



Skagit Valley College 2011-2012

Academic Calendar

SUMMER QUARTER 2011 (39 instructional days)

Classes Begin.....	July 5
Independence Day.....	July 4
Classes End	August 26
<i>(End date may vary depending on weeks of instruction.)</i>	

FALL QUARTER 2011 (57 instructional days)

Faculty Institutional Meetings	September 12-14
Faculty Planning Days	September 15-16
Classes Begin.....	September 19
Veterans' Day.....	November 11
Thanksgiving Recess	November 24-25
Final Exams End	December 9

WINTER QUARTER 2012 (55 instructional days)

Faculty Planning Day.....	January 4
Classes Begin.....	January 5
Martin Luther King Day	January 16
Presidents' Day	February 20
Final Exams End	March 23

SPRING QUARTER 2012 (53 instructional days)

Faculty Planning Day.....	April 2
Classes Begin.....	April 3
Memorial Day	May 28
Final Exams End	June 15

Mission	5
Values	5
Vision	5
Welcome to Skagit Valley College!	5

1 What Are The Advantages Of Attending SVC?

Affordability	7
A Learning College	7
Commitment to Diversity	7
Diverse Course & Program Options	7
Exceptional Faculty/Small Class Size	7
Quality Curriculum	7

2 How Do I Become A Student?

College in the High School	9
Eligibility	9
How to Apply	9
How to Apply as a Drop-in Student	10
If You Are a Veteran	10
If You Are Military Personnel	10
International Students	11
Running Start	9

3 How Much Will I Pay?

Course Materials & Supplies	15
Determination of Residence	14
Penalties	15
Quarterly Fees	14
Refund Policy	15
Residency for Military Personnel	14
State Support of Higher Education Students	13
Student Eligibility To Pay In-State Tuition	14
Tuition & Fees	13

4 Do You Have Programs To Help Finance My Education?

Employment	18
Financial Aid	17
Grants	17
Loans	18
Programs	19
Scholarships	18
Waivers	18

5 How Will You Help Me To Succeed?

Academic Transfer Services	21
Bookstores	24
Childcare Assistance	24
Counseling & Career Services	21
Disability Support Services	22
Faculty Advisors	21
Food Services	24
Housing — Mount Vernon Campus	24
International Programs	23
Learning Resources	23
Library & Media Services	24
Multicultural Student Services	22
Planning Your Program	21
TRIO Student Support Services Program	22
Tutoring	22
Veteran's Education Services	22
Women's Programs	23

6 What Are My Educational Choices?

Associate in Applied Science Transfer — Early Childhood Education	31
Associate in Applied Science Transfer — Environmental Conservation	32
Associate in Arts General Studies Degree	34
Associate in Arts General Studies Degree SOCNAV	35
Associate in Arts University & College Transfer Degree (AAUCT)	26
Associate in Biology Degree	27
Associate in Business Degree	28
Associate in Music Degree	33
Associate in Pre-Nursing Degree	29
Associate in Science Degree	30
Associate in Technical Arts Degree	35
Associate in Technical Arts Degrees	38
Associate in Visual Arts Degree	34
Becoming a Teacher	37
Micro-Certificates	38
Other Certificates & Diplomas	37
Professional/Technical ATA and AAS-T Transfer Agreements	36
Program Certificates	38
Transfer Degrees	26
Washington College & Universities Accepting the AAUCT Degree from Skagit Valley College	25

7 In Which Courses & Programs Can I Enroll?

Accounting (ACCT, BUS, OFTEC)	39
Administration of Justice	39
Adult Basic Education (ABE)	39
Allied Health Education (AHE)	40
Anthropology (ANTH)	44
Apprentice Program (APPR)	45
Art (ART)	45
Astronomy (ASTR)	47
Automotive Technology (AT)	47
Biology (BIOL)	114
Business Administration and Business Management (BUS & BMT)	48
Business Administration (BUS)	49
Business Management (BMT)	50
Business Resource Center (BRC)	51
Chemistry (CHEM)	115
College and Career Success Skills (CSS)	51
Communication Studies (CMST)	52
Composites Technology	53
Computer Information Systems (CIS)	54
Computer Science (CS)	56
Computer Systems	56
Criminal Justice (CJ)	56
Culinary Arts & Hospitality Management (CAHM)	60
Dental Assistant (DEN)	62
Diesel Power Technology (DSL)	62
Drama (DRMA)	63
Early Childhood Education (ECE)	64
Earth Sciences (ASTR, EASC, GEOL, OCEA)	116
Economics (ECON)	67
Education	67
Education Paraprofessional (EDUC)	67
Electronics Engineering Technology (EET)	69
Electronics Technology (ET)	69
Engineering (ENGR)	71
English as a Second Language (ESL)	73
English (ENGL)	71
Environmental Conservation (ENVC)	73
Environmental Conservation (ENVC)	117
Ethnic Studies (ETHNC)	77
Family Life (FL)	77

Fire Protection Technology (FIRE)	78
Geographic Information Systems (GIS)	81
Geography (GEOG)	81
Geology (GEOL)	82
Health Care Education	82
Health & Fitness Technician (HFT)	82
History (HIST)	82
Humanities (HUM)	85
Human Services (HSERV)	83
International Studies (IS)	86
Journalism (JOUR)	86
Law Enforcement	87
Library (LIB)	87
Manufacturing Technology (MANF)	87
Marine Maintenance Technology (MT)	90
Mathematics (MATH)	91
Mechatronics (MET)	93
Medical Assistant	94
Multimedia & Interactive Technology (MIT)	94
Music (MUSC)	96
Natural Science (NASC)	105
Natural Science (NASC)	117
Nursing (Nurs) — Mount Vernon Campus	99
Nursing (Nurs) — Whidbey Island Campus	101
Nutrition (NUTR)	105
Nutrition (NUTR)	118
Oceanography (OCEA)	105
Office Administration & Accounting Technologies (OFTEC)	105
Paralegal (PARLG)	107
Parks Resources Management	110
Parks Service & Protection	110
Pharmacy Technician	110
Philosophy (PHIL)	110
Phlebotomy	110
Photography	110
Physical Education (PE)	110
Physics (PHYS)	118
Political Science (POLS)	113
Psychology (PSYC)	113
Read (READ)	114
Science	114
Social Science (SOSC) & Sociology (SOC)	118
Speech	120
Technical Design (TECD)	120
Veterinary Assistant (VETA)	120
Welding Technology (WT)	121
World Languages	125

8 Do I Have Other Learning Options?

Active-Duty Military & Dependents	132
Adult Basic Education	129
Apprenticeships	131
Basic Food Employment and Training Program	130
Community Programs	132
Cooperative Education	131
Developmental Education	129
eLearning	129
English as a Second Language	129
Foreign Travel	132
High School Diploma	130
Independent Study	132
Learning Into Action	131
Opportunity Grant	131
Parent Education	132
Running Start	129
Serving the Business Community	132
Tech Prep	130
Worker Retraining	130
WorkFirst Program	130

9 How Will I Be Recognized For Good Grades?

Graduation	133
Honor Roll	133
Honors & High Honors	133
Honors Reception	133
Phi Theta Kappa	133
President's Medal	133

10 What Are The Academic Regulations?

Absences	139
Academic Standing	138
Advanced Placement	136
Advanced Placement Program Scores & Credits Awarded	136
Advanced Standing in Professional/Technical Programs	137
Application of non-traditional credit	136
Challenging a SVC Course	135
Class Add/Drop	138
Earning College Credits	135
Examinations	138
Fines & Other Financial Penalties	139
Grade Changes	138
Grade Point Average (GPA)	138
Grade Reports	137
Instructional Complaints	139
Non-Traditional Credit	135
Transferring in Credit	136
Withdrawal from SVC	139

11 How Do I Get Involved In Campus Activities?

Athletics	141
Clubs & Organizations	141
Health Information Services	142
KSVR 91.7 FM Radio	142
Recreation	142
Regional Culture	142
Research & Assessment Activities	142
Student Activities, Fine & Performing Arts	141
Student Government & Program Board	141
Student Newspaper	142

12 What Else Do I Need To Know?

Children on Campus	143
Drug Free Workplace Policy	143
Equal Opportunity & Title IX	143
Family Educational Rights & Privacy Act	143
Inter-College Transfer & Articulation Among Washington Public Colleges & Universities	144
IMPLEMENTATION & REVISION OF POLICY	145
REVIEW AND APPEAL	144
STUDENT RIGHTS & RESPONSIBILITIES	144
Parking	145
Sexual Harassment Policy	143
Student Information	143
Transfer Rights and Responsibilities	144

13 Who Are The People At SVC?

	147
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14 Where Is SVC Located?

Mount Vernon Campus	160
Parking	162
Safety & Security	162
Whidbey Island Campus	161



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The Skagit Valley College Catalog is effective beginning with Summer Quarter, 2010, through Spring Quarter, 2011.

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 Dean of Instruction & Student Services' Office.

This catalog was produced by the SVC Public Information Office, May 2011.

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. Thanks to outstanding community support, the SVC Foundation has helped make Skagit Valley College a premier educational institution. The SVC Foundation works 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/foundation 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.

Welcome to Skagit Valley College!



Welcome 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.

In our efforts to help more students reach their academic goals, Skagit Valley College is participating in Achieving the Dream—a national community college strategic improvement process designed to significantly improve student success rates. Since workers with postsecondary education or training hold six in ten jobs in today's labor market and sixty-three percent of projected job openings by 2018 will require at least some college education, Skagit Valley College is here to help you succeed!

Our faculty and staff's dedication to your success is evident in our award-winning programs such as Advancement Via Individual Determination (AVID), student learning communities, and Integrated Basic Education and Skills Training (I-BEST). Skagit Valley College also ranks among the nation's best community colleges—we were named #19 in Washington Monthly magazine's 2010 ranking of "America's 50 Best 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



Lindsay Fiker



Debra Lisser



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 two.
- 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 4.



1

Advantages of SVC

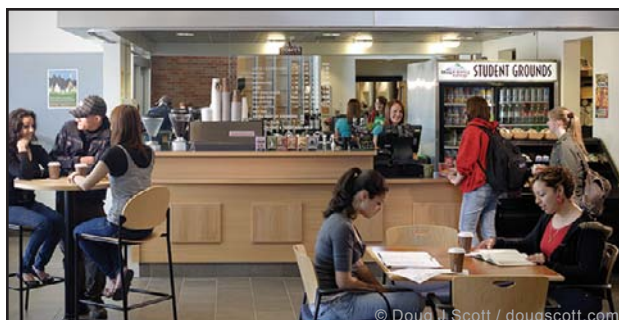
Career Training



How Do I Become A Student?

2

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 Dean of Instruction & Student Services.

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 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 at participating High Schools). 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 faculty. 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. High school students should check with their school counselor or faculty about courses available at their high school; class availability varies.

How to Apply

Mount Vernon: 360.416.7697
Whidbey Island: 360.679.5319
South Whidbey: 360.341.2324
San Juan: 360.378.3220

1. Submit a Skagit Valley College Application, available from the Admissions Office or apply online through the [SVC website](http://www.skagit.edu).
2. If you are a:
 - a. **High school student**— Submit a copy of your official high school transcript to the SVC Admissions Office.
 - b. **Transferring college student**— Submit a copy of your official transcript from all colleges and universities attended to the SVC Admissions Office. Transfer credit may 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 [COMPASS placement test](#) is required of students seeking a certificate or degree or enrolling in 10 credits or more. It is not required for students 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 COMPASS test, you will be given your placement scores. These scores will be assessed when you participate in a small group or individual advising session and prepare a schedule of study. You will also be required to complete the registration 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/sched_search.asp. Students who plan to enroll in math or English composition, or 10 credits or more must complete a 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, SVC 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 SOC Degree.

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

For the Associate in Arts University and College Transfer Degree, a maximum of 14 non-traditional credits may be applied to the elective requirements. In some circumstances, 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. To apply for your VA educational benefit, contact the Veterans' Education Office at Skagit Valley College or complete the online application at www.gibill.va.gov. You are required to apply for admission to Skagit Valley College and verify enrollment with the Veterans' Education Office at SVC. If you have earned credits at other colleges, you must furnish official transcripts during the first quarter of enrollment.



Skagit Valley College participates in both the Montgomery GI Bill (Chapter 30) and the Post 9/11 GI Bill (Chapter 33). For veterans eligible for the Post 9/11 GI Bill, tuition will be paid by the U.S. Department of Veterans Affairs once the veteran certifies enrollment with the SVC Veterans' Education Office. For more information about GI Bill benefits and eligibility contact SVC's Veterans' Education Office.

All veterans should be prepared to pay expenses for the first few months, since the U.S. Department of Veterans Affairs sends benefit payments to veterans at the end of the months during which students have pursued studies.

The Veterans' Education Office at Skagit Valley College will ensure that the objective you plan to pursue is authorized by the U.S. Department of Veterans Affairs. Any changes in your class schedule must be reported immediately to the Veterans' Education Office at SVC. Benefits may be terminated if it is discovered that you are failing to attend classes or taking courses not applicable to your stated educational objective. It is your responsibility to report any changes, drops, adds, or withdrawals to the Veterans' Education Office at Skagit Valley College as well as to the Dean of Instruction & Student Services' Office.

Skagit Valley College also reserves the right to refuse recertification to those who fail to make satisfactory progress in accordance with established college scholastic standards. Workstudy 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 attending school. For more information, contact the Veterans Education Office.

Applications for educational benefits are available in the Veteran's Education

Office at Skagit Valley College and online. 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, adopted children or stepchildren, and spouses of eligible veterans or National Guard members, who died while on active duty, are permanently and totally disabled because of service connected injury or illness, are missing in action, are prisoners of war or who are rated by the Veteran's Administration as 100% disabled. "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 or 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."

Total credits earned using this waiver may not exceed two hundred quarter credits, or equivalent of semester credits. The two hundred quarter credit limit applies to all combined credits earned via this waiver at state of Washington colleges & universities.

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)

- Resident 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 pick-up

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.

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 \$15,941.40* 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 subject to a 3%-5% annual increase and is based on taking 12 credits per quarter which is the minimum requirement for international students.*

***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

Academic Excellence



How Much Will I Pay?

3

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.

Note: the tuition table below is for 2010-11; 2011-12 tuition will be available fall quarter 2011.

For academic purposes and certification for various benefits (insurance, student loans and financial aid, social security, tax credits, etc.), full-time status is defined as 12 or more credits. Special fees and other class fees are listed in this catalog and the SVC Quarterly Class Schedule.

Go to www.skagit.edu for the current tuition schedule and course fee schedule, or call:
 360.416.7600 (Mount Vernon) 360.341.2324 (South Whidbey)
 360.679.5330 (Whidbey Island) 360.378.3220 (San Juan)

NO. OF CREDITS	WASHINGTON RESIDENT	NON-STATE RESIDENT	NON-US RESIDENT
1	94.50	107.50	266.50
2	189.00	215.00	533.00
3	283.50	322.50	799.50
4	378.00	430.00	1,066.00
5	472.50	537.50	1,332.50
6	567.00	645.00	1,599.00
7	661.50	752.50	1,865.50
8	756.00	860.00	2,132.00
9	845.50	962.50	2,393.50
10	935.00	1,065.00	2,655.00
11	971.00	1,143.00	2,696.00
12	1,007.00	1,221.00	2,737.00
13	1,043.00	1,299.00	2,778.00
14	1,079.00	1,377.00	2,819.00
15	1,115.00	1,455.00	2,860.00
16	1,151.00	1,533.00	2,901.00
17	1,187.00	1,611.00	2,942.00
18	1,222.00	1,688.00	2,982.00
>18 SURCHARGE	78.40/CREDIT	69.80/CREDIT	250.40/CREDIT



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State Support of Higher Education Students

The average total cost to educate each Washington state resident full-time community and technical college student for the 2010-2011 academic year is \$6,603. Students pay an average of \$2,521 for tuition. The remaining \$4,082 is paid by state taxes and other funds from the state of Washington's Opportunity Pathway. The costs shown are approximate. The actual tuition a student pays each quarter varies due to credit load, residency status, and other factors.

Net Price Calculator

SVC has provided a tool for you to determine the cost of your education including the impact of any financial aid award you will be receiving. You will also be advised of the difference between grants, loans, and work study awards. While all efforts are made to ensure the accuracy of the calculator, every student's situation is different so students are advised to do their own calculations as well. The calculator can be found on the college website at www.skagit.edu/netpricecalc.

3

Tuition & Fees



Determination of Residence

Determining Residency

Residency status is determined at the time your application for admission or class registration is processed. To be considered a resident, a student must be a U.S. citizen or a permanent resident of the U.S. for at least one year, and must have been physically present in the state of Washington for one full year prior to the first day of the quarter you enroll.

Students enrolling in 6 or more credits shortly after arriving in Washington State are presumed to have come to Washington for educational purposes. These students are not eligible for the in-state rate until they have established a bona fide domicile and can provide all of the supporting domicile documentation, demonstrating establishment of at least one year prior to the quarter of registration.

Proof of Residency

No single factor or specific combination of factors provide a guarantee that a student will be eligible for residency status. A student can begin to establish and document residency in the state of Washington by completing the following:

- Obtain a Washington State driver license or identification card.
- Register all motor vehicles in the state of Washington.
- Register to vote in the state of Washington.
- Provide copies of your rent receipts (or lease agreements or home purchase papers).

- Open (or transfer) your checking/savings account to a bank branch in Washington State.
- Keep receipts from Immigration and Naturalization Service that show the date your application for Permanent Resident Status was filed (if applicable).

After you have established domicile in the state of Washington for the required period, it is your responsibility to request a change in residency status. Applications for a change in classification will be accepted up to the thirtieth calendar day following the first day of the quarter for which application is made.

For more information, call 360.416.7620 or 360.675.6656.

Residency for Military Personnel

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

Student Eligibility To Pay In-State Tuition

House Bill 1079 which took effect July 1, 2003 allows people who are not documented as citizens to attend college paying in-state tuition. Eligibility: People who have resided in Washington State for the

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

Quarterly Fees

Subject to change by the Washington State legislature and/or the Skagit Valley College Board of Trustees. Go to www.skagit.edu for the most current information on the fees listed below.

Fees	
Student Building Fee.....	\$1.50 per credit (\$15.00 maximum)
Technology Fee.....	\$5.00 per credit (\$40.00 maximum)
General Use Fee.....	\$2.00 per credit (\$34.00 maximum)
Additional Fees	
ABE-ESL Fee \$25.00 (per person per quarter)
Special Student Fees	
Employee Tuition Waiver.....	\$5.00
Other State Classified Employees....	\$20.00
Replacement Diploma.....	\$10.00
Nursing Net Test.....	\$55.00
Nursing Readiness Test.....	\$42.00
Class fees (per quarter)	
eLearning.....	\$22.00/class (\$44.00 maximum)
Art Studio.....	\$30.00
Automotive/Diesel Consumables/ Coveralls.....	\$35.00
Criminal Justice Lab Fees :	
Parks Law Enforcement Academy\$1,075.00
Police Reserve Academy.....	\$200.00
Criminal Justice Course.....	\$35.00
Culinary Arts.....	\$50.00
Fire Protection Tech. Lab.....	\$322.50
Fitness Lab.....	\$20.00
Flagging Id Card Replacement.....	\$5.00
Kayak class (Whidbey).....	\$10.00
Life Drawing.....	\$30.00
Manufacturing (Composites) Lab \$35.00
Marine Maintenance Technology	
Lab fee.....	\$35.00
Music Lesson Course Fee.....	\$450.00
Natural Science Field Study Course Fee \$50.00
Nursing/Pharmacy Tech Malpractice	
Insurance (per year).....	\$16.00

Paralegal Lab	\$40.00
Science Lab courses	\$40.00
Student Intern Insurance (per year)	
.....	\$13.28
Vocational Lab Fee.....	\$25.00
Welding Fees	
1 credit course	\$15.00
2 credit course	\$30.00
3 credit course	\$15.00
5 credit course	\$15.00
9 and 16 credit courses.....	\$170.00
Whidbey Swimming	\$10.00

Lockers

Non-disabled.....	\$5.00
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Parking Fines

General.....	\$10.00
Carpool Parking without permit	\$20.00
If parked in handicapped.....	\$75.00
If parked in fire lanes.....	\$50.00

Tests

Credit by exam (per credit)	\$2.00
(Tuition costs must be paid in addition to the \$2 per credit)	
Retest for COMPASS	\$15.00
GED	\$75.00
Writing Retest.....	\$15.00
Other Retests	\$15.00
GED Transcript	\$4.00
Non-SVC proctored private tests	
.....	\$20.00 (per hr)

Course Materials & Supplies

Mount Vernon: 360.416.7728
Whidbey Island: 360.679.5313

The [Cardinal Bookstore](#) is located on the Mount Vernon and Whidbey Island Campuses, with support for the San Juan Center and South Whidbey locations provided by Whidbey.

The bookstore stocks a wide variety of items, including required and optional course textbooks and materials—both new and used—as well as course supplies, uniforms, Skagit Valley College insignia items and school supplies.

At the end of each quarter, the bookstore offers a textbook buy-back service.

The bookstore web site (www.cardinal-bookstore.com) can be used to look up books and pricing, and also to purchase books. This service can also be accessed through the online registration process.

Both bookstore locations remain open in the evenings on selected days.



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 and 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 Dean of Instruction & Student Services.

Refund Policy

The following rules address refunds of student tuition and fees:

- A full refund is given for any course cancelled by the college. It is the student's responsibility to officially notify the registration office 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.

Community Education, Computer Training Institute

A student will receive a 100% refund if the college cancels the class or if the student officially withdraws 48 hours prior to the first class meeting. No refund will be given thereafter. Material fees will not be refunded. Exceptions must be approved by the appropriate Community Education or Computer Training Institute director.

For more information, contact the Community Education Office at 360.416.7638.



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
SVC – 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 with educational expenses. Financial aid is given according to policies set by the US Department of Education, the state of Washington, and Skagit Valley College. To determine your financial need, you must first complete a Free Application for Federal Student Aid (FAFSA) and submit this application electronically at www.fafsa.gov. PIN numbers must be used to submit the information; see www.pin.ed.gov. Assistance on how to apply is available in the Financial Aid Office or on the SVC website, www.skagit.edu.

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

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.

Net Price Calculator

SVC has provided a tool for you to determine the cost of your education including the impact of any financial aid award you will be receiving. You will also be advised of the difference between grants, loans, and work study awards. While all efforts are made to ensure the accuracy of the calculator, every student’s situation is different so students are advised to do their own calculations as well. The calculator can be found on the college website at www.skagit.edu/netpricecalc.

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.

Grants

- **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 \$300 to \$1,800 per year.
- **State Need Grant**
A state grant program for lower-income state residents based on family size and income.
- **Washington State Tuition Waiver**
Available for low-income Washington State residents to assist with tuition payment.
- **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-campus for needy students in their major field of interest. On-campus placement is coordinated by the Financial Aid Office. Placements are not guaranteed.

Loans

To apply for a student loan, you must first apply for financial aid. 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 Direct Subsidized Stafford Loan

A long-term loan available through the school and the U.S. Department of Education. Repayment begins six months after you cease half-time enrollment and interest is deferred until that time. The maxi-

mum loan is \$3,500 for freshmen and \$4,500 for sophomores.

To apply for a Federal Direct 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 the 3-step Direct Loan application, which is available at the SVC Financial Aid website. The loan will not be processed until aid eligibility has been determined.

Federal Direct Unsubsidized Stafford Loan

A long-term loan available to students with additional financial eligibility. Interest is not deferred. Most criteria and timelines for processing apply as above.

Federal PLUS Loans

Parent Direct 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](#).

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.

Waivers

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

Athletic

College athletes carrying 12 or more credits will be eligible for a 25% athletic waiver. The athletic department must approve eligible students.

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.

Families of Fallen Veterans and National Guard Members

- Skagit Valley College will waive all tuition and certain fees for the children, adopted children or stepchildren, and spouses of eligible veterans or National Guard members, who died while on active duty, are permanently and totally disabled because of service connected injury or illness, are missing in action, are prisoners of war or who are rated by the Veteran's Administration as 100% disabled. "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 school's satisfactory progress policy."

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

- Total credits earned using this waiver may not exceed two hundred quarter credits, or equivalent of semester credits. The two hundred quarter credit limit applies to all combined credits earned via this waiver at state of Washington colleges & universities.

Unemployed or Under-Employed Residents

Unemployed or under-employed people may register for classes on a space-available basis without tuition charges. Fees attached to coursework will be charged accordingly. You are eligible if you:

- Have lived in Washington for at least 12 months.

- Are 21 years of age or more.
- Have not attended college in the past six months.
- Are not receiving or eligible for unemployment compensation.
- Have a combined monthly household income of below \$1,128 for a one-member family, \$1,428 for two, \$1,763 for three, \$2,080 for four, \$2,397 for five (call for amount for additional dependents).
- Have been or will be unemployed for six months prior to the start of the quarter.

Programs

BFET (Basic Food Employment Training)

BFET assists food stamp recipients who have been assessed as needing basic education, high school, GED/ABE, ESL or vocational training in order to increase their opportunities for employment. Eligibility requirements include: Receiving or eligible for food assistance; U.S. citizen or permanent resident; eligible for resident tuition (you must have lived in Washington state for at least 12 months) and be at least 18 years old; and completed a FAFSA application and show financial need.

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

Tuition Payment Plan

The Tuition Payment Plan allows students to make payments on their tuition over the course of a quarter. Students must make

a down payment of 40% of their tuition and a \$30.00 processing fee. For more information contact: Mount Vernon Financial Aid Office at (360) 416-7666 or Whidbey Island Financial Aid Office at (360) 679-5330

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;
- OR need to upgrade your skills to remain employed.

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.skagit.edu.

For online career and employment services, visit www.skagit.edu/careerservices. Select specific services from the menu.

Planning Your Program

After you are accepted for admission, you may make an appointment for [COMPASS](#) testing. 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. It is recommended that students meet with their advisor prior to registration each quarter. You will have the same advisor for your duration at SVC unless you request a change through the Counseling & Career Services offices or make a change online during registration.

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.

5

Student Support



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 technology. 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.

Resources for Financing College: Financing one's education is often a concern. Our counselors and instructors will help you understand the many resources available to you for financing your college attendance, including transferring to the university, and can provide assistance and advocacy within these systems. Additionally, they will provide an understanding of money management concepts so you are able to make informed decisions about your financial choices. Some additional funding may be available to 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: 360.679.5393
South Whidbey: 360.341.2324
San Juan: 360.378.3220

Drop-in tutoring is available free of charge if you would like to supplement your classroom instruction. Subject areas most often tutored include math on both campuses, along with writing and English as a Second Language (ESL) on the Mount Vernon Campus. Tutoring in other subject areas may also be available at either campus, depending on demand.

Online tutoring is offered free of charge to students on all campuses in subjects including writing, math, sciences, and more. Students can access 'eTutors' from any computer with an internet connection. One-on-one tutoring is provided to eligible students through the TRIO Student Support Services Program on both the Whidbey Island and Mount Vernon campuses.

Veteran's Education Services

Mount Vernon: 360.416.7610
Whidbey Island: 360.679.5389

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 a Learning Into Action project. Call 360.416.7616.

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.

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 current computer technology 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
Mount Vernon: 360.416.7850
Whidbey Island: 360.679.5322

The library is an essential part of educational life at SVC. Our library collection of more than 78,000 print, e-books, and non-print titles is accessible through [Redwings](#), the library's website. The SVC library subscribes to multiple online databases, including EBSCOhost and ProQuest Direct, which index over 10,000 periodicals. More than 5,000 of the indexed titles are full-text. The library also subscribes to specialized databases in various disciplines such as health, science, and literature. A daily courier service between the campuses allows quick access to materials at either the Mount Vernon Campus or Whidbey Island Campus libraries.

The libraries offer:

- 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, DVDs and other multimedia formats
- Conference rooms for group study.
- Microsoft Office (Word, Excel, PowerPoint, and Access) on open-use

computers at the Mount Vernon and Whidbey Island Campuses.

- Interlibrary loan services to enrolled students.

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

Library services for the South Whidbey and the San Juan Centers are available via the library website. Materials may be requested online. They will be mailed to your residence or to the appropriate center.

Childcare Assistance

Assistance for childcare expenses may be available. Contact the Financial Aid Office at 360.416.7666 (Mount Vernon Campus) or 360.679.5320 (Whidbey Island Campus).



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. 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 located on the Mount Vernon and Whidbey Island Campuses, with support for the San Juan Center and South Whidbey locations provided by Whidbey.

The bookstore stocks a wide variety of items, including required and optional course textbooks and materials – both new and used – as well as course supplies, uniforms, Skagit Valley College insignia items and school supplies.

At the end of each quarter, the bookstore offers a textbook [buy-back service](#).

The bookstore web site www.cardinal-bookstore.com can be used to look up books and pricing, and also to purchase books. This service can also be accessed through the online registration process.

Both bookstore locations remain open in the evenings on selected days.

What Are My Educational Choices?

6

www.skagit.edu

Washington College & Universities Accepting the AAUCT Degree from Skagit Valley College

- 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
- University of Washington (including Bothell and Tacoma campuses)
- Washington State University
- Western Washington University
- Whitworth University

General Education Learning Values

Skagit Valley College continually works to ensure a well-designed and comprehensive General Education program that provides students with competencies and the core knowledge and skills central to all students' learning and life pursuits. Our General Education Values apply to all programs and contexts where learning takes place—courses in professional-technical as well as transfer, certificate as well as enrichment programs, co-curricular activities as well as advising sessions and in the library. Skagit Valley College's General Education Learning Values are the following:

0. *Application & Integration: Applying information from one or more disciplines and/or field experiences in new contexts (developing integrated approaches or responses to personal, academic, professional, and social issues).*
1. *Information Literacy: Recognizing when information is needed and having the ability to locate, evaluate, and use effectively the needed information.*
2. *Critical Thinking: Thinking critically about the nature of knowledge within a discipline and about the ways in which that knowledge is constructed and validated and to be sensitive to the ways these processes often vary among disciplines.*
3. *Communication: Understanding and producing effective written, spoken, visual, and non-verbal communication*
4. *Community & Cultural Diversity: Recognizing the value of human communities and cultures from multiple perspectives through a critical understanding of their similarities and differences.*
5. *Global & Local Awareness & Responsibility: Understanding the complexity and interdependence of, and stewardship responsibilities to, local and global communities and environments.*
6. *Individual Awareness & Responsibility: Understanding, managing, and taking responsibility for one's learning and behavior in varied and changing environments.*
7. *Aesthetics & Creativity: Interpreting human experience through engagement with creative processes and aesthetic principles.*
8. *Mathematical Reasoning: Understanding and applying concepts of mathematics and logical reasoning in a variety of contexts, both academic and non-academic.*
9. *Scientific Literacy: Understanding scientific principles, and analyzing and applying scientific information in a variety of contexts.*
10. *Technology: Understanding the role of technology in society and using technology appropriately and effectively.*

6

Educational Choices



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 four-year institutions: Associate in Biology; Associate in Business; Associate in Pre-Nursing; Associate in Science; Associate in Applied Science—Early Childhood Education; and Associate in Applied Science—Environmental Conservation.

Articulated Academic Transfer Degrees

Skagit also offers the following articulated academic transfer degrees: Associate in Music (transfers to WWU) and Associate in Visual Arts (transfers to WSU)

Professional/Technical Degree Transfers

A number of Skagit's Associate in Technical Arts (ATA) degree programs offer transfer options to four-year institutions. See Professional/Technical programs at the end of this chapter for more information.

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.

Note: Common course numbers are in boldface italics.

1. Communication Skills (15 cr.)

- English **101** (5 cr.)
- English 103, 104, or **235** (5 cr.)
- Communication Studies **210, 220, or 230** (5 cr.)

2. Quantitative Skills (5 cr.)

Select one course from the following:

- Mathematics **107, 141, 142, 146, 148, 151, 152, 153**

NOTE: Competency in Intermediate Algebra (Math 99 or appropriate COMPASS 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 (LC) 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.

6. Diversity Requirement

At least one Diversity Intensive course is required. Students should use the SVC online quarterly class schedule search or 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 Math or Natural Science. One lab science (*indicates lab course) must also be included in selected courses:

- Astronomy **100, 101***
- Biological Science **100*** or **211*, 212*, 213*, 105*, 107, 111*, 127, 133*, 190, 205*, 224, 260**
- Chemistry **105, 110*, 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 **101**
- 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
- Economics 101, 104, 150, **201, 202**
- Education **121, 122, 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, 180*, 181*, 184*, 241*
- Communication Studies **102, 105, 141, 205**
- Drama **101, 133*, 134*, 136, 236, 237, 238**
- English **112, 113, 114, 115, 202, 220, 233(235), 234, 236, 239, 247, 250, 254, 283**
- 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:
 - i. American Sign Language – **121, 122, 123**
 - ii. Chinese – **121, 122, 123, 221, 222, 223**

- iii. French – **121, 122, 123, 221, 222, 223**
- iv. Greek – 121, 122, 123
- v. Japanese – **121, 122, 123, 221, 222, 223**
- vi. Lushootseed/Salish – 121, 122, 123, 221, 222, 223
- vii. Spanish – **121, 122, 123, 221, 222, 223**

8. Electives (21-25 cr.)

In order to accumulate 90 college-level (100 or higher) credits for the degree, you will need additional elective credits. You may select electives from the distribution list (Natural World, Arts or Culture), other academic courses, or a maximum of 14 credits from “gray areas” below. A maximum of 9 Family Life credits may be counted as gray area electives. WMATH 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; Allied Health Education; Automotive Technology; Business: BUS 112, 212; Business Management; College Success Skills; Computer Information Systems; Communication Studies 125; Criminal Justice: except CJ& 101 (AJ 100), &105 (AJ 112), &110 (AJ 201), CJ 130, 201; Culinary Arts & Hospitality Management; Dental Assistant; Diesel Power Technology; Early Childhood Education: except ECE 100; Education Paraprofessional: except EDUC& 121 (ECE 220), &122 (ECE 225), &202 (EDUC 200); Electronics Technology; English 170; Environmental Conservation: except ENVC 202, 245; Family Life; Firefighter Protection Technology; Geographic Information Systems; Human Services: except HSERV 141; Journalism: no more than 2 credits applied news writing; Library; Manufacturing; Marine Maintenance Technology; Media Communications: except 101; Mechatronics; AHE (Medical Assistant); Office Administration & Accounting Technologies; Paralegal; AHE (Pharmacy Technician); Physical Education; Political Science 131, 132; Psychology 104, 105, 107; Reading; Social Science 113, 125, 131, 132; Technical Design; Technical Education; Veterinary Assistant; Welding Technology; Any class taken as CLEP or DANTES or for military credit; Independent study, workshop classes, SVC Co-op 199, or LIA 299 class

Statewide Transfer Degrees by Major

Associate in Biology 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 a Biology major completed.

Selecting and planning courses with a science advisor is strongly recommended to ensure a seamless transition to a Biology 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. 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.

Note: Common course numbers are in boldface italics.

1. Communications Skills (10 cr.)

- English **101** required; an ENGL& 101 Learning Community combined with a science or other required course is recommended.
- English 103 or 104

2. Quantitative Skills (5 cr.)

- Mathematics **151** (Calculus I)

3. 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 and online quarterly class schedule search 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).

4. Integrative Learning Experiences

Integrative learning experiences include Learning Communities and Integrative Experiences.

A Learning Community (LC) 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.

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

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

5. Diversity Requirement

At least one Diversity Intensive course is required. Students should use the SVC online quarterly class schedule search or consult their faculty advisor or counselor to identify courses that fulfill this requirement.

6. Distribution Requirements (60 cr.)

AREAS OF STUDY

A. Natural World (30 cr.)

- Biological Science **211, 212, 213**
- Chemistry **161, 162, 163**

B. Culture (15 cr.)

Students are encouraged to consult with their faculty advisor or counselor regarding the SVC courses that best support or may be required as prerequisites to their Biology curriculum at their intended transfer college.

Select courses from the AAUCT degree Culture distribution list from at least two disciplines, with no more than 10 credits from one discipline. These courses may also satisfy Interdisciplinary and Skills Designated course requirements.

C. Arts (15 cr.)

Students are encouraged to consult with their faculty advisor or counselor regarding the SVC courses that best support or may be required as prerequisites to their Biology curriculum at their intended transfer college.

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). These courses may also satisfy Interdisciplinary and Skills Designated course requirements.

7. Electives (15 cr.)

Students are encouraged to consult with their faculty advisor or counselor regarding the SVC elective courses that best support or may be required as prerequisites to their Biology curriculum at their intended transfer college.

Electives should include any college-level math prerequisites needed for Math **151** (Math **141** or **142**) as well as courses that will prepare for the Biology major based on the transfer college selection. Examples include:

- Full year sequence of organic chemistry for majors: Chemistry **241, 242, 243** and labs **251, 252**
- Full year sequence of physics for science majors: Physics **121, 122, 123** or **221, 222, 223**
- Statistics: Math **146**

8. 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 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.

Note: Common course numbers are in boldface italics.

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 (LC) 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.

6. Diversity Requirement

At least one Diversity Intensive course is required. Students should use the SVC online quarterly class schedule search or 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.)

- Economics **201** (Micro) and **202** (Macro)
- Business – Business **201** if transferring to WWU, WSU, CWU, EWU, SPU, SMU or Gonzaga;
- Business **200 OR 201** if transferring to UW (all campuses).

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. Required Business Core Courses and Electives

Required business courses for all transfer institutions:

- Accounting **201, 202, and 203** (15 cr.).

Select additional courses numbered 100 and above (WMATH 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.

Note: Common course numbers are in boldface italics.

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 Sched-



ules 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 (LC) 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.

6. Diversity Requirement

At least one Diversity Intensive course is required. Students should use the SVC online quarterly class schedule search or 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 *101*

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).

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.

Note: Common course numbers are in boldface italics.

1. Communications Skills (5 cr.)

English *101* required; an ENGL& 101 Learning Community combined with a science or other required course is recommended.

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 (LC) 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.

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 use the SVC online quarterly class schedule search or 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

A. Culture And Arts (15 Cr.)

Select 5 credits in Culture, 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. Chemistry (35 cr.)

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

B. 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.)

C. 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.)

D. Geology (25 cr.)

- Geology **101** (5 cr.)
- Math **153** (5 cr.)
- Physics **221, 222, 223** (15 cr.)

E. Physics/Engineering (20 cr.)

- Math **153** (5 cr.)
- Physics **221, 222, 223** (15 cr.)

9. 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).

10. 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: City University, DeVry University, The Evergreen State College, EWU-Child Studies, Seattle Pacific University, University of Phoenix, University of Cincinnati-College of Education, and WSU-Human Development

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.

Note: Common course numbers are in boldface italics.

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 ECE 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 (LC) 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.

- One Learning Community is required

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 use the SVC online quarterly class schedule search or 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

Associate in Applied Science Transfer — Environmental Conservation

Transfers to CWU-Information Technology and Administrative Management, City University, The Evergreen State College, University of Washington: College of the Environment, College of Forest Resources, Western Washington University-Fairhaven College, and University of Idaho-College of Natural Resources

Purpose

This degree is intended to prepare students for Bachelors programs at the institutions listed above. Other college and university degree programs will accept some of the Environmental Conservation credits in SVC's AAS-T Environmental Conservation degree. Students seeking transfer to degree programs other than those specifically designed for the AAS-T in Environmental

Conservation 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 generally 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 Environmental Conservation degree. Credits must satisfy course requirements listed below. Notes: Common course numbers are in boldface italics. The University of Washington- College of the Environment, College of Forest Resources and the University of Idaho-College of Natural Resources require additional courses or course sequences; these are designated with an *.

1. Communication Skills (15 cr.)

- English **101** (5 cr.)
- English **230** or 104 (5 cr.)
- Communication Studies CMST **210** or **220** (5 cr.)

2. Quantitative Skills (5-25 cr.)

- Mathematics **141***, **142***, **146**, **151***, **152***

3. Physical Education (2 cr.)

- Physical Education 200 (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 Environmental Conservation 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. Seven ENVC core classes are skills designated.

5. Integrative Learning Experiences

Integrative learning experiences include Learning Communities and Integrative Experiences.

A Learning Community (LC) 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.

NOTE: Learning Communities specifically designed for this degree may be offered; consult your advisor for information. One Learning Community or Integrative Experience is required.

6. Diversity Requirement

At least one Diversity Intensive course is required. Students should use the SVC online quarterly class schedule search or consult their faculty advisor or counselor to identify courses that fulfill this requirement.

7. Required Environmental Conservation Courses (59 cr.)

- Environmental Conservation 101, 102, 104, 112, 122, 123, 140, 201, 202, 210, 211, 220, 221, 222

8. Required Geographic Information Systems (GIS) Courses (9 cr.)

- Geographic Information Systems 101, 105, 106

9. Distribution Requirements (5 cr.)

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

10. Science Course Requirements (5-30 cr.)

- Biology 107, **211***, **212***, **213***
- Chemistry **121***, **131***

11. Environmental Conservation Elective (5 cr.)

- Environmental Conservation 130, 231, 232, 245

12. Cooperative Education (6 cr.)

- Environmental Conservation 199

Articulated Academic 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.

Note: Common course numbers are in boldface italics.

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 Sched-

ules 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 (LC) 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.

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 use the SVC online quarterly class schedule search or consult with their faculty advisor or counselor to identify courses that fulfill this requirement.



6. Music Major Courses

A. Music Theory (30 cr.)

- Music **141, 142, 143** (freshman year)
- Music **241, 242, 243** (sophomore year)

B. Music Ear Training (6 cr.)

- Music **121, 122, 123**

C. Music Lessons (3 cr.)

One-half 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, 164

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. total)

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.

Note: Common course numbers are in boldface italics.

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 use the SVC online quarterly class schedule search or 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 (LC) 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 and online schedule advanced search.

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.

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 180, 181, 182 (Photography)
- Art 201, 202 (Painting)
- Art 231, 232 (Digital Art)
- Art 241, 242 (Ceramics)
- Art 261, 262 (Printmaking)
- Art 263, 264 (Sculpture)

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.)

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 where applicable.

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.

Note: Common course numbers are in boldface italics.

1. Communication Skills (11-15 cr.)

- English **101** (5 cr.)
- Communication Studies **210, 220, or 230** (5 cr.)
- Academic English as a Second Language **105**, English, Communication Studies, or Media Communications courses (3-5 cr.)

2. Physical Education (3 cr.)

At least two courses must be activities.

3. Natural World/Technologies (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, Physics, or ATA Technologies.

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. A maximum of 45 credits from "gray areas" are allowed in this degree. 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 areas" credits. Consult your academic advisor or credit evaluator.

Associate in Arts General Studies Degree SOCNAV

Purpose

The Associate in Arts General Studies Degree SOCNAV is designed for active duty military personnel and their adult family

members. This degree may be appropriate for those active duty personnel and adult family members whose primary goal is to earn a two-year college degree.

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

This degree requires a total of 90 credits in courses numbered 100 level or above. A minimum 22.5 credits must be earned through an accredited college or university. A maximum of 67.5 credits may come from "gray area" credits. Examples of "gray area" credits include: CLEP/DANTES testing, military schools/rating, independent study, credit by examination, Advanced Placement, seminars/work shops, and PE activity credits beyond two 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.

Note: common course numbers are in boldface italics.

1. Communication Skills (11-15 cr.)

- English **101** (5 cr.)
- Communication Studies **210, 220, or 230** (5 cr.)
- English, Communication Studies, or Media Communications, AESL 105 (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, Physics, and Technology.

4. Culture (15 cr.)

Select no more than 10 credits from one department, including Accounting, Anthropology, Business Administration, Computer Science CS 101, Criminal Justice CJ& 101 and CJ& 111, Early Childhood Education ECE 100, Economics, Ethnic Studies, Geography, History, International Students IS 201 and IS 202, Political Science, Psychology, Social Science and Sociology.

5. Arts (15 cr.)

Select no more than 10 credits from one department including Art, Communica-

tion Studies CMST& 102, 105, 141 and 205, 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 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.

Professional/ Technical Degrees and Certificates

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. A list of professional/technical transfer agreements follows.

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 next page:

Note: Common course numbers are in boldface italics.

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 (WMATH 100) (5 cr.). Alternate courses of an equal or higher number may be substituted in some majors.
3. **Physical Education (2 cr.)**
 - Physical Education 200 (2 cr.) OR
 - Physical Education 100 plus one activity credit (choice determined by program – check with dept. chairperson)
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.

Note: 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.

Professional/Technical ATA and AAS-T Transfer Agreements

- A. **Central Washington University**
Information Technology and Administrative Management: accepts all SVC Professional/Technical ATA and AAS-T degrees for transfer subject to CWU-ITAM general admissions criteria.
- B. **City University**
Accepts Early Childhood Education and Environmental Conservation AAS-T degrees for transfer. Other ATA degree program transcripts are individually reviewed for transferability and BA completion requirements.
- C. **DeVry University**
Early Childhood Education ATA and AAS-T
- D. **Eastern Washington University**
Child Studies: Early Childhood Education ATA and AAS-T.
- E. **The Evergreen State College**
Accepts the following ATA and AAS-T degrees for transfer as “upside down” degree at TESC: Business Management, Computer Information Systems, Criminal Justice, Early Childhood Education, Electronics Engineering Technology, Electronics Technology, Environmental Conservation, Human Services, and Paralegal
- F. **Montana State University-Northern**
Diesel Power Technology
- G. **Trinity Western University-Bellingham**
Human Services Generalist or Human Services Chemical Dependency Emphasis ATA degrees
- H. **University of Idaho—College of Natural Resources**

Environmental Conservation AAS-T

- I. **University of Phoenix**
Reviews each AAS-T and ATA degree program individually for transferability and BA completion requirements.
- J. **University of Washington – Bothell**
Nursing ATA
- K. **University of Washington College of the Environment, College of Forest Resources**
Environmental Conservation AAS-T
- L. **Seattle Pacific University**
Early Childhood Education AAS-T
- M. **Washington State University-Human Development, Early Childhood Education**
Early Childhood Education AAS-T and ATA
- N. **Western Washington University – Fairhaven College**
Accepts any SVC ATA degree that is also offered as an academic major at WWU.

Professional/Technical Certificates

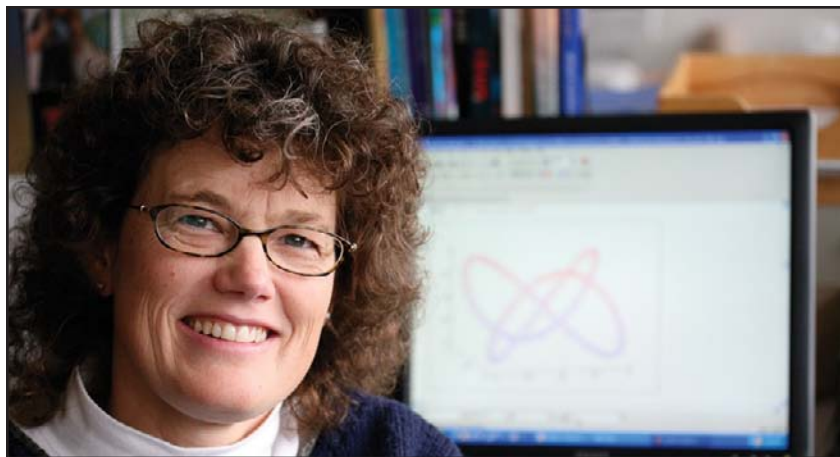
The Professional/Technical Certificate represents a planned sequence of courses which prepares students for entry into a technical field of employment. All professional/technical certificate programs emphasize the technical major and related instruction in communications, computation and human relations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

Micro-Certificates of Completion

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

INDIVIDUAL TECHNICAL CERTIFICATES

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



Other 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.

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

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.

- 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.
- Upon completion of the AAUCT degree, students may transfer to any of the 22 teacher certification programs in Washington state, public or private.
- 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:

1. **Natural World courses**

- Astronomy
- Biology
- Chemistry
- Earth Science
- Geology
- Physics

2. **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

3. **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.nesinc.com or call 1.800.784.4999 for details and a testing schedule.

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 (closing as of summer 2012)

ELECTRONICS TECHNOLOGY (closing as of summer 2012)

ENVIRONMENTAL CONSERVATION

- AAS-T Aquatic/Terrestrial
- AAS-T Marine

FIRE PROTECTION TECHNOLOGY

HUMAN SERVICES

- Generalist
- Chemical Dependency

MARINE MAINTENANCE TECHNOLOGY

MECHATRONICS (closing as of summer 2012)

MEDICAL ASSISTANT (see Allied Health Education)

* MULTIMEDIA & INTERACTIVE TECHNOLOGY

NURSING (Associate Degree)

OFFICE ADMINISTRATION & ACCOUNTING TECHNOLOGIES

- Administrative Assistant
- Accounting Paraprofessional

PARALEGAL (closing as of summer 2012)

PARKS RESOURCE MANAGEMENT (see Environmental Conservation)

PARKS SERVICE & PROTECTION (see Criminal Justice)

WATER/WASTEWATER TREATMENT TECHNICIAN (see Environmental Conservation)

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

COMPOSITIES TECHNICIAN

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

DIESEL POWER TECHNOLOGY

EARLY CHILDHOOD EDUCATION

EDUCATION PARAPROFESSIONAL

- Language & Literacy
- Teaching & Learning

ELECTRONICS TECHNOLOGY (closing as of summer 2012)

- Computer Repair

ENVIRONMENTAL CONSERVATION

- Environmental Conservation Studies
- Water/Wastewater Treatment Technician

HEALTH & FITNESS TECHNICIAN

HUMAN SERVICES

- Chemical Dependency Professional

MANUFACTURING TECHNOLOGY

- Manufacturing Foundations
- Welding in Manufacturing

MARINE MAINTENANCE TECHNOLOGY

- Marine Maintenance Technician

MEDICAL ASSISTANT (see Allied Health Education)

- Medical Billing & Coding Specialist
- Medical Secretary
- Pharmacy Technician
- Phlebotomy

MULTIMEDIA & INTERACTIVE TECHNOLOGY

- Adobe
- Digital Entertainment and Web Programming
- 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 (closing as of summer 2012)

- Paralegal Studies

PHARMACY TECHNICIAN (see Allied Health Education)

VETERINARY ASSISTANT

WELDING TECHNOLOGY

- Welding in Manufacturing
- Welding Technology
- Welding Specialty Certificates
- Aluminum Welding
- Flux-Cored Arc Welding
- Shelded Metal Arc Welding
- Advanced Welding Specialty Certificate

MICRO-CERTIFICATES

AUTOMOTIVE TECHNOLOGY

- Light Maintenance Technician

BUSINESS MANAGEMENT

- Customer Service & Sales
- Retail Management Basics
- Supervisory Basics

COMPUTER INFORMATION SYSTEMS

- Computer Forensics

CRIMINAL JUSTICE

- Basic Law Enforcement Reserve Academy
- Community Policing
- Corrections
- Investigative Techniques
- 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

DENTAL FOUNDATIONS

EARLY CHILDHOOD EDUCATION

- Preparation for Child Development Associates
- Birth to Five

ENVIRONMENTAL CONSERVATION

- Advanced Wetland Delineation
- Basic Wetland Delineation
- Geographic Information Systems (GIS)
- Sustainable Agriculture

FIRE PROTECTION TECHNOLOGY

- Basic Firefighter
- Basic Emergency Medical Technician
- Hazardous Materials First Responder

GEOGRAPHIC INFORMATION SYSTEMS (GIS)

MANUFACTURING TECHNOLOGY

- Manufacturing Foundations Core
- Automated Systems Technology
- Composite Fundamentals
- CNC Fundamentals
- Technical Design
- Welding Fundamentals

MEDICAL ASSISTANT

- (see Allied Health Education)
- Patient Registration Specialist

NURSING

- Nursing Assistant

OFFICE ADMINISTRATION & ACCOUNTING TECHNOLOGIES

- Business Communications
- Microcomputer Accounting
- Payroll Accounting
- Software Applications
- Word Processing

TECHNICAL DESIGN

WELDING TECHNOLOGY

- CNC Fundamentals
- Welding Fundamentals

In Which Courses & Programs Can I Enroll?

7

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 paraprofessionals are hired by private industry, governmental agencies and public accounting firms.

Students who plan to major in Business Administration at a four-year institution should take ACCT&201, ACCT&202 and ACCT&203 and consider Skagit's Associate in Business transfer degree. 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

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 day 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 011 ABE Educational Interviewing (1-10)

A learner-focused course designed to orient students to the Adult Basic Education/GED 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.)

ABE 020 Adult Basic Education Level 2 (1-16)

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

ABE 030 Adult Basic Education Level 3 (1-16)

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

ABE 040 Adult Basic Education Level 4 (1-16)

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

ABE 050 GED Level 1 (1-16)

Basic GED Preparation. Non-transfer credit course that prepares adult and family literacy students with a goal of earning the General Education Development (GED) equivalency certificate to pass any two of the five subject-area tests and, at intake, score 236-245 on a CASAS appraisal test (grade equivalents 9.0-11.9).

ABE 060 GED Level 2 (1-16)

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

7

Courses & Programs

intake, score 246 and above on a CASAS appraisal test (grade equivalents 12.0+).

ABE 070 GED in Spanish (1-16)

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.

Allied Health Education (AHE)

Program Description

The Allied Health Education (AHE) designation is an “umbrella” heading for all courses required for certificates offered in Medical Assistant, Medical Front Office, Medical Billing and Coding Specialist, Phlebotomy, and Pharmacy Technician. A two-year Medical Assistant Associate in Technical Arts Degree (ATA) is also available.

Students may attend courses on a full-time or part-time basis for any degree or certificate within AHE. Pharmacy Technician students who plan to graduate in one year must enter Fall quarter and follow the recommended schedule.

The Medical Assistant certificate 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; the phone number is (727) 210-2350.

Medical Assistant certificate or degree graduates are eligible to sit for the American Association of Medical Assistants (AAMA) National Certification Examination to become nationally Certified Medical Assistants (CMAs). 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 of the HCL.

Medical Billing and Coding certificate program graduates are eligible to sit for the Certified Patient Care Associate (CPCA) Exam. The CPCA is one of the National Health Career Association's (NHA) National Certification Examinations for healthcare school graduates and medical professionals only. The address of the Certifying Organization is National Health Career Association, 134 Evergreen Place, 9th Fl., East Orange, NJ 07018.

Phlebotomist certificate graduates meet the requirements for category A of the HCL of the state of Washington.

The Pharmacy Technician certificate program is endorsed by the Washington State Department of Health-Board of Pharmacy. This program meets or exceeds the goals and objectives of the American Society of Health Systems Pharmacists and the approved Washington State Pharmacy Technicians Training competencies.

Entry Into the Program

Please apply to the Admissions Office and attend an information session (see Allied Health website for dates). Admission and registration guidelines are listed in the catalog and on the college website. Pharmacy Technician, Front Office, Billing & Coding and Patient Registration cohorts must enter fall quarter only and follow the suggested schedule of courses to complete course work in one year. Registration for Medical Assistant cohort entries takes place in the fall and spring quarters. Phlebotomy registration takes place in the fall and winter quarters. Some key courses are offered only during specific quarters of the year. Students should refer to the Allied Health Department Chair to help prepare their course schedules.

It is strongly recommended that students be able to read, write and compute at college level and have basic keyboarding skills. Students lacking this preparation should consult an advisor for appropriate coursework to raise their skill level. Students are encouraged to review schedules and course descriptions to check for prerequisites when planning their course of study.

All students entering Allied Health programs will be required to pass both an Illegal Substance-Illegal Drug Screen and Criminal Background check. This is based on medical industry standards and Washington State laws protecting vulnerable populations (RCW 43.43.880 and 43.43.842). This practice is common among colleges and universities in Washington State and is required by clinical agencies where students complete their clinical practicums. This screening occurs at the start of all Allied Health programs (AHE 130 for Pharmacy students and AHE 100 for all others). Students who are unable to pass the above-mentioned screens will be removed from the program. See program website for additional information.

Work-Based Learning

When eligible to do so, students will integrate classroom learning with a work-based learning experience. Medical Assistant and Pharmacy Technician students are placed into clinical practicums during their last quarter of study.



In order to be placed into the required practicum, student candidates must have completed all specified courses (varies with degree/certificate) with a minimum of ‘C’ grade and must meet the following general requirements:

- Negative TB test or chest X-ray
- Tetanus/diphtheria vaccination within last 10 years
- MMR (measles/mumps/rubella) vaccination or positive titer (If born before 1957, this requirement does not apply, according to CDC recommendations and guidelines)
- Hepatitis B vaccination series
- Current Healthcare Provider CPR/First Aid certificate
- Certificate of Attendance at a 7-hour AIDS Prevention Seminar
- Medical Assistant students must present evidence of having current private medical insurance and must purchase professional liability insurance from the college before they will be placed into a practicum experience
- Any other requirements of a specific certificate.

Description of Duties Related to Disciplines

Please note that specific duties of the Medical Assistant, Medical Billing and Coding Specialist, Medical Front Office Assistant, Pharmacy Technician, Phlebotomist, and Patient Registration Specialist may vary between medical settings depending on the facility's specialty, size and location.

- Medical Assistant Certificate and ATA Degree prepare graduates to become multi-skilled professionals who perform routine clinical tasks, clerical tasks, and basic lab tests in the offices of healthcare providers.
- Medical Billing and Coding Specialist Certificates train students in billing, coding, and insurance in both ambulatory and hospital inpatient settings.
- Medical Front Office Certificate (Medical Secretary) trains students to perform secretarial duties utilizing spe-

cific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Duties include scheduling appointments, billing patients, and compiling and recording medical charts, reports, and correspondence.

- Patient Registration Specialist Micro-Certificate trains students in clerical and reception skills that are needed in medical settings.
- Pharmacy Technician Certificate prepares graduates to assist pharmacists in the preparation and distribution of medications.
- Phlebotomy Certificate prepares graduates to collect body fluids and other specimens. Students are instructed in the use of CLIA waived test and perform select blood, urine, and microbiology procedures.

Employment Outlook

According to the Bureau of Labor Statistics, demand continues to be high for specialists in the healthcare field.

Dismissal and Re-entry Procedures

Once in an Allied Health Education 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. See the Allied Health Student Handbook for more information.

Students must perform in a safe and competent manner in the clinical facilities and comply with the rules and regulation 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 practicum course.

Prior students not currently enrolled in the program who wish to re-enter must petition for readmission if they have withdrawn 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 the program. Selected lab skill courses may need to be repeated before a student will be placed in a clinical practicum.

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 (FALL ENTRY)

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 107.....	6	AHE 106.....	6
AHE 101.....	3	AHE 112.....	5	AHE 108.....	6
~AHE 102.....	5	AHE 113.....	2	AHE 114.....	5
AHE 103.....	3	AHE 200.....	3		
AHE 104.....	4				
Total.....	17	Total	16	Total.....	17

SECOND YEAR

Summer..	Cr	Fall.....	Cr	Winter.....	Cr
CMST 125.....	3	AHE 105.....	5	AHE 116.....	6
*LC/Gen. Ed.5-10		AHE 109.....	4	AHE 117.....	1
†HMATH 100 ..	5	AHE 110.....	4	SOSC 113	1
SOSC 125.....	2	AHE 115.....	3		
†ENGL 170.....	3	OFTEC 122.....	3		
Total.....	18+	Total	19	Total.....	8

PHARMACY TECHNICIAN CERTIFICATE

Prerequisites to entering this program are AHE 102 (or AHE 160 and 161), AHE 106 (or BIOL& 241 or BIOL& 242), and †HMATH 100 or †WMATH 100. Courses must be taken in sequence. Consult with department chair or SVC counselor.

FIRST YEAR

Fall	Cr	Winter	Cr	Spring.....	Cr
AHE 130.....	4	AHE 132.....	5	AHE 134.....	2
AHE 131.....	3	AHE 133.....	4	AHE 135.....	4
AHE 112.....	5	AHE 200.....	3	AHE 101.....	3
		OFTEC 122.....	3	†ENGL 170	3
		or OFTEC 162.....			
Total.....	17	Total	17	Total	18

SECOND YEAR

Summer.....	Cr
AHE 136.....	3
AHE 137.....	3
AHE 138.....	1
SOSC 113	1
SOSC 125	2
Total	10

* 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 85 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.

~AHE 160 and 161 may be substituted for AHE 102.

Program Certificates and Cohort Entry

Students can start at any time in Allied Health course work. Program Certificates are sequenced to matriculate as a cohort. For entry and completion in a timely manner and availability of courses, it is recommended that you enter during designated time as noted for a specific program.

A certificate is awarded to those students who complete the following:

MEDICAL ASSISTANT CERTIFICATE (FALL AND SPRING ENTRY)

Completion of typing Terminal Performance Objectives (TPO) and meet immunization requirements. Satisfactory completion of AHE 100, 101, 102 (or AHE 160 and 161), 103, 104, 105, 106, 107, 108, 109, 110, 112, 113, 114; 115, 116, 117, 200, ENGL 170, HMATH 100, OFTEC 122, SOSC 113.

MEDICAL BILLING AND CODING SPECIALIST CERTIFICATE (FALL ENTRY ONLY)

Completion of typing Terminal Performance Objectives (TPO). Satisfactory completion of AHE 100, 101, 102 (or AHE 160 and 161), 103, 104, 105, 106, 109, 110, 112, 122, 123, 200, CMST 125, ENGL 170, HMATH 100, OFTEC 122, and SOSC 113.

MEDICAL SECRETARY CERTIFICATE (FALL ENTRY ONLY)

Completion of typing Terminal Performance Objectives (TPO). Satisfactory completion of AHE 100, 101, 102 (or AHE 160 and 161), 103, 104, 105, 106, 110, 111, 200, CMST 125, ENGL 170, OFTEC 103 or 105, 115, 116, 122, and SOSC 113.

PHARMACY TECHNICIAN CERTIFICATE (FALL ENTRY ONLY)

Students wishing to enter the Pharmacy Technician program will need to complete the following prerequisite courses and be placed on a waiting list. Students will need to complete all prerequisites listed below with a "C" grade or better. Students will be entered into the program each Fall on a first come, first serve basis based on the date of their completed application. See website for application and further details: www.skagit.edu/directory.asp_Q_pagelumber_E_288. Prerequisites to the Pharmacy Technician program follow:

- AHE 102 or AHE 160 and 161
- AHE 106 or BIOL& 241 or BIOL& 242
- HMATH 100 or NMATH 100

Completion of immunization requirements. Satisfactory completion of AHE 101, 102 (or AHE 160 and 161), 106 (or BIOL& 241 or BIOL& 242), 112, 130, 131, 132, 133, 134, 135, 136, 137, 138; 200, ENGL 170, HMATH or NMATH 100, OFTEC 162, SOSC 113 and 125.

PHLEBOTOMY CERTIFICATE (FALL AND WINTER ENTRY)

Completion of immunization requirements. Satisfactory completion of AHE 100, 101, 102 (or AHE 160 and 161), 103, 113, 114, 120, 121, 200, OFTEC 122 and SOSC 113.

Individual Technical Certificate

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

Micro-Certificate

This certificate focuses 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 SPECIALIST (FALL AND WINTER ENTRY)

Satisfactory completion of AHE 100, 101, 102 (or AHE 160 and 161), 111, OFTEC 103 or OFTEC 105 and/or 122, SOSC 113.

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: D (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 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 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.

AHE 105 Medical Documents and Reception (5)

Ordering and maintenance of office equipment and supplies; organizing 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.

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 AHE 160 and 161 or equivalent with minimum C grade or department chair permission.

AHE 107 Clinical Non-Sterile Procedures (6)

Definition and theory of medical asepsis; information on non-sterile procedures/tests, i.e. temperature, pulse, respiration, blood pressure, electrocardiograms, audiograms, visual acuity, colorblindness, spirometry, height and weight, physical examinations, charting and documentation. Awareness of universal precautions to protect the patient and the healthcare professional. Discussion of cultural beliefs and expectations concerning health care interactions. Includes lab practice of selected non-sterile procedures.

AHE 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.

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 110 Medical Coding/ 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: Concurrent enrollment in AHE 102 or AHE 160 or department chair permission.

AHE 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.

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. Prerequisite: Must provide documentation of first two injections of Hepatitis B vaccination series prior to registering for class.

AHE 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. Prerequisite: Must provide documentation of first two injections of Hepatitis B vaccination series prior to registering for class.

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: HMath100 with minimum C grade. Must provide documentation of first two injections of Hepatitis B vaccination series prior to registering for class.

AHE 116 Medical Assistant Clinical Practicum (6)

Supervised practicum in an approved medical facility for medical assistant students. Application of knowledge learned in previous courses; experience to increase understanding and appreciation of other cultures. Interact with other health care professionals and patients to enhance the development of a professional demeanor. Prerequisite: Complete each course in the AHE certificate with a minimum C grade; have current American Heart Association Healthcare Provider CPR or Red Cross Professional Rescuer CPR; have current First Aid card; 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 AHE 117 required.

AHE 117 Medical Assistant Clinical Practicum Seminar (1)

Discussion and critical analysis of student experiences in their various practicum placements. Topics include legal concepts, professionalism, and aspects of culture and application of front office and clinical skills. Includes a community service project and sitting for the CMA (AAMA) exam. Prerequisite: Concurrent enrollment in AHE 116.

AHE 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.

AHE 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. Must provide documentation of completed injections of Hepatitis B vaccination series prior to registering for class.

AHE 121 Phlebotomy Practicum & Seminar (6)

Clinical practicum for students pursuing a phlebotomy assistant certificate. Application of knowledge and skills in a medical facility. Includes interaction with healthcare professionals and patients, discussions and critical analysis of experiences in clinical practicums, legal concepts, professionalism, and an understanding and appreciation of other cultures. Prerequisite: Must be 18 years old and have a high school diploma or GED to meet Washington State requirements. AHE 113, 120 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.

AHE 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: AHE 110, AHE 102 or AHE 160 with minimum C grade and concurrent enrollment in 161 or department chair permission.

AHE 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: AHE 110, 122, 102 or AHE 160/161 with

minimum C grade or department chair permission.

AHE 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 AHE 131; completion of AHE 102, 106 and HMATH 100 with a minimum C grade.

AHE 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 AHE 130, completion of AHE 102, 106 and HMATH 100 with a minimum C grade or department chair permission.

AHE 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: AHE 130 and 131; AHE 102 and 112 with a minimum C grade; concurrent enrollment in AHE 133 and completion of or concurrent enrollment in ENGL 170

AHE 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: AHE 130 and 131; AHE 102 and 112 with a minimum C grade; concurrent enrollment in AHE 132

AHE 134 Over-the-Counter (OTC) Drugs (2)

Covers medications available to patients without prescription, including herbal medi-

cations and supplements, cold/flu preparations, gastrointestinal preparations, topical products, etc. and conversion of legend drugs to OTC status. Prerequisite: AHE 130, 131, 132, 133 with a minimum C grade; AHE 102, 112, and 118; ENGL 170 with a minimum C grade; concurrent enrollment in AHE 135 or concurrent enrollment in or completion of AHE 101, 106, and 200 with a minimum C grade.

AHE 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: AHE 102, 112, 130, 131, 132, 133, and ENGL 170 and HMATH 100 with a minimum C grade; concurrent enrollment in AHE 134 and completion of AHE 101, 106, and 200 with a minimum C grade.

AHE 136 Community Clinical Experience/Pharmacy Tech (3)

Practical experience in the role of a pharmacy technician in a community setting to integrate knowledge and enhance skills. Prerequisite: AHE 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.

AHE 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: AHE 130, 131, 132, 133, 134, and 135 with a minimum C grade; department chair approval; concurrent enrollment in AHE 137, 138, current enrollment in or completion of SOSC 113 and 125 with a minimum C grade.

AHE 138 Pharmacy Technician Clinical Experience Seminar (1)

Discussion and critical analysis of student experiences in their various clinical experience placements. Topics include legal concepts, professionalism, and aspects of culture and application of various pharmacy skills. Prerequisite: completion of AHE 101, 102, 106, 112, 118, 131, 132, 133, 134, 135, and 200; ENGL 170 with a minimum C grade; OFTEC 162 with a passing grade; concurrent enrollment in AHE 136 or 137 and 138; department chair permission; concurrent en-

rollment in or completion of SOSC 113 and 125 with a minimum C grade.

AHE 140 AIDS Prevention Seminar (1)

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

AHE 141 Healthcare Provider CPR and First Aid Renewal (1)

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

AHE 143 Health Care Provider CPR Certification (1)

Fulfills the CPR requirement for those in the medical field such as Medical Assistants, RNs, LPNs, Dialysis Technicians, EMTs, Paramedics and other medical personnel. Utilizes the American Heart Association Curriculum and includes instruction and certification in adult, child and infant CPR. Demonstrates proper use of the External Cardiac Defibrillator.

AHE 160 Medical Dialogue I (3)

Word building, pronunciation, and correct spelling of medical terms is emphasized. Discussion of how cultures affect medical terms. (AHE 160 is equivalent to the first half of AHE 102)

AHE 161 Medical Dialogue II (3)

Continuation of AHE 160 and the study of medical terminology word-building, pronunciation, and spelling. Includes discussions on how cultures may affect medical terms. (AHE 161 is equivalent to the last half of AHE 102). Prerequisite: completion of AHE 160 with a minimum C grade or department chair permission.

AHE 199 Cooperative Education Experience (1-5)

Supervised work experience in the field of medical documents, reception, electronic medical records, billing and coding. Includes a weekly seminar. Prerequisite: Instructor permission required.

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)

Program Description

Anthropology studies all aspects of humanity, investigating how seemingly different individuals, cultures, and societies are related to one another and to all of humankind as a whole. Anthropology itself is so broad a topic it is broken down into many sub-disciplines. Skagit offers courses in several of these sub-disciplines, including cultural anthropology, physical anthropology, archaeology, and linguistic anthropology.

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: D (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: D (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 (1-21)

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 Sound & Communication: Electrical Apprentice (1-15)

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 Residential Wireman: Electrical Apprentice (1-15)

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 104 Drawing for Non-Majors (1-4)

Beginning studio course intended for non-majors in which beginning students develop observational skills to create expressive drawings using line, shape, value, space and texture. Prerequisite: None (Not for pending AVA majors)

ART 107 Life Drawing (4)

A studio course in which students are introduced to observing and drawing the human form. Using discussion and analysis students will be directed in both traditional and non-traditional use of the figure in drawing.

ART 111 Two Dimensional Color and Design (5)

An introduction to the fundamental principles and elements of two dimensional design. This course will emphasize visual communication through 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: D (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: D (5)

An introduction and exploration of the relationship between historic world events and the visual arts from the ancient period to 1300 CE.

ART 143 Survey of Art History: 1300-1850: D (5)

An introduction and exploration of the relationship between historic world events and the visual arts from the 1300 - 1850 CE.

ART 144 Modern Art History: D (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 180 Art of Photography (1-4)

An introduction to the theory, practices and history of film-based and digital still photography. Projects emphasize creative visual development, exploring aesthetics and composition in historical context. Students supply materials and camera with adjustable focus, shutter and aperture. Fully manual film cameras are available in the lab. Lab fee.

ART 181 Photography I (4)

A studio course introducing theory, practice, and history of photography as a medium of visual communication and creative expression. Field and (wet) laboratory work on guided self-directed projects, black and white processing/printing. Students supply materials and manual film camera with adjustable focus, shutter and aperture. Fully manual cameras are available in the lab. Lab fee \$30.

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 materials and manual film camera with adjustable focus, shutter and aperture. Fully manual film cameras are available in the lab. May be retaken

for up to 8 credits. Lab fee \$30. Prerequisite: ART 180, 181

ART 184 Digital Imaging (4)

An introduction to digital still imaging and contemporary visual concepts. Practices include image capture, manipulation, color theory, printing and web output. Traditional 35mm film and print optimization is also introduced. Students will supply materials and camera with adjustable focus, aperture and shutter speed. Fully manual film cameras are available in the lab. Lab fee \$30. Prerequisite: ART 180

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 204 Painting for Non-Majors (1-4)

Beginning studio course intended for non-majors 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 (Not for pending AVA majors)

ART 231 Digital Art I (4)

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

ART 232 Digital Art II (4)

An intermediate or advanced computer art course. Emphasis will be placed on using the

computer to further explore studio and digital media. Experience with Macintosh is highly recommended. May be repeated for a total of 8 credits. Prerequisite: Art 231

ART 241 Ceramics I (1-4)

An introductory studio course which focuses on fundamental hand building and glazing techniques. Emphasis will be placed on discussion and analysis.

ART 242 Ceramics II (1-4)

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

ART 261 Printmaking I (1-4)

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

ART 262 Printmaking II (1-4)

An intermediate or advanced studio course focusing on continued development with printmaking processes and techniques. Course content will focus on research and independent projects. Prerequisite: Art 261 or permission of the instructor.

ART 263 Sculpture I (1-4)

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

ART 264 Sculpture II (1-4)

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

ART 299 Learning Into Action (1-15)

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

Astronomy (ASTR)

See Science

Automotive Technology (AT)

Program Description

The Automotive Technology (AT) program is nationally recognized by the Automotive Industry Planning Council (AIPC). The program was the winner of its 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. First year students start Fall quarter by enrolling in AT 101 and 111 or AT 202 and 203. 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 114	9
AT 101	9	AT 113	9	AT 120	6
AT 111.....	6	WT 133.....	2	~AT 104 or 105	2
CSS 100.....	2			†ENGL 170	3
				†WMATH 100.....	5
Total.....	20	Total	17	Total.....	25

SECOND YEAR

Fall	Cr	Winter	Cr	Spring.....	Cr
AT 202.....	6	AT 213	6	‡AT 199.....	1-15
AT 203.....	9	AT 214	9	AT 215.....	6
**LC/GE.....	5-10	CMST 125.....	3	AT 220.....	7
		SOSC 113	1	PE 200	2
				SOSC 125	2
Total.....	20+	Total	19	Total.....	18+

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

† Students who do not receive an appropriate test score will require additional coursework to develop necessary skills for entry into class. May need to take MATH 96 prior to WMATH 100.

‡ 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, 215, 199, WMATH 100

AUTOMOTIVE PARTS SPECIALIST

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

AUTOMOTIVE SERVICE ADVISOR

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

GENERAL AUTOMOTIVE

AT 100, 101, 104 or 105, 111, 112, 113, 114, 120, 199, 202, 203, 213, 214, 215, 220, CSS 100, WMATH 100, ENGL 99 or 170, PE 200.

TRANSMISSION SPECIALIST

AT 100, AT 101, 114, 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

Course Descriptions

AT 100 Automotive Fundamentals (3)

Introduction to automotive vehicle 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 107, and CSS 100 or concurrent enrollment.

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 communi-

cations 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: AT 100 and OFTEC 103 or concurrent enrollment.

AT 107 Light Maintenance I (8)

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 111 Engine Diagnosis and Repair (6)

Introduction to automotive engines, discussion of internal components, diagnosis of engine related problems and repair procedures. Engine rebuilding techniques and performance modifications will be discussed. Shop safety, use, and care of tools and equipment included. Prerequisite: AT 100 or 107, and CSS 100 or concurrent enrollment.

AT 112 Suspension, Steering and Alignment (6)

Operation, diagnosis and repair of suspension and steering systems including wheel balance and alignment. Scope of course will cover a variety of front and rear suspension types. Prerequisite: AT 100. MATH 96 or concurrent enrollment.

AT 113 Brake System (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. Prerequisite: AT 100. MATH 96 or concurrent enrollment.

AT 114 Automatic and Manual Transmissions (9)

Automatic transmission/transaxle diagnosis and service. Principles of planetary gear power flow, valve body, torque converter, and computer control. Operation, diagnosis, service and repair of manual transmission, transaxle, and clutch systems. Students perform a number of tasks and diagnostic tests on a variety of vehicle makes. Prerequisite: AT 100. WMATH 100 or concurrent enrollment.

AT 120 Professional Service Techniques Lab I (6)

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. WMATH 100 or concurrent enrollment.

AT 158 Automotive Analyzers & Test Equipment (3)

Lecture/demonstration and laboratory course to improve students' ability to diagnose automotive performance problems.

AT 165 Air Conditioning (3)

Operation, diagnosis, service and repair of automotive air conditioning systems. Operation of specialty equipment and diagnosis of related electrical circuits included.

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. Prerequisite: Must complete 3 quarters of automotive core. Instructor permission required.

AT 202 Chassis Electrical II (6)

Operation of automotive electrical systems such as lighting, power window, power seat, defogger, and other electrical accessories. Use of wiring diagrams, component location, and troubleshooting techniques. Prerequisite: completed or be concurrently enrolled in CSS 100 and AT 100 or 107.

AT 203 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: completed or be concurrently enrolled in CSS 100, AT 100 or 107, and AT 101 or 202.

AT 213 Automotive Heating and Air Conditioning (6)

Operation, diagnosis and repair of automotive air conditioning and heating systems including climate control systems and related electrical circuits. Proper service and maintenance of heating, cooling and refrigeration systems. Use of specialty equipment includ-

ed. Prerequisite: AT 100 or 107. AT 101 or 202 and MATH 96 or concurrent enrollment.

AT 214 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 100 or 107. AT 101 or 202 and 203. MATH 96 or concurrent enrollment..

AT 215 Alternative Fuels and Power Technologies (6)

Operation, diagnosis and service of hybrid vehicles, including technician and responder safety. Discussion of ethanol, propane, Compressed Natural Gas (CNG), fuel cells and other alternative fuels. Covers operation, diagnosis and repair of diesel engines in the automotive market. Prerequisite: AT 100 or 107, AT 202, 203, 213, and 214. WMATH 100 or concurrent enrollment.

AT 220 Professional Service Techniques Lab II (7)

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 or 107 plus one or more AT 100-200 level course. WMATH 100 or concurrent enrollment.

Biology (BIOL)

See Science

Business Administration and Business Management (BUS & BMT)

Program Description

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 a counselor 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). Associate in Business degree requirements are listed in Chapter Six and online.

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. Associate of Arts General Studies degree requirements are listed in Chapter Six and online.
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 counselor or Business Management department advisor. Associate of Technical Arts degree requirements are listed in Chapter Six and online.
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.

Business Administration (BUS)

Program Description

The Business Administration department 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 (COMPASS 84) and at or above college-level math (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 Prin 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 4 year business programs.

ACCT& 202 Prin 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 4 year business programs.

ACCT& 203 Prin 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

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& 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 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 US 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 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 4 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. The Business Management (BMT) program includes instruction in business and management, selling and marketing, supervision and leadership, accounting and computer applications. 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. Throughout the BMT program, students are given projects to complete that provide practical experience in the management functions of planning, leading, organizing and controlling. In this environment, a student can gain confidence, a sense of professionalism, and develop the tools to become a team player and leader. Students may also choose to take classes for career advancement goals or to enhance current skills. The Business Management program is available in both a classroom setting and online, via the Skagit Valley College E-learning system.

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) 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.

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 120	5	BMT 121	5	BMT 111	5
~BMT 140	5	BMT 141	5	BMT 213	5
BMT 180	5	BUS& 101	5	†ENGL 170	3
CSS 100 or 1042					
Total	17	Total	15	Total	13

SECOND YEAR

Fall	Cr	Winter	Cr	Spring.....	Cr
BMT 260	5	BMT 246	5	‡BMT 199 ...	4-15
BUS 240	5	CMST 125	3	BMT 265	5
OFTEC 145	5	*LC/GE	5-10	BMT 280	5
		PE 200	2	SOSC 113	1
Total	15	Total	15+	Total	15+

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

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

‡ BMT 199 (4 total credits are required for graduation). BMT 199 may be taken at any time after the first quarter, including summer quarter.

~ BMT 140 takes the place of SOSC 125.

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 The Evergreen State College, City University and Western Washington University-Fairhaven College. 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.

Students who want to transfer to a four-year university with a Business Administration program should substitute the following classes: ACCT& 201, 203, CMST& 220, ENGL& 101, MATH& 146, and PE 100 plus 2 activity credits.

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 120, 121, 140, 246, 265, 280, BUS& 101, BUS 240, CMST 125, ENGL 170, BMT 111 or WMATH 100, OFTEC 145.

GENERAL BUSINESS MANAGEMENT CERTIFICATE

This certificate is awarded to students who complete one year of the program and choose not to pursue an ATA degree, (see Department Chair): BMT 120, 121, 140, 141, 180, BUS& 101, CMST 125, ENGL 170, BMT 111 or WMATH 100, OFTEC 145, 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, 180, 213, 260, BUS 205, BUS 240, CMST 125, ENGL 170, BMT 111 or WMATH 100, OFTEC 145.

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 141, 180, and BUS& 101.

RETAIL MANAGEMENT BASICS

BMT 141, 213, and 260.

SUPERVISORY BASICS

BMT 140, 180, and 260.

Course Descriptions**BMT 111 Business Math (5)**

Applied mathematics in daily business experiences. Basic mathematics (whole numbers, decimals, fractions, percents, ratios, equations and formulas) applied to business cases. Additional mathematical applications as they relate to banking, (including introductory international/cultural issues) payroll, purchasing, selling, interest, inflation, annuities, stocks, bonds, loans, taxes, insurance, depreciation, financial statements, ratios, metric system, business statistics, financial calculators. Practical mathematical problem solving techniques explored through Presentations, discussion, and lab work. This course is non-transferable and for professional/technical students only.

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, introduction to problem-solving spreadsheet models in Microsoft Excel and introduction to databases with Microsoft Access.

BMT 121 Advanced Computer Applications (5)

Strategic use of software applications in business. Current software topics will be covered. May include web page design, advanced office applications including advance spreadsheet modeling, social media, web 2.0, and other current topics. 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 180 Leadership Development (5)

Identify individual strengths and weakness to build strong business leaders. Leading through times of change, innovation and other challenges. Focuses on communication, relationships, teamwork, collaboration, accountability, motivation, influence, problem solving, goal setting and decision making.

BMT 199 Cooperative Education (1-15)

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

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 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.

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 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 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.

Business Resource Center (BRC)

The Business Resource Center is located at Third and Montgomery in downtown Mount Vernon. Materials to help business owners/managers are available for review and check-out. A Customized Training program at the BRC serves the business sector, bringing the expertise of SVC faculty, curriculum, and research to employees at their work site. The College partners with other organizations that offer resources for beginning and current business owners, including the Economic Development Association of Skagit County (EDASC) and the Skagit Council of Governments (SCOG).

Chemistry (CHEM)

See Science

College and Career Success Skills (CSS)

College and Career 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 compre-

hension, memory enhancement, test taking techniques, and locating resources.

CSS 101 College Success Skills II (1-2)

Review and expansion of skills learned in College Success Skills I. Study of critical thinking and its application to reading, writing, verbal expression, and the media.

CSS 102 College Success Skills III: Future Tense (1-2)

An overview of information and skills helpful in successfully completing a Bachelor's degree; college selection, applications, selecting a major, financing college tuition, understanding degree requirements and coping with change.

CSS 103 Fast Track/An Orientation to College Success (1-2)

An orientation to college life and specific resources to succeed in attaining educational goals. Topics include: study skills, learning styles, interests and occupational choices, stress management and planning a degree timeline.

CSS 104 College Success Skills for Online Learning (1-3)

Introduction to the basic skills necessary to successfully complete an online/e-learning class. Intended for students new to online/e-learning classes.

CSS 106 Fast Track for Success (1-2)

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

CSS 107 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.

CSS 120 Computer Tutorial Seminar (1-2)

Introduction to the basic computer skills necessary for college success. Topics include: Microsoft Windows operating system, email, searching the Internet, the online learning platform Blackboard, and MS Word.

Communication Studies (CMST)

Program Description

Communication Studies supports students in developing effective academic, personal, and professional communication. 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, contact a counselor or the MV or WIC Communications departments.

Course Descriptions

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& 210 Interpersonal Communication: D (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& 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: D (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 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

communication studies, speech intensive, or other academic courses or professional speech activities.

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: D (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.

CMST 125 Professional Communication: D (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 parale-

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

CMST 205 Intercultural Communication: D (5)

A comparative study of cultural perspectives, communication styles, relationships, and customs. May include analysis of and participation in cross-cultural interactions.

CMST 211 Interpersonal Communication II (1-3)

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

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.

Composites Technology

Also See Manufacturing and Marine Maintenance Technology

Program Description

Composite manufacturing has evolved into a diverse industry and can be found in the marine, aerospace, automotive, sports equipment, construction, alternative energy, medical devices, and many other industries, creating an expanding wealth of opportunity for talented practitioners. The Composites program at Skagit Valley College is designed to provide a comprehensive education for the next generation of composite technicians. This certificate program provides students with skills and knowledge in plant safety, manufacturing processes, composite materials, gelcoat/controlled spraying/fluid handling applications, vacuum infusion process, part and tooling design techniques and composites strength of materials. Students learn chemical safety, design, modern vacuum-infusion techniques, and construction of molds

to construct a variety of parts. Students will work toward an industry recognized certification from the American Composites Manufacturers Association (ACMA). Students who choose to specialize in Marine Composites can earn the American Boat Yacht Counsel (ABYC) industry certification.

The technician's role in the composite industry now requires workers to be trained in closed molding processes and be certified by the American Composites Manufacturing Association. The green composite industry supports the use of closed molding techniques such as vacuum infusion, closed cavity and light resin transfer method. These new processes require a skill level greater than the present laminator of traditional open molding processes to be successful in today's composites industry. The closed mold industry has also advanced their usage of materials such as fabrics, resins, mold releases, tooling methods, and production techniques.

COMPOSITES TECHNICIAN CERTIFICATE

Includes required certificate 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
CMPST 121.....	5	MANF 120.....	3	CMPST 220.....	5
MANF 125.....	3	MANF 122.....	2
or MT 105.....	CMPST 123.....	5
†WMATH 100...5	CMPST 126.....	5
or †MT 102

Total.....13 Total15 Total.....5

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

Micro-Certificate

COMPOSITE FUNDAMENTALS: 18 CREDITS

This micro-certificate provides students with an overview of composites and their application across a spectrum of industries. Instruction covers materials commonly used in composite manufacturing processes such as hand lay-up, filament winding, compression molding, resin-transfer molding, and pultrusion. Introduction to fiberglass reinforced plastics with emphasis on chemical safety applicable to poly and vinyl-ester resins, solvents, and epoxies. Students will receive hands-on training in use of molds, gel coats, release agents, resins, cosmetic color matching, and reinforcing materials in hand layup and structural repair. Industry-appropriate shop safety standards and correct use of Personal Protection Equipment is also covered.

Required Courses

MANF 120, 122, and 125;
CMPST 121 and 123.

Course Descriptions

MANF 120 Industrial Safety & CPR (3)

Instruction on safety topics and practices specifically related to industrial work environments. Topics include personal protective equipment, safety working with heavy industrial equipment, energy lock-out/tag-out procedures, material handling, electrical safety, machine guarding, working with hazardous materials, fire prevention, hazard identification and control, and safety inspection practices. Instruction in CPR included.

CMPST 121 Composites Construction and Repair (5)

Introduction to fiberglass reinforced plastics with emphasis on chemical safety applicable to poly and vinyl ester resins, solvents, and epoxies. Hands-on training in use of molds, gel coats, release agents, resins, cosmetic color matching and reinforcing materials in hand layup and structural repair.

MANF 122 Material Science in Manufacturing (2)

Material Science is a study of the nature, structure, characteristics, and properties of natural and synthetic materials used in contemporary industry. Introduction to the industrial materials most often found in manufacturing operations and facilities ranging from traditional metals, ceramics, and polymers, to advanced engineering materials and composites. Emphasis will be placed on understanding how the structure and properties for industrial uses influence the selection of primary materials and their conversion into useful products.

CMPST 123 Composite Vacuum Infusion Process (5)

Introduction to vacuum infused plastics. Training in infusion reinforcements, core identification, infusion equipment usage, manifolding systems both flow and feed, flow media, bag building, peel ply installation, resin building and infusion techniques. Prerequisite: CMPST 121 or instructor approval.

MANF 125 Precision Measurement and Tools (3)

Introduction to the science of metrology (precision measurement and tolerances), and the basic hand and machine tools commonly used in a manufacturing workplace. Covers the fundamental skills required to perform basic and precision dimensional measurements and an introduction to the concepts of Statistical Process Control (SPC). Gain proficiency in

using rules, scales, tape measures, protractor, calipers, lasers, micrometers, dial gage, height gage and coordinate measuring machine. Identification and proper use of a variety of basic hand and machine tools, such as box/open end wrenches, screw drivers, sockets, ratchets, and extensions, plus cutting tool geometry will be covered. Practice using basic power tools such as band saw, drill press and disk sander. Overview of fastenings and methods of fastenings (screws, machine screws, nuts, bolts, etc.), basic wire stripping, terminal crimping and soldering will be included.

CMPST 126 Composite Closed Cavity/Light RTM Process (5)

Advanced part building employing reusable B side molds in closed mold construction. Training in silicone bag building and their usage along with development of rigid B side molds and their usage in Light Resin Transfer Method. Prerequisite: CMPST 121 and 123 or instructor approval.

CMPST 220 Composite Tooling (5)

Theory and application of tooling for the composite industry using various forms of medium. In-depth study and hands-on work building both A and rigid B molds using both manual and computer aided development for plug construction. Prerequisite: CMPST 121 and 126 or instructor permission.

Computer Information Systems (CIS)

Program Description

Computer Information Systems (CIS) is a 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, Database/Programming, Network Technician, and the Micro Certificate in Computer Forensics. The CIS program is designed to expose students to a broad spectrum of disciplines within the field of information technology, i.e. operating systems, hardware support, network administration, application software, database design and programming. With successful completion of the program, students will have discovered the area which best fits their interest and aptitude, and be ready to pursue an entry-level position or further education.

Except for the Computer Forensic micro-certificate, the entire program is offered online in an eLearning format. The eLearning approach is recommended for self-motivated students with strong computer skills. The op-

portunity to transfer this technical degree to a four-year university to complete a Bachelors degree is currently available. Contact the CIS Department Chair at the Whidbey Island Campus for more information and alternative suggested schedules.

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. According to the Bureau of Labor Statistics, Occupational Outlook Handbook, 2010-11 Edition, the overall employment of computer network, systems, and database administrators is projected to increase by 30 percent from 2008 to 2018; much faster than the average for all occupations.

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. 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. It is recommended that students begin the program Fall quarter. Advanced standing may be requested for prior education or experience. Be aware that some courses/sequences are not offered every quarter.

It is strongly recommended that students entering the CIS program be able to read and write at the college level and have basic keyboarding skills, such as those included in Office Administration and Accounting Technologies (OFTEC) 103 and basic computer literacy, such as those included in Computer Science (CS) 101. Students should also be aware that ENGL 99 and MATH 97 are prerequisites for 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 av-

erage 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 104	5	CIS 105	5
CIS 146	3	†CIS 114.....	5	CIS 241.....	5
BUS& 101.....	5	CIS 118.....	5	CMST 125.....	3
†ENGL 170.....	3	CIS 147.....	3	or CMST& 210 ..	5
				SOSC 113	1
Total	16	Total	18	Total.....	14+

SECOND YEAR

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

* BUS& 101 or BUS 241 or 5 credits of General Education (culture, natural world or arts).

† 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, 204, 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, 235 and 236.

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. Prerequisite: 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 current operating system exam. Prerequisite: CIS103 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. Prerequisite: 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 97

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 concurrent enrollment in 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. Prerequisite: 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. Prerequisite: 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. Prerequisite: 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 233 Network Security (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 235 Computer Forensic Fundamentals (5)

Introduction to computer forensics methodology used to analyze risks, implement security and forensics policy that protect information assets from potential intrusion, damage, theft and information warfare countermeasures. Introduces students to criminal investigation of digital evidence. Prerequisite: Strongly recommended: basic understanding of computer operating systems and networks.

CIS 236 Computer Forensics Tools and Applications (5)

Continuation of CIS 235. 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: CIS235.

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 241 with a minimum C grade, 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. Analysis of 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, functions, basic console and textfile 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.

CS 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 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 courses focus on 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.

Parks Law Enforcement Academy Certificate

The Parks Law Enforcement Academy (CJ 241, 242, 243, 244, and 245) 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.

In-Service Training Credit

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

ply 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.

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. Many course substitutions are available.

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	†WMATH 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
Total	17	Total	18	Total.....	15+

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 160	2		
Total	19	Total	20	Total.....	19

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

FIRST YEAR

Fall	Cr	Winter	Cr	Spring.....	Cr
CJ 106	2	ENVC 130	5	CJ 170.....	3
CMST 125	3	FIRE 126	3	BIOL 180.....	3
†ENGL& 101....	5	GEOL& 208....	5	ENVC 133.....	5
ENVC 104	1	*PE 112	1	†WMATH 100....	5
HIST& 214....	5	SOC& 101.....	5	PE 200	2
Total	16	Total	19	Total.....	18

SECOND YEAR

Fall	Cr	Winter	Cr	Spring.....	Cr
CJ 125	2	CJ 241	6	CJ 244.....	6
CJ 265	5	CJ 242	6	CJ 245.....	6
*PE 113.....	2	CJ 243	6	or.....	
PSYC& 100....	5	or.....		CJ 199.....	1-15
		CJ 199	1-15	BUS 205.....	5
		CJ 225	5	BIOL 107.....	5
		^Elective(s)....	4	FIRE 113	2
Total	14	Total	10+	Total.....	13+

* 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 241, 242, 243, 244 and 245 (and related elective 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

INVESTIGATIVE TECHNIQUES

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

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& 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, delinquency and gangs, and neighborhoods in conflict. Overview of interactive models for use in developing healthy and respected police/community relationships and techniques for problem solving.

CJ 125 Public Safety Employer/Employee Relations (2)S

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 Criminal 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 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 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 199 Cooperative Education Experience (1-15)

Supervised work experience in the criminal justice field. Includes a weekly seminar. Instructor permission required. Prerequisite: 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, shoeprints, firearms, tool marks, crime scene reconstruction, and other disciplines. Prerequisite: AJ 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 Physical Security and Crime Prevention (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 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 (1-14)

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

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 241 Parks Law Enforcement Academy (PLEA) Module 1 (6)

Introduction and orientation to Academy. Covers decorum, uniform, esprit de corps, professional conduct and ethical behavior. Includes NIMS Incident Command Systems module self-study, and units covering harassment, bias policing, leadership, human relations, and baseline physical fitness assessment. Prerequisite: Extensive background and criminal history check/drug analysis and Dept Chair/Committee Approval.

CJ 242 Parks Law Enforcement Academy (PLEA) Module 2 (6)

Discusses the history, mission, philosophy, goals and objectives of National Park Service/ Washington State Parks law enforcement and protection. Incorporates policies, procedures and protocols, Director's Orders RM-9, Tactical Communications, interviewing and interrogation techniques, conflict management, managing abnormal behaviors, description and identification, victim/witness awareness, special needs groups, and use of force principles and guidelines. Prerequisite: Extensive background and criminal history check/drug analysis and Dept Chair/Committee Approval.

CJ 243 Parks Law Enforcement Academy (PLEA) Module 3 (6)

Introduction to legal principles, criminal and Constitutional laws, arrest/search/seizure/rules of evidence, and mechanics of arrest. Emphasizes civil and criminal liability, individual rights, and natural and cultural resources law and protection. Focuses on courtroom testimony and demeanor and case preparation. Prerequisite: Extensive background and criminal history check/drug analysis and Dept Chair/Committee Approval.

CJ 244 Parks Law Enforcement Academy (PLEA) Module 4 (6)

Introduction to skills-based defensive tactics, firearms, chemical agents, Taser and emergency vehicle operations course. Covers nomenclature, theories, associated case law, techniques, and practical skills application in the field. Prerequisite: Extensive background and criminal history check/drug analysis and Dept Chair/Committee Approval.

CJ 245 Parks Law Enforcement Academy (PLEA) Module 5 (6)

Study and application of patrol skills and procedures, investigative techniques, criminalistics, crime scene management, and death investigation. Also covers bombs and explosives ordnance, gangs, domestic violence response, juvenile handling and procedures, environmental crimes awareness, Amber alert development and response, physical security and crime prevention. Prerequisite: Extensive background and criminal history check/drug analysis and Dept Chair/Committee Approval.

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 Skagit Valley College Mount Vernon location offers the opportunity to experience firsthand 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.

First-year courses feature basic culinary skill development and application. “Hands-on” learning is offered in labs such as the newly modernized Skagit Café, and campus food service outlets, along with McIntyre Hall catering. These labs offer students unique, real life experiences while developing industry-level speed and competency. Second-year courses offer students a choice between pursuing an ATA degree with a Restaurant Management emphasis that includes courses with a supervision and management practicum, or an ATA degree with a Culinary emphasis (advanced cooking techniques) that includes courses with an advanced cooking practicum.

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!

Entry into the Program

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

Work-Based Learning

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

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

Associate in Technical Arts Degree

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

SUGGESTED SCHEDULES

ATA CULINARY ARTS AND HOSPITALITY MANAGEMENT (RESTAURANT 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
CAHM 123.....	3	CAHM 142.....	3	CAHM 143.....	2
CAHM 164.....	4	CAHM 174.....	4	CAHM 184	4
CAHM 165.....	10	CAHM 175.....	10	CAHM 185.....	10
.....			CAHM 198	1
Total	17	Total	17	Total.....	17

SECOND YEAR

Fall	Cr	Winter	Cr	Spring.....	Cr
CAHM 210.....	3	†CAHM 211.....	5	‡CAHM 199	5
CAHM 238	3	CAHM 239	3	CMST 125	3
CAHM 240.....	10	BMT 280 or		*NUTR& 101	5
†ENGL 170.....	3	OFTEC 122 or.....		SOSC 125	2
.....		OFTEC 162 ...	3-5	
.....		PE 200	2	
.....		SOSC 113	1	
Total	19	Total	14+	Total.....	15

ATA CULINARY ARTS AND HOSPITALITY MANAGEMENT (CULINARY 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
CAHM 123.....	3	CAHM 142.....	3	CAHM 143.....	2
CAHM 164.....	4	CAHM 174.....	4	CAHM 184	4
CAHM 165.....	10	CAHM 175.....	10	CAHM 185.....	10
.....			CAHM 198	1
Total	17	Total	17	Total.....	17

SECOND YEAR

Fall	Cr	Winter	Cr	Spring.....	Cr
CAHM 210.....	3	†CAHM 211.....	5	‡CAHM 199	5
CAHM 238	3	CAHM 239	3	CMST 125	3
CAHM 241.....	10	BMT 280 or		*NUTR& 101	5
†ENGL 170.....	3	OFTEC 122 or.....		SOSC 125	2
.....		OFTEC 162 ...	3-5	
.....		PE 200	2	
.....		SOSC 113	1	
Total	19	Total	14+	Total.....	15

* 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 higher is required for the one-year certificate. CAHM 211 fulfills the WMATH 100 requirement for Culinary Arts.

‡ 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 3 blocks, plus the following courses: CAHM 123, 142, 143, 199; MATH 96 or WMATH 100; PE 200 or 205; ENGL 99 or 170; SOSC 113 and 125.

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& 101, 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

The Culinary Arts program partners with the National Restaurant Association Education Foundation by providing the opportunity for students to complete coursework 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, Supervision, Cost Control, Safety and Sanitation.

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 CAHM 123 (Serv Safe). The choices follow:

BASIC BAKERY COMPETENCY

CAHM 123, 164, and 165.

BASIC FOOD PREPARATION COMPETENCY

CAHM 123, 174, and 175.

BASIC RESTAURANT COOKING COMPETENCY

CAHM 123, 184, and 185.

NATIONAL RESTAURANT ASSOCIATION MANAGEMENT

CAHM 123, 198, 210, and 211

Course Descriptions

CAHM 123 Safety & Sanitation (3)

Applied food service sanitation and safety for the food service professional. ServSafeCertificate 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.

CAHM 164 Baking Theory (4)

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

CAHM 165 Baking lab (10)

Introduction to bakeshop principles and operation, to include an orientation to the bakeshop equipment, safety, and sanitation. Course covers the basic techniques of making cookies, quick breads, pies, cream fillings, cakes, icings, yeast breads, classic pastries and specialty desserts.

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 175 Food Preparation Lab (10)

Introduction to kitchen preparation principles and foundations. Orientation to equipment use, safety and sanitation. 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. Basic techniques of preparing stocks and sauces; preparation of soups and the use of chef-ready bases and convenience products. Basic cold food preparations including salads, salad dressing and Garde Manger products. Preparation and maintenance of a salad bar and the prepara-

tion of hot and cold appetizers. Introduction to customer relations including basic customer service principles and practices.

CAHM 184 Restaurant Production Theory (4)

Identification of culinary ingredients and their uses in the food service industry including meats, game, poultry, seafood, fruits, vegetables, starches, forcemeats, garnishes and food presentations. Prerequisite: CAHM 174

CAHM 185 Restaurant Production Lab (10)

Introduction to food production operations including short order cooking, ala carte cooking and restaurant line-cooking. Overview of the roles, responsibilities and professionalism required in various food service areas. Learn techniques including the preparation of breakfast items, lunch items and plated restaurant items. Included are techniques in correctly, safely and efficiently operating various types of restaurant equipment including broiler, fryer, sauté stove, hot top and ovens. Emphasis on the production of industry quality cooking, national and international flavor principles, work with advanced saucing techniques, station sanitation and organization. Prerequisite: CAHM 175

CAHM 198 Sous Chef Candidate Practicum (1)

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

CAHM 199 Co-operative Education Experience (1-5)

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

CAHM 204 Sous 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 210 Human Resources Management & Supervision (3)

Managing human resources and understanding the dynamics of leadership in the hospitality and restaurant industry.

CAHM 211 Controlling Foodservice Costs (5)

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

tions. Emphasizes on applied math for the culinarian. This course meets the requirement for WMATH 100 for culinary students. Prerequisite: MATH 96.

CAHM 225 Purchasing and Inventory (2)

Purchasing and inventory controls of food and beverage products for various food service operations.

CAHM 238 Sous 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 Sous Chef-Advanced Baking (3)

Theory and practice of classical and modern pastry arts, culminating in the presentation of a Salon Piece that demonstrates an understanding of techniques. Covers the use of chocolate, sugar and advanced cake decorating techniques. Prerequisite: CAHM 198.

CAHM 240 Sous Chef Lab (10)

Introduction to kitchen management to include menu development, food costing, purchasing, receiving, supervisory skills, kitchen organization, maintenance and sanitation. Prerequisite: CAHM 198.

CAHM 241 Advanced Culinary Lab (10)

Advanced culinary skill development with an emphasis on developing industry speed, professionalism, and presentation techniques. Prerequisite: CAHM 198.

Dental Assistant (DEN)

Program Description

The Dental Assisting (DEN) program prepares the student to be a key member of the dental team and assist the operator chair-side during diagnostic, preventative and operative dental procedures, including exposing x-rays, placing sealants, polishing teeth, preparing dental materials, and placing temporary restorations. NCTA has partnered with Bellingham Technical College and Skagit Valley College to develop a part-time, two-semester Dental Assisting "bridge" program that will help prepare students for entry-level employment or transition to continuing education at the college level. This unique learning environment will not only provide educa-

tional opportunities for high school juniors and seniors, but will also co-enroll interested Skagit Valley College students.

Courses are offered at the Northwest Career and Technical Academy (NCTA). The NCTA has a full functioning dental facility which provides students with clinical experiences, including 4-handed expanded function chair-side practice and equipment maintenance using a variety of delivery systems. Most dental assistants are employed by private dental offices. Dental assistants may also be employed by orthodontists, periodontists, hospitals, dental schools, state and local public health departments, federal agencies (including the military), or in clinics. Although most program graduates work as dental assistants, opportunities may also exist for employment as sterilization/infection control assistants, dental hygiene assistant, dental radiographic assistant, dental technician, dental receptionist, and dental sales representative.

Entry into the Program

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

Program Certificate

A Certificate in Dental Foundations is awarded to those who complete DEN 100, 105, 110, 114 and AHE 106. (May need to take AHE 200 prior to entry into DEN 100).

Course Descriptions

DEN 100 Introduction to Dental Assistant (1)

Orientation to college and program policies, procedures, standards, materials and resources. Introduction to the role of dental assisting within the field of dentistry and to the historical, legal, and ethical issues relating to dental assisting.

DEN 105 Head and Neck Anatomy (2)

Introduction to structure of head and neck region. Emphasis on anatomical structures of the skeletal, muscular, nervous, cardiovascular, and digestive systems as it pertains to the head and neck. Includes an overview of microbiology and disease.

DEN 110 Dental Foundations (5)

Provides the foundation necessary to enter into the Bellingham Technical College dental clinic. Learn the knowledge and skills required to maintain a safe dental environment. Includes federal and state regulations regarding chemical use and infection control in the dental office. Introduction to basic concepts

of radiology. Learn how to evaluate need for X-rays including: exposing, processing and mounting intraoral radiographs.

DEN 114 Dental Sciences (4)

Focuses on related biomedical sciences that are the foundation of the dental assistant curriculum. Includes basic oral embryology and histology and tooth morphology. Concepts of oral pathology and oral inspection are introduced. Includes the disease process of HIV-AIDS and how it relates to dentistry.

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	6	DSL 103	13	DSL 104	13
DSL 102	8	PE 200 or 205...1		†WMATH 100.....	5
CSS 100.....	2	SOSC 125.....	2	WT 133.....	2
		WT 131.....	2		
Total	16	Total	18	Total.....	20

SECOND YEAR

Fall	Cr	Winter	Cr	Spring.....	Cr
DSL 201	6	DSL 203	13	DSL 204	13
DSL 202	8	*LC/GE.....	5-10	‡DSL 199	1
CMST 125.....	3			SOSC 113	1
†ENGL 170.....	3				
Total.....	20	Total	18+	Total.....	15

* 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 202. Second year students should enroll in DSL 201 and DSL 102 or 202. 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 (6)

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. Prerequisite: CSS 100 or concurrent enrollment.

DSL 102 Diesel Drivetrains I (8)

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 (13)

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 and MATH 96 or concurrent enrollment.

DSL 104 Diesel Drivetrains III (13)

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 and WMATH 100 or concurrent enrollment.

DSL 199 Diesel Cooperative Education (1-15)

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

DSL 201 Diesel Applied Electrical (6)

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 (8)

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, teardown, and inspection of a modern diesel engine. Prerequisite: Concurrent enrollment in DSL 101 or 201.

DSL 203 Diesel Engines II (13)

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 (13)

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)

Program Description

The Drama program is currently suspended due to budget constraints. The college will continue to offer selected drama courses that satisfy arts distribution degree requirements.

Course Descriptions

DRMA& 101 Intro to Theatre: D (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.

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, an Associate in Applied Science-Transfer degree (AAS-T), a one-year certificate, 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.

The ECE AAS-T degree transfers to City University, DeVry University, The Evergreen State College, Eastern Washington University-Child Studies degree, Seattle Pacific University, University of Phoenix, University of Cincinnati, College of Education-Birth-to-5 Early Childhood Education degree, and Washington State University-Human Development degree.

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 a counselor 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 ECE AAS-T degree: City University, DeVry, Eastern Washington University-Child Studies degree, The Evergreen State College, Seattle Pacific University, University of Phoenix, and Washington State University-Human Development degree. 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 AAUCT direct transfer degree (see Chapter 6).

SUGGESTED SCHEDULE

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	†WMATH 100.....	5	ECE 215.....	3
†ENGL& 101.....	5	*Electives	2-4	*LC/GE.....	5-10
or †ENGL 170	3				
Total	17+	Total	13+	Total.....	14+

SECOND YEAR

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

* Learning Community (5-10 credits) or 5 credits of General Education (culture, natural world or arts). Must be outside of technical area, approved by Department Chair. Please see INDEX regarding Learning Communities. Suggested General Education courses include: PSYC& 100, 200, CMST 105 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 City University, DeVry University, The Evergreen State College, EWU-Child Studies, Seattle Pacific University, University of Cincinnati-College of Education, University of Phoenix, and WSU-Human Development.

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	
Total	16	Total	16	Total.....	16

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 and ENGL 103 or 104 need 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, WMATH 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 Ed (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 & 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 106 Bridges Module I-(Child Guidance) (1)

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 106, 107, and 108 combined are equivalent to ECE 102. Prerequisite: Must take ECE 106, 107 and 108 to equal ECE 102.

ECE 107 Bridges Module II-(Child Guidance) (1)

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 106, 107, and 108 combined are equivalent to ECE 102. Prerequisite: Must take ECE 106, 107 and 108 to equal ECE 102.

ECE 108 Bridges Module III-(Child Guidance) (1)

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 106, 107, and 108 combined are equivalent to ECE 102. Prerequisite: Must take ECE 106, 107 and 108 to equal ECE 102.

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 EDUC& 121 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 161 Bridges Module I-(Birth to Age Three) (1)

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 social and emotional development. ECE 161, 162, and 163 combined are equivalent to ECE 160. Prerequisite: Must take ECE 161, 162 and 163 to equal ECE 160.

ECE 162 Bridges Module II-(Birth to Age Three) (1)

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 social and emotional development. ECE 161, 162, and 163 combined are equivalent to ECE 160. Prerequisite: Must take ECE 161, 162 and 163 to equal ECE 160.

ECE 163 Bridges Module III-(Birth to Age Three) (1)

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 social and emotional development. ECE 161, 162, and 163 combined are equivalent to ECE 160. Prerequisite: Must take ECE 161, 162 and 163 to equal ECE 160.

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. Prerequisite: 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: EDUC& 121 and/or department chair approval.

ECE 202 Math, Science, and 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: EDUC& 121 and/or department chair approval.

ECE 203 Child Development Associate Credential (CDA): Health & Safety (3)

The first of three courses in preparation for the Child Development Associates Credential (CDA). Examines how to establish and maintain a safe and healthy learning environment for young children.

ECE 204 Child Development Associate Credentials (CDA): Child Development (3)

Continuation of ECE 203. Examines positive ways to support children's social and emotional development and intellectual competence. Topics include communication, creativity, self-esteem, social and cognitive development. Explores typical and atypical development patterns for young children. Prerequisite: ECE 203 or instructor permission.

ECE 205 Child Development Associate Credential (CDA): Working with Families, Program Management, Ethics (3)

Continuation of ECE 203 and 204. Examines working with families, program management and professionalism. Prerequisite: ECE 203 and 204 or instructor permission.

ECE 206 Essentials of the Child Development Associate Credential: 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: D (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 (5)

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 & 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: EDUC& 121 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.

ECE 241 Bridges Module I-(Family/Child Programs) (1)

Administration and management of early childhood education and child care programs in both the public and private sector. ECE 241, 242, and 243 combined are equivalent to ECE 240. Prerequisite: Must take ECE 241, 242 and 243 to equal ECE 240.

ECE 242 Bridges Module II-(Family/Child Programs) (1)

Administration and management of early childhood education and child care programs in both the public and private sector. ECE 241, 242, and 243 combined are equivalent to ECE 240. Prerequisite: Must take ECE 241, 242 and 243 to equal ECE 240.

ECE 243 Bridges Module III- (Family/Child Programs) (1)

Administration and management of early childhood education and child care programs in both the public and private sector. ECE 241, 242, and 243 combined are equivalent to ECE 240. Prerequisite: Must take ECE 241, 242 and 243 to equal ECE 240.

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 (COMPASS 84) and at or above college-level math (COMPASS 75). Successful completion of coursework taken in reading, English, 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 then on-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 4 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 Performa 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)

See also 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.

Entry into the Program

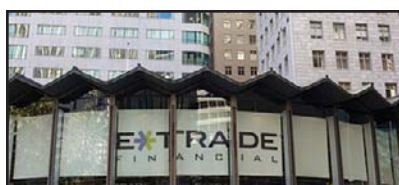
Students may enter the program at the beginning of any quarter. For specific information contact the Admissions Office or the Department Chair.

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).



Associate in Technical Arts Degree

Students may pursue an Associate in Technical Arts (ATA) Degree, a one-year certificate or earn electives to an AAUC 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 current transfer information.

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.....5	EDUC& 203.....3	ECE 215.....3
EDUC& 202.....5	CMST& 220.....5	†WMATH 100.....5
†ENGL& 101.....5	*LC/GE.....5-10	*Electives.....5
or†ENGL 170.....3		
Total.....13+	Total.....15+	Total.....16

SECOND YEAR

Fall.....Cr	Winter....Cr	Spring.....Cr
ECE 211.....3	ECE 230.....3	~EDUC 223.....5
EDUC 104.....3	~EDUC 223.....5	EDUC 260.....3
EDUC 245.....3	EDUC 246.....4	PSYC& 100.....5
PE 200.....2	SOSC 125.....2	or PSYC& 200
*Electives.....5		or PSYCH 210
		SOSC 113.....1
Total.....16	Total.....14	Total.....14

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

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

** For a specialization in language, students must take 15 credits of one language other than English. Other students may take elective courses under advisement.

~ A total of 10 credits of EDUC 223 must be completed in two quarters for the Education Paraprofessional ATA degree.

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	
Total.....18.	Total.....16	Total.....14

SECOND YEAR

Fall.....Cr	Winter....Cr	Spring.....Cr
ECE 102.....3	‡ECE 199.....4-6	ECE 202.....4
ECE 105.....2	ECE 201.....4	ECE 223.....5-7
ECE 130.....3	ECE 230.....3	EDUC 240.....3
EDUC 245.....3	PSYC& 100.....2	EDUC 260.....3
CMST& 220.....5		
Total.....16	Total.....13+	Total.....15+

* SOSC 113, 125 and PE 200 are required for the SVC ECE-ATA only.

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

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

Program Certificates

EDUCATION PARAPROFESSIONAL CERTIFICATE IN LANGUAGE AND LITERACY

A Certificate in Education Paraprofessional in Language and Literacy may be granted upon completion of at least 45 college-level credits which must include: EDUC 104, 245, 246, EDUC& 202, 203, CMST& 220, ENGL& 101, WMATH 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 ENGL 170, WMATH 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.

EDUC 199 Cooperative Education (1-15)

In a supervised work setting students will test career interest, produce a mini lesson plan and teach that lesson plan. Attendance at weekly seminars and instructor permission 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: D (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; EDUC&121 or EDUC& 122; 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, position titles used by industry for employees 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 complement will be augmented to meet the requirements of the major area. A complete list of tools and equipment is provided with each course syllabus.

Entry into the Program

The Electronics Engineering Technology program will cease operation at the end of Summer Quarter 2012. Effective immediately, students will not be admitted to the program unless they have sufficient prior college credits to ensure they can complete a program degree or certificate by Spring 2012. To determine if you have enough college credits to be admitted to the program, contact the Counseling Office, 416-7654, or the Electronics Engineering Technology program, 416-7757, no later than September 1, 2011.

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& 235	5
Total	20	Total	20	Total	20

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		
Total	24	Total	22+	Total	20+

* 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.

~ ENGR 123 can substitute for ET 137.

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, 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 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.

Alternative energy systems and design is a major area of study in this program. Sustainability, environmental ethics, and renewable resources are topics with extensive classroom discussion.

This program uses a hybrid method of course delivery. All courses contain online components with hands-on opportunities available throughout the course week. If you are employed full time or if you have prior experience in electrical, electronics, or similar industries, you may be able to enroll in a fully online program. Your competencies and working knowledge of equipment, systems, and electromechanical processes can be verified through your employer or in an interview with the department staff. Please contact the

department chair for additional information about the online program.

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. 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

The Electronics Technology program will cease operation at the end of Summer Quarter 2012. Effective immediately, students will not be admitted to the program unless they have sufficient prior college credits to ensure they can complete a program degree or certificate by Spring 2012. To determine if you have enough college credits to be admitted to the program, contact the Counseling Office, 416-7654, or the Electronics Engineering Technology program, 416-7757, no later than September 1, 2011.

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
Total	17	Total	17	Total.....	23+

SECOND YEAR

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

* 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.

~ ENGR 123 can substitute for ET 137.

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)

Introduction to DC resistive circuit analysis covering the basics of current, voltage and resistance, the application of Ohm's Law, Kirchoff's Laws, and the construction of circuits to verify electronic theory. Covers soldering techniques. These topics provide the knowledge necessary to build a foundation for a thorough understanding of basic electronics.

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 135 Introduction to Semiconductor Devices (5)

Introduction to 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 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 algebraic concepts to electronics. Review pre-algebra topics and fundamental algebraic equations. Topics include units of measure, fractions, graphing, systems of linear equations, special products and factoring, exponents and radicals.

ET 142 Trigonometry for Electronics (5)

Application of algebra and trigonometry to alternating current problems. Prerequisite: ET 141.

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. Prerequisite: Instructor permission required.

ET 260 Technician License Preparation (3)

Preparation and study for the technician FCC "General Radiotelephone" license examination. For students who are experienced in electronics. Contact instructor about requirements for taking the certification exam. An additional fee is required to take the exam.

ET 261 Associate CET Review (3)

Review of fundamental electronic principles essential to passing the nationally recognized Associate Certified Electronics Technician examination. Passing the exam enables students to be certified by ETA International. Contact instructor about requirements for taking the certification exam. An additional fee is required to take the exam.

ET 262 Journeyman CET Review (3)

Review of troubleshooting techniques, equipment usage and waveform analysis to pass the ISCET Journeyman Level examination.

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 Science 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 pre-

calculus 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 a counselor or 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& 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, and moments of inertia. Prerequisite: MATH& 151 and PHYS& 221 (may be concurrent).

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). 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 (maybe 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, com-

pression, 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.

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&235) 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 must take a placement test to determine the appropriate class to enroll in. Both pre-college and college-level reading courses are 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 more advanced 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 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 AESL 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 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: ENGL& 101 with grade of 2.0 or higher.

ENGL& 112 Intro to Fiction: D (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: D (5)

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

ENGL& 114 Intro to Drama: D (5)

The study of dramatic literature as an important and unique form of human expression. Genre, play structure and both main-

stream 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: D (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 fairytales, 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& 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 technical reports of at least 1,250 words, progress reports, proposals, letters of applications and transmittal, and resumes. Prerequisite: Grade of 2.0 or higher in ENGL 101.

ENGL& 235 Technical Writing (5)

Introduction to and practice in planning, researching, and writing clear and concise technical reports of at least 1,250 words, progress reports, proposals, letters of applications and transmittal, and resumes. Prerequisite: ENGL& 101 with grade of 2.0 or higher.

ENGL& 236 Creative Writing (5)

Helps to develop skills in writing fiction, creative nonfiction, or poetry (emphasis to be determined by instructor). Students will read and discuss works by professional authors,

compose original works, and participate in peer workshops.

ENGL& 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 201 Creative Writing (5)

Helps to develop skills in writing fiction, creative nonfiction, or poetry (emphasis to be determined by instructor). Students will read and discuss works by professional authors, compose original works, and participate in peer workshops.

ENGL 202 Introduction to Literature: D (5)

Course focuses on the process of reading, analyzing, and writing critical responses to a variety of literary texts from at least three different genres—with emphasis on cultural context.

ENGL 233 Introduction to American Indian Literatures: D (5)

Course introduces literatures of Native America by examining selected works and the ways that culture and history have shaped forms of expression.

ENGL 234 Introduction to African American Literature: D (5)

Course introduces literatures of African Americans from 1700 to the present by examining selected works and the ways that culture, politics, and history have shaped forms of expression.

ENGL 239 Introduction to U.S. Latino Literature: D (5)

This course focuses on the reading, analyzing, and writing critical responses to literary works by U.S. Latinos, with an emphasis on writers of Mexican descent. Particular attention will be paid to the roles that history and culture play in the formation of works of fiction, poetry, non-fiction and drama. Knowledge of Spanish is not required.

ENGL 247 Mejicano/Chicano Literature in Translation: D (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 writ-

ers. 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 250 Introduction to American Literature: D (5)

This course introduces analysis and interpretation of a diverse selection of works of American literature from several major movements and time periods, with an emphasis on interpreting the works in cultural context.

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 283 British Literature 19th and 20th Centuries: D (5)

Course introduces analysis and interpretation of 19th and 20th century British literature in cultural context.

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. No residency is 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 12 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 12 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 12 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 12 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 12 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 12 credits.)

ESL 020 English for Special Purposes (1-10)

A course designed to address the language learning needs of limited English proficient students who are co-enrolled in specific academic and/or professional/technical content courses. (Note: credits variable from 1 to 3 credits.)

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 program offers four areas of emphasis.

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 in both areas 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. The Water/Wastewater Treatment Technology emphasis is intended to meet the growing employment needs within water technology fields. Students may need to conduct a job search beyond the local community in order to find the positions they desire in these two areas.

In addition, graduates may use their AAS-T degrees as a transfer degree to the University of Washington's College of Forest Resources, or the University of Idaho's College of Natural Resources. The

AAS-T and ATA degrees may also be used to transfer to The Evergreen State College, Western Washington University-Fairhaven College, or Central Washington University-Information Technology and Administrative Management. 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 follow the Water/Wastewater Treatment Technology emphasis leading to an ATA degree or the four-quarter certificate.

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 re-

quired. 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 the Parks Resource Management emphasis and the Water/Wastewater Treatment Technology emphasis with 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.

Associate in Applied Science Transfer (AAS-T) Degree

An Associate in Applied Science Transfer (AAS-T) degree is awarded upon completion of the Aquatic-Terrestrial Emphasis, Marine Emphasis, or UW-Transfer degrees with 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. Entry into a baccalaureate program at a four-year school will generally require a higher GPA for admission.

SUGGESTED SCHEDULES

ASSOCIATE OF APPLIED SCIENCE (AAS-T) ENVIRONMENTAL CONSERVATION-AQUATIC/TERRESTRIAL EMPHASIS

Includes required AAS-T 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& 235.....	5
BIOL 107	5	PE 200	2	or ENGL 104.....	5
				†MATH& 146.....	5
Total	15	Total	17	Total.....	20

Summer..Cr

†ENVC 199	6
Total	6

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.....	5	ENVC 222	3
		*LC/GE	5-10	CMST& 210.....	5
				or CMST& 220	
				GIS 105	2
				GIS 106	2
Total	15	Total	19	Total.....	19



ASSOCIATE OF APPLIED SCIENCE (AAS-T) ENVIRONMENTAL CONSERVATION-MARINE EMPHASIS

Includes required AAS-T 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	BIOL 190	3
BIOL 107	5	†MATH& 146.....	5	†ENGL& 101	5
GIS 101	5	PE 200 or 205.....	1	OCEA& 101	5
Total	19	Total	16	Total.....	18

SUMMER Cr

†ENVC 199	6
Total	6

SECOND YEAR**

Fall	Cr	Winter	Cr	Spring.....	Cr
ENVC 202	5	ENVC 210	5	ENVC 220	4
ENVC Elec.....	3-5	ENVC 211.....	4	BIOL& 213.....	5
BIOL& 211.....	5	BIOL& 212.....	5	ENGL& 235.....	5
*LC/GE	5-10	CMST& 210.....	5	GIS 105.....	2
		or CMST& 220		GIS 106.....	2
Total	18+	Total	19	Total.....	18

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			†WMATH 100.....	5
				or †MATH& 146	
Total	18+	Total	18	Total.....	19

Summer..Cr

†ENVC 199	6
Total	6

SECOND YEAR

Fall	Cr	Winter	Cr	Spring.....	Cr
ENVC 201	5	*CJ 241-245... 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
Total	18	Total	17+	Total.....	20

ATA ENVIRONMENTAL CONSERVATION- WATER/WASTEWATER TREATMENT TECHNICIAN 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	†ENGL 170.....	3	‡ENVC 199	4
ENVC 102	4	GIS 101	5	CHEM& 110	5
ENVC 104	1	PE 200	2	GIS 105	2
BIOL 107	5	†WMATH 100....	5	GIS 106	2
				SOSC 125	2
Total	15	Total	15	Total	15

SECOND YEAR

Fall	Cr	Winter	Cr	Spring.....	Cr
ENVC 202	5	ENVC 105	3	ENVC 133	5
ET 111	5	ENVC 226	2	ENVC 212	2
ET 135	5	CMST 125	3	ENVC 220	4
		or CMST& 210 ...		ENVC 249	5
		*LC/GE	5-10		
		SOSC 113	1		
Total	15	Total	14+	Total	16

* Learning Community (5-10 credits) or 5 credits of General Education (culture, natural world or arts). Must be outside of technical area, approved by Department Chair. 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 will be required for this class.

^ Satisfies General Education requirements (LC/GE) and PE 200.

ASSOCIATE OF APPLIED SCIENCE (AAS-T) ENVIRONMENTAL CONSERVATION (UNIVERSITY OF WASHINGTON & UNIVERSITY OF IDAHO)

College of Forest Resources (College of the Environment) 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
				CHEM& 131	5
Total	17	Total	20	Total	20

Summer..Cr

‡ENVC 199

MATH& 141

*LC/GE

Total

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& 1425....		CMST& 220.....	5	†ENGL& 235.....	5
		MATH& 151	5	or ENGL 104	5
				MATH& 152.....	5
Total	17+	Total	24	Total	20

* 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

ENVIRONMENTAL CONSERVATION STUDIES

This certificate is specially designed for the student who has already earned a college degree and is interested in redirecting their career into environmental studies. A certificate is awarded to students who complete the following with a 2.0 grade point average or above: ENVC 101, 104, 112, 122, 123 or 211, 140, 201, 202, 210, 220, 221 and GIS 101.

WATER/WASTEWATER TREATMENT TECHNICIAN

This certificate focuses on developing skills within the water/wastewater treatment area leading to entry-level positions within the sector. A certificate is awarded to students who complete the following with a 2.0 grade point average or above: ENVC 101, 105, 133, 199, 212, 226, 249, BIOL 107, CHEM& 110, CMST 125, CIS 145, 146, ET 111, 135, GIS 101, 105, 106, WMATH 100, SOSC 113, and 125.

Individual Technical Certificate

An Individual Technical Certificate may be developed in conjunction with other programs to meet marketable objectives and goals with Department Chair approval. Professional upgrade certification available in Wildlife, Restoration, Water Quality and Fisheries. Clusters of 3-6 courses are the basis for an upgrade certificate.

Micro-Certificates

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

BASIC WETLAND DELINEATION CERTIFICATE

The delineation certificates provide skills needed to assist/conduct wetland delineation. ENVC 140 and 220.

ADVANCED WETLAND DELINEATION CERTIFICATE

ENVC 101, 140, 201, and 220

GEOGRAPHIC INFORMATION SYSTEMS CERTIFICATE

The GIS certificate enables students to be highly proficient in using ArcView© as a valuable support tool for natural resource employment or other occupations using GIS as a management tool 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).

SUSTAINABLE AGRICULTURE CERTIFICATE

The Sustainable Agriculture micro-certificate program provides the basic skills needed to manage or operate a sustainable small farm. The program offers a series of courses that provide beginning and existing farmers with planning and decision-making tools, production skills, and the support necessary to develop sustainable small acreage farms. Using a community-based, experiential learning model, the program connects students with farmers and exposes them to real world situations. This certificate is offered in cooperation with WSU-Extension in Mount Vernon. ENVC 165, ENVAG 170, 171, 199.

Course Descriptions

ENVAG 170 Sustainable Small Acreage Farming and Ranching (5)

Learn the practical aspects of sustainable small acreage production systems for a wide variety of enterprises. Covers how to evaluate personal and family goals, evaluate land and personal resources, develop a farm plan, and research marketing, regulations, and community resources. Course consists of classroom lecture, guest speakers and farm tours. Topics covered: crop rotations, cover cropping, integrated pest and weed management, grazing and pasture management, waste management plans, smart water use, soil building and conservation techniques.

ENVAG 171 Agricultural Entrepreneurship/ Business Planning (5)

Learn about the aspects of small business planning and management and how to develop a business plan for use in an agricultural enterprise. Course covers the management tools necessary to develop a sustainable business: developing a business plan, market research strategies, employee management, financial records, and requirements for a business license, insurance, and zoning issues. Students will develop a detailed agricultural business plan for their small farm enterprise.

ENVAG 199 Agri-Cooperative Education (1-15)

Supervised work experience in the field to augment classroom learning by applying skills and knowledge learned in an agriculture-related enterprise. Students will be mentored by professionals who are experienced practitioners in the field and will practice the work skills required to be successful in their chosen field. In partnership with the instructor and the mentor, learning objectives will be determined by the student's internship/work experience placement. Prerequisite: instructor permission required.

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. Prerequisite: Strongly recommended: MATH 98. 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 105 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.

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. Prerequisite: ENVC 101 and BIOL 107 or department chair approval. Lab and field trips required.

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. Prerequisite: ENVC 112 or

department chair approval. Proof of current tetanus vaccination (10 years) is required.

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 165 Sustainability in Life and Business (5)

Introduction to understanding sustainability principles in human societies. Evaluate how sustainability principles can be applied to urbanization, agriculture and the business world in light of climate change. Solutions will be explored in renewable energy, water resources, transportation, and globalization in the light of environmental economics.

ENVC 199 Cooperative Education (1-15)

Supervised work experience in the field. Includes a weekly seminar. Prerequisite: 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. Prerequisite: ENVC 101 with a minimum C grade or department chair approval. Field trips required.

ENVC 202 Wildlife Biology: D (5)

Concepts in wildlife management and conservation biology. Understand and identify wildlife management perspectives and constraints in relation to different cultural and social values. Includes relationships between land use patterns and responses by wildlife populations. Prerequisite: 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. Prerequisite: ENVC 122 and 123. Reading and researching technical journals on current topics of fish conservation and management required. Report writing required.

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. Prerequisite: MATH& 146. Field trips required. Strongly recommended: familiarity with computers and spreadsheets.

ENVC 212 Applied Fluid Flow 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 WMATH 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. Prerequisite: ENVC 101 and 122 or department chair approval. Field trips required.

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 226 Current Issues in Water Policy (2)

Current topics in U.S. water policies will be examined and evaluated. Water quality standards and the current regulatory environment will be of special interest.

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. Prerequisite: 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: One BIOL, BIOL&, ENVC course or department chair approval.

ENVC 249 Introduction to Water & Wastewater Technology (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. Prerequisite: ENVC 101 and WMATH100. Scientific handheld calculator with graphing capability required.

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: D (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: D (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: D (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 contri-

butions 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, socio-economic, religious and artistic roots.

ETHNC 201 Minorities in American Society: D (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.

- To support the family's home culture and development of positive self-esteem.
- To provide families with formal and informal resources to support healthy family development.
- 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 opera-

tion 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 forty 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. Students must be medically and physically fit to participate. Students will be subject to a background evaluation. Once accepted into the program and prior to course registration, the following requirements must be met:

- Complete an Illegal Substance-Drug Screen and Criminal Background

check. This is based on emergency medical industry standards and Washington State laws protecting vulnerable populations (RCW 43.43.880 and 43.43.842). This practice is common among colleges and universities in Washington State and is required by clinical agencies where students complete their clinical experiences.

- Complete a Department of Motor Vehicle violation check. This check is used for training and counseling purposes to determine suitability to gain employment in the fire service.
- Complete and pass a physical/medical evaluation by a physician approved by the program, confirming physical ability to perform structural firefighting activities in compliance with WAC 296-305-0159(7)(b).

Admission to individual classes for those students not in the Fire Protection Technology (FIRE) program is by Department Chair approval only. Prerequisites for all Fire Protection Technology classes must be met before enrolling in that specific FIRE class.

Work-Based Learning

Students will integrate classroom learning with work-based learning experience in Fire Service Internship (FIRE 199) at a supervised work site. Department Chair approval is required. 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. Students who are not certified EMTs must take PE 200 in order to graduate.

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	
Total.....	14	Total	15	Total.....	15+

SECOND YEAR**FALLCr 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
†WMATH 100...5	FIRE 271.....5	*LC/GE..... 5-10
PE 261.....1	PE 261.....1	PE 261.....1

Total17+ Total16 Total.....19+

* 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 COMPASS 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 with minimum C grade 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 and 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. Prerequisite: FIRE 160 with minimum C grade or department chair approval.

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

FIRE 199 Fire Service Internship (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.

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.

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.

FIRE 214 Basic Fire Investigation (3)

Introduction to systematic process for determining point of origin and fire cause in structure fires. Use various techniques, knowledge sets, and tools to evaluate fire damaged structures in order to determine fire cause, and conduct interviews of witnesses and preserve evidence for subsequent criminal and civil proceedings. Culminates in a live-fire investigation.

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.

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 man-

agement, heavy rescue apparatus, and equipment and practical applications.

FIRE 242 Basic Emergency Medical Technician (10)

Training for the EMT-Basic level per National Standards Curriculum and abiding by the laws of the Washington State. Learn to recognize, assess and treat medical and trauma related emergencies at the basic life-support level. Preparation for National Registry EMT certification testing. Prerequisite: In accordance with Washington State law, must be at least 18 years of age at course start.

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.

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.

FIRE 246 Wilderness EMT (3)

For EMTs who need to acquire wilderness emergency medical skills and knowledge to be certified as Wilderness EMTs. Learn to provide patient care using improvised equipment. Prerequisite: FIRE 242 or EMT-B certification.

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 161 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 161 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 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 203. GIS courses must be taken in this sequence.

Course Descriptions

GIS 101 Introduction to Geographical Information Systems (5)

Principles and conceptual overview of GIS software, its use and applications in natural resource management with hands-on experience using Arcview. Computer and spreadsheet familiarity necessary.

GIS 102 Geographic Information Systems II (5)

Continuation of GIS 101. GIS application in natural resource management. Includes data creation by digitizing, coordinating management, map projections and map aesthetics using 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.

Geography (GEOG)

Geography is the study of the interrelationships between the Earth and its people. It focuses on climate, land, water, space, mineral resources, population density, changes in the environment, and how man adapts to them. Geography is recommended for a global perspective on any discipline and is especially useful for future educators.

Course Descriptions

GEOG& 100 Introduction to Geography (5)

Relationship of cultural, territorial, and climatic factors in the world's important geographic regions.

GEOG& 200 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 202 Physical Geography (5)

An exploration of the landforms, climate, vegetation and soils which characterize the natural world, and of the interaction between human beings and their natural environment.

GEOG 299 Learning into Action (1-15)

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

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. 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 or online.

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& 101	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
Total	18	Total	17	Total	16

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)

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: meta-

bolic, 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. Prerequisite: Instructor permission required.

Health Care Education

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

History (HIST)

Program Description

Skagit Valley College offers year-long survey classes in World History, Western Civilization, and United States History. Students may take an entire sequence or a single quarter. Apart from high interest and relevance, students should consider studying history in order to be informed and responsible global citizens.

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: D (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: D (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: D (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: D (5)

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

HIST& 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: D (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: D (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: D (5)

A survey of United States history from 1815 to 1914.

HIST& 148 US History III: D (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: D (5)

The American Indian from earliest times to the present.

HIST 220 History of Latin America: D (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: D (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 employment in a broad range of social service agencies. Typical job titles include chemical dependency professionals, residential treatment workers, case managers, outreach and community workers. The program has a core of courses that all stu-

dents 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 (work-based experience) 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 management, crisis intervention, crisis intervention, chemical dependency and practicum in human service businesses and 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 a counselor or their Human Services advisor for assistance in program planning. Please note this is a Professional/Technical program and does not offer a standard transfer degree. For information on articulation agreements with university programs, See the Associate in Technical Arts degree information below. 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 Bob Malphrus at 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 for 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 to apply for registration with the Washington State Department of Health (DOH) 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. The Human Services Generalist emphasis currently requires completion of 107 credits and the Chemical Dependency Counseling emphasis requires completion of 108 credits for an ATA degree. For those students who wish to pursue a Bachelor's degree after completion of an ATA degree, the Human Services program has transfer agreements with Fairhaven College and Trinity Western University in Bellingham, Washington, Evergreen State College in Olympia, Washington, and with Central Washington University.

SUGGESTED SCHEDULES

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	†WMATH 100.....	5	HSERV 199.....	3
or †ENGL& 101 5		SOSC 125.....	2	HSERV 200.....	1
				OFTEC 122.....	3
Total.....	18+	Total	19+	Total.....	20

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.....	2	SOSC 113.....	1	HSERV 232.....	5
Total.....	16	Total	14	Total.....	20

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	†WMATH 100.....	5	HSERV 200.....	1
†ENGL 170.....	3	OFTEC 122.....	3	HSERV 248.....	3
or †ENGL& 101 5					
Total	19+	Total	18+	Total.....	16

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		
Total	19	Total	18	Total.....	18

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

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

Program Certificates

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 intra-personal 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 143 Physiology & Pharmacology of Psychoactive Drugs (3)

Broad overview of the pharmacology and physiological impact of psychoactive drug

use and addiction, and the cultural and social differences of epidemiology of drug use.

HSERV 145 Addictions 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 Behavioral Health and Rehabilitation.

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 & Blood Pathogen Training for Chemical Dependency Professionals (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 paper-work flow and purpose of each task.

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. Must be taken concurrently with HSERV 199. Prerequisite: HSERV 101 and 198 with minimum C grade in each.

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. Prerequisite: HSERV 101 or instructor permission.

HSERV 221 Crisis Intervention (5)

Theory and techniques of crisis intervention with an emphasis on assessment and knowledge of local resources. Prerequisite: HSERV 101.

HSERV 222 Advanced Counseling Skills (5)

Continuation of HSERV 203. Special emphasis on designated 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. Prerequisite: HSERV 203 or department chair permission.

HSERV 231 Psychopathology Therapeutic Intervention Mental Health (4)

Survey of various treatment approaches in mental health; etiology of mental disorders; and DSM diagnostic criteria. Prerequisite: HSERV 101 or instructor permission.

HSERV 232 Pluralism in Human Services: D (5)

Issues of pluralism and diversity 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. Prerequisite: HSERV 141 or instructor permission.

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 Behavioral Health and Rehabilitation (DBHR) 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 ethical principles and codes of professional behavior for those working in chemical dependency treatment, mental health services, developmental disability rehabilitation and other human service settings.

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 (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 below:

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: Introduction to Geography
- HIST& 128: History of World Civilization III
- SOSC 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)

Journalism classes are offered in a practical sequence designed to develop skill in desk-top publishing, investigative research

and reporting, technical communication, and the basic principles of journalism. Students create and publish The Cardinal, an SVC student newspaper as part of their coursework.

Course Descriptions

JOUR 101 Newspaper Reporting & Production (5)

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 110 Applied Newswriting I (4)

News writing, layout, proofreading, editing, and publishing The Cardinal, SVC's student newspaper. A practical course designed to develop journalism skills through hands-on experience.

JOUR 111 Applied Newswriting II (2)

Special assignments in reporting for The Cardinal.

JOUR 112 Applied Newswriting III (2)

Students assume editorial responsibility on The Cardinal.

JOUR 199 Cooperative Education (1-15)

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

JOUR 201 Newspaper Production (5)

This is the second course 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 second course emphasizes content delivery and an intro to production. Prerequisite: successful completion of ENGL& 101

JOUR 202 Advanced Journalism (5)

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)

Instruction in the use of both online and print library resources is provided through the LIB 101 course. Instruction sessions designed to meet specific individual, class and/or group needs are also offered; for more information, contact the Reference Desk at the MV or WIC libraries or call MV 360.416.7847 WIC 360.416.7847.

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.

Manufacturing Technology (MANF)

Program Description

The Manufacturing Technology (MANF) program provides the foundational skills needed for many entry-level manufacturing jobs by introducing students to key workplace skill areas often found in advanced manufacturing-related industries. This program is actually a cluster of program areas designed to provide students with entry-level manufacturing skills and/or a foundation to pursue certificates and two-year degrees in manufacturing or trade-related specialty areas.

Modern industry relies on highly complex production systems to produce high-quality, economical products for an ever demanding world. United States manufacturing companies are producing more now than any other time in history. Over 250,000 Washingtonians, or 8.5% of the total workforce, are employed in family-wage manufacturing jobs, and those jobs support an additional 750,000 service and support jobs. Manufacturing industries are looking for employees who understand basic manufacturing processes and can work safely and efficiently in a production environment. Industries that make products from metal, plastics, wood, composites and other materials, as well as

those producing solar panels, biofuels, petrochemicals, alternative energies, pharmaceuticals, food, semiconductors, and a host of other traditional and green products need employees capable of running and servicing sophisticated machinery. In addition, workers in these industries must understand and practice principles aimed at maintaining safety, improving quality, eliminating waste, and reducing or eliminating the impact of operations on the environment.

Advanced manufacturing offers some of the highest paying and most satisfying career opportunities available in today's job market. A wide variety of career opportunities exist, including production operations, welders, machinists, CNC operators, CAD designers, composite fabricators, electrical and electronic assemblers, testing technicians, industrial maintenance technicians, and automated/robotic systems operators. The modern manufacturing company employs workers who are knowledgeable about workplace safety, can work effectively in a manufacturing team environment, able to operate standard industrial tools and equipment, skilled users of computer technology, can read and interpret industrial blueprints, work safely with power sources, and demonstrate effective written and verbal communication skills.

Entry into the Program

Please apply to the Admissions Office. Students may enter the program at the beginning of any quarter. Please be aware that some classes/sequences are not offered every quarter. It is recommended that students complete at least one year of high school algebra, or take WMATH 100 (Professional Technical Applied Math) before starting any of the micro-certificate sequences. All courses in this program require extensive reading and use of computer technology. The ability to read English at the 8th grade level or above is highly recommended. Students should be skilled users of computer technology. 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.

Program Options

The Manufacturing Foundations program offers a wide variety of classes to meet

the needs of students seeking employment in a manufacturing workplace or other trades-related industry. Classes are offered both days and evenings. Students may choose to take individual skill enhancing classes, select from several specialized Micro-Certificates, or a short Program Certificate. Details about program options are listed below.

Certificate Options

A Professional Technical Certificate prepares students for entry into a technical field of employment. Certificates include completion of the technical major required courses and any related instruction if required in communication, math, and human relation skills. Students must maintain a 2.0 GPA or above in all required course work.

Program Certificates

MANUFACTURING FOUNDATIONS: 32+ CREDITS

The Manufacturing Foundations certificate provides the basic skills needed for many entry-level manufacturing jobs. Students are introduced to key workplace skill areas often found in advanced manufacturing-related industries. This unique certificate program is actually a cluster of program areas designed to provide students with entry-level manufacturing skills and/or a foundation to pursue other certificates and two-year degrees in a manufacturing or trade-related specialty areas. To earn a Manufacturing Foundations Certificate, students must complete the Manufacturing Foundations Core micro-certificate (14 credits), plus two additional "trade specialty" micro-certificate program options (14-18 credits each depending on options selected). A typical sequence will be a minimum of 32 credits. All micro-certificate trade specialty options are listed below. Students must maintain a 2.0 GPA or above in all required course work.

WELDING IN MANUFACTURING: 40 CREDITS

Program designed for students who want to develop the skills necessary to obtain entry-level welding employment in a manufacturing-related industry. Earning this particular credential indicates to employers you have mastered the core skills and knowledge that manufacturing employers want to see in any new applicant or current worker, plus the trade specific skills and certification needed for entry-level welding employment. Students enrolled in this program will complete the Manufacturing Foundations core (14 cr), plus a Welding Specialty Sequence (26 cr). There are three Welding Specialty options to choose from: Shielded Metal Arc Welding (SMAW), Wirefeed Welding (FCAW), or Inert Gas and Aluminum Welding. Each welding option culminates

with an industry certification component. Individuals having the welding skills necessary to weld to the standards required by the Washington Association of Building Officials (WABO) may participate in SVC's certification testing service. A 2.0 or better GPA must be maintained in all required course work.

Required Courses

1. *Manufacturing Foundations Core* (14 credits): MANF 110, 120, 121, 125, and 140.
2. *Welding Specialty Sequence* (26 credits) – choose one:
 - Wirefeed Welding: WT 112, 114, 212, and 222
 - Inert Gas & Aluminum Welding: WT 113, 117, 213, and 223
 - Shielded Metal Arc Welding: WT 111, 114, 211, and 221

COMPOSITES TECHNICIAN CERTIFICATE: 33 CREDITS

This certificate provides an overview of composites and their application across a spectrum of industries. Instruction covers materials commonly used in composite manufacturing processes such as hand lay-up, filament winding, compression molding, resin-transfer molding, and pultrusion. Introduction to fiberglass reinforced plastics with emphasis on chemical safety applicable to poly and vinyl-ester resins, solvents, and epoxies. Receive hands-on training in use of molds, gel coats, release agents, resins, cosmetic color matching and reinforcing materials in hand layup and structural repair. Industry-appropriate shop safety standards and correct use of personal protection equipment is also covered.

Required courses

CMPST 121, 123, 126, 220; MANF 120, 122, 125 (or MT 105); WMATH 100 (or MT 102).

Micro-Certificates

Micro-Certificates of Completion are designed for taking courses over a short period of time focusing on enhancement or development of a specific skill or set of skills. Micro-Certificate courses can help enhance employability skills or provide preparation for continuing education in the program area. Students must maintain a 2.0 GPA or above in all required course work.

MANUFACTURING FOUNDATIONS CORE: 14 CREDITS

The Manufacturing Foundations Micro-Certificate is your key to starting and advancing a career in manufacturing. Earning the certificate credential indicates to employers that you have mastered the core skills and knowledge that manufacturing employers want to see in any new applicant or current worker. The certificate also provides the educational foundation needed to pursue other

certificates and degrees in other manufacturing-related specialty trade areas. Students must maintain a 2.0 or above GPA in all required courses.

Required Courses

MANF 110, 120, 122, 125, and 140

COMPOSITE FUNDAMENTALS: 18 CREDITS

This micro-certificate provides students with an overview of composites and their application across a spectrum of industries. Instruction covers materials commonly used in composite manufacturing processes such as hand lay-up, filament winding, compression molding, resin-transfer molding, and pultrusion. Introduction to fiberglass reinforced plastics with emphasis on chemical safety applicable to poly and vinyl-ester resins, solvents, and epoxies. Students will receive hands-on training in use of molds, gel coats, release agents, resins, cosmetic color matching, and reinforcing materials in hand layup and structural repair. Industry-appropriate shop safety standards and correct use of Personal Protection Equipment is also covered. Students must maintain a 2.0 or better GPA in all required courses.

Required Courses

CMPST 121, 123, 125; MANF 120, 122

AUTOMATED SYSTEMS TECHNOLOGY: 14 CREDITS

This micro-certificate program provides graduates with the basic skills needed to find entry-level employment at a company using high-end automation equipment. This equipment ranges from devices controlled by programmable logic controllers (industrial computers) to robotic devices. Students learn core electronics skills, characteristics and operation of various types of electric motors, pneumatics & embedded controllers. Students must maintain a 2.0 or better GPA in all required courses.

Required Courses

ET 135, 136, MET 191, 195

TECHNICAL DESIGN: 15 CREDITS

The micro-certificate program is designed to provide training for individuals seeking entry-level employment as drafting technicians for architects, construction companies, contractors, utilities and engineering firms. Students will learn the basic knowledge in orthographic concepts, manual-drafting skills, and computer-aided drafting skills needed to be competitive entry-level technician applicants in trades and construction-related occupations or pursue further education/training in the field of Drafting, Engineering or Technical Design. Before entering this program, students are advised to complete MATH 097 or WMATH 100. Keyboarding and computer literacy skills are

also recommended. Students must maintain a 2.0 or above GPA in all required courses.

Required Courses

TECD 103, 105, 107.

WELDING FUNDAMENTALS: 18 CREDITS

This micro-certificate program is designed to familiarize students with the SVC Welding program and to provide an introduction to the three main manual and semiautomatic welding processes used in industry today. Students will learn the basic theory of operation and safety requirements for each of the covered processes and be introduced to hands-on welding techniques in the shop setting. Students must maintain a 2.0 or better GPA in all required courses.

Required Courses

MANF 120, WT 111, 112, and 113.

CNC FUNDAMENTALS: 14 CREDITS

This micro-certificate program introduces students to Computer Numeric Controlled (CNC) machine operations. Students will learn industrial safety practices, basic blueprint reading, oxy-fuel and plasma arc cutting principles, and G & M code requirements for generating tool paths on CNC equipment. The micro-certificate will familiarize students with metal cutting techniques, and the CNC equipment commonly used in industry. WMATH 100 is a prerequisite for this program certificate. Students must maintain a 2.0 or better GPA in all required courses. This certificate is offered through the welding program.

Required Courses

MANF 120, 140, WT 114, and 115.

Course Descriptions

CMPST 121 Composites Construction and Repair (5)

Introduction to fiberglass reinforced plastics with emphasis on chemical safety applicable to poly and vinyl ester resins, solvents, and epoxies. Hands-on training in use of molds, gel coats, release agents, resins, cosmetic color matching and reinforcing materials in hand layup and structural repair.

CMPST 123 Composite Vacuum Infusion Process (5)

Introduction to vacuum infused plastics. Training in infusion reinforcements, core identification, infusion equipment usage, manifolding systems both flow and feed, flow media, bag building, peel ply installation, resin building and infusion techniques. Prerequisite: CMPST 121 or instructor approval.

CMPST 126 Composite Closed Cavity/Light RTM Process (5)

Advanced part building employing reusable B side molds in closed mold construction. Training in silicone bag building and their usage along with development of rigid B side molds and their usage in Light Resin Transfer Method. Prerequisite: CMPST 121 and 123 or instructor approval.

CMPST 220 Composite Tooling (5)

Theory and application of tooling for the composite industry using various forms of medium. In-depth study and hands-on work building both A and rigid B molds using both manual and computer aided development for plug construction. Prerequisite: CMPST 121 and 126 or instructor permission.

MANF 110 Introduction to Manufacturing (3)

Overview of the manufacturing sector including a historical look at manufacturing systems and organizations. Introduction to materials processing, industry standards, manufacturing methodologies, and different types of technology used in manufacturing (personal computers, data collection & analysis systems, automated equipment). Also introduces the fundamentals of project development including materials and budgets. Covers concepts of lean manufacturing, quality assurance, Statistical Process Control (SPC), "just in time," and "green" as applied in industry. Industry speakers, career exploration and industry site visits included.

MANF 120 Industrial Safety & CPR (3)

Instruction on safety topics and practices specifically related to industrial work environments. Topics include personal protective equipment, safety working with heavy industrial equipment, energy lock-out/tag-out procedures, material handling, electrical safety, machine guarding, working with hazardous materials, fire prevention, hazard identification and control, and safety inspection practices. Instruction in CPR included.

MANF 122 Material Science in Manufacturing (2)

Material Science is a study of the nature, structure, characteristics, and properties of natural and synthetic materials used in contemporary industry. Introduction to the industrial materials most often found in manufacturing operations and facilities ranging from traditional metals, ceramics, and polymers, to advanced engineering materials and composites. Emphasis will be placed on understanding how the structure and properties for industrial uses influence the selection of

primary materials and their conversion into useful products.

MANF 125 Precision Measurement and Tools (3)

Introduction to the science of metrology (precision measurement and tolerances), and the basic hand and machine tools commonly used in a manufacturing workplace. Covers the fundamental skills required to perform basic and precision dimensional measurements and an introduction to the concepts of Statistical Process Control (SPC). Gain proficiency in using rules, scales, tape measures, protractor, calipers, lasers, micrometers, dial gage, height gage and coordinate measuring machine. Identification and proper use of a variety of basic hand and machine tools, such as box/open end wrenches, screw drivers, sockets, ratchets, and extensions, plus cutting tool geometry will be covered. Practice using basic power tools such as band saw, drill press and disk sander. Overview of fastenings and methods of fastenings (screws, machine screws, nuts, bolts, etc.), basic wire stripping, terminal crimping and soldering will be included.

MANF 140 Print Reading in Manufacturing (3)

Introduction to the fundamentals of blueprint reading emphasizing industrial drawings commonly used in manufacturing. Focuses on line and symbol conventions used in industrial blueprints and visualization of solid objects from orthographic and isometric projections. Students will be given experiential exercises in interpreting technical drawings. Overview of the various sources of information found within technical drawings will also be given. Develop skills in print reading, learn basic ANSI standard sketching techniques, lettering, dimensioning, and makeup of a print as a form of communication. Read and interpret drawings as well as sketch them. Practice interpreting mechanical, construction, welding, electrical and HVAC blueprints.

TECD 103 Introduction to Computer-Aided Design (5)

Introduction to engineering drafting/drawing and graphics technology using both hand drawing and computer drawing skills. Covers the techniques and standard practices of technical graphics so that design ideas can be adequately communicated and produced. Introduces drafting operations as applied to computer-aided design (CAD) and the commands and procedures used to create, edit, and plot two-dimensional CAD drawings. Covers the fundamental concepts of drafting and designing using AutoCAD. Drawing

productivity, accuracy, and organizational techniques are emphasized. Prerequisite: Prior to entering this course, students should have mastered the following computer fundamentals: basic commands to operate software programs, directory structure, file management, able to use icons and keyboard commands.

TECD 105 AutoCAD II-Intermediate Applications (5)

Continuation of TECD 103 utilizing intermediate drawing and editing tools. Includes engineering applications using intermediate CAD functions. Topics include polylines, templates, symbol libraries, dynamic blocks, prototype drawing setup, implementation of ANSI drawing standards, plotting techniques, dimensioning and tolerancing, development of 3-D CAD skills, and production of working drawings. Apply techniques and standard practices of technical graphics towards the solution of technical design problems, and to communicate and produce design ideas. Prerequisite: TECD 103 or instructor permission.

TECD 107 Introduction to 3-D Modeling (5)

Introduction to industry standard 3-D modeling software used for mechanical and industrial design, product simulation, tooling, animation and graphic design communication. Learn how to use parametric modeling software for machine parts, assembly drawings, and consumer product design. Surface modeling software used in engineering, art and graphics-related business environments will also be introduced to create and edit curves, surfaces, solids, set-up textures and lighting effects and rendering of 3D objects. Practice 3-D drawing skills using a variety of parametric solid modeling software packages.

WT 111 Introduction to Shielded Metal Arc Welding (5)

Basic Shielded Metal Arc Welding (SMAW) theory of operation and safety requirements. Covers SMAW electrode selection based on the AWS electrode classification system and includes an introduction to hands-on welding techniques in the shop setting.

WT 112 Introduction to Wirefeed Welding (5)

Basic Wirefeed Welding theory of operation and safety requirements. Covers Gas Metal Arc Welding (GMAW) and Flux Cored Arc Welding (FCAW) processes, shielding gas selection, and electrode selection based on the AWS electrode classification system. Safety procedures are also covered. Includes an in-

roduction to hands-on welding techniques in the shop setting.

WT 113 Introduction to Inert Gas and Aluminum Welding (5)

Basic inert gas welding theory of operation and safety requirements. Introduction to Gas Metal Arc Welding (GMAW) and Gas Tungsten Arc Welding (GTAW) processes and electrode selection based on the AWS electrode classification system. Includes an introduction to hands-on welding techniques in the shop setting.

WT 114 Thermal Cutting Processes (3)

Introduction to the plasma arc and oxy-fuel cutting processes. Covers process safety and theory of operation. Course includes an introduction to hands-on thermal cutting techniques in the shop setting.

WT 115 Intro Computer Numeric Controlled(CNC) Operations (5)

Introduction to Computer Numeric Controlled (CNC) machine operation theory and practice. Covers basic G&M codes needed to program and operate CNC machinery. Course includes an introduction to hands-on CNC machine operations in the shop setting. Prerequisite: WMATH 100.

Marine Maintenance Technology (MT)

Also see Composites Technology

Program Description

Marine Maintenance Technology (MT) prepares students for marine trades employment in two major areas: marine propulsion and marine vessel systems. Marine Maintenance Technology offers a one-year certificate which serves as the core for the two-year ATA degree.

Marine manufacturing and repair-refit companies in pleasure, military, and commercial fields are driving demand for skilled marine technicians. In response to this demand, Skagit Valley College has become a member of the American Boat and Yacht Council's Marine League of Schools, a national consortium of marine technology educators providing leading-edge training meeting industry standards. Located in the center of the Northwest's maritime industry, the program has close partnerships with many local marine manufacturers and service companies. Affordably priced, with out-of-state tuition waivers available, the program provides students with a unique opportunity to

successfully begin a new career or expand upon existing skills.

Marine propulsion provides students with the skills and knowledge necessary to install, maintain and repair modern boat and ship engines and propulsion systems. Students learn cooling, exhaust, ignition, lubrication, and control systems for fuel injected gasoline and diesel inboard engines. Hands-on training covers how to adjust engine performance to manufacturer's specifications and how to install and repair diesel engines, inboard gasoline engines, stern-drives, sail drives, and outboard motors. Students will be working toward manufacturer-specific and American Boat and Yacht Council (ABYC) propulsion certifications.

Marine vessel systems teaches students how to install, repair, maintain and troubleshoot marine electronics systems. To ensure students learn the most current technologies, the curriculum is based on National Marine Electronics Association (NMEA) standards. Certified instructors have direct industry experience and prepare students to apply their skills to virtually any professional scenario involving AC and DC electricity, i.e. marine wiring, pumps, batteries, tanks and plumbing, shore power systems, inverters, steering/controls, refrigeration, sanitation, heating systems and electronic navigation. Students will be working towards industry-recognized certification by American Boat Yacht Council (ABYC) and the National Marine Electronics Association (NMEA).

For information on composites manufacturing and repair, see Composites and Manufacturing Technology certificates.

Entry into the Program

Please contact the Admissions Office or Department Chair, Mike Swietzer, mike.swietzer@skagit.edu, 360.766.6282 ext. 3005, for more information about program certificate and degree options and admission requirements. Students may also visit the Northwest Career and Technical Academy, Marine Technology Center, in Anacortes, Washington.

Tech Prep

Skagit Valley College will grant credit towards a Professional/Technical degree based on competencies gained at the Northwest Career and Technical Academy, Marine Technology Center. If you are interested in taking steps to begin work in the professional / technology workplace of the future, please contact your high school counselor.

Work-Based Learning

Students will integrate their classroom learning with work-based learning experience in Cooperative Education (MT 199) at a supervised work site.

Marine Technician Certificate

A Marine Technician Certificate is awarded upon completion of certificate courses. 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 Marine Technology courses.

Associate in Technical Arts Degree

An Associate in Technical Arts degree (ATA) is awarded upon completion of a minimum of 90 credits 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 Marine Technology courses.

SUGGESTED SCHEDULES

MARINE MAINTENANCE TECHNOLOGY - MARINE TECHNICIAN PROGRAM CERTIFICATE

Students must be co-enrolled in program core classes or have instructor permission. Consult with department chair or SVC counselor for scheduling options.

FIRST YEAR – PROGRAM CORE

FALL	Cr	WINTER . Cr	SPRING ..Cr
†MT 102	5	MT 133	5
MT 105	6	MT 142	4
CMPST 121	5	MT 143	4
MT 132	4	MT 144	4
.....		ENGL 170.....	3
.....		MT 240.....
.....		PE 200.....
Total.....	20	Total	20
		Total.....	22

ATA MARINE MAINTENANCE TECHNOLOGY - MARINE TECHNICIAN

Includes required ATA courses. Consult with department chair or SVC counselor for scheduling options.

‡MT 199.....	2
CMST 125	3
*LC/GE	5
SOSC 113	1
SOSC 125	2

Plus minimum of 15 credits from Marine Maintenance Technology approved by department Chair

Total..... 26+

* 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 two-year program

Course Descriptions

MT 102 Marine Applied Mathematics (5)

Practical course in mathematics involving whole numbers, fractions, decimals, ratios, proportions, percentages, and basic geometric constructions. Introduction to applied algebra and basic trigonometric functions. Includes practical blueprint reading.

MT 105 Safety, Tools, and Fastenings (6)

Shop safety including use of tools, fastening, and maintenance practices.

MT 132 Marine Electrical Systems I (4)

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 133 Marine 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 132 or instructor permission.

MT 136 Marine Sanitation Systems, Plumbing and Pumps (5)

Covers marine specialized toilets, holding tanks, treatment systems, pumps, and discharge systems. Includes installation of marine pumps in new or retrofit vessels, tank sizing, plumbing, and applicable USCG and ABYC standards.

MT 142 Marine Gasoline Engines (4)

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.

MT 143 Marine Diesel Engines (4)

Introduction to marine diesel engines and external systems service. Includes starting, charging, fuel, cooling, lubrication and winterization of engines.

MT 144 Inboard Drivetrain (4)

Theory and hands-on experience in marine inboard engine drive systems with emphasis on shafts, couplings, alignment, stuffing boxes, underwater running gear, rudders, engine throttle and shift controls, repairs and alignments, steering systems, and remote control systems for engine and transmission. Prerequisite: MT 142 or 143 or concurrent enrollment.

MT 145 Sterndrives and Saildrives (4)

Covers operation and maintenance of stern-drive and saildrive types of marine drive trains. Concentrates on preventative maintenance and service procedures for sterndrive and saildrive units.

MT 199 Cooperative Education Experience (4)

Supervised work experience in the field. Prerequisite: Instructor permission required.

MT 230 Marine Electronics (3)

Covers National Marine Manufacture's Association guidelines. Includes familiarization with actual equipment operation of electronic devices for navigation and communication with installation interfacing and operation.

MT 231 Marine Heating, Air Conditioning & Refrigeration (5)

Includes selection, installation and service of marine hot air and hydronic heating systems. Covers operation, selection, installation and testing of refrigeration and air conditioning systems. Covers fuel gas systems complying with standards from ABYC, NFPA, and Natural Gas Association adjustment of these systems. Prerequisite: MT 132 or instructor permission.

MT 240 Outboard Motor Operation and Service (3)

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. Covers ignition, fuel, cooling, lower units, tune-up procedures, winterizations.

MT 252-5 Independent Study (2-5)

Special project as approved by instructor and department chair.

Mathematics (MATH)

The Mathematics program offers courses that range from the development of basic skills through college-level topics. Most of the courses are offered in various delivery 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 to determine which course they should enroll in.

To satisfy the quantitative requirement for a transfer degree, students will need to

complete either MATH& 107, 141, or 146. Each of these courses 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 contact the Division chair for Science and 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 MATH97. 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 operations; calculations using ratios and proportions, percents, simple and compound interest, relevant applications.

MATH 096 Pre-Algebra (1-5)

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, systems of linear equations. 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: exponents, operations with polynomials, factoring, solving quadratic equations by factoring, rational expressions and equations, functions. 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.

HMATH 100 Math for Health Professions (5)

This course is non-transferrable and for health profession students only. Estimation and practical problem solving techniques explored through lecture, discussion and computer work. Topics include: medical abbreviations; conversions using metric, household, apothecary units and scientific notations; percentages; calculation of body statistics; medication dosages and intravenous flow rates. Prerequisite: MATH 96 with a grade of C or better or appropriate test score.

WMATH 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 descriptive statistics, probability distributions including the binomial and normal distributions, confidence intervals and hypothesis tests, and linear regression and correlation with an emphasis on statistical inference. 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, vec-

tor-valued functions, and infinite series. A graphing calculator is required. Prerequisite: MATH& 152 with a grade of C or higher.

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 functions of several variables, tangent planes, partial differentiation, 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 mechanalysis.

Through mechanalysis a technician may perform predictive and preventive maintenance on mechanical and electromechanical devices and systems. Problems associated with vibration, balance and bearing wear

can be predicted and addressed before catastrophic failure occurs.

Also covered in this program option are the areas of Robotics, Biometrics, Telematics and Informatics. Biometrics is the technology which automates the use of physiological or behavioral characteristics to determine or verify identity. Biometric security technology like speech recognition, fingerprint and retina scanning are currently used to access sensitive areas in computer systems or facilities. Informatics is the use of information technology to gather and process data from mechanical systems while Telematics is the combination of telecommunications and computer systems servicing that data. Robotic systems using electric, hydraulic and pneumatic actuators are integrated into microcontroller and computer distributed control systems (DCS).

Graduates may find employment as failure analysis technicians, field service technicians, robotics and automation technicians, engineering process technicians or electro-mechanical technicians. Employment positions as technicians and specialists in the areas of computer security systems and automotive electronic control systems are also possible.

The courses offered in this program use a hybrid method of course delivery. Academic studies and discussions are available online with hands-on opportunities and practicum available throughout the course week.

Entry into the Program

The Mechatronics program will cease operation at the end of Summer Quarter 2012. Effective immediately, students will not be admitted to the program unless they have sufficient prior college credits to ensure they can complete a program degree or certificate by Spring 2012. To determine if you have enough college credits to be admitted to the program, contact the Counseling Office, 416-7654, or the Mechatronics program, 416-7757, no later than September 1, 2011.

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		
Total	18	Total	18	Total.....	17

SECOND YEAR

Fall	Cr	Winter	Cr	Spring.....	Cr
MET 290	5	MET 292	5	MET 294	5
MET 291	5	MET 293	5	MET 295	5
ET 267	5	ET 268	5	ET 269	5
†ET 199	1-15			*LC/GE	5
†ENGL 170	3				
Total	19+	Total	15	Total.....	20

* 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.

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

~ ENGR 123 can substitute for ET 137.

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 191 Principles of Mechatronics (2)

Introduction to the mechatronics principle. Overview of how electronics and mechanical systems are used in the design and manufacture of products and processes.

MET 195 Introduction to Robotics (2)

Using electronics principles and test equipment, introduction to microcontrollers, robotics, automation systems, robotic motor and servo control systems.

MET 290 Sensors and Instrumentation Transducers (5)

Visual, infrared, ultrasonic, temperature, distance and proximity another instrumentation related sensors and transducers.

MET 291 Applications of Mechatronics (3)

Continuation of MET 191. Interaction of electronics with mechanical systems. Applying computer controls to electromechanical systems. Prerequisite: MET 191.

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)

Continuation of MET 195. Covers robotic vision systems, collision avoidance, and motor and servo control systems. Prerequisite: MET 195.

Medical Assistant

See Allied Health Education.

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 into

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, the MIT program offers a Web Designer degree, a one-year Web Assistant certificate, a Graphic Arts certificate, an Adobe certificate, and a Digital Entertainment & Web Programming certificate. The Web Designer ATA degree and three of the certificates are available online.

Career Opportunities

Today's businesses and organizations need skilled professionals to design multimedia Web sites. Students graduating with a degree or certificate in Multimedia & Interactive Technology will be trained to design and develop content for online delivery. Students will be prepared for entry-level employment in Web design and development, graphic arts, digital photography, or Web-based digital gaming and entertainment. Coursework includes Web design, digital photography, image manipulation, illustration, user interface design, as well as programming and scripting basics. Position titles include Webmaster, Web designer, Web developer, Web programmer, Web assistant, multimedia assistant, media planner, interactive media specialist, interface designer, animation specialist, computer programmer, Flash programmer, graphic artist, computer specialist, modeler, game designer, game programmer, and game developer.

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 mini-

mum 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 SCHEDULES

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& 210	5	CIS 147	3	MIT 226	5
*CS 101	5	†WMATH 100 ..	5	MIT 229	5
.....		PE 100 +	
.....		1 act credit	2	
Total	15	Total	15	Total	15

SECOND YEAR

Fall	Cr	Winter	Cr	Spring.....	Cr
MIT 213	5	MIT 228	5	‡MIT 199	1-15
MIT 235	5	MIT 240	5	MIT 260	5
†ENGL& 101	5	MIT 249	5	MIT 270	5
.....		SOSC 113	1	MIT 280	3
.....			SOSC 125	2
Total	15	Total	16	Total	16+

****CERTIFICATE MULTIMEDIA—WEB ASSISTANT**

Includes required Certificate courses. Student schedule may vary based on entry point, credit load, and prerequisites. Consult with department chair or SVC counselor for scheduling options. This certificate is available entirely online.

FIRST YEAR

Fall	Cr	Winter	Cr	Spring.....	Cr
MIT 125	5	MIT 226	5	‡MIT 199	1
MIT 135	5	MIT 228	5	MIT 249	5
MIT 149	5	MIT 235	5	MIT 260	5
MIT 213	5	MIT 240	5	MIT 270	5
.....			MIT 280	3
.....			SOSC 113	1
Total	20	Total	20	Total	20

* 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, 199, 213, 226, 228, 235, 240,

249, 260, 270, 280, 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, 280, 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, 280, and SOSC 113. This certificate is available entirely online.

DIGITAL ENTERTAINMENT AND WEB PROGRAMMING CERTIFICATE

The student must maintain a 2.0 grade point average and complete the following: MIT 105, 115, 149, 199, 205, 215, 226, 235, 228, 240, and 249.

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 105 Two-Dimensional Level Design I (5)

Introduction to the art and science of applied two-dimensional game design. Covers how and why design decisions impact both players and game play.

MIT 115 Introduction to Scripting and Programming I (4)

Introduction to programming environments for students who are not experienced programmers. Covers simple logic, programming flow, and the use of variables. Introduction to the history of programming and the basic vocabulary of the programming industry.

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. Prerequisite: computer literacy and file management skills strongly recommended.

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. Prerequisite: computer literacy

and file management skills strongly recommended.

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. Prerequisite: computer literacy and file management skills strongly recommended.

MIT 199 Cooperative Educational Experience (1-15)

Supervised work experience in the field. Includes a weekly seminar. Prerequisite: instructor permission.

MIT 205 Two-Dimensional Level Design II (5)

Builds and expands upon the design theory and concepts taught in MIT 105. Apply the understanding of two-dimensional game design through the creation of fully functional levels for a professional real-time strategy game. Topics include various issues in level design such as aesthetics, resource balancing, and supporting game mechanics. Prerequisite: MIT 105.

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. Prerequisite: computer literacy and file management skills strongly recommended.

MIT 215 Introduction to Scripting and Programming II (4)

Serves as a foundation for higher level programming courses and projects. Provides the fundamentals in programming and culminates in a series of hands-on exercises using this knowledge to solve problems. Instructor may cover special topics in programming or scripting. Prerequisite: MIT 115.

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. Prerequisite: computer literacy and file management skills strongly recommended.

MIT 226 Adobe Photoshop (5)

Introduction to basic and advanced image editing techniques. Use Adobe Photoshop to create graphics, manipulate photographs,

and optimize digital images for the Web. Prerequisite: computer literacy and file management skills strongly recommended.

MIT 228 Adobe Flash (5)

Use Adobe Flash to create animation and interactivity for the Web. Prerequisite: computer literacy and file management skills strongly recommended.

MIT 229 Adobe Illustrator (5)

Introduction to basic and advanced digital illustration. Use Adobe Illustrator to create vector-based graphics and artwork. Prerequisite: computer literacy and file management skills strongly recommended.

MIT 235 User Interface Design (5)

Introduction to user interface design principles. Learn to design easy to navigate, user-friendly Web sites. Prerequisite: computer literacy and file management skills strongly recommended.

MIT 240 Adobe Dreamweaver (5)

Use Adobe Dreamweaver to design and develop interactive multimedia Web sites. Prerequisite: computer literacy and file management skills strongly recommended.

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. Prerequisite: computer literacy and file management skills as well as some experience with HTML and CSS strongly recommended.

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 Website's ranking on the most popular search engines. Prerequisite: computer literacy and file management skills strongly recommended.

MIT 270 Blogging (5)

Introduction to blog-writing skills and exposure to the latest blog-writing tools. Learn how to setup a blog account, create and write posts, and maintain a blog. Prerequisite: computer literacy and file management skills strongly recommended as well as some experience with HTML and CSS.

MIT 280 Digital Portfolio (3)

Design a Web-based digital portfolio that will be used as an interactive resume, an archive of work over time, and a demonstration of student aptitude and proficiency. The digi-

tal portfolio will serve as a marketing tool that showcases a student's ability and preparation for a multimedia and Web design career. Prerequisite: This is the capstone course within the MIT program. For students pursuing a certificate or degree in MIT, it is highly recommended that this course be taken during the student's final quarter. Strongly recommended: Computer literacy and file management skills as well as experience with Web-based multimedia applications and tools is essential.

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 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 tread 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 an 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: D (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 Artform: D (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: D (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. Prerequisite: Instructor's permission required. 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. Prerequisite: Should be taken concurrently with MUSC 121 Ear Training.

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. 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. 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. Should be taken concurrently with MUSC 123 Ear Training.

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 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 (0.5)

Applied music instruction. Individual instruction in voice or instrument for music majors only which focuses on the practical application of musical principles to performance. Must be concurrently enrolled in one of the following: MUSC& 141, 142, 143 or 231, 232, 233. Contact department chair before registering. No more than 0.5 credit per quarter to a maximum of 3 credits. Prerequisite: instructor's permission. Audition may be required.

MUSC 175 Voice Intermediate (0.5)

Applied music instruction. Individual instruction in voice or instrument for music majors only which focuses on the practical application of musical principles to performance. Must be concurrently enrolled in one of the following: MUSC& 141, 142, 143 or 231, 232, 233. Contact department chair before registering. No more than 0.5 credit per quarter to a maximum of 3 credits. Prerequisite: instructor's permission. Audition may be required.

MUSC 176 Blues, Jazz, or Rock Guitar I (0.5)

Applied music instruction. Individual instruction in voice or instrument for music majors only which focuses on the practical application of musical principles to performance. Must be concurrently enrolled in one of the following: MUSC& 141, 142, 143 or 231, 232, 233. Contact department chair before registering. No more than 0.5 credit per quarter to

a maximum of 3 credits. Prerequisite: instructor's permission. Audition may be required.

MUSC 178 Brass-Intermediate (0.5)

Applied music instruction. Individual instruction in voice or instrument for music majors only which focuses on the practical application of musical principles to performance. Must be concurrently enrolled in one of the following: MUSC& 141, 142, 143 or 231, 232, 233. Contact department chair before registering. No more than 0.5 credit per quarter to a maximum of 3 credits. Prerequisite: instructor's permission. Audition may be required.

MUSC 179 Woodwind-Intermediate (0.5)

Applied music instruction. Individual instruction in voice or instrument for music majors only which focuses on the practical application of musical principles to performance. Must be concurrently enrolled in one of the following: MUSC& 141, 142, 143 or 231, 232, 233. Contact department chair before registering. No more than 0.5 credit per quarter to a maximum of 3 credits. Prerequisite: instructor's permission. Audition may be required.

MUSC 180 Strings-Intermediate (0.5)

Applied music instruction. Individual instruction in voice or instrument for music majors only which focuses on the practical application of musical principles to performance. Must be concurrently enrolled in one of the following: MUSC& 141, 142, 143 or 231, 232, 233. Contact department chair before registering. No more than 0.5 credit per quarter to a maximum of 3 credits. Prerequisite: instructor's permission. Audition may be required.

MUSC 181 Classical Guitar-Intermediate (0.5)

Applied music instruction. Individual instruction in voice or instrument for music majors only which focuses on the practical application of musical principles to performance. Must be concurrently enrolled in one of the following: MUSC& 141, 142, 143 or 231, 232, 233. Contact department chair before registering. No more than 0.5 credit per quarter to a maximum of 3 credits. Prerequisite: instructor's permission. Audition may be required.

MUSC 182 Piano-Intermediate (0.5)

Applied music instruction. Individual instruction in voice or instrument for music majors only which focuses on the practical application of musical principles to performance. Must be concurrently enrolled in one of the following: MUSC& 141, 142, 143 or 231, 232, 233. Contact department chair before registering. No more than 0.5 credit per quarter to

a maximum of 3 credits. Prerequisite: instructor's permission. Audition may be required.

MUSC 187 Drums-Intermediate (0.5)

Applied music instruction. Individual instruction in voice or instrument for music majors only which focuses on the practical application of musical principles to performance. Must be concurrently enrolled in one of the following: MUSC& 141, 142, 143 or 231, 232, 233. Contact department chair before registering. No more than 0.5 credit per quarter to a maximum of 3 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& 241 Music Theory IV (5)

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, ear training and keyboarding are emphasized. Prerequisite: MUSC& 143.

MUSC& 242 Music Theory V (5)

This course continues the study of music theory from Music Theory IV. Counterpoint techniques in music literature will be examined and composed. Prerequisite: MUSC& 241.

MUSC& 243 Music Theory VI (5)

Music Theory VI is the last quarter of second year music theory. Late Romantic and modern compositional techniques will be studied and composed. Prerequisite: MUSC& 242.

MUSC 274 Jazz Piano-Advanced (0.5)

Applied music instruction. Individual instruction in voice or instrument for music majors only which focuses on the practical application of musical principles to performance. Must be concurrently enrolled in one of the following: MUSC& 141, 142, 143 or 231, 232, 233. Contact department chair before registering. No more than 0.5 credit per quarter to a maximum of 3 credits. Prerequisite: instructor's permission. Audition may be required.

MUSC 275 Voice-Advanced (0.5)

Applied music instruction. Individual instruction in voice or instrument for music majors only which focuses on the practical application of musical principles to performance. Must be concurrently enrolled in one of the following: MUSC& 141, 142, 143 or 231, 232, 233. Contact department chair before registering. No more than 0.5 credit per quarter to a maximum of 3 credits. Prerequisite: instructor's permission. Audition may be required.

MUSC 276 Blues, Jazz, or Rock Guitar II (0.5)

Applied music instruction. Individual instruction in voice or instrument for music majors only which focuses on the practical application of musical principles to performance. Must be concurrently enrolled in one of the following: MUSC& 141, 142, 143 or 231, 232, 233. Contact department chair before registering. No more than 0.5 credit per quarter to a maximum of 3 credits. Prerequisite: instructor's permission. Audition may be required.

MUSC 278 Brass-Advanced (0.5)

Applied music instruction. Individual instruction in voice or instrument for music majors only which focuses on the practical application of musical principles to performance. Must be concurrently enrolled in one of the following: MUSC& 141, 142, 143 or 231, 232, 233. Contact department chair before registering. No more than 0.5 credit per quarter to

a maximum of 3 credits. Prerequisite: instructor's permission. Audition may be required.

MUSC 279 **Woodwind-Advanced**
(0.5)

Applied music instruction. Individual instruction in voice or instrument for music majors only which focuses on the practical application of musical principles to performance. Must be concurrently enrolled in one of the following: MUSC& 141, 142, 143 or 231, 232, 233. Contact department chair before registering. No more than 0.5 credit per quarter to a maximum of 3 credits. Prerequisite: instructor's permission. Audition may be required.

MUSC 280 Strings-Advanced (0.5)

Applied music instruction. Individual instruction in voice or instrument for music majors only which focuses on the practical application of musical principles to performance. Must be concurrently enrolled in one of the following: MUSC& 141, 142, 143 or 231, 232, 233. Contact department chair before registering. No more than 0.5 credit per quarter to a maximum of 3 credits. Prerequisite: instructor's permission. Audition may be required.

MUSC 281 Classical Guitar-Advanced (0.5)

Applied music instruction. Individual instruction in voice or instrument for music majors only which focuses on the practical application of musical principles to performance. Must be concurrently enrolled in one of the following: MUSC& 141, 142, 143 or 231, 232, 233. Contact department chair before registering. No more than 0.5 credit per quarter to a maximum of 3 credits. Prerequisite: instructor's permission. Audition may be required.

MUSC 282 Piano-Advanced (0.5)

Applied music instruction. Individual instruction in voice or instrument for music majors only which focuses on the practical application of musical principles to performance. Must be concurrently enrolled in one of the following: MUSC& 141, 142, 143 or 231, 232, 233. Contact department chair before registering. No more than 0.5 credit per quarter to a maximum of 3 credits. Prerequisite: instructor's permission. Audition may be required.

MUSC 287 Drums-Advanced (0.5)

Applied music instruction. Individual instruction in voice or instrument for music majors only which focuses on the practical application of musical principles to performance. Must be concurrently enrolled in one of the following: MUSC& 141, 142, 143 or 231, 232, 233. Contact department chair before registering. No more than 0.5 credit per quarter to

a maximum of 3 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.

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 in the third quarter and progress to RN completion. Skagit Valley College has an articulation agreement with the University of Washington Nursing Program-Bothell that allows the SVC graduate, with a Registered Nursing License, to transition into a Bachelor of Science Nursing Degree program after completion of the Associate Degree Nursing program at SVC. If interested, please contact an advisor at University of Washington Bothell: www.uwb.edu. Also, indicate your interest to an SVC 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 (NLNAC): 3343 Peachtree Road NW, Suite 850, Atlanta, GA 30326. 404.975.5000. 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 (Option)**

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.

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 through a competitive admissions process. Information about the Mount Vernon Nursing admissions process is accessible on the Skagit Valley College web site (http://www.skagit.edu/directory.asp_Q_pagenumber_E_219). Steps involved to be considered for admission to the nursing program include:

- Take the college placement test in Math and English.
- Attend an information session to get questions answered and meet a pre-nursing advisor. Complete an SVC application (submit online or paper) indicating the nursing program as your area of interest.
- Complete and submit a request for Program Completion Form along with official transcripts if you have taken courses at another academic institution and have them transferred to SVC Admissions.
- Submit MV RN Nursing Admission Form along with appropriate documentation to SVC, Attention Nursing Admissions Coordinator.

All interested students must meet minimum qualifications in order to be considered for admission. Minimum qualifications include:

- 3.0 or higher GPA in required science prerequisites.
- 3.0 or higher in all required nursing prerequisites.
- Current CNA Certificate

All prerequisites must be completed prior to applying for competitive admission. See nursing website required prerequisites and ap-

plication deadline dates (http://www.skagit.edu/directory.asp_Q_pagenumber_E_219)

Once accepted into the program and prior to course registration, the following requirements must be met:

- American Heart Association Current Healthcare Provider CPR card
- Attend a nursing intake session after notification of acceptance into the program.
- 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.
- Acknowledgment of information regarding questions about the application for PN/RN licensure in Washington State. (Person Data Form)
- Pass both an Illegal Substance / Drug Screen and Criminal Background check. This is based on medical industry standards and Washington State laws protecting vulnerable populations (RCW 43.43.880 and 43.43.842). This practice is common among colleges and universities in Washington State and is required by clinical agencies where students complete their clinical experiences.

LPN to RN (Mount Vernon Campus)

The LPN student entering into the Mount Vernon RN program must have all the above requirements plus show a current Washington State Practical Nurse License in place of current CNA certificate.

Re-entry to Registered Nursing Program (Mount Vernon Campus)

Students requesting re-entry to RN nursing program must fulfill current readmission requirements as specified by the SVC Nursing Admissions Policy. Readmission is based on a space-available basis. Students will not be allowed to re-enter the RN program more than once (See Mount Vernon RN Student Nurse Handbook).

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 and general education courses required prior to entering NURS 161: Certified Nursing Assistant (CNA) certificate/license (NURS 100); WMATH 100 or NMATH 100 or above, ENGL& 101, CHEM& 121, BIOL& 241, 242, 260, PSYC& 100, and 200. These courses may require prerequisites before taking.

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
Total12	Total12	Total12

SECOND YEAR

4th QtrCr	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		
Total ...15-17	Total14	Total13

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, 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.

Entry into the Nursing Assistant Certificate Course

The Nursing Assistant course (NURS 100) is a State approved course, meeting OBRA Federal guidelines. Graduates are eligible to take the State Competency Test to become certified Nursing Assistants. This is a one-quarter course requiring 35 hours of classroom instruction and 50 hours of clinical/lab experience.

Applicants are admitted on a first-come, first-served basis. No wait list is maintained. Students must attend all scheduled classes and clinical time to meet State certification requirements.

Prior to participating in any clinical experience, students must show proof of:

- Negative TB test OR chest x-ray and clearance by Health Care Provider.
- Current CPR (cardiopulmonary resuscitation) card for the Adult is required. Upon acceptance to PN or RN pro-

grams, a current AHA Health Care Provider CPR card is required.

- Pass a Washington State patrol Background Check. Details will be provided during the first week of class.

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 be in attendance at every class session in its entirety. You must arrive on time the first day/night of the class. This is a State of Washington - Department of Health requirement for Certified Nursing assistant training. The full hours of lecture, lab and clinical must be completed to receive your certificate. There are additional fees for State registration and certification. If a student is employed at a nursing home, fee reimbursement may be available.

Course Descriptions

NURS 100 Nursing Assistant/ AIDS Education (6)

Focused toward employment in nursing homes. Current Adult CPR card required. This course is state-approved and includes 35 classroom hours and 50 clinical hours. A completion certificate is issued after passing the course. In order to receive NA certification, the student must pass a written and skills exam through the National Nurse Aide Assessment Program (NNAAP) Examination, mandated by Washington State. (Student information: there are additional fees for state registration and certification testing of approximately \$110. If employed at a nursing home, fee reimbursement may be available.) Prerequisite: if pursuing an LPN or RN license, an American Heart Association (AHA) certificate is required OR by taking AHE 143. Students must be in attendance at every class session in its entirety. You must arrive on time the first day/night of the class. This is a State of Washington-Department of Health requirement for Certified Nursing Assistant training. The full hours of lecture, lab and clinical must be completed to receive your certificate.

NURS 160 Nursing Program Success Strategies (1)

Provides strategies and learning skills to be successful in the nursing program. Includes information on note taking, tests, reading, exam preparation, course expectations, and other life strategies to support your success in the nursing program.

**NURS 161 Fundamentals
Nursing Practicum
(MV RN) (12)**

Introduces health care system, role of nursing, and health-illness continuum with a focus on promotion and maintenance of health, nursing process, pharmacology concepts, and normal changes of aging. Practicum includes basic nursing skills in simulated campus and clinical environments. Assessment focuses on geriatric patients in the long term care nursing environment. Prerequisites: CHEM& 121, BIOL& 241, BIOL& 242, BIOL 260, ENGL& 101, HMATH 100* or above, PSYC& 100 and 200. Overall grade point average of 3.0 (B) required for all NURS 161 pre-req courses; CNA certificate required. *WMATH 100 with minimum grade of 2.0 (C) or above accepted if completed prior to summer 2011.

**NURS 162 Nursing Care Adult &
Child Practicum I (MV
RN) (12)**

Focuses on nursing care for individuals experiencing common alterations in the respiratory, neurological, musculoskeletal and cardiovascular systems. Also, care of the surgical patient. Includes psychological, sociocultural, spiritual, developmental factors. Integrates pharmacology, nutrition, health teaching, communication, and legal/ethical aspects. Provision of care to maintain and restore health. Nursing process focus: diagnosis and planning. Prerequisite: NURS 161.

**NURS 163 Nursing Care Adult/
Child Practicum II
(MV RN) (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. Computer literacy strongly recommended.

**NURS 167 Preparation for
Practical Nurse
Certificate II (MV RN)
(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, and 163; grade of C or above required in each. Computer literacy strongly recommended.

**NURS 201 Nursing Care Adult/
Child Practicum III
(MV RN) (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. Prerequisites: NURS 163 with grade of 2.0 (C) or higher. Following courses with grade of 3.0 (B) or above in each: CHEM& 121, BIOL& 241, 242, 260; PSYC& 100 and 200; ENGL& 101; WMATH or NMATH 100 or above.

**NURS 202 Nursing Childbearing
Family Adult/Child IV
(MV RN) (12)**

Focuses on the nursing care for individual experiencing complex alteration sin endocrine, respiratory, neurological, and cardiovascular systems. Includes psychological, sociocultural, spiritual and developmental factors. Integrates pharmacology, nutrition, health-teaching and communication. Provision and management of care to promote, and maintain and restore health in acute care and community settings. Prerequisite: NURS 201.

**NURS 203 Nursing Adult/Child
Practicum V (MV RN)
(12)**

Focuses on nursing care for individuals experiencing acute renal system alterations, burns, communicable disease and pediatric disorders. Includes psychological, sociological, spiritual, and developmental factors. Integrates pharmacology, nutrition, health teaching, communication, and legal/ethical aspects. Preceptorship simulates graduate RN role in providing and managing care. Prerequisite: NURS 202.

Nursing (Nurs) — Whidbey Island Campus

Practical Nurse Certificate (PN) Program, Practical Nurse (PN) to Registered Nurse (RN) Program (LPN to RN), and Nursing Assistant Certificate

Program Descriptions

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.

LPN to RN

The LPN to RN program is a satellite program of the Associate in Technical Arts/Registered Nurse Degree program from the Mount Vernon Campus and is nationally accredited by the National League for Nursing

Accreditation Commission. Offered on a part-time basis, the LPN to RN program prepares graduates for licensure as Registered Nurses. This five-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.

Nursing Assistant

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. Admission to the college does not guarantee acceptance into the Nursing program.

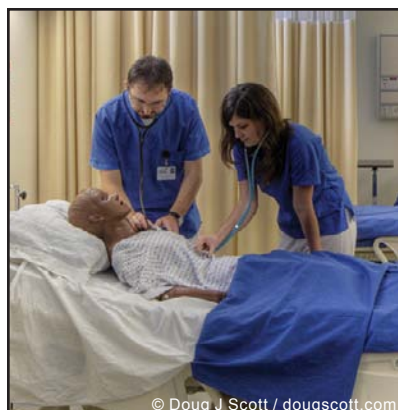
Students are selected for admission to the Practical Nursing program from the program wait list. Students must complete all prerequisites with a "C" or better and hold an active Washington State CNA certificate to make application to the Practical Nursing program wait list.

Prerequisites for entry:

- ENGL& 101 English Composition I
- HMATH 100 Math for Health Professions
- NURS 136 A&P for LPN or
- BIOL& 241 Human A&P I
- BIOL& 242 Human A&P II or
- AHE 106 A&P for Medical Assistant
- Students that receive notification of acceptance into the Practical Nursing program are required to attend a mandatory intake session.

Prior to registering, the student 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 American Heart Association Health Care Provider Certificate.
- Current CNA certificate.
- Pass both an Illegal Substance-Illegal Drug Screen and Criminal Background



check. This is based on medical industry standards and Washington State laws protecting vulnerable populations (RCW 43.43.880 and 43.43.842). This practice is common among colleges and universities in Washington State and is required by clinical agencies where students complete their clinical experiences.

When a student is offered admission to the Practical Nursing program and declines the offer, their name is removed from the wait list. A new wait list application must be submitted in order to place their name back on the wait list.

Re-entry to Practical Nursing Program (Whidbey Island Campus)

Students requesting re-entry to Practical Nursing program must fulfill current readmission requirements as specified by the SVC Practical Nursing Admissions Policy. Readmission is based on a space-available basis. Students will not be allowed to re-enter the Practical Nursing program more than once (See Whidbey Island Campus Practical Nursing Student Handbook).

SUGGESTED SCHEDULES

PRACTICAL NURSING PROGRAM COURSE SEQUENCE FULL-TIME DAY PROGRAM

Fall.....Cr	Winter.....Cr
NURS 101.....7	NURS 103.....5
NURS 101N.....1	NURS 104.....5
NURS 102.....7	NURS 109.....2
NURS 102 N.....0.5	NURS 110.....2
NURS 102 U....0.5	
Total.....16	Total.....14
Spring.....Cr	Summer.....Cr
NURS 105.....5	NURS 107.....1
NURS 106.....5	NURS 108.....1
NURS 111.....2	NURS 113.....2
NURS 112.....2	NURS 114.....2
Total.....14	Total.....6

PRACTICAL NURSING PROGRAM COURSE SEQUENCE PART-TIME EVENING & WEEKEND PROGRAM

FIRST YEAR

Fall.....Cr	Winter.....Cr
NURS 101.....8	NURS 102.....8
Total.....8	Total.....8
Spring.....Cr	Summer.....Cr
NURS 103.....5	NURS 104.....5
NURS 109.....2	NURS 110.....2
Total.....7	Total.....7

SECOND YEAR

Fall.....Cr	Winter.....Cr
NURS 105.....5	NURS 106.....5
NURS 111.....2	NURS 112.....2
Total.....7	Total.....7
Spring.....Cr	
NURS 107.....1	
NURS 108.....1	
NURS 113.....2	
NURS 114.....2	
Total.....6	

Whidbey Island Practical Nursing students who wish to transfer to the Associate Degree RN program at the Mount Vernon Campus must make contact with the nursing program in Mount Vernon to have their name placed on the wait list. Before being placed on the wait list, the student must be able to provide authentication that they have completed all the prerequisites required for the associate degree RN nursing program.

Entry into the Part-time Licensed Practical Nurse to Registered Nurse (LPN to RN) Program: Whidbey Island Campus

Enrollment is limited in all of the Nursing programs. Students must first apply to the college. Admission to the college does not guarantee acceptance into the nursing program. Students are selected for admission to the LPN to RN program from the program wait list.

Students must complete all RN program prerequisites and all graduation requirements with a "C" or better and hold an active Washington State Practical Nurse license (LPN) to make application to the LPN to RN program waitlist.

Prerequisites for entry

- ENGL& 101 English Composition
- HMATH 100 Applied Math for Nurses
- CHEM& 121 Introduction to Chemistry
- BIOL& 241 Human A&P I
- BIOL& 242 Human A&P II
- BIOL& 260 General Microbiology
- PSYC& 100 General Psychology
- PSYC& 200 Lifespan Psychology/Developmental Psych.

Graduation Requirements for entry

- CMST& 210 Interpersonal Communication or CMST 125 Professional Communication
 - SOSC 113 Job Search
 - SOSC 125 Employer/Employee Roles
- Students that receive notification of acceptance into the LPN to RN program are required to attend a mandatory intake session. Prior to registering the students 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 American Heart Association Health Care Provider Certificate.
- An active Washington State license in Practical Nursing (LPN).
- Pass both an Illegal Substance/Drug Screen and Criminal Background check. This is based on medical industry standards and Washington State laws protecting vulnerable populations (RCW 43.43.880 and 43.43.842). This practice is common among colleges and universities in Washington State and is required by clinical agencies where students complete their clinical experiences.

When a student is offered admission to the LPN to RN program and declines the offer, their name is removed from the program wait list. A new wait list application must be submitted to place their name back on the LPN to RN program wait list.

Re-entry to Licensed Practical Nursing to Registered Nursing (LPN to RN) Program (Whidbey Island Campus)

Students requesting re-entry to LPN to RN nursing program must fulfill current readmission requirements as specified by the SVC Whidbey Island Campus Nursing Admissions Policy. Readmission is based on a space-available basis. Students will not be allowed to re-enter the LPN to RN program more than once (See Whidbey Island Campus LPN to RN Student Nurse Handbook).

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. Please consult the 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 211E.....6
Total 6	Total 6
3rd Qtr (Spring).....Cr	4th Qtr (Summer)Cr
NURS 211F.....6	NURS 212E.....6
Total 6	Total 6

SECOND YEAR

5th Qtr (Fall).....Cr	6th Qtr (Winter)Cr
NURS 212F.....6	NURS 213E.....6
.....6	NURS 213F.....6
Total 6	Total 12

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/lab experience.

Applicants are admitted on a first come, first served basis. No wait list is maintained. Students must attend all scheduled classes and clinical time to meet State certification requirements.

Prior to participating in any clinical experience, students must show proof of:

- Negative TB test OR chest x-ray and clearance by Health Care Provider.
- Current CPR (cardiopulmonary resuscitation) card for the Adult is required. (If pursuing an LPN or RN license, a current AHA
- Health Care Provider CPR card is required).
- Pass a Washington State patrol Background Check. Details will be provided during the first week of class.

Students must be in attendance at every class session in its entirety. You must arrive on time the first day/night of the class. This is a State of Washington - Department of Health requirement for Certified Nursing assistant training. The full hours of lecture, lab and clinical must be completed to receive your certificate. 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 100 Nursing Assistant/ AIDS Education (6)**

Focused toward employment in nursing homes. Current Adult CPR card required. This course is state-approved and includes 35 classroom hours and 50 clinical hours. A completion certificate is issued after passing the course. In order to receive NA certification, the student must pass a written and skills exam through the National Nurse Aide Assessment Program (NNAAP) Examination, mandated by Washington State. (Student information: there are additional fees for state registration and certification testing of approximately \$110. If employed at a nursing home, fee reimbursement may be available.) Prerequisite: if pursuing an LPN or RN license, an American Heart Association (AHA) certificate is required OR by taking AHE 143. Students must be in attendance at every class session in its entirety. You must arrive on time the first day/night of the class. This is a State of Washington-Department of Health requirement for Certified Nursing Assistant training. The full hours of lecture, lab and clinical must be completed to receive your certificate.

NURS 101 Nursing Fundamentals I (Lecture) (8)

Principles and skills necessary to meet the basic physical and psychological needs of clients. Practical nursing students only. Prerequisite: NMATH 100, NURS 136, and ENGL 101.

NURS 102 Nursing Fundamentals II (Lecture) (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 NURS113. 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 NURS114. Prerequisite: NURS 105, 106, 111, 112.

NURS 109 Nursing Care Medical-Obstetric Client Practicum (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 NURS103 required. Prerequisite: NURS 101 & 102.

NURS 110 Nursing Care Medical-Obstetric Practicum II (2)

Nursing care principles and skills appropriate to Nursing 104. Clinical experience will allow the student to utilize the nursing process while meeting the client's basic needs. Taken concurrently with NURS 104. Prerequisite: NURS 102.

NURS 111 Nursing Care Surgical Obstetric Practicum I (2)

Nursing care principles and skills appropriate to Nursing 105. Clinical experience will allow the student to expand clinical skills and the nursing process while moving toward independent practice. Taken concurrently with

NURS 105. Prerequisite: NURS 103, 104, 109, 110.

NURS 112 Nursing Care Surgical Obstetric Practicum II (2)

Nursing care principles and skills appropriate to Nursing 106. Clinical experience will allow the student to expand clinical skills and the nursing process while moving toward independent practice. Taken concurrently with NURS 106. Prerequisite: 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 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 211E Nursing Care Adult/Child Practicum III-Part 1 (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 211F Nursing Care Adult/Child Practicum III-Part 2 (6)

Focuses on the nursing care for individuals experiencing complex alterations in reproductive and respiratory systems. Includes

alterations due to mental illness and psychological, social, cultural, spiritual, and developmental factors. Integrates pharmacology, nutrition, health teaching, communication, and legal/ethical aspects; and provision and management of nursing care in acute care and community settings. (Section two of a two-part course.) Prerequisite: NURS 165 and 211E with minimum C grade in each.

NURS 212E Nursing Childbearing Family Adult/Child IV-Part1 (6)

Focuses on nursing care for individuals experiencing complex alterations in 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 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, 211E, and 211F with minimum grade of C in each.

NURS 212F Nursing Childbearing Family Adult/Child IV-Part2 (6)

Focuses on the nursing care for individual experiencing complex alteration sin endocrine, respiratory, neurological, and cardiovascular systems. Includes psychological, sociocultural, spiritual and developmental factors. Integrates pharmacology, nutrition, health-teaching and communication. Provision and management of care to promote, and maintain and restore health in acute care and community settings. (Section two of a two-part course.) Prerequisite: NURS 165, 211E, 211F, and 212E with minimum grade of C in each.

NURS 213E Nursing Adult/Child Practicum V-Part 1 (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, 2011E, 211F, 212E, and 212F with a minimum C grade in each.

NURS 213F Nursing Adult/Child Practicum V-Part 2 (6)

Focuses on nursing care for individuals experiencing acute renal system alterations, burns, communicable disease and pediatric disorders. Includes psychological, sociological, 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 two of a two-part course.) Prerequisite: NURS 165, 211E, 211F, 212E, 212F, and 213E with a minimum C grade in each.

Natural Science (NASC)

See Science

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. 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 full 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	
Total	15	Total	17	Total.....	15

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	*LC/Gen Ed. 5-10		OFTEC 242.....	3
†WMATH 100.....	5	SOSC 113.....	1	OFTEC 280.....	1
.....		SOSC 125.....	2	ELECTIVE.....	3+
Total	18	Total	13	Total.....	13+

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	†WMATH 100.....	5
Totals	15	Totals	17	Totals.....	17

SECOND YEAR

Fall	Cr	Winter	Cr	Spring.....	Cr
OFTEC 134.....	5	OFTEC 140.....	2	†OFTEC 199-15	
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.	
Totals	15	Totals	15	Totals.....	12+

* 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.

@ Must take both OFTEC 210 and 215 to meet the Diversity requirement.

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, WMATH 100, SOSC 113.

BUSINESS SOFTWARE APPLICATIONS CERTIFICATE

OFTEC 110, 115, 116, 118, 122, 124, 126, 132, 134, 204, 210, 232, 280, CMST 125, MIT 149, WMATH 100, SOSC 113.

GENERAL OFFICE SUPPORT CERTIFICATE

OFTEC 103 or 134, 105, 110, 115, 116, 118, 122, 124, 140, 280, CMST 125, WMATH 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, WMATH 100, SOSC 113.

SMALL BUSINESS ACCOUNTING CERTIFICATE

OFTEC 110, 115, 116, 118, 122, 134, 140, 142, 145, 146, 147, 242, 244, 280, CMST 125, WMATH 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 SECRETARY CERTIFICATE

Please see Allied Health Education 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 WMATH 100.

SOFTWARE APPLICATIONS

OFTEC 122, 132, 134, and 232.

WORD PROCESSING

OFTEC 105, 122, 124, and 126.

Course Descriptions

OFTEC 101 Computer Basics (2)

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, locate information on the World Wide Web, and explore e-learning tools. 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 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, and ethical concerns.

OFTEC 122 MS Word I (3)

Use Microsoft Word to create and edit documents; apply a variety of font, paragraph, and page formats; create tables; add graphical en-

hancements; and perform a basic mail merge. Prerequisite: 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 II (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. Prerequisite: 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. Prerequisite: Basic computer skills and the ability to type by touch are strongly recommended.

OFTEC 139 Automated Office Project (1)

Specialized instruction on new office technologies. Prerequisite: Basic computer skills and the ability to type by touch are strongly recommended.

OFTEC 140 10-Key Applications (2)

Operation of 10-key electronic printing calculator by touch method to solve business math applications. Prerequisite: prior or concurrent enrollment in WMATH 100 or equivalent.

OFTEC 142 Payroll Procedures(3)

Computation of employee earnings, completion of payroll register, completion of individual earnings records, and preparation of various tax forms and reports.

OFTEC 145 Practical Accounting I (5)

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

OFTEC 146 Practical Accounting II (5)

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

OFTEC 147 Practical Accounting III (5)

Continuation of OFTEC 146. Includes accounting for partnerships, corporations, departments, and manufacturing; statement of cash flows; and comparative financial statements. Prerequisite: OFTEC 146 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. Offered as pass/fail only. Prerequisite: Basic computer skills and the ability to type by touch are strongly recommended.

OFTEC 164 Microsoft Office Certification Preparation (1-7)

Preparation for Microsoft Office Specialist Certification for one or multiple certification components. Practice skill standards and take practice exams for selected certifications. Credits dependent on number of sections taken; each section must be taken for 1 credit. Course may be repeated. Choose from Word, Excel, PowerPoint, Access, Outlook Specialist and/or Word and Excel Expert preparation on a Pass/Fail basis. Familiarity with the Microsoft Office software programs is strongly recommended.

OFTEC 199 Cooperative Education Experience (1-15)

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

OFTEC 204 Microsoft Publisher (5)

Use Microsoft Publisher to design professional page layouts with graphics and typog-

raphy. Introduces design and typographic principles. Prerequisite: OFTEC 122 or 124.

OFTEC 210 Electronic Communications (3)

Use Microsoft Outlook and other electronic communication tools to manage and enhance business communications. Topics include e-mail, e-calendars, virtual meetings, and shared workspace for collaboration.

OFTEC 215 Business Communications (5)

Composition skills for writing effective business communications including e-mail, memos, letters, job-seeking documents, and functional reports. Business presentation skills. Team collaboration skills. Prerequisite: OFTEC 115 and 116, or ENGL 97 and 98, or equivalent. Word processing skills are strongly recommended.

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. Prerequisite: Must be taken during the last one or two quarters of a student's program. It is strongly recommended that students take this course during their FINAL quarter of the 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

The Paralegal program will cease operation at the end of Summer Quarter 2012. Effective immediately, students will not be admitted to the program unless they have sufficient prior college credits to ensure they can complete a program degree or certificate by Summer 2012.

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, English Composition, Microsoft Word, and other courses that help develop foundational knowledge and critical thinking and writing skills is highly recommended. For those with limited academic experience, a course in "College Success Skills" (CSS) is highly recommended.

Work-Based Learning

Students will integrate their classroom learning with work-based learning experience by participating in an internship at a supervised work site (PARLG 199). Department Chair approval is required, based on completion of core paralegal courses and demonstrated adequate skills and professionalism. Credits and grades are based on job hours worked, work performance, and completion of learning objectives specified in a learning contract. Concurrent enrollment in a Seminar is required. If you desire a degree or certificate and are already employed in a law office, you may be able to develop an internship in your current job.

Associate in Technical Arts Degree

An Associate in Technical Arts degree (ATA) is awarded upon completion of a minimum of 90 credits of specified technical, general and related education coursework above 100 level with both an overall 2.0 grade point average and a 2.0 grade point average in the technical major. Twenty-five (25) of the PARLG credits must be completed at Skagit Valley College. Credits may be transferred in from other institutions subject to proof of equivalency. Preference is given to equivalent paralegal credits transferred from ABA-approved programs.

Your coursework must be carefully chosen from the following: (You must see an advisor for assistance.)

- (44 credits) Required PARLG courses PARLG 100, 101, 102, 105, 111, 112, 113, and 199 including 12 credits selected from the following: PARLG 202, 203, 205, 206, 207, and 208.

ATA students must also complete 46 credits of the following courses:

3. (23 credits) CMST 210, OFTEC 122, SOSC 113, SOSC 125, PE 100, PE activity (1 credit), ENGL 101 (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 WMATH 100 plus 5 credits Natural World course(s) numbered 100 or above.
4. (15 credits) A minimum of 15 elective credits from the following list of Paralegal program-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.

5. (8 credits) A minimum of 8 elective credits must be taken from the following Technology courses: PARLG 210, CIS 145, 146, 147, 148; OFTEC 132, 134, 162.

SUGGESTED SCHEDULE

ATA PARALEGAL

This schedule shows required Paralegal courses only and when they are offered for the 2011-12 academic year. No Paralegal courses will be offered after Summer Quarter 2012. ATA degree students must also complete 46 credits of non-Paralegal courses described in the above paragraph (Associate In Technical Arts Degree). These courses should be completed prior to Fall 2011, or inserted in this schedule where available. Student schedule may vary based on entry point, credit load, and prerequisites. A student must complete ALL required Paralegal and non-Paralegal courses by Summer 2012 If they wish to claim graduation from an American Bar Association (ABA) approved program. Consult with department chair or SVC counselor for scheduling options.

^ 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 Elec.	6
Total	10	Total	14	Total	14
Summer..Cr					
‡PARLG 199	5				
PARLG 298	1				
Total	6				

* Students must choose 12 credits from among the following: PARLG 202, 203, 205, 206, 207, and 208.

^ Students must take PARLG 105 no later than Summer/Fall Intersession to enroll in Fall 2011 quarter courses.

‡ PARLG 199 may be taken only after completion of PARLG 101 and 112, unless waived by the Department Chair.

Certificate in Paralegal Studies

A certificate in Paralegal is granted upon completion of 43 credits from 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 a Bachelor's Degree may take courses toward a Certificate in Paralegal Studies (CPS). This Certificate must be completed by the end of Summer quarter 2012. Students will be awarded the Certificate in Paralegal Studies upon completion of 43 credits of approved paralegal courses with a 2.0 grade point average or above grade and evidence of having earned a Bachelor's Degree. Credits may be transferred in from other institutions subject to proof of equivalency. Preference is given to equivalent paralegal credits transferred from ABA approved programs. (25 credits

must be earned at Skagit Valley College). Classes required are PARLG 100, 101, 102, 105, 111, 112, 113, 199, and 298; three of the following courses: PARLG 202, 203, 205, 206, 207, 208; and at least 2 credits from technology courses: PARLG 210, ; 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, OFTEC 132, and CIS 147.

SUGGESTED SCHEDULE

CERTIFICATE IN PARALEGAL STUDIES

The following schedule shows required Paralegal courses and the quarter they are offered for the 2011-2012 academic year. No Paralegal courses will be offered after Summer Quarter 2012.

^ 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 in Fall 2011 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. Prerequisite: PARLG 105. Required to attend court proceedings. Recommended: ENGL 101 with a minimum grade of 2.0 or equivalent.

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. Prerequisite: 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. Prerequisite: PARLG 100 with a minimum grade of 2.0 or equivalent with department chair permission. Recommended: PARLG 112.

PARLG 199 Cooperative Education Experience (1-5)

Supervised work experience in the field. Includes a required seminar. Prerequisite: students must have completed PARLG 101, 111 and 112 before enrolling unless waived by department chair.

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. Prerequisite: PARLG 100 with minimum 2.0 grade or equivalent with department chair permission. Recommended: PARLG 113.

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. Prerequisite: PARLG 100 or equivalent with department chair permission. Recommended: PARLG 113 or 201.

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 on-line WESTLAW legal database; advanced research topics. Prerequisite: PARLG 101 or equivalent with 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 270 Community Service Project (1-2)

Student will develop and participate in a community service project by volunteering with an organization that promotes access to justice, or that otherwise serves the needs of disadvantaged groups in society.

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

See Allied Health Education

Phlebotomy

See Allied Health Education

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

Program Description

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. For course information, see ART 180, Art of Photography, and 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. For course information, 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 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 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 withal variety of strokes.

PE 110 Taiji Quan (1)

Tai ji quan (tai chi) is an ancient Chinese form of exercise which provides numerous health benefits: greater flexibility, core strength, balance, focus and concentration, relaxation, and improved immunity.

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 Trng (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 life-long 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 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 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 133 Golf (1)

Learn basic techniques, skills and rules of the game.

PE 135 Beginning Karate (1-2)

Learn basic Japanese karate stances, blocks, strikes, and kicks and their applications in varying combinations, individually and with partners. Practice of karate helps students improve or maintain physical strength, endurance, and flexibility. Emphasis is on proper form and safety.

PE 136 Intermediate Karate (1-2)

Continued improvement of basic Japanese karate stances, blocks, strikes, and kicks and their applications in varying combinations, individually and with partners. Emphasis is

on proper form and safety, increased flexibility, fluid movement, and increased strength. Prerequisite: PE 135 or instructor's permission.

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 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 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 151 Healthy Movement in Retirement Years (1)
This class will focus on cardiovascular health, flexibility, balance, muscular strength and increasing overall functional mobility in the retirement years. All ages are welcome.

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 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 strengthening 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 polyprop top (approximately \$50). Class size limited to eight students.

PE 169 Canoeing (1)
Basics of safe and effective canoe use.

PE 170 Paddling (1)
Basics of safe and effective paddling. This course will leave you feeling very comfortable paddling in a team sport environment. Maneuvering, safety considerations, and tides will be covered. Development of specific knowledge about the Dragon Boat sport in the areas of terminology, history, basic strategies, and other concepts relevant to the sport. No prior knowledge or experience necessary.

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 (0.5)
A 5.5 hour course covering basic standards and function of the cardiopulmonary system, prevention of heart disease, recognition of heart attack, demonstration and practice of cardiopulmonary resuscitation, mouth-

to-mouth and mouth to mask breathing, and AED use. Also covered is management of foreign body obstruction of the airway.

PE 205 Basic First Aid (1)
Meets the first aid requirements of the Department of Labor and Industries.

PE 208 Water Safety Instructor (2)
Course is designed to train the student to teach American Red Cross Swimming and Water Safety courses.

PE 209 Fitness Instructor Prep (3)
This class prepares students to become group fitness instructors (aerobic instructors). The class is divided into two sections, practical and lecture. The practical section is two hours per week of cueing, combination breakdowns, motivation techniques, injury prevention, and safety. The lecture sections covers anatomy, physiology, basic injury prevention, and effective motivational strategies.

PE 231 Basketball Techniques (1-3)
Conditioning and techniques for varsity basketball. Prerequisite: instructor's permission.

PE 232 Baseball Techniques (1-3)
Designed to bring together individuals from different baseball programs and introduce them to the Skagit Valley College method of playing baseball. A strong emphasis on fundamentals and team cohesion. Prerequisite: instructor's permission.

PE 233 Tennis Techniques (1-3)
This course is designed for the advanced or serious player. Both skill and technique will be taught at an advanced level. Prerequisite: instructor's permission.

PE 234 Soccer Techniques (1-3)
Conditioning and techniques for varsity soccer. Prerequisite: instructor's permission.

PE 235 Volleyball Techniques (1-3)
Fundamentals of power volleyball: the bump, set, spike, block, serve, and different offenses and defenses. Prerequisite: instructor's permission.

PE 236 Cross Country Techniques (1-3)
Conditioning and techniques for varsity cross country. Prerequisite: instructor's permission.

PE 237 Golf Techniques (1-3)

Golf skills on the course and practice range. Prerequisite: instructor's permission.

PE 239 Softball Techniques (1-3)

Techniques for varsity level softball. Prerequisite: instructor's permission.

PE 261 Advanced Firefighter Fitness (1)

An individualized exercise program including periodic health screenings and job related fitness assessments. Course designed to prepare students to meet physical job performance testing requirements for the fire department. Prerequisite: PE 161

PE 299 Learning into Action (1-15)

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

Physics (PHYS)

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 US 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: D (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: D (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: D (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 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.

Psychology (PSYC)**Program Description**

Psychology is the systematic, scientific investigation of human behavior and mental processes. Psychology is strongly tied to many other disciplines, including allied health and medicine, biology, education, and criminal justice. Students interested in pursuing a major in psychology at a four-year college or university should contact a counselor or the Social Science department chairperson at the Mount Vernon or Whidbey Island campus.

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& 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& 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& 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 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 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)

Program Description

Both pre-college and college-level reading courses are offered to improve students' comprehension skills for success in any discipline. Some courses may be offered combined with other disciplines in Learning Communities.

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

See chapter 6 for the description of courses required for transfer degrees in biology and physical sciences.

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. Prerequisite: Recommended that students complete Math 99 and English 99 both with a C or better prior to taking this course.

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. Prerequisite: Recommended that students complete Math 99 and English 99 both with a C or better prior to taking this course.

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. Recommended that students complete MATH 99 and ENGL 99 both with a C or better prior to taking this course.

BIOL 127 Ecosystems of the Pacific Northwest (5)

Acquire an understanding of the development and dynamics of different ecosystems of the Pacific Northwest, through investigation of the abiotic and biotic factors that have led to emergence, persistence, and diversity of these ecosystems and the organisms that comprise them. An emphasis is placed on developing abilities to detect and recognize animals and plants that make up and use different ecosystems, and toward understanding the roles and positions fulfilled by these organisms.

Possible field trips. Prerequisite: BIOL& 100 or BIOL 107 recommended but not required.

BIOL 133 Field Botany (5)

The identification, life histories, ethnobotany, ecological relationships, distributions of evolutionary trends of endemic ferns, conifers, and flowering plants. Field trips may be required. Labs included. Prerequisite: Recommended that students complete Math 99 and English 99 both with a C or better prior to taking this course.

BIOL 180 Native Plants of the 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 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. Prerequisite: Recommended that students complete Math 99 and English 99 both with a C or better prior to taking this course.

BIOL& 211 Majors Cellular (5)

AN INTENSE COURSE INTENDED FOR 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 Plants (5)

Study of structural, evolutionary, and reproductive relationships of plants in the kingdoms: Prokaryota, Protista, Fungi and Plantae. The course content is designed for those students who plan to transfer and major in biology, agriculture or forestry. Lab included. Prerequisite: 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& 221 Majors Ecology & Evolution (5)

Mendelian genetics, evolution, biodiversity of life forms, and ecology. First course of three-quarter series. For students intending to major in the sciences. Lab included. Prerequisite: MATH 099 or equivalent. ENGL 099 with grade of C or higher or skills assessment at ENGL& 101 or higher level. CHEM& 161 with grade of C or higher (may be taken concurrently) or equivalent, or instructor permission.

BIOL& 222 Majors Cell/Molecular Biology (5)

For students intending to major in the sciences. Metabolism and energetics, structure and function of biomolecules, cell structure and function, current applications of biotechnology and molecular biology. Second course of three-quarter series. Lab included. Prerequisite: MATH 099 or equivalent; ENGL 099 with grade of C or higher or skills assessment at ENGL& 101 or higher level. CHEM& 162 with grade of C or higher or concurrent enrollment in CHEM& 162, or instructor permission.

BIOL& 223 Majors Organismal/Physiology (5)

For students intending to major in the sciences. Animal development and physiology, plant development and physiology, including photosynthesis. Final course of three-quarter series. Lab included. Prerequisite: MATH 099 or equivalent; ENGL 099 with grade of C or higher or skills assessment at ENGL& 101 or higher level. BIOL& 222 with grade of C or higher and CHEM& 162 with grade of C or higher, or concurrent enrollment in CHEM& 162, or instructor permission.

BIOL 224 Ecology (5)

Fundamental ecological principles through basic theory and applications. Prerequisite: At least two biological/environmental classes. Recommended that students complete Math 99 and English 99 both with a C or better prior to taking this course.

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 2 (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 life-long 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 or CHEM 110 which are excellent classes for those with no chemistry experience to take in preparation for other chemistry courses. CHEM 105 is a non-lab course and CHEM 110 includes a lab.

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. Prerequisite: Recommended that stu-

dents complete Math 99 and English 99 both with a C or better prior to taking this course.

CHEM& 110 Chemical Concepts with Lab (5)

An inquiry-based survey of the basic concepts in chemistry for non-science majors. Topics covered include scientific method, structure of matter, states of matter, chemical bonding, chemical reactions, nuclear chemistry, topics of current interest, and philosophy of science. This course is part of a science sequence (PHYS 111, EASC 111, BIOL 111) recommended for students pursuing careers in elementary education but is open to all students. LAB INCLUDED, lab fee required. DOES NOT SATISFY CHEMISTRY REQUIREMENTS FOR BIOL& 211 OR ALLIED HEALTH. Prerequisite: Recommended that students complete Math 99 and English 99 both with a C or better prior to taking this course.

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. Recommended that students complete MATH 99 and ENGL 99 both with a C or better prior to taking this course.

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&141 with a C or better (may be taken concurrently). 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 geometry,

and bonding theories, states of matter - gases, liquids, and solids, solutions, elementary organic and polymer chemistry, kinetics. Lab included. Prerequisite: MATH& 141 with a C or better, CHEM& 161 with a C or better.

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 with a C or better.

CHEM& 241 Organic Chem I (4)

Chemistry of carbon compounds. Structural theory, nomenclature, syntheses, reactions, and mechanisms. Prerequisite: CHEM& 163 with a C or better, or concurrent enrollment in CHEM& 163.

CHEM& 242 Organic Chem II (4)

A continuation of CHEM& 241. Prerequisite: CHEM&163 with a C or better, CHEM& 241 with a C or better.

CHEM& 243 Organic Chem III (3)

A continuation of CHEM& 242. Prerequisite: CHEM& 242 with a C or better.

CHEM& 251 Organic Chem Lab I (2)

Techniques of organic chemistry, including reactions, separations, syntheses, and spectroscopy. Prerequisite: CHEM& 242 with a C or better, or concurrent enrollment in CHEM& 242

CHEM& 252 Organic Chem Lab II (2)

A continuation of CHEM& 251 Prerequisite: CHEM& 242 with a C or better, CHEM& 251 with a C or better.

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 inspir-

ing 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 (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. Prerequisite: recommended that students complete Math 99 and English 99 both with a C or better prior to taking this course.

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. Prerequisite: recommended that students complete Math 99 and English 99 both with a C or better prior to taking this course.

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. Prerequisite: recommended that students complete Math 99 and English 99 both with a C or better prior to taking this course.

EASC 111 Matter & Energy in Earth Science (5)

An inquiry-based survey of Earth sciences designed to promote a basic understanding of the inter-relationship of matter and energy,

and their role in changes occurring in the solid Earth, the oceans, the atmosphere, and extra-terrestrial 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. Recommended that students complete Math 99 and English 99 both with a C or better prior to taking this course.

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. Prerequisite: Recommended that students complete Math 99 and English 99 both with a C or better prior to taking this course.

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. Prerequisite: Recommended that students complete Math 99 and English 99 both with a C or better prior to taking this course.

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. Prerequisite: Recommended that students complete Math 99 and English 99 both with a C or better prior to taking this course.

GEOL& 208 Geology of Pacific NW (5)

Field trips, hands-on examples, on-line resources, maps, and current topics are used to explore the geological processes that produced the landscapes, resources, and hazards seen today in Washington, Oregon, Idaho, and British Columbia. GEOL& 100, 101, 110, EaSc111, or OCEA& 101 recommended but NO PRIOR GEOLOGY COURSEWORK REQUIRED. Field trips may be required. Lab included. Prerequisite: recommended that students complete Math 99 and English 99 both with a C or better prior to taking this course.

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. Prerequisite: Recommended that students complete Math 99 and English 99 both with a C or better prior to taking this course.

Environmental Conservation (ENVC)

For complete ENVC program options, requirements and course descriptions, go to the 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 program offers four areas of emphasis.

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 in both areas 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. The Water/Wastewater Treatment Technology emphasis is intended to meet the growing employment needs within water technology fields. Students may need to conduct a job search beyond the local community

in order to find the positions they desire in these two areas.

In addition, graduates may use their AAS-T degrees as a transfer degree to the University of Washington's College of Forest Resources, or the University of Idaho's Department of Natural Resources. The AAS-T and ATA degrees may also be used to transfer to The Evergreen State College, Western Washington University-Fairhaven College, or Central Washington University-Information Technology and Administrative Management. 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 follow the Water/Wastewater Treatment Technology emphasis leading to an ATA degree or the four-quarter certificate. See Environmental Conservation for full program requirements and options.

Natural Science (NASC)

The Natural Science program offers two field experience courses that 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 the-

ory. Includes topics in astronomy and earth science. Lab included.

NASC 112 Introduction to Life Science (5)

Introduction to the scientific study of life. Inquiry-based course intended for elementary education majors but open to all students. This course covers basic biology and chemistry, with emphasis on cell structure and function, diversity and evolution of life, interactions of living things and their environment, energy transformations including photosynthesis and cellular respiration. Lab included. \$20 lab fee.

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.

Nutrition (NUTR)

Program Description

For allied health and nursing, health and fitness technician, and academic transfer degree students seeking a science distribution course, Nutrition 101 offers an introduction to the basic principles of nutritional science.

NUTR& 101 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-Science Majors (5)

A survey of the major ideas of physics for non-science majors including classical and modern topics. Prerequisite: Recommended that students complete Math 99 and English 99 both with a C or better prior to taking this course.

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, BISC 111, EASC 111. Prerequisite: Recommended that students complete Math 99 and English 99 both with a C or better prior to taking this course.

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& 121 with emphasis on electricity, magnetism, and the electromagnetic spectrum. Lab included. Prerequisite: MATH 99.

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& 222 with emphasis on electricity, magnetism, and the electromagnetic spectrum. Lab included. Prerequisite: PHYS& 221 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) and Sociology (SOC)

Program Description

Social science and sociology courses foster cultural pluralism, critical thinking, integrative learning, and individual and global awareness. Most students take these classes to meet Culture distribution requirements for academic transfer degrees or to fulfill prerequisites in a particular field.

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 105 Transition to College & Life Skills (1-2)

Focuses on providing skills and instruction in, and application of, strategies for success both in the classroom and on the job. For adults entering college and the workforce at the same time.

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 111 Adults in Transition (1-3)

Assist individuals in developing self-confidence, exploring educational and career options, developing skills in time management, setting goals, making decisions, and becoming aware of resources.

SOSC 113 Job Search (1)

Through lecture, small group discussion, and homework assignments, students will develop skills in job search techniques such as identifying common job information sources, conducting effective interviews for information and for hire, completing applications and developing resumes. Students will learn that job search is really an information search and involves the use of investigation, strategizing, and problem-solving skills. Due to the requirements and intended benefits of this course, it is strongly recommended that it be taken toward the end of one's certificate or degree program. Consult with your program advisor if your circumstances warrant taking it early in your training.

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 (2)

This course traces the historical roots of work, working conditions and attitudes towards work, as well as the impact of all these on individuals, families and groups in society, including women, children and ethnic groups.

SOSC 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 Course Descriptions**SOC& 101 Intro to Sociology: D (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 Intro to Stratification and Inequality in America: D (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: D (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 Design (TECD)

Program Description

The Technical Design (TECD) program prepares students for entry-level work as a technical designer/drafter and Computer-Aided Design (CAD) operator. Graduates may work as drafters or in support of engineers using CAD software to prepare technical drawings and plans. Drafters use their skills to provide dimensions, materials, and visual instructions to construct products and structures in various fields of engineering. Almost every company involved with design and/or manufacturing has one or more design/drafting positions, and the majority of those companies use CAD as their primary design and drafting tool. Skills developed in SVC's CAD program can be applied in many fields including architectural, civil and mechanical, HVAC, construction, and electrical/electronic design. Students will be introduced to a variety of software design tools commonly used in industry, such as: AutoCAD, SolidWorks, Inventor, SolidEdge, 3D Studio Max and Rhinoceros.

TECHNICAL DESIGN MICRO-CERTIFICATE: 15 CREDITS

The Technical Design Micro-Certificate program is designed to provide training for individuals seeking entry-level employment as drafting technicians for architects, construction companies, contractors, utilities and engineering firms. Students will learn the basic knowledge in orthographic concepts, manual-drafting skills, and computer-aided drafting skills needed to be competitive entry-level technician applicants in trades and construction-related occupations or pursue further education/training in the field of Drafting, Engineering or Technical Design. Before entering this program, students are advised to complete MATH 097 or WMATH 100. Keyboarding and computer literacy skills are also recommended. Students must maintain a 2.0 or above GPA in all required courses.

- TECD 103, 105, and 107

Course Descriptions

TECD 103 Introduction to Computer-Aided Design (5)

Introduction to engineering drafting/drawing and graphics technology using both hand drawing and computer drawing skills. Covers the techniques and standard practices of technical graphics so that design ideas can be adequately communicated and produced. Introduces drafting operations as applied to computer-aided design (CAD) and the commands and procedures used to create, edit, and plot two-dimensional CAD drawings. Covers the fundamental concepts of drafting and designing using AutoCAD. Drawing productivity, accuracy, and organizational techniques are emphasized. Prerequisite: Prior to entering this course, students should have mastered the following computer fundamentals: basic commands to operate software programs, directory structure, file management, able to use icons and keyboard commands.

TECD 105 AutoCAD II-Intermediate Applications (5)

Continuation of TECD 103 utilizing intermediate drawing and editing tools. Includes engineering applications using intermediate CAD functions. Topics include polylines, templates, symbol libraries, dynamic blocks, prototype drawing setup, implementation of ANSI drawing standards, plotting techniques, dimensioning and tolerancing, development of 3-D CAD skills, and production of working drawings. Apply techniques and standard practices of technical graphics towards the solution of technical design problems, and to communicate and produce design ideas. Prerequisite: TECD 103 or instructor permission.

TECD 107 Introduction to 3-D Modeling (5)

Introduction to industry standard 3-D modeling software used for mechanical and industrial design, product simulation, tooling, animation and graphic design communication. Learn how to use parametric modeling software for machine parts, assembly drawings, and consumer product design. Surface modeling software used in engineering, art and graphics-related business environments will also be introduced to create and edit curves, surfaces, solids, set-up textures and lighting effects and rendering of 3D objects. Practice 3-D drawing skills using a variety of parametric solid modeling software packages.

Theatre Arts

See Drama

Veterinary Assistant (VETA)

Program Description

The Veterinary Assistant (VETA) program is a two-semester certificate designed to provide entry-level skills and education for students interested in pursuing a career in the field of animal science. The classroom site/lab for this program will be at the Northwest Career and Technical Academy (NCTA) located on the Mount Vernon campus. This unique learning environment will not only provide educational opportunities for high school juniors and seniors, but will also co-enroll interested Skagit Valley College students.

The Veterinary Assistant program prepares students to be a valuable member of the veterinary support team while assisting the Licensed Veterinary Technician and/or the Veterinarian in all aspects of patient care. The program includes classroom theory, laboratory, and clinical experiences in local animal care clinics and other animal healthcare related environments. In the classroom site/lab, students will receive hands-on experience with animals. Program content requires the application of basic math, technical reading, and communications skills. Students must also submit evidence of required and recommended immunizations. Students need to be aware that some clinical sites may require a drug screening test prior to placement. Criminal convictions may restrict or prevent student participation with internships and employment in this industry.

Veterinary Assistants work in a variety of settings including private veterinary clinics, animal shelters, humane societies, laboratories, large animal facilities, boarding kennels, zoos and animal parks. A veterinary assistant's duties may include patient care and supportive nursing, client education and customer service, laboratory procedures, kennel and clinic maintenance and cleaning. In some work environments, assistants may bathe, groom, exercise or otherwise care for pets and other animals such as dogs, cats, ornamental fish or birds, livestock, zoo animals, or mice in research facilities. Assistants may clean and disinfect cages and work areas, and sterilize laboratory and surgical equipment. They may provide routine post-operative care, administer medication orally or topically, or prepare samples for laboratory examination under the supervision of veterinary or laboratory animal technologists or techni-

cians, veterinarians, or scientists. They may keep records of feedings, treatments, and animals received or discharged.

Entry into the Program

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

SUGGESTED SCHEDULE

VETERINARY ASSISTANT CERTIFICATE

FIRST YEAR

Fall	Cr	Winter ...	Cr	Spring.....	Cr
VETA 101	2			VETA 111	4
VETA 103	2			VETA 112	3
VETA 105	2			VETA 113	2
VETA 107	5			VETA 114	2
VETA 109	2			VETA 116	2
VETA 110	2			SOSC 113	1
OFTEC 162 or....					
OFTEC 122.....	3				
Total	18			Total.....	14

Course Descriptions

VETA 101 Introduction to Veterinary Technology (2)

Introduction to the veterinary assistant profession. Learn about the history of veterinary technology, career opportunities, education requirements and the role and responsibilities of the veterinary assistant as part of the veterinary health team. WA State laws, regulations and medical ethics that govern veterinary operations and their employees will be discussed.

VETA 103 Veterinary Medical Terminology (2)

Overview of veterinary-related medical terminology covering terms of anatomical topography, organ systems and disease, nursing records, pharmaceuticals, emergency and surgical procedures, and common patient descriptions.

VETA 105 Veterinary Anatomy & Physiology I (2)

Basic overview of cross species anatomy and physiology as it relates to veterinary science. Covers terminology as it relates to the anatomical topography and function of the basic cell structure of animals, including an overview of skeletal anatomy and physiology. Introduction to all the major animal body systems including the integument and muscular systems, the respiratory and cardiovascular systems, the hemolymphatic, gastrointestinal, endocrine, reproductive, urinary and nervous systems.

VETA 107 Veterinary Nursing/ Patient Management (5)

Learn how to safely and effectively obtain patient data that will allow accurate evaluation of the patient with minimum stress and maximum safety. Introduction to pharmacology, anesthesiology, surgical patient management, including pre-operative techniques, aseptic technique, resuscitation, physical examination, and radiology. Students will complete a 7-hour HIV-AIDS certification course plus Healthcare Provider CPR certification and work individually and in small groups to develop skills associated with using medical instruments and conducting surgical procedures.

VETA 109 Veterinary Math (2)

Covers the necessary concepts involved in mathematics used in veterinary medicine. Includes dosage calculations, metric conversions, percentages, ratios, medical terminology, medication categories and medical abbreviations. Practice and complete the registration for "Veterinary Medical Clerk" requirements.

VETA 110 Veterinary Assistant Practicum I (2)

Through field trips and job shadows, visit various veterinary work settings to explore typical work assignments, analyze work climates, expand and observe possible future work opportunities. In the classroom and laboratory, further develop skills and knowledge through hands-on practice of patient management strategies, surgical techniques, and laboratory procedures. Practicum will continue in VETA 113.

VETA 111 Veterinary Clinical Procedures (4)

Covers basic clinical procedures related to cytology, urinalysis, parasitology, hematology and immunology. Learn about various animal related diseases and transmission of disease. Also covers how to setup and use a microscope; correct technique for preparing and submitting samples for diagnostic analysis to ensure accurate test results; to correctly identify, use and maintain various pieces of laboratory equipment used in diagnosis and surgical procedures. Students work individually and in small groups to develop skills associated with instrumentation and conducting laboratory procedures.

VETA 112 Veterinary Anatomy & Physiology II (3)

Continuation of VETA 105. Students will continue studying animal anatomy and physiology as it relates to the major animal body systems including the integument and muscular systems, the respiratory and cardiovas-

cular systems, the hemolymphatic, gastrointestinal, endocrine, reproductive, urinary and nervous systems. Bovine, equine and avian anatomy and physiology will be reviewed. Students will dissect a fetal pig. Prerequisite: VETA 105

VETA 113 Veterinary Assistant Practicum II (2)

Continuation of VETA 110. Through field trips and job shadows, students visit various veterinary work settings to explore typical work assignments, analyze work climates, expand and observe possible future work opportunities. In the classroom and laboratory, students will continue to develop skills and knowledge through hands-on practice of patient management strategies, surgical techniques, and laboratory procedures. Prerequisite: VETA 110

VETA 114 Veterinary Business Essentials (2)

Learn the business aspects of the veterinary practice as it relates to the role of Veterinary Assistants in the clinic environment. Leadership skills, communication skills, business etiquette, and stress management will be discussed. Covers medical records management, scheduling clients, pet insurance, taking inventory and the basics of financial accounting as it relates to client billing.

VETA 116 Veterinary Assistant Clinical (2)

Students will be assigned to a veterinary-related facility (clinic, wildlife refuge, humane society, etc.) in order to observe and practice the acquired skills necessary for performance as a veterinary assistant in a professional team environment. This course is required to complete the Veterinary Assistant certificate. Students must provide their own transportation to and from the assigned workplace. Prerequisite: VETA 113

Welding Technology (WT)

Program Description

The Welding Technology (WT) program prepares students for entry-level employment in the metal and construction trades. Every ship, jet, train, bridge and steel-frame building is only as strong as its welds! Today, welders use automated as well as manual methods of joining metal parts through a process of heating the metal pieces and then melting and fusing them together to form a permanent bond. Frequently, they plan their work based upon drawings and speculation figures. The modern welder is knowledgeable about workplace safety, metallurgy,

blueprint reading, power sources, layout and fitting techniques, as well as tools and materials. Welders may find employment in places such as: manufacturing and repair shops, shipbuilding yards, the aerospace industry, construction of buildings, bridges and other structures; also joining pipes for pipelines, power plants, refineries and the high tech sector using CNC controlled equipment. Graduates of SVC's program will be qualified to work as entry-level welders, fitters, burners, layout persons or metal fabricators. Welders can advance to more skilled jobs with additional training and experience. Opportunities exist to become supervisors, inspectors, and instructors. Students study a variety of layout, fabrication, and metal joining techniques using steel, stainless steel, and aluminum. Processes include oxy-fuel cutting, shielded metal arc welding, gas metal arc welding, flux cored arc welding, and gas tungsten arc welding. The Welding Program stays current with industry needs through an active Advisory Committee made up of representatives from local businesses that regularly seek our graduates for employment.

SVC's program is certified by the American Welding Society to provide entry-level welder training. SVC is also a certified Washington Association of Building Officials (WABO) testing site. Students will gain experience and competence in all major welding theory, processes, and certification test procedures.

Students may enter at any quarter. Depending on the degree or certificate specialty, program completion time averages four to seven quarters. 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 department office at 360.416.7702 or 360.416.7703, or by visiting the weld shop in Reeves Hall.

Entry into the Program

Please apply to the Admissions Office. Welding is a precision craft that demands good eyesight, hand-eye coordination, manual dexterity, the ability to concentrate on detail work for long periods, and at times, work in awkward positions. These are all important traits for a person considering this career. The ability to read English at the 8th grade level is highly recommended. 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.

Program Options

The Welding Program offers a wide variety of classes to meet the needs of students whose goals range from those seeking employment in the Metal Trades Industry to the home hobbyist. Classes are offered both days and evenings. Students may choose to take individual skills enhancing classes, select from several specialized Micro-Certificates, short Program Certificates, or a 2-year ATA Degree. Details about program options are listed below

Associate in Technical Arts Degree

The two-year Welding Technology Associate in Technical Arts degree (ATA) provides advanced training and additional certification opportunities. Students receive in-depth knowledge about the nature of metals as it relates to welding, fabricating, and the application of heat. Graduates become proficient in most major industrial welding and cutting processes common in construc-

tion, manufacturing, maintenance, shipbuilding and aerospace industries.

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..

SUGGESTED SCHEDULE

ATA WELDING 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
WT 113	5	WT 112.....	5	WT 111.....	5
WT 117	3	WT 116.....	5	WT 114.....	3
CSS 100.....	2	WT 213.....	9	WT 212.....	9
^MANF 120	3			†ENGL 170	3
MANF 140.....	3				
†WMATH 100.....	5				
Total.....	21	Total	19	Total.....	20

SECOND YEAR

Fall	Cr	Winter ...	Cr	Spring.....	Cr
WT 211	9	WT 221.....	9	WT 115.....	5
WT 222.....	9	*LC/GE.....	5-10	WT 199.....	1-15
		SOSC 113	1	WT 223	9
		SOSC 125.....	2	CMST 125.....	3
Total.....	18	Total	17+	Total.....	18+

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

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

^ Replaces PE 200.

Program Certificates

A Professional Technical Certificate prepares students for entry into a technical field of employment. Certificates include completion of the technical major required courses and related instruction in communication, math, and human relation skills. Students must maintain a 2.0 GPA or above in all required course work.

WELDING TECHNOLOGY: (66+ CREDITS)

Training and certification in two of the three most commonly used manual welding processes. Credits earned will depend on the training sequence selected. Required Courses (select any two of the following WT sequences):

- Shield Metal Arc Welding {WT 111, 114, 211, & 221}, or
- Flux Cored Arc Welding {WT 112, 114, 212, & 222}, or
- Inert Gas and Aluminum Welding {WT 113, 117, 213, & 223},
- Plus related instruction in ENGL 170, WMATH 100, MANF 120, 140, SOSC 113, SOSC 125 or WT 199.

WELDING IN MANUFACTURING: 40 CREDITS

Program designed for students who want to develop the skills necessary to obtain entry-level welding employment in a manufacturing-related industry. Earning this particular credential indicates to employers you have mastered the core skills and knowledge that manufacturing employers want to see in any new applicant or current worker, plus the trade specific skills and certification needed for entry-level welding employment. Students enrolled in this program will complete the Manufacturing Foundations core (14 cr), plus a Welding Specialty Sequence (26 cr). There are three Welding Specialty options to choose from: Shielded Metal Arc Welding (SMAW), Wirefeed Welding (FCAW), or Inert Gas and Aluminum Welding. Each welding option culminates with an industry certification component. Individuals having the welding skills necessary to weld to the standards required by the Washington Association of Building Officials (WABO) may participate in SVC's certification testing service. A 2.0 or better GPA must be maintained in all required course work.

Required Courses:

1. **Manufacturing Foundations Core**
(14 credits): MANF 110, 120, 121, 125, and 140
2. **Welding Sequence**
(26 credits) – choose one:
 - Wirefeed Welding: WT 112, 114, 212, and 222
 - Inert Gas & Aluminum Welding: WT 113, 117, 213, and 223
 - Shielded Metal Arc Welding: WT 111, 114, 211, and 221

Welding Specialty Certificates

These certificates focus on specific welding process skills. Each certificate culminates with the passing of a standard welder qualification test using the covered process. These are strictly skills-based certificates. The training time needed to pass the culminating welder qualification test will vary based on past experience and pace of learning. To qualify for certification, students must maintain a 2.0 GPA or above in all required course work.

SHIELDED METAL ARC WELDING SPECIALTY CERTIFICATE (32 CREDITS)

WT 111, 114, 211, 221, MANF 120 & 140

FLUX-CORED ARC WELDING SPECIALTY CERTIFICATE (32 CREDITS)

WT 112, 114, 212, 222, MANF 120 & 140

ALUMINUM WELDING SPECIALTY CERTIFICATE (32 CREDITS)

WT 113, 117, 213, 223, MANF 120 & 140

ADVANCED WELDING SPECIALTY CERTIFICATE: 42 CREDITS

Students who want to advance their skills in the above welding specialties can add the following two courses to any of the three specialty certificates listed above: WT 115 or WT 116, and WMATH 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.

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).

WABO Certification

The SVC Welding Program is an approved test lab for the Washington Association of Building Officials (WABO) welder certification program. Students completing certification or degree programs will have the opportunity to earn this important industry credential (a nominal fee is required). Special coursework is available to prepare experienced welders for this test.

Micro-Certificates

Micro-Certificates of Completion are designed for taking courses over a short period of time focusing on enhancement or development of a specific skill or set of skills. Micro-Certificate courses can help enhance employability skills or provide preparation for continuing education in the program area. The Welding Program offers several Micro-Certificate options. Students must maintain a 2.0 GPA or above in all required course work.

WELDING FUNDAMENTALS MICRO- CERTIFICATE: 18 CREDITS

This program is designed to familiarize students with the SVC Welding program and to provide an introduction to the three main manual and semiautomatic welding processes used in industry today. Students will learn the basic theory of operation and safety requirements for each of the covered processes and be introduced to hands-on welding techniques in the shop setting.

Required Courses

WT 111, 112, 113 and MANF 120.

CNC FUNDAMENTALS MICRO- CERTIFICATE: 14 CREDITS

This program introduces students to Computer Numeric Controlled (CNC) ma-

chine operations. Students will learn industrial safety practices, basic blueprint reading, oxy-fuel and plasma arc cutting principles, and G & M code requirements for generating tool paths on CNC equipment. The micro-certificate will familiarize students with metal cutting techniques, and the CNC equipment commonly used in industry. WMATH 100 is a prerequisite for this program certificate.

Required Courses

WT 114, 115, MANF 120 and 140.

Course Descriptions

WT 111 Introduction to Shielded Metal Arc Welding (5)

Basic Shielded Metal Arc Welding (SMAW) theory of operation and safety requirements. Covers SMAW electrode selection based on the AWS electrode classification system and includes an introduction to hands-on welding techniques in the shop setting.

WT 112 Introduction to Wirefeed Welding (5)

Basic Wirefeed Welding theory of operation and safety requirements. Covers Gas Metal Arc Welding (GMAW) and Flux Cored Arc Welding (FCAW) processes, shielding gas selection, and electrode selection based on the AWS electrode classification system. Safety procedures are also covered. Includes an introduction to hands-on welding techniques in the shop setting.

WT 113 Introduction to Inert Gas and Aluminum Welding (5)

Basic inert gas welding theory of operation and safety requirements. Introduction to Gas Metal Arc Welding (GMAW) and Gas Tungsten Arc Welding (GTAW) processes and electrode selection based on the AWS electrode classification system. Includes an introduction to hands-on welding techniques in the shop setting.

WT 114 Thermal Cutting Processes (3)

Introduction to the plasma arc and oxy-fuel cutting processes. Covers process safety and theory of operation. Course includes an introduction to hands-on thermal cutting techniques in the shop setting.

WT 115 Intro Computer Numeric Controlled(CNC) Operations (5)

Introduction to Computer Numeric Controlled (CNC) machine operation theory and practice. Covers basic G&M codes needed to program and operate CNC machinery. Course includes an introduction to hands-on

CNC machine operations in the shop setting.
Prerequisite: WMATH 100.

WT 116 Introduction to Welding Metallurgy (5)

Metallurgical theory as it applies to the welding of ferrous and nonferrous metals. Covers properties of metals, melting and solidification, phase changes, weld bead chemistry, and heat affected zones. Effects of alloying elements and heat treatments will be investigated along with welding-induced distortion and methods for distortion control. Prerequisite: WMATH 100.

WT 117 Hand and Power Tools (3)

Introduction to the safe and proper use of hand and power tools commonly used in the welding and fabrication trades. Covers set-up, operation, trouble-shooting, and maintenance of saws, grinders, drill press, roller, sheet metal brake, and planer.

WT 131 Shielded Metal Arc Welding for Mechanics (2)

Shielded metal arc welding (SMAW) for auto/diesel mechanics. Welding of steel plate in the flat position using E6010 and E7018 electrodes with emphasis on shop safety.

WT 133 Oxy-Fuel Processes for Mechanics (2)

Introduction to oxy-fuel cutting and welding for auto/diesel mechanics. Welding of steel plate in the flat position with emphasis on shop safety. Also covers air-carbon arc gouging.

WT 199 Cooperative Education Experience (1-15)

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

WT 200 Weld Skill Upgrading (1-16)

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 Shielded Metal Arc Welding Applications and Cert (16)

Shielded Metal Arc Welding certification and application. All-position groove welding and general fabrication using the SMAW process. Techniques for passing a standard AWS welder qualification test. Selected topics from trade math, blueprint reading, layout, or applied science. Prerequisite: WT 101 or department chair permission.

WT 202 Flux Cored Welding Applications & Certification (16)

Flux Cored Arc Welding certification and application. All-position groove welding and general fabrication using the FCAW process. Techniques for passing a standard AWS welder qualification test. Selected topics from trade math, blueprint reading, layout, or applied science. Prerequisite: WT 102 or Department Chair permission.

WT 203 Gas Metal/Gas Tungsten Arc Welding Apps and Cert (16)

Gas Metal and Gas Tungsten Arc Welding certification and application. All-position groove welding and general fabrication of steel and aluminum using the GMAW and GTAW processes. Techniques for passing standard AWS welder qualification tests. Selected topics from trade math, blueprint reading, layout, or applied science. Prerequisite: WT 103 or Department Chair permission.

WT 211 Intermediate Shielded Metal Arc Welding (9)

Fillet welds on carbon steel using the SMAW process in the flat, horizontal, vertical and overhead positions. Introduction and/or review of shop safety, metal cutting, fitting, and gouging procedures. Prerequisite: WT 111 and 114 and MANF 140, or concurrent enrollment.

WT 212 Intermediate Wirefeed Welding (9)

Fillet welds on carbon steel using the semi-automatic wirefeed FCAW and GMAW processes in the flat, horizontal, vertical and overhead positions. Introduction and/or review of shop safety, metal cutting, fitting, and gouging procedures. Prerequisite: WT 112 & 114 & MANF 140, or concurrent enrollment.

WT 213 Intermediate Inert Gas and Aluminum Welding (9)

Fillet welds on aluminum and steel using GTAW and GMAW inert gas processes in the flat, horizontal, vertical and overhead positions. Introduction and/or review of shop safety, metal cutting, fitting, and gouging procedures. Prerequisite: WT 113 & WT 117 & MANF 140, or concurrent enrollment.

WT 221 Shielded Metal Arc Welding Apps/ Certifications (9)

Shield Metal Arc Welding (SMAW) certification and application. Covers all-position groove welding and general fabrication using the SMAW process. Covers techniques for passing a standard AWS welder qualification

test. Includes trade math, blueprint reading, and layout techniques. Prerequisite: WT 211.

WT 222 Wirefeed Welding Applications and Certification (9)

All-position groove welding and general fabrication using wirefeed processes. Covers techniques for passing a standard AWS welder qualification test. Includes trade math, blueprint reading, and layout techniques. Prerequisite: WT 212.

WT 223 Inert Gas/Aluminum Welding Apps/ Certification (9)

Gas Metal (GMAW) and Gas Tungsten Arc Welding (GTAW) certification and application. All-position groove welding and general fabrication of steel and aluminum using the GMAW and GTAW processes. Covers techniques for passing standard AWS welder qualification test. Includes trade math, blueprint reading, and layout techniques. Prerequisite: WT 213.

WT 224 Shield Metal Arc Welding 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 225 Flux-Cored Arc Welding 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 226 Gas Metal Arc Welding 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 227 Gas Tungsten Arc Welding 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 231 Gas Metal Arc Welding for Mechanics (2)

Gas metal arc (MIG) welding for auto/diesel mechanics. Welding of steel plate in the flat position with emphasis on shop safety.

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, and Lushootseed Salish. (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 (9)

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 (9)

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 Three-Intermediate Academic ESL (9)

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 (9)

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 102 American Sign Language II (5)

Further expansion of pre-existing vocabulary to include creative conversation incorporating the rules of communication in an accurate and fluent manner.

ASL 103 American Sign Language III (5)

Practice and development of ASL in social and professional settings. Further incorporation of rules, vocabulary, and style will be included. Prerequisite: ASL 102.

ASL 299 Learning into Action (1)

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

CHIN& 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 Second-Year Chinese II (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: D (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: D (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: D (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: D (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 years of high school French.

FRCH& 222 French V: D (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: D (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.

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: 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: D (5)

Pronunciation, vocabulary development, reading and writing of Hiragana, fundamentals of grammar and syntax, oral exercises, reading, conversation, and cultural studies.

JAPN& 122 Japanese II: D (5)

Continued study of pronunciation; vocabulary development; reading and writing of Hiragana, 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: D (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: D (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: D (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: D (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 (1-15)

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

LUSED 121 Lushootseed Salish 101 (5)

A proficiency-based course in Lushootseed Salish, the Native American language of Puget Sound Country, which includes the Skagit River Valley and its tributaries. Course includes pronunciation, grammar, oral and written exercises, reading and conversation. Will include cultural aspects of our local indigenous language.

LUSED 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 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 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: D (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: D (5)

A continuation of Spanish 121. The vocabulary and grammatical structures are more complicated, and the student begins to master a past tense. Oral comprehension and speaking skills are emphasized through daily practice, as well as the reading and writ-

ing 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: D (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: D (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 Second-Year Spanish II: D (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: D (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.

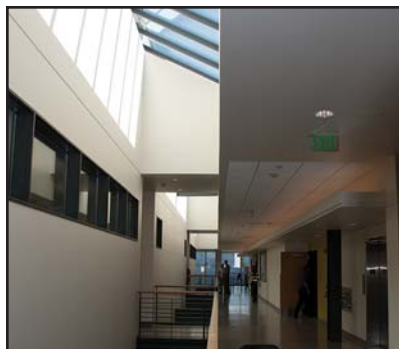
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Do I Have Other Learning Options?

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 Internet. 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, an Associate of Technical Arts degree in Computer Information Systems or Multimedia and Interactive Technology, and an Associate of Arts General Studies degree. Most requirements for many other degrees 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 determined by recommendation or performance on assessment tests required as part of the college admissions process.

Some courses are offered in the traditional classroom format, others are provided through individualized, self-paced instruction in the Mount Vernon Campus Academic Skills Center, 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 Chapter 7 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 of this catalog.

English as a Second Language

Classes in English as a Second Language (ESL) and Academic English as a Second Language (AESL) provide language 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, levels 1 through 6, are offered to adult immigrants and refugees. Classes emphasize beginning to advanced listening, speaking, reading, and writing skills. Job readiness is a component of all ESL courses, as well as the practical use of English in everyday life. Students in upper levels are encouraged to pursue additional educational opportunities such as I-BEST, Adult Basic Education (ABE), Academic ESL, Academic Transfer, and Professional/Technical education.

AESL courses are offered to international students and other non-native speakers in conjunction with or preparation for entering college credit programs. AESL courses provide students with the language skills needed to succeed in Academic and Professional/Technical 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

8

Learning Options



transcript, and take the 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. You will need to pay fees, buy books, supplies or materials, and you must follow all regular SVC policies and regulations regarding student performance, behavior, and course prerequisites.

High School Diploma

There are two ways to earn a high school diploma from Skagit Valley College:

Adult High School Completion

An individual who satisfactorily meets the requirements for high school completion shall be awarded a diploma from the college, subject to rules adopted by the superintendent of public instruction and the state board of education.

Upon Completion of an Associate Degree

An individual enrolled through Running Start who satisfactorily completes an associate degree, including an associate of arts degree, associate of science or biology degree, associate of technology degree, or associate in applied science degree, shall be awarded a state high school diploma from the college upon written request from the student. (These individuals are not required to complete the State Board of Education's graduation requirements.)

An individual twenty-one years or older who enrolls in the college for the purpose of obtaining an associate degree and who satisfactorily completes an associate degree, including an associate of arts degree, associ-

ate of science or biology degree, associate of technology degree, or associate in applied science degree, shall be awarded a state high school diploma from the college upon written request from the student. Individuals under this subsection are not eligible for funding provided for K-12 students. (These individuals are not required to complete the State Board of Education's graduation requirements.)

Tech Prep

360.416.6631

Tech Prep is a dual credit program, which means high school students can earn high school AND college credit for completing the same course. These courses are part of a Career and Technical Education (CTE) program that can lead to a college certificate or degree. Tech Prep students gain tremendous advantages by preparing for their post-secondary education while in high school. They can pursue the credential that is right for them, whether it be an associate or bachelor's degree, or a post-secondary industry certification. Some students begin exploratory Tech Prep courses in 9th and 10th grades. Typically, a student can link two or more years of high school with college credit classes. For more information go to <http://www.prepwork.org>.

Worker Retraining

360.416.7649

Worker Retraining is a state-funded program that provides job-related training & employment services to dislocated and unemployed workers to help them gain ad-

ditional training in their existing field or get started on 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 WA State employer AND
- Are currently receiving or are eligible to receive Washington State unemployment benefits; OR
- Have exhausted Washington State unemployment insurance benefits within the past 24 months.

For more information, contact the Worker Retraining Coordinator.

WorkFirst Program

360.416.7869

The WorkFirst Program assists eligible parents with job skills training and preparation. Parents who qualify for the program may be eligible to receive WorkFirst Tuition Assistance to pay for one quarter of tuition, fees and textbooks for approved classes. Parents who are working in paid employment and meet the income guidelines maybe eligible. Those on Temporary Assistance for Needy Families (TANF) referred by their case manager for vocational training receive priority. Contact the campus Work First Coordinator for details.

Basic Food Employment and Training Program

360.416.7975

The Basic Food Employment and Training Program (BFET) assists Food Stamp recipients who have been assessed as needing basic education, high school, GED/ABE, ESL or vocational training in order to increase their opportunities for employment. Allowable costs include tuition, fees and books for education and support services. All Food Stamp recipients not receiving TANF are eligible for the Food Stamp Employment and Training Program. For more information contact the Professional Technical Student Success Program Manager.

Opportunity Grant

360.416.7975

The goal of the [Opportunity Grant](#) is to help low-income adults reach the educational tipping point — and beyond — in high-wage, high-demand careers. Reaching the tipping point allows the least prepared individuals to complete 45 credits, receive a credential, an increase job skills and knowledge through career pathways. Eligible students pursuing approved pathways may receive funds to cover tuition, mandatory fees up to 45 credits and up to \$1,000 for books/supplies per academic year. For more information contact the [Professional Technical Student Success Program Manager](#).

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

This 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 ap-



prenticeship programs for employed para-educators 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

Mount Vernon: 360.416.7684
Whidbey Island: 360.679.5326

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.

Learning Into Action

Mount Vernon: 360.416.7630
Whidbey Island: 360.679.5326

Transfer degree-seeking students have the opportunity to synthesize and put the knowledge and skills they have learned into practice in an applied learning environment. Students may complete a one credit, 30-hour project which allows them to creatively apply their knowledge, acquired skills, and critical thinking. Potential projects 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, and carry out their projects in consultation with a faculty sponsor. For more information, contact Counseling and Career Services at the Mount Vernon or Whidbey Island campus.

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.

Community Programs

Community Education 360.416.7638
www.skagit.edu/computertraining
www.skagit.edu/communityeducation

These non-credit classes and workshops are short in length, affordable, and offered at convenient times including evenings and weekends. They include a wide variety of non-credit classes for personal enrichment and professional development.

The Computer Training Institute offers non-credit computer workshops on current software programs, operating systems, and Internet activities. Courses are conducted in a hands-on computer training lab. Topics include personal computers, Internet/e-mail, Microsoft Office applications, QuickBooks, and media applications such as Digital Photography, Photoshop and web page design.

You may earn Continuing Education Units (CEU's), contact hours or required certifications to maintain your professional license through the community education program.

Serving the Business Community

Business Resource Center
360.336.6114

The Business Resource Center in downtown Mount Vernon is a partnership with the Economic Development Association of Skagit County (EDASC). The BRC offers a number of free resources for business owners and entrepreneurs including a computer

lab with internet access and a library that includes "How To" books for small businesses. At the BRC, business people can obtain business counseling and workshops through EDASC's Small Business Development Center.

Customized Training for Businesses
360.416.7638

www.skagit.edu/customized_training

Businesses today are faced with emerging technology, limited resources, and a changing marketplace. To keep up with all these changes, employees need ongoing training. Skagit Valley College provides efficient and effective training with an eye on the bottom line and a plan to help develop a company's most important asset – employees. Expertise in any of the degree and certificate areas offered at SVC can be delivered at a time, location, and topic customized to your business. Through innovative assessment, delivery and evaluation, we provide excellent value. We can help you research financial help from grants and other sources.

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 / Division Chair and Dean prior to enrollment.



How Will I Be Recognized For Good Grades?

9

www.skagit.edu



Honors Reception

The Mount Vernon and Whidbey Island campuses each hold an annual Honors Reception in the spring.

Approximately 50 scholarships, many with multiple recipients, are awarded to students who have exhibited a good academic record, leadership, and citizenship.

- Activity awards are presented to students who have excelled in co-curricular programs.
- Departmental awards are presented to the outstanding student from each of the college departments.
- The Yates Award is awarded to the overall outstanding graduating sophomore from the Whidbey Island Campus.
- The Lewis Award is given to the overall outstanding graduating sophomore from the Mount Vernon Campus.

Honor Roll

Students who obtain a quarterly grade point average (GPA) 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 a degree or state-approved certificate 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 and all A or A- grades in all coursework, 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 Dean of Instruction & Student Services' Office.

scheduled for the end of Spring Quarter each year (see catalog inside cover). Students can complete their degrees at the end of any quarter. Graduation is administered by the Office of the Dean of Instruction & Student Services. 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 before you enroll for your last quarter. No entries will be made on your permanent transcript until application is complete and degree requirements are met.
3. Students may participate in graduation ceremonies who have completed all their degree requirement credits OR are within 10 credits, two classes, or one quarter 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.



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

9

Recognition

Exceptional Faculty & Staff



What Are The Academic Regulations?

10

www.skagit.edu



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 an advisor's approval:

1. 21 or more academic course credits
2. 22 or more professional-technical course credits.

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/division 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.

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.

10

Academic Regulations

Advanced Placement Program Scores & Credits Awarded

Department	Minimum Score	Subject Examination	SVC Courses – Number of Credits
Biology (BIOL)	3	Biology	BIOL& 100 OR BIOL& 211: 5 cr.
Chemistry (CHEM)	3	Chemistry	CHEM& 121,131 OR 161,162: 10 cr.
Computer Science (CS)	3	Computer Science A or AB	CS 142 or 210: 5 cr.
Economics (ECON)	3	Micro Economics Macro Economics	ECON& 201: 5 cr. ECON& 201: 5 cr.
English & Literature (ENGL)	3	English Lit. & Composition* OR English Language & Composition* *students may receive credit for either test, but not both	ENGL& 101: 5 cr. AND LIT plus HUM: 4 cr ENGL& 101: 5 cr. AND language plus HUM: 4 cr.
History (HIST)	3	US History European History	HIST& 148: 5 cr HIST& 118: 5 cr.
Mathematics (MATH)	3	Math Calculus AB Math Calculus BC	MATH& 151: 5 cr.
Physics (PHYS)	3	Physics C	PHYS& 221: 5 cr.
Political Science (POLS)	3	Comparative Government American Government	POLS& 201: 5 cr POLS& 202: 5 cr.

Students who request to be tested in broad areas of General Education such as natural science or humanities, may be granted a maximum of 45 credits (where applicable) 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), Associate in Business, Associate in Pre-Nursing

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 and Associate in Biology 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 (AP) examinations should have the official College Board transcript showing their results sent to the Dean of Instruction & Student Services 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 AP 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 an official 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 12-39 applicable college credits into SVC's AAUCT degree program are required to complete TWO Integrative Learning Experiences (at least one of which is a Learning Community), ONE Skills Designated class, and ONE Diversity course.
2. This policy also applies to students transferring credits from a SVC professional/technical program and SVC students who discontinued enrollment (excluding summer) with 40 or more applicable credits that were earned before Fall 1993. Students will complete One Integrative Experience of any kind and One Diversity course.
3. Transfer students and SVC students who discontinue enrollment (excluding summer) with 11 or fewer credits are subject to the regular requirements of SVC's AAUCT degree (Integrative Experiences, Skills Designated classes, and Diversity).

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 2011 to Spring 2012.

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 online at MySVC. Grade reports are not mailed. Unofficial Transcripts are available at the Kiosk or online at MySVC. Official transcripts are available by submitting a transcript request at www.getmytranscript.com.

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 Dean of Instruction & Student Services. An audit grade of "N" indicates the student has registered in and attended a course without writing examinations, submitting work, papers, lab reports, etc. Attendance is required.

P (Pass)

A "P" or Pass grade may be assigned in lieu of all "D" or higher grades. A "P" grade would be assigned after consultation between the student and the instructor, and indicated pass, with credit, but grade points are not included in the GPA calculation.

V (Ceased Attendance)

Students who register for a course and cease attendance, but do not withdraw may be awarded a "V" grade by the instructor. The "V" grade is not counted in the calculation of the grade point average. When a "V" grade is assigned, the instructor must indicate the student's last date of attendance on the grade sheet.

W (Withdrawal)

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 the Friday before finals week, students may officially withdraw from a course with a "W" noted on their permanent student record. The last day to withdraw is the Friday before finals week.

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

Grading Procedure		
<i>Evaluation of student performance is the prerogative of course instructors as follows:</i>		
Classification	Letter Grade	Grade Points
Excellent:	A	4.00
Above Average:	A-	3.70
	B+	3.30
	B	3.00
Average:	B-	2.70
	C+	2.30
	C	2.00
Below Average:	C-	1.70
	D+	1.30
	D	1.00
	D-	0.70
Failing:	E	0.00
[Other]		
Grade not received from instructor	*	Not Counted
Incomplete	I	Not Counted
Audit	N	Not Counted
Pass	P	Not Counted
Ceased Attendance	V	Not Counted
Withdrawal	W	Not Counted
In Progress/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



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.

Grade Changes

All grade changes must be submitted on the Grade Change Form by the instructor to the Dean of Instruction & Student Services’ office.

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 Dean of Instruction & Student Services 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 Dean of Instruction & Student Services’ 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. 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 Dean of Instruction & Student Services.
2. All course adds in sequential courses must be made prior to the 10th instructional day of the quarter unless approved by the Dean of Instruction & Student Services’ 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 Dean of Instruction & Student Services. 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 in courses or programs after the tenth instructional day of any quarter. This provision includes “V” and “Z” grades.

A. Academic Alert

- i. A student who has a quarterly grade point average below 2.0 for one quarter shall be placed on Academic Alert.
- ii. Any student placed on academic alert 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.

B. Probation

- i. If a student while on Academic Alert whose overall college level grade point average falls below 2.0 in the subsequent quarter of his/her enrollment at the college, he/she will be placed on academic probation.
- ii. Any student placed on academic probation shall be removed from such status at the conclusion of any quarter during which he/she has achieved an overall college level grade point average of 2.0 or higher.

C. Dropped: Low Scholarship

- i. If a student while on academic 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.
- ii. A student who has been dropped for low scholarship once, who successfully petitions for re-entry and then

receives a grade point average of below 2.0 during the quarter of re-enrollment, shall be dismissed from Skagit Valley College for one year.

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 Dean of Instruction & Student Services after consulting with his/her advisor.
- ii. If the Dean of Instruction & Student Services approves the petition, the student will be readmitted on academic probation and will remain on probation until the student’s overall college level GPA exceeds 2.0.

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, complete an add/drop form and submit it to the Dean of Instruction & Student Services’ 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 Dean of Instruction & Student Services 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 Dean of Instruction & Student Services deems necessary. The student may request an informal hearing on the refusal of services. For more information, see the Dean of Instruction & Student Services.

Instructional Complaints

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](http://www.skagit.edu/images/studentrights.pdf) is found on the SVC website <http://www.skagit.edu/images/studentrights.pdf> and is available in 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)	Culinary & Hospitality Ed. Foundation (C.H.E.F.) (MV)	Meda Mentors (MV)
Art Stroll (WIC)	Drama Club (WIC)	Music (MV)
Asian Pacific Islander Club (WIC)	Environmental Technology Club (MV)	Nurses' Club (MV, WIC)
Automotive Club (MV)	Fire Fighting Club (MV)	Paralegal Association (MV)
Black Diamond Ski & Ride Club (WIC)	French Club (MV)	Phi Theta Kappa (MV, WIC)
Business Management Club (MV)	Harbor Talk (WIC)	Photography Club (WIC)
Calling All Colors Club (MV)	Human Services Club (MV)	Rainbow Alliance (MV, WIC)
Campus Christian Fellowship (MV)	Intercollegiate Athletics (MV)	Science Club (MV)
Cardinal Newspaper (MV)	International Club (WIC)	Student Program Board (MV & WIC)
Criminal Justice (MV)	KSVR Radio (Radio Club) (MV)	Culinary & Hospitality Ed. Foundation (C.H.E.F.) (MV)
Movie Club (WIC)	Visual Arts Club (MV)	DV/Film Club (MV)
Movimiento Estudiantil Chicano	Welding Society (MV)	

How Do I Get Involved In Campus Activities?

11

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.

On the Whidbey Island Campus, a new fitness center is available to students for a modest quarterly fee.

Regional Culture

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 with a metropolitan area of 3.3 million people. It is often listed among the most desirable cities in America. Vancouver, B.C. is a 90-minute drive to the north. Its metropolitan area has a population of 2.1 million people drawn from nations all over the world. Both Seattle and Vancouver have a rich array of cultural offerings.

Research & Assessment Activities

360.416.7919

Does Skagit Valley College really do what it says it does in this catalog? In order to determine whether we are accomplishing our college mission, we evaluate and assess our programs, courses, services, and students.

Assessment starts with what matters most—you, the student. You may be asked to cooperate in various surveys, interviews, focus groups, and other data-collection efforts by the college.



Since our mission is directed to the education of the whole person, your achievement can be measured only by evidence concerning the whole person. We use the information gathered through assessment for research purposes. The college protects the privacy of student records in keeping with the Family Education Rights and Privacy Act (FERPA.) For more information about FERPA, visit the Registration Office at your campus or center.

Our goal through assessment is to increase your learning, satisfaction, and success. We value your contribution to the assessment effort.

Health Information Services

360.416.7764

The Health Services office can provide you with first aid supplies, confidential referrals for any health-related concerns, and a wide assortment of informational pamphlets and brochures. The office also offers programming, and co-sponsors a variety of events to heighten awareness of issues regarding health.

Many low-cost student health and dental insurance programs are available to you. Information about these programs is available by calling 360.416.7764 or by visiting the Student Life Office on the Mount Vernon Campus.

The Health Services office also houses the Campus Substance Abuse Prevention Center. The Health Services office offers an assortment of pamphlets on substance abuse, chemical dependency, 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?

Student 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	www.skagit.edu

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 ombudsman through the Counseling office at Mount Vernon Campus and the Student

Services office at Whidbey Island Campus. Procedures for handling such grievances are published in Chapter 132D-305-005 of the Washington Administrative Code (WAC) WAC. For more information, consult the Counseling office at Mount Vernon Campus and the Student Services office at Whidbey Island Campus.

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.

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
- Home Town/City
- Enrollment Status
- Major Field of Study

- Most recent educational Institution attended
- Photograph
- Dates of Attendance
- Certificates, Degrees, Honors, and Awards
- Athletes: Weight and Height
- Participation in officially recognized activities
- Athletics-related information

Except as otherwise indicated in item 5200 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 Dean of Instruction & Student Services’ Office.

Transfer Rights and Responsibilities

Student Rights & Responsibilities

1. Students have the right to clear, accurate, and current information about their transfer admission requirements, transfer admission deadlines, degree requirements, and transfer policies that include course equivalencies.
2. Transfer and freshman-entry students have the right to expect comparable standards for regular admission to programs and comparable program requirements.
3. Students have the right to seek clarification regarding their transfer evaluation and may request the reconsideration of any aspect of that evaluation. In response, the college will follow established practices and processes for reviewing its transfer credit decisions.
4. Students who encounter other transfer difficulties have the right to seek resolution. Each institution will have a defined process for resolution that is published and readily available to students.
5. Students have the responsibility to complete all materials required for admission and to submit the application on or before the published deadlines.
6. Students have the responsibility to plan their courses of study by referring to the specific published degree requirements of the college or academic program in which they intend to earn a bachelor’s degree.



7. When a student changes a major or degree program, the student assumes full responsibility for meeting the new requirements.

College & University Rights and Responsibilities

1. Colleges and universities have the right and authority to determine program requirements and course offerings in accordance with their institutional missions.
2. Colleges and universities have the responsibility to communicate and publish their requirements and course offerings to students and the public, including information about student transfer rights and responsibilities.
3. Colleges and universities have the responsibility to communicate their admission and transfer related decisions to students in writing (electronic or paper).

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, sex, race, color, religion, disability, national origin, marital status, sexual orientation, pregnancy, veteran’s status, familial relationship, expunged juvenile record, association with anyone of a particular race, color,

sex, national origin, marital status, age or religion, as published in official institutional bulletins.

2. 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

3. 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.

4. 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 in the areas designated as student parking lots as shown on campus maps. These maps are available at the Information Desk in the lobby of the Gary Knutzen Cardinal Center building.

Please remember that parking will be limited, so allow yourself enough time before your first class to find a space. Since a limited number of spaces are designated for visitors, SVC students are required to park in student parking lots, leaving visitor spaces for those not enrolled at the college.

Parking permit decals are required at the Mount Vernon Campus and are available at no additional cost at the Security Office. Parking permits are mandatory for all vehicles parked on campus during day-time

classes between 7 a.m. and 5 p.m. Students are not permitted to use visitors' 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 Roberts Hall (T building, rooms 34 and 35), 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 or South Whidbey Center.



Hall of Fame



Who Are The People At SVC?

13

www.skagit.edu

BOARD OF TRUSTEES

Lindsay Fiker

Debra Lisser

Don Piercy

Margaret Rojas

John Stephens

ADMINISTRATION

Bates, Thomas

Dean of Technology and Distance Education
BA, University of Washington

Cailloux, Laura

Dean of Workforce Education
BA, Lewis and Clark College
MA, Portland State University

Donahue, Michael

Executive Vice President of Instruction and Student Services
AA, Orange Coast College
BA, University of California, Santa Barbara
M.Ed., Loyola/Marymount University
Ph.D., University of Texas at Austin

Grobins, Mary Alice

Vice President Business and Administrative Services
BA, College of William and Mary
MA, University of Washington

Muia, Alan

Director of Student Life
BA, Taylor University
MA, Seattle Pacific University

Paul, David

Dean of Students
BA, Seattle University
MA, Miami University
Ph.D., University of Illinois at Urbana-Champaign

Pettitt, Maureen

Director of Institutional Research
BS, California State University
MA, California State University
Ph.D., Claremont Graduate University

Tollefson, Gary

President
BA, Western Washington University
M.Ed., Western Washington University
Ed. D., Seattle University

Williamson, Susan

Executive Director, Human Resources
ATA, Centralia College
BA, City University
MA, City University

Young, Carl

Executive Director of College Advancement and Global Partnerships and Foundation Director
BA, California State University at Sonoma

Youngquist, Joan

Dean of Basic Skills and Academic Education
BS, University of Nebraska
MA, MS, University of Nebraska
Ph.D., University of Nebraska

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

Anderson, Eric (1988)

Coordinator, Disability Support Services/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

Baker, Michael (2005)

Welding
Whatcom Community College
Journeyman Fabricator
Certified Master Welder

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
Ph.D., Gonzaga University

13

Faculty & Staff

FACULTY (continued)

Date in parentheses indicates year of initial service to SVC.

Bundy, Ruth (2010)

Nursing, Whidbey Island Campus
B.S., California State University, Chico
M.P.A., California State University, Long Beach

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

Coorough, Calleen (1995)

Multimedia & Interactive Technology
BS, University of Wyoming
M.Ed., University of Idaho
Ph.D., University of Idaho

Coslor, Melinda McCormick

Librarian
BS, Washington State University
MA, University of Washington

Cox, Dani (1988)

Culinary Arts & Hospitality Management
BS, Central Washington University
Diploma, Western Culinary Institute

D'Amelio, Lou (2010)

Criminal Justice
BA, California State University, Long Beach

Darden, Mary (1979)

Counselor, Whidbey Island Campus
BA, M.Ed., Western Washington University

Davern, Gail (2007)

English, Whidbey Island Campus
BA, MA, University of Utah

Deschenes, Susan (1997)

Physical Education
BA, Western Washington University
MBA, City University

Dixon, Sally (1989)

Business Management
BA, Western Washington University
MS, University of Southern California
MBA, Western Governors University

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

Edwards, Amy (1997)

Mathematics
BA, George Washington University
MA, UC Berkeley

Fackler-Adams, Ben (1999)

Physical Sciences
BA, University of California - Santa Cruz
BS, University of California - Santa Cruz
MS, Western Washington University
Ph.D., University of California - Santa Barbara

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

Frazier, Beth (2006)

Health & Fitness, Whidbey Island Campus
BS, Washington State University
MS, Western Washington University

Funk, Carol (1996)

Counselor, Whidbey Island Campus
BA, Hamline University
MS, Portland State University

Gage, Abel (1998)

Mathematics
BS, Wheaton College
MS, Western Washington University

Graber, Daniel (2001)

Mathematics
AAUCT, Skagit Valley College
BS, Western Washington University
MS, Western Washington University

Hahn, Martin (1996)

Culinary Arts & Hospitality Management
BA, Seattle University

Haley, May (1989)

Adult Basic Education/GED
BS, MS, University of Washington

Hall, R. Scott (1994)

Automotive Technology
Bellingham Technical College
BS, University of Idaho
ASE Certified Master Technician

Halliday, Hilda (1985)

Computer Science, Mathematics
BS, MS, Western Washington University

Hanchett, Brian (1994)

Counselor
BS, Western Washington University
M.Ed., Western Washington University

Handley, Jennifer (1998)

English
BA, Western Oregon State College
MA, New Mexico State 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
MS, University of Washington-Bothell

Heverling, Janet (1977)

Family Life/Early Childhood Education,
Whidbey Island Campus
BA, MA, Central Washington University

Hughes, Leslie (2001)

Student Support Services Counselor
BA, MA, University of Montana

Hulet, Roxanne (2006)

Chemistry
BAS, Evergreen State College
MS, Western Washington University
Ph.D. University of Northern Colorado

Iverson, Mary (2008)

Art
BA, University of Washington
BFA, Cornish College of the Arts
MFA, University of Washington

Johnson, Diane (1998)

Music
BA, University of California
MA, University of California
DMA, Claremont Graduate University

Johnson, Richard (1972)

Business Administration, Economics
AA, Skagit Valley College
BA, MBA, University of Washington

Keyes, Beverly (2002)

Nursing
BS, Regents College
MS, Excelsior College

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, Western Washington University
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, Eastern Washington University
M.Ed., Eastern Washington University

Lemberg Ross, Linda (1983)

Nursing
AA, Skagit Valley College
BSN, Western Washington University
B Ed, Seattle University
MS, University of Portland

Lind, Jason (1999)

Communication Studies
BA, Western Washington University
MA, University of Maine

Luckmann, Charles (1997)

English, Ethnic Studies
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
M.Ed., Goddard College

McCleery, James (1984)

Mathematics, Whidbey Island Campus
BA, University of California at Santa Barbara
MA, California State University

McGuire, Beth (1990)

Counselor, TRIO Student Support Services
BA, Linfield College
MS, Western Washington University

McHale, Nancy (1990)

Counselor, Whidbey Island Campus
BS, USL Lafayette, LA
M.Ed., Western Washington University
M.Ed., USL Lafayette, LA

McVicker, Patrick (2000)

Fire Protection Technology
AAS, Portland Community College

Mills, Margret (1998)

Librarian
BA, University of Wisconsin - Eau Claire
MLS, University of Wisconsin - Madison

Moore, Judy (2010)

Nursing, Whidbey Island Campus
B.S., Northern Arizona University
M.S., University of Washington

Moore, Linda (1979)

Developmental Education
BA, Pacific Lutheran University
M.Ed., University of Puget Sound

Muga, David (1992)

Social Science
BS, University of California at Berkeley
MS, Massachusetts Institute of Technology
Ph.D., University of Goteborg, Sweden

Mullen, Val (2000)

Biology
AA, Bellevue Community College
BA, Central Washington University
MS, Central Washington University

Munsey, Ben (1992)

English as a Second Language
AB, Occidental College
MA, Western Washington University

Nelson, Dan (1989)

Welding
ATA Welding, Skagit Valley College
BA, Western Washington University
M.Ed., Western Washington University
M.S., Montana State University

Oakes, Tamara (1990)

Office Administration and 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)

Business Administration, Economics
BA, University of Washington
MBA, University of Washington
J.D. Gonzaga Law School

O'Neal, Lyn (2007)

Medical Assistant
AA, College of the Sequoias
ATA, Everett Community College

Ordóñez, Anita (1995)

Director, Multicultural Student Services/Counselor
BS, University of Michigan
MA, San Diego State University
ABD, University of Idaho

Overby, Bill (2003)

Criminal Justice
BA, Washington State University
MA, Boston University

Palmer, Clifford (2008)

Biology
BS, California Polytechnic State University
MS, Western Washington University

Pendleton, Kathleen (2009)

Nursing, Whidbey Island Campus
BSN, Florida Atlantic University

Pflugfelder, Christina (2003)

Biology, Whidbey Island Campus
BA, MS, DVM, University of California

FACULTY (continued)

Date in parentheses indicates year of initial service to SVC.

Rochelle, Rory (2000)

Allied Health Education
BS, University of Tennessee
AS, Norwich University
MSN, Gonzaga University

Sanchez, José (2003)

World Languages - Spanish
BA, Brigham Young University – Hawaii
MA, Indiana State University

Scaringe, Cynthia (1999)

Nursing
BSN, Niagara University
MSN, Syracuse University

Schaffner, Joventina (1990)

Mathematics
BS, University of San Carlos
MS, Washington State University

Schaffner, Ron (2005)

Automotive Technology
A.A., A.A.S., Spokane Community College
BA, Puget Sound Christian College
ASE Certified Master Machinist
ASE Certified Master Technician

Smith, Brad (1996)

Physical Science
BS, University of Washington
MA, Ph.D., University of California – Berkeley

Smith, Linda (1989)

Communication Studies
BA, Seattle Pacific University
MA, Western Washington University

Spinnie, Kristi (1997)

Office Administration & Accounting Technologies
BA, Northwest Nazarene College
MA, Ohio State University
MBA, Ashland University

Stady, Jeff (1994)

Mathematics, Whidbey Island Campus
BS, MS, Western Washington University

Stanwood, Les (1980)

English, Whidbey Island Campus
BA, Pomona College
MC, University of Washington

Stevens, Chuck (1990)

Mathematics
AAS, Whatcom Community College
BA, MS, Western Washington University

Sult, Larry (1989)

Philosophy
BA, University of California at Los Angeles
MA, San Diego State University

Svendsen, Claus (1992)

Environmental Conservation
BS, MS, Copenhagen University, Denmark
Ph.D., University of Washington

Swietzer, Michael (1991)

Marine Technology, Whidbey Island Campus
Advanced study: Washington State University, Western Washington University, Westlawn School of Yacht Design

Talbott, Vicki (1992)

Academic English for Speakers of Other Languages
BA, Western Washington University
MA, Pennsylvania State University

Tutt, Ernest (2004)

Communication Studies
ASN, Grayson County 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, University of Washington
MS, University of Washington

Will, Anne (1998)

History
AB, Smith College
MA, University of Massachusetts
Ph.D., The Union Institute

Winslow, Lora (2008)

Communication Studies, Whidbey Island Campus
BA, California State University
MA, California State 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

EXEMPT STAFF

Ainley, Arden (1988)

Director of Public Information
BA, University of Washington

Avary, Ann (2006)

Center of Excellence Director, Whidbey Island Campus
BA, Indiana State University

Bade, Karen (1997)

Coordinator of Recruitment & Admissions Services
BA, Western Washington University

Carlson, Tamara (2005)

Administrative Assistant to the Vice President of Business and Administrative Services

Cook, Kim (2005)

Controller
BA, Western Washington University

Craig, Steve (1993)

Theater Technician

Cross, Wenda (1991)

Program Manager, Head Start
BA, Eastern Washington University

Davis, Kim (1999)

PrepWork Consortium Director
BA, Western Washington University

Davis Overby, Tee (1997)

Coordinator of Evening Programs/ Administrative Assistant
BS, University of Missouri – Columbia

Denman, Rene (2004)

Lead Family Resource Coordinator, ECEAP

Epperson, Steven (1977)

Director of Financial Aid
BA, Washington State University
BS, Washington State University
MS, Washington State University

Fitzpatrick Plagge, Sinead (2003)

Director, WorkForce Grant Programs
AA, Olympic College
BA, Western Washington University
M. Ed., Western Washington University

Fix, Jennifer (2000)

Assistant Director, Foundation
BA, University of Washington

Fuhr, George (2007)

Research/Information Analyst
BA, Western Washington University
MA, University of Washington
Ph.D., Washington State University

Hall, Melody (Kim) (2006)

Manager, Bookstore
BA, Eastern Washington University
MA, Royal Roads University

Holdal, Jeanne (2007)

Parent Involvement Coordinator, ECEAP
AA, Southern Oregon State University
BA, University of Hawaii

Hoover, Robin (2008)

Program Manager, Head Start
BA, University of Washington

Howard, Thomas (2004)

Administrative Services Manager, Head Start
BS, US Coast Guard Academy
MBA, Western Washington University

Jansen, Jane (1998)

Tutorial Program Coordinator
BS, California State University
BA, California State University

Jolly, Jim (2004)

Cooperative Education Coordinator
BS, Embry-Riddle Aeronautical University
BA, University of Washington
M.Ed., University of Washington

Lounsbury, Sandra (2004)

Nutritional Coordinator, ECEAP
BA, University of Washington
MS, University of Hawaii, Manoa

Lykins, Mary Ellen (2010)

Director, Skagit/Islands Head Start
BS, Kennedy College
MA, University of Nebraska

McCormick, Carol (1985)

Assistant Director, Head Start
BA, University of Washington

Maldonado-Fernandez, Martha (2004)

Resident Director
AA, Skagit Valley College

Mann, Clyde (1992)

Veterans Affairs/Credentials Evaluator, Whidbey Island Campus
AAUCT, Skagit Valley College

Martin, Randy (2000)

Director, San Juan Center and Exploritas

Morgan, David (1999)

Information Systems Administrator, Whidbey Island Campus
ATA, Skagit Valley College

Nansel, Kathy (1996)

Confidential Secretary to the Executive VP of Instruction & Student Services
ATA, Skagit Valley College

Peters, Randall (1989)

Instructional Network Manager
ATA, Skagit Valley College

Radeleff, Lisa (1997)

Administrative Assistant to the President
Senior Studies - Rio Hondo College

Reid, Denny (1995)

Accommodations Specialist, Disability Support Services
B. Ed, University of British Columbia

Requa, William (KIM) (1980)

Director of TRIO Student Support Services
M.Ed., Western Washington University

Richter, Rebecca (2005)

Program Manager, Head Start
BA, California State University, Long Beach

Robbins, George (RIP) (1994)

Advisor/Coordinator, KSVR
BA, Western Washington University

Schulz, Christa (2004)

Director of International Programs
BA, Valparaiso University, IN

Scott, Dave (1990)

Director of Facilities and Operations
Cert. Stationary Engineer Apprenticeship

Sloane, Nancy (2005)

Education Coordinator, ECEAP
BS, Arizona State University
M.Ed., Bank Street College of Education

Smith, Cherie (2002)

Program Manager, Head Start
AA, Peninsula Community College
BA, Washington State University

Soriano, Ray (2006)

Program Manager, Head Start
AA, Seattle Central Community College
BA, University of Washington

St. Germain, Jeanette (1994)

Assistant Controller
ATA, Skagit Valley College

Tautvydas, Nida (2006)

Executive Director of McIntyre Hall
BA, University of Wisconsin, Madison
MA, Columbia College

Tolf, Kelli (2008)

Assistant Director, Foundation
BA, Washington State University

Walker, Sherry (1994)

Administrative Assistant to the Executive VP of Instruction & Student Services, Whidbey Island Campus
AS, John Brown University

Wessels, Catherine (1997)

Administrative Assistant to the Executive VP of Instruction & Student Services
Senior Studies, Rutgers University

Winsor, Andrew (2009)

Multicultural Outreach Coordinator/ Champions of Diversity & GEAR UP
BA, Western Washington University

CLASSIFIED STAFF**Abbott, Georgene**

Program Assistant - Nursing, Whidbey Island Campus

Aguirre, Alvan

Information Technology Specialist 4

Angulo, Celina

Office Assistant 3 - Counseling

Atkins, Maryann

Early Childhood Program Specialist 4, Head Start

Atwell, Angela

Program Specialist 2 - San Juan Center

Badillo, Maria

Early Childhood Program Specialist 2, Head Start

Baines, Patti

Early Childhood Program Specialist 4, Head Start

Baker, Linda

Program Manager A - Academic Instruction

CLASSIFIED (continued)

Barber, Jill

Early Childhood Program Specialist
3, Head Start

Barnett, Lisa

Program Coordinator - Admissions/
Registration

Barry, Phyllis

Administrative Assistant 3 -
Professional/Technical Education

Bartleson, Eric

Custodian 1

Batchelor, Carolyn

Library & Archives Paraprofessional
4, Whidbey Island Campus

Beattie, James

Custodian 3

Benson, Gary

Maintenance Custodian

Bishop, Julie

Library & Archives Paraprofessional
4

Boettcher, Lindsay

Cashier 2 - Business Office

Boller, Keith

Social Work Assistant 1, Head Start

Brant, Rebecca

Early Childhood Program Specialist
3, Head Start

Britt, Heather

Early Childhood Program Specialist
2, Head Start

Broadgate, Herlinda

Program Assistant - Career Services

Buenaventura, Joe

Information Technology Specialist 3,
Whidbey Island Campus

Bump, Penny

Program Assistant - TRIO, Student
Disability Support Services,
Whidbey Island Campus

Burns, Linda

Payroll Supervisor

Burton, Allison

Early Childhood Program Specialist
3, Head Start

Cairns, Donald

Graphic Designer Senior

Cardenas, Cruz

Early Childhood Program Specialist
3, Head Start

Carpenter, Rochelle

Early Childhood Program Specialist
2, Head Start

Carrigg, Sheila

Early Childhood Program Specialist
4, Head Start

Casteel, John

Custodian 1

Chamberlain, Danni

Early Childhood Program Specialist
2, Head Start

Churape Garcia, Elizabeth

Office Assistant 3 - ABE/ESL

Clark, Sandra

Early Childhood Program Specialist
4, Head Start

Confer, Shirley

Fiscal Technician 2, Headstart

Cook, Larry Michael

Maintenance Mechanic 3

D'Haitre, Carol

Early Childhood Program Specialist
3, Head Start

De Maria, Dianna

Early Childhood Program Specialist
2, Head Start

DeJesus, Janet

Retail Clerk 2 - Bookstore, Whidbey
Island Campus

Dillon, Tina

Custodian 1

Draxten, Jessica

Early Childhood Program Specialist
3, Head Start

Drummond, Sarah (Sally)

Fiscal Specialist 1, Business Office

Early, Tory

Information Technology Technician 1

Edwards-Andrews, Norma

Maintenance Mechanic 1, Whidbey
Island Campus

Emory, Ian

Maintenance Custodian

Engberg, Kimberly

Office Assistant 3 - WorkFirst

Fagan, Laurel

Early Childhood Program Specialist
3, Head Start

Forsythe, Lisa

Program Coordinator - Admissions/
Registration

Fritz, Lynn

Custodian 1

Frolander, Karin

Fiscal Specialist 1 - Business Office

Fuentes, Cinthya

Early Childhood Program Specialist
3, Head Start

Gaitan, Patricia

Early Childhood Program Specialist
3, Head Start

Galindo, Maria

Office Assistant 3 - Professional/
Technical Student Success

Garner, Andrea

Social Work Assistant 2, Head Start

Garon, Julie

Social Work Assistant 1, Head Start

Garza, Lily

Fiscal Analyst 2 - Business Office

Garza, Michele

Office Assistant 3 - Admissions/
Registration

Gonzalez, Caritina

Early Childhood Program Specialist
3, Headstart

Gonzalez, Claudia

Early Childhood Program Specialist
2, ECEAP

Gonzalez, Eddie

Office Assistant 3, ECEAP

Griffin, Patricia

Early Childhood Program Specialist
3, Head Start

Guandique, Consuelo

Program Coordinator - Professional /
Technical Student Success

Guillen, Barbara
Early Childhood Program Specialist
3, Head Start

Guzman, Sylvia
Early Childhood Program Specialist
3, Head Start

Hansey, Lucas
Information Technology Technician 2

Haren, Marilyn
Administrative Assistant 3 - Student
Services,
Whidbey Island Campus

Hauser, David
Building and Grounds Supervisor B,
Whidbey Island Campus

Havens, Beverly
Human Resource Consultant 1

Hedgpeth, Josie
Early Childhood Program Specialist
4, Head Start

Heinzman, Shannon
Information Technology Specialist

Highet, Lyn
Food Service Manager 3

Hilden, Linda
Early Childhood Program Specialist
4, Head Start

Hill, Rose
Program Coordinator - Financial Aid

Hoffstrom, Jammie
Office Assistant 3 - International
Programs

Hopps, Sean
Social Work Assistant 1, Head Start

Howland, Sindie
Administrative Assistant 4 -
Admissions/Registration

Hunter, Stephanie
Library & Archives Paraprofessional
1

Hutchinson, Kristina
Human Resources Consultant
Assistant 2

Irish, Kimberly
Social Work Assistant 2, Head Start

Jensen, Susan
Program Coordinator - Registration,
Whidbey Island Campus

Johnson-Tate, Twila
Program Coordinator - WorkFirst

Judd, Elizabeth
Early Childhood Program Specialist
4, Head Start

Kaczmarczyk, Edward
Maintenance Mechanic 3

Karon, Marilyn
Social Work Assistant 1, Head Start

Karr-Gotz, Barbara
Early Childhood Program Specialist
3, Head Start

Keele, Cynthia
Early Childhood Program Specialist
3, Head Start

Kestler, Gisella
Early Childhood Program Specialist
2, Head Start

Kislyanka, Vera
Early Childhood Program Specialist
3, Head Start

Koetje, Vivian
Mail Process-Driver Lead - Copy &
Mail Center

Kotash, Karen
Fiscal Analyst 3 - SVC Foundation

Kozowski, Karen (Becky)
Program Coordinator - Financial Aid

Lacey, Marilana (Shelley)
Assistant Director Financial Aid

LaFave, Susan
Program Assistant - Nursing

Landon, Glenda
Office Assistant 3 - TRIO Student
Support Services

Lanning, Brandy
Office Assistant 3 - Registration

Le Dent-Iankovski, Gayle
Retail Clerk 2 - Bookstore

Leber, Sandra
Program Manager A - Athletics

Levesen, Lance
Security Guard 1

Lewis, Jennifer
Program Assistant - WorkFirst

Luna, Aracely
Social Work Assistant 2, Head Start

Marlin, Michael
Stage Technician 1 - McIntyre Hall

Marrs, Linda
Early Childhood Program Specialist
1, Head Start

Martinez, Laura
Program Coordinator - Student
Programs, Whidbey Island Campus

Mayhan, Melissa
Early Childhood Program Specialist
2, Head Start

McEntee, Ronald
Custodian 1, Whidbey Island Campus

Merryman, Darcy
Information Technology Technician 2

Miller, Shelley
Program Coordinator, South Whidbey
Center

Miller, Teresa
Secretary Supervisor - Library

Moen, Bruce
Maintenance Mechanic 2, Whidbey
Island Campus

Moran, Stacie
Office Assistant 3 - Registration,
Whidbey Island Campus

Murphy, Barbara
Fiscal Specialist 1 - Bookstore

Murphy, Brian
Program Support Supervisor 1,
Athletics

Nakashima, Stanley
Custodian 1

Nash, Sonia
Early Childhood Program Specialist
2, Head Start

Navarro, Kathryn
Early Childhood Program Specialist
3, Head Start

Nichols, Anthony
Custodian 1

CLASSIFIED (continued)

Nolan, Joyce

*Early Childhood Program Specialist
3, Head Start*

Nondorf, Gary

Grounds & Nursery Specialist 2

Nording, Theresa

*Program Support Supervisor 2 -
Admissions/Registration*

Olson, William

Maintenance Custodian

Omdal, Bret

Information Technology Specialist 5

O'Neil, Shannon

*Administrative Services Manager A -
Campus View Village*

Ortega Solis, Yalda

Office Assistant 2, Head Start

Ortiz Zavala, Doricela

Social Work Assistant 1, Head Start

Ortiz Zavala, Lorena

*Early Childhood Program Specialist
3, Head Start*

Oshiro, Elizabeth

*Office Assistant 3 - Academic
Instruction*

Paiz, Terri

Social Work Assistant 2, Head Start

Palm, Sandra

*Instruction & Classroom Support
Technician 2*

Pantoja, Teresa

Program Coordinator - KSVR

Pederson, Joan

Office Assistant 3, Registration

Peluso, Nora

Custodian 1

Petosa, Karen

*Early Childhood Program Specialist
4, Head Start*

Philbrick, Bonnie

*Early Childhood Program Specialist
3, Head Start*

Ray, Nickie

*Early Childhood Program Specialist
2, Head Start*

Reimers, Richard

Custodian 1, Whidbey Island Campus

Reyes, Kathryn

*Office Assistant 3 - Student Services,
Whidbey Island Campus*

Risser, Elizabeth

Program Assistant - McIntyre Hall

Rolfson, Carrie

Food Service Supervisor 1

Rollin, Rosalia

Custodian 1, Whidbey Island Campus

Russell, Rachelle

*Program Specialist 3 -
Office Administration & Accounting
Technologies*

Ryder, Catherine

Credentials Evaluator 3

Sanchez, Angelica

Office Assistant 3 - Registration

Saulness, Maria

*Early Childhood Program Specialist
3, Head Start*

Scheer, Charisse

Social Work Assistant 2, Head Start

Scheer, Debra

*Early Childhood Program Specialist
3, Head Start*

Schlabach, Gary

Custodian 1

Sears, Jan

Office Assistant 3 - Counseling

Shannon, Katherine

*Instruction & Classroom Support
Technician 1*

Skurdahl, David

Custodian 1

Slusher, Elizabeth

*Maintenance Custodian, San Juan
Center*

Smith, Craig

Maintenance Mechanic 3

Smith, Rozanne

*Procurement & Supply Specialist 3 -
Business Office*

St Germain, Benjamin

Information Technology Specialist 5

Stevens, Theresa

*Program Coordinator - Financial Aid,
Whidbey Island Campus*

Talbott, Liza

*Early Childhood Program Specialist
1, Head Start*

Thompson, Valerie

*Office Assistant 3 - Professional/
Technical Education*

Tomeoka, Tatsuo

Program Specialist 2 - Financial Aid

Torres, Sandra

*Early Childhood Program Specialist
3, Head Start*

Trout, Tovi

*Early Childhood Program Specialist
3, Head Start*

Tygret, Anne

*Early Childhood Program Specialist
2, Head Start*

Van Norman, Yoshimi

*Fiscal Technician 2 - Business Office,
Whidbey Island Campus*

Vance, Daniel

Maintenance Mechanic 1

Viola, Angela

*Program Coordinator - International
Programs*

Vivanco, Oralia

*Early Childhood Program Specialist
2, Head Start*

Warden, Paul

Maintenance Custodian

Wellander, Theodore

*Early Childhood Program Specialist
3, Head Start*

Welsh, Scott

Custodian 1

Werling, Sarah

*Early Childhood Program Specialist
4, Head Start*

Wilbur, Brenda

Fiscal Technician 2 - Business Office

Williams, Barbara

Program Coordinator - Physical Plant

Willis, Alvin

Information Technology Specialist 1

Zhekovska, Katya
Retail Clerk 2 - Bookstore

FACULTY & ADMINISTRATION EMERITI

Date in parentheses indicates year of initial service to SVC.

Almvig, Deene (1963)
Counseling

Anderson, Howard (1961)
Mathematics

Anderson, Jerry (1996)
Firefighter Training

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

Brierley, Rose (1997)
Counselor/Running Start

Budler, Robert (1977)
Marine Maintenance Technology, Whidbey Island Campus

Burke, Marjean (1972)
Nursing, Whidbey Island Campus

Burkholder, Dennis (1970)
Parks Operation & Maintenance

Burns, Robert (1975)
Diesel Mechanics

Bushaw, Mark (1994)
Welding

Campbell, Marilyn (1983)
Coordinator, San Juan Center

Chandler, Jerome (1977)
Physical Sciences

Chatt, Orville (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 (1965)
Philosophy

Coslor, Rex (1961)
Speech

Delaney, George (1966)
Vice President, Education Services

Determan, Larry (1993)
Marine Maintenance Technology, Whidbey Island Campus

Dike, Barbara (1964)
Nursing

Dunbar, Kurt (1997)
History & Social Science

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 (1959)
Art

Fader, Edith (1960)
Library

Ferris, Gerald (1968)
Automotive Technology

Folsom, Kathy (1981)
Nursing, Whidbey Island Campus

Folsom, Riley (1978)
Social Sciences

Forbes, William (1969)
History

Ford, James (1954)
President

Fredlund, Emelyne (1994)
Counselor

Friedlander, Andy (1984)
Theatre

Fugate, Jill (1992)
English

Ganeson, Visakan (1995)
Director, International Programs

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

FACULTY & ADMINISTRATION EMERITI (continued)

Date in parentheses indicates year of initial service to SVC.

Hayes, H.H. (1971)

Dean, Whidbey Island Campus

Headley, Carolyn (1971)

Developmental Education

Hektner, Marilyn (1978)

Controller

Helgoe, Robert (1986)

Human Services

Helmer, Louise (1960)

Counseling

Hemming, Jeanette (1995)

Medical Assistant

Hernandez, Angelica (1993)

English

Hendrick, Linda (1982)

Librarian

Hiestand, Tom (1988)

Cooperative Education, Whidbey Island Campus

Hildahl, Lyle (1984)

Director, Culinary Arts & Hospitality Management

Hodson, Charlee (1984)

Science, Whidbey Island Campus

Hodson, George (1948)

President

Hopke, Del (1974)

Diesel Mechanics

Hrutfjord, Donald (1969)

Automotive Technology

Huber, Carol (1979)

*Office Administration and Accounting Technologies
Whidbey Island Campus*

Huffman, Richard (1980)

Mathematics

Indorf, Susan (1977)

Mathematics, Whidbey Island Campus

Jafrey, Owais (1986)

Library, Whidbey Island Campus

Johnson, Sharon (1974)

Director, Title III Faculty Development

Jordheim, Gerald (1962)

Student Guidance

Keeler, Ted (1983)

Associate Dean, eLearning

Kenney, John (1961)

Business Administration & Economics

Kennicott, Patrick (1991)

Executive Director, SVC Foundation

Kent, Susan (1985)

Librarian

Kiel, Edna (1978)

English

Kienholz, Oliver (1972)

Farm Management

Klein, Phyllis (1979)

Library

Knutzen, Judi (1979)

Administrative Assistant for Assessment

LaFond, John (1979)

*Business Administration,
Whidbey Island Campus*

Lancaster, Debra (1983)

Director, Customized Training

Lee, Alice (1989)

English, Whidbey Island Campus

Leonard, Barbara (1981)

Office & Business Technology

Leopold, Fern (1957)

Library

Lewis, Charles (1929)

Dean

Loughlin, Beau (1970)

*Computer Information Systems,
Whidbey Island Campus*

Mashburn, Gloria (1965)

Library

Matthews, Jean (1978)

Human Services

Matzen, Vicki (1975)

*Developmental Education, English
Whidbey Island Campus*

McLatchy, Pat (1973)

History

Milne, James (1964)

Physics

Miller, Alison (1996)

French, Spanish

Moburg, Barbara (1986)

Social Science

Monroe, Jim (1963)

Biology

Moore, Tom (1970)

Marine Technology, Whidbey Island Campus

Mortensen, Claire (1987)

Nursing

Naas, Susan (1990)

Nursing

Nelson, C.A. (1926)

Superintendent

Nelson, William (1978)

Law Enforcement

Nowadnick, Richard (1952)

Dean of Instruction

Osborne, Gerald (1984)

Welding

Pass, Robert (Skip) (1978)

Biology, Agriculture

Payne, Gary (1996)

Library

Pedersen, Joe (1966)

Electronics, Computer Repair

Penney, Joan (1986)

Executive Director, McIntyre Hall

Phipps, Wendell (1951)

Superintendent of Schools

Pickett, Tom (1998)

Computer Information Systems

Pierce, James (1965)

Physical Science, Chemistry

Plucker, Robert (1968)

Music

Poppe, Stanley (1962)

Director of Athletics

Pruiett, Ramon (1956)*Outdoor Education***Randall, Delores (1977)***Nursing, Whidbey Island Campus***Raymond, Katherine (1960)***Counseling***Reddin, James (1989)***Graphic Arts Technology***Reeves, Joseph (1926)***Principal***Reid, Ann Chadwick (1986)***Art***Robbin, Rand (1962)***Art***Roberts, Walter (1957)***Director of Technical Education***Rochelle, Rory (2000)***Director of Allied Health Educations***Rodriguez, Ted (1969)***Electronics***Rohloff, Dennis (1975)***Director, Plant Operations***Roller, Harry (1958)***Engineering***Royal, Helen (1982)***Office & Business Technology,
Whidbey Island Campus***Ryberg, David (1984)***Associate Dean Student Programs***Saben, Donald (1976)***Welding***Sawyer, Gertrude (1954)***Nursing***Siebert, Sheila (1965)***Nursing***Sigmar, Wallace (1971)***Dean, Student Services & Foundation
Liaison***Shane, Fay (1985)***Director, SVC Foundation***Smith, Paul (1964)***Personnel, Physical Plant***Sorensen, James (1969)***Dean of Admissions & Registration***Sprague, Brinton (1988)***Vice President, Educational Services***Stroosma, Peter (1981)***Director, Business Resource Center***Tarro, Phillip (1964)***Drama, Speech***Tarry, Ronald (1987)***Law Enforcement***Tate, Greg (1977)***Art***Thomas, H. Jeanne (1966)***English***Thompson, Gary (1986)***Truck Driver Training***Thompson, Kenneth (1963)***Physical Education***Tillotson, Delbert (1954)***Business Services***Tinker, Susan (1973)***Vice President, Educational Services***Tobin, Harry (1965)***Business Management Training***Turley, Jack (1962)***Business Management***Turner, E. Glen (1962)***English***Waters (Flint), Nancy (1988)***Developmental Education, Student
Support Services***Whiting, Jack (1976)***Diesel Mechanics***Witmer, Michael (1973)***Psychology***Williamson, Bert (1970)***Vice President, Business &
Community Development***Woiwod, Linda (1987)***Dean of Student Services***Wood, Ron (1991)***Automotive Technology***STAFF EMERITI**

Abbott, Mike (1999)*Veterans Benefits Specialist***Alexander, Bruce (1994)***Workforce Education***Allen, Jan (1966)***President's Office***Anderson, Betty (1980)***Instructional Technician II***Armstrong, Mary Lou (1988)***Business Office***Auld, Hale (1970)***Maintenance, Whidbey Island Campus***Babcock, Theresa (1968)***Counseling***Bjork, Cathie (1957)***Registration***Boos, Clarence (1971)***Custodial***Bos, Glenn (1969)***Maintenance***Brandt, Gloria (1978)***Secretary Supervisor, Counseling***Brown, Angela (2000)***International Programs***Bultman, Esther (1988)***Administration Office, Whidbey Island
Campus***Burton, Dallas (1988)***Maintenance***Church, Pamela (1997)***Director, Career Services***Crenshaw, Vicki (1989)***Secretary Lead, South Whidbey
Center***De Muth, Ray (1980)***Program Coordinator, Whidbey
Island Campus***Dibble, Charmie (1978)***Culinary Arts***Dickerson, Raleigh (1982)***Campus Security*

STAFF EMERITI (continued)

Doctor, Phyllis (1977)

*Program Support Supervisor I,
Admissions*

Dooley, Nancy (1978)

Business Office

Dugger, Richard (2000)

Information Technology Specialist 3

Ebel-Higgins, Gail (1986)

*Administrative Assistant to the VP of
Business & Community Development*

Eklund, Ethelyn (1975)

Secretary, Nursing

Elde, Clara (1958)

Business Office

Elles, Alice (1972)

Whidbey Island Campus

Fahl, Raymond (1965)

Custodian

Frasier, Joyce (1975)

Educational Services

Garcia, Antonio (Tony) (1984)

Campus Security/Safety Supervisor

Grothe, Margo (1999)

Life Transitions Program Manager

Hansen, Willa (1962)

Bookstore Sales Manager

Hurd, Linda (1990)

Developmental Education

Jurgens, Paul (1984)

Maintenance

Kinley, Verla (1969)

Registration

Ledbetter, Hazel (1974)

Continuing Education

Libbey, Darlene (1974)

Payroll

Lisherness, Norma (1978)

*Media Technician Lead - Information
Technology*

Lundquist, Anne (1978)

Bookstore Office Manager

Lundquist, Fran (1963)

Library

Magee, Eileen (1960)

Financial Aid

Mains, Mary Lee (1998)

Cashier 2, Business Office

Matier, Ira (1977)

Custodian

McGuinness, Lois (1979)

Program Coordinator, Financial Aid

McKeehan, Sharon (1974)

Program Coordinator, Financial Aid

Moen, James (1979)

Custodian, Whidbey Island Campus

Moon (Nash), Wendy (1984)

*Administrative Assistant, Whidbey
Island Campus*

Morris, Paul (1982)

Maintenance

Morris, Penny (1979)

Secretary Supervisor

Nelson, Arlene (1963)

Chief Accountant, Business Office

Nelson, Kenneth (Ken) (1999)

Information Technology Specialist 5

Nevitt, Deanne (1986)

Program Coordinator, Culinary Arts

Olson, Kathrine (1985)

Library Specialist II

Palmer, Cheryl (1993)

*Program Coordinator - Information
Technology*

Parker, Teresa (Terri) (1993)

Office Assistant III - Registration

Perka, Penny (1999)

*Student Activities Advisor, Whidbey
Island Campus*

Reddin, Margarette (Margo) (1998)

Bookstore Buyer

Seman, Mary (1979)

Counseling

Sheets, Gary (1995)

Instructional Design Specialist

Stevens, Linda (1997)

Financial Aid

Stewart, Robert (1962)

Maintenance

Sward, Joyce (1984)

Accountant Principal

Sylte, Emil (1972)

Security

Taylor, Rande (1989)

Maintenance

Turner, Marcia (1984)

Payroll

Valentine, Percy (1978)

Registration, Whidbey Island Campus

Vaughn, Ruth (1991)

Teaching Assistant

Walters, James (1997)

Webmaster

Warren, Maxine (1962)

Registration

Weber, Jill (1994)

eLearning Coordinator

Whelan, Bonnie (1973)

Day Vocational

Wiechert, Carl (1986)

Office Assistant

Wing, Shirley (1981)

Library

Wirta, Hazel (1988)

Custodian

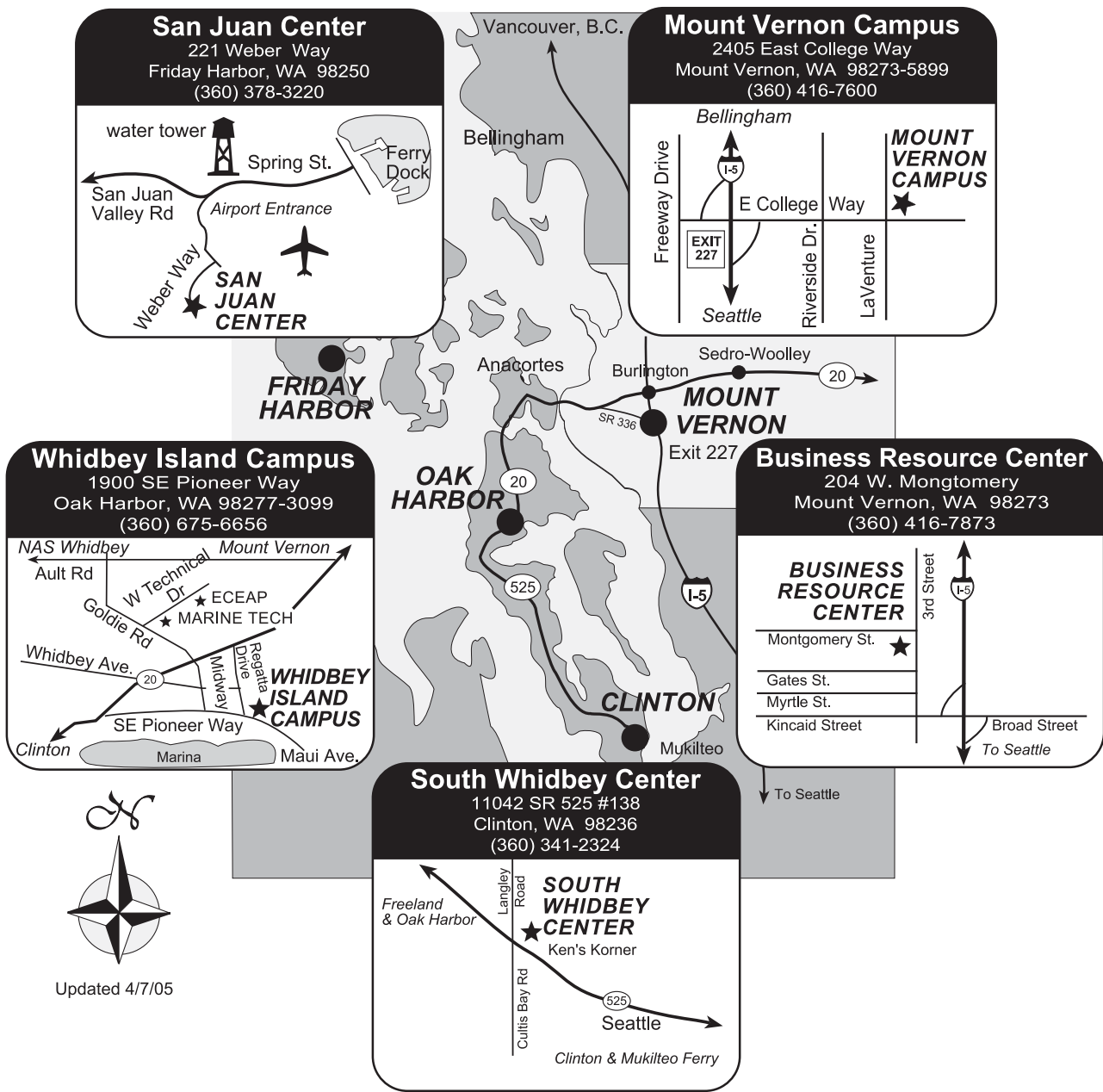
Ytgard, Reidar (1983)

Maintenance

Where Is SVC Located?

14

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

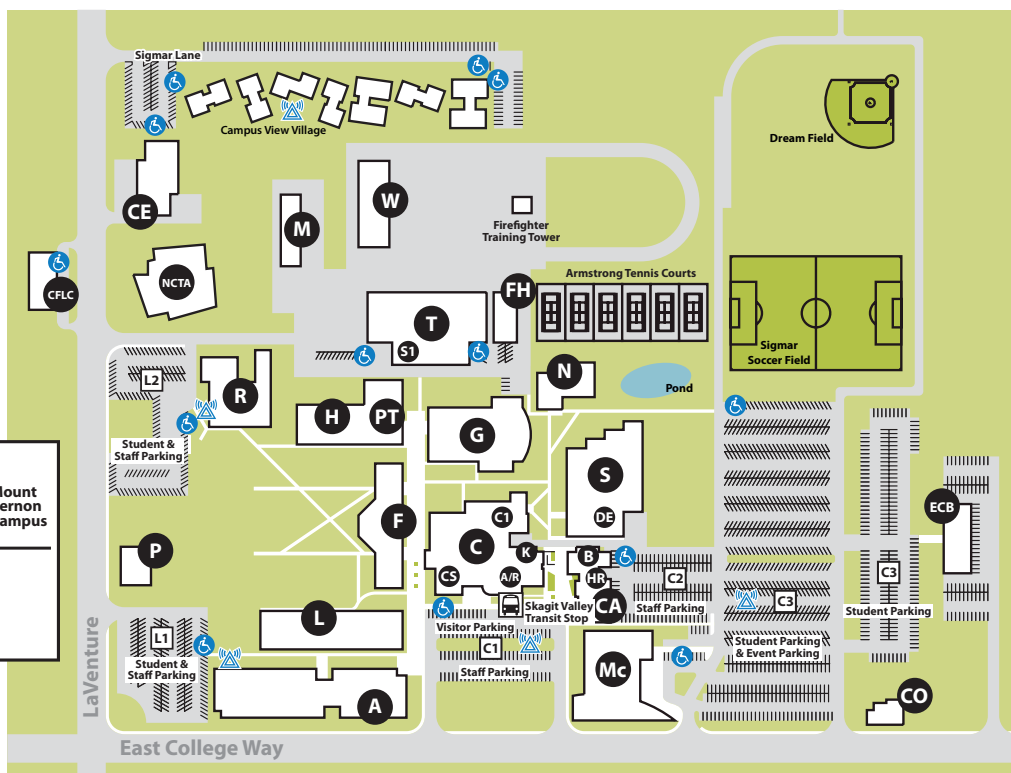
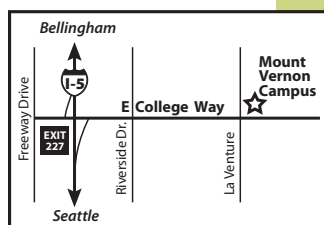
From Interstate-5, take Exit 227, College Way:

- 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, 1/4 mile past LaVenture.

Mount Vernon Campus

NOTE:
Emergency phones
connect directly to the
security office.



A Laura Angst Hall	C1 Cafeteria	CO Connite House	H George Hodson Hall	M Maintenance	PT Phillip Tarro Theatre
A/R Admissions & Registration Office	CA Administrative Annex	ECB East Campus Building	HR Human Resources	Mc McIntyre Hall	R Joe Reeves Hall
B Business Office	CS Counseling/ Financial Aid	DE eLearning	K Delbert Tillotson Cardinal Bookstore	N C. A. Nelson Hall	S Norwood Cole Library
C Gary Knutzen Cardinal Center	CE Chinook Enterprises	F James Ford Hall	L Charles Lewis Hall	NCTA... Northwest Career and Technical Academy	S1 Security
	CFLC... Child & Family Learning Center	FH Field House			T Walter Roberts Hall
		G Dave DuVall Pavilion			W Diesel Building
				P Parker House	

Whidbey Island Campus

1900 SE Pioneer Way
Oak Harbor, WA 98277-3099
360.675.6656
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.

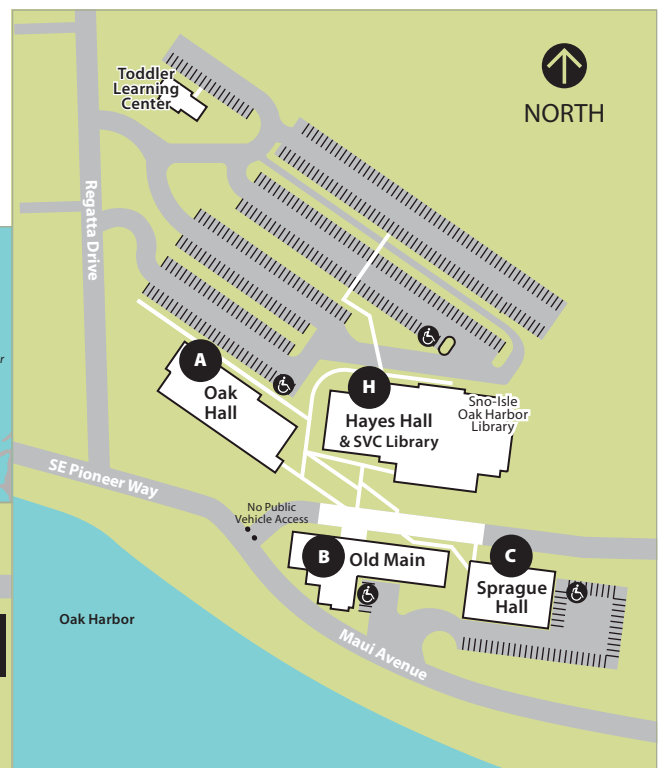
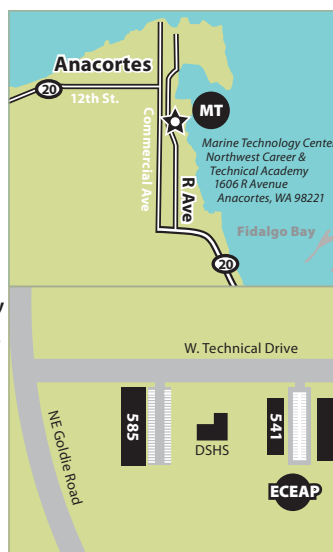
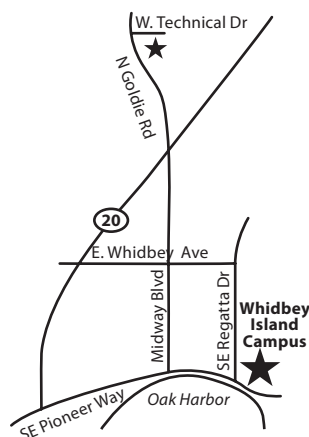
From the South:

- Take the Washington State Ferry at Mukilteo.
- Continue north on Hwy 525 to Oak Harbor.
- Turn right on SE Pioneer Way.

Whidbey Island Campus

WHIDBEY ISLAND CAMPUS BUILDING CODE

ECEAP ECEAP, Goldie Rd. | **H** Hayes Hall-Library/ Instruction Bldg.
MT Marine Tech - Anacortes | **A** Oak Hall | **B** Old Main - Main Bldg.
C Sprague Hall



Parking

On the Mount Vernon Campus, parking is available on a “first come, first served” basis in the areas designated as student parking lots as shown on campus maps. These maps are available at the Information Desk in the lobby of the Gary Knutzen Cardinal Center building.

Please remember that parking will be limited, so allow yourself enough time before your first class to find a space. Since a limited number of spaces are designated for visitors, SVC students are required to park in student parking lots, leaving visitor spaces for those not enrolled at the college.

Parking permit decals are required at the Mount Vernon Campus and are available at no additional cost at the Security Office. Parking permits are mandatory for all vehicles parked on campus during day-time classes between 7 a.m. and 5 p.m. Students are not permitted to use visitors’ 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, fi-

nancial aid check, or register for the following quarter.

If you have any questions, visit the Security office in Roberts Hall (T building, rooms 34 and 35), 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 or South Whidbey 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 Roberts Hall (T building, rooms 34 and 35). Campus Security personnel are on duty seven days a week. The college has three full-time and five to seven part-time security officers. Security personnel patrol

the campus regularly and can be reached via their cellular phone at 416-7777, or by calling from any of the red security phones in the buildings. Each of the student parking lots is equipped with an emergency radio call-box.

Lost & Found is located at the [Information Desk](#) in the Gary Knutzen Cardinal Center building and in the Security office, Roberts Hall (T building, rooms 34 and 35). On the Whidbey Island Campus, the Lost and Found is located in the Registration Office. Campus Security provides assistance with:

- Locking/unlocking buildings
- Dead batteries
- Nighttime escorts to and from parking lots upon request
- Parking assistance at start of quarter
- Parking regulations and enforcement
- Enforcing smoking policies
- Enforcing skateboard and bicycle policies
- Coordinating emergency contacts as indicated
- The overall security of the campus
- On the Whidbey Island Campus, security service can be reached at 360-770-5393.

Index

A

Academic English as a Second Language

See Courses & Programs: World Languages:
Academic English as a Second Language

Academic Skills Centers

See Developmental Education

Academic Standing

See Grades: Academic Standing

Academic Transfer Services

See Student Services: Academic Transfer
Services

Accreditation 4

Administration of Justice

See Courses & Programs: Criminal Justice

Admissions & Registration 9

Adult Basic Education 129

Affordability 7

See also Financial Aid

A Learning College 7

American Sign Language

See Courses & Programs: World Languages

Apartments

See Student Services: Housing - Mount
Vernon Campus

Applying for College 9

Apprenticeships 131

Carpenter Apprenticeship 131
Electrician Apprenticeship 131
Facilities Custodian Apprenticeship 131
Instructional Assistant and Education
Paraprofessional Apprenticeships 131

Associate Degrees

See Degrees & Certificates

Athletics 141

Audit

See Grades: Grade Reports

B

Basic Food Employment and Training Program 130

See also Financial Aid: Programs: BFET (Basic
Food Employment Training)

Bookstores 24

Also listed in Student Services: Bookstores

See also Course Materials & Supplies

Business Resource Center (BRC) 51

Customized Training for Businesses 132

Serving the Business Community 132

C

Campus View Village

See Student Services: Housing - Mount
Vernon Campus

Challenging a SVC Course 135

See also Credits: Credit by Examination

Childcare Assistance

See Student Services: Childcare Assistance
See also Financial Aid

Chinese

See Courses & Programs: World Languages

Classes

See Courses & Programs
See also Degrees & Certificates
See also Grades

Clubs & Organizations 140-141

Code of Student Rights and Responsibilities

See Instructional Complaints

College in the High School 9

Community Programs 132

Community Education 132

Computer Training Institute 132

COMPASS placement test 9, 21

See Student Services: Planning Your Program

Instructional Complaints 139

Computer Labs

See Student Services: Learning Resources

Computer Training

See Community Programs: Computer Training
Institute

Cooperative Education 131

Counseling & Career Services

See Student Services: Counseling & Career
Services

Course Materials & Supplies 15

Courses & Programs 39

Accounting 39

Adult Basic Education 39

Allied Health Education 40

INDIVIDUAL TECHNICAL CERTIFICATE 42

MEDICAL ASSISTANT ASSOCIATE IN
TECHNICAL ARTS (ATA) 41

MEDICAL ASSISTANT CERTIFICATE 41

MEDICAL BILLING AND CODING SPECIALIST
CERTIFICATE 41

MEDICAL SECRETARY CERTIFICATE 41

MICRO-CERTIFICATE 42

Patient Registration Specialist 42

PHARMACY TECHNICIAN CERTIFICATE 41

PHLEBOTOMY CERTIFICATE 41

Anthropology 44

Apprentice Program 45

Art 45

Astronomy

See Science: Earth Sciences: Astronomy

Automotive Technology 47

ASSOCIATE IN TECHNICAL ARTS (ATA) 47

INDIVIDUAL TECHNICAL CERTIFICATE 47

MICRO-CERTIFICATE 47

Light Maintenance Technician 47

PROGRAM CERTIFICATES 47

Alignment/Suspension and Brake Specialist 47

Automotive Electronics and Diagnostics
Specialist 47

Automotive Parts Specialist 47

Automotive Service Advisor 47

General Automotive 47

Professional Upgrade Courses 47

Transmission Specialist 47

Biology

See Science: Biology

Biometrics

See Mechatronics

Business Administration 48

Business Management 48, 50

ASSOCIATE IN TECHNICAL ARTS (ATA) 50

INDIVIDUAL TECHNICAL CERTIFICATE 50

MICRO-CERTIFICATES 50

Customer Service and Sales 50

Retail Management Basics 50

Supervisory Basics 50

Courses & Programs (continued)

PROGRAM CERTIFICATES	50
Entrepreneurship Certificate	50
General Business Management Certificate	50
Retail Management Certificate	50
Chemistry	
See Science: Chemistry	
College and Career Success Skills	51
Communication Studies	52
Composites Technology	53
COMPOSITES TECHNICIAN CERTIFICATE	53
MICRO-CERTIFICATE	53
Composite Fundamentals:	53
Computer Information Systems	54
ASSOCIATE IN TECHNICAL ARTS (ATA)	54
INDIVIDUAL TECHNICAL CERTIFICATE	55
MICRO-CERTIFICATES	54
Computer Forensic Certificate	55
PROGRAM CERTIFICATES	54
Computer Applications Support Certificate	54
Computer Information Systems Certificate	54
Database/Programming Certificate	54
Network Technician Certificate	54
Computer Science	56
Computer Systems	
See Computer Information Systems	
See also Computer Science	
See also Multimedia & Interactive Technology	
Criminal Justice	56
ASSOCIATE IN TECHNICAL ARTS (ATA)	56
Criminal Justice	56
Parks Service and Protection	57
MICRO-CERTIFICATES	57
Basic Law Enforcement Reserve Academy	57
Community Policing	57
Corrections	57
Investigative Techniques	57
Legal Principles in Policing	57
Private and Commercial Security	57
Public Safety Communications	57
PARKS LAW ENFORCEMENT ACADEMY	57
PROGRAM CERTIFICATES	
Parks Law Enforcement Academy Certificate	57
Culinary Arts & Hospitality Management	60
ASSOCIATE IN TECHNICAL ARTS (ATA)	60
Culinary Emphasis	60
Restaurant Management Emphasis	60
INDIVIDUAL TECHNICAL CERTIFICATE	61
MICRO-CERTIFICATES	61
Basic Bakery Competency	61
Basic Food Preparation Competency	61

Basic Restaurant Cooking Competency	61
National Restaurant Association Management	61
PROGRAM CERTIFICATES	
Certified Culinarian	61
National Restaurant Association Management First Professional Credential	61
Professional Cooking Certificate	61
Dental Assistant	62
Diesel Power Technology	62
ASSOCIATE IN TECHNICAL ARTS (ATA)	63
INDIVIDUAL TECHNICAL CERTIFICATE	63
PROGRAM CERTIFICATE	63
Drama	63
Early Childhood Education	64
ASSOCIATE IN TECHNICAL ARTS (ATA)	64
ASSOCIATE OF APPLIED SCIENCE-TRANSFER DEGREE (AAS-T)	64
INDIVIDUAL TECHNICAL CERTIFICATE	65
MICRO-CERTIFICATES	65
Birth to Five Certificate	65
Preparation for Child Development Associate Certificate (CDA)	65
PROGRAM CERTIFICATES	65
Early Childhood Education Certificate	65
Earth Sciences	
See Science: Earth Sciences	
Economics	67
Education	
See Degrees & Certificates: Becoming a Teacher	
Education Paraprofessional	67
ASSOCIATE IN TECHNICAL ARTS (ATA)	68
INDIVIDUAL TECHNICAL CERTIFICATE	68
PROGRAM CERTIFICATES	68
Language and Literacy	68
Teaching and Learning	68
TRANSFER AGREEMENT WITH WSU	68
Electronics Engineering Technology	69
See also Electronics Technology	
See also Mechatronics	
ASSOCIATE IN TECHNICAL ARTS (ATA)	68, 69
INDIVIDUAL TECHNICAL CERTIFICATE	69
Electronics Technology	69
See also Electronics Engineering Technology	
See also Mechatronics	
ASSOCIATE IN TECHNICAL ARTS (ATA)	70
INDIVIDUAL TECHNICAL CERTIFICATE	70
PROGRAM CERTIFICATES	70
Computer Repair Certificate	70
Engineering	71
English	71

English as a Second Language	73
Environmental Conservation	73
See also Science: Environmental Conservation	
ASSOCIATE IN APPLIED SCIENCE-TRANSFER (AAS-T) DEGREE	74
Aquatic/Terrestrial Emphasis	74
Marine Emphasis	74
UW/UI-Transfer	75
ASSOCIATE IN TECHNICAL ARTS (ATA)	74
Parks Resource Management Emphasis	74
Water/Wastewater Treatment Technician Emphasis	74
INDIVIDUAL TECHNICAL CERTIFICATE	75
MICRO-CERTIFICATES	75
Advanced Wetland Delineation Certificate	75
Basic Wetland Delineation Certificate	75
Geographic Information Systems Certificate	75
Sustainable Agriculture Certificate	75
PROGRAM CERTIFICATES	75
Environmental Conservation Studies	75
Water/Wastewater Treatment Technician	75
Ethnic Studies	77
Family Life	77
Fire Protection Technology	78
ASSOCIATE IN TECHNICAL ARTS (ATA)	78
MICRO-CERTIFICATES	79
Basic Emergency Medical Technician	79
Basic Firefighter	79
Hazardous Materials First Responder	79
Geographic Information Systems	81
See also Science: Environmental Conservation	
MICRO-CERTIFICATE	81
Geographic Information Systems	81
Geography	81
Geology	
See Science: Earth Sciences: Geology	
Graphic Arts	
See Multimedia & Interactive Technology	
Health Care Education	
See Allied Health Education	
See also Nursing	
Health & Fitness Technician	82
History	82
Humanities	85
Human Services	83
ASSOCIATE IN TECHNICAL ARTS (ATA)	84
Chemical Dependency Emphasis	84
Generalist Emphasis	84
INDIVIDUAL TECHNICAL CERTIFICATE	84
PROGRAM CERTIFICATES	84

Chemical Dependency Professional Certificate.....	84
Informatics	
See Mechatronics	
International Studies	86
Journalism	86
Library	87
Manufacturing Technology.....	87
MICRO-CERTIFICATES	88
Automated Systems Technology	88
CNC Fundamentals	88
Composite Fundamentals	88
Manufacturing Foundations Core	88
Technical Design.....	88
Welding Fundamentals	88
PROGRAM CERTIFICATES	
Composites Technician.....	88
Manufacturing Foundations:	87
Welding in Manufacturing:	87
Marine Maintenance Technology.....	90
See also Composites Technology	
ASSOCIATE IN TECHNICAL ARTS (ATA)	90
MARINE TECHNICIAN CERTIFICATE.....	90
Mathematics	91
Mechatronics.....	93
See also Electronics Technology	
See also Electronics Engineering Technology	
ASSOCIATE IN TECHNICAL ARTS (ATA)	93
INDIVIDUAL TECHNICAL CERTIFICATE.....	93
Medical Assistant	
See Allied Health Education	
Multimedia & Interactive Technology	94
ASSOCIATE IN TECHNICAL ARTS (ATA)	94
Web Designer.....	94
INDIVIDUAL TECHNICAL CERTIFICATE.....	95
PROGRAM CERTIFICATES	95
Adobe	95
Digital Entertainment and Web Programming	95
Graphic Arts	95
Web Assistant.....	95
Music	96
Natural Science	
See Science: Natural Science	
Nursing: Mount Vernon Campus.....	99
ASSOCIATE IN TECHNICAL ARTS	99-100
Registered Nurse (RN).....	99-100
CERTIFICATE	
Practical Nurse (PN)	99-100
LPN TO RN PROGRAM	100
Nursing: Whidbey Island Campus.....	101
ASSOCIATE IN TECHNICAL ARTS (ATA)	

Registered Nurse	103
CERTIFICATES	101
Nursing Assistant	101
Practical Nurse.....	101
LPN TO RN PROGRAM	101
Nutrition	
See Science: Nutrition	
Oceanography	
See Science: Earth Sciences: Oceanography	
Office Administration & Accounting Technologies	105
ASSOCIATE IN TECHNICAL ARTS (ATA)	105
Administrative Assistant Emphasis.....	106
INDIVIDUAL TECHNICAL CERTIFICATE.....	106
MICRO-CERTIFICATES	106
Business Communications	106
Microcomputer Accounting	106
Payroll Accounting	106
Software Applications	106
Word Processing.....	106
PROGRAM CERTIFICATES	106
Bookkeeping.....	106
Business Software Applications	106
General Office Support.....	106
Office and Administrative Support.....	106
Office Technology Update	106
Small Business Accounting	106
Paralegal	107
Parks Resources Management	
See Environmental Conservation: Associate in Technical Arts (ATA)	
Pharmacy Technician	
See Allied Health Education: Pharmacy Technician Certificate	
Philosophy.....	110
Phlebotomy	
See Allied Health Education: Phlebotomy Certificate	
Photography.....	110
Physical Education.....	110
Physics	
See Science: Physics	
Political Science.....	113
Psychology	113
Read.....	114
Science.....	114
BIOLOGY	114
CHEMISTRY.....	115
EARTH SCIENCES	116
Astronomy	116
Earth Science.....	116
Geology	117

Oceanography.....	117
ENVIRONMENTAL CONSERVATION.....	73, 117
Associate in Applied Science Transfer (AAS-T) Degree.....	74
Associate in Technical Arts (ATA).....	74
Micro-Certificates.....	75
Program Certificates	75
NATURAL SCIENCE.....	117
NUTRITION	118
PHYSICS	118
Social Science Sociology.....	118
Speech	
See Communication Studies	
Technical Design.....	120
Telematics	
See Mechatronics	
Theatre Arts	
See Drama	
Veterinary Assistant.....	120
Web Design	
See Multimedia & Interactive Technology	
Welding Technology.....	121
AMERICAN WELDING SOCIETY CERTIFICATE	123
ASSOCIATE IN TECHNICAL ARTS (ATA)	122
CERTIFICATES	
Welding in Manufacturing	122
Welding Technology.....	122
INDIVIDUAL TECHNICAL CERTIFICATE.....	123
MICRO-CERTIFICATES	
CNC Fundamentals.....	123
Welding Fundamentals	123
SPECIALTY CERTIFICATES	
Advanced Welding	122
Aluminum Welding	122
Flux-cored Arc Welding.....	122
Shielded Metal Arc Welding.....	122
WABO CERTIFICATION	123
World Languages	125
ACADEMIC ENGLISH AS A SECOND LANGUAGE.....	125
AMERICAN SIGN LANGUAGE	125
CHINESE	125
FRENCH.....	126
GREEK.....	126
JAPANESE	126
LUSHOOTSEED.....	127
SPANISH	127
TAGALOG.....	127

Credits

Advanced Placement	136
MILITARY SERVICE SCHOOLS.....	136
Advanced Placement Scores & Credits Table.....	136
Advanced Standing in Professional/ Technical Programs	137
Credit by Examination	135
Earning College Credits	135
Foreign Travel.....	132
Grade Reports.....	137
Independent Study.....	132
Non-Traditional Credit	135
Transferring in Credit.....	136

[Regional] Culture	142
--------------------------	-----

D

Dave DuVall Pavilion

See Recreation

Degrees & Certificates

Articulated Academic Transfer Degrees ..	33
ASSOCIATE IN MUSIC DEGREE.....	33
ASSOCIATE IN VISUAL ARTS DEGREE.....	34
Associate in Arts University & College Transfer Degree (AAUCT).....	26
Becoming a Teacher	37
General Associate Degrees	34
ASSOCIATE IN ARTS GENERAL STUDIES DEGREE.....	34
ASSOCIATE IN ARTS GENERAL STUDIES DEGREE SOCNV	35
General Education Learning Values	25
Other Certificates & Diplomas	37
ADULT HIGH SCHOOL DIPLOMA	37
CERTIFICATE OF EDUCATIONAL COMPETENCE (GED).....	37
COMMUNITY COLLEGE DIPLOMA.....	37
Professional/Technical Degrees and Certificates	35
ASSOCIATE IN TECHNICAL ARTS (ATA)	35
PROFESSIONAL/TECHNICAL ATA AND AAS-T TRANSFER AGREEMENTS	36
Micro-Certificates of Completion.....	36
Professional/Technical Certificates.....	36
Statewide Transfer Degrees by Major.....	27
ASSOCIATE IN APPLIED SCIENCE TRANSFER-EARLY CHILDHOOD EDUCATION.....	31
ASSOCIATE IN APPLIED SCIENCE TRANSFER-ENVIRONMENTAL CONSERVATION	32

ASSOCIATE IN BIOLOGY DEGREE	27
ASSOCIATE IN BUSINESS DEGREE.....	28
ASSOCIATE IN PRE-NURSING DEGREE.....	29
ASSOCIATE IN SCIENCE DEGREE	30
Transfer Degrees.....	26
Washington College & Universities Accepting the AAUCT Degree from Skagit Valley College	25

Developmental Education.....	129
------------------------------	-----

Dignity Statement	4
-------------------------	---

Disability Support Services

See Student Services: Disability Support Services

Discrimination

See Policies, Rights, & Procedures: Sexual Harassment Policy
See also Dignity Statement
See also Executive Director of Human Resources

Distance Education

See eLearning

Diverse Course & Program Options ..	7
-------------------------------------	---

[Commitment to] Diversity.....	7
--------------------------------	---

Diversity

See Commitment to Diversity
See also Student Services: Multicultural Student Services
See also Mission, Vision, and Values
See also Dignity Statement

Driving Directions	160-161
--------------------------	---------

Drop-in Student

See How to Apply as a Drop-in Student

Drug- and Alcohol-free Environment

See Health Information Services

E

What Are My Educational Choices?

(Ch. 6)	25-38
---------------	-------

See also Degrees & Certificates

eLearning	129
-----------------	-----

Electives

See Degrees & Certificates

Eligibility	9
-------------------	---

Employment

See Financial Aid: Employment

Evaluation of Credits

See Graduation & Ceremonies

Exceptional Faculty/Small Class Size 7

Executive Director of Human

Resources

Expected Family Contribution

See Financial Aid

F

Faculty Advisors

See Student Services: Faculty Advisors

FAFSA

See Financial Aid

Family Educational Rights & Privacy Act

See Student Information Table

Federal Drug Free Workplace Act

See Policies, Rights, & Procedures: Drug Free Workplace Policy

[Quarterly] Fees	14
------------------------	----

Class fees (per quarter)	14
Lockers	14
Parking Fines	14
Parking Permit (Mount Vernon only)	14
Special Student Fees	14
Tests.....	14

Tuition & Fees.....	13
---------------------	----

Fee Waivers

See Financial Aid: Grants: Washington State Tuition Waiver
See also Financial Aid: Waivers

FERPA

See Policies, Rights, & Procedures: Family Educational Rights & Privacy Act
See also Student Information Table
See also Research & Assessment Activities

Financial Aid

Employment	18
FEDERAL COLLEGE WORK-STUDY	18
STATE WORK-STUDY	18
FAFSA (Free Application for Federal Student Aid).....	17

Financial Aid Refund and Repayment Policy	17
Grants.....	17
FEDERAL PELL GRANT	17
FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS.....	17
OPPORTUNITY GRANT.....	131
STATE NEED GRANT	17
SVC GRANTS.....	17
WASHINGTON STATE TUITION WAIVER.....	17
Loans.....	18
FEDERAL DIRECT SUBSIDIZED STAFFORD LOAN	18
FEDERAL DIRECT UNSUBSIDIZED STAFFORD LOAN.....	18
FEDERAL PLUS LOANS.....	18
SHORT-TERM LOANS.....	18
Net Price Calculator	17
Programs.....	19
BFET (BASIC FOOD EMPLOYMENT TRAINING).....	19
OPPORTUNITY GRANT SCHOLARSHIPS.....	19
TUITION PAYMENT PLAN.....	19
WORKER RETRAINING.....	19
WORKFIRST	19
Scholarships.....	18
MULTICULTURAL STUDENT SERVICES SCHOLARSHIPS	18
WOMEN'S PROGRAMS SCHOLARSHIPS.....	18
Waivers.....	18
ATHLETIC.....	18
FAMILIES OF FALLEN VETERANS AND NATIONAL GUARD MEMBERS.....	19
STATE EMPLOYEES.....	18
UNEMPLOYED OR UNDER-EMPLOYED RESIDENTS.....	19
VETERANS	18

Fine & Performing Arts

See Student Activities, Fine & Performing Arts

Fines & Other Financial Penalties.. 139

Food Services

See Student Services: Food Services

Foreign Languages

See Courses & Programs: World Languages

Free Application for Federal Student Aid

See Financial Aid: FAFSA

French

See Courses & Programs: World Languages

G

Gender Equity in Athletics Report

See Policies, Rights, & Procedures: Student Information Table

General Education Learning Values

See Degrees & Certificates: General Education Learning Values

Grades

Absences.....	139
Academic Standing	138
ACADEMIC STANDARDS POLICY	138
HONOR ROLL	138
STATUTE OF LIMITATIONS	138
TIME TO DEGREE COMPLETION.....	139
Class Add/Drop	138
Grade Changes	138
Grade Point Average.....	138
Grade Reports.....	137
Grading Procedure Table	137

Graduation & Ceremonies 133

Grants

See Financial Aid: Grants

Greek

See Courses & Programs: World Languages

Gymnasium

See Recreation

H

Health Care Education

See Courses & Programs: Allied Health Education

See also Courses & Programs: Nursing

Health Information Services.....142

High School Diploma..... 130

See Degrees & Certificates: Other Certificates & Diplomas: Adult High School Diploma

High school student

See How to Apply

See also Running Start

See also College in the High School

See also Degrees & Certificates: Other Certificates & Diplomas

Honors & Recognition

Honor Roll	133
Honors & High Honors	133
Honors Reception	133
Phi Theta Kappa.....	133
President's Medal.....	133

Housing - Mount Vernon Campus

See Student Services: Housing - Mount Vernon Campus

How Do I Get Involved In Campus Activities? 141

How to Apply 9

How to Apply as a Drop-in Student . 10

How Will I Be Recognized For Good Grades?..... 133

How Will You Help Me To Succeed? 21

See also Student Services

I

International Programs

See Student Services: International Programs

International Students

Applicants and TOEFL Scores.....	11
Application Process	11
English Language Requirements.....	11
Transfer Credits.....	11

Internet Access

See Student Services: Learning Resources

J

Japanese

See Courses & Programs: World Languages

Job Board

See Student Services: Counseling & Career Services

L

Labs

See Student Services: Learning Resources

Learning Into Action 131

See Cooperative Education: Learning Into Action

Learning Resources

See Student Services: Learning Resources

Lewis Award

See Honors & Recognition: Honors Reception

How to use the Library

See Courses & Programs: Library (LIB)

Library & Media Services..... 24

See also Student Services: Library & Media Services

Loans

See Financial Aid: Loans

Lost and Found 162

Lushootseed Salish

See Courses & Programs: World Languages

M

Maps

Mount Vernon Campus 160

Whidbey Island Campus 161

Men's Sports

See Athletics

Military Personnel

Active-Duty Military & Dependents..... 132

If You Are Military Personnel..... 10

Military Service Schools 136

Residency for Military Personnel 14

Waivers..... 18

FAMILIES OF FALLEN VETERANS AND
NATIONAL GUARD MEMBERS..... 19

VETERANS 18

Mission, Vision, and Values..... 5

Mount Vernon Campus

See Maps

Multicultural Student Services

See Student Services: Multicultural Student Services

Multicultural Student Services

Scholarships

See Financial Aid: Scholarships: Multicultural Student Services Scholarships

Music Degree

See Degrees & Certificates: Articulated Academic Transfer Degrees: Associate in Music Degree

N

Non-Discrimination Inquiries

See Executive Director of Human Resources

Non-payment

See Penalties

Northwest Athletic Association for Community Colleges

See Athletics

O

Off-Campus Work Study

See Cooperative Education

Opportunity Grant.....131

Organizations

See Clubs & Organizations

P

Parenting Classes132

See Courses & Programs: Family Life

Parking & Permit Decals 162

Penalties 15

Phillip Tarro Theatre

See Student Activities, Fine & Performing Arts

Planning Your Program

See Student Services: Planning Your Program

See also Student Services: Counseling & Career Services

Policies, Rights, & Procedures

Children on Campus 143

Drug Free Workplace Policy 143

Equal Opportunity & Title IX 143

Family Educational Rights & Privacy Act
..... 143

Inter-College Transfer & Articulation
Among Washington Public Colleges &
Universities 144

Parking 145

Sexual Harassment Policy 143

Student Information Table 143

Transfer Rights and Responsibilities..... 144

Prepare for College-level Courses

See Developmental Education

Professional/Technical Programs.... 38

See also Degrees & Certificates: Professional/ Technical Degrees and Certificates

Associate in Technical Arts (ATA)..... 38

Micro-Certificates..... 38

Program Certificates 38

Q

Quality Curriculum..... 7

R

KSVR 91.7 FM Radio142

KSVR Radio Bilingüe

See Student Services: Multicultural Student Services

Recreation.....142

Refund Policy 15

Community Education, Computer Training
Institute 15

Research & Assessment Activities.142

Determination of Residence 14

Residency for Military Personnel.....14

See also Military Personnel

Running Start9, 129

S

Safety & Security 162

Scholarships

See Financial Aid: Scholarships

Science

See Courses & Programs: Science

Science Degree

See Degrees & Certificates: Statewide Transfer Degrees by Major

Security Office

See Safety & Security

Selecting a College or University

See Student Services: Counseling & Career Services

Servicemember's Opportunity College

See Military Personnel: If You Are Military Personnel

Sexual Harassment Policy 143

See also Policies, Rights, & Procedures

SOCNAV

See Degrees & Certificates: General Associate
Degrees: Associate in Arts General Studies
Degree SOCNAV

Solving Personal Conflicts

See Student Services: TRIO Student Support Services Program

Spanish

See Courses & Programs: World Languages

State Support of Higher Education Students 13

Net Price Calculator 13

Student Activities, Fine & Performing Arts 141

Student Eligibility To Pay In-State Tuition 14

Student Government & Program Board 141

Student Handbook

See Clubs & Organizations

Student Information Table 143

Student Newspaper 142

Student Programs

See Student Activities, Fine & Performing Arts

Student Rights & Responsibilities

See Policies, Rights, & Procedures: Inter-College Transfer & Articulation Among Washington Public Colleges & Universities
See also Policies, Rights, & Procedures: Transfer Rights and Responsibilities

Student Services

Academic Transfer Services	21
Bookstores	24
Childcare Assistance	24
Counseling & Career Services.....	21
Disability Support Services.....	22
Faculty Advisors.....	21
Financial Aid.....	17
Food Services	24

Health Information Services.....	142
Housing - Mount Vernon Campus.....	24
International Programs.....	23
Learning Resources.....	23
TECHNOLOGY FOR YOUR USE	23
Library & Media Services.....	24
Multicultural Student Services	22
Planning Your Program	21
Student Information Table	143
TRIO Student Support Services Program	22
Tutoring.....	22
Veteran's Education Services	22
Women's Programs.....	23
STUDENT LEADERSHIP PROJECT.....	23

SVC Foundation 4

SVC Graduation Report

See Policies, Rights, & Procedures: Student Information Table

T

Tagalog Language

See Courses & Programs: World Languages

Technology for your use

See Student Services: Learning Resources

Tech Prep 130

Temporary Aid for Needy Families (TANF)

See WorkFirst Program

Theater Arts

See Courses & Programs: Drama

Phillip Tarro Theatre

See Student Activities, Fine & Performing Arts

The Cardinal

See Student Newspaper

TOEFL

See International Students

Transfer Rights and Responsibilities

See Policies, Rights, & Procedures: Transfer Rights and Responsibilities
See also Policies, Rights, & Procedures: Inter-College Transfer & Articulation Among Washington Public Colleges & Universities

Transferring College Student

See How to Apply

TRIO Student Support Services Program

See Student Services: TRIO Student Support Services Program

Tuition & Fees..... 13

Tutoring

See Student Services: Tutoring

V

Veterans

If You Are a Veteran	10
TUITION WAIVERS FOR FAMILIES OF FALLEN VETERANS AND NATIONAL GUARD MEMBERS	10
VETERANS TUITION WAIVER	10
Veteran's Education Services	22
See also Student Services	

W

Waivers

See Financial Aid: Waivers

Whidbey Island Campus

See Maps

Withdrawal from SVC..... 139

See also Refund Policy

See also Grades: Grading Procedure Table

Women's Programs

See Student Services: Women's Programs

Women's Programs Scholarships

See Financial Aid: Scholarships: Women's Programs Scholarships

Women's Sports

See Athletics

Worker Retraining 130

See also Financial Aid: Programs: Worker Retraining

WorkFirst Program..... 130

Workforce Training

See Worker Retraining

Y

Yates Award

See Honors & Recognition: Honors Reception

