CJ 227.

## PARKS LAW ENFORCEMENT ACADEMY

The Parks Law Enforcement Academy (CJ 228) meets the entry requirements for work as a Law Enforcement Park Ranger within the National, State, County and local park systems. This academy is recognized and approved by the National Park Service and the Federal Law Enforcement Training Center (FLETC) to provide Level II law enforcement commissioning. For further information contact the Department Chair for the Criminal Justice program.

### SUGGESTED SCHEDULE

#### \*\*ATA IN CRIMINAL JUSTICE EMPHASIS

*Includes required ATA courses. Student schedule may vary based on entry point, credit load, and prerequisites. Consult with department chair or SVC counselor for scheduling options.*

##### FIRST YEAR

Fall .....	Cr	Winter.....	Cr	Spring .....	Cr
CJ& 101 .....	3	CJ 111 .....	3	CJ 107 .....	3
CJ& 105 .....	3	CJ 114 .....	3	CJ& 110 .....	3
CJ 106 .....	2	†MATH 100 .....	5	CJ 170 .....	3
CMST 125 .....	3	PE 200 .....	2	CJ 199 .....	1-15
†ENGL& 101 .....	5	SOC& 101 .....	5	CJ 204 .....	3
*PE 112 .....	1				
				*PE 113 .....	2
<b>Total .....</b>	<b>17</b>	<b>Total .....</b>	<b>18</b>	<b>Total .....</b>	<b>15+</b>

##### SECOND YEAR

Fall .....	Cr	Winter.....	Cr	Spring .....	Cr
CJ 130 .....	3	CJ 163 .....	2	CJ 115 .....	3
CJ 215 .....	4	CJ 180 .....	3	CJ 125 .....	2
CJ 257 .....	2	CJ 206 .....	3	CJ 208 .....	3
^CJ Elec .....	3	CJ 216 .....	3	CJ 213 .....	3
FIRE 113 .....	2	CJ 218 .....	4	CJ 224 .....	3
PSYC& 100 .....	5	CJ 235 .....	3	CJ 225 .....	5
		FIRE 162 .....	1		
<b>Total .....</b>	<b>19</b>	<b>Total .....</b>	<b>19</b>	<b>Total .....</b>	<b>19</b>

#### \*\*ATA IN CRIMINAL JUSTICE—PARKS SERVICE AND PROTECTION EMPHASIS

##### FIRST YEAR

Fall .....	Cr	Winter.....	Cr	Spring .....	Cr
CJ 106 .....	2	ENVC 130 .....	5	CJ 133 .....	5
CMST 125 .....	3	BIOL 105 .....	5	CJ 170 .....	3
†ENGL& 101 .....	5	FIRE 126 .....	3	BIOL 180 .....	3
ENVC 104 .....	1	*PE 112 .....	1	†MATH 100 .....	5
HIST& 214 .....	5	SOC& 101 .....	5	PE 200 .....	2
<b>Total .....</b>	<b>16</b>	<b>Total .....</b>	<b>19</b>	<b>Total .....</b>	<b>18</b>

##### SECOND YEAR

Fall .....	Cr	Winter.....	Cr	Spring .....	Cr
CJ 102 .....	5	CJ 228 .....	30	CJ 123 .....	5
CJ 125 .....	2	<b>OR</b>		CJ 199 .....	1-15
CJ 265 .....	5	CJ 103 .....	5	BUS 205 .....	5
*PE 113 .....	2	CJ 238 .....	2	BIOL 107 .....	5
PSYC& 100 .....	5	Elective(s) .....	10	FIRE 113 .....	2
<b>Total .....</b>	<b>19</b>	<b>Total .....</b>	<b>30/17</b>	<b>Total .....</b>	<b>18+</b>

\* 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 MATH& 107. Students who do not receive an appropriate test score will require additional coursework to develop necessary skills for entry into class.

^ Elective approved by the Department Chair.

### Program Certificates

A Certificate in Parks Law Enforcement (PLEA) is awarded to students who complete the following courses with an accumulated grade point average of 2.0 and achieve technical competency.

**PARKS LAW ENFORCEMENT ACADEMY**  
CJ 228 (and related courses)

### 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:

**BASIC LAW ENFORCEMENT RESERVE ACADEMY**

CJ 227

**COMMUNITY POLICING**

CJ 106, 114, and 115.

**CORRECTIONS**

CJ& 105, CJ 106, 107, 111, 130, and 170

**HOMELAND SECURITY/ DOMESTIC PREPAREDNESS**

CJ 146, 147, 148, 149

**INVESTIGATIVE TECHNIQUES**

CJ& 101, CJ 106, 170, 215, 216, and 218.

**JUVENILE SERVICES AND ADVOCACY**

CJ 106, 114, 115, 130, 180, 181, and ECE 105

**LEGAL PRINCIPLES IN POLICING**

CJ 106, CJ& 110, CJ 111, 204, 206, and 208.

**PRIVATE AND COMMERCIAL SECURITY**

CJ 106, CJ& 110, CJ 111, 170, 204, 220

**PUBLIC SAFETY COMMUNICATIONS**

CJ 106 and 145

### Course Descriptions

#### CJ& 101 Intro 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.

#### CJ 102 Park Facilities Construction & Remodeling I (5)

Examines the basic tools, materials, and processes used and applications involved in construction, repair and remodeling of a variety of park structures and facilities. Discusses various electrical, water, and waste disposal systems, including meters, key components and working order. Also discusses the application and repair of sound, alarm and notification systems, including telemetry. Also considers the common uses of heating, ventilation, air conditioning, and cooling or chiller systems in parks.





### **CJ 103 Park Facilities Construction & Remodeling II (5)**

Applies the techniques and methods involved in construction, repair and remodeling of a variety of park structures and facilities. Provides hands-on construction and repair opportunities on various electrical, water, and waste disposal systems, including meters. Common installation, troubleshooting and repair of heating, ventilation, air conditioning, and cooling or chiller systems are covered, as well as sound, alarm and notification systems, including telemetry. Applies learning to the techniques of construction of walls, foundations, slabs, flooring and roof systems. Prerequisite: CJ 102.

### **CJ& 105 Intro 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.

### **CJ 106 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.

### **CJ 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.

### **CJ& 110 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: CJ 100 or Department Chair approval.

### **CJ 111 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.

### **CJ 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.

### **CJ 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, delin-

quency 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.

### **CJ 123 Landscaping and Field Maintenance (5)**

Covers design theory and principles as they apply to park and natural resources settings. Examines the use of plants, shrubs, trees and other materials in the landscape. Explores design as a deterrent to crime. Discusses requirements for field and turf care, striping, fertilization, irrigation, and control of undesirable species along with considerations for layout of campsites, use areas, facilities and amenities. Designing a landscape will be part of a class project.

### **CJ 125 Public Safety Employer/Employee Relations (2)**

Introduction to dynamics of employer/employee relations in the public safety workplace. Examines professional standards of employee behavior, working conditions, job descriptions, conditions of employment, essential functions, and minimum industry standards. Explores relationships between employees, unions/guilds/benevolent orders, and administrative/supervisory personnel. Discusses collective bargaining agreements, compensation packages, disciplinary processes, and employee advisory services. Open to Administration of Justice and Fire Protection Technology majors.

### **CJ 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.

### **CJ 133 Facilities Maintenance Fundamentals (5)**

Introduction to facilities maintenance, including basic grounds maintenance, facilities sanitation, solid waste disposal procedures, and routine and planned/scheduled park maintenance. Examines maintenance and upkeep requirements of specialized amenities, roads, signage, and waterfront facilities. Considers budget process considerations, common procurement practices, and recycling. Focus is on risk management as well as techniques leading to enjoyable showplace park facilities for public use.

**CJ 145    Emergency Communications Dispatcher    (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.

**CJ 146    Homeland Security and 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.

**CJ 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.

**CJ 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.

**CJ 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.

**CJ 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.

**CJ 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.

**CJ 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.

**CJ 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.

**CJ 199    Cooperative Education Experience    (1-15)**

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

**CJ 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.

**CJ 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: CJ 111.

**CJ 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: CJ 107 and instructor approval.

**CJ 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: CJ& 101 and CJ 111, or Department Chair approval.

**CJ 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.

**CJ 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.

**CJ 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, shoe prints, firearms, tool marks, crime scene reconstruction, and other disciplines. Prerequisite: CJ 215 or Department Chair approval.

**CJ 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.

**CJ 220 Private Security (2)**

Introduction to private security and its role in society, evolution, goals and responsibilities. Overview of institutional security. Student may perform tasks in local security settings.

**CJ 221 Computer Forensics 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.

**CJ 222 Computer Forensics Tools and Applications (5)**

Continuation of CJ 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: CJ 221.

**CJ 224 Contemporary Issues in Criminal Justice (3)**

Discuss current trends and issues concerning all aspects of the criminal justice system.

**CJ 225 Criminal Justice Internship (1-5)**

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.

**CJ 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; sponsor-

ship by law enforcement agency; graduate from accredited Law Enforcement Reserve Academy.

**CJ 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.

**CJ 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.

**CJ 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.

**CJ 238 Pest Management Techniques (2)**

Explores the legal and proper use of chemical, mechanical and environmental methods of mitigating common pests encountered in parks and recreation areas. Topics include acquisition, preparation, safety, and application of a variety of pesticides, herbicides, fungicides, beneficial biological species, and mechanical harvesting means. Includes review of spray equipment, safety and personal protection items, vectors, carrying agents, and eradication strategies.

**CJ 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.

**CJ 265 Parks Management (5)**

Examines the myriad activities and issues that the contemporary park and recreation resource manager must face. Focuses on risk management principles, budgeting considerations, scheduling considerations, resources identification, and maintenance management. Covers the duality of purpose—the balance between protection and conservation of resources, and the demand for public use.

## CULINARY ARTS & HOSPITALITY MANAGEMENT (CAHM)

### Program Description

The Culinary Arts and Hospitality Management (CAHM) program prepares students for many aspects of the food industry. Celebrity Chefs, Iron Chefs, Food Network shows—everywhere you look today the public is excited about culinary arts. As this excitement grows so does the food industry. Trained, qualified chefs are in demand and the Skagit Valley College Culinary Arts and Hospitality Management (CAHM) program is the place to prepare you for this emergent industry.

The Skagit Valley College Culinary Arts program is among the few culinary programs accredited by the prestigious American Culinary Federation Foundation Accrediting Commission (ACFFAC). This means the program competes with the best of the best. Students have traveled to Chicago, Hawaii, Colorado Springs and other culinary centers as part of the emphasis on networking with peers and accomplished, well-placed chefs across the country. Students have had the opportunity to stand side by side with master chefs seen on the food network and have garnered their share of competition medals.

The Culinary Arts program partners with the National Restaurant Association Education Foundation in providing course-





work required for the new ManageFirst credential. This program is designed to meet the needs of supervisory personnel in the restaurant industry. Courses include Human Resource Management, Marketing, Cost Control, Safety and Sanitation.

'Hands-on' learning labs such as the newly modernized Skagit Café and campus food service outlets, along with McIntyre Hall Catering offer students unique, real life experiences in the food service industry. Whether a student wants to bolster his/her knowledge and skills to advance in a current food service job, start his/her own small bakery, café or catering business, begin a career path as a manager in a large, prestigious food corporation, become a personal chef, or just learn more about being a good cook, the Skagit Valley College Culinary Arts program can help you get there!

The Skagit Valley College Mount Vernon location offers the opportunity to experience first hand the fresh, local food products that are celebrated around the nation. 'Fresh and local' are an integral part of the culinary experience positioning you on the cutting edge of this national trend.

Course content emphasizing 'hands-on' lab work and a variety of flexible teaching techniques are designed to meet the needs of diverse learning styles. Emphasis is placed on the necessity for the modern culinary professional to understand global food trends and international flavor principles in a working environment sensitive to cultural and general differences.

## Entry into the Program

Please apply to the Admissions Office. Students may enter the program at the be-

ginning 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.

## SUGGESTED SCHEDULE

### ATA CULINARY ARTS AND HOSPITALITY MANAGEMENT

*Includes required ATA courses. Student schedule may vary based on entry point, credit load, and prerequisites. Consult with department chair or SVC counselor for scheduling options.*

#### FIRST YEAR

Fall .....	Cr	Winter.....	Cr	Spring .....	Cr
CAHM 123 .....	3	CAHM 142 .....	3	CAHM 143 .....	2
CAHM 160 .....	1	CAHM 170 .....	1	CAHM 180 .....	1
CAHM 161 .....	3	CAHM 171 .....	3	CAHM 181 .....	3
CAHM 162 .....	3	CAHM 172 .....	3	CAHM 182 .....	3
CAHM 163 .....	3	CAHM 173 .....	3	CAHM 183 .....	3
CAHM 164 .....	4	CAHM 174 .....	4	CAHM 184 .....	4
†ENGL 170 .....	3	†MATH 100 .....	5	CAHM 198 .....	1
PE 200 or 205.1 .....				‡CAHM 199 .....	1
				SOSC 113 .....	1
				SOSC 125 .....	2
<b>Total .....</b>	<b>21</b>	<b>Total .....</b>	<b>22</b>	<b>Total .....</b>	<b>21</b>

#### SECOND YEAR

Fall .....	Cr	Winter.....	Cr	Spring .....	Cr
CAHM 200 .....	1	CAHM 211 .....	3	‡CAHM 199 .....	4
CAHM 201 .....	3	CAHM 230 .....	1	CAHM 212 .....	3
CAHM 204 .....	3	CAHM 231 .....	3	CMST 125 .....	3
CAHM 205 .....	3	CAHM 232 .....	3	*NUTR 119 .....	5
CAHM 210 .....	3	CAHM 233 .....	3	OFTEC 122 .....	3
CAHM 238 .....	3	CAHM 239 .....	3		
<b>Total .....</b>	<b>16</b>	<b>Total .....</b>	<b>16</b>	<b>Total .....</b>	<b>18</b>

\* Five (5) credits of General Education (Science/Nutrition). 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.

## 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 123, 142, 143, 199; MATH 96 or 100; PE 200 or 205; ENGL 99 or 170; SOSC 113 and 125.

### BAKING AND PASTRY CERTIFICATE

Under development.

### CERTIFIED CULINARIAN

There are two paths that a student can take to achieve a Certified Culinarian through the American Culinary Federation: Students completing the Professional Cooking Certificate plus CAHM 198, 210, NUTR 119, and 150 hours of CAHM 199 who are ACF members at the time of graduation are entitled to certification as a Certified Culinarian by the American Culinary Federation. 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.

### NATIONAL RESTAURANT ASSOCIATION MANAGEFIRST PROFESSIONAL CREDENTIAL

Upon successful completion of CAHM 123, 210, 211, 212, the Souse Chef Written Exam, and documented 800 hours of work experience, a student is awarded the NRAEF ManageFirst Professional credential. An individual certificate is awarded after successful completion of each course listed.

### 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 143. The choices are as follows:

### BASIC BAKERY COMPETENCY

CAHM 160, 161, 162, 163, 164, 199 or CAHM 143.

### BASIC FOOD PREPARATION COMPETENCY

CAHM 170, 171, 172, 173, 174, 199 or CAHM 143.

### BASIC RESTAURANT COOKING COMPETENCY

CAHM 180, 181, 182, 183, 184, 199 or CAHM 143.

## Course Descriptions

### **CAHM 123 Safety & Sanitation (3)**

Applied food service sanitation and safety for the food service professional. ServSafe Certificate offered as part of this course.

### **CAHM 142 Beer, Wine and Spirits (3)**

History, production and uses of alcoholic beverages. Food and beverage pairing, and serving alcoholic beverages responsibly.

### **CAHM 143 Customer Service (2)**

Techniques in customer service, table layout and design, and the preparation of foods for banquets and catering. Prerequisite: To be taken in conjunction with the Restaurant Production Block (CAHM 180-183).

### **CAHM 160 Orientation to Baking (1)**

Introduction to bakeshop principles. Orientation to baking equipment, safety, sanitation, course requirements, books and tools.

### **CAHM 161 Baking I (3)**

Introduction to the techniques of making cookies, quick breads, pie, cream fillings, cakes, frosting, and glazes.

### **CAHM 162 Baking II (3)**

Techniques of preparing yeast breads.

### **CAHM 163 Baking III (3)**

Techniques of producing pastries and specialty desserts.

### **CAHM 164 Baking Theory (4)**

Theory and study of ingredients and techniques used in the professional bakery.

### **CAHM 170 Introduction to Food Preparation (1)**

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 (3)**

Introduction to the care and use of tools in the professional kitchen and to the various cooking methods including moist heat, dry heat, and combination cooking methods.

### **CAHM 172 Food Preparation II (3)**

Basic techniques of preparing stocks and sauces; preparation of soups and the use of chef-ready bases and convenience products.

### **CAHM 173 Food Preparation III (3)**

Basic cold food preparation, salads, salad dressing and garde manger.

### **CAHM 174 Food Preparation Theory (4)**

Theory of basic food preparation techniques including cooking applications, use of tools and equipment, kitchen staples, stocks, sauces, soups and salads. Introduction to culinary history, professionalism, menu development and food costing.

### **CAHM 180 Introduction to Restaurant Production (1)**

Introduction to food operations, line-cooking, advanced saucing techniques, customer service, equipment operation, sanitation, books, tools, and international flavor principles. Overview of the roles and responsibilities of various restaurant personnel and professionalism.

### **CAHM 181 Restaurant Production I (3)**

Techniques in operating a pantry station including the preparation of breakfast items, salads, dressings and sauces.

### **CAHM 182 Restaurant Production II (3)**

Techniques of operating restaurant line stations to include customer service, broiler, fryer, sauté, hot top and oven stations.

### **CAHM 183 Restaurant Production III (3)**

Demonstrate techniques in preparing center of the plate items, starches and vegetables, emphasis on the production of institutional quantity cooking.

### **CAHM 184 Restaurant Production Theory (4)**

Identification of Culinary product types and their uses in the food service industry including meats, game, poultry, seafood, fruits, vegetables, starches, forcemeats, garnishes and food presentations.

### **CAHM 198 Souse Chef Candidate Practicum (1)**

Comprehensive performance and knowledge based assessment for entry into advanced Culinary Arts coursework. Prerequisite: Department Chair permission.

### **CAHM 199 Cooperative Education Experience (1-5)**

Supervised work experience in an approved job. Includes a weekly seminar. Instructor permission required.

### **CAHM 200 Souse Chef Orientation (1)**

Introduction to management skills, teaching and training techniques, menus, and kitchen organization including sanitation and maintenance schedules. Prerequisite: CAHM 198.

### **CAHM 201 Souse Chef-Bakery (3)**

Supervision of a bakery outlet, assisting with menu preparation, operational flow, and management of a functional bakery outlet. Prerequisite: CAHM 198.

### **CAHM 204 Souse Chef-Restaurant Production (3)**

Supervision of a restaurant line and assistance with menu preparation, operational flow, and management of a functional restaurant line. Prerequisite: CAHM 198.

### **CAHM 205 Souse Chef-Food Preparation (3)**

Supervision of basic hot and cold food preparation areas including soups, stocks, sauces. Student will assist with menu preparation, operational flow, and demonstrating basic skills. Prerequisite: CAHM 198.

### **CAHM 210 Human Resources Management and Supervision (3)**

Managing human resources in the hospital-ity industry.

### **CAHM 211 Controlling Food Service Costs (3)**

Menu planning, cost analysis, purchasing and inventory controls of food and beverage products for various food service operations.

### **CAHM 212 Hospitality & Restaurant Management (3)**

The Dynamics of Leadership in the Hospitality and Restaurant Industry.

### **CAHM 230 Cafe Souse Chef Orientation (1)**

Introduction to the management of a small cafe to include menu development, food costing, supervisory skills, kitchen organization, maintenance and sanitation. Prerequisite: CAHM 198.

### **CAHM 231 Souse Chef-Cold Food Station (3)**

Manage a working café cold food station including inventory, mise en place, menu development, maintenance and production. Prerequisite: CAHM 198.

**CAHM 232 Souse Chef-Cafe Hot Station (3)**

Manage a working café hot line station including inventory, mise en place, menu development, maintenance and production. Prerequisite: CAHM 198.

**CAHM 233 Executive Souse Chef /Maitre d' (3)**

Coordinate overall café operations including dining room management and all café food production. Prerequisite: CAHM 198.

**CAHM 238 Souse Chef-Advanced Cooking I (3)**

Theory and practice of advanced cooking principles using some exotic and unusual International products in classical and modern preparations culminating in the presentation of a Salon Piece that demonstrates an understanding of advanced cooking principles. Covers appetizers, first courses, soups, salads and sandwiches and classical garde manger. Prerequisite: CAHM 198.

**CAHM 239 Souse Chef-Advanced Cooking II (3)**

Theory and practice of advanced cooking and baking principles using some exotic and unusual international products in classical and modern preparations culminating in the presentation of a Salon Piece that demonstrates an understanding of techniques. Course covers cheese making, buffet center pieces and advanced baking techniques. Prerequisite: CAHM 198.

## 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 Winter quarter, 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.

### SUGGESTED SCHEDULE

#### ATA DIESEL POWER TECHNOLOGY

*Includes required ATA courses. Student schedule may vary based on entry point, credit load, and prerequisites. Consult with department chair or SVC counselor for scheduling options.*

##### FIRST YEAR

Fall .....	Cr	Winter.....	Cr	Spring .....	Cr
DSL 101 .....	7	DSL 103.....	16	DSL 104.....	16
DSL 102 .....	9	PE 200 or 205..	1	CMST 125.....	3
†MATH 100.....	5	SOSC 125.....	2	WT 133.....	2
.....		WT 131 .....	2	WT 231.....	2
<b>Total .....</b>	<b>21</b>	<b>Total .....</b>	<b>21</b>	<b>Total .....</b>	<b>23</b>

##### 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
<b>Total .....</b>	<b>19</b>	<b>Total .....</b>	<b>21+</b>	<b>Total .....</b>	<b>20</b>

\* 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 and should enroll in DSL 101 and DSL 102 or 201. Second year students should enroll in DSL 201 and DSL 102 or 201. No DSL courses are offered more than one quarter.

### 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, 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 (1-15)**

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. Mathematics as it relates to the diesel industry will be incorporated. Shop projects include removal, tear down, 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.

## DRAMA (DRMA)

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### Program Description

The Drama program offers introductory and advanced courses in all areas of theatre including acting, directing, writing, design, and technical theatre. Additional courses are offered in acting and writing for the camera. We take a special interest in the works of William Shakespeare with a class 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 theatre with an 80-foot fly loft. Both spaces feature state of the art sound and lighting equipment.

A Drama Emphasis is available for students who would like more intensive training or who are interested in a career in Drama. 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 Drama emphasis. Interviews and

auditions for scholarships are held each spring. For more information contact Andy Friedlander, Program Director, 416.7723.

### Drama Emphasis

#### REQUIRED CLASSES:

- DRMA& 101–Introduction to Theater
- ENGL& 114–Introduction to Dramatic Literature
- DRMA 133–Acting I
- DRMA 161–Basic Stagecraft
- DRMA 163–Introduction to Lighting
- Electives–Students will take an additional 10 credits from the Drama curriculum.

### Course Descriptions

**DRMA& 101 Intro to Theatre (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.

**DRMA 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.

**DRMA 134 Acting II (3)**

A study of the fundamental theory and practice of realistic acting with a focus on script analysis and rehearsal technique.

**DRMA 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.

**DRMA 136 Acting 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.

**DRMA 137 Acting for the Camera (3)**

An introduction to acting for the camera. Auditions, agents, casting directors, resumes and unions will also be discussed.

**DRMA 138 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.



### **DRMA 139 Improvisation and 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.

### **DRMA 140 Viewpoints I: Physical Viewpoints (3)**

This course introduces students to the exciting new training program created in NYC and used throughout the world by theatre professionals to heighten the perception of our bodies in time and space. Excellent for development of new skills and attitudes by theatre artists, athletes, dancers, musicians, choreographers, and anyone else interested in movement, space, and time. This course may be repeated once for credit.

### **DRMA 141 Viewpoints II: Vocal Viewpoints (3)**

Building upon DRMA 140, Physical Viewpoints, Vocal Viewpoints focuses on language from the perspective of pitch, dynamics, tempo, repetition, timbre, and silence. This course provides a new approach to listening and speaking in an age of internet communication. Prerequisite: DRMA 140 or instructor's permission.

### **DRMA 144 Writing for Performance (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.

### **DRMA 151-153 Theater Workshop I, II, III (1-3)**

This is a practical workshop during which students will provide technical support for the play(s) being produced by the Drama 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.

### **DRMA 154 Workshop for Actors (4)**

A rehearsal and performance class open only to those students cast in a Drama department production or directing a student project.

### **DRMA 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.

### **DRMA 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.

### **DRMA 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.

### **DRMA 164 Costume Construction (3)**

This course focuses on the practical aspects of costume construction to include fabric selection, machine and hand sewing, pattern drafting and draping, fitting, and finishing.

### **DRMA 166 Introduction to Stage Costuming (3)**

An introduction to costuming for the stage including history, theory, design, and practical applications.

### **DRMA 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.

### **DRMA 230 Advanced Theatre Seminar (1-5)**

A seminar to discuss special topics of interest in the theatre arts. Prerequisite: Declared theatre arts major or permission of the instructor.

### **DRMA 233 Introduction to Directing (3)**

An introduction to directing for the theater, including history, styles and traditions, and practical techniques and theories of directing.

### **DRMA 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: DRMA 233 or previous directing experience and written approval of instructor.

### **DRMA 235 Advanced Acting (5)**

A scene study class for the experienced actor. Prerequisite: DRMA 135 or instructor permission.

### **DRMA 236 Theater History I: Ancient-Renaissance (5)**

An introduction and exploration of the relationship between historical events and the Drama from the ancient period to the Renaissance.

### **DRMA 237 Theater History II: Renaissance-1850 (5)**

An introduction and exploration of the relationship between historical events and the Drama from the Renaissance to 1850.

### **DRMA 238 Modern Theater History (5)**

An introduction and exploration of the relationship between historical events and the Drama from 1850 to the present.

### **DRMA 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.



# 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, Early Childhood Education and Assistance Program (ECEAP), 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 Universities 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 Certificate (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.

## Associate of Applied Science—Transfer Degree (AAS-T)

This degree not only offers the needed preparation in critical ECE content (as recommended by the National Association for the Education of Young Children Associate's Degree Standards) for employment upon graduation, but also prepares students for future transfer to a four-year college or university. It also better meets the current emphasis in ECE for teachers with a broader knowledge of general education. The AAS-T meets the requirements of employers, especially public school districts, federal Head Start programs and the state sponsored preschool program (ECEAP) for early childhood positions requiring a two-year ECE degree. The AAS-T keeps the ECE critical content (50 credits) from the ECE/ATA degree but specifies that the required general education courses meet the AAUCT's distribution areas and rigor.

The following four-year colleges and universities have specific bachelor degree programs that accept the AAS-T in Early Childhood Education. These include Eastern Washington University Child Studies degree, Washington State University Human Development degree, City University, Evergreen University, University of Phoenix, Devries and Seattle

Pacific University. This degree will be granted to SVC students completing with a 2.0 GPA. Entry into a baccalaureate program at a four-year school will require a higher GPA for admission. Students seeking transfer to degree programs other than those specifically designed for the AAS-T in ECE are urged to consider the direct transfer degree in preparation for transfer (AAUCT- see Chapter 6).

## SUGGESTED SCHEDULES

### ATA EARLY CHILDHOOD EDUCATION

*Includes required ATA courses. Student schedule may vary based on entry point, credit load, and prerequisites. Consult with department chair or SVC counselor for scheduling options.*

#### FIRST YEAR

Fall .....	Cr	Winter .....	Cr	Spring .....	Cr
ECE 100.....	5	ECE 160.....	3	ECE 129.....	3
ECE 105.....	2	EDUC& 203.....	3	ECE 140.....	3
EDUC& 121.....	5	†MATH 100.....	5	ECE 215.....	3
†ENGL& 101.....	5	**Elec.....	2-4	*LC/GE .....	5-10
OR †ENGL 170.....	3				
<b>Total .....</b>	<b>15+</b>	<b>Total .....</b>	<b>13+</b>	<b>Total .....</b>	<b>14+</b>

#### 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.....	2-6	ECE 230.....	3	EDUC 260.....	3
ECE 211.....	3	PE 200.....	2	**Elec.....	2-4
EDUC 245.....	3	SOSC 125.....	2		
SOSC 113.....	1				
<b>Total .....</b>	<b>15+</b>	<b>Total .....</b>	<b>13+</b>	<b>Total .....</b>	<b>14+</b>

\* 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, 200, CMST& 220 and World Language (Spanish, ASL, etc.)

\*\* Electives (total of 4-8 credits) approved by Department Chair, include: ECE 240, EDUC 246, EDUC& 122.

† 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.

### \*\*ASSOCIATE OF APPLIED SCIENCE - (AAS-T) TRANSFER DEGREE

*This transfer degree is accepted by Eastern WA University: Child Studies Degree; WSU: Human Development; City University, Evergreen University, University of Phoenix, Devries, and Seattle Pacific University.*

#### FIRST YEAR

Fall .....	Cr	Winter .....	Cr	Spring .....	Cr
ECE 100.....	5	ECE 160.....	3	ECE 129.....	3
OR EDUC& 202		ECE 230.....	3	ECE 140.....	3
ECE 102.....	3	EDUC& 121.....	5	CMST& 220.....	5
ECE 215.....	3	~ENGL 103.....	5	PSYC& 100.....	5
†ENGL& 101.....	5	OR ENGL 104		OR PSYC& 200	
<b>Total .....</b>	<b>16</b>	<b>Total .....</b>	<b>16</b>	<b>Total .....</b>	<b>16</b>

## SECOND YEAR

Fall .....	Cr	Winter.....	Cr	Spring .....	Cr
ECE 130.....	3	ECE 201 .....	4	ECE 202 .....	4
ECE 211.....	3	EDUC& 203 .....	3	ECE 223.....	5
†MATH 107.....	5	EDUC 245 .....	3	*ART Elec.....	5
*ART Elec.....	5	EDUC 246 .....	4	*NASC Elec.....	5

**Total .....** 16 **Total.....** 14 **Total .....** 19

\*Accepted courses include ART 141, 142, 143, 144; BIOL& 100, 211, 213; BIOL 105, 133; EASC 102, 111; MUSIC 100, 121, 122, 123, 124, 125, 126, 127; MUSC& 141, OCEA& 101, ASTR& 101, GEOL& 101, 110, 208; NASC 100. For a complete course list, please see the department chair.

\*This degree will be granted to SVC students completing with a 2.0 GPA.

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

~ ENGL 101 needs to be taken in an integrated format. ENGL 103 or 104 needs to be taken in an integrated format. Please contact the Department Chair for further details.

## 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, EDUC& 121, CMST& 210 or ECE 215, ENGL& 101 or ENGL 170, MATH 100, and 19-21 additional credits in Early Childhood and/or other courses as designated by the ECE advisor. 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 CERTIFICATE (CDA)

The CDA is a competency-based certificate 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 Child Guidance (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 and 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, and 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 Curriculum Development & Environments for 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 Issues and Trends in Education (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, and 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 Essentials of 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 Essentials of 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 Essentials of CDA: Working with Families, Program Management and 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 Essentials of the Child Development Associates 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, and 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 223 Practicum and 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 230 Observation, Records and 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 (ASTR, EASC, GEOL, OCEA)**

See Science

## **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 Cultures 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 (BUS&201, MATH&146, ACCT&201, ACCT&202, ACCT&203, 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 Micro Economics (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 four-year business programs.

**ECON& 202 Macro Economics (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 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 Chapter 6, *Becoming a Teacher*

## 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).

## SUGGESTED SCHEDULES

### ATA EDUCATION PARAPROFESSIONAL

*Includes required ATA courses. Student schedule may vary based on entry point, credit load, and prerequisites. Consult with department chair or SVC counselor for scheduling options.*

#### FIRST YEAR

EDUC& 121.....5	ECE 105.....2	ECE 140.....3
OR EDUC& 122.....3	EDUC& 203.....3	ECE 215.....3
EDUC& 202.....5	CMST& 220.....5	†MATH 100.....5
†ENGL& 101.....5	*LC/GE.....5-10	**Elec.....5
OR†ENGL 170.....3		
<b>Total .....13+</b>	<b>Total .....15+</b>	<b>Total .....16</b>

#### 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.....5
PE 200.....2	SOSC 125.....2	OR PSYC& 200
**Elec.....5		OR PSYCH 210
		SOSC 113.....1
<b>Total .....16</b>	<b>Total .....14</b>	<b>Total .....14</b>

\* 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.

## 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	EDUC& 203.....3	ECE 140.....3
EDUC& 121.....5	†MATH& 107..5	ECE 215.....3
†ENGL 101.....5	*PE 200.....2	EDUC& 122.....5
	*SOSC 113.....1	
	*SOSC 125.....2	
<b>Total.....18..</b>	<b>Total .....16</b>	<b>Total .....14</b>

#### 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
CMST& 220.....5		
<b>Total .....16</b>	<b>Total .....13+</b>	<b>Total .....15+</b>

\*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 AND 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, 245, 246, EDUC& 202, 203, CMST& 220, ENGL& 101, MATH 100, and 15 credits of any one language other than English.

#### EDUCATION PARAPROFESSIONAL CERTIFICATE IN TEACHING AND LEARNING

A Certificate in Education Paraprofessional in Instruction may be granted upon completion of at least 45 college level credits which must include: ECE 230, EDUC 104, 260, EDUC& 121 or 122, 202, 203, CMST& 220, ENGL& 101 or 170, MATH 100, PSYC& 100 and PSYC& 200 or PSYC 210, 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.

## Course Descriptions

### **EDUC 104 Child Guidance (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& 121 Child Development I (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.

### **EDUC& 122 Child Development II (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.

### **EDUC& 202 Intro 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& 203 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 211 Diversity in Education (3)**

Overview of diversity in education including culture, ethnicity, family structure, socio-economics and educational philosophy.

### **EDUC 223 Practicum and 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 ECE 225; or 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) for information on related programs. Both 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 to provide a base for transfer to other engineering technology (BSEET) programs 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 advisor 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.

### **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.



**SUGGESTED SCHEDULE****ATA ELECTRONICS ENGINEERING TECHNOLOGY**

*Includes required ATA courses. Student schedule may vary based on entry point, credit load, and prerequisites. Consult with department chair or SVC counselor for scheduling options.*

**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
†ENGL& 101 .....	5	CMST& 220 .....	5	ET 145.....	5
†MATH& 141 .....	5	MATH& 142.....	5	†ENGL& 230.....	3
<b>Total .....</b>	<b>20</b>	<b>Total .....</b>	<b>20</b>	<b>Total .....</b>	<b>18</b>

**SECOND YEAR**

Fall .....	Cr	Winter.....	Cr	Spring .....	Cr
ET 267 .....	5	†ET 199 .....	1-15	CS 210.....	5
ET 281 .....	5	ET 268.....	5	†ENGL 103 or	
MATH& 151 .....	5	ET 283.....	5	†ENGL 104.....	5
PE 200 .....	2	MATH& 152.....	5	*LC/GE .....	5-10
**PHYS& 221 .....	5	**PHYS& 222.....	5	**PHYS& 223 .....	5
SOSC 125 .....	2	SOSC 113 .....	1		
<b>Total .....</b>	<b>24</b>	<b>Total .....</b>	<b>22+</b>	<b>Total .....</b>	<b>20+</b>

\* 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& 121, 122, and 123 may be substituted for PHYS& 221, 222, and 223.

† 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) for information on related programs.*

**Program Description**

The Electronics Technology (ET) program offers majors in Electronics Technology/RF Communication Systems, Electronics Engineering Technology (EET), and Mechatronics (MET). 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, home and business security system maintenance and design, as well as opportunities in avionics and marine electronics.

Sample schedules for Electronics Technology/RF and Mechatronics 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 transcribed 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.

**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.

**SUGGESTED SCHEDULE****ATA ELECTRONICS TECHNOLOGY**

*Includes required ATA courses. Student schedule may vary based on entry point, credit load, and prerequisites. Consult with department chair or SVC counselor for scheduling options.*

**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	CMST 125 .....	3
				*LC/GE .....	5-10
<b>Total .....</b>	<b>17</b>	<b>Total .....</b>	<b>17</b>	<b>Total .....</b>	<b>23+</b>

**SECOND YEAR**

Fall .....	Cr	Winter.....	Cr	Spring .....	Cr
ET 267 .....	5	ET 268.....	5	†ET 199 .....	1-15
ET 281 .....	5	ET 283.....	5	ET 269.....	5
SOSC 113.....	1	†ENGL 170.....	3	ET 285.....	5
<b>Total .....</b>	<b>11</b>	<b>Total .....</b>	<b>13</b>	<b>Total .....</b>	<b>11+</b>

\* 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 plus ENGL 170 (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 a specialized area 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 (5)

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.

### 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, logarithmic 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 and 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.

### ET 264 Industrial Measurement and Monitoring (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 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& 151) immediately, two years will be sufficient to complete the program. If a student needs to complete precalculus courses (i.e. MATH& 141, 142) 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 advisor.

### Course Descriptions

**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& 214 Statics (5)**

The fundamentals of Newtonian equilibrium mechanics using vector notation. Equilibrium of particles and rigid bodies, structural analysis, internal forces, friction, center of gravity and centroids, moments of inertia, individual and group design projects, history and development of statics. Prerequisite: MATH& 151.

**ENGR& 215 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& 214.

**ENGR& 224 Thermodynamics (5)**

Introduction to the basic principles of thermodynamics, from a predominately macroscopic point of view. Development of the basic laws of thermodynamics, together with their illustration by application to energy transformations and state changes in engineering problems. Individual and group design projects. History of and contributions by various cultures to thermodynamics. Prerequisite: MATH& 152 and PHYS& 222 (may be taken concurrently).

**ENGR& 225 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& 214.

**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 (ENGL& 101, 103, 104, ENGL&230) are designed to prepare students for careers and transfer to 4-year schools; they are regularly taught both as stand-alone classes and integrated, with other disciplines, as Learning Communities 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 combined with other disciplines in Learning Communities.

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, integrated with other disciplines, in Learning Communities. For information at the Mount Vernon Campus, contact the Learning Center or the Division Chair for the English Department. At the Whidbey Island Campus, contact the Department of Communications.

### 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 English Composition I (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& 111 Intro to Literature (5)**

The study of form, style and technique in literary genres. Course includes written and oral analysis of selected works.

**ENGL& 112 Intro to Fiction (5)**

The study of the formal strategies of novels and shorter fictional works. Course includes written and oral analysis of selected works.

**ENGL& 113 Intro to Poetry (5)**

The study of the formal strategies of poetry. Course includes written and oral analysis of selected works.

**ENGL& 114 Intro to Drama (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.

**ENGL 115 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.

**ENGL 120 Introduction to Children's Literature (5)**

An exploration of literature written for children including fairy tales, picture books, Myths, poetry and fiction for preschool and school age children and adolescents. Readings will include works from cultures from throughout the world.

**ENGL 170 Professional and 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& 220 Intro to Shakespeare (5)**

An introductory survey course that explores the plays of William Shakespeare from literary and historical perspectives.

**ENGL& 230 Technical Writing (3)**

Introduction to and practice in planning, researching, and writing clear and concise tech-

nical 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& 236 Creative Writing I (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& 244 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.

**ENGL& 245 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.

**ENGL& 246 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.

**ENGL 247 Mejicano/Chicano Literature (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.

**ENGL& 254 World Literature I (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.

**ENGL 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.

**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

The ESL program provides instruction to students whose primary language is not English. Students have the opportunity to improve their skills in speaking, listening, reading, and writing advancing to higher levels as their basic skills improve. As students become proficient in using their English skills, they are encouraged to continue their education in either academic or professional technical college programs. English as a Second Language classes are numbered 010 through 020; these classes are offered on campus and off campus, both days and evenings, and periodically on weekends. Nominal \$25 tuition may be waived for those meeting low income criteria. No residency required.

### 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 Specific 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.)

## ENVIRONMENTAL CONSERVATION (ENVC)

Also see Geographic Information Systems and Science

### 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 appropriate 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, conservation biology, 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& 121 and 131. 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.

## SUGGESTED SCHEDULES

### ATA ENVIRONMENTAL CONSERVATION-AQUATIC/TERRESTRIAL EMPHASIS

*Includes required ATA courses. Student schedule may vary based on entry point, credit load, and prerequisites. Consult with department chair or SVC counselor for scheduling options.*

#### FIRST YEAR

Fall .....	Cr	Winter .....	Cr	Spring .....	Cr
ENVC 101 .....	5	ENVC 112 .....	5	ENVC 122 .....	5
ENVC 102 .....	4	ENVC 123 .....	5	ENVC 140 .....	5
ENVC 104 .....	1	†ENGL& 101 .....	5	ENGL& 230 .....	3
BIOL 107 .....	5	PE 200 .....	2	OR ENGL 104 .....	5
				†MATH& 146 .....	5
<b>Total .....</b>	<b>15</b>	<b>Total .....</b>	<b>17</b>	<b>Total .....</b>	<b>18+</b>
<b>Summer ... Cr</b>					
‡ENVC 199 .....	6				
<b>TOTAL .....</b>	<b>6</b>				

#### SECOND YEAR

Fall .....	Cr	Winter .....	Cr	Spring .....	Cr
ENVC 201 .....	5	ENVC 210 .....	5	ENVC 220 .....	4
ENVC 202 .....	5	ENVC 211 .....	4	ENVC 221 .....	3
GIS 101 .....	5	ENVC Elec .....	3-5	ENVC 222 .....	3
SOSC 113 .....	1	*LC/GE .....	5-10	CMST& 210 .....	5
SOSC 125 .....	2			OR CMST& 220	
				GIS 105 .....	2
				GIS 106 .....	2
<b>Total .....</b>	<b>18</b>	<b>Total .....</b>	<b>17+</b>	<b>Total .....</b>	<b>19</b>

### ATA ENVIRONMENTAL CONSERVATION-MARINE EMPHASIS

*Includes required ATA courses. Student schedule may vary based on entry point, credit load, and prerequisites. Consult with department chair or SVC counselor for scheduling options.*

#### FIRST YEAR

Fall .....	Cr	Winter .....	Cr	Spring .....	Cr
ENVC 101 .....	5	ENVC 112 .....	5	ENVC 122 .....	5
ENVC 104 .....	1	ENVC 123 .....	5	ENVC/BIOL Elec .....	3-5
BIOL 107 .....	5	†MATH& 146 .....	5	BIOL 190 .....	3
GIS 101 .....	5	PE 200 or 205 .....	1	†ENGL& 101 .....	5
**MT 108 .....	3			OCEA& 101 .....	5
<b>Total .....</b>	<b>19</b>	<b>Total .....</b>	<b>16</b>	<b>Total .....</b>	<b>21+</b>
<b>SUMMER ... Cr</b>					
‡ENVC 199 .....	6				
<b>Total .....</b>	<b>6</b>				

#### SECOND YEAR

Fall .....	Cr	Winter .....	Cr	Spring .....	Cr
ENVC 202 .....	5	ENVC 210 .....	5	ENVC 220 .....	4
BIOL& 211 .....	5	ENVC 211 .....	4	ENVC 222 .....	3
*LC/GE .....	5-10	BIOL& 212 .....	5	BIOL& 213 .....	5
SOSC 113 .....	1	CMST& 210 .....	5	ENGL& 230 .....	3
ENVC Elec .....	3-5	OR CMST& 220 .....		GIS 105 .....	2
				SOSC 125 .....	2
<b>Total .....</b>	<b>19+</b>	<b>Total .....</b>	<b>19</b>	<b>Total .....</b>	<b>19</b>

### ATA ENVIRONMENTAL CONSERVATION-PARKS RESOURCE MANAGEMENT EMPHASIS

*Includes required ATA courses. Student schedule may vary based on entry point, credit load, and prerequisites. Consult with department chair or SVC counselor for scheduling options.*

#### FIRST YEAR

Fall .....	Cr	Winter .....	Cr	Spring .....	Cr
ENVC 101 .....	5	ENVC 112 .....	5	ENVC 133 .....	5
ENVC 102 .....	4	ENVC 123 .....	5	ENVC 140 .....	5
ENVC 104 .....	1	ENVC 130 .....	5	GIS 105 .....	2
BIOL 107 .....	5	†ENGL 170 .....	3	GIS 106 .....	2
ENVC Elec .....	3-5			†MATH 100 .....	5
				OR †MATH& 146	
<b>Total .....</b>	<b>18+</b>	<b>Total .....</b>	<b>18</b>	<b>Total .....</b>	<b>19</b>
<b>Summer ... Cr</b>					
‡ENVC 199 .....	6				
<b>Total .....</b>	<b>6</b>				

#### SECOND YEAR

Fall .....	Cr	Winter .....	Cr	Spring .....	Cr
ENVC 201 .....	5	^CJ 228 .....	30	ENVC 122 .....	5
ENVC 202 .....	5	OR		ENVC 221 .....	3
GIS 101 .....	5	@Electives		ENVC 231 .....	5
PE 200 .....	2	(12 min as		OR ENVC 232	
SOSC 113 .....	1	approved by		CMST& 210 .....	5
		dept. chair)		OR CMST& 220	
		*LC/GE .....	5-10	SOSC 125 .....	2
<b>Total .....</b>	<b>18</b>	<b>Total .....</b>	<b>17+</b>	<b>Total .....</b>	<b>20</b>

\* 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) and PE 200.

### TRANSFER AGREEMENT WITH UNIVERSITY OF WASHINGTON & 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	Spring .....	Cr
ENVC 101 .....	5	ENVC 112 .....	5	ENVC 122 .....	5
BIOL 107 .....	5	ENVC 123 .....	5	ENVC 140 or .....	
BIOL& 211 .....	5	†MATH& 146 .....	5	BIOL 133 .....	5
PE 200 .....	2	CHEM& 121 .....	5	†ENGL& 101 .....	5
SOSC 125 .....	2			CHEM& 131 .....	5
<b>Total .....</b>	<b>19</b>	<b>Total .....</b>	<b>20</b>	<b>Total .....</b>	<b>20</b>
<b>Summer ... Cr</b>					
‡ENVC 199 .....	6				
MATH 111 .....	5				
*LC/GE .....	5-10				
<b>Total .....</b>	<b>16+</b>				

**TRANSFER AGREEMENT (continued)****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
ENVC Elec .....	3-5	BIOL& 212 .....	5	ENVC 222 .....	3
†MATH& 142 .....	5	CMST& 220 .....	5	†ENGL& 230 .....	3
SOSC 113 .....	1	MATH& 151 .....	5	OR ENGL 104 .....	5
				MATH& 152 .....	5
<b>Total .....</b>	<b>18+</b>	<b>Total .....</b>	<b>24</b>	<b>Total .....</b>	<b>18+</b>

\* 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. The delineation certificates provide skills needed to assist/conduct wetland delineation. A certificate is awarded to students who complete the following with a 2.0 grade point average or above:

**BASIC WETLAND DELINEATION CERTIFICATE**

ENVC 140 and 220.

**ADVANCED WETLAND DELINEATION CERTIFICATE**

ENVC 101, 140, 201, and 220

**GEOGRAPHIC INFORMATION SYSTEMS**

GIS 101, 102, 105, 106, and 202 or 203. (GIS courses must be taken in this sequence.)

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 and 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 BIOL 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 or Department Chair approval.

**ENVC 123 Fish Biology, Taxonomy, and 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. Covers state and federal laws pertaining to ecological field work and potential funding sources. 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 a minimum C grade or Department Chair approval.

**ENVC 202 Wildlife Biology (5)**

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 and 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 and 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& 146.

**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 101 and 202 or Department Chair approval.

### **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 in technical journals, time estimates, and monitoring of project costs. Prerequisite: ENVC 202 and 210 or Department Chair approval.

### **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. Ecological software will be used to explore the planet's biodiversity, conduct data collection, parameter estimation, and population viability analysis. Prerequisite: BIOL 101 or BIOL& 211 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 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 130 The African-American Experience (5)**

A multidisciplinary overview of the African American experience in the United States. The course will highlight the history of individual and collective struggle, the contributions and culture of African Americans as an integral part of the overall American experience. Emphasis on current issues and events, popular cultural trends and personalities for the purpose of understanding "black culture" in terms of its historical, political, socioeconomic, religious and artistic roots.

**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 thirty 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 Fire Protection Technology 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 FFT class.

## Work-Based Learning

Students will integrate classroom learning with work-based learning experience in Cooperative Education (FIRE 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.

## 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.

### SUGGESTED SCHEDULE

#### ATA FIRE PROTECTION TECHNOLOGY

*Includes required ATA courses. Student schedule may vary based on entry point, credit load, and prerequisites. Consult with department chair or SVC counselor for scheduling options.*

##### FIRST YEAR

FALL.....Cr	WINTER.....Cr	SPRING .....Cr
FIRE 100 ..... 3	FIRE 102..... 3	FIRE 101 ..... 3
FIRE 113 ..... 2	FIRE 121..... 5	FIRE 122 ..... 5
FIRE 120 ..... 5	FIRE 161..... 3	FIRE 130 ..... 3
FIRE 160 ..... 2	CORE ELEC ..... 3	†ENGL& 101 ..... 5
PE 161 ..... 2	PE 261 ..... 1	OR †ENGL 170... 3
		PE 261 ..... 1
<b>Total ..... 14</b>	<b>Total ..... 15</b>	<b>Total ..... 15+</b>

##### SECOND YEAR

FALL.....Cr	WINTER.....Cr	SPRING .....Cr
FIRE 210 ..... 3	FIRE 103..... 3	FIRE 212 ..... 3
FIRE 270 ..... 5	FIRE 199 ..... 1	FIRE 240 ..... 3
CMST 125 or ... 3	FIRE 211 ..... 3	FIRE 272 ..... 5
CMST& 210..... 5	FIRE 230 ..... 3	CJ 125 ..... 2
†MATH 100 .... 5	FIRE 271 ..... 5	*LC/GE ..... 5-10
PE 261 ..... 1	PE 261 ..... 1	PE 261 ..... 1
<b>Total ..... 17+</b>	<b>Total ..... 16</b>	<b>Total ..... 19+</b>

\* 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:

#### BASIC FIREFIGHTER

FIRE 120, 121, 122.

#### BASIC EMERGENCY MEDICAL TECHNICIAN

FIRE 242

#### HAZARDOUS MATERIALS FIRST RESPONDER

FIRE 160, 161

## 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 113 Public Safety Employment Strategies (2)

Develop an understanding of the employment requirements of public safety organizations in hiring entry-level employees. Through comprehensive reading topics, research, discussion and role-playing, students will strengthen career entry skills in the competitive public safety employment market.

### FIRE 120 Firefighter Skills I (5)

Introduction to firefighting tools and equipment and basic firefighting techniques. Cognitive and skills development in emergency ground operations using firefighting companies. Focuses on presenting a fire service organizational structure to assist in developing traits that support professional and cultural development. Emphasis on fire ground safety.

### FIRE 121 Firefighter Skills II (5)

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 (5)

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 and 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 (FFT2) 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.

**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 FFT 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. Prerequisite: Concurrent enrollment in CJ 228 or Department Chair approval.

**FIRE 160 Hazardous Materials Awareness For Firefighters (2)**

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 personnel seeking Washington State Patrol or State Fire Marshal's Office certification for Hazardous Materials First Responder Awareness.

**FIRE 161 Hazardous Materials First Responder Operations (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 Operations.

**FIRE 162 Hazardous Materials Awareness For Public Safety (1)**

Provides the basic skills necessary to safely and effectively manage the initial activities of an emergency involving the uncontrolled release of dangerous chemicals. Focuses on responding to and assessing the hazard involved, and making necessary notifications of hazardous material spills. For emergen-

cy pre-hospital care personnel, emergency communications officers, law enforcement officers, private industry employees, public works personnel, and Wildland firefighters.

**FIRE 199 Fire Service Internship (1-2)**

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 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: FIRE 211 with minimum C grade 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 subse-

quent 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. Covers water main systems, water tender shuttle operations, and fire engine pumping operations. Studies fire pump construction, operation, and techniques of pumping. Pumping evolutions are practiced to become proficient in performing various water supply and attack evolutions. Prerequisite: MATH 100 with minimum C grade or Department Chair approval.

**FIRE 240 Rescue Systems Awareness (3)**

Apply search and rescue skills, approach rescue situations safely, and understand the organizational concerns at a structural collapse incident. Provides skill sets that meet or exceed NFPA 1670 at the awareness level for various rescue situations. 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. Prerequisite: None.

**FIRE 242 Basic Emergency Medical Technician (9)**

Training for the EMT-Basic level per National Standards Curriculum and abiding by the laws of 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 (5)**

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, Washington State Firefighter 1 certification, or Department Chair approval.

### **FIRE 271 Fire Company Leadership II (5)**

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 (5)**

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.

### **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's 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.

### **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 GPS data management with mapping and displaying software.

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, 106, and 202 or 203. 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 Geographic 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 ArcGIS software. Prerequisite: GIS 101.

### GIS 105 Introduction to Global Positioning Systems (GPS) (2)

Introduction to global positioning systems (GPS) and their use in natural resources and agriculture.

### GIS 106 Advanced Global Positioning Systems (2)

Continuation of GIS 105. Global Positioning Systems (GPS) data management. Integration of GPS data into mapping software and displaying with Google Earth and ArcGIS. Prerequisite: GIS 105 or concurrent enrollment, or Department Chair approval.

### 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.

### GIS 203 Advanced GIS Project (5)

Using ArcGIS, create individual GIS projects from inter-tidal marine habitat data or other pre-approved data sets. Covers formulating a research question for analysis, conducting background research, map development and layout, and presenting the results in a research paper. Prerequisite: GIS 102.

## 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 201 Human Geography (5)

A thematic study of geography, exploring the various relationships between land, resources, and human culture. Central themes include: population change, human migration, political development, language and ethnicity, agriculture, industrial development, and urbanization.

### 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.

## GEOLOGY (GEOL)

See Science

## HEALTH & FITNESS TECHNICIAN (HFT)

## Program Description

The Health and Fitness Technician (HFT) program prepares students for entry-level work in the expanding health and fitness industry. This is a one-year certificate program which can also be taken on a part-time basis. Coursework includes anatomy and physiology, principles of strength training, principles of cardiovascular training, fitness testing and prescription, kinesiology, group exercise instruction, injury prevention, nutrition, and others. Typical job titles include personal trainers, group exercise instructors, health and wellness consultants,

fitness specialists, and strength and conditioning coaches.

## 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 at [www.skagit.edu](http://www.skagit.edu). Although students may enter the program at the beginning of any quarter, some key courses are offered only at specific times during the year. The HFT classes are only offered at the Whidbey Island Campus.

## Work-Based Learning

Students will integrate their classroom learning with work-based learning by participating in Cooperative Education (HFT 199) at a supervised work site. Department Chair approval is required.

## SUGGESTED SCHEDULE

### HEALTH & FITNESS TECHNICIAN CERTIFICATE

#### FIRST YEAR

Fall .....	Cr	Winter .....	Cr	Spring .....	Cr
HFT 100 .....	2	HFT 102 .....	3	HFT 101 .....	5
HFT 136 .....	6	HFT 103 .....	3	HFT 104 .....	3
NUTR 119 .....	5	HFT 105 .....	5	HFT 106 .....	3
PE 200 .....	2	CMST& 210 .....	5	HFT 199 .....	3
PE 209 .....	3	PE 100 .....	1	PE 113 .....	1
.....		.....		SOSC 113 .....	1
<b>Total .....</b>	<b>18</b>	<b>Total .....</b>	<b>17</b>	<b>Total .....</b>	<b>16</b>

## Course Descriptions

### HFT 100 Flexibility and Exercise Techniques (2)

Instruction of a variety of flexibility techniques. Introduction to teaching and learning strategies to ensure proper execution of form, as well as identification and correction of common errors.

### HFT 101 Introduction to Kinesiology (5)

Introduction to the structure and function of the skeletal and muscular systems of the human body (including origins, insertions, and actions of the muscles). Understanding of the mechanical qualities of movement. Prerequisite: HFT 136.

### HFT 102 Principles of Strength Training (3)

Explores various systems of strength training and the scientific principles involved with increasing human strength. Covers skeletal muscles, joints, and all forms of isotonic and isometric exercise.



### **HFT 103 Fitness Testing and Prescription (3)**

Incorporates fitness industry standards with regard to appropriate assessment techniques, participant screening, health appraisal, health history, physical assessments, determination of risk factors and lifestyle patterns. Following a health and fitness appraisal, techniques for exercise prescription and programming are developed.

### **HFT 104 Principles of Cardiovascular Training (3)**

Explores the process of cardiovascular training and the scientific principles involved with increasing cardiovascular capacity.

### **HFT 105 Principles of Exercise Science (5)**

Introduction to the basic physiological systems that support human movement: metabolic, cardiovascular-respiratory, and neuromuscular-skeletal.

### **HFT 106 Injury Prevention (3)**

Introduction to the basic knowledge and skills that aid in the prevention and rehabilitation of injuries common in athletic and recreational activities.

### **HFT 136 Anatomy & Physiology for Health & Fitness Tech (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.

### **HFT 199 Cooperative Education Experience (1-15)**

Supervised work experience in the field. Instructor permission required.

## **HEALTH CARE EDUCATION**

See the following programs: Allied Health Education; Medical Assistant, including Medical Billing & Coding, Medical Front Office, Medical Transcription; Dialysis Technician; Phlebotomy Assistant; Nursing; and Pharmacy Technology.

## **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& 116 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& 117 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& 118 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& 126 World Civilizations I (5)**

A study of human achievements from pre-historic times through the Middle Ages. Includes the culture and institutions of Mesopotamia, Egypt, India, China, Greece, Rome, and medieval Europe.

#### **HIST& 127 World Civilizations 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& 128 World Civilizations 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& 146 US History I (5)**

A survey of the United States from the Native American cultures and the founding of the colonies through 1815.

#### **HIST& 147 US History II (5)**

A survey of United States history from 1815 to 1914.

#### **HIST& 148 US History III (5)**

A survey of United States history from 1914 to the present.

#### **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& 214 Pacific NW History (5)**

Exploration, settlement, and development of the Pacific Northwest with emphasis on the state of Washington.

#### **HIST& 219 Native American History (5)**

The American Indian from earliest times to the present.

#### **HIST 220 History of Latin America (5)**

A survey of the history and culture of Latin America from pre-colonial societies through the present.

#### **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 242 History of the Modern Middle East (5)**

With a particular emphasis on the effects of imperialism and colonialism, this course explores the social, political, and cultural changes that have occurred in the Middle

East during the past two centuries, reflecting on the history of the region and the connection to present conflicts.

### **HIST 245 History of the Vietnam Conflict (5)**

A study of the Vietnam conflict—its causes, campaigns, personalities, home fronts, and aftermath.

### **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 full-time faculty will serve as the students' advisors.

The Human Services program includes classroom training in interpersonal communications, counseling, ethics, case man-

agement, 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. Returning students who have already earned college degrees and who are interested in taking coursework necessary to become a Chemical Dependency Professional (CDP), please contact the HSERV Department Chair 360.416.7704.

### **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 Chairs. 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.

## **SUGGESTED SCHEDULE**

### **ATA HUMAN SERVICES-GENERALIST EMPHASIS**

*Includes required ATA courses. Student schedule may vary based on entry point, credit load, and prerequisites. Consult with department chair or SVC counselor for scheduling options.*

#### **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 .....	3	†MATH 100 .....	5	HSERV 199 .....	3
OR †ENGL& 101 .....	5	SOSC 125 .....	2	HSERV 200 .....	1
.....		.....		OFTEC 122 .....	3
<b>Total .....</b>	<b>18+</b>	<b>Total .....</b>	<b>19+</b>	<b>Total .....</b>	<b>20</b>

#### **SECOND YEAR**

Fall .....	Cr	Winter .....	Cr	Spring .....	Cr
HSERV 199 .....	4	HSERV 102 .....	5	HSERV 199 .....	4
HSERV 200 .....	1	HSERV 199 .....	4	HSERV 200 .....	1
HSERV 203 .....	5	HSERV 200 .....	1	HSERV 221 .....	5
HSERV 231 .....	4	HSERV 245 .....	3	HSERV 222 .....	5
PE 200 OR 205.1 .....		SOSC 113 .....	1	HSERV 232 .....	5
<b>Total .....</b>	<b>15</b>	<b>Total .....</b>	<b>14</b>	<b>Total .....</b>	<b>20</b>

## **SUGGESTED SCHEDULE**

### **ATA HUMAN SERVICES-CHEMICAL DEPENDENCY EMPHASIS\*\***

*Includes required ATA courses. Student schedule may vary based on entry point, credit load, and prerequisites. Consult with department chair or SVC counselor for scheduling options.*

#### **FIRST YEAR**

Fall .....	Cr	Winter .....	Cr	Spring .....	Cr
HSERV 101 .....	5	HSERV 145 .....	3	HSERV 131 .....	5
HSERV 106 .....	5	HSERV 198 .....	2	HSERV 132 .....	4
HSERV 141 .....	5	*LC/GE .....	5-10	HSERV 199 .....	3
HSERV 171 .....	1	†MATH 100 .....	5	HSERV 200 .....	1
†ENGL& 101 .....	5	OFTEC 122 .....	3	HSERV 248 .....	3
OR †ENGL 1703 .....		.....		.....	
<b>Total .....</b>	<b>19+</b>	<b>Total .....</b>	<b>18+</b>	<b>Total .....</b>	<b>16</b>

#### **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 241 .....	3	HSERV 221 .....	5
HSERV 231 .....	4	HSERV 243 .....	4	HSERV 232 .....	5
HSERV 242 .....	3	HSERV 245 .....	3	HSERV 244 .....	3
SOSC 125 .....	2	PE 200 .....	2	.....	
.....		SOSC 113 .....	1	.....	
<b>Total .....</b>	<b>19</b>	<b>Total .....</b>	<b>18</b>	<b>Total .....</b>	<b>18</b>

\* 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.

### **CHEMICAL DEPENDENCY PROFESSIONAL CERTIFICATE**

For returning students and professionals interested in becoming Chemical Dependency Professionals (CDP). The CDP designation is granted by the Washington State



Department of Health (DOH) upon successful completion of a minimum of 45 credits of specific academic coursework, completion of internship hours, and successful passage of an examination through the DOH. Completion of the SVC certificate will acknowledge the completion of academic coursework. The course objectives outlined by DOH are found within the CDP track of the Human Services ATA degree. Required courses: HSERV 131, 141, 145, 171, 222, 231, 232, 241, 242, 243, 244, 245, and 248.

#### **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. Introduction to critical thinking skills, research techniques and research paper writing.

#### **HSERV 102 Case Management (5)**

Preparation for coordinating individual client activities and evaluation of their needs. Includes current case management techniques for those in the Human Services profession. Recommended case management course for the generalist degree.

#### **HSERV 106 Communication Skills (5)**

Introduction to the communication skill sets needed to excel as a Human Services professional. Focuses on the theory and practice of communication with the inclusion of inter and intrapersonal skills development, critical thinking, problem-solving and the learning process.

#### **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. Explores the relevance of ethnicity, culture, gender, socioeconomic class, sexual orientation and community in a person's development. Prerequisite: HSERV 101 and 106.

#### **HSERV 132 Motivational Interviewing (4)**

Introduction to basic terminology and techniques involved in Motivational Interviewing. This is a skill building course for students interested in entering the counseling profession. Prerequisite: HSERV 106 or Department Chair approval.

#### **HSERV 141 Alcoholism and Other Chemical Dependencies (5)**

Social, psychological, and physiological aspects of drug abuse and drug dependencies. Introduction to drug use behaviors and their impact on contemporary society. Foundational course for those who desire more knowledge regarding psychoactive drugs, drug-use behavior and the treatment systems currently available to assist those with drug related problems.

#### **HSERV 145 Addictions and the Law (3)**

Overview of the mutual impacts of chemical dependency 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. Developing a working relationship with Department of Licensing, Department of Social and Health Services and the Division of Alcohol and Substance Abuse.

#### **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 controversies surrounding social issues today.

#### **HSERV 171 HIV/AIDS & Bld Pathogen Trng for Chem Depend Prof (1)**

Covers HIV/AIDS and includes Brief Risk Intervention (BRI) segment. Satisfies the Washington State Department of Health requirement for those applying to become Chemical Dependency Professionals (CDP).

#### **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 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, and communication skills within 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 203 Introduction to Counseling (5)**

Historical perspectives, theory and fundamentals of counseling as related to Human Services agency work. Introduction to evidenced-based and Best Practices models. Development of basic techniques and critical thinking skills appropriate for mental health, chemical dependency and rehabilitation counseling.

#### **HSERV 221 Crisis Intervention (5)**

Theory and techniques of crisis intervention with an emphasis on assessment and knowledge of local resources. Prerequisite: HSERV 101 and 106.

#### **HSERV 222 Advanced Counseling Skills (5)**

Continuation of HSERV 203. Special emphasis on designated Best Practices and major counseling theories and techniques. Includes an exploration of the process of learning and the different learning styles encountered by counselors and human service professionals. Special emphasis on group counseling. Prerequisite: HSERV 203 or Department Chair permission.

### **HSERV 231 Psychopathology and 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 populations served. Prerequisite: HSERV 132.

### **HSERV 241 Chemical Dependency and 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. Development of a multicultural perspective in working with families and within communities.

### **HSERV 242 Physiology & Pharmacology of Psychoactive Drugs (3)**

Broad overview of the pharmacological and physiological impact of psychoactive drug use coupled with a detailed examination of the neurochemical changes that accompany drug dependencies. Required course for those on the Human Services chemical dependency track.

### **HSERV 243 Chemical Dependency Assessment & Case Mgmt (4)**

Introduction to the tools & techniques (including ASAM criteria) used for drug and alcohol assessments and case management. Covers treatment plan formation and the implementation of quality care. Covers working with insurance companies, the Division of Alcohol and Substance Abuse (DASA) as well as making appropriate referrals. Prerequisite: HSERV 141 or Department Chair approval.

### **HSERV 244 Group Process and Chemical Dependency (3)**

Group counseling skills for working with chemically dependent clients in residential and outpatient treatment settings. Includes Best Practices, emerging practices and other major counseling theories and techniques. Prerequisite: HSERV 141 or equivalent with permission of Department Chair.

### **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)**

### **Program Description**

Humanities courses focus on culture, the history of human civilization, and its creative products. Traditional areas of study include the fine and performing arts, film, photography, architecture, literature, and philosophy, most often in an historical context. Other disciplines that are frequently considered include religion, psychology, myth, and science and scientific discovery. In this global age, it is only through an understanding of our own civilization and culture that we can hope to gain insights into others.

### **Course Descriptions**

#### **HUM& 101 Intro to Humanities (5)**

An introduction to the elements and principles of the arts including painting, sculpture, photography, film, and architecture. Art works will be discussed and written about from a variety of historical and critical perspectives.

#### **HUM& 116 Humanities I (5)**

Survey of the development of the fine and literary arts and their social and historical influences from prehistory through the middle ages.

#### **HUM& 117 Humanities II (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& 118 Humanities III (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 degrees. Students can complete this certificate in conjunction with these degrees, or pursue the certificate individually.**

### **Course Descriptions**

#### **IS 201 The International System (5)**

This course analyzes the relationship between economic and political power. The development of the 20th/21st century world economy and the system of political states is examined. The course identifies and evaluates the major challenges that have and will continue to shape the world's economic and political structures (e.g. the Great Depression, the Cold War, Terrorism etc).

#### **IS 202 Cultural Interactions in an Interdependent World (5)**

This course examines cultural interactions among societies and civilizations including intellectual, societal, artistic and historical factors. Particular emphasis will be placed on the interaction between Western and non-Western cultures. Required course for the International Studies Certificate.

#### **IS 255 International Studies: Special Topics (1-5)**

Students engage in individual research, directed readings, seminars, special projects, internships and/or directed travel related to faculty approved aspect(s) of international studies. Instructor permission required both for credit hours determination and project content.



## 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 next page:

- BUSINESS & ECONOMICS** (5 cr. required)
- BUS 241: Intro to International Business
  - ECON& 201: Microeconomics
  - ECON& 202: Macroeconomics

**INTERCULTURAL STUDIES**

(5 cr. required)

- ANTH& 200: Introduction to Language
- CMST 205: Intercultural Communication
- GEOG 100: World Regional Geography
- HIST& 128: History of World Civilization III
- SOSOC 100: Global Issues/Social Science

**ELECTIVES**

- BIOL 107: Environmental Science
- ENGL& 254: World Literature
- World language (Chinese, French, German, Italian, Japanese, Russian, or Spanish)

## JOURNALISM (JOUR)

### Course Descriptions

**JOUR 101 Newspaper Reporting & Production (3)**

The first class in a practical sequence designed to develop skill in desk-top publishing, investigative research and reporting, technical communication, and the basic principles of journalism. This first class focuses on primarily on reporting and researching skills. Prerequisite: successful completion of ENGL& 101.

**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 199 Cooperative Education (1-15)**

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

**JOUR 201 Newspaper Production (3)**

This is the second course in a practical sequence designed to develop skill in desk-top publishing, investigative research and re-

porting, technical communication, and the basic principles of journalism. This second course emphasizes content delivery and an intro to production. Prerequisite: successful completion of ENGL& 101.

**JOUR 202 Advanced Journalism (3)**

This is the last of a practical sequence designed to develop skill in desk-top publishing, investigative research and reporting, technical communication, and the basic principles of journalism. This final course emphasizes production management and editorial leadership. Prerequisite: successful completion of ENGL& 101.

## LAW ENFORCEMENT

See Criminal Justice

## LIBRARY (LIB)

**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.

## 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 Technology courses.

## SUGGESTED SCHEDULE

### ATA MARINE MAINTENANCE TECHNOLOGY

*Includes required ATA courses. Student schedule may vary based on entry point, credit load, and prerequisites. Consult with department chair or SVC counselor for scheduling options.*

**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 or...3
.....	.....	†ENGL& 101...5
.....	.....	SOSOC 113.....1
.....	.....	SOSOC 125.....2
<b>Total.....20</b>	<b>Total.....22</b>	<b>Total.....17+</b>

**SECOND YEAR**

†MT 199.....4
CMST 125.....3
<b>OR</b> CMST& 210.....5
*LC/GE.....5
PE 200.....2
Plus minimum of 28 credits from area of specialization
.....28
<b>Total.....42+</b>

**AREAS OF SPECIALIZATION**

<b>BOAT PRODUCTION SHOP</b>	<b>CHARTER COMPANY</b>	<b>TRAILER BOAT DEALER</b>
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
<b>Total .....28</b>	<b>TOTAL .....28</b>	<b>TOTAL .....29</b>

**BOAT REPAIR YARD**

MT 106.....4	28 credits of courses
MT 149.....4	approved by the
MT 201.....5	Department Chair.
MT 204.....3	
MT 206.....4	
MT 210.....4	
MT 254.....4	
<b>Total .....28</b>	

**INDEPENDENT EMPLOYMENT**

\* 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, CMST125 or CMST& 210, ENGL 170 or ENGL& 101, PE 200, SOSC 113, 125, 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, CMST125 or CMST& 210, ENGL 170 or ENGL& 101, PE 200, SOSC 113, 125, 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, CMST125 or CMST& 210, ENGL 170 or ENGL& 101, PE 200, SOSC 113, 125, 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, CMST125 or CMST& 210, ENGL 170 or ENGL& 101, PE 200, SOSC 113, 125, 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, CMST125 or CMST& 210, ENGL 170 or ENGL& 101, PE 200, SOSC 113, 125, 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 and 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, and 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, manifold 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 252-255 Independent Study (2-5)**

Special projects as approved by instructor and Department Chair.

## MATHEMATICS (MATH)

The Mathematics program offers courses that range from developmental skills through college level topics. Most of the courses are delivered in various modes including traditional classroom setting, online eLearning, and hybrid combining both classroom and online experiences. Prior to enrolling in course number 096 and above, students need to take a placement test and are advised as to which course they should enroll in to begin.

To satisfy the quantitative requirement for a transfer degree, students will need to complete either MATH& 107, 141, or 146. Each of these courses will require an appropriate placement score or completion of MATH 99 with a grade of C or better before enrolling. Students who plan to pursue a degree in a science related field should take MATH& 141, 142, and continue through the Calculus sequence. For more information about the Math program and the courses offered you should contact the Division chair for Math on the Mount Vernon Campus or the Department chair for Math on the Whidbey Island Campus.

### Course Descriptions

**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 and Decimals (1-3)**

Operations using whole numbers and decimals with additional foundational terminology and concepts. Prerequisite: instructor's permission.

**MATH 081 Fractions, Ratios, and Proportions (1-3)**

The four basic operations with fractions, and calculations using ratios and proportions. Prerequisite: instructor's permission.

**MATH 082 Percents and 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 and Graphing Linear Equations (1-3)**

Practice in operations and applications with polynomials and factoring, and graphing linear equations.

**MATH 093 Exponents, Polynomials, and 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 op-

erations; calculations 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 appropriate 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 Math in Society (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& 141 Precalculus 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& 142 Precalculus II (5)**

This course covers trigonometric functions, complex numbers, the solution of triangles, and conic sections. A graphing calculator may be required. Prerequisite: MATH& 141 with a grade of C or higher, or equivalent math placement score.

### **MATH& 146 Introduction to Stats (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& 148 Business 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& 141 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& 151 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& 142 with a grade of C or higher or equivalent math placement score.

### **MATH& 152 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& 151 with a grade of C or higher.

### **MATH& 153 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& 152 with a grade of C or higher.

### **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  $R^n$ ; determinants, Cramer's Rule; applications. Prerequisite: MATH& 151 with a grade of C or better.

### **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& 153 with a grade of C or better.

### **MATH& 254 Calculus IV (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& 153.

## 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) 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 mechanical analysis.

Through mechanical analysis 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 transcribed 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.

## SUGGESTED SCHEDULE

### MECHATRONICS

Includes required ATA courses. Student schedule may vary based on entry point, credit load, and prerequisites. Consult with department chair or SVC counselor for scheduling options.

#### 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
CMST 125.....	3	PE 200.....	2	SOSC 125.....	2
.....		SOSC 113.....	1	.....	
<b>Total .....</b>	<b>18</b>	<b>Total .....</b>	<b>18</b>	<b>Total .....</b>	<b>17</b>

#### 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	.....		LC/GE.....	5
†ENGL 170.....	3	.....		.....	
<b>Total .....</b>	<b>19+</b>	<b>Total .....</b>	<b>15</b>	<b>Total .....</b>	<b>20</b>

† 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 and 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 retinal scanners, speech synthesis and recognition.

#### MET 293 Telematics and 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, and motor and servo control 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 media production, radio, and video courses, as well as Cooperative Education and Learning into Action options.

### Course Descriptions

**MEDIA 110 Publications I (2)**

An introduction to and workshop in the design, layout, creative writing, editing, and production of periodical publications. May include one or more of the following: yearbook, art & literary journal, and/or newsletter. Prerequisite: previous or current enrollment in literary or visual arts course (such as creative writing, photography, journalism, media) recommended or instructor permission.

**MEDIA 115 Introduction to Media Production I (3)**

Introduction to media production, offering hands-on use of audio and video equipment. Students will develop technical and artistic skills while working as members of production teams.

**MEDIA 116 Introduction to Media Production II (3)**

Continuation of MEDIA 115. Introduction to media production, offering hands-on use of audio and video equipment. Students will develop technical and artistic skills while working as members of production teams.

**MEDIA 117 Introduction to Media Production III (3)**

Continuation of MEDIA 116. Introduction to media production, offering hands-on use of audio and video equipment. Students will develop technical and artistic skills while working as members of production teams.

**MEDIA 118 Introduction to Media Production IV (3)**

Continuation of MEDIA 117. Introduction to media production, 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 131 Broadcast Announcing I (1-3)**

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. Students may choose to broadcast in English or Spanish.

**MEDIA 132 Broadcast Announcing II (3)**

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. Students may choose to broadcast in English or Spanish. Prerequisite: MEDIA 131.

**MEDIA 133 Broadcast Announcing III (3)**

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.

Students may choose to broadcast in English or Spanish. Prerequisite: MEDIA 132.

**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 Broadcast Announcing IV (3)**

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. Students may choose to broadcast in English or Spanish. Prerequisite: MEDIA 133.

**MEDIA 232 Broadcast Announcing V (3)**

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. Students may choose to broadcast in English or Spanish. Prerequisite: MEDIA 231.

**MEDIA 233 Broadcast Announcing VI (3)**

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. Students may choose to broadcast in English or Spanish. Prerequisite: MEDIA 232.

**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)

See Pharmacy Technician for more complete information on this related program.

## Program Description

The Medical Assistant (MEDA) program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (CRB-AAMAE) of the American Association of Medical Assistants (AAMA). The address is CAAHEP, 1391 Park Street, Clearwater, FL 33756; (727) 210-2350. Certificates are offered in Medical Assistant, Medical Front Office Skills, Medical Billing and Coding Specialist, Phlebotomy Assistant, Pharmacy Technician, and Dialysis Technician. A two-year Medical Assistant Associate of Technical Arts Degree (ATA) is also available. Students may attend courses on a full-time or part-time basis for any of the MEDA degrees. Students entering the Pharmacy or Dialysis Technician certificate programs on a full-time basis must start Fall quarter and follow the suggested sequence of courses. Part-time enrollment is permitted in any quarter.

Specific duties of the Medical Assistant, Medical Front Office Assistant, Medical Coding and Billing Specialist, Medical Transcriptionist, Phlebotomy Assistant, Pharmacy and Dialysis Technicians may vary between medical settings depending on 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 medical settings.
- **A Phlebotomy Assistant 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 courses to prepare students to care for patients who are placed on kidney dialysis.
- **A Pharmacy Technician Certificate** prepares students to assist pharmacists in the preparation and distribution of medications.

Graduates who earn the Medical Assistant certificate or the ATA degree are eligible to write the American Association of Medical Assistant (AAMA) National Certification Examination to become nationally certified medical assistants (CMA). Selected certificates meet the specified academic training requirements of the Healthcare Assistant Law (HCL) of the state of Washington. Medical Assistant graduates meet the requirements for categories A, C and E. Recipients of the Dialysis Technician certificate meet the training requirements of category G. Students who complete the Phlebotomy Assistant certificate meet the requirements for category A of the Healthcare Assistant Laws of the state of Washington. Pharmacy Technician graduates are qualified to apply for the Washington State Pharmacy Certification Exam.

## Employment Outlook

According to the Bureau of Labor Statistics, demand for Medical Assistants nationwide is expected to increase 59% by 2012. This is largely due to the increase in outpatient care. Shortages also continue for other trained allied health fields. Students who graduate with any of the MEDA certificates of completion are also 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. Full-time Pharmacy and Dialysis Technician students must enter Fall quarter and follow the suggested schedule of courses. Students registering for any of the MEDA certificates may enter their program of study at the beginning of any of four quarters. Some key courses are offered only during specific quarters of the year. Students should see the MEDA Department Chair or counselor to help prepare their course schedule. 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 an advisor for appropriate coursework to raise their skill level. Science courses that are five or more years old cannot be transferred in for credit. Students are encouraged to review

suggested schedules and course descriptions to check for prerequisites when planning their course of study.

## Work-Based Learning

Students will integrate classroom learning with a work-based learning experience when eligible Medical Assistant (MEDA), Dialysis Technician, and Pharmacy Technician (PHARM) students are placed into clinical externships during their last quarter of study. In order to be placed into the required clinical externship, student 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.
- Any other special requirements of a specific certificate.
- Permission from the department chair is required for students placed in clinical externship. The department chair also arranges for clinical externship placements.

## Dismissal and Re-entry Procedures

1. Once in an Allied Health Education certificate or degree program, students must comply with the rules and regulations of the program and any of the clinical affiliates or be subject to dismissal from the program. The Department Chair, the Dean of Professional/Technical programs, and the Registrar must approve the dismissal of a student. The student may reapply to their respective program if approved by the Department Chair.
2. Students must perform in a safe and competent manner in the clinical facilities and comply with the rules and regulations of the Allied Health Education

department and clinical affiliates. Failure to do so may result in immediate dismissal from the clinical facility and the Allied Health Department. 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, or Dialysis or Pharmacy Technician programs who wish to reenter must petition for re-admission if they withdraw from the program for academic reasons. Prior students who have not attended school for two or more quarters must meet with the department chair before continuing in their program after skipping two quarters. Selected lab skill courses may need to be repeated before a student will be placed in a clinical externship.

## 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 82 credit Medical Assistant certificate with a minimum 2.0 GPA in each course plus general education courses for the ATA degree.

### SUGGESTED SCHEDULE

#### ATA MEDICAL ASSISTANT\*\*

*Includes required ATA courses. Student schedule may vary based on entry point, credit load, and prerequisites. Consult with department chair or SVC counselor for scheduling options.*

#### FIRST YEAR

FALL.....Cr	WINTER.....Cr	SPRING.....Cr
AHE 100.....2	AHE 112.....5	AHE 101.....3
AHE 102.....5	†AHE 118.....2	MEDA 107.....6
MEDA 104.....4	AHE 200.....3	MEDA 114.....5
CMST 125.....3	†MATH 100.....5	*LC/Gen. Ed.
		..... 5-10
OFTEC 122.....3		
<b>Total ..... 17</b>	<b>Total ..... 15</b>	<b>Total ..... 19+</b>

SUMMER...Cr	FALL.....Cr	WINTER.....Cr
MEDA 106.....6	AHE 109.....4	AHE 103.....3
MEDA 110.....4	MEDA 105.....5	AHE 115.....3
†ENGL 170.....3	MEDA 108.....6	AHE 113.....2
	SOSC 125.....2	MEDA 116.....6
		MEDA 117.....1
		SOSC 113.....1
<b>Total ..... 13</b>	<b>Total ..... 17</b>	<b>Total ..... 16</b>

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

\*\* A Medical Assistant certificate is awarded to students who complete the 82 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.

## Program Certificates

### MEDICAL ASSISTANT CERTIFICATE

A certificate is awarded to those students who do the following:

1. Completion of typing Terminal Performance Objectives (TPO) and meet immunization requirements
2. Satisfactory completion of AHE 100, 101, 102, 103, 106, 109, 112, 113, 115, 118, 200, MEDA 104, 105, 107, 108, 110, 114, 116, 117, ENGL 170, OFTEC 122, SOSC 113.

### MEDICAL BILLING AND CODING

#### SPECIALIST CERTIFICATE

Satisfactory completion of AHE 100, 101, 102, 103, 106, 109, 112, 118, 200, MEDA 104, 105, 110, 122, 123, CMST 125, OFTEC 122, ENGL 170, and SOSC 113.

### MEDICAL FRONT OFFICE CERTIFICATE

Completion of typing Terminal Performance Objectives (TPO) and meet immunization requirements. Satisfactory completion of AHE 100, 101, 102, 103, 106, 109, 112, 118, 200, MEDA 104, 105, 110, 111, CMST 125, ENGL 170, OFTEC 103 or 105, 115, 116, 122, and SOSC 113.

### PHLEBOTOMY ASSISTANT CERTIFICATE:

Satisfactory completion of AHE 100, 101, 102, 103, 113, 200, MEDA 114, 120, OFTEC 122 and SOSC 113.

### DIALYSIS TECHNICIAN CERTIFICATE

Satisfactory completion of DIATC 124, 125, 126, 127, 128, 129, AHE 100, 101, 102, 103, 106, 109, 112, 113, 115, 118, 200, ENGL 170, SOSC 113. Program currently under review; course availability may be limited. Please see the Department Chair for more information regarding this certificate.

### 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. Prerequisite: Concurrent enrollment in AHE 100, 102, 200.

### 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. Prerequisite: DIATC 124 and 126 with a minimum C grade; concurrent enrollment in AHE 101, 109, and ENGL 170 or Department Chair permission.

### 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: DIATC 124 with minimum C grade; concurrent enrollment in AHE 106, 112, and 113 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: DIATC 124, 125, and 126 with a minimum C grade; 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 DIATC certificate courses 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.

#### **PHARMACY TECHNICIAN CERTIFICATE**

Satisfactory completion of PHARM 130, 131, 132, 133, 134, 135, 136, 137, 138; AHE 101, 102, 106, 112, 118, 200, ENGL 170, OFTEC 162, SOSC 113 and 125 (see separate heading for course descriptions).

#### **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: (Some courses may require prerequisites)

#### **PATIENT REGISTRATION REPRESENTATIVE**

AHE 100, 101, 102, MEDA 111, OFTEC 101, 103, SOSC 113.

### **Course Descriptions**

#### **MEDA 059 Fundamentals of Caregiving (4)**

Provides skills to work in assisted living or adult family care facilities or to provide in-home care. Requires ESL Levels 5 or 6.

#### **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 and 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; inventory, office insurance; cultural differences concerning perception of time and expectation. Prerequisite: 30 wpm typing speed 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, color blindness, 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 110 Medical Coding and Insurance (4)**

Use of the Current Procedure Terminology (CPT) and International Classification of Disease (ICD) manuals to properly code and process government and private insurance forms. Other procedure/diagnosis coding systems include: Diagnosis Related Groups (DRGs), 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: AHE 102 with minimum C grade or Department Chair permission.

#### **MEDA 111 Medical Forms (2)**

Review of basic English, letter forms and grammar. 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. Prerequisite: Minimum 40 wpm typing speed; MATH 96 with minimum C grade or appropriate ASSET test score.

#### **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 116 Medical Assistant 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: 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 119 Word Processing for Healthcare Providers (2)**

Discussion of computer components, care, and maintenance. Basic word processing skills for the medical setting 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: AHE 113 or equivalent with minimum C grade or Department Chair permission.

#### **MEDA 121 Phlebotomy Externship & Seminar (6)**

Clinical practicum for students pursuing a phlebotomy assistant certificate. Application of knowledge and skills in a medical facility.

Includes interaction with health care professionals and patients, discussions and critical analysis of experiences in clinical externships, legal concepts, professionalism, and an understanding and appreciation of other cultures. Must be 18 years old and have a high school diploma or GED to meet Washington state requirements. Prerequisite: AHE 113, or equivalent, and completion of required courses for phlebotomy certificate with minimum C grade, Department Chair permission, possess a current Health Care Provider CPR and First Aid card, have completed a 7-hour AIDS prevention seminar, and completed the Hepatitis B vaccination series and any other required immunizations; and present evidence of a current TB test.

### **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 C grade 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 (5)**

Transcription of recorded medical material in production of medical documents. Application of medical terminology, English, word processing, editing and transcription skills. Prerequisite: AHE 109, MEDA 111, and OFTEC 122 with minimum C grade in each or Department Chair permission.

## **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, a one-year Web Assistant certificate, a Graphic Arts certificate, and an Adobe certificate. The Web Designer ATA degree and the three certificates 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, and animation 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 a Web Designer degree that is targeted to students who are interested in learning to develop and design multimedia Web sites and the media elements included on these Web sites.

### **SUGGESTED SCHEDULE**

#### **ATA MULTIMEDIA—WEB DESIGNER \*\***

*Includes required ATA courses. Student schedule may vary based on entry point, credit load, and prerequisites. Consult with department chair or SVC counselor for scheduling options.*

#### **FIRST YEAR**

Fall .....	Cr	Winter.....	Cr	Spring .....	Cr
MIT 125.....	5	MIT 149.....	5	MIT 135.....	5
CMST 125.....	3	CIS 146.....	3	MIT 160.....	5
CS 101.....	5	CIS 147.....	3	MIT 226.....	5
PE 200.....	2	†MATH 100.....	5		
<b>Total .....</b>	<b>15</b>	<b>Total .....</b>	<b>16</b>	<b>Total .....</b>	<b>15</b>

#### **SECOND YEAR**

Fall .....	Cr	Winter.....	Cr	Spring .....	Cr
MIT 213.....	5	MIT 228.....	5	‡MIT 199.....	1-15
MIT 235.....	5	MIT 229.....	5	MIT 249.....	5
ENGL& 101.....	5	MIT 240.....	5	MIT 260.....	5
				SOSC 113.....	1
				SOSC 125.....	2
<b>Total .....</b>	<b>15</b>	<b>Total .....</b>	<b>15</b>	<b>Total .....</b>	<b>14+</b>

\* 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.

\*\*For those students who desire a more flexible schedule, the Web Assistant certificate is available entirely online.

† 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, 213, 226, 228, 235, 240, 249, and SOSC 113. This certificate is available entirely online.

#### **ADOBE CERTIFICATE**

The student must maintain a 2.0 grade point average and complete the following: MIT 125, 199, 220, 226, 228, 229, 240, and SOSC 113. This certificate is available entirely online.

#### **GRAPHIC ARTS CERTIFICATE**

The student must maintain a 2.0 grade point average and complete the following: MIT 125, 135, 199, 213, 220, 226, 229, and SOSC 113. This certificate is available entirely 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 digital multimedia terminology, concepts and trends. Use a variety of industry-leading software programs to create and design a multimedia Web site. 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 concepts associated with Web site design and development. Create and design Web sites using XHTML and Cascading Style Sheets (CSS). Student Web sites will be published and critiqued. Strongly recommended: Computer literacy and file management skills.

### **MIT 160 Microsoft Expression Web (5)**

Introduction to Microsoft Expression Web 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. Includes basic camera techniques. Covers camera features and functions, software, downloading, enhancing, transferring files and making photo-quality images. Strongly recommended: computer literacy and file management skills.

### **MIT 220 Adobe InDesign (5)**

Introduction to basic and advanced page layout techniques. Use Adobe InDesign to design professional page layouts with graphics and typography. Strongly recommended: computer literacy and file management skills.

### **MIT 226 Adobe Photoshop (1-5)**

Introduction to basic and advanced image editing techniques. Use Adobe Photoshop to create graphics, manipulate photographs, and optimize digital images for the Web. Strongly recommended: computer literacy and file management skills.

### **MIT 227 Digital Video Editing (5)**

Introduction to digital videography and editing. Covers digital video camera specifications, basic camera techniques, and non-linear editing of digital video. Strongly recommended: Computer literacy and file management skills.

### **MIT 228 Adobe Flash (5)**

Use Adobe Flash to create animation and interactivity for the Web. Strongly recommended: computer literacy and file management skills.

### **MIT 229 Adobe Illustrator (5)**

Introduction to basic and advanced digital illustration. Use Adobe Illustrator to create vector-based graphics and artwork. Strongly recommended: computer literacy and file management skills.

### **MIT 235 User Interface Design (5)**

Introduction to user interface design principles. Learn to design easy to navigate, user-friendly Web sites. Strongly recommended: computer literacy and file management skills.

### **MIT 240 Adobe Dreamweaver (5)**

Use Adobe Dreamweaver to design and develop interactive multimedia Web sites. 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 and other advanced Web development technologies. Strongly recommended: computer literacy and file management skills.

### **MIT 260 Search Engine Optimization (5)**

Learn essential tips and search engine optimization techniques. Improve the number and quality of visitors to a Web site as well as the Web site's ranking on the most popular search engines. Strongly recommended: computer literacy and file management skills.

## MUSIC (MUSC)

### 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 Dr. Diane Johnson and plan a two-year program that will meet his or her 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 junior and senior years as with 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. Contact Dr. Diane Johnson at 416.7655 for more details.

For non-music majors we offer a beginning choir (MUSC 137), or MUSC 105 if you are interested in a music history survey course. If music is more of a hobby for you, we offer many different classes that you can take to satisfy your elective credits. Music courses can also satisfy some of your required 15-20 credits of studies in the arts. Check with your counselor for more details.

### Course Descriptions

#### **MUSC 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.

#### **MUSC& 105 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.

#### **MUSC 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.

### **MUSC 111 Class 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 MUSC 141. MUSC 111, 112, and 113 are beginning piano courses and should be taken in sequence.

### **MUSC 112 Class 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 MUSC 142. MUSC 111, 112, and 113 are beginning piano courses and should be taken in sequence. Prerequisite: MUSC 111 or instructor's permission.

### **MUSC 113 Class 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 MUSC 143. MUSC 111, 112, 113 are beginning piano courses and should be taken in sequence. Prerequisite: MUSC 112 or instructor's permission.

### **MUSC 114 Class Guitar I (2)**

Beginning concepts of Blues, Jazz, and Rock Guitar styles. Improvisation on Rock and Blues patterns, basic chords, note recognition, and ensemble fundamentals will be learned. Students must have a acoustic guitar.

### **MUSC 115 Class Guitar II (2)**

Continuing study and practice of Blues, Jazz, and Rock Guitar styles. Further improvisation on Rock and Blues patterns, intermediate chords, continued note recognition, and ensemble fundamentals will be learned. Students must have a acoustic guitar. Prerequisite: MUSC 114 or instructor's permission.

### **MUSC 116 Class Guitar III (2)**

Continuing study and practice of Blues, Jazz, and Rock Guitar styles. Further improvisation on Rock and Blues patterns, intermediate chords, continued note recognition, and ensemble fundamentals will

be learned. Students must have an acoustic guitar. Prerequisite: MUSC 115 or instructor's permission.

### **MUSC& 121 Ear Training I (2)**

Development of aural skills through an emphasis on sight singing and dictation. To be taken concurrently with MUSC& 141.

### **MUSC& 122 Ear Training II (2)**

Development of aural skills through an emphasis on sight singing and dictation. To be taken concurrently with MUSC& 142. Prerequisite: MUSC& 121.

### **MUSC& 123 Ear Training III (2)**

Development of aural skills through an emphasis on sight singing and dictation. To be taken concurrently with MUSC& 143. Prerequisite: MUSC& 122.

### **MUSC 124 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.

### **MUSC 125 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.

### **MUSC 126 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.

### **MUSC 127 History of Rock and Roll (1-5)**

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.

### **MUSC 128 Jazz: America's Art Form (1-5)**

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.

### **MUSC 129 World Music (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.

### **MUSC 137 Choir (2)**

Performance of standard choir music and major works including works from non-Western cultures whenever possible.

### **MUSC 138 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.

### **MUSC& 141 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 MUSC 121 Ear Training. Students are also strongly encouraged to take MUSC 111 or MUSC 112 for keyboard skill development.

### **MUSC& 142 Music Theory II (5)**

A continuation of MUSC& 141, 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 MUSC 122. Students are strongly encouraged to take MUSC 111, 112, or 113 for keyboard development. Prerequisite: MUSC& 141 with grade of C or higher, or equivalent or instructor permission.

### **MUSC& 143 Music Theory III (5)**

A continuation of MUSC& 142, but adding music analysis. Writing and performance of original music emphasized. Required for Music Majors and should be taken concurrently with MUSC 123 Ear Training. Students are also strongly encouraged to take MUSC 111, 112 or 113 keyboard skill development. Prerequisite: MUSC& 142 with grade of C or higher, or instructor permission.

### **MUSC 144 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.



**MUSC 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.

**MUSC 146 Skagit Symphony Orchestra (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.

**MUSC 147 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.

**MUSC 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's permission after audition.

**MUSC 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.

**MUSC 163 String Ensemble (1)**

Study of music through small group rehearsal. Limited to string players who have prior experience on their instrument.

**MUSC 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.

**MUSC 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.

**MUSC 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.

**MUSC 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 6 credits. Prerequisite: instructor's permission. Audition may be required.

**MUSC 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 6 credits. Prerequisite: instructor's permission. Audition may be required.

**MUSC 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 maxi-

mum of 6 credits. Prerequisite: instructor's permission. Audition may be required.

**MUSC 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.

**MUSC 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.

**MUSC 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.

**MUSC 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.

**MUSC 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.

**MUSC 211 Class Piano IV (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 MUSC 231. MUSC 211, 212, and 213 are Intermediate Piano courses and should be taken in sequence. Prerequisite: MUSC 113 or instructor's permission.

### **MUSC 212 Class Piano V (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 MUSC 231. MUSC 211, 212, and 213 are Intermediate Piano courses and should be taken in sequence. Prerequisite: MUSC 211 or instructor's permission.

### **MUSC 213 Class Piano VI (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 MUSC 231. MUSC 211, 212, and 213 are Intermediate Piano courses and should be taken in sequence. Prerequisite: MUSC 212 or instructor's permission.

### **MUSC& 231 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: MUSC& 143.

### **MUSC& 232 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: MUSC& 231.

### **MUSC& 233 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: MUSC& 232.

### **MUSC 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.

### **MUSC 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.

### **MUSC 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.

### **MUSC 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.

### **MUSC 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.

### **MUSC 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.

### **MUSC 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.

### **MUSC 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.

### **MUSC 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.

### **MUSC 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)**

See Science

# NURSING (NURS) — MOUNT VERNON CAMPUS

## Program Descriptions

The Nursing (NURS) program at Skagit Valley College (SVC) prepares graduates for licensure as Registered Nurses (Associate in Technical Arts), as Practical Nurses (Certificate of Practical Nursing) and as Nursing Assistants (Certificate of Nursing Assistant). Licensed Practical Nurses can enter the program on space available basis and progress to RN completion. 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](http://www.uwb.edu). Also, indicate your interest to an SVC pre-nursing 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](http://www.nlnac.org).

The SVC Nursing Program is offered on both the Mount Vernon Campus and Whidbey Island Campus. Descriptions of each campus offerings are presented in the next section.

## ASSOCIATE IN TECHNICAL ARTS/REGISTERED NURSE (RN) DEGREE & PRACTICAL NURSE CERTIFICATE (PN) PROGRAM

### Mount Vernon Campus/Program Description-Full-Time Program

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 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 web site under Nursing.

Consideration for program entry will be given based on prerequisite completion. Each prerequisite course grade must be completed with a "C" or higher. Steps involved in admission to the program include:

1. Attend an information session to get questions answered and you meet a pre-nursing 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

**Prerequisite courses for entry into NURS 161:** ENGL& 101, BIOL& 241 and 242, MATH 100 or above and CHEM& 121 are required. The grade in each course must be "C" or above. Refer to course description for specific course requirements.

**Prerequisites for entry into NURS 201:** ENGL& 101, BIOL& 241, 242, 260; CHEM& 121; MATH 100 or above, PSYC& 100 and 200, NURS 161, 162, and 163. If transferring into the program at NURS 201 as an LPN, NURS 165 is also a prerequisite to NURS 201. Grade 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 intake session after notification of acceptance into the program based on completion of prerequisite courses. Prior to getting into the Nursing Program and staying 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. To return to the list, the student must complete a new prerequisite form to apply to get back on the nursing wait 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 because of not being ready, 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 within two years prior to program entry.

## Program Progression in the Nursing Program

1. Criteria for progression to 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 because of clinical problems, dismissal from the program would result.
2. During time periods when student progress through the nursing course sequence from NURS 161, 162, 163, 201, 202, 203 is interrupted, the student is not considered currently enrolled in the nursing program.

NURSING 161		ATA/RN NURSING COURSES		PN PREPARATION COURSES	
—	—	NURS 161	12	NURS 166	3
ENGL& 101	5	NURS 162	12	and NURS 167	3
CHEM& 121	5	NURS 163	12	OR *NURS 201 and	12
MATH 100 OR ABOVE	5			NURS 167	3
BIOL& 241	5				
BIOL& 242	5				
<b>TOTAL</b>	<b>19-25</b>	<b>TOTAL</b>	<b>36</b>	<b>TOTAL</b>	<b>6-15</b>

## Dismissal from the Nursing Program

1. 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. (A student dismissed from the program is not dismissed from the institution unless appropriate academic and disciplinary procedures result in institutional dismissal as well).
2. 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. Unsafe practice in the clinical setting will result in a failing grade. All progression criteria for each nursing course must be met to continue into the clinical experience.

## Re-entry to Nursing Program

1. Prior students not currently enrolled in Nursing who wish to reenter the nursing program must fulfill requirements for readmission as specified by SVC Admissions. Students will not be allowed to reenter the program more than once. (or enter more than twice).
2. Requirements for readmission are the same as for initial admission. Students will be notified by admissions, in writing, of decisions made regarding their petitions request for reentry. Students will not be allowed to enter the program more than two times. Students may petition only one time.
3. 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 re-entry 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.

### SUGGESTED SCHEDULE

#### MOUNT VERNON CAMPUS—ATA NURSING DEGREE

*Includes required ATA courses. Student schedule may vary based on entry point, credit load, and prerequisites. Consult with department chair or SVC counselor for scheduling options.*

*Prerequisite courses prior to entering NURS 161: NURS 100 or Certified Nursing Assistant certificate; †MATH 100 or above, †ENGL& 101, CHEM& 121, BIOL& 241 and 242. These courses may require prerequisites before taking.*  
*Prerequisite courses prior to entering NURS 201: BIOL& 260, PSYC& 100 and 200.*  
*Courses required by Graduation: CMST 125 or CMST& 210, SOSC 113 and 125.*

#### FIRST YEAR

1st Qtr .....	Cr	2nd Qtr .....	Cr	3rd Qtr .....	Cr
NURS 161 .....	12	NURS 162 .....	12	NURS 163 .....	12
PSYC& 100 .....	5	BIOL& 260 .....	5	PSYC& 200 .....	5
<b>Total .....</b>	<b>17</b>	<b>Total .....</b>	<b>17</b>	<b>Total .....</b>	<b>17</b>

#### SECOND YEAR

4th Qtr .....	Cr	5th Qtr .....	Cr	6th Qtr .....	Cr
NURS 201 .....	12	NURS 202 .....	12	NURS 203 .....	12
CMST 125 .....	3	SOSC 125 .....	2	SOSC 113 .....	1
OR CMST& 210 .....	5				
<b>Total ....</b>	<b>15-17</b>	<b>Total .....</b>	<b>14</b>	<b>Total .....</b>	<b>13</b>

#### 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 NURS 166 and 167 or NURS 201 and 167, 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, the student may have to show proof of being 18 years old and a GED or a high school diploma.

## Prerequisite Courses (table at left)

*\*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.

## Entry into the Nursing Assistant Certificate Course

The Nursing Assistant course (NURS 100) is a State approved course, meeting ORBRA Federal guidelines. Graduates are eligible to take the State Competency Test to become certified Nursing Assistants. This is a one-quarter course offered evenings, 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 time to meet State certification requirements.

Pursuant to the requirements of 1987 Washington Laws, Chapter 486, 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.

Prior to participating in any clinical experience, students must show proof of:

1. Negative TB test OR chest x-ray and clearance by Health Care Provider.
2. Current CPR (cardiopulmonary resuscitation) Card.
3. Clearance by Washington State Patrol, with no criminal history as defined by Washington state laws, Chapter 486, within the last 2 years.

Students must perform in a safe and competent manner in the clinical area, complying with OBRA guidelines and Program Clinical Affiliates. Failure to do so may prevent the student from receiving a certificate. Students must attend all classes and clinical experiences to receive a certification. There are additional fees for State registration and certification testing of about \$110. If a student is employed at a nursing home, fee reimbursement may be available.



## Course Descriptions

### **NURS 065 Ward Clerk (6)**

Safety techniques, clerical and communication skills, and patient-centered activities.

### **NURS 100 Nursing Assistant/AIDS Education (6)**

Focused toward employment in nursing homes. Current CPR card required. 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 140 Emergency Medical Technician (8)**

Emergency medical techniques for those employed in ambulance, law enforcement and utility work.

### **NURS 161 Fundamentals of 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: ENGL& 101, CHEM& 121, MATH 100 or above, BIOL& 241, BIOL& 242. Grade of C or above in each.

### **NURS 162 Nursing Care Adult/Child 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: diag-

nosis and planning. (Lecture component of NURS 162) Prerequisite: NURS 161.

### **NURS 163 Nursing Care of Adult & Child w. 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. Grade of C or above is required to pass this course. Prerequisite: Eligible for admission to NURS 201 with either a current LPN license OR accepted to take NCLEX-PN exam (must pass NCLEX-PN exam to stay enrolled in NURS 201).

### **NURS 166 Preparation for Practical Nurse Certificate I (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. 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 for 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 socio-cultural 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 of Adult & Child w. 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& 121; BIOL& 241, 242, 260; PSYC& 100 and 200; ENGL& 101; MATH 100. Grade C or above required in each.

### **NURS 202 Nursing Chldbrng 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 Adult/Child 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

# NURSING (NURS) — WHIDBEY ISLAND CAMPUS

## ASSOCIATE IN TECHNICAL ARTS (ATA)/REGISTERED NURSE (RN) DEGREE

*Part-time RN Completion Program- Practical Nurse (PN) to Registered Nurse Program (LPN to RN), Practical Nurse Certificate (PN) Program and Nursing Assistant Certificate Course*

### Whidbey Island Campus/Program Description

The Whidbey Island Campus Practical Nurse program is approved by the Washington State Nursing Care Quality Assurance Commission. Graduates of this program receive a Certificate in Practical Nursing. 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 high school diploma or GED. There are two Practical Nursing program options available: A full-time program and a part-time evening and weekend program.

The part-time LPN to RN program is a satellite program of the Associate in Technical Arts/Registered Nurse Degree program from the Mount Vernon Campus but offered on a part-time basis. It prepares graduates for licensure as Registered Nurses. This six-quarter program is designed to meet the career needs of licensed practical nurses who plan to become registered nurses and wish to balance work and family with part-time study. The LPN student must attend NURS 165. A grade of "C" or above and a Washington state practical nurse license are required before entry. All other requirements stated in Section #7 of the "Entry into the Program" for the full-time RN degree program also apply to the part-time program. The program is approved by the Washington State Nursing Quality Care Assurance Commission.

The Nursing Assistant course (NURS 100) is approved by the Washington State Nursing Care Quality Assurance Commission and meets OBRA Federal guidelines. Graduates are eligible to take the State Competency Test to become certified Nursing Assistants. This is a one-quarter course offered evenings, requiring 35 hours of classroom instruction and 50 hours of clinical experience. Students must attend all scheduled classes and clinical time to meet State certification requirements.

### Entry into Practical Nurse Certificate (PN) Program:

#### Whidbey Island Campus

- Enrollment is limited in all of the Nursing programs. Students must first apply to the college and complete a Nursing Program Option Form indicating which PN program (full-time or part-time) they wish to be considered. Admission to the college does not guarantee acceptance into the Nursing program. Applications may be made at either the Mount Vernon or Whidbey Island Campus.
- Consideration for entry into the Nursing program for the following fall quarter is based on the date of applications to the college, completion of the Nursing Program Option Form, and completion of all prerequisites with a "C" or better by the end of spring quarter.
- Once a student has met requirements for entry and has been offered admission to the program, before they are given permission to register, they must show proof of the following.
  - Current immunizations:
    - Negative TB test or chest X-ray and clearance by health care provider.
    - Positive Titer (German Measles) or measles, mumps and rubella vaccination.
    - Hepatitis B vaccination series.
  - Current Cardiopulmonary Resuscitation Health Care Provider Certificate:
  - 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.
  - Clearance by Washington State Patrol, with no criminal history as defined by Washington state laws, Chapter 486 within the last 2 years.
  - Drug screen clearance for placement in a clinical site.
  - Proof of satisfactory completion of 12th grade or equivalent.



### Program Progression, Dismissal and Reentry

- Students must complete each nursing theory course with a "C" or better to progress on to the next quarter. 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 Nurse Program Clinical Affiliates. Failure to perform in a safe and competent manner in any clinical area and/or failing to pass a course with a "C" or better will 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 BIOL& 241 and 242 or AHE 106).

### SUGGESTED SCHEDULE

#### PRACTICAL NURSING PROGRAM COURSE SEQUENCE

##### Full-Time Day Program

<b>Fall</b> .....	<b>Cr</b>	<b>Winter</b> .....	<b>Cr</b>
NURS 101.....	8	NURS 103.....	5
NURS 102.....	8	NURS 104.....	5
.....		NURS 109.....	2
.....		NURS 110.....	2
<b>Total</b> .....	<b>16</b>	<b>Total</b> .....	<b>14</b>
<b>Spring</b> .....	<b>Cr</b>	<b>Summer</b> .....	<b>Cr</b>
NURS 105.....	5	NURS 107.....	1
NURS 106.....	5	NURS 108.....	1
NURS 111.....	2	NURS 113.....	2
NURS 112.....	2	NURS 114.....	2
<b>Total</b> .....	<b>14</b>	<b>Total</b> .....	<b>6</b>



## SUGGESTED SCHEDULE

### PRACTICAL NURSING PROGRAM COURSE SEQUENCE

*Part-time Evening & Weekend Program*

#### FIRST YEAR

Fall .....Cr	Winter..... Cr
NURS 101 .....8	NURS 102 .....8
<b>Total ..... 8</b>	<b>Total ..... 8</b>
<b>SPRING .....Cr</b>	<b>SUMMER ..... Cr</b>
NURS 103.....5	NURS 104.....5
NURS 109.....2	NURS 110 .....2
<b>Total ..... 7</b>	<b>Total ..... 7</b>

#### SECOND YEAR

Fall .....Cr	Winter..... Cr
NURS 105.....5	NURS 106.....5
NURS 111 .....2	NURS 112 .....2
<b>Total ..... 7</b>	<b>Total ..... 7</b>
<b>Summer .....Cr</b>	
NURS 107.....1	
NURS 108.....1	
NURS 113 ..... 2	
NURS 114 .....2	
<b>Total ..... 6</b>	

Whidbey Island Practical Nursing students who wish to transfer to the second year of the Associate Degree program at the Mount Vernon Campus, or the part-time LPN to RN (Associate Degree) program at the Whidbey Island 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.

### Entry into the Part-time Licensed Practical Nurse to Registered Nurse (LPN to RN) Program: Whidbey Island Campus

In order to be considered for entry into the LPN to RN program at the Whidbey Island Campus, students must complete requirements for entry into the Mount Vernon Campus Registered Nurse program. Program progression, dismissal and reentry in the LPN to RN program at the Whidbey Island Campus, is the same criteria established for program progression, dismissal, and reentry as the Registered Nurse program at the Mount Vernon Campus.

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. Please note annual schedule. Not every nursing course may be offered every quarter. Completion of the LPN to RN program prepares graduates for licensure as Registered Nurses.

## SUGGESTED SCHEDULE

### LICENSED PRACTICAL NURSE TO REGISTERED NURSE (LPN TO RN) PROGRAM COURSE SEQUENCE:

*Part-time Evenings & Weekends*

#### FIRST YEAR

1st Qtr (Fall) .....Cr	2nd Qtr (Winter) .. Cr
NURS 165 ... ..6	NURS 201E.....6
<b>Total ..... 6</b>	<b>Total ..... 6</b>
3rd Qtr (Spring) ..Cr	4th Qtr (Summer) Cr
NURS 201F.....6	NURS 202E .....6
<b>Total ..... 6</b>	<b>Total ..... 6</b>

#### SECOND YEAR

5th Qtr (Fall) .....Cr	6th Qtr (Winter) .. Cr
NURS 202F.....6	NURS 203E .....6
<b>Total ..... 6</b>	<b>Total ..... 6</b>
7th Qtr (Spring) ..Cr	
NURS 203F.....6	
<b>Total ..... 6</b>	

### Entry into the Nursing Assistant Certificate Course

The Nursing Assistant course (NURS 100) is a State approved course, meeting ORBRA Federal guidelines. Graduates are eligible to take the State Competency Test to become certified Nursing Assistants. This is a one-quarter course offered evenings, 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 time to meet State certification requirements.

Pursuant to the requirements of 1987 Washington Laws, Chapter 486, 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.

Prior to participating in any clinical experience, students must show proof of:

1. Negative TB test OR chest x-ray and clearance by Health Care Provider.
2. Current CPR (cardiopulmonary resuscitation) Card.
3. Clearance by Washington State Patrol, with no criminal history as defined by Washington state laws, Chapter 486, within the last 2 years.

Students must perform in a safe and competent manner in the clinical area, complying with OBRA guidelines and Program Clinical Affiliates. Failure to do so may prevent the student from receiving a certificate. Students must attend all classes and clinical experiences to receive a certification. There are additional fees for State registration and

certification testing of about \$110. If a student is employed at a nursing home, fee reimbursement may be available.

## Course Descriptions

### NURS 065 Ward Clerk (6)

Safety techniques, clerical and communication skills, and patient-centered activities.

### NURS 100 Nursing Assistant/AIDS Education (6)

Focused toward employment in nursing homes. Current CPR card required. 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 101 Nursing Fundamentals I (8)

Principles and skills necessary to meet the basic physical and psychological needs of clients. 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. Practical nursing students only. Prerequisite: NURS 101 with grade of C or higher.

### NURS 103 Nursing Care Medical and Obstetric Clients I (5)

Focus on care of clients with medical conditions and those requiring prenatal care. Concurrent enrollment in NURS 109 required. Prerequisite: NURS 101 and 102.

### NURS 104 Nursing Care Medical and Obstetric Clients II (5)

Focus on the care of clients with medical conditions and those requiring antepartal care. Concurrent enrollment in NURS 110 required. Prerequisite: NURS 101 and 102.

### NURS 105 Nursing Care Surgical and 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: NURS 103, 104, 109 and 110.

**NURS 106 Nursing Care Surgical and 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: NURS 103 and 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: NURS 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: NURS 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 Client 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 NURS 104. Prerequisite: NURS 102.

**NURS 111 Nursing Care Surgical–Obstetric Client 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: NURS 103, 104, 109, 110.

**NURS 112 Nursing Care Surgical–Obstetric Client 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 to-

ward independent practice. Taken concurrently with NURS 106. Prerequisite: NURS 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: NURS 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: NURS 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 201 Nursing Care Adult/Child Practicum III 201E (6)**

Focuses on the nursing care for individuals experiencing complex alterations in cardiovascular and respiratory systems. Includes alterations due to psychological, social, cultural, spiritual, and developmental factors. Integrates pharmacology, nutrition, health teaching, communication, and legal/ethical aspects; and provision and manage of nursing care in acute care and community settings. (Section one of a two-part course) Prerequisite: NURS 165 with a minimum C grade.

**NURS 201 Nursing Care Adult/Child Practicum III 201F (6)**

Section two of a two-part course: Prerequisite: NURS 165 and 201E with minimum C grade in each.

**NURS 202 Nursing Childrng Family Adult/Child IV 202E (6)**

Focuses on nursing care for individuals experiencing complex alterations in child-bearing process. Management and leadership concepts. Includes psychological, sociocultural, spiritual, and developmental factors. Integrates pharmacology, nutrition, health teaching, communication and legal ethical aspects. Provision and manage of care to promote, maintain, and restore health in acute care and community settings. (Section one of a two-part course) Prerequisite: NURS 165, 201E, and 201F with minimum grade of C in each.

**NURS 202 Nursing Childbearing Family Adult/Child IV 202F (6)**

Section two of a two-part course: Prerequisite: NURS 165, 201E, 201F, and 202E with minimum grade of C in each.

**NURS 203 Nursing Adult/Child Practicum V 203E (6)**

Focuses on nursing care for individuals experiencing acute neurological 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. (Section one of a two-part course) Prerequisite: NURS 165, 201E, 201F, 202E, and 202F with a minimum C grade in each.

**NURS 203 Nursing Adult/Child Practicum V 203F (6)**

Section two of a two-part course: Prerequisite: NURS 165, 201E, 201F, 202E, 202F, and 203E with a minimum C grade in each.

## NUTRITION (NUTR)

See Science

## OCEANOGRAPHY (OCEA)

See Science

## 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 (91 credits) or a specialized certificate (46-65 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 Chapter 6 Associate in Technical Arts Degree).

Students who plan to major in Accounting or Business Administration at a four-year institution should take ACCT&

201, 202, and 203. 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 Chapter 6 Program Certificates.)

### Microsoft Office Certification

The Office Administration and Accounting Technologies (OFTEC) program uses curriculum materials designed to provide training for Microsoft Office certification. To become certified, students will need to take an exam for each MS Office program for which they want to be certified. The certification exams can be scheduled with the Mount Vernon OFTEC Department, which is a Microsoft certified exam provider.

### 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](http://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 "Degree Requirements" section of the catalog. Recommended courses for students in the Office Administration and Accounting Technologies include Introduction to Business (BUS& 101), Introduction to Economics (ECON 100), Principles of Economics (ECON 201 or 202), or Business Law (BUS& 201) 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.

*These suggested schedules illustrate one way students can complete the OFTEC program and obtain an associate degree.*

**Note: These suggested 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.

**SUGGESTED SCHEDULES****ATA OFFICE ADMINISTRATION & ACCOUNTING TECHNOLOGIES:***Administrative Assistant Emphasis***FIRST YEAR**

Fall .....	Cr	Winter.....	Cr	Spring .....	Cr
OFTEC 105.....	2	OFTEC 116.....	5	OFTEC 124.....	5
OFTEC 110.....	5	OFTEC 118.....	4	OFTEC 126.....	3
OFTEC 115.....	5	OFTEC 122.....	3	OFTEC 132.....	2
OFTEC 142.....	3	CMST 125.....	3	OFTEC 215.....	5
.....		PE 200.....	2	.....	
.....		OR PE 100+1 activity credit			
<b>Total .....</b>	<b>15</b>	<b>Total .....</b>	<b>17</b>	<b>Total .....</b>	<b>15</b>

**SECOND YEAR**

Fall .....	Cr	Winter.....	Cr	Spring .....	Cr
OFTEC 134.....	5	OFTEC 140.....	2	†OFTEC 199 .....	1
OFTEC 145.....	5	OFTEC 232.....	3	OFTEC 204.....	5
OFTEC 210.....	3	†MATH 100.....	5	OFTEC 242.....	3
*LC/Gen Ed.5-10		SOSC 113.....	1	OFTEC 280.....	3
.....		SOSC 125.....	2	ELECTIVE.....	3+
<b>Total .....</b>	<b>18+</b>	<b>Total .....</b>	<b>13</b>	<b>Total .....</b>	<b>13+</b>

**ATA OFFICE ADMINISTRATION AND ACCOUNTING TECHNOLOGIES***Accounting Paraprofessional Emphasis***FIRST YEAR**

Fall .....	Cr	Winter.....	Cr	Spring .....	Cr
OFTEC 110.....	5	OFTEC 116.....	5	OFTEC 132.....	2
OFTEC 115.....	5	OFTEC 118.....	4	OFTEC 147.....	5
OFTEC 145.....	5	OFTEC 122.....	3	OFTEC 215.....	5
.....		OFTEC 146.....	5	†MATH 100.....	5
<b>Totals .....</b>	<b>15</b>	<b>Totals .....</b>	<b>17</b>	<b>Totals .....</b>	<b>17</b>

**SECOND YEAR**

Fall .....	Cr	Winter.....	Cr	Spring .....	Cr
OFTEC 134.....	5	OFTEC 140.....	2	†OFTEC 199..	1-15
OFTEC 142.....	3	OFTEC 232.....	3	OFTEC 242.....	3
OFTEC 210.....	3	ACCT 159.....	5	OFTEC 280.....	1
OFTEC 244.....	3	CMST 125.....	3	*LC/Gen Ed..	5-10
SOSC 113.....	1	SOSC 125.....	2	PE 200 or.....	2
.....		.....		PE 100+1 act.cr.	
<b>Totals .....</b>	<b>15</b>	<b>Totals .....</b>	<b>15</b>	<b>Totals .....</b>	<b>12+</b>

\* 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.

‡ 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.

**BOOKKEEPING CERTIFICATE**

OFTEC 110, 115, 122, 134, 140, 142, 145, 146, 242, 280, CMST 125, MATH 100, SOSC 113.

**BUSINESS SOFTWARE APPLICATIONS CERTIFICATE**

OFTEC 110, 115, 116, 118, 122, 124, 126, 132, 134, 136, 204, 232, 280, CMST 125, MIT 149, MATH 100, SOSC 113.

**GENERAL OFFICE SUPPORT CERTIFICATE**

OFTEC 103 or 134, 105, 110, 115, 116, 118, 122, 124, 140, 280, CMST 125, MATH 100, SOSC 113.

**OFFICE AND ADMINISTRATIVE SUPPORT CERTIFICATE**

OFTEC 105, 110, 115, 116, 118, 122, 124, 126, 132, 134, 140, 142, 210, 215, 232, 280, CMST 125, MATH 100, SOSC 113.

**SMALL BUSINESS ACCOUNTING CERTIFICATE**

OFTEC 110, 115, 116, 118, 122, 134, 140, 142, 145, 146, 147, 242, 244, 280, CMST 125, MATH 100; SOSC 113.

**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: (Some courses may require prerequisites)

**BUSINESS COMMUNICATIONS**

OFTEC 210, 215 (prerequisites: OFTEC 115 and 116), and CMST 125.

**MICROCOMPUTER ACCOUNTING**

OFTEC 145, 146, 242, and 244.

**PAYROLL ACCOUNTING**

OFTEC 140, 142, 145, and MATH 100.

**SOFTWARE APPLICATIONS**

OFTEC 122, 132, 134, and 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)**

Improves efficiency at touch typing by building keyboarding speed and accuracy. Diagnostic tools and prescriptive practice will be used to enhance keyboarding skill. Prerequisite: Basic computer skills and the 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 customer service 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 MS Word Core Level (3)**

Apply basic features of Microsoft Word to edit documents; apply a variety of font, paragraph, and page formats; create tables; add graphi-

cal enhancements; and perform a basic mail merge. Basic computer skills and the ability to type by touch are strongly recommended.

#### **OFTEC 124 Document Production (5)**

Use word processing software to produce accurate business documents using standard business formats. Includes proofreading and exposure to basic transcription skills. Knowledge of punctuation rules and sentence structure is strongly recommended. Prerequisite: OFTEC 122 or equivalent.

#### **OFTEC 126 MS Word Expert Level (3)**

Apply advanced features of Microsoft Word to format complex documents, create styles and templates, create forms, prepare documents for workgroup collaboration, and customize Word for improved productivity. Prerequisite: OFTEC 122.

#### **OFTEC 132 MS PowerPoint (2)**

Apply the features of Microsoft PowerPoint to create and edit presentations; add graphical objects and sound files; apply animation and transition effects; create tables, charts, and diagrams; and customize slides. Basic computer skills and the ability to type by touch are strongly recommended.

#### **OFTEC 134 MS Excel and Access (5)**

Apply the features of Microsoft Excel to create, edit, and format spreadsheets; build formulas to perform calculations; create charts and pivot tables; and analyze data. Apply the features of Microsoft Access to create, edit, and manage data; filter, query, and sort data; and create custom forms and reports. Basic computer skills and the ability to type by touch 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 Procedures (3)**

Computation of employee earnings, completion of payroll register, completion of in-

dividual 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 or BMT 145 or equivalent.

#### **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 or ACCT& 201 or equivalent.

#### **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. Offered as pass/fail only.

#### **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 166 Microsoft Publisher Basics (3)**

Introduction to desktop publishing using Microsoft Publisher with overview of features for creating a variety of documents including flyers, announcements, and newsletters. Ability to type by touch and basic computer skills 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 210 Electronic Communications (3)**

Introduction to Microsoft Outlook, Web page maintenance, and interactive media for communication in a professional setting. Basic knowledge of computers and ability to type by touch strongly recommended.

#### **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. Word processing skills are strongly recommended. Prerequisite: OFTEC 115 and 116, or ENGL 97 and 98, or equivalent.

#### **OFTEC 232 MS Office Integrated Projects (3)**

Use Microsoft Word, Excel, Access and PowerPoint to complete office projects requiring the integration of software programs to paste, link, embed, and merge files. 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 or ACCT& 201 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 or ACCT& 201 or equivalent.

#### **OFTEC 280 Final Project (1)**

Demonstrate proficiency in a variety of office skills by completing a portfolio and other assessment activities. Serves as a final assessment of student skills. It is strongly

recommended that students take this course during their final quarter of the 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, e-mail 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 credits must be completed at Skagit Valley College.

Your coursework must be carefully chosen from the following options: (You must see an advisor 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 Suggested 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 Suggested 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 intersession 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 BUS& 201 or POLS 200 Fall quarter. Consult with an advisor for Spring quarter entry into the Paralegal program.

## SUGGESTED SCHEDULE

### ATA PARALEGAL

*Includes required ATA courses. Student schedule may vary based on entry point, credit load, and prerequisites. Consult with department chair or SVC counselor for scheduling options.*

#### FIRST YEAR-TRACK A

Fall .....	Cr	Winter .....	Cr	Spring .....	Cr
PARLG 105 .....	1	PE 100 + .....		~MATH& 107.5	
†ENGL& 101 .....	5	1 act. cr .....	2	@Electives .....	10
OFTEC 122 .....	3	CMST& 210 .....	5		
POLS& 202 .....	5	SOSC 125 .....	2		
@Elective .....	5	@Electives .....	6		

**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
PARLG Elec. ...	3	*PARLG Elec. ...	3	PARLG Elec. ...	3
@Elective .....	3			PARLG 298 .....	1
<b>Total .....</b>	<b>16</b>	<b>Total .....</b>	<b>14</b>	<b>Total .....</b>	<b>17</b>

#### 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	CMST& 210 .....	5	SOSC 113 .....	1
OFTEC 122 .....	3	@Elective .....	4	SOSC 125 .....	2
				@Elective .....	5
<b>Total .....</b>	<b>17</b>	<b>Total .....</b>	<b>17</b>	<b>Total .....</b>	<b>16</b>

#### SECOND YEAR-TRACK B

Fall .....	Cr	Winter .....	Cr	Spring .....	Cr
‡PARLG 199 .....	5	*PARLG Elec. ...	3	*PARLG Elec. ...	3
PE 100+1act.cr2		*PARLG Elec. ...	3	PARLG 298 .....	1
@Electives .....	5	@Electives .....	7	PARLG Elec. ...	3
~MATH& 107.5				@Electives .....	8
<b>Total .....</b>	<b>17</b>	<b>Total .....</b>	<b>13</b>	<b>Total .....</b>	<b>15</b>

\* 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.): POLS& 101, 202 (preferred), 203; POLS 201, 204; CULTURE AND ARTS (5-10 cr.): ART 141, 142, 143, 144; CMST& 220, 230, CMST 141, 205, HIST& 126 or above; PHIL& 101, 106; PSYC& 100, 200, 220; PSYC 117,



205, 220; SOSC 100, 101, 110, 190; and/or any class(es) listed under Anthropology, Ethnic Studies, Humanities, Literature, Sociology, World Language.

A minimum of 8 elective credits must be taken from the following Technology courses: PARLG 210, 212, 214, 216; CIS 145, 146, 147, 148; OFTEC 132, 134, 162. 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; CIS 145, 146, 147, 148; OFTEC 122, 132, 134, 162. 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.

## SUGGESTED 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 Elec .....	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 courses.

^ If you have not completed PARLG 105 before Fall quarter, you must consult an advisor to select beginning courses.

## Course Descriptions

### PARLG 100 Introduction to the Law and 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 and 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 and 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 and 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 and 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 online WESTLAW legal database; advanced research topics. Prerequisite: PARLG 101 or equivalent with Department Chair permission.

**PARLG 212 Time and 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 activities 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

See Environmental Conservation

## PARKS SERVICE & PROTECTION

See Criminal Justice



## PHARMACY TECHNICIAN (PHARM)

### Program Description

The Pharmacy Technician (PHARM) certificate program is endorsed by the Washington State Department of Health—Board of Pharmacy. This program will meet or exceed the goals and objectives of the American Society of Health Systems Pharmacists and the approved Washington State Pharmacy Technicians Training competencies.

The specific goals and objectives of the Pharmacy Technician program are to instruct students about the role of a pharmacy technician so that they may perform that responsibility within the legal limits of the law governing healthcare settings. Students should be able to categorize the top 200 drugs into major therapeutic classifications, distinguish between generic and trade names of drugs, and generally identify accepted drug dosage forms, strengths, routes of administration and dosing intervals. Students will learn to accurately apply mathematical principles required in the preparation and distribution of drugs, and will be instructed on how to correctly interpret prescriptions or medication orders. Students will 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; to bring awareness to the correct preparation of common intravenous admixtures utilizing aseptic technique, required supplies, and compounding equipment.

Job opportunities include hospitals, community pharmacies, grocery store pharmacies, and other retail options. Graduates from this program may apply to the Washington State Department of Health—Board of Pharmacy to become a Washington State Certified Pharmacy Technician.

## Entry into the Program

Please apply to the Admissions Office. Students may enter the program at the beginning of Fall quarter and courses must be taken in sequence. To enter the program during 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 or Admissions Office.

## Admission Requirements

Entering students must have a high school diploma or GED; be 18 years of age upon the completion of the program to be nationally certified, and must be able to pass a Department of Transportation background check. A certificate in Pharmacy Technician is granted upon satisfactory completion of the following requirements:

### SUGGESTED SCHEDULE

#### PHARMACY TECHNICIAN CERTIFICATE

*Courses must be taken in sequence. Consult with department chair or SVC counselor.*

##### FIRST YEAR

Fall .....	Cr	Winter .....	Cr	Spring .....	Cr
PHARM 130 .....	4	PHARM 132 .....	5	PHARM 134 .....	2
PHARM 131 .....	3	PHARM 133 .....	4	PHARM 135 .....	4
AHE 102 .....	5	AHE 118 .....	2	AHE 101 .....	3
AHE 112 .....	5	†ENGL 170 .....	3	AHE 106 .....	6
		OFTEC 162 .....	3	AHE 200 .....	3
<b>Total .....</b>	<b>17</b>	<b>Total .....</b>	<b>17</b>	<b>Total .....</b>	<b>18</b>

##### SECOND YEAR

Summer .....	Cr
PHARM 136 .....	3
PHARM 137 .....	3
PHARM 138 .....	1
SOSC 113 .....	1
SOSC 125 .....	2
<b>Total .....</b>	<b>10</b>

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

## 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. Prerequisite: concurrent enrollment in PHARM 131; concurrent enrollment in or completion of AHE 102 and 112 with a minimum C grade.

### 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: concurrent enrollment in PHARM 130, concurrent enrollment in or completion of AHE 102 and 112 with a minimum C grade or Department Chair permission.

### 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: PHARM 130, PHARM 131; AHE 102 and 112 with a minimum C grade; concurrent enrollment in PHARM 133 and completion of or concurrent enrollment in AHE 118, OFTEC 162 and ENGL 170 with a minimum C grade.

### 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: PHARM 130 and 131; AHE 102 and 112 with a minimum C grade; concurrent enrollment in PHARM 132, concurrent enrollment in or completion of AHE 118 and OFTEC 162 with a minimum C grade.

### 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. Prerequisite: PHARM 130, 131, 132, 133 with a minimum C grade; AHE 102, 112, and 118; OFTEC 162, ENGL 170 with a minimum C grade; concurrent enrollment in PHARM 135 or concurrent enrollment in or completion of AHE 101, 106, and 200 with a minimum C grade.

### 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: PHARM 130, 131, 132, 133; AHE 102, 112, and 118, ENGL 170, and OFTEC 162 with a minimum C grade; concurrent enrollment in PHARM 134 and concurrent enrollment or completion of AHE 101, 106, and 200 with a minimum C grade.

### 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: PHARM 130, 131, 132, 133, 134, and 135 with a minimum C grade; Department Chair approval; concurrent enrollment or completion of SOSC 113 and 125 with a minimum C grade.

### 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: PHARM 130, 131, 132, 133, 134, and 135 with a minimum C grade; Department Chair approval; concurrent enrollment in PHARM 137, 138, current enrollment in or completion of SOSC 113 and 125 with a minimum C grade.

### 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: Completion of PHARM 131, 132, 133, 134, 135; AHE 101, 102, 106, 112, 118, and 200; OFTEC 162; ENGL 170 with a

minimum C grade; concurrent enrollment in PHARM 136 or 137 and 138; Department Chair permission; concurrent enrollment in or completion of SOSC 113 and 125 with a minimum C grade.

## PHILOSOPHY (PHIL)

### Course Descriptions

#### PHIL& 101 Intro to Philosophy (5)

A study of the fundamental questions of philosophy, including human nature, ethics, justice, political theory, and the nature of knowledge.

#### PHIL& 106 Intro to 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 yards (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)**

Taijiquan (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 114 Advanced Specialized Aerobic Weight Circuit Training (2)**

This course combines cardiovascular exercise with specialized 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 lifelong wellness skills.

**PE 117 Core Basics (1)**

This class is designed for all fitness levels. Students will be able to design their own Swiss ball and core program at the end of the quarter. This is a hands on class with an emphasis on strengthening the core and education on injury prevention.

**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 and 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, kata, 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 and 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 150 Waltz Dance (1)

Coordination, fitness, and communication skills through partner dancing. Students will learn basic waltz steps and several styles and variations.

### 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 and Wellness (2)

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 Criminal 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 CJ program.

### PE 164 Pilates and Yoga Fusion (1)

This class incorporates yoga and Pilates moves with an emphasis on strengthen-

ing your core. Students will learn how to stretch and strengthen all major muscles using poses from different styles of yoga and Pilates. This class is appropriate for all levels of fitness.

### 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, and CPR (2)

Basic First Aid, safety regulations and CPR. First Aid cards will be issued upon completion.

### PE 204 Cardiopulmonary Resuscitation (0)

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 demon-

strates 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)

See Science

## POLICE SCIENCE

See Criminal Justice

## POLITICAL SCIENCE (POLS)

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

**POLS& 101 Intro 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.

**POLS 131 Seminar in Educ Government I (1)**

For students who are active members of the Associated Students of Skagit Valley College.

**POLS 132 Seminar in Educ Government II (1)**

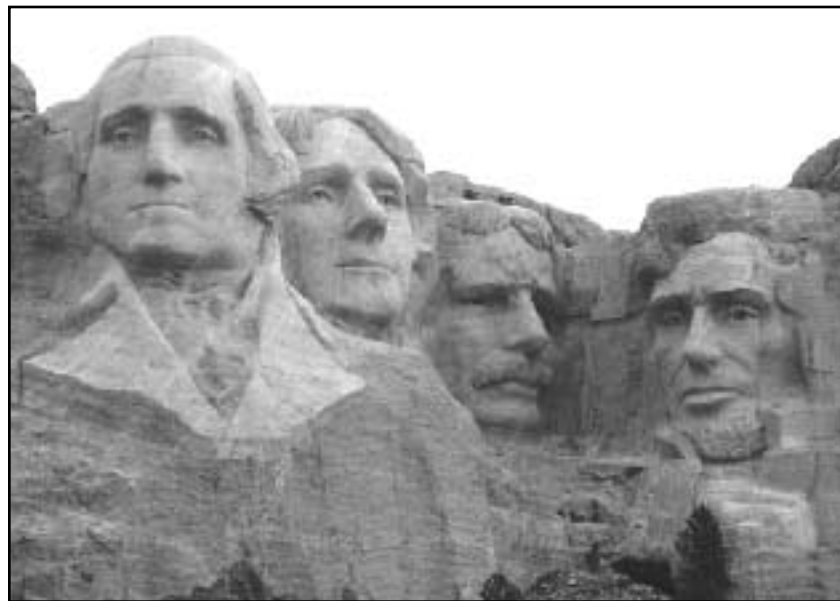
Continuation of POLS 131.

**POLS 200 Introduction to Law (5)**

Introduction to the origins, development, structure, institutions and processes of the U.S. legal system. Topics include law as a system of social thought and behavior; law as a framework for the resolution of conflicting claims; legal reasoning; law as a process for protecting and facilitating voluntary interactions and fundamental rights in a business society; legal terminology, civil and criminal procedures, legal rights and remedies, torts, contracts, criminal law, and property. Required for all business students transferring to the UW School of Business; recommended for any student interested in a career in law, law enforcement or related.

**POLS 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.



**POLS& 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.

**POLS& 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.

**POLS 204 State and 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.

**POLS 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.

## 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 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 and Techniques (1)**

Learn about group interactions while participating in the Associated Students of Skagit Valley College.

**PSYC& 180 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& 200 Lifespan 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 development. Prerequisite: PSYC& 100.

**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 and 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 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: PSYC& 100.

**PSYC 225 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 occasional 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.

# SCIENCE

## BIOLOGY (BIOL)

The Biological Sciences program is designed to serve biology and nursing majors as well as non-majors. Any student may take Introductory Biology (BIOL 100), Introduction to Plant Science (BIOL 105), Field Botany (BIOL 133) and/or Environmental Science (BIOL 107). Students with an interest in the natural history of Washington should consider taking Marine Biology (BIOL 205), and the spring field experience courses in Western Washington (NASC 160; even numbered years) and Eastern Washington (NASC 161; odd numbered years).

Biological science majors should take General Biology (BIOL& 211), Introduction to Plants (BIOL& 212), and either Introduction to Animals (BIOL& 213) or General Physiology (BIOL 220), as a full-year sequence. Depending on interest and major, students who have taken BIOL& 211 may also register for courses such as General Microbiology (BIOL& 260), and Human Anatomy and Physiology (BIOL& 241). 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 (BIOL& 211), Anatomy and Physiology I (BIOL& 241), Anatomy and Physiology II (BIOL& 242), and General Microbiology (BIOL& 260). It is **STRONGLY RECOMMENDED** that nursing majors take their chemistry course before starting the biology series.

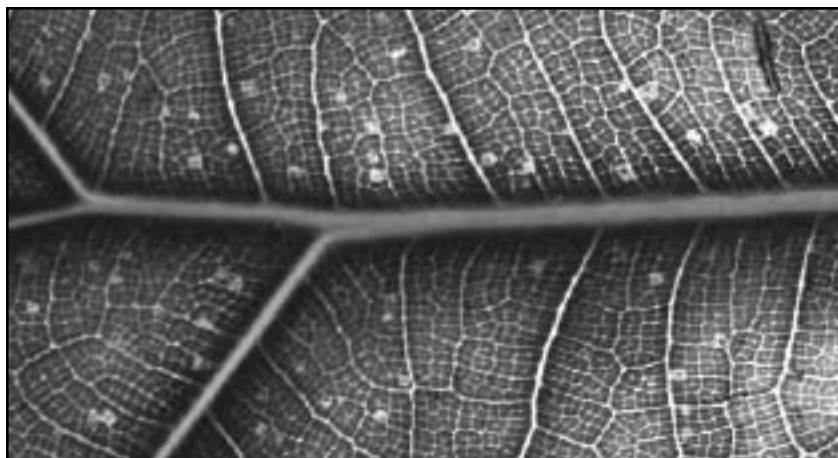
### Course Descriptions

#### **BIOL& 100 Survey of 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.

#### **BIOL 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.

#### **BIOL 107 Environmental Science (5)**

Basic ecology, ecosystems, energy flow, nutrient cycling, population, community dynamics, and the human impact on the environment.

#### **BIOL 111 Matter and 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 PHYS 111, BIOL 111, EASC 111. Prerequisite: PHYS 111 suggested.

#### **BIOL 133 Field Botany (5)**

The identification, life histories, ethnobotany, evolutionary relationships, distributions of evolutionary trends of endemic ferns, conifers, and flowering plants. Field trips may be required. Labs included.

#### **BIOL 180 Native Plants Pacific Northwest (3)**

The identification, life histories, ethnobotany, ecological relationships, and distributions of endemic ferns, conifers, and flowering plants.

#### **BIOL 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.

#### **BIOL 199 Cooperative Education (1-15)**

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

#### **BIOL 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.

#### **BIOL& 211 Majors Cellular (5)**

AN INTENSE COURSE INTENDED FOR SCIENCE AND NURSING MAJORS. 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. Prerequisite: CHEM& 121 or 161 (or equivalent) within the last 2 years, with a C grade (2.0) or higher, or permission of instructor or counselor.

#### **BIOL& 212 Majors Plant (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: BIOL& 211 or permission of the instructor.

#### **BIOL& 213 Majors Animal (5)**

Study of major animal phyla including morphology, physiology, life cycles, evolutionary and ecological relationships from protozoa through mammals. Lab included. Prerequisite: BIOL& 211 or permission of the instructor. Dissection of representative animal phyla is required.

**BIOL 220 General Physiology (5)**

Normal functions of animal systems. Emphasis on vertebrate systems and lab investigation. Lab included. Prerequisite: BIOL 100 or 211; BIOL& 211, 212, 213 recommended. Lab included.

**BIOL 224 Ecology (5)**

Fundamental ecological principles through basic theory and applications. Prerequisite: At least two biological/environmental classes.

**BIOL& 241 Human A & P I (5)**

In-depth study of the structure and function of the human body: histology, nervous, integumentary, skeletal, and muscular systems. Lab included. Prerequisite: BIOL& 211 passed with a C grade (2.0) or higher.

**BIOL& 242 Human A & P II (5)**

Continuation of BIOL& 241. In-depth study of the structure and function of the human body; endocrine, cardiovascular, lymphatic, respiratory, urinary, fluid, electrolyte, digestive, and reproductive systems. Lab included. Prerequisite: BIOL& 241 passed with a C grade (2.0) or higher.

**BIOL& 260 Microbiology (5)**

Practical and elementary theoretical aspects of medical microbiology for students in allied health professions. Lab included. Prerequisite: BIOL& 211, passed with a C grade (2.0) or higher.

**BIOL 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.

**CHEMISTRY (CHEM)****Program Description**

The Chemistry 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 solid foundations in general chemistry (CHEM& 121, 161, 162, and 163), and organic chemistry (CHEM& 131, 241, 242, and 243) for students majoring in science, engineering, nursing, and environmental science. CHEM& 121 and 131



form a series designed for health and environmental sciences students. The CHEM& 160 series is designed for science and engineering majors. The CHEM& 200 series is designed for science majors. All include lab work. Non-science majors with an interest in chemistry should take CHEM 105 which is also an excellent class for those with no chemistry experience to take in preparation for other chemistry courses. CHEM 105 is a non-lab course.

**Course Descriptions****CHEM& 105 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& 121 Intro to 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& 131. Lab included. Prerequisite: Math 97.

**CHEM& 131 Intro to Organic/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& 131. Lab included. Prerequisite: CHEM& 121 or 161

**CHEM& 161 General Chem w/Lab I (5)**

For programs requiring strong backgrounds in chemistry. Atomic theory, stoichiometry, periodic table, nomenclature, reactions in aqueous solutions, gases, and thermochemistry. Lab included. Prerequisite: MATH 99. CHEM& 105 or 121 or High School Chemistry within the past 5 years is strongly recommended.

**CHEM& 162 General Chem w/Lab II (5)**

A continuation of CHEM& 161: quantum theory, chemical bonding, molecular geom-

etry, and bonding theories, states of matter — gases, liquids, and solids, solutions, elementary organic and polymer chemistry, kinetics. Lab included. Prerequisite: CHEM& 161.

**CHEM& 163 General Chem w/Lab III (5)**

A continuation of CHEM& 162: gaseous equilibrium, acid-base and solubility equilibria, chemical thermodynamics, electrochemistry. Lab included. Prerequisite: CHEM& 162.

**CHEM 199 Cooperative Education (1-15)**

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

**CHEM& 241 Organic Chem I (4)**

Chemistry of carbon compounds. Structural theory, nomenclature, syntheses, reactions, and mechanisms. Prerequisite: CHEM& 163 or concurrent enrollment in CHEM& 163.

**CHEM& 242 Organic Chem II (4)**

A continuation of CHEM& 241. Prerequisite: CHEM& 241.

**CHEM& 243 Organic Chem III (3)**

A continuation of CHEM& 242. Prerequisite: CHEM& 242.

**CHEM& 251 Organic Chem Lab I (2)**

Techniques of organic chemistry, including reactions, separations, syntheses, and spectroscopy. Prerequisite: CHEM& 242 or concurrent enrollment in CHEM& 242.

**CHEM& 252 Organic Chem Lab II (2)**

A continuation of CHEM& 251 Prerequisite: CHEM& 251 and CHEM& 243 or concurrent enrollment in CHEM& 243.

**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.

## **EARTH SCIENCES (ASTR, EASC, GEOL, OCEA)**

### **Program Description**

The Earth Sciences 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 (GEOL 101), Oceanography (OCEA 101), and Astronomy (ASTR 100/101). Additional classes include Environmental Geology (GEOL 110) and Geology of the Pacific Northwest (GEOL 208). Prior college-level course work in Earth Sciences is recommended when taking these latter two courses. Students with an interest in the natural history of the Pacific Northwest should also consider taking the spring field experience courses in Western Washington (NASC 160; even numbered years) or Eastern Washington (NASC 161; odd numbered years).

### **Course Descriptions**

#### **ASTR& 100 Survey of Astronomy (1-5)**

Astronomy for non-scientists with topics including birth and death of stars, workings of the solar system, Big Bang, quasars, pulsars, black holes, and the search for extraterrestrial life.

#### **ASTR& 101 Intro to 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 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 111 Matter and 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, BIOL 111, EASC 111. Prerequisite: PHYS 111 and/or BIOL 111 suggested.

#### **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.

#### **GEOL& 100 Survey of 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, meteorologic, and astronomic processes that contributed to its development. Field trips may be required.

#### **GEOL& 101 Intro 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.

#### **GEOL& 110 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). GEOL& 100 or 101 recommended. Field trips may be required. Lab included.

#### **GEOL& 208 Geology of Pacific NW (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. GEOL& 100, 101, 110, or OCEA& 101 recommended. Field trips may be required. Lab included.

#### **OCEA& 101 Intro to 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.

## **ENVIRONMENTAL CONSERVATION (ENVC)**

For full ENVC program options, requirements and course outline descriptions, go to Environmental Conservation Program listing.

### **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 appropriate 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, conservation biology, 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& 121 and 131. Please contact the Department Chair for details: claus.svendsen@skagit.edu. See Environmental Conservation for full program requirements and options.

## NATURAL SCIENCE (NASC)

The Natural Science program offers two field experience courses that will involve travel. NASC 160 is offered spring quarter of even numbered years and includes a trip in Western Washington, and NASC 161 is offered spring quarter of odd numbered years and includes a trip to Eastern Washington.

### 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 ex-

plores 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.

## NUTRITION (NUTR)

#### 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.

## 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& 121, 122, 123 (algebra-based) and PHYS& 221, 222, and 223 (calculus-based). Both sequences emphasize lab work to offer students hands-on experience with physical concepts and analysis. The PHYS& 121, 122, 123 series may be taken either sequentially or as stand-alone courses. Non-science majors with an interest in physics may also take PHYS& 100, a non-lab survey of modern physics concepts.

### Course Descriptions

#### PHYS& 100 Physics Non-Sci Majors (5)

A survey of the major ideas of physics for non-science majors including classical and modern topics.

#### PHYS 111 Matter and 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 science sequence recommended for students pursuing a career in elementary education, but is open to all students. The suggested sequence is PHYS 111, BIOL 111, EASC 111.

#### PHYS& 121 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& 122 General Physics II (5)

Continuation of PHYS& 121 with emphasis on atomic theory of gases, heat, waves, sound and geometric optics. Lab included. Prerequisite: MATH 99.

#### PHYS& 123 General Physics III (5)

A continuation of PHYS& 122 with emphasis on electricity, magnetism, and the electromagnetic spectrum. Lab included. Prerequisite: MATH 99.

#### PHYS 199 Cooperative Education (1-15)

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

#### PHYS& 221 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& 151 (may be taken concurrently).

#### PHYS& 222 Engineering Physics II (5)

Continuation of PHYS& 221 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& 221 and MATH& 152 (may be taken concurrently).

#### PHYS& 223 Engineering Physics III (5)

Continuation of PHYS 218 with emphasis on electricity, magnetism, and the electromagnetic spectrum. Lab included. Prerequisite: PHYS& 222 and MATH& 152 (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.



## 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, economics, and the law, with a comparison of cross cultural study of gender role differentiation presenting the historical implication.

#### **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. Specific sections of this course may be offered to target groups such as multicultural students or women students.

#### **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 (1-3)**

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& 101 Intro 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 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 and 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 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 204 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

See Communication Studies

## 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)

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.

## THEATRE ARTS

See Drama

## TRUCK DRIVING (TRKDR)

### Program Description

Students who complete the Truck Driving (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. Students may enter the program at the beginning of any quarter. 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. For more information, contact the Department Chair or the Admissions Office.

### Work-Based Learning Certificate

A Certificate in Truck Driving is awarded to those students who complete TRKDR 106 and 116. This certificate can be completed in one quarter with work-based credit in the second quarter.



### SUGGESTED SCHEDULE

#### CERTIFICATE IN TRUCK DRIVING

##### FIRST YEAR

1st Qtr .....	Cr	2nd Qtr .....	Cr
TRKDR 106 .....	6	TRKDR 199 .....	1-15
TRKDR 116 .....	11		
<b>Total .....</b>	<b>17</b>	<b>Total .....</b>	<b>1+</b>

### Course Descriptions

#### TRKDR 106 Truck Driver Training (6)

Entry-level training for long-haul truck driving jobs and commercial driving license testing. Topics include basics of trucking industry and trucking equipment; inspection of equipment, mechanical components, brake adjustment, preventative maintenance, servicing, defensive driving techniques, cargo loading, securing load, documentation, map reading, DOT log books, trip planning, accident and fire prevention, reporting, hazardous material transportation and documentation. Study of federal and state laws and regulations, reports, employer/ employee relations, tractor and trailer maintenance, and truck maintenance.

#### TRKDR 116 Truck Driving—Local & Range Operation (11)

On-range truck operation includes backing, maneuvering, shifting and braking, proper loading and securing loads, and driving on local roads and on-range. Proper hooking and unhooking of trailers. Includes all phases of road operation using combination vehicles.

#### TRKDR 120 Straight Truck for Mechanics (15)

For diesel mechanics, a study of Federal and State laws and regulations, defensive driving techniques, emergency procedures, on-range truck operations such as shifting, backing, emergency braking, on-road operations such as county and state roads, and freeway driving. Preparation for the State of Washington Commercial Driver License Exam for Class B. Must be at least 18 years of age.

#### TRKDR 199 Cooperative Education Experience (1-15)

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

# WELDING TECHNOLOGY (WT)

## Program Description

The Welding Technology (WT) program prepares students for entry into a variety of careers in welding, aluminum boatbuilding 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 transcribed 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.

## SUGGESTED SCHEDULE

### ATA WELDING TECHNOLOGY

#### Generalist Emphasis

*Includes required ATA courses. Student schedule may vary based on entry point, credit load, and prerequisites. Consult with department chair or SVC counselor for scheduling options.*

#### FIRST YEAR

First Qtr ....Cr	Second ....Cr	Third Qtr ..Cr
WT 101 or ..... 16	WT 101 or ..... 16	WT 103 ..... 16
WT 102 ..... 1	WT 102 ..... 1	WT 104 ..... 1
†MATH 100 ..... 5	CMST 125 ..... 3	WT 105 ..... 1
	PE 200 ..... 2	†ENGL 170 ..... 3
<b>Total ..... 21</b>	<b>Total ..... 21</b>	<b>Total ..... 21</b>

#### SECOND YEAR

Fourth .....Cr	Fifth Qtr.....Cr	Sixth Qtr...Cr
WT 201 ..... 16	WT 202 ..... 16	WT 203 ..... 16
*LC/GE ..... 5-10	SOSC 113 ..... 1	WT 199 ..... 1-15
	SOSC 125 ..... 2	
<b>Total ..... 21+</b>	<b>Total ..... 19</b>	<b>Total ..... 17+</b>

\* 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:

### BASIC ARC WELDING

Completion of WT 101, 102, and 103; ENGL 170; MATH 100; PE 200 or 205; SOSC 113; SOSC 125 or WT 199.

### WELDING TECHNOLOGY

Completion of WT 101, 102, 103, and 201; ENGL 170; MATH 100; PE 200 or 205; SOSC 113; SOSC 125 or WT 199.

## 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 102, 103, 131, 132, 133, 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, 103, 131, 132, 133, 160, 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.

### SHIELDED METAL ARC WELDING (SMAW)

Completion of WT 104 and a minimum of 14 credits from any of the following: WT 101, 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 semiautomatic 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 and 102, 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: 2 credits from any WT course 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: 2 credits from any WT course 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. Prerequisite: 2 credits from any WT course or Department Chair permission.

### WT 160 Aluminum Welding/Fabrication for 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 for 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. Prerequisite: WT 160.

### 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: 2 credits from any WT course 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: 2 credits from any WT course 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)**

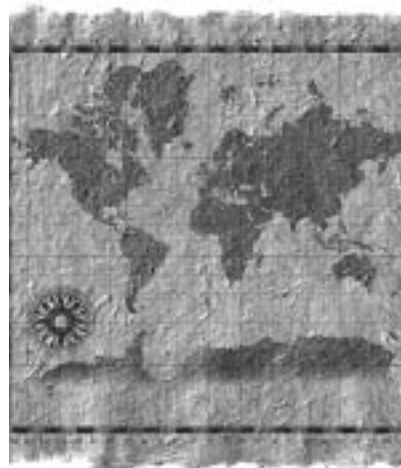
Introduction to flux-cored arc welding of carbon steel in all positions using the self-shielded (FCAW-S) and gas-shielded (FCAW-G) processes. Open to non-welding majors.

**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, Japanese\*, Chinese\*, Lushootseed Salish\*, Tagalog\*, and Koine Greek\*. (\*Please note: The offering of these courses is subject to instructor availability and student interest and demand.) Quarterly to year-long programs include American Sign-Language, Conversational Spanish for Health Professionals,\* and the Summer Institute for "Accelerated Spanish Fluency—in just 10 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 040 through 105.

### Course Descriptions

**AESL 040 IELI Level One-Beginning Academic ESL (7)**

A course for establishing the fundamentals of Academic English for non-native speakers who can demonstrate their ability to express in English simple ideas and needs.

**AESL 050 IELI Level Two-High Beginning Academic ESL (7)**

Non-native English speaking students who can communicate basic needs and concepts in Academic English begin to expand academic skills and develop habits of successful learners.

**AESL 060 IELI Level 3-Intermediate Academic ESL (7)**

Continued refinement by non-native speakers of English of both their acquisition of Academic English through the performance of routine tasks as well as the extension and application of their academic skills.

**AESL 070 IELI Level Four-High Intermediate Academic ESL (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.

**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 MICHIGAN score or equivalent.

**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 MICHIGAN score or equivalent, or C or higher in AESL 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& 121 Am 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& 122 Am 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. Prerequisite: ASL& 121.

**ASL& 123 Am 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& 122.

**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& 121 Chinese I (5)**

Pronunciation fundamentals of grammar and syntax, oral exercises, reading and conversation.

**CHIN& 122 Chinese II (5)**  
Pronunciation fundamentals of grammar and syntax, oral exercises, reading and conversation.

**CHIN& 123 Chinese III (5)**  
Reading, writing and speaking Chinese at a third quarter level.

**CHIN& 221 Chinese IV (5)**  
Grammar and syntax, oral exercises, reading and conversation at the second-year level. Prerequisite: CHIN& 123 or equivalent.

**CHIN& 222 Chinese V (5)**  
Grammar and syntax, oral exercises, reading and conversation at the second-year, second-quarter level. Prerequisite: CHIN& 221.

**CHIN& 223 Chinese VI (5)**  
Grammar and syntax, oral exercise, reading and conversation at the second-year, third-quarter level. Prerequisite: CHIN& 222.

**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.

**FRCH& 121 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.

**FRCH& 122 French II (5)**  
A continuation of French 121: 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. Prerequisite: FRCH& 121 or equivalent French course.

**FRCH& 123 French III (5)**  
A continuation of French 122: 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. Prerequisite: French 122 or equivalent French course. Prerequisite: FRCH& 122 or equivalent French course.

**FRCH& 221 French IV (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: FRCH& 123 or successful completion of two to three hours of high school French.

**FRCH& 222 French V (5)**  
Continuation of French 221 with emphasis on understanding and responding orally, sustaining a complex conversation, reading intermediate level French, and constructing grammatically correct sentences. Prerequisite: FRCH& 221 or instructor's permission.

**FRCH& 223 French VI (5)**  
Continuation of French 222 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: FRCH& 222 or instructor's permission.

**FRCH 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 121 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 122 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 121.

**GREEK 123 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 122.

**JAPN 100 Introduction to Japanese Language (3)**

Introduction to Japanese culture and language with emphasis on speaking, listening, and comprehension of the spoken word.

**JAPN& 121 Japanese I (5)**  
Pronunciation, vocabulary development, reading and writing of Hirigana, fundamentals of grammar and syntax, oral exercises, reading, conversation, and cultural studies.

**JAPN& 122 Japanese II (5)**  
Continued study of pronunciation; vocabulary development; reading and writing of Hirigana, Katakana, and Kanji; fundamentals of grammar and syntax; oral exercises; reading; conversation; and cultural studies. Prerequisite: JAPN& 121 or instructor's permission.

**JAPN& 123 Japanese III (5)**  
Expand verbal and written communication skills; continue study of grammar and syntax, oral exercises, reading, conversation, and culture. Read and write Hiragana, Katakana, and approximately 200 Kanji characters. Prerequisite: JAPN& 122 or instructor's permission.

**JAPN& 221 Japanese IV (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: JAPN& 123 or instructor's permission.

**JAPN& 222 Japanese V (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: JAPN& 221 or instructor's permission.

**JAPN& 223 Japanese VI (5)**  
Third quarter of Intermediate Japanese language emphasizing reading, writing, oral and aural skill building. Develop Kanji, grammar, and translation skills. Continue to explore Japanese culture and society. Prerequisite: JAPN& 222 or instructor's permission.



**JAPN 299 Learning into Action (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 121 First-year Lushootseed Salish I (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 122 First-year Lushootseed Salish II (5)**

Lushootseed 122 is a continuation of Lushootseed 121, 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 121.

**LUSED 123 First-year Lushootseed Salish III (5)**

Lushootseed 123 is a continuation of Lushootseed 122, 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 122.

**LUSED 221 Second-year Lushootseed Salish I (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 123.

**LUSED 222 Second-year Lushootseed Salish II (5)**

This is the second of three courses in the second year of Lushootseed. The focus is on developing and understanding more ad-

vanced 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 221.

**LUSED 223 Second-year Lushootseed Salish III (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 222.

**SPAN 111 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 112 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. Prerequisite: SPAN 111 or equivalent.

**SPAN& 121 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& 122 Spanish II (5)**

A continuation of Spanish 121. The vocabulary and grammatical structures are more complicated, and the student begins to mas-

ter a past tense. 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 121. Prerequisite: SPAN & 121 or equivalent high school Spanish.

**SPAN& 123 Spanish III (5)**

A continuation of Spanish 122. 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 121 and 122. Prerequisite: SPAN& 122 or equivalent high school Spanish.

**SPAN& 221 Spanish IV (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: SPAN& 123 or successful completion of two to three years of high school Spanish.

**SPAN& 222 Spanish V (5)**

Continuation of Spanish 221 with emphasis on understanding and responding orally, sustaining a complex conversation, reading intermediate level Spanish, and constructing grammatically correct sentences. Prerequisite: SPAN& 221 or permission of instructor.

**SPAN& 223 Spanish VI (5)**

Continuation of Spanish 222 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: SPAN& 222 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.

**TAGA 100 Introduction to Tagalog Language (3)**

Introduction to the Tagalog language with emphasis on speaking, listening and comprehension of the spoken word.

# DO I HAVE OTHER LEARNING OPTIONS?

# 8

www.skagit.edu

## eLEARNING

Mount Vernon: 360.416.7770  
Toll free number: 1.877.385.5360

### Can't Come To Campus? Let Us Come To You!

eLearning 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. Use a computer in SVC computer labs, a computer in the 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. Online options include AAUCT, a two-year transfer degree; a Associate of Arts General Studies degree or an Associate of Technical Arts degree in Computer Information Systems, or Multimedia and Interactive Technology. Most requirements for many other degrees may can be completed online. Online registration, advising, textbook ordering, and library reference help is available through email 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 deter-

mined 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 eLearning. 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 (ESL) in the course descriptions in Chapter 7 of this catalog or Academic English as a Second Language (AESL) in the World Languages section of Chapter 7.

ESL 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.

AESL Courses coded 040 or higher are offered to students who have been admitted to campus credit programs. Academic ESL (AESL) courses 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 eLearning. 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.

# 8

LEARNING OPTIONS



## TECH PREP

360.416.7879

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.

## 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.

## 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 may be 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.

## APPRENTICESHIPS

### *Carpenter Apprenticeship*

A four-year program of paid on the job training and related instruction. Graduates receive a journey level certification from the Department of Labor and Industries and the United Brotherhood of Carpenters. VA approved. For more information please call the apprenticeship office at 360.428.2933.

### *Instructional Assistant and Education Paraprofessional Apprenticeships*

The Apprenticeship program is a structured program of on-the-job training and related classroom instruction (provided by Skagit Valley College). It is a joint effort by employers, employees and the State Department of Labor and Industries to increase the skill level of K-12 public school employees and provide employers with a pool of well-trained personnel with job specific skills.

The Washington Public School Classified Employees Apprenticeship Committee, in cooperation with Skagit Valley College, provides two specific apprenticeship programs for employed paraeducators in K 12 public school settings. The Instructional Assistant program consists of 2,000 hours of on-the-job training and 45 credits of related training. The Educational Paraprofessional program is also available to those apprentices that complete the Instructional Assistant program. The college courses selected to meet apprenticeship requirements may also be used toward earning an education paraprofessional certificate or degree. Contact the Early Childhood Education (ECE) Dept Chair for current apprenticeship scholarship information. For more information contact Washington Public

School Classified Employees Representative Tim Busch at 360.336.2240 or the ECE Department Chair at 360.416.7787.

### *Electrician Apprenticeship*

A five-year program of paid on the job training and related instruction. Includes classroom training covering all phases of electrical work leading to Journeyman status. VA approved. For more information please call the apprenticeship office at 360.428.5080.

### *Facilities Custodian Apprenticeship*

A 42-credit program covering on the job training and related instruction. VA approved. For more information please call the Washington Public School Classified Employees apprenticeship office at 360.338.2240.

## COOPERATIVE EDUCATION

360.416.7684

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 non-profit organizations. Co-op 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 and 360.416.7743 for placement information.

### 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. Transfer Degree-seekers are required to complete a minimum of one credit, 30-hour project, 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 will initiate their



projects by completing a Learning Contract. Students will receive assistance in completing this contract from their academic advisor or the Learning Into Action Coordinator in Counseling and Career Services.

For more information, visit:  
Counseling and Career Services  
Mount Vernon or call 360.416.7630.  
For the LIA Coordinator's Office at  
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 co-operative 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.



## BUSINESS & COMMUNITY DEVELOPMENT

Mount Vernon: 360.416.7873

Whidbey Island: 360.675.6656, ext 7873

The Business and Community Development Program has something for everyone, whether it is for professional development, starting your own business, or personal enrichment. These non-credit classes and workshops are short in length, affordable, and offered at convenient times including evenings and weekends.

### COMMUNITY PROGRAMS

#### Community Education

This program offers a wide variety of non credit classes for personal enrichment. Some examples include: wine tasting, fly fishing, travel, art, bird watching, health and fitness, foreign languages, spirituality and much more. Instructors for these programs are qualified by their experience and knowledge in a specific field and their desire to teach a subject.

#### Kids' College

Kids' College offers quality and fun educational programs for young people ages seven through fourteen. Kids' College offers various day camps over spring and summer breaks as well as workshops and classes throughout the year.

#### Prime Time

This program has class offerings that are designed to appeal to active retirees pursuing education and personal enrichment. Discounted tuition is available on some classes to those over sixty years old.

### BUSINESS PROGRAMS

#### Business Resource Center

The Business Resource Center offers a number of free resources for upcoming business owners and entrepreneurs. These include a computer lab with internet access, free one-on-one business counseling with a SCORE counselor, a "Getting Started" packet, and a library that includes "How To" books for small businesses.

#### Business Workshops

Several workshops are offered specifically for those considering starting a small business or are already in business. Some of the topics include: Business start-up; marketing, advertising, record keeping, and finance. Also offered are professional devel-

opment workshops for employees looking to advance their skills. Classes are offered in language skills, computer, customer service, supervisory, lean manufacturing, quality, conflict management and many more subjects.

#### Continuing Professional Education

Earn Continuing Education Units (CEU's), contact hours or required certifications to maintain your professional license through the Continuing Professional Education (CPE) program. Some of the professions covered are human resource management, bartending, real estate, and traffic control.

#### Customized Training

Businesses can schedule non-credit, customized training specific to the needs of their company using guidance, expertise and instructors from the Business Resource Center and Skagit Valley College. In some cases there are also government funds available for businesses offering training. We can provide help in identifying and accessing these funding resources. Workshops can be taught on-site or at any appropriate location.

#### Non Credit Language

Intensive Spanish and other language classes offer business professionals and others the opportunity to rapidly improve their language skills. There are a number of different classes offered in convenient locations throughout Skagit County.

#### Institute for Non-Profit Excellence

This program is designed to promote and foster excellence in the regional non-profit sector by providing capacity-building seminars, peer networking opportunities and related activities. A six-session series covers diverse topics such as fund-raising, grant writing, strategic planning, and board development. Completion of the series earns a Certificate in Non-Profit Management. This program also offers other training and networking opportunities.

#### Computer Training Institute

The Computer Training Institute offers non-credit workshops on current software programs, operating systems, and internet activities. Courses are conducted in a hands-on computer training lab. Topics range from Microsoft Office Products to media software such as Photoshop and web page design. Most classes supply a workbook for students to take home for future reference.



## 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.

## 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.

# HOW WILL I BE RECOGNIZED FOR GOOD GRADES?

# 9

[www.skagit.edu](http://www.skagit.edu)

## 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.

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 students who graduate, regardless of the quarter their degree is conferred during the current academic year, 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:

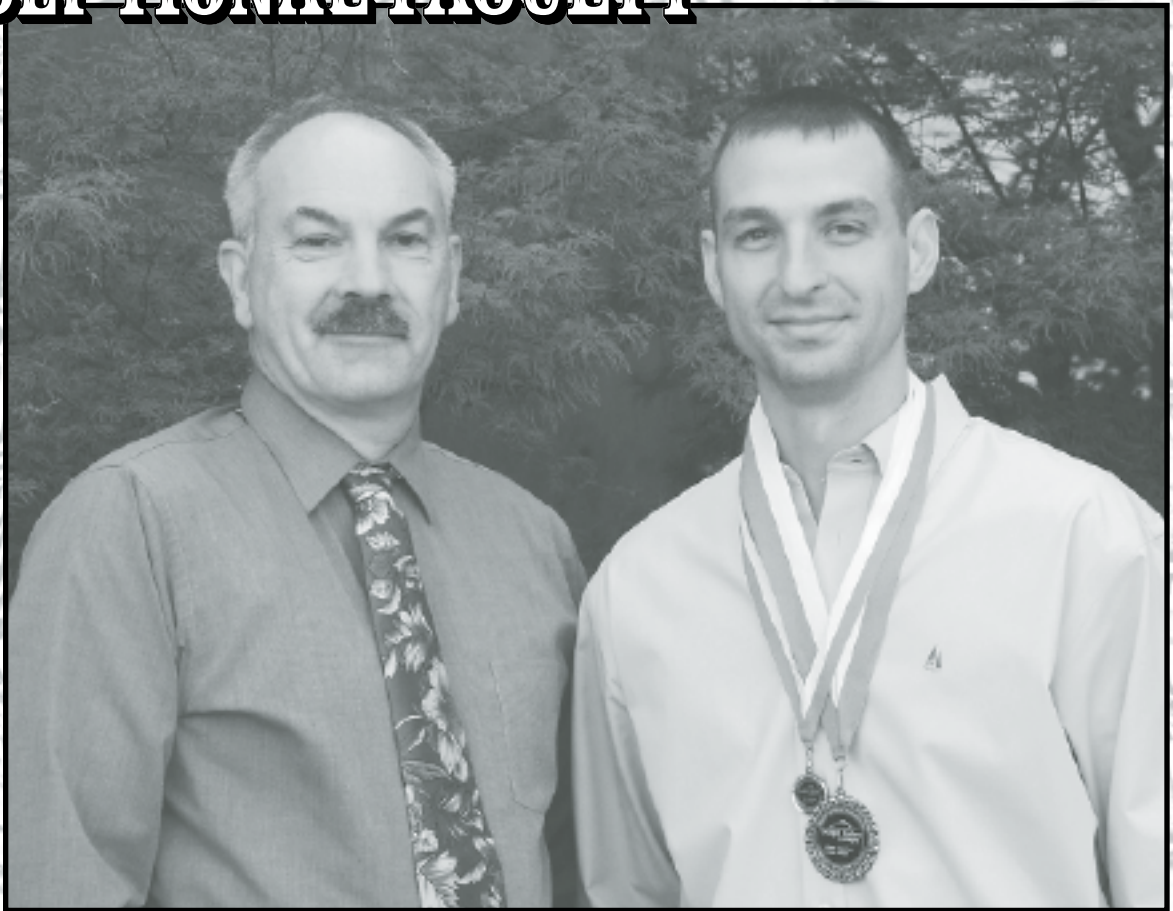
1. Apply for an evaluation of credits after you have earned 60 college credits, including any credits transferred to SVC.
2. Apply for graduation diplomas and pay graduation fees before you enroll for your last quarter. No entries will be made on your permanent transcript until application is complete, 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 in which the degree was earned.*





# EXCEPTIONAL FACULTY

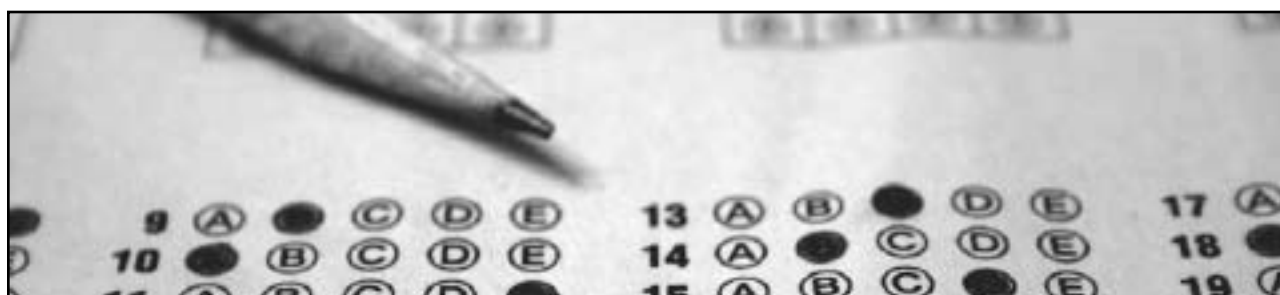




# WHAT ARE THE ACADEMIC REGULATIONS?

# 10

www.skagit.edu



# 10

ACADEMIC REGULATIONS

## 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 than 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%.

## ADVANCED PLACEMENT PROGRAM SCORES & CREDITS AWARDED

Department	Minimum Score	Subject Examination	SVC Courses – Number of Credits
BIOL	3	Biology	BIOL 100, or 211 – 5 cr.
CHEM	3	Chemistry	CHEM 121, 131 – 10 cr. or 161, 162 – 8 cr.
CS	3	Computer Science A or AB	CS 142 or 210 – 5 cr.
ECON	3	Micro Economics	ECON 201 – 5 cr.
ECON	3	Macro Economics	ECON 202 – 5 cr.
ENGL	3	*English Literature & Composition *English Language & Composition	ENGL 101 – 5 cr. and LIT plus HUM – 4 cr. ENGL – 5 cr. and language plus HUM – 4 cr.
HIST	3	US History European History	HIST 148 – 5 cr. HIST 118 – 5 cr.
MATH	3	MATH Calculus AB MATH Calculus BC	MATH 151 – 5 cr.
PHYS	3	Physics C	PHYS 221 – 5 cr.
POLS	3	Comparative Government American Government	POSC 201 – 5 cr. POSC 202 – 5 cr.

*\*Students may receive credits for either test, but not both.*

## 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

#### 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.

## 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 top 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 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 2008 to Spring 2010. New students enrolling Summer 2008 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.

**Note: Advanced standing fees are equivalent to tuition. See Challenging a SVC course: Credit by Examination.**

# 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.

# GRADING PROCEDURE

*Evaluation of student performance is the prerogative of course instructors as follows:*

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
<b>[Other]</b>		
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/Re-register	Y	Not Counted
Passing Level Work Not Attained	Z	Not Counted
Course Repeated	Grade+R	Not Counted
Statute of Limitations	Grade+*	Not Counted

## 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)**

1. During the first two weeks of the quarter, students may officially withdraw from a Course without notation on the permanent student record.
2. 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.
3. 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 133.

## **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)**

1. Grade Point Average (GPA) is calculated by dividing the total grade points received by the total grade point credits attempted.
2. Please refer to Grading Information for the grades assigned for each letter grade, e.g., A = 4.00, B = 3.00 grade points.
3. When "I" grades are replaced with letter grades, grade points and credit hours attempted are added to the formula to compute the new GPA.
4. 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.

## **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 advisor 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

- i. 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 form 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 policies 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 (chapter 3) and Grading Procedure (this chapter). 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.



# 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.C.H.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)





# HOW DO I GET INVOLVED IN CAMPUS ACTIVITIES?

# 11

[www.skagit.edu](http://www.skagit.edu)

## 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 eLearning 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 Drama 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 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.

# 11

CAMPUS ACTIVITIES



## 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 & 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 vis-

iting 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, codependency, 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.

# WHAT ELSE DO I NEED TO KNOW?

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[www.skagit.edu](http://www.skagit.edu)

## 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	Report	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
Emergency Information	Emergency Preparedness Plan	<a href="http://www.skagit.edu">www.skagit.edu</a>

## 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.

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POLICIES



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

#### 1. 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.

#### 1. 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 and Appeal

#### 1. 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.

#### 2. 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 Desk 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 day-time 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 in modular S1, 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.

Also, parking permit decals are not required at the San Juan Center, South Whidbey Center, or Business Resource Center.

# WHO ARE THE PEOPLE AT SVC?

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[www.skagit.edu](http://www.skagit.edu)

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FACULTY & STAFF

## *Board of Trustees*

**DEBRA LISSER**

**TOM MOSER, J.D.**

**DON PIERCY**

**MARGARET ROJAS**

**JOHN STEPHENS**

## *President's Office*

**GARY TOLLEFSON, ED.D.**

*President*

**LISA RADELEFF**

*Executive Assistant to the President*

**CARL YOUNG**

*Interim Executive Director of College  
Advancement & Global Partnerships*

## *Whidbey Island Campus*

**MICK DONAHUE, PH.D.**

*Vice President, Whidbey Island  
Campus*

**DENISE KING**

*Director, San Juan Center*

## *Educational Services*

**HARRIET CUSTER, PH.D.**

*Executive Vice President,  
Instruction & Student Services*

**TOM BATES**

*Interim Dean, Information  
Technology & eLearning*

**LAURA CAILLOUX**

*Interim Dean, Professional/Technical  
Education*

**MELINDA COSLOR**

*Dean, Library, Learning Resources &  
Basic Skills*

**STEVE HANSON**

*Interim Dean, Academic Education*

**JOAN YOUNGQUIST**

*Director of Head Start*

## *Administrative Services*

**TOM HARKER**

*Vice President,  
Administrative Services*

## *Student Services*

**LINDA WOIWOD**

*Dean of Student Services*

## *Business & Community Development*

**DARLENE MINDRUM**

*Interim Director, Business Resource  
Center*

## *Faculty*

*\*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

**PAMELA ALBRIGHT (2007)**

*Medical Assistant*

AA, Centralia College

**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, Universal Technical Institute, Phoenix

**ASHE, BOBBI (2007)**

*English as a Second Language*

BA, Evergreen State College  
M.Ed., University of Portland

**BARNES, TRISH (1989)**

*English*

BA, Whitworth College  
MA, Eastern Washington University  
M.Ed., Whitworth College

**BEAR, SARAH (2005)**

*Nursing*

BA, Washington State University  
MS, MSN, 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

**BRIERLEY, ROSE (1997)**

*Counselor, Running Start*

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

**BRUCE, GAIL (1990)**

*Counselor, Transfer Center*

BA, M.Ed., Whitworth College

**BUSHAW, MARK (1994)**

*Welding*

Welding Certificate, Bellingham Voc. Tech.

**CAHILL, NETA SIMPKINS (2005)**

*Intensive English Language*

BA, University of Washington  
MA, University of British Columbia

**COFER, DEBORAH (1997)**

*Mathematics*

BA, Colorado College  
MA, State University of New York at  
Binghamton

**COLE, BETH (1990)**

*Counselor, Student Support Services*

BA, Linfield College  
MS, Western Washington University

**COOROUGH, CALLEEN (1995)**

*Multimedia & Interactive Technology*

BS, University of Wyoming  
M.Ed., Ph.D., University of Idaho

**COX, DANI (1988)**

*Culinary Arts & Hospitality  
Management*

BS, Central Washington University  
Diploma, Western Culinary Institute

**DANAHY, RENEE (2006)**

*Nursing, Whidbey Island Campus*  
BS, Washington State University  
BSN, MSN, Old Dominion University

**DARDEN, MARY (1979)**

*Counselor & Coordinator, Student Services, Whidbey Island Campus*  
BA, M.Ed., Western Washington University

**DAVERNE, GAIL (2007)**

*English, Whidbey Island Campus*  
BA, MA, University of Utah

**DESCHENES, SUSAN (1997)**

*Physical Education*  
BA, Western Washington University  
MBA, City 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

**DUNBAR, KURT (1997)**

*History & Social Science*  
BA, MA, Western Washington University

**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

**ECKERMAN, GARY (2003)**

*Diesel Power Technology*  
Spokane Community College

**EDWARDS, AMY (1997)**

*Mathematics, Whidbey Island Campus*  
BA, George Washington University  
MA, University of California, Berkeley

**FACKLER-ADAMS, BEN (1999)**

*Physical Sciences*  
BA, BS, University of California-Santa Cruz  
MS, Western Washington University  
Ph.D., University of California, Santa Barbara

**FINNEY, ROXANNE (2006)**

*Chemistry*  
BA, Evergreen State College  
MS, Western Washington University

**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

**FREDLUND, EMELYNE (1994)**

*Counselor*  
BA, 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

**GRABER, DANIEL (2001)**

*Mathematics*  
AAUCT, Skagit Valley College  
BS, MS, 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

**HALL, SHARON (2005)**

*Humanities, Whidbey Island Campus*  
BFA, Arkansas State University  
MFA, University of Washington

**HALLIDAY, HILDA (1985)**

*Computer Science, Computer Information Systems*  
BS, MS, Western Washington University

**HANCHETT, BRIAN (1994)**

*Counselor*  
BS, M.Ed., Western Washington University

**HANDLEY, JENNIFER (1998)**

*English*  
BA, Western Oregon State College  
MA, New Mexico State University

**HEADLEY, CAROLYN (1971)**

*Developmental Education*  
BA, Seattle Pacific University

**HEINZE, SUSANNA (2006)**

*Biology*  
BS, George Fox University  
MS, University of North Carolina,  
Chapel Hill

**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

**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

**HUBER, CAROL (1979)**

*Office Administration & Accounting Technologies*  
BA, Mount St. Mary's College  
M.Ed., University of Washington

**HUGHES, LESLIE (2001)**

*Student Support Services Counselor*  
BA, MA, University of Montana

**IVERSON, MARY (2008)**

*Art*  
BA, University of Washington  
BFA, Cornish College of the Arts  
MFA, University of Washington

**JOHNSON, DIANE (1998)**

*Music*  
BA, MA, University of California  
DMA, Claremont Graduate University

**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**KNUTZEN, GARY (1965)***Director, Athletic Programs*BA, Western Washington University  
MS, University of Illinois**KOCI, MICHELE (1979)***Office Administration & Accounting Technologies*AA, Everett Community College  
BA, M.Ed., Western Washington University**KOCOL, GRETA (1997)***Mathematics*

BA, MS, Western Washington University

**LABOMBARD, LOUIS (1990)***Social Science, Whidbey Island Campus*BA, Florida Atlantic University  
MA, Trinity University**LAFOLLETTE, JERE (2005)***Human Services*BA, University of New Mexico  
MSW, University of Washington  
MPH, University of California, Berkeley**LARSON, KATHY (1997)***Mathematics, Whidbey Island Campus*

BA Ed, 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**MALPHRUS, BOB (2005)***Human Services*BA, Washington State University  
M.Ed., City University, Bellingham**MARTINEZ-GRIEGO, BARBARA (2005)***Early Childhood Ed., Education Paraprofessional*

BS, New Mexico State University

**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**McRILL, CHARLOTTE (2007)***Librarian, Whidbey Island Campus*BA, Illinois State University  
M.Ed., Western Washington University  
MLS., University of Washington**McVICKER, PAT (2000)***Firefighter Training*

AAS, Portland Community College

**MILLER, ALISON (1996)***World Languages*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, Berkeley  
MS, Massachusetts Institute of Technology  
Ph.D., University of Göteborg, Sweden**MULLEN, VAL (2000)***Biology*AA, Bellevue Community College  
BA, MS, Central Washington University**MUNSEY, BEN (1992)***English as a Second Language*BA, Occidental College  
MA, Western Washington University**NELSON, DAN (1989)***Welding*ATA Welding, Skagit Valley College  
BA, M.Ed., Western Washington University**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 (2002)***Office Administration & Accounting Technologies*BA, MBA, University of Washington  
JD, Gonzaga Law School**O'NEAL, LYN (2007)***Medical Assistant*AA, College of the Sequoias  
ATA, Everett Community College**ORDÓÑEZ, ANITA (1995)***Counselor, Multicultural Student Services*BS, University of Michigan  
MA, San Diego State University  
ABD, University of Idaho**OVERBY, BILL (2003)***Criminal Justice*

BA, Washington State University

**PALMER, CLIFFORD (2008)***Biological Sciences*BS, California Polytechnic State University  
MS, Western Washington University**PAYANT, KATHY (2003)***Business Management*

BA-Accounting, BA-Management, MBA, Eastern Washington University

**PAYNE, GARY (1996)***Librarian*BS, Eastern Washington University  
MLS, University of Washington

**PENDERGRAST, BETH (2006)**  
*Health & Fitness, Whidbey Island Campus*

BS, Washington State University  
MS, Western Washington University

**PFLUGFELDER, CHRISTINA (2003)**

*Biology, Whidbey Island Campus*  
BA, MS, DVM, University of California

**QUINLAN, DOUG (2002)**

*Mathematics*  
BS, MA, Eastern Washington University

**RODRIGUEZ, TED (1969)**

*Electronics*  
ATA, Skagit Valley College  
Cleveland Institute of Electronics  
Journeyman, Certified Electronic Technician  
First Class FCC license  
NABER Certified Technician  
Certification Administrator, IS CET

**SALINAS, ELIZABETH (2005)**

*Multicultural Student Services Counselor*  
AAUCT, Skagit Valley College  
BA, Washington State University

**SANCHEZ, JOSÉ (2003)**

*World Languages*  
BA, Brigham Young University – Hawaii  
MA, Indiana State University

**SATHER, SUE (2005)**

*Speech*  
BA, Hope College, Holland Michigan  
MA, Ph.D., Bowling Green University, Ohio

**SAULSBURY, KATHRYN (2005)**

*Nursing*  
ASN, Mount San Antonio College  
BSN, MSN, MBA, University of Phoenix

**SCARINGE, CYNTHIA (1999)**

*Nursing*  
BSN, Niagara University  
MSN, Syracuse University

**SCHAFFNER, JOVENTINA (1990)**

*Mathematics*  
BS, University of San Carlos, Philippines  
MS, Washington State University

**SCHAFFNER, RON (2005)**

*Automotive Technology*  
AA, AAS, Spokane Community College  
BA, Puget Sound Christian College

**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

**STEPHENS, LORI (2007)**

*Nursing*  
AA UCT, ATA Nursing, Skagit Valley College  
BSN, MN, University of Washington

**STEVENS, CHUCK (1990)**

*Mathematics*  
AAS, Whatcom Community College  
BA, MS, Western Washington University

**SULT, LARRY (1989)**

*Philosophy*  
BA, University of California, 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

**TAMAYO, FRANCISCO (2008)**

*English, Developmental Composition*  
AA, Skagit Valley College  
BA, M.Ed., Western Washington University  
Ph.D., Washington 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

**TUTT, ERNEST (2004)**

*Speech*  
ASN, Mount San Antonio College  
BA, University of Texas  
MS., Ed.D., Texas A&M University

**TYLER, MARY (M.J.) (2001)**

*Nursing*  
BSN, Whitworth  
MS, Eastern Washington University  
ARNP, University of Washington

**VAN ETTA, DEBORAH (2006)**

*Nursing*  
BSN, MN, University of Washington

**WHITE, FAY (2003)**

*Nursing*  
ATA, Skagit Valley College  
BS, MS, University of Washington

**WILL, ANNE (1998)**

*History*  
BA, Smith College  
MA, University of Massachusetts  
Ph.D., The Union Institute

**WINSLOW, LORA (2008)**

*Speech*  
AA, Diablo Valley College  
BA, MA, California State University, Fresno

**WITMER, MICHAEL (1974)**

*Psychology*  
BA, University of Washington  
MS, Western Washington University

**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)**

*Firefighter Training*

**ANDERSON, HOWARD (1961)**

*Mathematics*

**ANDERSON, LARRY (1981)**

*Electronics, Whidbey Island Campus*

**ANGST, LAURA (1927)**

*Biology*

**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 & Business Technology*

**BIGGERS, JOHN (1962)**

*Civil Engineering*

**BRADLEY, STEVE (1996)**

*Dean, Information Technology*

**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*

**COLLINS, CZARNA (1960)**

*English*

**CONNER, SALLY (1974)**

*Office Administration & Accounting Technologies*

**COOLE, WALTER A. (1965)**

*Philosophy*

**COSLOR, REX (1961)**

*Speech*

**DELANEY, GEORGE (1966)**

*Vice President, Education Services*

**DIKE, BARBARA (1964)**

*Nursing*

**DURSCH, H. ROBERT (1950)**

*Physical Sciences*

**DUVALL, DAVE (1948)**

*Director of Athletics, Physical Education, & Health*

**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, KATHY (1981)**

*Nursing, Whidbey Island Campus*

**FOLSOM, RILEY (1978)**

*Social Sciences*

**FORBES, WILLIAM (1969)**

*History*

**FORD, JAMES M. (1954)**

*President*

**FUGATE, JILL (1992)**

*English*

**GARCIA, JOE (1990)**

*Office & Business Technology*

**GASTON, MARGARET (1970)**

*Office & Business Technology*

**GRAHAM, BOB (1991)**

*English, Whidbey Island Campus*

**GRAMBO, MARILYN (1979)**

*Program Manager, Head Start*

**GRAY, WENDY (1988)**

*Business Management*

**GREENE, LORNA (1994)**

*Early Childhood Education*

**GUINN, GARY (1977)**

*Office & Business Technology, 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*

**HILDAHL, LYLE (1984)**

*Director, Culinary Arts & Hospitality Management*

**HODSON, GEORGE (1948)**

*President*

**HOPKE, DEL (1974)**

*Diesel Mechanics*

**HRUTFIORD, DONALD (1969)**

*Automotive Technology*

**HUFFMAN, RICHARD E. (1980)**

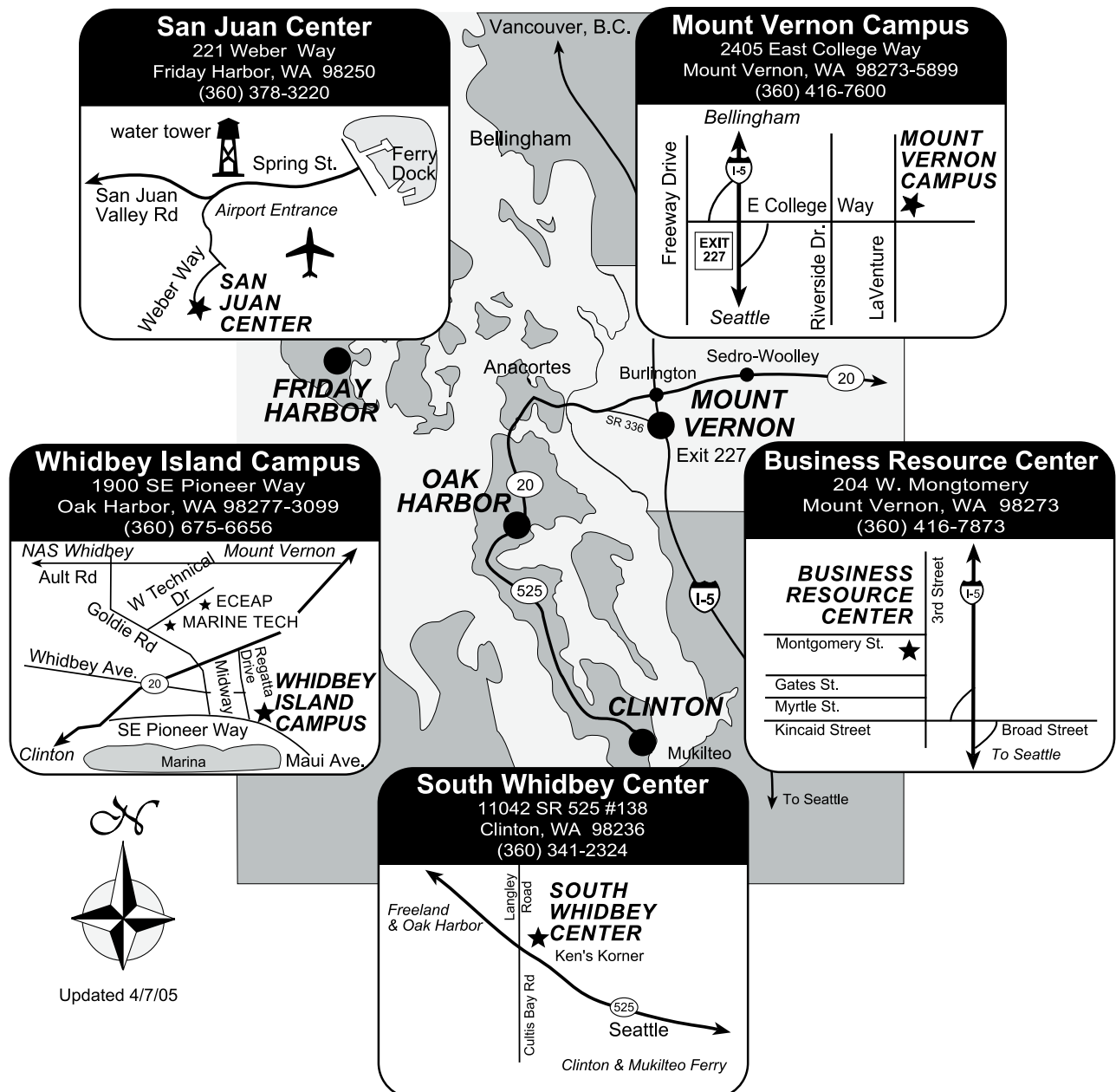
*Mathematics*

<b>INDORF, SUSAN (1977)</b> <i>Mathematics, Whidbey Island Campus</i>	<b>MOORE, TOM (1970)</b> <i>Marine Technology, Whidbey Island Campus</i>	<b>ROBERTS, WALTER (1957)</b> <i>Director of Technical Education</i>
<b>JAFREY, OWAIS (1986)</b> <i>Librarian, Whidbey Island Campus</i>	<b>MORTENSEN, CLAIRE (1987)</b> <i>Nursing</i>	<b>ROLLER, HARRY (1958)</b> <i>Engineering</i>
<b>JOHNSON, SHARON (1974)</b> <i>Director, Title III Faculty Development</i>	<b>NAAS, SUSAN (1990)</b> <i>Nursing</i>	<b>ROYAL, HELEN (1982)</b> <i>Office &amp; Business Technology, Whidbey Island Campus</i>
<b>JORDHEIM, GERALD D. (1962)</b> <i>Student Guidance</i>	<b>NELSON, C.A. (1926)</b> <i>Superintendent</i>	<b>RYBERG, DAVID (1984)</b> <i>Associate Dean Student Programs</i>
<b>KEELER, TED (1983)</b> <i>Associate Dean, eLearning</i>	<b>NELSON, WILLIAM (1978)</b> <i>Law Enforcement</i>	<b>SABEN, DONALD (1976)</b> <i>Welding</i>
<b>KENNEY, JOHN E. (1961)</b> <i>Business Administration &amp; Economics</i>	<b>NOWADNICK, RICHARD L. (1952)</b> <i>Dean of Instruction</i>	<b>SAWYER, GERTRUDE (1954)</b> <i>Nursing</i>
<b>KENNICOTT, PATRICK (1991)</b> <i>Executive Director, SVC Foundation</i>	<b>OSBORNE, GERALD (1984)</b> <i>Welding</i>	<b>SIEBERT, SHEILA (1965)</b> <i>Nursing</i>
<b>KIEL, EDNA (1978)</b> <i>English</i>	<b>PASS, ROBERT G. (SKIP) (1978)</b> <i>Biology, Agriculture</i>	<b>SIGMAR, WALLACE (1971)</b> <i>Dean, Student Services &amp; Foundation Liaison</i>
<b>KIENHOLZ, OLIVER (1972)</b> <i>Farm Management</i>	<b>PEDERSEN, JOE (1966)</b> <i>Electronics, Computer Repair</i>	<b>SMITH, PAUL E. (1964)</b> <i>Personnel, Physical Plant</i>
<b>KLEIN, PHYLLIS (1979)</b> <i>Library</i>	<b>PENNEY, JOAN (1986)</b> <i>Executive Director, McIntyre Hall</i>	<b>SORENSEN, JAMES (1969)</b> <i>Dean of Admissions &amp; Registration</i>
<b>LAFOND, JOHN (1979)</b> <i>Business Administration, Whidbey Island Campus</i>	<b>PHIPPS, WENDELL (1951)</b> <i>Superintendent of Schools</i>	<b>SPRAGUE, BRINTON (1988)</b> <i>Vice President, Educational Services</i>
<b>LEE, ALICE (1989)</b> <i>English, Whidbey Island Campus</i>	<b>PICKETT, TOM (1998)</b> <i>Computer Information Systems</i>	<b>TARRO, PHILLIP (1964)</b> <i>Drama, Speech</i>
<b>LEONARD, BARBARA (1981)</b> <i>Office &amp; Business Technology</i>	<b>PIERCE, JAMES P. (1965)</b> <i>Physical Science, Chemistry</i>	<b>TARRY, RONALD (1987)</b> <i>Law Enforcement</i>
<b>LEOPOLD, FERN (1957)</b> <i>Library</i>	<b>PLUCKER, ROBERT E. (1968)</b> <i>Music</i>	<b>THOMAS, H. JEANNE (1966)</b> <i>English</i>
<b>LEWIS, CHARLES H. (1929)</b> <i>Dean</i>	<b>POPPE, STANLEY (1962)</b> <i>Director of Athletics</i>	<b>THOMPSON, KENNETH D. (1963)</b> <i>Physical Education</i>
<b>LOUGHLIN, BEAU (1970)</b> <i>Computer Information Systems, Whidbey Island Campus</i>	<b>PRUIETT, RAMON L. (1956)</b> <i>Outdoor Education</i>	<b>TILLOTSON, DELBERT E. (1954)</b> <i>Business Services</i>
<b>MASHBURN, GLORIA (1965)</b> <i>Library</i>	<b>RANDALL, DELORES (1977)</b> <i>Nursing, Whidbey Island Campus</i>	<b>TINKER, SUSAN (1973)</b> <i>Vice President, Educational Services</i>
<b>MATTHEWS, JEAN (1978)</b> <i>Human Services</i>	<b>RAYMOND, KATHERINE (1960)</b> <i>Counseling</i>	<b>TOBIN, HARRY M. (1965)</b> <i>Business Management Training</i>
<b>McLATCHY, PAT (1973)</b> <i>History</i>	<b>REDDIN, JAMES (1989)</b> <i>Graphic Arts Technology</i>	<b>TURLEY, JACK (1962)</b> <i>Business Management</i>
<b>MILNE, JAMES (1964)</b> <i>Physics</i>	<b>REEVES, JOSEPH A. (1926)</b> <i>Principal</i>	<b>TURNER, E. GLEN (1962)</b> <i>English</i>
<b>MONROE, JIM (1963)</b> <i>Biology</i>	<b>REID, ANN CHADWICK (1986)</b> <i>Art</i>	<b>WHITING, JACK (1976)</b> <i>Diesel Mechanics</i>
	<b>ROBBIN, RAND (1962)</b> <i>Art</i>	<b>WILLIAMSON, BERT (1970)</b> <i>Vice President, Business &amp; Community Development</i>

# WHERE IS SVC LOCATED?

# 14

[www.skagit.edu](http://www.skagit.edu)



# 14

MAPS

# MOUNT VERNON CAMPUS

2405 East College Way • Mount Vernon, WA 98273  
360.416.7600 • Toll Free: 877.385.5360 • www.skagit.edu

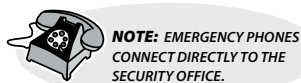
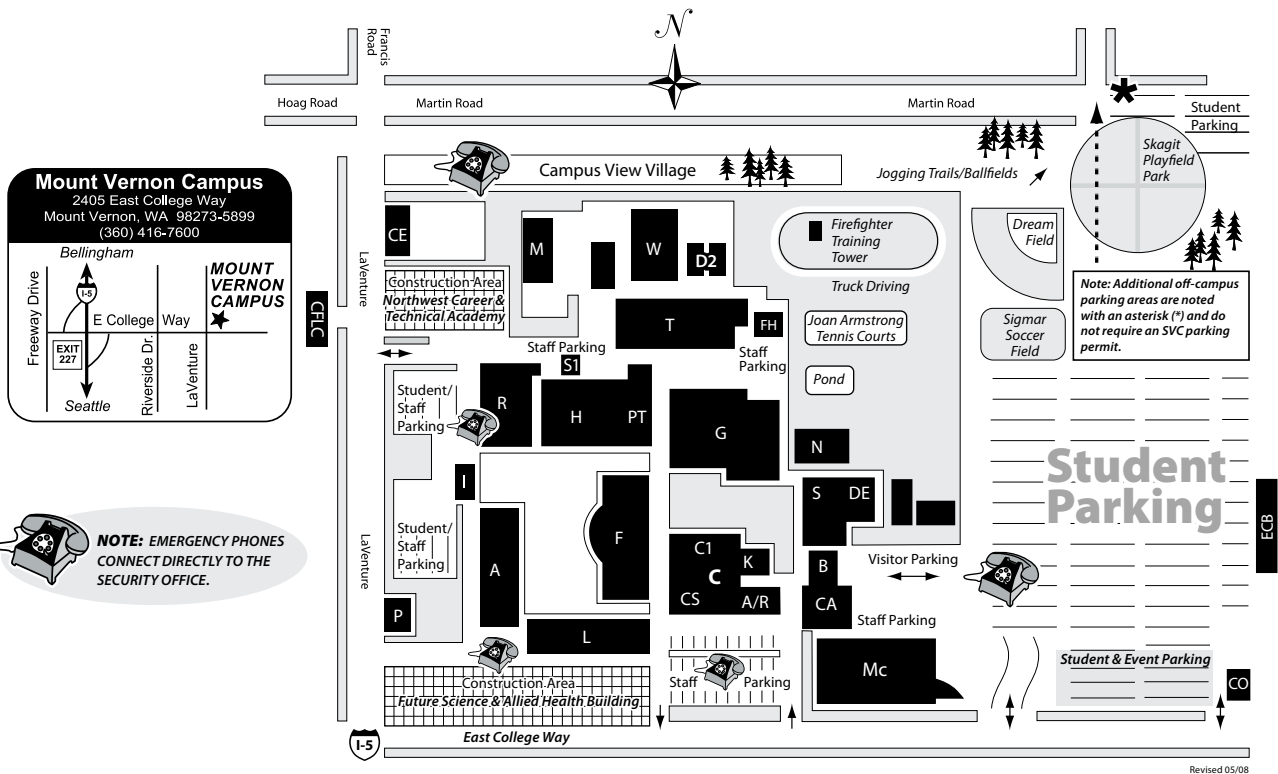


## Driving Directions

**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 East 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.



**NOTE: EMERGENCY PHONES  
CONNECT DIRECTLY TO THE  
SECURITY OFFICE.**

### BUILDING CODE

A.....Laura Angst Hall  
A/R.....Admissions &  
Registration Office  
B.....Business Office  
C.....Campus Center  
C1.....Cafeteria

CA.....Administrative Annex  
CS.....Counseling/Financial  
Aid  
CE.....Chinook Enterprises  
CFLC..Child & Family Learning  
Center  
CO.....Connite House

ECB....East Campus Building  
DE.....eLearning  
D2.....Diesel/Truck Driving  
F.....James Ford Hall  
FH.....Field House  
G.....Dave DuVall Pavilion  
H.....George Hodson Hall

I.....International Classroom  
K.....Delbert Tillotson  
Cardinal Bookstore  
L.....Charles Lewis Hall  
M.....Maintenance  
Mc.....McIntyre Hall  
N.....C. A. Nelson Hall

P.....Parker House  
PT.....Phillip Tarro Theatre  
R.....Joe Reeves Hall  
S.....Norwood Cole Library  
S1.....Security  
T.....Walter Roberts Hall  
W.....Diesel Building



# WHIDBEY ISLAND CAMPUS

1900 SE Pioneer Way • Oak Harbor, WA 98277-3099  
360.675.6656 • [www.skagit.edu](http://www.skagit.edu)



## Driving Directions

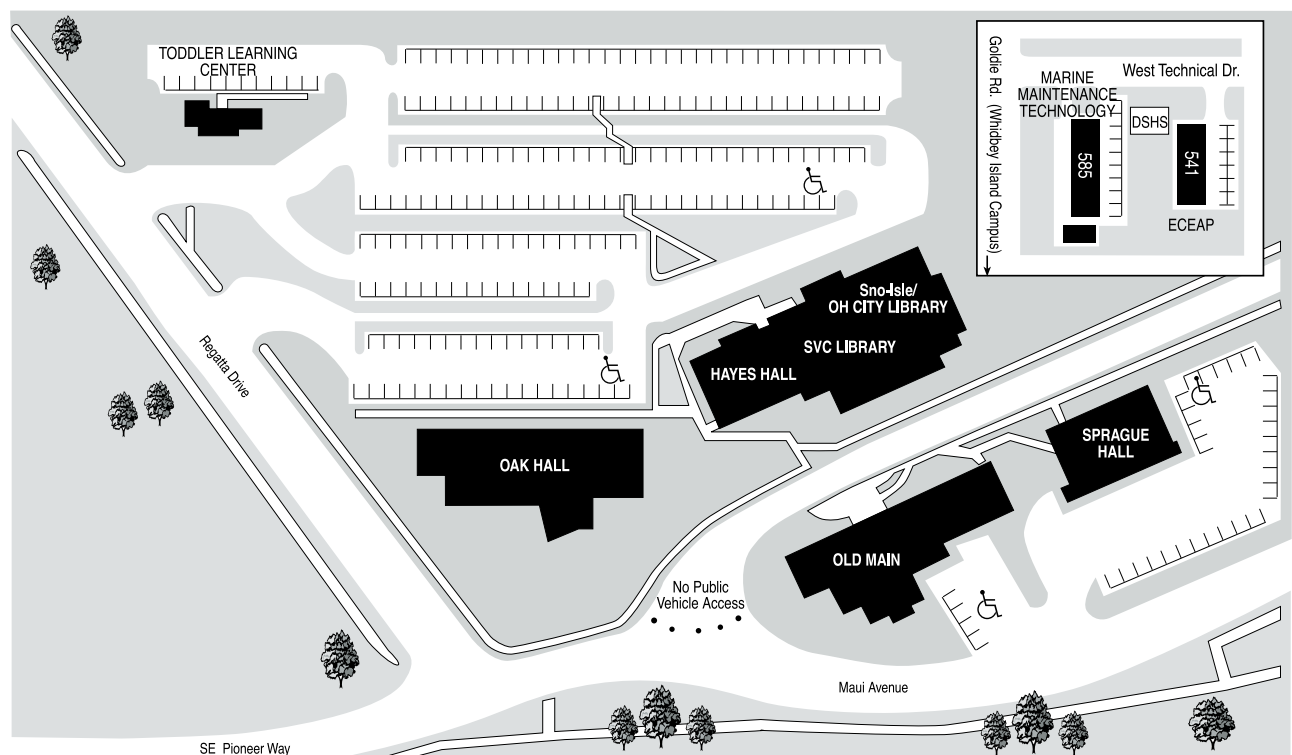
THE WHIDBEY ISLAND CAMPUS IS LOCATED ON WHIDBEY ISLAND.

### 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 Desk in the lobby of the Campus Center building and on our website. 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 day-time classes between 7 a.m. and 4 p.m. Students are not to use visitor 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 in the modular S-1 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 modular S-1. Campus Security personnel are on duty seven days a week. 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 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 Desk in the Campus Center building. On the Whidbey Island Campus, the Lost and Found is located in the Registration Office. Campus Security provides assistance with:

1. Locking/unlocking buildings
2. Dead batteries
3. Nighttime escorts to and from parking lots upon request
4. Parking assistance at start of quarter
5. Parking regulations and enforcement
6. Enforcing smoking policies
7. Enforcing skateboard and bicycle policies
8. Coordinating emergency contacts as indicated
9. The overall security of the campus

On the Whidbey Island Campus, security service can be reached at 360.770.5393. Service is provided:

Mon-Tue:	4:00 p.m.-10:00 p.m.
Wed-Thu:	3:00 p.m.-10:00 p.m.
Fri:	3:00 p.m.- 6:00 p.m.
Sat and Sun:	8:00 a.m. -5:00 p.m.

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## MOUNT VERNON CAMPUS



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## WHIDBEY ISLAND CAMPUS



## SAN JUAN CENTER



## BUSINESS RESOURCE CENTER



## SOUTH WHIDBEY CENTER

