

# Catalog 2015-2016



**CHARLES LEWIS HALL**

# Academic Calendar 2015 - 2016

## **SUMMER QUARTER 2015.....July 7 to August 28**

Tuition Due.....June 11  
Independence Day (Holiday) ..... July 3 (Friday)  
Classes Begin.....July 7  
Last day to withdraw without a “W” notation on  
Transcript.....July 16  
Last day to drop a class..... August 21  
Finals Week .....August 24, 25, 26, 27, 28  
Last Day of Classes ..... August 28

## **FALL QUARTER 2015 ... September 21 to December 11**

Tuition Due..... August 25  
New Student Orientation & Prep For Success  
.....September 17 & 18  
Classes Begin..... September 21  
Last day to withdraw without a “W” notation on  
Transcript.....October 2  
Veterans Day (Holiday) ..... November 11  
Thanksgiving Recess (Holiday) ..... November 26 & 27  
Last day to drop a class..... December 4  
Finals Week .....December 7, 8, 9, 10, 11  
Last Day of Classes ..... December 11  
Winter Break..... December 12 to January 4

## **WINTER QUARTER 2016 .....January 5 to March 18**

Tuition Due..... December 10  
New Student Orientation & Prep For Success..January 4  
Classes Begin.....January 5  
Martin L. King Day (Holiday).....January 18  
Last day to withdraw without a “W” notation on  
Transcript.....January 19  
President’s Day (Holiday).....February 15  
Last day to drop a class..... March 11  
Finals Week .....March 14, 15, 16, 17, 18  
Last Day of Classes ..... March 18  
Spring Recess.....March 18 to April 4

## **SPRING QUARTER 2016 .....April 5 to June 17**

Tuition Due..... March 16  
New Student Orientation & Prep For Success .....April 4  
Classes Begin.....April 5  
Last day to withdraw without a “W” notation on  
Transcript..... April 18  
Memorial Day (Holiday).....May 30  
Last day to drop a class.....June 10  
Finals Week ..... June 13, 14, 15, 16, 17  
Last Day of Classes ..... June 17  
Commencement (Mount Vernon)..... June 16, 6:30 pm  
Commencement (Whidbey) ..... June 17, 6:30 pm



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**T**his edition of the Skagit Valley College Catalog is effective beginning with Summer Quarter, 2015, through Spring Quarter, 2016. Every effort has been made to ensure 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 is set by the Washington state legislature and is subject to change without

notice. For a current list of fees or other information, see the current Quarterly Class Schedule or contact the Dean of Student Services' Office.

This catalog was produced by the SVC Public Information Office, April 2015.

Skagit Valley College provides a drugfree 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 nondiscrimination policies:

**Executive Director of Human Resources**  
2405 East 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. SVC's district includes Skagit, Island, and San Juan counties.

#### ***Accreditation***

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

#### ***Brief History***

Skagit Valley College, originally named Mount Vernon Junior College, began serving students in 1926 as an adjunct to Union High School in Mount Vernon. The name was changed to Skagit Valley Junior College in 1948, and in 1958 the present name was adopted. SVC has the proud distinction of being the second oldest community college in Washington state.

During the early years, classes were held on the top floor of the high school building. In 1955, a permanent site of 35 acres was purchased and a complex of six buildings was completed in 1959. Because of immediate increases in student enrollment, another 10 acres of land was purchased and a new Library building was constructed. Additional purchases of land have brought the total campus area in Mount Vernon to more than 110 acres.

Currently, SVC 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 Marine Technology Center in Anacortes.

#### ***Skagit Valley College Foundation***

Since 1978, generous donors, enthusiastic supporters, and dedicated volunteers have helped sustain the SVC Foundation with donations, talent, and insight to build one of the premier community college foundations in Washington. The SVC Foundation is a 501(c)(3) nonprofit organization with the purpose of assisting students, enhancing innovative instruction, and supporting campus development programs. A volunteer Board of Governors provides leadership to the SVC Foundation. For more information about the SVC Foundation or how to support SVC programs and students, visit [www.skagitfoundation.org](http://www.skagitfoundation.org) or call 360.416.7717.

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

# Welcome to Skagit Valley College!



**W**hether you are preparing for a new job, beginning your college experience, or exploring life's options, I applaud your interest in Skagit Valley College.

When you visit our campuses in Mount Vernon or Oak Harbor — or our centers in Anacortes, Clinton, and Friday Harbor — you will discover that Skagit Valley College embraces a diverse community that places student success at the center of its work. Our strength as an institution is built upon outstanding faculty and staff who are committed to your success. Together, we have created a vibrant learning environment that maintains high standards and a shared commitment to the guiding principles of integrity, respect, open and honest communication, and collaboration. As a result, our faculty and staff have enriched the educational pathways for you to explore, engage, and achieve.

I am proud that my own college experience began at Skagit Valley College. I had excellent instructors, advisors, and coaches

who guided me and mentored me as I earned my Associate in Arts degree. From the classroom to athletic fields, the Skagit community became the cornerstone of my college experience and motivated me to pursue my career in higher education.

On behalf of the Board of Trustees, faculty, and staff, thank you for considering Skagit Valley College. As you consider your own educational and employment goals, I welcome you to the Skagit community and I look forward to meeting you at various college events and activities throughout the year.

Sincerely,

Dr. Thomas A. Keegan  
President, Skagit Valley College

## Board of Trustees



John Stephens,  
Chair



Christon Skinner,  
Vice Chair



Kathryn Bennett



Lindsay Fiker



Megan Scott O'Bryan

### Mission

Skagit Valley College provides opportunities for students in pursuit of their educational and employment goals, while contributing to the economic and cultural enrichment of our communities.

### Vision

Skagit Valley College is dedicated to the success of our students. Our work is guided by a set of shared principles and our decisions are based on strategy and evidence. We are committed to quality, innovation, equity, and lifelong learning of students and employees.

### Guiding Principles

The College community is guided by the following principles:

- Respect
- Integrity
- Open & Honest Communication
- Collaboration





# 1

## ***What Are The Advantages Of Attending SVC?***

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

### ***A Learning College***

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

### ***Affordability***

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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***

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- 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®.
- Learn in the classroom or online.
- We also offer English as a Second Language courses.
- Of course, you are also welcome to take courses for personal enrichment.

### ***Exceptional Faculty/Small Class Size***

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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***

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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***

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Skagit Valley College believes that you are a unique individual and that you deserve an opportunity to learn and live in a positive environment. Our goal is to foster values that promote open-mindedness, awareness, sensitivity, and respect for differences.





# 2

## How Do I Become A Student?

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

### Eligibility

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

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

If you are under the age of 18 and a high school junior or senior, you may apply to be conditionally admitted. Students who seek to be conditionally admitted must receive permission to enroll from the high school district in which you reside and the Skagit Valley College Dean of Student Services.

Students are admitted to SVC in the order applications are received. During registration, if a course fills, students who could not enroll in the course are placed on a wait list. As vacancies occur, students on the wait 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 or contact the Counseling Office at Skagit Valley College. You must submit an admissions application, a current high school transcript, and you must take the complete COMPASS test. A signed Running Start Enrollment Verification 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.
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. 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. We recommend you visit the COMPASS information page at: [http://www.skagit.edu/news3.asp\\_Q\\_pagenumber\\_E\\_610](http://www.skagit.edu/news3.asp_Q_pagenumber_E_610) to refresh your skills before taking the test.
5. At the conclusion of your COMPASS test, you will be given your placement scores. These scores will be assessed when you participate in a mandatory small group 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.

### 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](http://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 Servicemembers 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 Servicemembers Opportunity Colleges (SOC) program, SVC grants credit for military schools and training using the 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: 360.416.7610  
Whidbey Island: 360.679.5389

If you are a veteran, or a dependent of a veteran, you may be eligible for educational benefits. To apply for your VA educational benefit, contact the Veterans' Education Office at Skagit Valley College and complete the online application at [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill). 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 the Montgomery GI Bill (Chapter 30), Vocational Rehabilitation (Chapter 31), the Post 9/11 GI Bill (Chapter 33), Dependents' Educational Assistance (Chapter 35), and the Fry Scholarship. For students eligible for the Post 9/11 GI Bill and Fry Scholarship, tuition will be paid by the U.S. Department of Veterans Affairs once the student certifies enrollment with the SVC Veterans' Education Office. For more information about GI Bill

benefits and eligibility contact any SVC's Veterans Education Office.

The Veterans Education Office at Skagit Valley College will ensure that the classes you register for are necessary to achieve your degree or certificate. Any changes in your class schedule must be reported immediately to the Veterans' Education Office at SVC. Benefits may be adversely affected or even terminated if it is discovered that you failed to attend classes, withdraw after the drop period, or take courses not necessary to your stated educational objective. It is your responsibility to report any changes, drops, adds, or withdrawals to the Veterans' Education Office.

Skagit Valley College expects all students to make satisfactory progress in accordance with established college scholastic standards. Student Work Study positions may be available in the Veteran's Education Offices on the Mount Vernon and Whidbey Island campuses as well as in the local communities for veterans attending school. For more information, contact the Veterans' Education Office.

## 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 student 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. 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.
- 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 and the child of a Washington State domiciliary. A surviving spouse, to be eligible must be 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: : An "eligible veteran or national guard member" means a Washington domiciliary who was an active or reserve member of the U.S. military in a war or conflict fought on foreign soil or in international waters, and if discharged from service, has received an honorable discharge.*

## 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 have the opportunity 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 & 2010.
- 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 ratio)
- 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
- Access to personal academic and transfer advisors
- English tutoring services through the Tutoring Center
- Excellent technical programs for career training (25 total)
- Active clubs & student organizations (24 total)
- Close to Seattle and Vancouver, Canada
- Conveniently located to year-round recreation (skiing, hiking, scuba diving, golfing and kayaking)
- Public transportation and airport pickup

### English Language Requirements

International students may apply with or without TOEFL scores.

### Applicants without TOEFL Scores

Strong skills in English help ensure success in other classes. Students without TOEFL scores will be given a placement test before registering for classes. Students whose test results show skills adequate for college work will be excused from Academic English as a Second Language (AESL). Others will be required to take AESL classes until the language requirement has been met.

### Applicants with TOEFL Scores

- TOEFL scores below IBT 45, CBT 133, or PBT 450: Students will be required to take Intensive English courses until they are adequately prepared for Advanced Levels. Students at Advanced Levels are considered matriculated college students. Classes at Advanced Levels consist of two AESL courses and three academic courses.
- TOEFL scores IBT 45-52, CBT 133-150, or PBT 450-473: Students will be accepted into Advanced Levels, which are a combination of AESL and college-level classes.
- TOEFL scores IBT 53-60, CBT 153-170, or PBT 477-497: Students will be accepted into Advanced Plus Level, which is a combination of AESL and college-level classes.

- TOEFL scores IBT 61, CBT 173, or PBT 500 and above: Students will be allowed to take regular courses without AESL support.
- Skagit Valley College provides the language instruction and personal assistance you need to be successful in your studies.
- Transfer Credits

Many students receive transfer credits from their previous institutions which are located overseas. In some cases, students have received between 50 and 60 transfer credits. Students who are interested in applying for transfer credits should request a transcript evaluation form as soon as possible.

### 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.

- Complete international student application for admission.
- Submit official bank statement showing at least \$17,929\* and complete Certificate of Financial Responsibility (sponsor letter), located on the back of the application.
- Submit official transcripts from high school and any previous colleges, including any ESL training.
- Include a recommendation letter from someone (not a family member) who can comment on your character and potential for success in an academic setting.
- If applicable, include a TOEFL score.\*\* The SVC code for your TOEFL score is 4699.
- \$25 (U.S.) application fee.

*\*Tuition is subject to a 3%-5% annual increase and is based on taking 15 credits per quarter which is the minimum requirement for international students. (Please see website [www.skagit.edu/international](http://www.skagit.edu/international) for current rates).*

*\*\*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: [internationaladmissions@skagit.edu](mailto:internationaladmissions@skagit.edu)

SVC International Programs page:

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





# 3

## How Much Will I Pay?

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

### Tuition & Fees

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](http://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)

### LOWER DIVISION TUITION TABLE

Courses below 300-level; does not apply to ABE, ESL, or HSC courses

NO. OF CREDITS	WASHINGTON RESIDENT	NON-STATE RESIDENT	NON-US RESIDENT
1	\$114.80	\$127.80	\$286.80
2	\$229.60	\$255.60	\$573.60
3	\$344.40	\$383.40	\$860.40
4	\$459.20	\$511.20	\$1,147.20
5	\$574.00	\$639.00	\$1,434.00
6	\$688.80	\$766.80	\$1,720.80
7	\$803.60	\$894.60	\$2,007.60
8	\$918.40	\$1,022.40	\$2,294.40
9	\$1,028.20	\$1,145.20	\$2,576.20
10	\$1,138.00	\$1,268.00	\$2,858.00
11	\$1,192.44	\$1,365.70	\$2,917.45
12	\$1,246.88	\$1,463.40	\$2,976.90
13	\$1,301.32	\$1,561.10	\$3,036.35
14	\$1,355.76	\$1,658.80	\$3,095.80
15	\$1,410.20	\$1,756.50	\$3,155.25
16	\$1,464.64	\$1,854.20	\$3,214.70
17	\$1,519.08	\$1,951.90	\$3,274.15
18	\$1,571.02	\$2,047.10	\$3,331.10
19	\$1,667.28	\$2,132.78	\$3,599.36
20	\$1,763.54	\$2,218.46	\$3,836.12

### UPPER DIVISION TUITION TABLE

300- and 400-level courses

NO. OF CREDITS	WASHINGTON RESIDENT	NON-STATE RESIDENT	NON-US RESIDENT
1	\$253.41	\$266.41	\$606.38
2	\$506.82	\$532.82	\$1,212.76
3	\$760.23	\$799.23	\$1,819.14
4	\$1,013.64	\$1,065.64	\$2,425.52
5	\$1,267.05	\$1,332.05	\$3,031.90
6	\$1,520.46	\$1,598.46	\$3,638.28
7	\$1,773.87	\$1,864.87	\$4,244.66
8	\$2,027.28	\$2,131.28	\$4,851.04
9	\$2,275.69	\$2,392.69	\$5,452.42
10	\$2,524.10	\$2,654.10	\$6,053.80
11	\$2,535.43	\$2,890.41	\$6,065.82
12	\$2,546.76	\$3,126.72	\$6,077.84
13	\$2,558.09	\$3,363.03	\$6,089.86
14	\$2,569.42	\$3,599.34	\$6,101.88
15	\$2,580.75	\$3,835.65	\$6,113.90
16	\$2,592.08	\$4,071.96	\$6,126.22
17	\$2,603.41	\$4,308.27	\$6,137.94
18	\$2,612.24	\$4,542.08	\$6,147.46
19	\$2,847.11	\$4,766.37	\$6,735.30
20	\$3,081.98	\$4,990.66	\$7,323.14

## 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 2013-2014 academic year is \$6,282. Students pay an average of \$3,217 for tuition. The remaining \$3,065 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.

Pursuant to RCW 28B.15.0681 the sources of all institutional revenue received during the prior academic year and the uses of tuition revenue collected during the prior academic year is published at the following link: [sbctc.edu/college/finance/CTC\\_Revenue\\_and\\_Tuition\\_Statutory\\_Disclosure.xlsx](http://sbctc.edu/college/finance/CTC_Revenue_and_Tuition_Statutory_Disclosure.xlsx)

### 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 <http://www.skagit.edu/netpricecalculator>.

## Determination of Residence

### Determining Residency

Residency status is determined at the time your application for admission or class registration is processed. The presumption is that before domicile is established, an individual must do everything a resident of Washington is required to do as stated below:

1. Students must prove conclusively that they have not come to Washington State primarily for educational purposes. (Students who are enrolled for 7 credits or more a quarter.)
2. Students must live in the state for at least 12 consecutive months as legal residents. A legal resident is an individual who has relinquished all valid legal ties (e.g., driver's license, voter registration, vehicle registration, etc.) with their former state of residence and established such ties in Washington.

### 3. Establish legal ties:

- Permanent employment of 30+ hours will be a factor (if taking more than 6 credits a quarter during the first year of being present in Washington State).
- Driver's license/state ID. Students must obtain a Washington State Driver's License within 30 days of arrival if they have a current out-of-state driver's license. A Washington State Identification Card must be obtained if student has no driver's license.
- All motor vehicles, RV, boat, trailer registrations. All registrations must be registered in Washington. Students who own or drive a vehicle in Washington must be registered in Washington within 30 days of arrival.
- Voter registration. Students who have a current out-of-state voter's registration must register to vote in Washington within 30 days of arrival. If an individual has previously registered to vote in another state, they must register to vote in Washington. If the student does not register to vote in Washington, this means that s/he may still vote absentee in the prior state of residency
- Establish a bank account in Washington.
- Be financially independent for the current and prior calendar years. (Students who are not 25 years of age or older must submit their parents' most recent tax returns).

Once domicile is established, the student may be eligible for in-state tuition 12 months from the date of arrival if all legal ties were in place within 30 days. This is because the Washington statute says that domicile must be in existence for one year immediately prior to the first day of the quarter for which the student wants to be classified as a resident.

*The determination for residency can be complicated and other factors may help students establish proof of domicile. After filling out the residency questionnaire a residency officer will review it and may request additional documentation.*

### 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 residen-

cy in the state of Washington by completing the following:

- Obtain a Washington State driver license or identification card.
- Register all motor vehicles, recreational vehicles, boat, and trailers 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

RCW 28B.15.012(e) (commonly referred to as HB 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](http://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.....	\$2.50 per credit (\$42.50 maximum)

### Additional Fees

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

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

### Class Fees (per quarter)

eLearning.....	\$35.00/class (\$70.00 maximum)
Allied Health Education 114.....	\$50.00
Art Studio .....	\$40.00
Automotive/Diesel Consumables/ Coveralls .....	\$35.00
BASEC Lab Fees: Chem 301, ENVC 304, 310, 315, 320, 327, 405, 407, 412, 420, and 424, .....	\$40.00 per course
Biological Sciences 205 Summer Field Study Course Fee .....	\$575.00
Composites Lab Fee- CMPST 121, 123, 126, 127, 220 .....	\$35.00
Criminal Justice Lab Fees:	
Criminal Justice - CJ 215, 216, 257 ..	\$35.00
Parks Law Enforcement Academy .....	\$1,550.00
Police Reserve Academy .....	\$325.00
Culinary Arts - CAHM 165, 172, 185, 238, 239, 240, 241, 242 .....	\$50.00
Dental Assistant - DEN 110, 112, 113, 114.. \$50.00	
Desert Odyssey Learning Community .....	\$1,000.00
English Lab Course Fee.....	\$22.00
Environmental Science 101 Summer Field Study Course Fee .....	\$300.00
Environmental Conservation Lab Fee - ENVC 101, 102, 112, 130, 140, 201, 210, 212, 220, 221, 232, 244, 245, 249 .....	\$40
Fire Protection	
FIRE 120.....	\$250.00
FIRE 121.....	\$125.00
FIRE 122.....	\$125.00
FIRE 123.....	\$150.00
FIRE 242 .....	\$23.00
FIRE 246 .....	\$68.00

Flagging ID Card Replacement.....	\$5.00
General Liability Insurance Coverage .....	\$2.50
Geographic Information Systems Lab Fee - GIS 101, 102, 105, 106, 203 - NCTA Fee .....	\$30.00
Health & Fitness Lab.....	\$20.00
Kayak class (Whidbey).....	\$10.00
Life Drawing.....	\$40.00
Manufacturing - MANF 103,107, 115, 122, 125 .....	\$35.00
Marine Maintenance Technology lab fee .....	\$35.00
Math Lab Course Fee.....	\$22.00
Multimedia Game and Web Development- MIT 205 - NCTA Fee .....	\$20.00
Music Lesson Course Fee .....	\$550.00
Natural Science Field Study Course Fee .....	\$50.00
NURS 100 & 120 Lab Fee .....	\$10.00
NURS 161, 211E Lab Fee.....	\$40.00
NURS 162, 163, 201, 202, 212E .....	\$40.00
NURS 203, 213E.....	\$50.00
Nursing/Pharmacy Tech Malpractice Insurance (per year) .....	\$16.00
Science Lab courses .....	\$40.00
Student Intern Insurance (per year)	\$10.00
Technical Design TECD 103, 104, 107, 220 .....	\$70.00
Vocational Lab Fee.....	\$25.00
Veterinary Assistant - VET 105, 107, 110, 111, 112, 113 - NCTA fee.....	\$30.00
Welding:	
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® .....	\$120.00
Writing and other Retests .....	\$30.00
GED® Transcript.....	\$4.00
Microsoft Office Specialist Exam	
SVC Student .....	\$82.00
Non-SVC Student .....	\$97.00
Nursing Net Test .....	\$55.00
Nursing Readiness Test.....	\$50.00

Prior Learning Assessment...	\$60.00/credit
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. Course materials for San Juan Center and South Whidbey Center courses are available through either location.

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](http://www.cardinal-bookstore.com) can be used to purchase textbooks as well as to look up textbook information and pricing. In addition, the bookstore's online textbook rental program is available through a link on the website. These services can also be accessed through the online registration process.

Both bookstore locations remain open in the evenings on selected days during the first week of the quarter.

## 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 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 reg-

istration 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 E-Learning 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 Community Education Office.

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



# 4

## ***Do You Have Programs To Help Finance My Education?***

[www.skagit.edu](http://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) at [www.fafsa.gov](http://www.fafsa.gov) or if you are an undocumented student, the Washington Application for Student Financial Aid (WASFA) application at [www.Readysetgrad.org](http://www.Readysetgrad.org). PIN numbers must be used to submit your FAFSA information; see [www.pin.ed.gov](http://www.pin.ed.gov) to obtain a PIN number. Assistance on how to apply is available in the Financial Aid Office or on the SVC website: [www.skagit.edu](http://www.skagit.edu)

The information provided on the FAFSA/WASFA will allow the 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/WASFA 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 <http://www.skagit.edu/netpricecalculator/>.

### **Other Information**

Federal regulations require that students must have obtained a high school diploma or GED® in order to be eligible for federally-funded financial aid. If you receive financial aid, you must maintain satisfactory progress, in accordance with the satisfactory progress policy, which is available on the SVC website in the Financial Aid section. 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 an eligible 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.

#### **State Need Grant**

An income based state grant program for low-income state residents based on family size and income.

#### **Washington State Tuition Waiver**

Available for low-income state residents to assist with tuition payment.

#### **SVC Grants**

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

### **Employment**

#### **Federal College Work-Study**

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

at [www.skagit.edu](http://www.skagit.edu). To find a work study position, click Student Services, then Career Services, then CCC-Online Job Board.

### **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. Jobs are posted on line and can be accessed at [www.skagit.edu](http://www.skagit.edu). To find a work study position, click Student Services, then Career Services, then CCC-Online Job Board.

### **Institutional Work-Study**

An institutionally funded work program for students who are not eligible for need based financial aid.

## **Loans**

To apply for a student loan, you must first apply for financial aid (FAFSA). For more information, contact the Financial Aid Office, 360.416.7666. Checks are disbursed the first day of 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 maximum loan is \$10,500. Eligibility is based on your year in school, dependency status, and financial need.

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, ob-

tained 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 late March. Scholarship awards are announced to recipients at the Honors Reception, held in May. Other scholarships may be available throughout the year; the list is updated frequently 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. Contact the Multicultural Student Services Office for details.

### **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 may 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**

All of Skagit Valley College's academic programs of study are approved by the Veteran's Administration for enrollment of persons eligible to receive educational benefits under Title 38 and Title 10, USC.

Selected programs of study at Skagit Valley College are approved by the Workforce Training and Education Coordinating Board's State Approving Agency (WTECB/SAA) for enrollment of those eligible to receive benefits under Title 38 and Title 10, USC.

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.

Skagit Valley College does not and will not provide any commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollment or financial aid to any persons or entities engaged in any student recruiting or admissions activities or in making decisions regarding the award of student financial assistance.

### **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 and the child of a Washington State domiciliary. 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."

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 \$1,254 for a one-member family, \$1,587 for two, \$1,959 for three, \$2,312 for four, \$2,644 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 basic food recipients who have been assessed as needing basic education, high school, GED/ABE, ESL and 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 and completing a FAFSA application by the end of the first quarter enrolled as a BFET student. Applications are available in the Mount Vernon Workforce Grants office located in Lewis Hall room 116, for more information please call 360.416.7971.

### ***Opportunity Grant Scholarships***

Eligible students may advance in one of these high-demand career fields:

- ▶ Allied Health
- ▶ Automotive Technology
- ▶ Business Management
- ▶ Early Childhood Education
- ▶ Nursing
- ▶ Manufacturing
- ▶ Office and Accounting Technologies
- ▶ Welding

Eligibility requirements include enrollment in one of the listed pathways; have lived in Washington State for at least 12 months; eligibility to work in the U.S.; and family income at or below 200% of the federal poverty level. Applications are available in the Mount Vernon Workforce Grants office located in Lewis Hall room 116; for more information please call 360.416.7971

### ***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 Campus Financial Aid Office at 360.679.5320

### ***WorkFirst***

WorkFirst financial aid is designed to help income eligible parents train for a specific career through professional/technical training, complete GED, gain skills, and move into high wage jobs. Students must currently be receiving the Temporary Assistance for Needy Families (TANF) grant and obtain a referral from their DSHS case manager. Applications are available in the Mount Vernon Workforce Grants office located in Lewis Hall room 116, for more information please call 360.416.7971.

### ***Worker Retraining***

This program provides tuition and book assistance for job related training and provides job development services if you are: facing imminent layoff or have been laid off; receiving unemployment benefits; or unemployed and without unemployment benefits due to exhausting them within the past two years. Application are available in the Mount Vernon Workforce Grants office located in Lewis Hall room 116, for more information please contact 360.416.7649.





# 5

## *How Will You Help Me To Succeed?*

[www.skagit.edu](http://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. Several classes, taught by our staff are offered to help students explore their academic and career options (CSS 107) as well as prepare for college success (CSS 100). For employment options, Cardinal Connect, 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](http://www.skagit.edu).

For online career and employment services, visit [www.skagit.edu/careerservices](http://www.skagit.edu/careerservices). Select specific services from the menu.

### **Planning Your Program**

After you are accepted for admission, you should 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 advising appointment. During this appointment, you

will receive an orientation to the college and help in planning your course of study.

Having a plan to complete the classes needed for your program is Important. Ensuring that you have an appropriate plan to follow will help you to graduate in a timely manner and meet your goals. You should schedule regular quarterly meetings with your advisor, before quarterly class registration to help you decide on your classes and to update your degree plan. Prior to the advising appointment, you should study the class offerings listed in this catalog and in the quarterly schedule. Faculty Advisors

When you register at SVC, you will be assigned an advisor to help you choose classes and plan your quarterly class schedule. Your advisor will discuss academic and employment opportunities in your field of study and answer your questions. 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 or Admissions offices.

### **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. Quarterly college transfer fairs are held at the Mount Vernon and Whidbey Island campuses, which provide the opportunity for students to meet with admission counselors from many colleges and universities.

It is important to know what each college or university requires for admission. Although all schools want an application,

official transcripts, application fees, and the essay are becoming optional for many schools. It is highly recommended that you contact the university of your choice to learn about their application requirements. In addition, each academic major has prerequisite courses, and admission criteria for entrance. It is important for you to contact your desired school at our transfer admission fair or directly, to learn these requirements in order to meet them. Contact information is available from your adviser.

Each quarter admission essay writing workshops are held for students and led by a four-year admission counselor. At the workshop, tips for writing a successful essay are shared and reviewed. Four-year colleges often hold information sessions during the quarter which are publicized through the counseling and career center.

### **TRiO Student Support Services Program**

Mount Vernon: 360.416.7636  
Whidbey Island: 360.679.5351

TRiO Student Support Services is federally funded program, one of more than 900 similar programs nationwide. TRiO counselors, instructors and peer tutors provide a broad range of academic support services to first generation and economically disadvantaged students and students with disabilities. 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 and writing on both campuses, chemistry on the Whidbey Island Campus, and Academic English as a Second Language (AESL) 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.

## Veterans Education Services

Mount Vernon: 360.416.7610  
Whidbey Island: 360.679.5389

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

## Disability Access 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, manual and oral interpreters, note-taking, audio text, scribes, and specialized equipment.

### 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 and 360.416.7838  
Whidbey Island: 360.679.5319

Multicultural Student Services assists traditionally under-represented students achieve academic success through counseling and programming activities. We support 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. Annual scholarships are offered through the Champions of Diversity Fund and the Multicultural Foundation Fund. 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. The Life Transitions Program provides 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. Life Transitions Classes are free for people who are in transition and are in need of support to find a direction. All services are available to women and men. For more information, contact the Life Transitions Program at 360.416.7762 or toll free 877-385-5360, ext. 7622.

## 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 20 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 has a continuing commitment to provide current technologies to assist you in the successful pursuit of your education. The SVC library has laptops for individual student use, general access and tutoring labs are equipped with student computers, and classrooms and study lounges have wireless access and multimedia units to support eLearning and educational networking. For added convenience to students, both Mt. Vernon and Oak Harbor campus computer labs operate with extended hours while classes are in session.

Student Online Services (SOS) is available via phone, e-mail, chat and the walk-in window, as well as various online and face-to-face tutoring sessions. Help and training is available so you can successfully navigate Canvas, SVC's online eLearning environment. Knowledgeable computer support is available in the multimedia production lab to help you with audio visual projects as well as assistance with collaborative computer tools such as Tegrity, Collaborate, and Skype.

## Library & Media Services

Website <http://library.skagit.edu>  
Email: [mv.library@skagit.edu](mailto:mv.library@skagit.edu)  
Mount Vernon General Information:  
360.416.7850  
Reference Desk: 360.416.7847  
Circulation Desk: 360.416.7837  
Whidbey Island: 360.679.5322

The library is an essential part of educational life at SVC. Many classes require library research to complete assignments.

Our library collection of more than 78,000 print, e-books, and media titles is developed to support the educational programs. The SVC library subscribes to multiple online databases, including EBSCO Academic Search Premier and ProQuest, which index over 10,000 periodicals, ebooks, and newspapers. More than 5,000 of the indexed titles are full-text. Other databases provide access to reference books and articles in various disciplines such as health, science, social science, literature, and art. The library collection and online databases are accessible through the library's website. 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."
- Online Research Guides that provide library research assistance for specific courses and college initiatives.
- Research Skill Instruction workshops taught by knowledgeable, professional faculty in the library or in the classroom.
- Conference rooms for group study with large screen monitors and computer equipment (Mount Vernon Campus only).
- Silent Study Room with study carrels (Mount Vernon Campus only).
- Meeting room with large screen monitor and computer equipment (Mount Vernon Campus only)
- Microsoft Office (Word, Excel, PowerPoint, Access, and other program-specific software) on desktop computers at the Mount Vernon and Whidbey Island campuses.
- Laptop computers for library use only with wireless connectivity.
- Mini-laptop computers for one-week checkout.
- 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 students at South Whidbey and San Juan Centers are available via the library website. Materials

may be requested online. They will be mailed to the appropriate center or to your residence, if necessary.

## Childcare Assistance

Assistance for childcare expenses may be available. Contact Women's Programs at 360.416-7616 or find forms and information on the website. [http://www.skagit.edu/directory.asp\\_Q\\_pagenumber\\_E\\_65](http://www.skagit.edu/directory.asp_Q_pagenumber_E_65).

## Housing – Mount Vernon Campus

360.416.7650

Campus View Village is the affordable and active on-campus student housing complex offered through the Skagit Valley College Foundation. Campus View Village is just steps away from the Mount Vernon campus, jogging trails, and sports fields. Students living in Campus View Village take six-or-more academic credits and live with three diverse roommates, while having a single bedroom all to themselves. Fun activities and a safe living/learning environment are just a few perks of living on-campus! Campus View Village is a popular living community among student-athletes, international students, and many others looking for affordable housing and the convenience of close proximity to campus. For more information about on-campus housing or to fill out an application, visit [www.skagit.edu/cvv](http://www.skagit.edu/cvv).

## 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 San Juan Center and South Whidbey Center available at either store.

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

signia items and clothing, backpacks, and art materials.

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

The bookstore web site [www.cardinal-bookstore.com](http://www.cardinal-bookstore.com) can be used to purchase textbooks as well as to look up textbook information and pricing. In addition, the bookstore's online textbook rental program is available through a link on the website. These services can also be accessed through the College's online registration process.

Both bookstore locations remain open in the evenings on selected days during the first week of the quarter.



# 6

## *What Are My Educational Choices?*

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

### *Washington Colleges & Universities Accepting the AA- DTA 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.



## Transfer Degrees

### Associate in Arts Direct Transfer Agreement (AA-DTA)

Skagit Valley College's Associate in Arts Direct Transfer Agreement (AA-DTA) degree, modeled after the statewide Associate in Arts Direct Transfer Agreement (DTA), 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 AA-DTA 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 DTA/MRP; Associate in Business DTA/MRP; Associate in Pre-Nursing DTA/MRP; Associate in Science-Transfer, Track 1 or Track 2; Associate in Applied Science-Transfer Early Childhood Education; Associate in Applied Science-Transfer Environmental Conservation; and Associate in Applied Science-Transfer Environmental Sustainable Agriculture Education.

### 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 Direct Transfer Agreement (AA-DTA)

Complete the first two years of your four-year degree at SVC and graduate with a nationally recognized interdisciplinary degree. This entire AA-DTA degree can be completed online.

#### Degree Requirements

You must complete a minimum of 90 quarter credits in transferable courses numbered 100 or above with a cumulative 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. A minimum of 60 quarter hours of general education courses are required. At least 25 credits must be earned at SVC with a minimum GPA of 2.0. Students should check specific admission and program 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.

*Courses with an ampersand (&) are Common Course Numbering courses.*

#### 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: In response to changes at the state level in transfer degree math requirements, SVC has re-organized our pre-college math curriculum and sequence. Effective summer 2014, MATH 98 is the pre-requisite for MATH &107 or MATH &146. MATH99 remains the pre-requisite for pre-calculus, MATH&141 and above. Students who complete MATH&107 or MATH&146 will need to either place (e.g., COMPASS test) into*

*MATH&141 or take MATH99 before enrolling in MATH&141 (or above). Courses selected to meet the Quantitative Skills requirement will also not be counted in the Natural Sciences distribution requirement.*

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

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

*Note: PE 100 is not repeatable for credit. A maximum of 3 PE Activities credits can be used for the DTA: 2 credits for PE requirement and 1 additional credit toward restricted or "gray area" electives.*

#### 4. Integrative Learning Experiences

- Two Integrative Learning Experiences (ILE) are required. One ILE must be a Learning Community. The second ILE may be another Learning Community or an Integrative Experience.
- 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. Students may design a Learning into Action IE under the guidance of the supervising faculty member.

#### 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. Distribution Requirements (45 cr.)

Select credits from three areas of study: Natural Sciences, Social Sciences, and

Humanities. Eligible courses are listed below. A specific course may be credited toward no more than one distribution requirement.

### DISTRIBUTION AREAS

#### A. Natural Sciences (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\*, 105\*, 111\*, 127, 133\*, &170, 190, 205\*, &221\*, &222\*, &223\*, 224, &260\*
- > Chemistry &100, &105, &110\*, &121\*, &131\*, &161\*, &162\*, &163\*, &241, &242 and &251\*, &243 and &252\*
- > Earth Science 102\*, 110, 111\*
- > Environmental Conservation 165\*, 202, 245\*
- > Environmental Science &101\*
- > 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\*, &124\*/&134, &125\*/&135, &126\*/&136, &231\*/&241, &232\*/&242, &233\*/&243

#### B. Social Sciences (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
- > Economics 101, 104, 150, &201, &202
- > Education &115, &122, &202
- > Ethnic Studies 100, 111, 112, 120, 130, 201
- > Geography &100, &200, 202
- > History &116, &117, &118, 121, &126, &127, &128, &146, &147, &148, &214, &215, &219, 220, 242, 270
- > International Studies 200, 201, 202

- > Political Science &101, 200, 201, &202, &203, 204
- > Psychology &100, 115, &180, &200, 202, 205, &220
- > Social Science 100, 101, 107, 110, 190
- > Sociology &101, 112, 114, &201, 204, 206

#### C. Humanities (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\*, 201\*, 241\*
- > Communication Studies &102, 105, 141, 201, 205
- > Drama &101, 133\*, 134\*, 136, 236, 237, 238
- > English &112, &113, &114, 115, 202, &220, 233, 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, 164\*
- > Philosophy &101, &106, 115, 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

#### 7. Electives (22-25 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 Sciences, Social Sciences, Humanities), other academic courses, or a maximum of 15 credits from “gray areas” below. A maximum of nine Family Life credits may be counted as gray area electives. HMATH and WMATH 100 cannot be included in elective credits for the degree.

### Gray Area Courses

*Gray area courses include, but are not limited to, the following (exceptions count as academic electives):*

- Agriculture
- Allied Health Education (including Pharmacy Technician)
- Automotive Technology
- Business: BUS 112, 212
- Business Management
- College Success Skills
- Composites Technology
- Computer Information Systems
- Communication Studies 125
- Criminal Justice: except CJ& 101, &105, &110, CJ 130
- Culinary Arts & Hospitality Management
- Dental Assistant
- Diesel Power Technology
- Early Childhood Education
- Education Paraprofessional: except EDUC& 115, &122, &202
- Engineering Technician
- English 170
- Environmental Conservation: except ENVC 165\*, 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
- Operations Management
- Paralegal
- Physical Education (one additional credit in addition to 3-credit PE degree requirement)
- 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 Learning into Action (LIA) 299 classes.



## Applied Bachelor's Degree

### ***Bachelor of Applied Science in Environmental Conservation (BASEC)***

The Bachelor of Applied Science in Environmental Conservation builds on the existing AAS-T degree in Environmental Conservation at Skagit Valley College or other comparable AAS-T degrees in natural resources. Students are primarily accepted to start for fall quarter. See pages 97 - 98 for program prerequisites, application process, and course schedule.

## Statewide Transfer Degrees by Major

### ***Associate in Biology DTA/MRP Degree (Direct Transfer Agreement Major Related Program)***

Transfers to: CWU, EWU, UW, WSU, WWU, Western Governor's University, 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 transferable courses numbered 100 or above which include General Education courses with a cumulative GPA of 2.0. 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.

*Courses with an ampersand (&) are Common Course Numbering courses.*

#### **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. Integrative Learning Experiences**

- Two Integrative Learning Experiences (ILE) are required. One ILE must be a Learning Community. The second ILE may be another Learning Community or an Integrative Experience.
- 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. Students may design a Learning

into Action IE under the guidance of the supervising faculty member.

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

#### **4. 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.

#### **5. Distribution Requirements (60 cr.)**

Select credits from three areas of study: Natural Science, Social Science and Humanities. These courses may also satisfy Integrative Learning Experience requirements. A specific course may be credited toward no more than one distribution requirement.

#### **DISTRIBUTION AREAS**

##### **A. Natural Sciences (30 cr.)**

- > Biological Science &221\*, &222\*, &223\*
- > Chemistry &161\*, &162\*, &163\*

##### **B. Social Sciences (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 degree Social Science distribution list from at least two disciplines, with no more than 10 credits from one discipline. These courses may also satisfy Integrative Learning Experience requirements.

##### **C. Humanities (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 AA-DTA degree Humanities distribution list from at least two disciplines, with no more than 10 credits from one discipline. These courses may also satisfy Interdisciplinary course requirements.

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).

## 6. 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: PHYS &124\*/&134, &125\*/&135, &126\*/&136 OR &231\*/&241, &232\*/&242, &233\*/&243
- Statistics: Math &146

## 7. 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 DTA/MRP Degree (Direct Transfer Agreement Major Related Program)

Transfers to CWU, EWU, UW, WSU, WWU, Western Governor's University, 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 cumulative 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 transferable courses numbered 100 or above with a cumulative 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. Students should contact potential degree institutions regarding specific requirements where options are listed.

*Courses with an ampersand (&) are Common Course Numbering courses.*

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

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

*NOTE: To meet current EWU requirements, students should take ENGL 104 to meet equivalency to EWU's English 201 - College Composition: Analysis, Research and Documentation*

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

- Mathematics &141 (Precalculus I)
- Mathematics &148 (Business Calculus)

#### 3. Physical Education (3 Cr.)

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

*Note: PE 100 is not repeatable for credit. A maximum of 3 PE Activities credits can be used for DTA: 2 credits for PE requirement and 1 additional credit toward "gray area" electives.*

#### 4. Integrative Learning Experiences

- Two Integrative Learning Experiences (ILE) are required. One ILE must be a Learning Community. The second ILE may be another Learning Community or an Integrative Experience.

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. Students may design a Learning into Action IE under the guidance of the supervising faculty member.

## 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. Distribution Requirements (45 cr.)

Select credits from three areas of study: Natural Science, Social Science and Humanities. These courses may also satisfy Integrative Learning Experience requirements. A specific course may be credited toward no more than one distribution requirement.

### DISTRIBUTION AREAS

#### A. Natural Sciences (15 cr.)

- > MATH &146 (5 cr.)

An additional 10 credits from any of the following disciplines: astronomy, biology, chemistry, earth science, environmental science, nutrition, oceanography, or physics. One lab course must also be included in the courses selected. See the AA-DTA degree Natural Sciences distribution list.

*NOTE: Students intending the manufacturing management major at WWU should consult WWU regarding the selection of natural science courses required for admission to the major.*

#### B. Social Sciences (15 cr.)

- > Economics &201 (Micro)
- > Economics &202 (Macro)
- > Business &201 (Business Law)\*
- > UW-Tacoma transfer students must take a Psychology or Sociology course.

- > WSU transfer students must take a Political Science course and BMT 120.

### C. Humanities (15 cr.)

Select courses from the AA-DTA degree Humanities 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 or ASL. 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.*

### D. Required Business Core Courses and Electives (15 cr.)

Required business courses for all transfer institutions:

- > Accounting &201, &202, &203 (15 cr.).

Select additional courses numbered 100 and above (WMATH 100 not included) to reach a total of 90 college-level credits.

\*Universities with a Business Law requirement: UW (all campuses), WSU (all campuses), EWU, CWU, WWU, Gonzaga, SMU, SPU, Whitworth. The following institutions do not require a lower division Business Law course and agree to accept BUS &201 taken as part of this degree as a lower division elective, but generally not as an equivalent to the course required at the upper division: Heritage, PLU, SU, and Walla Walla University.

*NOTE: The four institutions below have requirements for admission to the major that go beyond those specified above. Students can meet these requirements by careful selection of the elective University Course Equivalent to:*

- > WSU (all campuses): Management Information Systems MIS 250 (SVC BMT 120)
- > Gonzaga: Management Information Systems BMIS 235
- > PLU: Computer applications CSCE 120, either an equivalent course or skills test
- > WWU: Introduction to Business Computer Systems MIS 220 (SVC BMT 120)



## Associate in Pre-Nursing DTA/MRP Degree (Direct Transfer Agreement Major Related Program)

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

### 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 cumulative 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 transferable courses numbered 100 or above with a cumulative 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. Students should contact potential degree institutions regarding specific requirements where options are listed.

*Courses with an ampersand (&) are Common Course Numbering courses.*

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

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

*Note: Northwest University and Walla Walla College require English 104.*

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

- Mathematics &146

*NOTE: UW Seattle and Seattle University require 10 credits in quantitative/symbolic reasoning with the additional class in college algebra or pre-calculus (at UW Seattle a class in Logic also meets this requirement).*

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

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

*Note: PE 100 is not repeatable for credit. A maximum of 3 PE Activities credits can be used for DTA: 2 credits for PE requirement and 1 additional credit toward "gray area" electives.*

#### 4. Integrative Learning Experiences

- Two Integrative Learning Experiences (ILE) are required. One ILE must be a Learning Community. The second ILE may be another Learning Community or an Integrative Experience. 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. Students may design a Learning Into Action IE under the guidance of the supervising faculty member.

#### 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. Distribution Requirements (65 cr.)

Select credits from three areas of study: Natural Science, Social Science and Humanities. These courses may also satisfy Integrative Learning Experience requirements. A specific course may be credited toward no more than one distribution requirement.

#### DISTRIBUTION AREAS

##### A. Natural Sciences (35 cr.)

- > Biology &211\*, &241, &242, &260\*
- > Chemistry &121\*, &131\*
- > Nutrition &101

##### B. Social Sciences (20 cr.)

- > Anthropology &206
- > Psychology &100, &200
- > Sociology &101

##### C. Humanities (15 cr.)

Select courses from the AA-DTA degree Humanities 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 credits may be applied in performance/skill studio courses (\*indicates studio courses).

## Associate in Science - Transfer (AS-T) Degree, Track #1 and Track #2

Transfers to: CWU, EWU, UW, WSU, WWU, Western Governor's University, 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 AA-DTA degree. You will need to take additional credits from Social Science and the Humanities 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 transferable courses numbered 100 or above which include General Education courses plus a specific science major option with a minimum cumulative GPA of 2.0. 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.

*Courses with an ampersand (&) are Common Course Numbering courses.*

#### 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
- Mathematics &152

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

- Chemistry &161\*
- Chemistry &162\*

- Chemistry &163\*

#### 4. Integrative Learning Experiences

- Two Integrative Learning Experiences (ILE) are required. One ILE must be a Learning Community. The second ILE may be another Learning Community or an Integrative Experience.

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. Students may design a Learning Into Action IE under the guidance of the supervising faculty member.

*NOTE: Learning Communities specifically designed for this degree may be offered; consult your 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. 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 Integrative Learning Experience and Skills course designated requirements for the SVC degree. A specific course may be credited toward no more than one distribution requirement.

#### DISTRIBUTION AREAS

##### A. Social Sciences and Humanities (15 Cr.)

- > 5 credits in Social Sciences
- > 5 credits in Humanities
- > 5 credits in either Social Sciences or Humanities



**AS-T TRACK #1 OPTIONS  
(25-50 CR.)**

Select one science discipline from the following choices:

**B. Chemistry (35 cr.)**

- > Chemistry &241, &242, &243, &251\*, &252\* (15 cr.)
- > Math &153 (5 cr.)
- > Physics &231\*/&241, &232\*/&242, &233\*/&243 (15 cr.)

**C. Environmental Science (50 cr.)**

- > Biology &221\*, &222\*, &223\* (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 &231\*/&241, &232\*/&242, &233\*/&243 (15 cr.)

**7. Electives**

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

**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.*

**AS-T TRACK #2 OPTIONS  
(25-50 CR.)**

Select one science discipline from the following choices:

**A. Computer Science (30 cr.)**

- > Computer Science 210 and 211 (10 cr.) or CS 143 and 143 (10 cr.)
- > Math &146 or Math &153 (5 cr.)
- > Physics &124\*/&134, &125\*/&135, &126\*/&136 OR &231\*/&241, &232\*/&242, &233\*/&243 (15 cr.)

**B. Physics/Engineering (20 cr.)**

- > Math &153 (5 cr.)
- > Physics &231\*/&241, &232\*/&242, &233\*/&243 (15 cr.)

**9. Electives**

Electives should include any college-level math prerequisites (Math &141 or &142, if needed)

**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: Western Governor's University, 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 Bachelor's 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 AA-DTA-direct transfer degree.

Although this degree will be granted to SVC students completing a minimum cumulative 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 transferable courses numbered 100 or above with a cumulative 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.

*Course with an ampersand (&) are Common Course Numbering courses.*

**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: PE 100 is not repeatable for credit. A maximum of 3 PE Activities credits can be used for DTA: 2 credits for PE requirement and 1 additional credit toward "gray area" electives.*

**4. Integrative Learning Experience**

- One Learning Community is required

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.

*NOTE: Learning Communities specifically designed for this degree may be offered; consult your 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. Distribution Requirements (65 cr.)**

Select credits from three areas of study: Natural Sciences, Social Sciences, and Humanities. These courses may also satisfy Integrative Learning Experience requirements.

**DISTRIBUTION AREAS****A. Natural Sciences (5 cr.)**

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

**B. Social Sciences (10 cr.)**

- > Early Childhood Education &105 or Education &202
- > Psychology &100 or &200

**C. Humanities (10 cr.)**

Select courses from the AA-DTA degree Humanities 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).

#### **D. Required Early Childhood Education (ECED) and Education (EDUC) Courses (51 cr.)**

- > ECED &107, &120, &132, &160, &180, &190, 201, 202, 211, 223
- > EDUC &115, &130, &150, &203, 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 a bachelor's degree program 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 AA-DTA direct transfer degree.

Although this degree will be granted to SVC students completing a minimum cumulative 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 transferable courses numbered 100 or above with a cumulative 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: 1) courses with an ampersand (&) are Common Course Numbering courses. 2) 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 &235 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. Integrative Learning Experience**

- One Integrative Learning Experience (ILE) is required: a Learning Community or an Integrative Experience.

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. Students may design a Learning Into Action IE under the guidance of the supervising faculty member.

*NOTE: Learning Communities or Integrative Learning Experiences specifically designed for this degree may be offered; consult your 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 their faculty advisor or counselor to identify courses that fulfill this requirement.

#### **6. Required Environmental Conservation Courses (59 cr.)**

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

#### **7. Required Geographic Information Systems (GIS) Courses (9 cr.)**

- Geographic Information Systems 101, 105, 106

#### **8. Distribution Requirements (5 cr.)**

Select credits from three areas of study: Natural Science, Social Science and Humanities. These courses may also satisfy Integrative Experiences requirements.

#### **9. Science Course Requirements (5-30 cr.)**

- Environmental Science &101
- Biology &221\*, &222\*, &223\*
- Chemistry &121\*, &131\*

#### **10. Environmental Conservation Elective (5 cr.)**

- Environmental Conservation 130, 231, 232, 245

#### **11. 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 transferable courses numbered 100 or above with a cumulative 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.

*Courses with an ampersand (&) are Common Course Numbering courses.*

### 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. Integrative Learning Experiences

- Two Integrative Learning Experiences (ILE) are required. One ILE must be a Learning Community. The second ILE may be another Learning Community or an Integrative Experience.

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: 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 Sciences or Humanities course. Learning Communities specifically designed for this degree may be offered; consult your Music advisor for information.*

### 4. 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.

### 5. 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 (freshman year)

#### 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 department advisor. Courses are repeatable for up to 12 credits.

- > 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.*

### 6. 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.

### 7. Other Required Courses

- Lab science (5 cr.)
- PE 100 and two PE activity credits (3 cr. total)
- Learning into Action Music 299 (1 cr.)

## 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 transferable courses numbered 100 or above with a cumulative 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.

*Course with an ampersand (&) are Common Course Numbering courses.*

### 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. 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.

### 5. Integrative Learning Experiences

- Two Integrative Learning Experiences (ILE) are required. One ILE must be a Learning Community. The second ILE may be another Learning Community or an Integrative Experience.

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. Students may design a Learning into Action IE under the guidance of the supervising faculty member.

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

### 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)

#### 6. Additional General Education Requirements (13 cr.)

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

#### 7. Other Recommended Courses

- 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 cumulative GPA of 2.0. Credits must satisfy requirements listed below.

*Course with an ampersand (&) are Common Course Numbering courses.*

#### 1. Communication Skills (13-15 cr.)

- English &101 (5 cr.)
- Chose one: Communication Studies &210, &220, or &230 or AESL 105 (5 cr.)
- Choose second course in English (103, 104, 170) or Communications Studies (125, 210, 220, or 230) or AESL 105.

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

Two courses must be activities.

#### 3. Natural Science/Technologies (15 cr.)

Maximum of 10 credits from one department: Astronomy, ATA Technologies, Biological Sciences, Chemistry, Earth Science, Environmental Conservation 202 or 245, Environmental Science &101, Geology, Mathematics (100-level and above), Natural Science, Nutrition, Oceanography, Physics

#### 4. Social Sciences (15 cr.)

Maximum of 10 credits from one department: Accounting, Anthropology, Business Administration, Criminal Justice &101, 110, 111, 112, 130, Early Childhood Education &100, Economics, Education &121, 122, 202, Ethnic Studies 100, 111, 112, 120, 130, 201, Geography, History, International Studies, Political Science, Psychology, Social Science and Sociology.

#### 5. Humanities (15 cr.)

Maximum of 10 credits from one department: Art, Communication Studies 102, 105, 141, 201, 205, Drama, English &112, &113, &114, 115, 202, &220, 233, 234, &236, 239, 247, 250, &254, 283, Ethnic Studies 210, Humanities, Music, Philosophy, and World Languages

#### 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 Sciences, Humanities or Social Sciences, or any other transferable college-level 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 area" credits. Consult your academic advisor or credit evaluator.

## Associate in Arts General Studies Degree SOCNAV

#### Purpose

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

When a SOCNAV degree is requested, the student must complete a student agreement to have SVC 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 college-level credits (courses numbered 100-level or above). A minimum 22.5 credits must



be earned through an accredited college or university. A maximum of 40 credits may come from “gray area” credits and courses - see gray area course list at end of degree. Examples of “gray area” credits include: CLEP/DANTES testing, military schools/rating, independent study, credit by examination, Advanced Placement, seminars/workshops, and PE activity credits beyond three credits. “Gray area” credits may not exceed 40 credits through CLEP/DANTES testing or 40 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.

*Course with an ampersand (&) are Common Course Numbering courses.*

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

At least two courses must be activities

#### 3. Mathematics (5 cr.)

Select one Mathematics course (100-level or higher).

#### 4. Natural Sciences (15 cr.)

Select no more than 10 credits from one department, including Astronomy, Biological Sciences, Chemistry, Computer Science (any except CS 101), Earth Science, Engineering, Environmental Conservation 165, 202 or 245, Geology, Mathematics (100-level or above), Natural Science, Nutrition, Oceanography, Physics, Technology (any Associate in Technical Arts core course).

#### 5. Social Sciences (15 cr.)

Select no more than 10 credits from one department, including Accounting, Anthropology, Business Administration, Computer Science CS 101, Criminal Justice CJ &101, CJ &111, Early Childhood Education ECED &105, Economics, Education &115, &122, &202, Ethnic Studies, Geography, History, International Students IS 201, 202, Political Science, Psychology, Social Science 110, 101, 180, 190, and Sociology.

#### 6. Humanities (15 cr.)

Select no more than 10 credits from one department including Art, Communication Studies CMST &102, 105, 141, 201, 205, Drama, English, Ethnic Studies 210, Humanities, Music, Philosophy, and World Languages (one course maximum from first-year 121-123).

#### 7. Electives (22 cr.)

Select 22 additional credits from courses numbered 100 or higher equal to 90 (minimum) college-level credit totals. Gray area courses include, but are not limited to, the following (exceptions count as academic electives):

Agriculture; Allied Health Education (including Pharmacy Technician); Automotive Technology; Business: BUS 112, 212; Business Management; College Success Skills; Composites Technology; Computer Information Systems; Communication Studies 125; Criminal Justice: except &101, &105, &110, 130; Culinary Arts & Hospitality Management; Dental Assistant; Diesel Power Technology; Early Childhood Education: except ECED &105; Education Paraprofessional: except EDUC &115, &122, &202; Electronics Technology; English 170; Environmental Conservation: except ENVC 165, 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; Physical Education (maximum of six credits in addition to 3-credit PE degree requirement); 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 Learning into Action (LIA) 299 classes.

## 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 as follows:

*Course with an ampersand (&) are Common Course Numbering courses.*

### 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 department 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 Social Sciences, the Natural Science, or the Humanities distribution. (See AA-DTA 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.

## 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 Oregon University**  
BS Fire Services Administration Program. Accepts SVC Fire Protection Technology ATA degree for transfer.
- E. Eastern Washington University**  
Child Studies: Early Childhood Education ATA and AAS-T.
- F. 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

- G. Montana State University-Northern**  
Diesel Power Technology
- H. Trinity Western University**  
- Bellingham  
Human Services Generalist or Human Services Chemical Dependency Emphasis ATA degrees
- I. University of Idaho-College of Natural Resources**  
Environmental Conservation AAS-T
- J. University of Phoenix**  
Reviews each AAS-T and ATA degree program individually for transferability and BA completion requirements.
- K. University of Washington – Bothell**  
Nursing ATA
- L. University of Washington College of the Environment, College of Forest Resources**  
Environmental Conservation AAS-T
- M. Seattle Pacific University**  
Early Childhood Education AAS-T
- N. Washington Engineering Institute**  
– BS Mechanical Engineering Technician Program  
Accepts SVC Engineering Technician ATA degree.
- O. Washington State University-Human Development, Early Childhood Education**  
Early Childhood Education AAS-T and ATA
- P. 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 Student Services. For more information, contact Counseling and Career Services or the Dean of Student Services' Office.

## 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 GED® 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 Basic Education for Adults - 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 by completing high school requirements with college coursework. Minimum residency for this diploma is five credits and one quarter of attendance. Upon the success-



ful 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.

### ***HS21+ Adult High School Diploma***

The HS21+ Adult High School Diploma is a competency based high school completion program for adults 21 years of age or older who do not have a high school diploma or GED®. Mastery of competency to meet high school requirements in English, Math, Social Science, Science, Fine Arts, Occupational Education, and PE may be met through high school and college coursework and/or prior learning gained from work, life, and/or military experience. Unmet requirements may be achieved through additional coursework. Students seeking a HS21+ diploma must enroll in HSC 010 - HS21+ Portfolio for evaluation of competencies and development of a HS21+ completion plan.

### ***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 (AA-DTA) that prepares students for entry into education certification and baccalaureate degree programs in Washington State. Upon completion of the AA-DTA 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 AA-DTA (transfer) degree requirements are:

- English &101 and/or English 103/104 (with a minimum of a B-)
- Communication Studies &220, Public Speaking. Not all secondary education programs require Communication Studies &220. 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 AA-DTA requirements are:

#### **1. Natural Sciences courses**

- Astronomy, Biology, Chemistry, Earth Science, Environmental Science &101, Geology, Oceanography, Physics

#### **2. Social Sciences courses**

- Education &115, 202, 223
- Economics-any course
- Geography &100, &200
- History &116, &117, &118, &126, &127, &128, &146, &147, &148
- Political Science—any course
- Psychology &100, &200, 210

#### **3. Humanities**

- Art (any introduction or art 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. See WEST-B website at: [www.west.nesinc.com](http://www.west.nesinc.com) or call 1.800.784.4999 for details and a testing schedule.

### ***Gray Area Courses***

*Gray area courses include, but are not limited to, the following (exceptions count as academic electives):*

- Agriculture
- Allied Health Education (including Pharmacy Technician)
- Automotive Technology
- Business: BUS 112, 212
- Business Management
- College Success Skills
- Composites Technology
- Computer Information Systems
- Communication Studies 125
- Criminal Justice: except CJ& 101, &105, &110, CJ 130
- Culinary Arts & Hospitality Management
- Dental Assistant
- Diesel Power Technology
- Early Childhood Education
- Education Paraprofessional: except EDUC& 115, &122, &202
- Engineering Technician
- English 170
- Environmental Conservation: except ENVC 165\*, 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
- Operations Management
- Paralegal
- Physical Education (one additional credit in addition to 3-credit PE degree requirement)
- 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 Learning into Action (LIA) 299 classes.

## ASSOCIATE IN TECHNICAL ARTS DEGREE

### Automotive Technology

### Business Management

### \* Computer Information Systems

### Criminal Justice

### Culinary Arts & Hospitality Management

- Baking & Pastry Emphasis
- Culinary Emphasis
- Restaurant Management Emphasis

### Diesel Power Technology

### Early Childhood Education

- AAS -T, ATA

### Education Paraprofessional

### Environmental Conservation

- AAS-T Environmental Conservation
- AAS-T Aquatic/Terrestrial Emphasis
- AAS-T Marine Emphasis
- BASEC Bachelor of Applied Science in ENVV

### Environmental Sustainable Agriculture Education

- AAS-T

### Fire Protection Technology

### Homeland Security Emergency Management

– see *Criminal Justice*

### Human Services

- Generalist
- Chemical Dependency

### Manufacturing Engineering Technician

– see *Manufacturing Technology*

### Marine Maintenance Technology

### Medical Assistant

– see *Allied Health Education*

### \* Multimedia & Interactive Technology

### Registered Nursing (RN)

### Office Administration & Accounting Technologies

- Administrative Assistant
- Accounting Paraprofessional

### Operations Management

– see *Business Management or Manufacturing Technology*

### Parks Resource Management

– see *Environmental Conservation*

### Parks Service & Protection

– see *Criminal Justice*

### Tourism & Hospitality Management

### 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

- Business Finance Applications
- Digital Media Marketing
- Entrepreneurship
- General Business Management
- WAFC Retail Management

### Composites Technician

- Advanced Composites Manufacturing Technician

### Computer Information Systems

- Computer Applications Support Technician
- Computer Information Systems
- Database/Programming
- Network Technician

### Craft Beer & Spirits Trade

### Criminal Justice

- Homeland Security Emergency Management
- Parks Law Enforcement Academy
- (PLEA )
- Parks Law Enforcement Academy
- (PLEA ) - EMT
- Parks Law Enforcement Academy
- (PLEA ) - FIRE

### Culinary Arts & Hospitality Management

- Certified Culinarian
- Professional Cooking

### Dental Foundations

### Dental Assisting Bridge

### Diesel Power Technology

### (State Stackable) Early Childhood Education

### Education Paraprofessional

- Language & Literacy
- Teaching & Learning

### Environmental Conservation

- Environmental Conservation Studies
- Water/Wastewater Treatment Technician

### Environmental Sustainable Agriculture

- Small Farm Agriculture Crop Practices
- Small Farm Agriculture Business Practices
- Small Farm and Agriculture Systems
- Sustainable Agriculture & Food Systems

### Geographic Information Systems

### Health & Fitness Technician

### Human Services

- Chemical Dependency Professional

### Manufacturing Technology

- Manufacturing Foundations
- Manufacturing Technology
- Welding In Manufacturing

### Marine Maintenance Technology

- Marine Technician

### Medical Assistant

– see *Allied Health Education*

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

### Multimedia & Interactive Technology

- Adobe
- Digital Media Marketing
- Digital Video
- Game & Web Development
- Graphic Arts
- Web Assistant

### Nursing

- Nursing Assistant
- Practical Nursing (Whidbey Island Campus)

### Office Administration & Accounting Technologies

- Administrative Financial Support Services
- Bookkeeping
- Business Software Applications
- General Office Support
- Office & Administrative Support
- Office Technology Update
- Small Business Accounting

### Pharmacy Technician

– see *Allied Health Education*

### Phlebotomy Technician

– see *Allied Health Education*

### Technical Design

- Automated Systems
- Computer-Aided Technical Design
- Manufacturing

### Veterinary Assistant

### Welding Technology

- Welding In Manufacturing
- Welding Specialties:
- Aluminum Welding
- Flux-Cored Arc Welding
- Shielded Metal Arc Welding
- Advanced Welding
- Welding Technology

## MICRO-CERTIFICATES

### Automotive Technology

- Light Maintenance Technician

### Business Management

- Business Applications & Internet Technology
- Customer Service & Sales
- Retail Management Basics
- Supervisory Basics

### Composites Technician

- Composites Repair Technician
- Composites Wind Blade Repair

### Criminal Justice

- Basic Law Enforcement Reserve Academy
- Community Policing
- Corrections
- Investigative Techniques
- Legal Principles of Policing
- Private & Commercial Security
- Public Safety Communications
- Public Safety Information Officer

### Culinary Arts & Hospitality Management

- Basic Bakery Competency
- Basic Food Preparation Competency
- Basic Restaurant Cooking Competency
- National Restaurant Association Management
- Sustainable Culinary Practices

### Dental

- Dental Fundamentals I
- Dental Fundamentals II

### Early Childhood Education

- Early Childhood Education Initial

### Environmental Conservation

- Advanced Wetland Delineation
- Basic Wetland Delineation
- Geographic Information Systems

### Environmental Sustainable Agriculture

- Small Farm Agriculture Crop Production
- Small Farm Agriculture Business Practices

### Fire Protection Technology

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

### Geographic Information Systems

### Manufacturing Technology

- Automated Systems Technology
- Manufacturing Fundamentals

### Medical Assistant

- see *Allied Health Education*
- Patient Registration Specialist

### Office Administration & Accounting Technologies

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

### Technical Design

- Quality Assurance
- Technical Drawing

### Tourism & Hospitality Management

- Tourism & Hospitality Management I
- Tourism & Hospitality Management II

### Welding Technology

- Welding Fundamentals - Aluminum
- Welding Fundamentals - Steel





# 7

## In Which Courses And Programs Can I Enroll?

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

### **Accounting (ACCT, BUS, OFTEC)**

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

#### **Program Description**

Many career opportunities exist in the accounting field. Accountants and 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 for program details and course information.

### **Adult Basic Education (ABE) -**

See Basic Education for Adults (BEA)

### **Agriculture (ENVAG)**

See Environmental Sustainable Agriculture for program details and course information.

### **Allied Health Education (AHE)**

#### **Program Description**

The Allied Health Education (AHE) designation includes all courses required for certificates offered in Medical Assistant, Medical Secretary, Medical Billing and Coding Specialist, Patient Registration Specialist, Phlebotomy Technician, and Pharmacy Technician. A two-year Medical Assistant Associate in Technical Arts Degree (ATA) is

available. Our focus is to offer entry-and intermediate-level healthcare career options and to provide a stepping stone into other healthcare professions. The educational goal is to provide quality programs that will give students the skills and knowledge needed to provide quality care for diverse patient populations.

America needs more healthcare workers. Healthcare is one of the fastest growing industries and the list of high demand occupations continues for specialists in the healthcare field. Seven out of the 20 fastest growing occupations are health care related. The aging population, new medical technologies, and changes in the way health care is, and will be provided in the future, are opening doors for people who want to train for a job that pays well and gives them a chance to help other people.

While many health careers don't involve working directly with patients, every health professional plays a part in the health care process. Health careers offer the satisfaction of helping others. Advances in medical technology also make health careers exciting and ever-changing. Researchers are constantly discovering new ways to diagnose, treat and prevent diseases. Health workers receive ongoing training to learn new skills, use new technologies and improve patient care.

#### **Program Learning Outcomes**

Graduates of the Medical Assistant program will be able to:

##### **KNOWLEDGE (COGNITIVE):**

- Demonstrate the application of foundational core curriculum to clinical and administrative practices.
- Accurately relate law and ethics as it applies to the medical assisting scope of practice and patient care.

##### **PSYCHOMOTOR (SKILLS):**

- Perform clinical and administrative skills with a high degree of accuracy and consistency.
- Demonstrate the ability to anticipate and prioritize workflow given varied patient scenarios and clinical situations.

##### **AFFECTIVE (BEHAVIORS):**

- Recognize the needs of diverse patient populations, demonstrate cultural competence and appropriate communication methods to facilitate excellent patient care.
- Model the qualities of valued healthcare team professionals including timeliness, reliability, integrity, interpersonal and communication skills.

Graduates of the Pharmacy Technician program will:

- Possess the knowledge needed to analyze the Top 200 most prescribed drugs to include their brand and generic names, therapeutic

class, use, dosage forms, dosing, pregnancy category, and patient information labeling.

- Create patient profiles, prescription order entry, & fill prescriptions with acceptable speed and accuracy.
- Demonstrate knowledge of IV preparation and aseptic techniques.
- Use appropriate medical language to effectively communicate with members of the healthcare team.
- Demonstrate critical thinking skills needed to prioritize, anticipate and analyze problems, and to evaluate and implement solutions.
- Accurately apply mathematical principles required in the preparation and distribution of drugs.
- Communicate respectfully and professionally with co-workers, health care professionals, customers, patients, and their families.
- Use effective written and oral communication and listening skills in interactions with a diverse patient population.
- Understand and practice the professional work habits expected in a Pharmacy setting, including confidentiality and ethical practices.
- Practice within the professional and legal parameters for the role of a Pharmacy Technician.
- Possess a commitment to diversity and enhanced employability through the understanding and practice of human relations, teamwork, and patient service skills.
- Demonstrate the ability to research employment opportunities, prepare an effective employment package, including resume, and present oneself positively in a job interview.
- Identify and access professional organizations and continuing educational resources.
- Apply for a Pharmacy Technician License from the Washington State Board of Pharmacy.
- Identify the required information to successfully complete the required National Certification Exam to become a Certified Pharmacy Technician.
- Have knowledge of current Washington State Law as it applies to pharmacy.

### ***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. Students may attend courses on a full-time or part-time basis for any degree or certificate within AHE. Pharmacy Technician, Medical Secretary, Phlebotomy Technician, Medical 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. Some key courses are offered only during specific quarters of the year. Students should contact the Allied Health Department Chair for help preparing 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 should review schedules and course descriptions to check for prerequisites when planning their course of study.

### ***Allied Health Education Program Website***

For the most current overview about the Allied Health Education program and specific program information, go to the SVC website/ [http://www.skagit.edu/directory.asp\\_Q\\_pagenumber\\_E\\_498](http://www.skagit.edu/directory.asp_Q_pagenumber_E_498).

### ***Program Notes***

Criminal background checks and illegal substance-illegal drug screens are required for all students entering Allied Health programs. This requirement is based on medical industry standards and Washington State laws protecting vulnerable populations (RCW 43.43.880 and 43.43.842). Drug screens and background checks are 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 should be aware that certain gross misdemeanors and felonies may disqualify them from participating in clinical externships and unable to complete their certificate. Future employment opportunities in the health care field may also be affected. See program website for additional information.

Occupational Exposure: 'Students planning to enter any of the Allied Health Education programs need to know that, as a health care provider, they are at risk for exposure to blood borne pathogens.

### ***Program Options***

The Medical Assistant ATA Degree/Certificate program prepares students to work as a member of a health care team, performing a broad range of clinical and administrative tasks under the supervision of a physician, physician's assistant or nurse practitioner. Program graduates assist health care professionals in many aspects of medical practice, including patient care management, administrative, and clinical procedures such as: assisting with physical examinations, phlebotomy, administering injections, performing electrocardiograms and instrument sterilization. An experienced medical assistant might serve as an office administrator. Primary employers for medical assistants include: ambulatory health care settings, extended health care facilities, public health agencies, schools medical schools, research institutes and medical insurance firms. All students in the Medical Assistant degree/certificate program take the same clinical training and administrative skill coursework. Upon graduating from the Medical Assistant degree or certificate program, students are eligible to take a national certification exam. Passing the national certification exam is required to apply for the Washington MA-C credential required to work in Washington State (RCW18-360). This is a 96 credit degree requiring 6 quarters of full-time attendance to complete the program of study. The 88 credit certificate option also requires 6 quarters to complete.

The Medical Billing and Coding Specialist Certificate program prepares students for billing/coding careers in medical offices, hospitals, clinics, or insurance companies. Medical coding specialists learn the translation of written documentation of disease, injuries, and/or medical procedures into alphanumeric classifications. Currently, reimbursement for health care services is dependent on the assignment of codes to describe diagnoses, services, and procedures. In addition to coding, professional reimbursement specialists must learn the medical billing process to conform to individual insurance requirements, electronic billing procedures, and responsibilities associated with electronic data management. This is a 71 credit certificate requiring four to five quarters of full-time attendance to complete the program of study.

The Pharmacy Technician Certificate program prepares students for the role of support personnel in hospital, clinical, community, and other pharmacy settings. Working under the direction of a licensed pharmacist, Pharmacy Technicians provide assistance to the pharmacist in a variety of technical tasks involving the packaging, distribution, compounding, labeling, and recording of drugs. Students will receive

training in drug products, calculations, dosages, dispensing techniques, inventory management, third-party billing, and Washington State pharmacy law. In addition to lecture, students will have hands-on training in a lab environment and an opportunity to complete a practicum experience. This is a 64 credit certificate requiring 4 to 5 quarters of full-time attendance to complete the program of study.

The Medical Secretary Certificate program prepares students to perform secretarial duties utilizing specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Employment is generally found in hospitals, doctors' offices, clinics, and other medical care facilities. Duties include scheduling appointments, billing patients, and compiling and recording medical charts, reports, and correspondence, and other duties as assigned by the employer. Good English, oral and written communication skills, excellent human relations skills, and a typing speed of 40-60 words per minute are strongly recommended for successful job placement. This is a 59 credit certificate requiring 4 quarters of full-time attendance to complete the program of study.

The Phlebotomy Technician Certificate program prepares students to work as a phlebotomist in a hospital setting, clinic, blood bank, blood testing laboratory, or physicians' office. Phlebotomists are primarily responsible for drawing blood and conducting other specimen collections. Because blood analysis is a vital diagnostic tool used routinely in medical practice, phlebotomists must know how to collect, handle, and analyze specimens properly. Training includes the anatomy and physiology of the circulatory system, specimen collection and processing (including microbiology procedures), use of the CLIA waived test, laboratory safety, infection control, and paperwork basics. In addition to lecture, students will have hands-on training in a lab environment and an opportunity to complete a practicum experience. This is a 38 credit certificate requiring 2-3 quarters of full-time attendance to complete the program of study.

The Patient Registration Specialist Micro-Certificate trains students in clerical and reception skills that are needed in medical settings. The Patient Registration Specialist is often the first person a client or patient talks to when entering a medical office, clinic, hospital, or other healthcare facility. Common tasks include greeting the patient, taking information, referring patient questions to appropriate sources, scheduling visits, answering the phone, and other duties as assigned by the employer. The Patient Registration Specialist goes by many names: receptionist, staffing assistant, admitting registrar, patient care coordinator. These positions are usually entry-level and although they require no credentialing, the training and experience offered through this certificate should provide a hiring advantage to job seekers. This is an 18 credit micro-certificate requiring 1-2 quarters to complete the program of study.

Please note that specific duties of the Medical Assistant, Medical Billing and Coding Specialist, Medical Secretary, Pharmacy Technician, Phlebotomist, and Patient Registration Specialist may vary between medical settings depending on the facility's specialty, size and location. See Dental Assistant and Veterinary Assistant sections in catalog for further information about these Allied Health program options.

### ***Certifications and Licensure***

The Medical Assistant program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon recommendation of the Medical Assistant Education Review Board (MAERB). The address is CAAHEP, 1391 Park Street, Clearwater, FL 33756; the phone number is (727) 210-2350.

Upon successful completion of the Medical Assistant Certificate or ATA degree, graduates are then eligible to take a national certification exam approved by the Allied Health Department. Satisfactory completion of the national exam is a requirement to apply for certification in Washington State (RCW 18-360).

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 are eligible to apply for the Washington State MA-P credential (RCW 18-360) and will be qualified to sit for the ASCP PBT national certification.

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.

### ***Work-Based Learning***

When eligible to do so, students will integrate classroom learning with a work-based learning/practicum experience. Medical Assistant, Phlebotomy Technician, 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. (All 3 doses)
- Current Healthcare Provider CPR/First Aid certificate
- Certificate of Attendance at a 7-hour AIDS Prevention Seminar
- Medical Assistant and Phlebotomy 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.

### ***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 admitted to 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 Medical Assistant certificate with a minimum 2.0 GPA in each course plus additional general education courses required for the certificate and ATA degree.

### SUGGESTED SCHEDULES

#### \*\*ATA MEDICAL ASSISTANT (FALL ENTRY)

Includes required ATA courses. Student schedule may vary based on entry point, credit load, and prerequisites. Consult with an AHE advisor 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	∞CSS 100.....2	
<b>Total..... 17</b>	<b>Total ..... 18</b>	<b>Total ..... 17</b>

#### 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
	AHE 115.....4	†ENGL 170.....3
	•OFTEC 122.....3	
<b>Total..... 13+</b>	<b>Total ..... 20</b>	<b>Total ..... 11</b>

\* Learning Community (5-10 credits) or 5 credits of social sciences, natural sciences or humanities. 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 87 credits of the technical portion of the degree with a minimum C grade. General education courses must also be completed with a minimum C grade.

† Students who do not receive an appropriate test score will require additional coursework to develop necessary skills for entry into class. (ENGL& 101 can substitute for ENGL 170)

~ or AHE 160 and 161.

^ AHE 100 and 101 cover the content of SOSC 125.

° or BIOL& 241 and BIOL& 242.

√ or CMST& 210

∞ or CSS 103 or 104 with a 3.0 GPA or better; or prior completion of a degree/certificate; or prior completion of 1 quarter/15 credits of college level course work with a 3.0 GPA or better.

• or OFTEC 162.

#### PHARMACY TECHNICIAN CERTIFICATE (64 CREDITS)

Prerequisites to entering this program are AHE 102 (or ~AHE 160 and 161), AHE 112, and †HMATH 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 101.....3	•OFTEC 122.....3	AHE 106.....6
AHE 200.....3	SOSC 125.....2	†ENGL 170.....3
		SOSC 113.....1
<b>Total..... 13</b>	<b>Total ..... 14</b>	<b>Total ..... 16</b>

#### Second Year

#### Summer..... Cr

AHE 136..... 3

AHE 137..... 3

AHE 138..... 1

**Total..... 7**

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

~ or AHE 160 and 161.

• or OFTEC 162

## Program Certificates and Cohort Entry

Students can start Allied Health course work in any quarter, but AHE 101 must be taken the first quarter for entry into the Medical Assistant certificate or ATA degree program. For better course availability and completion in a timely manner, it is recommended that students enter during the designated quarter noted for a specific program.

A certificate is awarded to those students who complete the following with a minimum C grade or above in each course:

#### MEDICAL ASSISTANT CERTIFICATE – FALL AND SPRING ENTRY (88 CREDITS)

Required courses: AHE 100, 101, 102 (or AHE 160 and 161), 103, 104, 105, 106, 107, 108, 109, 110, 112, 113, 114; 115, 116, 117, 200, CSS 100, ENGL 170, HMATH 100, OFTEC 122, SOSC 113.

#### MEDICAL BILLING AND CODING SPECIALIST CERTIFICATE – FALL ENTRY ONLY (71 CREDITS)

Required courses: AHE 100, 101, 102 (or AHE 160 and 161), 103, 104, 105, 106, 109, 110, 112, 122, 123, 200, CMST 125, CSS 100, ENGL 170, HMATH 100, OFTEC 122, and SOSC 113.

#### MEDICAL SECRETARY CERTIFICATE – FALL ENTRY ONLY (61 CREDITS)

Required courses: AHE 100, 101, 102 (or AHE 160 and 161), 103, 104, 105, 106, 110, 111, 200, CMST 125, CSS 100, ENGL 170, OFTEC 105, 115, 116, 122, and SOSC 113.

#### PHARMACY TECHNICIAN CERTIFICATE – FALL ENTRY ONLY (64 CREDITS)

Students wishing to enter the Pharmacy Technician program will need to complete the prerequisite courses listed below with a “C” grade or better and be placed on a waiting list. Based on the date of their completed application, students will be entered into the program each Fall quarter on a first-come, first-served basis. See website for application and further details: [www.skagit.edu/directory.asp\\_Q\\_pagelumber\\_E\\_288](http://www.skagit.edu/directory.asp_Q_pagelumber_E_288). Prerequisite courses follow:

- AHE 102 or AHE 160 and 161
- AHE 112
- HMATH 100

Required courses: 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 100, OFTEC 122 or 162, SOSC 113 and 125.

#### PHLEBOTOMY TECHNICIAN CERTIFICATE – FALL AND WINTER ENTRY (38 CREDITS)

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

## Micro-Certificate

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 en-



hance 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. Some courses may require prerequisites.

### **PATIENT REGISTRATION SPECIALIST – FALL ENTRY (18 CREDITS)**

*Required courses: AHE 100, 101, 102 (or AHE 160 and 161), 111, OFTEC 105 122, and 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. Prerequisite: AHE 101, or concurrent enrollment, or dept. chair permission.

#### **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 Basic Medical Terminology (5)**

Learning word parts of medical terms; word building and definitions; medical terms as related to each system of the human body. Correct spelling of medical terms and medical conditions is emphasized. Influence of different cultures on medical terms. Prerequisite: AHE 101, or concurrent enrollment, or dept. chair permission.

#### **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. Prerequisite: AHE 101, or concurrent enrollment, or dept. chair permission.

#### **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: AHE 101, or concurrent enrollment, or dept. chair permission; 30 wpm typing speed or dept. chair permission.

#### **AHE 105 Electronic Medical Documents and Reception (5)**

Learn about Electronic Medical Records (EMR) in today's medical office. Covers appointment scheduling, telephone practices, processing mail, downloading/uploading electronic medical records information, inventory, office insurance, ordering and maintenance of office equipment and supplies; organizing a procedure manual, time-management techniques, and cultural differences concerning perception of time and expectation. Prerequisite: AHE 101, or concurrent enrollment, or dept. chair permission; 30 wpm typing speed or dept. chair permission.

#### **AHE 106 Anatomy and Physiology (6)**

Study of the structure and function of the multiple systems of the human body. Study how the body systems are interdependent in maintaining homeostasis. Develop an understanding of how cultural influences may alter the external appearances and internal functioning of different populations. Significant virtual laboratory component required. Prerequisite: AHE 102 or AHE 160 and 161 or equivalent with minimum C grade and 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. Prerequisite: AHE 101, or concurrent enrollment, or dept. chair permission.

#### **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. Prerequisite: AHE 107 with minimum C grade.

#### **AHE 109 Medical Disease and 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 and department chair permission.

#### **AHE 110 Introduction to Medical Coding and Insurance (4)**

Use of the Current Procedure Terminology (CPT) and International Classification of Disease (ICD) manuals to properly code and process government and private insurance forms. Other procedure/diagnosis coding systems include: Diagnosis Related Groups (DRGs), Healthcare Financing Common Procedural Coding System (HCPCS), Resource Based Relative Value Scale (RSRVS); and managed care referrals and pre-certifications. Utilizes insurance computer software. Prerequisite: AHE 101, or concurrent enrollment, or dept. 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. Prerequisite: AHE 101, or concurrent enrollment, or dept. chair permission.

**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: AHE 101, or concurrent enrollment, or dept. chair permission. 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: AHE 101, or concurrent enrollment, or dept. chair permission. Must provide documentation of first two injections of Hepatitis B vaccination series prior to registering for class.

**AHE 115 Injection Therapy (4)**

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. Upon successful completion of AHE 115, each student must meet all requirements for practicum placement. Prerequisite: AHE 108 with minimum C grade or concurrent enrollment, and HMATH 100 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 card; have current First Aid card; have completed immunization requirements; present evidence of a current negative TB test; and submitted evidence of attending the required 7-hour AIDS prevention seminar. Must have department chair permission 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 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 Clinical Practicum (5)**

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, have 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 and 161 with minimum C grade or concurrent enrollment in AHE 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 124 Phlebotomy Clinical Practicum Seminar (1)**

Discussion and critical analysis of student experiences in practicum placements. Topics include interaction with healthcare professionals and patients, legal concepts, professionalism and an understanding and appreciation of other cultures. Prerequisite: Concurrent enrollment in AHE 121.

**AHE 128 Introduction to Dental Clinic (2)**

Introduction to a variety of clinical responsibilities designed to enhance competence in performing dental assisting functions. Duties include assisting a RDH with operator set up and post-op disinfection as well as gathering information through an observation format. Gain hands-on clinical experience in front office, clinical coordination, radiographic techniques, bitewing x-ray exposure, patient management, sterilization and disinfection procedures and maintaining equipment and operator. Emphasis on professionalism and image, attitude and demeanor, appropriate communication skills, and functioning as a team member.

**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 or AHE 160 and 161, AHE 112 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.

**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 with a minimum C grade; concurrent enrollment in AHE 133.

**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: Concurrent enrollment in AHE 132.

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

Covers medications available to patients without prescription, including herbal medications and supplements, cold/flu preparations, gastrointestinal preparations, topical products, etc. and conversion of legend drugs to OTC status. Prerequisite: AHE 132 and 133 with minimum C grade; concurrent enrollment in AHE 135.

**AHE 135 Community and 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 132 and 133 with a minimum C grade; concurrent enrollment in AHE 134.

**AHE 136 Community Clinical Experience/Pharmacy Technician (3)**

Practical experience in the role of a pharmacy technician in a community setting to integrate knowledge and enhance skills. Prerequisite: AHE 134 and 135 with minimum C grade and department chair or instructor approval; concurrent enrollment in AHE 137 and 138.

**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 134 and 135 with minimum C grade, department chair or instructor approval, and concurrent enrollment in AHE 136 and 138.

**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 134, 135, 200, HMATH 100, OFTEC 122 or 162 or concurrent enrollment, all 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 Association 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 and use of AED.

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

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 160 is equivalent to the first half of AHE 102) Prerequisite: AHE 101, or concurrent enrollment, or dept. chair permission. Call either 360.416.7975 or 360.416.7948 if you are receiving a "haven't met prereq" message.

**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 cooperative education relative to program course in Allied Health Education. Prerequisite: Department chair permission required.

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

Prepares students to recognize, respond, and manage First Aid, and CPR emergencies. Covers disaster preparedness training. First Aid, AHA Healthcare Provider CPR, and 7 hour HIV/AIDS prevention certificates are awarded after successful completion of this course. Prerequisite: AHE 101, or concurrent enrollment, or dept. chair permission.

## 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 and 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 016 Apprentice Painter (5)**

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

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

Specialized short course providing supplementary related training for apprentices.

### **APPRC 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.

### **APPRE 025 Apprentice Electrician – Years 2 through 5 (21)**

Apprenticeship related classroom training for registered Inside Wireman apprentices. Includes classroom training in all phases of electrical work leading to journey-level status. This is part of a five-year apprenticeship program. Prerequisite: APPR 029

### **APPRE 026 Apprentice Limited Energy/Sound and Communications Technician (15)**

Apprenticeship related training for indentured Limited Energy/Sound and Communication apprentices. Includes training for the installation of telephone, fiber optic networks, data networks, fire alarm nurse call, CCTV, and security systems leading to journey level status. This is a three-year apprenticeship program.

### **APPRE 027 Apprentice Residential Wireman (15)**

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

### **APPRE 028 Apprentice Electrician – Boot Camp (7)**

Introductory apprenticeship related classroom training for registered Inside Wireman apprentices. This is part of a five-year apprenticeship program. Prerequisite: Application and selection for Inside Wireman apprenticeship through the Joint Apprenticeship and Training Committee.

### **APPRE 029 Apprentice Electrician – Year 1 (17)**

Apprenticeship related classroom training for registered Inside Wireman apprentices. Includes classroom training in all phases of electrical work leading to journey-level status. This is part of a five-year apprenticeship program. Prerequisite: APPR 028

### **APPRE 030 Apprentice Electrician's Technical Math (3)**

This course is a review of necessary mathematical skills crucial to the electrical trade. Topics include operations with whole numbers, integers, fractions, decimals, and ratios, with step by step examples and exercises for each procedure. More advanced topics include exponents and trigonometry. The essentials of algebra, including solving equations and inequalities are covered along with vectors and the basics of geometry.

### **APPRE 031 Apprentice Electrician: Year 1 – Module I (6)**

Apprenticeship related classroom training for registered Inside Wireman apprentices. Includes classroom training in all phases of



electrical work leading to journey-level status. This is part of a five-year apprenticeship program. Prerequisite: APPR 028

**APPRE 032 Apprentice Electrician: Year 1 – Module II (6)**  
Apprenticeship related classroom training for registered Inside Wireman apprentices. Includes classroom training in all phases of electrical work leading to journey-level status. This is part of a five-year apprenticeship program. Prerequisite: APPR 031

**APPRE 033 Apprentice Electrician: Year 1 – Module III(5)**  
Apprenticeship related classroom training for registered Inside Wireman apprentices. Includes classroom training in all phases of electrical work leading to journey-level status. This is part of a five-year apprenticeship program. Prerequisite: APPR 032.

**APPRE 036 Apprentice Electrician: Year 2 – Module I (7)**  
Apprenticeship related classroom training for registered Inside Wireman apprentices. Includes classroom training in all phases of electrical work leading to journey-level status. This is part of a five-year apprenticeship program. Prerequisite: APPR 031, 032, and 033.

**APPRE 037 Apprentice Electrician: Year 2 – Module II (7)**  
Apprenticeship related classroom training for registered Inside Wireman apprentices. Includes classroom training in all phases of electrical work leading to journey-level status. This is part of a five-year apprenticeship program. Prerequisite: APPR 036.

**APPRE 038 Apprentice Electrician: Year 2 – Module III(7)**  
Apprenticeship related classroom training for registered Inside Wireman apprentices. Includes classroom training in all phases of electrical work leading to journey-level status. This is part of a five-year apprenticeship program. Prerequisite: APPR 037.

**APPRE 041 Apprentice Electrician: Year 3 – Module I (7)**  
Apprenticeship related classroom training for registered Inside Wireman apprentices. Includes classroom training in all phases of electrical work leading to journey-level status. This is part of a five-year apprenticeship program. Prerequisite: APPR 036, 037 and 038.

**APPRE 042 Apprentice Electrician: Year 3 – Module II (7)**  
Apprenticeship related classroom training for registered Inside Wireman apprentices. Includes classroom training in all phases of electrical work leading to journey-level status. This is part of a five-year apprenticeship program. Prerequisite: APPR 041.

**APPRE 043 Apprentice Electrician: Year 3 – Module III(7)**  
Apprenticeship related classroom training for registered Inside Wireman apprentices. Includes classroom training in all phases of electrical work leading to journey-level status. This is part of a five-year apprenticeship program. Prerequisite: APPR 042

**APPRE 046 Apprentice Electrician: Year 4 – Module I (7)**  
Apprenticeship related classroom training for registered Inside Wireman apprentices. Includes classroom training in all phases of electrical work leading to journey-level status. This is part of a five-year apprenticeship program. Prerequisite: APPR 041, 042 and 043

**APPRE 047 Apprentice Electrician: Year 4 – Module II (7)**  
Apprenticeship related classroom training for registered Inside Wireman apprentices. Includes classroom training in all phases of electrical work leading to journey-level status. This is part of a five-year apprenticeship program. Prerequisite: APPR 046.

**APPRE 048 Apprentice Electrician: Year 4 – Module III(7)**  
Apprenticeship related classroom training for registered Inside Wireman apprentices. Includes classroom training in all phases of electrical work leading to journey-level status. This is part of a five-year apprenticeship program. Prerequisite: APPR 047

**APPRE 056 Apprentice Electrician: Year 5 – Module I (7)**  
Apprenticeship related classroom training for registered Inside Wireman apprentices. Includes classroom training in all phases of electrical work leading to journey-level status. This is part of a five-year apprenticeship program. Prerequisite: APPR 046, 047 and 048.

**APPRE 057 Apprentice Electrician: Year 5 – Module II (7)**  
Apprenticeship related classroom training for registered Inside Wireman apprentices. Includes classroom training in all phases of electrical work leading to journey-level status. This is part of a five-year apprenticeship program. Prerequisite: APPR 056

**APPRE 058 Apprentice Electrician: Year 5 – Module III(7)**  
Apprenticeship related classroom training for registered Inside Wireman apprentices. Includes classroom training in all phases of electrical work leading to journey-level status. This is part of a five-year apprenticeship program. Prerequisite: APPR 057.

## 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 nontraditional 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.

**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 (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 laboratory work on guided self-directed projects in digital and black and white processing/printing. Students supply materials and digital camera. No text purchase. Fully manual film cameras are available in the lab. Lab fee.

**ART 182 Photography II (1-4)**

An intermediate or advanced studio course continuing the practice and refinement of vision and technique in digital and black and white photography with emphasis on content and meaning, visual structure, and presentation. Students supply materials and digital camera. No text purchase. Fully manual film cameras are available in the lab. May be retaken for up to 8 credits. Lab fee. Prerequisite: ART 180 or 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. 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 (4)**

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

#### **ART 263 Sculpture I (4)**

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

#### **ART 264 Sculpture II (4)**

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

#### **ART 299 Learning into Action (1-15)**

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

## **Astronomy**

See Science

## **Automotive Technology (AT)**

### **Program Description**

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

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 instructors, and a facility that meets 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, transmissions heating and air conditioning, and hybrid-electric/alternative fuels.

### **Program Learning Outcomes**

Graduates of the Automotive Technology program will be able to:

- Develop the skills and knowledge to work safely in the lab/shop environment.
- Demonstrate critical thinking, technical and information skills.
- Act responsibly as an individual and as a member of a team or group in a workplace environment.
- Demonstrate the ability to diagnose and successfully repair automotive, electrical, mechanical, and computer controlled systems.
- Develop entry-level skills and knowledge for employment in the automotive industry.
- Develop the knowledge and skills necessary to take ASE examinations in the eight automotive specialty areas.

### **Entry into the Program**

Please apply to the Admissions Office. Students may enter the Automotive Technology program at the beginning of Fall quarter. Prior to fall quarter entry, students must pass ENGL 99 with a grade of C or better, or have tested into college-level English. Students may register for fall quarter classes prior to meeting the entry requirements, but passing ENGL 99 must be completed prior to the start of fall quarter. Advanced standing may be requested for prior education or experience.

### **Tech Prep**

Please see chapter 8 for information regarding Tech Prep.

### **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 100, 121, 122 and 124. CSS 100 is also required. 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 131.....7	~AT 105.....2
AT 121.....7	AT 133.....8	AT 141.....12
AT 122.....1	~AT 104.....2	†WMATH 100 .....5
AT 124.....8	@MATH 96 .....5	WT 133.....2
CSS 100.....2		
<b>Total..... 21</b>	<b>Total ..... 17-22</b>	<b>Total ..... 19-21</b>
Second Year		
Fall.....Cr	Winter .....Cr	Spring .....Cr
AT 205.....8	AT 210 .....7	‡AT 199.....1-15
AT 207.....7	AT 212 .....8	AT 215.....8
SOSC 113.....1	√CMST 125.....3	*LC/GE.....5-10
WT 231.....2	†ENGL 170.....3	ΔPE 200.....2
		SOSC 125.....2
<b>Total..... 18</b>	<b>Total ..... 21</b>	<b>Total ..... 18+</b>

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

† Students who do not receive an appropriate test score will require additional coursework to develop necessary skills for entry into class. May need to take MATH 96 prior to WMATH 100. (ENGL& 101 can substitute for ENGL 170)

^ or AT 107.

√ or CMST& 210.

@ Required only if a student did not place into WMATH 100.

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

^ Offered Fall and Spring quarters only.

Δ No other course(s) can substitute for PE 200 for automotive students.

~ AT 104 is offered Winter quarter only. AT 105 is offered Spring quarter only. Students need to choose one of these courses.

## 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 (30 CREDITS)

Required courses: AT 100, 121, 122, 124, 131, 199, and CSS 100

## AUTOMOTIVE ELECTRONICS AND DIAGNOSTICS SPECIALIST (50 CREDITS)

Required courses: AT 100, 121, 122, 133, 210, 212, 215, 199, CSS 100, and WMATH 100

## AUTOMOTIVE PARTS SPECIALIST (26 CREDITS)

Required courses: AT 100, 105 (OFTEC 99 or proficiency test is a prerequisite), 199, CSS 100, CMST 125, ENGL 170, WMATH 100, PE 200, SOSC 113, SOSC 125.

## AUTOMOTIVE SERVICE ADVISOR (26 CREDITS)

Required courses: AT 100, 104 (OFTEC 99 or proficiency test is a prerequisite), 199, CSS 100, CMST 125, ENGL 170, WMATH 100, PE 200, SOSC 113, SOSC 125.

## TRANSMISSION SPECIALIST (28 CREDITS)

Required courses: AT 100, 121, 122, 141, 199, and CSS 100

## 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 (8 CREDITS)

Required course: 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 industry certifications included.

## AT 104 Automotive Service Writer (2)

Customer relations and marketing techniques for those currently employed as service advisors/writers or for those who want to become service advisors/writers. Topics include repair orders, phone and communications skills, and handling customer complaints. Warranties and the lemon law will be discussed. Prerequisite: Prerequisite or concurrent enrollment: AT 100 or 107.

## AT 105 Automotive Parts Specialist (2)

Introduction to basic parts, cataloging, procedures and sales. Includes fundamentals of using a computer for automotive parts searches. Prerequisite: Prerequisite or concurrent enrollment: AT 100 or 107 and OFTEC 99 or must have passed the Keyboarding Proficiency Test.

## 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, repair information and customer service.

## AT 121 Automotive Electrical I (7)

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 or concurrent enrollment: AT 100 or 107, AT 122, 124, CSS 100 and ENGL 99 with a C or better, or test into college level English.

## AT 122 Computer Basics (1)

Introduction to computer basics including input, process, and output. Includes system and component operation, component service, and Scan Tool operation. Prerequisite or concurrent enrollment: AT 100 or 107; AT 121, 124, CSS 100 and ENGL 99 with a C or better, or test into college level English.

## AT 124 Brake Systems (8)

Disk and drum-type brake operation, diagnosis and repair. Hydraulic system theory and service. Anti-lock brake operation and computer controls. Students perform a number of brake repairs on a variety of vehicles. Prerequisite: Prerequisite or concurrent enrollment: AT 100



or 107, AT 121, 122, CSS 100 and ENGL 99 with a C or better, or test into college level English.

**AT 131 Suspension, Steering and Alignment (7)**

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: Prerequisite or concurrent enrollment: AT 100 or 107, AT 121, AT 133 and MATH 96.

**AT 133 Chassis Electrical II (8)**

Operation, diagnosis and repair of automotive electrical systems including lighting, power windows, power seats, defogger, and computer controlled electronics. Use of wiring diagrams, component location, and troubleshooting techniques will be discussed. Prerequisite: Prerequisite or concurrent enrollment: AT 100 or 107, AT 121 and 131.

**AT 141 Transmissions and Drivetrains (12)**

Automatic transmission/transaxle operation, diagnosis and service. Includes principles of planetary gear power flow, valve body, torque converter, and computer controls. Manual transmission/transaxle operation, diagnosis and service. Diagnosis, service and repair of clutch systems and differentials. Students perform a number of tasks and diagnostic tests on a variety of vehicle makes. Prerequisite: Prerequisite or concurrent enrollment: AT 100 or 107; AT 133, WT 133 and WMATH 100.

**AT 181 Small Gas Engines (3)**

Basic engine theory, maintenance, overhaul, and tune-up of small gas engines.

**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 205 Engines (8)**

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 or concurrent enrollment: AT 100 or 107; AT 133, 207 and WT 231.

**AT 207 Automotive Heating and Air Conditioning (7)**

Operation, diagnosis and repair of automotive air conditioning and heating systems including climate control systems and related electrical circuits. Includes proper service and maintenance of heating, cooling and refrigeration systems, and use of specialty equipment. Prerequisite or concurrent enrollment: AT 100 or 107; AT 133, and 205 and WT 231.

**AT 210 Drivability I (7)**

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 or concurrent enrollment: AT 100 or 107; AT 133, 205, 212 and ENGL 170.

**AT 212 Drivability II (8)**

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 or concurrent enrollment: AT 100 or 107. AT 133, 205, 210 and ENGL 170..

**AT 215 Alternative Fuels and Power Technologies (8)**

Operation, diagnosis and service of hybrid-electric vehicles, including technician and responder safety. Operation, diagnosis and service of light-duty diesel vehicles. Discussion of ethanol, propane, compressed natural gas (CNG), fuel cells and other alternative fuels. Prerequisite or concurrent enrollment: AT 100 or 107. AT 131, 205, 210 and 212.

## Basic Education for Adults (BEa)

Basic Education for Adults provides the opportunity for adult learners to develop basic skills and knowledge in English speaking, reading, writing, math and college and career readiness skills needed for high school equivalency; transition to certificate and degree programs; and /or employment. BEa programs include English as a Second Language (ESL); the HS21+ Adult High School Diploma; and Adult Basic Education (ABE) including On Ramp, College and Workforce Prep Academy (CWPA) and IBEST. Tuition for BEa classes is \$25 per quarter. A tuition waiver based on income is available for those who qualify. All new students are required to enroll in an orientation class or arrange for CASAS placement testing and educational advising.

## Adult Basic Education (ABE)

### Program Description

Adult Basic Education (ABE) provides basic instruction in reading, writing, math, and college and career readiness for students pursuing a HS21+ Diploma, or GED® high school equivalency. ABE also provides On Ramp, College and Workforce Prep Academy (CWPA) and IBEST classes to support transition to college certificate or degree programs. Tuition is \$25 per quarter. A tuition waiver based on income is available for those who qualify. All new students are required to enroll in an orientation class or arrange for CASAS placement testing and educational advising.

### Course Descriptions

**ABE 010 ABE Educational Interviewing (1-3)**

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.

**ABE 011 I-BEST Orientation (1-5)**

A learner-focused course designed to orient students to the I-BEST and Professional/Technical certificate and degree programs; 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. Prerequisite: Permission of Workforce Grants Coordinator.

**ABE 020 ABE Special Topics (1-10)**

Special topics related to high school equivalency preparation and/or college and career transition. May include contextualized content along with improvement in or application of reading, writing, or math skills. Prerequisite: Permission of HS21+ Program Coordinator.

**ABE 022 ABE General Instruction (1-10)**

Improve basic skills in reading, writing, and/or math toward completion of high school equivalency and/or preparation for entry into college coursework. Course work may be contextualized in social science, science, or humanities topics.

**ABE 024 ABE Computer Basics (1-10)**

Introduction to basic computer skills for ABE or HS21+ students who are novice computer users. 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. Basic reading and writing will be taught in the context of using a personal computer.

**ABE 031 ABE Basic Literacy (1-10)**

Learn basic reading, writing, and life skills designed to increase literacy and employability. Prerequisite: CASAS score below 211 or permission.

**ABE 032 Adult Basic Education Read/Write 2 (1-10)**

Non-transfer credit instructional course designed to improve critical thinking, writing, reading and computer skills to prepare for entry into HS21+, GED Prep, or On Ramp. Prerequisite: CASAS score of 211-220 or instructor permission.

**ABE 033 Adult Basic Education Read/Write 3 (1-10)**

Improve academic confidence through mastering critical thinking, writing, and reading skills in order to prepare for completion of HS21+ or GED and/or transition to college coursework. May be contextualized within social science, humanities, or science content areas or topics. Prerequisite: CASAS reading score 221 or above, completion of ABE 032 or ABE 052 with C or better, or permission.

**ABE 041 ABE Basic Math (1-10)**

A beginning mathematics course designed to establish a solid mathematical foundation. Topics include operations using whole numbers, decimals, and fractions; determining place-value, and order of operations; calculations using ratios and proportions. Prerequisite: CASAS math score 210-225 or instructor permission

**ABE 042 ABE Pre-Algebra (1-10)**

A course designed to prepare students for entry into Math 97 or WMath 100. Emphasis on strengthening basic arithmetic skills, analyzing data, computing with integers, and using basic algebra equations to solve applied proportion, percent, and geometry problems. Prerequisite: CASAS math score 226 or above or instructor permission.

**ABE 043 ABE Beginning Algebra (1-10)**

A non-transfer credit beginning course in algebra, building on topics introduced in ABE 042. Topics include algebraic expressions, solving linear equations and inequalities, graphing linear equations, solving systems of linear equations and inequalities, mathematical modeling, and functions. Prerequisite: CASAS math score 246 or above or instructor permission.

**ABE 050 College Prep Seminar (1-3)**

Course will focus on providing students transitioning into Professional/Technical programs with an orientation to college resources and labor market information to assist them in making an informed decision in choosing a Professional/Technical career pathway. Prerequisite: Concurrent Enrollment in On Ramp or CWPA.

**ABE 051 Academic Skills Lab (1-5)**

Students receive support and tutoring in academic skills including writing, math, and reading for coursework assigned in ABE, ESL, On Ramp, HS21+, or I-BEST classes.

**ABE 052 ABE On Ramp (1-10)**

Examine habits, attitudes, and thought processes that lead to academic and professional success. Improve academic confidence through building critical thinking, writing, and reading skills. Prerequisite: CASAS reading score 211-235 OR completion of ABE 032 with a C or better.

**ABE 054 College and Workforce Prep Academy (1-16)**

Identify and implement habits, attitudes, and thought processes that lead to academic and professional success. Improve academic skills and confidence through mastering critical thinking, writing, and reading skills. Prerequisite: CASAS Reading Score 236-246 or completion of ABE 052 (On Ramp) with C or better

**ABE 056 I-BEST Academic Skills (1-10)**

Develop fundamental reading, writing, and math skills needed for success in discipline-based I-BEST course through contextualized instruction. Prerequisite: Permission of Workforce Grants Coordinator.

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

Basic GED preparation in Spanish. Non-transfer credit course that prepares adult and family literacy students with a goal of earning the General Education Development (GED) equivalency certificate to pass any two of the four subject-area tests.

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

### ***Program Description***

ESL provides provide English language instruction in speaking, listening, reading, writing, math, and college and career readiness skills in preparation for transition to high school equivalency; certificate or degree programs; and /or employment. Tuition is \$25 per quarter. A tuition waiver based on income is available for those who qualify. All new students are required to enroll in an orientation class for CASAS placement testing and educational advising.

### ***Course Descriptions***

**ESL 010 Educational Interviewing (1-8)**

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 8 credits.)

**ESL 011 ESL Level 1 (Beginning ESL Literacy) (1-18)**

ESL Level 1 (Beginning ESL Literacy). Non-transfer credit course in listening, 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 15 credits.)

**ESL 012      ESL Level 2 (Beginning ESL)      (1-18)**

ESL Level 2 (Beginning ESL). Non-transfer credit course in listening, 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 15 credits.)

**ESL 013      ESL Level 3 (Low Intermediate ESL)      (1-18)**

ESL Level 3 (Low Intermediate ESL). Non-transfer credit course in listening, 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 15 credits.)

**ESL 014      ESL Level 4 (High Intermediate ESL)      (1-15)**

ESL Level 4 (High Intermediate ESL). Non-transfer credit course for listening, 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 15 credits.)

**ESL 015      ESL Level 5 (Low Advanced ESL)      (1-15)**

ESL Level 5 (Low Advanced ESL). Non-transfer credit course in listening, 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 15 credits.)

**ESL 016      ESL Level 6 (High Advanced ESL)      (1-15)**

ESL Level 6 (High Advanced ESL). Non-transfer credit course in listening, 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 15 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 10 credits.)

**ESL 022      ESL General Instruction      (1-16)**

Improve English skills in listening, speaking, reading, writing, civics, and math toward transition into high school equivalency, IBEST, and/or college coursework. Course work may be contextualized in social science, science, or humanities topics.

**ESL 024      ESL Computer Basics      (1-5)**

Introduction to basic computer skills for ESL students who are novice computer users. 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. English language skills (reading, writing, listening, and speaking) will be taught in the context of using a personal computer.

**ESL 052      ESL On Ramp      (1-10)**

Examine habits, attitudes, and thought processes that lead to academic and professional success. Improve academic confidence through building critical thinking as well as English writing, reading, listening and speaking skills. Prerequisite: CASAS reading score 211-235 or instructor permission.

**ESL 061      Beginning Academic ESL – Reading and Writing      (9)**

Basic Skills ESL students with clearly defined academic goals will begin the intensive study of academic English, expand academic skills, and develop habits of successful learners. Prerequisite: CASAS testing and permission of Basic Skills and Academic ESL department chairs.

**ESL 062      Beginning Academic ESL – Speaking and Listening      (9)**

Basic Skills ESL students with clearly defined academic goals will begin the intensive study of academic English, expand academic skills, and develop habits of successful learners. Prerequisite: CASAS testing and permission of Basic Skills and Academic ESL department chairs.

**ESL 063      Intermediate Academic ESL – Reading and Writing      (9)**

Basic Skills ESL students with clearly defined academic goals will continue to refine academic English through the performance of routine tasks as well as the extension and application of their academic skills. Prerequisite: CASAS testing and permission of Basic Skills and Academic ESL department chairs.

**ESL 064      Intermediate Academic ESL – Speaking and Listening      (9)**

Basic Skills ESL students with clearly defined academic goals will continue to refine academic English through the performance of routine tasks as well as the extension and application of their academic skills. Prerequisite: CASAS testing and permission of Basic Skills and Academic ESL department chairs.

**ESL 065      High Intermediate Academic ESL – Reading and Writing      (9)**

Basic Skills ESL students with clearly defined academic develop language-learning strategies and habits to successfully demonstrate academic English abilities in settings approaching those to be encountered in a college setting. Prerequisite: CASAS testing and permission of Basic Skills and Academic ESL department chairs.

**ESL 066      High Intermediate Academic ESL – Speaking and Listening      (9)**

Basic Skills ESL students with clearly defined academic goals will develop language-learning strategies and habits to successfully demonstrate English speaking and listening skills in settings approaching those to be encountered in a college setting. Prerequisite: CASAS testing and permission of Basic Skills and Academic ESL department chairs.

**ESL 067      Grammar/Composition I      (5)**

For Basic Skills ESL students with clearly defined academic goals who are preparing for academic and university transfer studies. The 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: CASAS testing and permission of Basic Skills and Academic ESL department chairs.

**ESL 068      Grammar/Composition II      (5)**

A course for Basic Skills students with clearly defined academic goals, with an emphasis on advanced ESL composition skills. Designed to teach students to write, analyze, and revise sentences and to develop coherent essays. The course replaces the ENGL 097 requirement for ESL students. Prerequisite: CASAS testing and permission of Basic Skills and Academic ESL department chairs.



## HS21+ Adult High School Diploma

### Program Description

The HS21+ Adult High School Diploma is a competency based high school completion program for adult learners (21 and older) who do not have a GED® or high school diploma and who meet requirements for BEDA participation. Mastery of competency to meet high school requirements in English, Math, Social Science, Science, Fine Arts, Occupational Education, and PE may be met through high school and college coursework and/or prior learning portfolios documenting knowledge gained from work, life, and/or military experience. Unmet requirements may be achieved through additional coursework. Students seeking a HS21+ diploma must enroll in HSC 010 <HS21+ Portfolio> for evaluation of competencies and development of a HS21+ completion plan. Tuition is \$25 per quarter. A tuition waiver based on income is available for those who qualify.

### Course Descriptions

#### HSC 010 HS21+ Portfolio (1-5)

This course is designed to help students demonstrate high school competencies in fulfillment of HS21+ diploma requirements through completion of individual portfolio assignments. Guides adult high school students through the process of developing a plan for completing the requirements for their adult high school diploma. Prerequisite: CASAS reading score of 236 or higher or permission.

#### HSC 030 HS21+ English (1-10)

This course covers grammar, reading, writing and communication skills in fulfillment of the English requirements for the HS21+ diploma. Prerequisite: Completion of HSC 010 or permission.

#### HSC 040 HS21+ Mathematics (1-10)

This course covers topics in fulfillment of math requirements for the HS21+ diploma. Prerequisite: Completion of HSC 010 or permission.

#### HSC 050 HS21+ Fine Arts (1-10)

This course covers topics in fine and/or performing arts in fulfillment of Fine Arts requirements for the HS21+ diploma. Prerequisite: Completion of HSC 010 or permission.

#### HSC 060 HS21+ Social Studies (1-10)

This course is designed to help students complete the Social Studies requirements for the HS21+ diploma. Students will fulfill Social Studies requirements through individualized course work as reflected in educational plan developed in HS21+ portfolio course. Prerequisite: Completion of HSC 010 or permission.

#### HSC 065 HS21+ US History and Government (1-10)

An introductory survey of US History and Government in fulfillment of HS21+ diploma requirements. Prerequisite: Completion of HSC 010 or permission.

#### HSC 070 HS21+ Science (1-10)

This course covers science topics in Life and/or Physical Sciences in fulfillment of HS21+ Science requirements. There is no lab associated with this course. Prerequisite: Completion of HSC 010 or permission.

#### HSC 075 HS21+ Science with lab (1-10)

This course covers life and /or physical science topics in fulfillment of lab science requirements for the HS21+ diploma. Prerequisite: Completion of HSC 010 or permission.

#### HSC 080 HS21+ Physical Education (1-5)

This course covers topics in health and fitness in fulfillment of requirements for the HS21+ diploma. Prerequisite: Completion of HSC 010 or permission.

#### HSC 082 HS21+ Occupational Education (1-10)

This course covers topics in fulfillment of the Occupational Ed requirements for the HS21+ diploma. Prerequisite: Completion of HSC 010 or permission.

## Biology (BIOL)

See Science for program details and course information.

## Business Administration & 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:

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 the Chapter Six and online.

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.

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.

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 is also a sufficient indicator 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. Prerequisite: Accounting 201 or instructor permission.

#### 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 analysis and budgeting are discussed in detail. Prerequisite: ACCT&202, concurrent enrollment in ACCT&202, or instructor permission.

#### BUS& 101 Intro to Business (5)

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

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

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

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

Introduction to the origins, development, structure, institutions and processes of the 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& 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. Prerequisite: Placement into ENGL 99 or above or instructor permission.

#### 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, international business, 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 management. These skills are designed for entry-level positions in various businesses and industries, and may lead to supervisory or management positions combined with business experience. 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.

The Business Management and Office Administration & Accounting Technologies programs (in partnership with the Northwest Career and Technical Academy) have joined together to offer a Financial Services specialty program designed for persons interested in entry-level positions in the banking and financial services industry. As a rapidly expanding career choice, work in the credit and financial management field offers much growth potential for today's graduate. Students enrolled in this program will take courses from both program areas, and will learn about the role of financial institutions in the economy, credit law, ethics, specialized banking services, public relations, business math, financial planning, and safety. Graduates may find positions in financially oriented organizations such as banks, savings and loan associations, credit unions, mortgage companies, finance companies, insurance companies, investment companies, financial planners, credit bureaus, and collection agencies. Many other non-financial firms in diverse fields, ranging from retailing and manufacturing to hospitals and clinics, also employ people who have credit and financial management knowledge.

The Business Management program (in partnership with the Northwest Career and Technical Academy) has developed a program to offer a Tourism and Hospitality Management program designed for persons interested in entry-level positions in the tourism and hospitality industry. The hospitality, travel and tourism industry is large and dynamic, and offers many fascinating and varied work environments within the following career pathways: hotels and resorts, cruise ship operations, gaming and casinos, conference centers, destination attractions, sports tourism, spas and resorts, catering companies, event management companies, golf and country clubs.

Employees in this rapidly growing industry require a clear understanding of customer service and relations, and demonstrate strong leadership and entrepreneurship skills in finance, sales, marketing and management. The program's curriculum helps to prepare students to step into a wide range of entry-level service management positions.

### Program Learning Outcomes

Graduates of the Business Management program will be able to:

- Identify contemporary business concepts, principles and practices
- Demonstrate the interrelationship of the functional areas of business including management, marketing, law, organizational behavior, computer and software systems, human resources, insurance, accounting, and finance
- Analyze the interrelationship of a business organization within the larger business environment, including international business
- Apply basic legal business concepts within the legal environment in which business is conducted
- Perform basic business calculations to demonstrate basic financial literacy
- Apply problem solving and analysis skills to business research questions and demonstrate appropriate solutions
- Demonstrate professional and ethical behaviors expected of entry-level workers in the industry.

### 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

Please see chapter 8 for information regarding Tech Prep.

### Work-Based Learning

Students will integrate classroom learning with an internship (Internship/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 SCHEDULES

### ATA BUSINESS 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
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& 101.....5
**CSS 100 .....2		
Total.....17	Total .....15	Total.....15

#### Second Year

Fall.....Cr	Winter .....Cr	Spring .....Cr
∞BUS 205.....5	BUS 241 .....5	‡BMT 199.....4-15
BUS 240.....5	√CMST 125.....3	ΔBMT 265 .....5
--OFTEC 145.....5	*LC/GE .....5-10	BMT 280 .....5
	SOSC 113 .....1	°PE 200 .....2
Total.....15	Total .....14+	Total .....16+

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

† Students who do not receive an appropriate test score will require additional coursework to develop necessary skills for entry into class. (WMATH 100 or MATH& 107 or MATH& 146 can substitute for BMT 111). (ENGL 170 can substitute for ENGL& 101).

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

\*\* or CSS 101 or 103, 104 or 106.

¥ or BMT 220 or 221

€ or BMT 122

@ or BMT 220 or 222

~ BMT 140 takes the place of SOSC 125.

∞ or BUS 260.

-- or ACCT& 201.

Δ or BUS 200 or BUS& 201.

√ or CMST& 210 or 220 or 230.

° or PE 100 plus 1 activity credit.

**ATA - OPERATIONS MANAGEMENT EMPHASIS**

This degree specialization is designed to focus on the business, product development and metrology tools needed in the modern manufacturing environment. 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 180 .....	5	MANF 115.....	5	MANF 125.....	3
MANF 103.....	3	MANF 120.....	3	MANF 177 .....	5
MANF 110.....	3	MANF 122.....	2	TECD 105 .....	4
TECD 103.....	3	MANF 140.....	3	~BMT 140.....	5
**CSS 100.....	2	TECD 104.....	3		
<b>Total.....</b>	<b>16</b>	<b>Total .....</b>	<b>16</b>	<b>Total .....</b>	<b>17</b>
Second Year					
Fall.....Cr		Winter .....Cr		Spring .....Cr	
MANF 210 .....	3	BMT 220.....	5	BMT 280.....	5
MANF 215.....	5	CIS 150 .....	5	‡MANF 199.....	1
MANF 250 .....	5	√CMST 125.....	3	*LC/GE.....	5-10
†WMATH 100 .....	5	†ENGL 170.....	3	MANF 256.....	5
		SOSC 113 .....	1		
<b>Total.....</b>	<b>18</b>	<b>Total .....</b>	<b>17</b>	<b>Total .....</b>	<b>16+</b>

\* Learning Community (5-10 credits) or 5 credits of social sciences, natural sciences or humanities requirement. 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. (ENGL& 101 can substitute for ENGL 170).

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

\*\* or CSS 104 or IBEST enrollment.

√ or CMST& 210.

~ BMT 140 takes the place of SOSC 125. SOSC 125 can substitute for BMT 140.

**ATA - TOURISM AND HOSPITALITY MANAGEMENT EMPHASIS**

This degree specialization is intended for students interested in seeking positions within tourism and hospitality-related businesses. Includes required ATA courses. Student schedule may vary based on entry point, credit load, and prerequisites. Consult with department chair or SVC counselor for scheduling options.

First Year		
Fall.....Cr	Winter .....Cr	Spring .....Cr
BMT 100 .....5	BMT 122 .....5	BMT 101..... 5
BMT 120.....5	BMT 141.....5	BMT 102 .....4
~BMT 140.....5	BMT 160.....5	BMT 161.....2
@CSS 100.....2		‡BMT 199.....2
<b>Total..... 17</b>	<b>Total ..... 15</b>	<b>Total ..... 13</b>
Second Year		
Fall.....Cr	Winter .....Cr	Spring.....Cr
BMT 180.....5	ΔBUS 241.....5	†BMT 111.....5
∞BMT 260 .....5	√CMST 125.....3	‡BMT 199.....1
^OFTEC 145.....5	*LC/GE ..... 5-10	£BMT 265 .....5
	SOSC 113 .....1	†ENGL& 101.....5
		°PE 200 .....2
<b>Total..... 15</b>	<b>Total ..... 14+</b>	<b>Total ..... 18</b>

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

† Students who do not receive an appropriate test score will require additional coursework to develop necessary skills for entry into class. (WMATH 100 or MATH& 107 or MATH& 146 can substitute for BMT 111). (ENGL 170 can substitute for ENGL& 101).

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

@ or CSS 104.

∞ or BUS 205

^ or ACCT& 201

~ BMT 140 takes the place of SOSC 125.

Δ or BMT 246, or BUS 112 or ECON& 201 or 202.

√ or CMST& 210 or 220 or 230.

£ or BUS 200 or BUS& 201.

° or PE 100 plus 1 activity credit.

**University Transfer**

Students who want to transfer to a four-year university with a Business Administration degree should substitute the following courses: ACCT& 201, 203, BUS 200 or BUS& 201, CMST& 220, ECON& 201, 202, ENGL& 101, MATH& 146, and PE 100 plus 1 activity credit.

Transferability of degrees is of major importance to students and to Skagit Valley College. Students who are interested in completing either or both of the ATA degrees and then transferring to a university should see an advisor to work out a specific plan. 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 many colleges including 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.

**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.

**ADMINISTRATIVE FINANCIAL SUPPORT SERVICES CERTIFICATE (46 CREDITS)**

OFTEC 115, 134, 140, 145, 146, BMT 167, 246, BUS& 101, CMST 125 or CMST& 210, SOSC 113, WMATH 100 or BMT 111.

**BUSINESS FINANCE APPLICATION CERTIFICATE (23 CREDITS)**

Provides an overview of software applications used in typical financial services-related businesses with a focus on spreadsheet modeling (Excel) and applications of fundamental accounting practices. Financial Management skills are also covered.

*Required courses:* BMT 121, 167, CIS 146, OFTEC 145 and 146.

**DIGITAL MEDIA MARKETING CERTIFICATE (30 CREDITS)**

This certificate is designed to provide skills in digital marketing for the promotion of brands and products to consumers using digital technologies such as the Internet, digital advertising, and mobile phones.

*Required courses:* BMT 122, BUS 240, MIT 125, 149, 260 and 270.

**ENTREPRENEURSHIP CERTIFICATE (56 CREDITS)**

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.

*Required courses:* BMT 120, 121, 140, 265, 280, BUS& 101, BUS 240, 241, CMST 125, ENGL 170, BMT 111 or WMATH 100, OFTEC 145.

**GENERAL BUSINESS MANAGEMENT CERTIFICATE (48 CREDITS)**

This certificate is awarded to students who complete one year of the program and choose not to pursue an ATA degree (see Department Chair).

*Required courses:* BMT 120, 121, 140, 141, 180, BUS& 101, CMST 125, ENGL 170, BMT 111 or WMATH 100, OFTEC 145, PE 200.

**RETAIL MANAGEMENT CERTIFICATE (46 CREDITS)**

This certificate is designed to prepare current and future retail employees for fast-paced changes in the market place.

*Required courses: BMT 120, 140, 180, 213, BMT 260 or 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:

**BUSINESS APPLICATIONS AND WEB TECHNOLOGIES (15 CREDITS)**

*Required courses: BMT 121, MIT 149, and 270.*

**CUSTOMER SERVICE AND SALES (15 CREDITS)**

*Required courses: BMT 141, 180, and BUS 101.*

**RETAIL MANAGEMENT BASICS (15 CREDITS)**

*Required courses: BMT 141, 213, and 260.*

**SUPERVISORY BASICS (15 CREDITS)**

*Required courses: BMT 140, 180, and 260.*

**TOURISM AND HOSPITALITY MANAGEMENT I (20 CREDITS)**

Provides entry-level training in tourism and hospitality management, marketing and business applications. Introduction to career opportunities in the tourism and hospitality industry.

*Required courses: BMT 100, 101, 102 and 160.*

**TOURISM AND HOSPITALITY MANAGEMENT II (19 CREDITS)**

Continues to build a foundation of entry-level skills for careers in tourism and hospitality management. Provides advanced training in computer applications, customer service and sales, catering and banquet management.

*Required courses: BMT 120, 122, 141, 161, and 199.*

**Course Descriptions****BMT 100 Introduction to Tourism and Hospitality Management (5)**

Introduction to tourism and hospitality management. Focuses on the history and organizational structure of the industry, and includes discussion and industry observation of career opportunities, challenges and issues, current and future trends. Travel businesses such as airlines, cruise lines and tours, rail and auto transportation industries are explored. Hospitality businesses emphasized include hotels, resorts, restaurants and food service management, culinary arts, meeting and event planning, casino management, clubs and recreation management.

**BMT 101 Hospitality Management, Operations and Systems (5)**

Survey of management theories, functions, operations and systems applied in the hotel and lodging industry. Learn leadership and management skills, communication skills, motivational techniques, and employee training techniques necessary for success in the hospitality, travel and tourism industry. Includes front of the house operations, i.e. management, customer service and guest relations, reservations and

check in, and customer and/or employee conflict resolution. Concepts of revenue management (yield management) will be presented.

**BMT 102 Tourism and Hospitality Marketing (4)**

Incorporates actual planning and marketing of hospitality and tourism products and services. Learn to build a strategic marketing plan, create brand recognition and how to appeal to your target audience. The basic marketing cycle will be covered as well as key principles such as strategies, assessments, objectives and evaluation. Identify local and global travel destinations and learn about reservation and ticketing systems, tour planning and economic impacts. Discussion of location, currency, port of entry, and form of governments in various countries. Exercises involve itinerary planning, knowledge of time zones, and familiarity with the countries' natural, cultural, and entertainment attractions. Explore how the Internet affects and enhances marketing.

**BMT 105 Introduction to Banking and Financial Services (5)**

Overview of banks & other financial service companies. Learn about the major functions of banks & other depository institutions. Topics include the role of banks & credit unions in the economy, negotiable instruments, mortgages, flow of deposits, commercial lending, credit law, specialized banking services, public relations, & safety in preparation for careers in finance. Computer technology & its applications to finance or banking will be included.

**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 common software applications to 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 advanced spreadsheet modeling, social media, web 2.0, and other current topics. Prerequisite: BMT 120 or department chair approval.

**BMT 122 Social Media Marketing (5)**

The use of social networks, online communities, or other online collaborative media for advertising, marketing, sales, public relations or customer service. Popular online digital technologies will be used to design an effective social media marketing campaign.

**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 and Sales (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 160 Meetings, Special Events Planning, and Management (5)**

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

**BMT 161 Catering and Banquet Management (2)**

Catering concepts, focuses on principles of organizing and managing food and beverage facilities and catering operations. Emphasis will be on menu planning, menu design and layout with regard to a wide variety of eating habits and tastes of the dining public (including special dietary needs). Covers the importance of pricing, merchandising, room layout, traffic flow, scheduling, profitability and catering and banquet laws.

**BMT 167 Money Management (5)**

Introduction to managing all phases of personal finances. Covers financial management skills that will help students make financial decisions now and in the future. Topics include banking services, taxes (payroll & federal), consumer credit, budgeting, saving, investing, stocks, insurance, and retirement planning. Learn how to avoid financial mistakes by understanding financial options & responsibilities. Develop personal financial statements & budgets for future use. Math concepts and skills will be applied in practical situations.

**BMT 180 Leadership Development: D (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 Internship / Cooperative Education (1-15)**

Supervised work experience in the field providing practical experience in the operations and methods of business. The internship will augment the classroom learning by applying skills and knowledge learned in a real business setting. Students will be supervised by business 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 supervisor, students will develop learning objectives to achieve during the internship/work experience. Prerequisite: Instructor permission required.

**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 220 Supply Chain Management (5)**

Introduction to supply chain management including key issues, goals and trends, global supply chains, responsibilities of supply chain managers, procurement, technologies, inventory management, logistics, and supplier relationships.

**BMT 221 Project Management (5)**

Introduction to project management including behaviors of project management teams, the structure of projects and work breakdown, planning and scheduling, PERT/CPM analysis, risk management, current topics in project management, and project management software.

**BMT 246 Financial Management and Credit (5)**

Covers financial statement analysis, cash flow, and break-even analysis. Topics include time value of money, valuation of bonds and stocks, and capital budgeting and basic business credit principles. Create spreadsheet models to understand financial statements.

**BMT 260 Supervision and Managing Human Resources (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 Entrepreneurship and Small Business Management (5)**

Introduction to developing and starting a business. Develop a business plan which includes 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.

## Chemistry (CHEM)

See Science for program details and course information.

## College & 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 comprehension, memory enhancement, test taking techniques, and locating resources.

### **CSS 101 College Success Skills II (2)**

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

### **CSS 102 College Success Skills III: Future Tense (2)**

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

### **CSS 103 Fast Track/An Orientation to College Success (2)**

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

### **CSS 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 (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 Exploration (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 (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 100 Speech and 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& 102 Intro to Mass Media (5)**

A survey of the media of mass communications, including newspapers, magazines, radio, TV, motion pictures, and electronic media, with an emphasis on function, structure, content, and social and cultural effects.

### **CMST 103 International Conversational Partners (2)**

A communication course requiring interviewing and group skills with an emphasis on bridging communication obstacles and building intercultural competence between American and international students.

### **CMST 104 Communication and Civic Engagement (2)**

This course will focus on skills needed for a productive service learning experience: interviewing, interpersonal communication, group communication, and, if the project requires it, public speaking. Students will: receive information about service learning in general, research possible service learning projects, and engage in a community-based project with other members of an assigned group.

### **CMST 105 Multicultural Communication: 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 (5)**

Stresses analysis of literature and its vocal and visual performance before an audience. Explores relationships between literary text, author, performer, and audience as well as delivery techniques. May focus on one or more literary genres.

### **CMST 160 Basic Mediation (5)**

This course teaches intervention skills to mediate a dispute or negotiation between people in conflict. Particularly important for paralegals and speech and communication majors or any trade dealing with people.

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

Survey of theories and concepts in communication ranging from intrapersonal to interpersonal, small group, organizational, public,

mass, and/or intercultural 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& 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 211 Interpersonal Communication II (1-3)**

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

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

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

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

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

**CMST 295 Communications Studies Integrative Experience Seminar (2)**

An Integrative Experience emphasizing an interdisciplinary approach to current issues in communications studies, including the societal context of communications studies and technology, and/or the ethical, political, and cultural aspects of communications studies.

**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.

**CMST 303 Communication in Natural Resources (3)**

This course provides an overview of communication processes involved in small group interactions and collaborative decision making related to natural resources and natural resource management. It focuses on applications of group dynamics, decision making, problem solving, and conflict resolution. Prerequisite: Admission to BASEC or Department Chair permission.

**CMST 413 Leadership Development in Natural Resources (2)**

This course is designed to provide organizational management theory, communication and team building skills to strengthen leadership development in the field of natural resource management. Prerequisite: Admission to BASEC or Department Chair permission.

## Composites Technology

Also see Manufacturing and Marine Maintenance Technology

### Program Description

The Composites (CMPST) program at Skagit Valley College is designed to provide a comprehensive education for the next generation of composite technicians. Marine, aerospace, transportation, medicine, construction, energy, and sports equipment represent some of the industries where composites are used. The growing demand for stronger, lighter and more efficient building materials is driving the demand for skilled composites technicians who can work with these new materials and processes.

This certificate program provides students with skills and knowledge in plant safety, manufacture and repair processes, composite materials, gel coat/controlled spraying/fluid handling applications, vacuum infusion process, light resin transfer molding (RTM), part and tooling design techniques, and composites strength of materials. Students learn chemical safety, design, modern closed mold techniques, and construction of molds to construct a variety of parts. Students work toward taking American Composites Manufacturers Association (ACMA) certification exams – the standard for composites credentialing. The Composites program offers the student options for short and long-term certificates.

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, light resin transfer molding (RTM), part and tooling design techniques and composites strength of materials. Students learn chemical safety, design, modern closed mold techniques, and construction of molds to construct a variety of parts.

### WHY ENROLL IN THE COMPOSITES TECHNOLOGY PROGRAM AT SKAGIT VALLEY COLLEGE?

- The field of composites is growing.
- The Skagit Valley College program prepares students for entry into many industries using composite technology.
- Courses are developed and taught by leaders in the field – our instructors hold ACMA credentials and have worked in industry.
- Comprehensive courses integrate skill sets with technology found in industry and supported by industry input.

For more information, please contact department chair, Mike Beemer at 360.766.6282, ext. 3003, or [mike.beemer@skagit.edu](mailto:mike.beemer@skagit.edu).

### Program Learning Outcomes

Graduates of the Composites Technology program will be able to:

- Possess the skills and knowledge required for successful entry-level employment in composite-related industries.
- Understand the safety hazards and workplace precautions that need to be taken when working with hazardous chemicals typically found in a shop environment.

- Identify resins, initiators, promoters, solvents and all chemicals by sight, smell and touch, and handle according to established safety standards.
- Demonstrate ability to correctly apply various types of catalyzed coatings and paints.
- Demonstrate ability to use the correct technique for repairing a variety of composite structures.
- Demonstrate ability to develop a full size plug from a scaled drawing, and correctly finish the surface using various mediums current to industry standards.
- Correctly perform contact molding, vacuum bagging techniques, out of oven autoclave, oven curing and autoclave molding techniques.
- Demonstrate silicone bag part building and rigid B side part building techniques using current industry standards.
- Distinguish and operate support equipment in Closed Cavity and Light Resin Transfer Method.
- Demonstrate ability to use advanced composite nomenclature related to equipment, tools, accessories, and materials commonly used in the composites workplace.
- Understand environmental issues related to manufacture and use of composite structures.
- Understand and follow laws and regulations as they relate to composites certifications.

### Program Certificate

#### ADVANCED COMPOSITES MANUFACTURING TECHNICIAN (31 CREDITS)

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 .....3	CMPST 123.....5	CMPST 127 .....5
CMPST 220 .....5	MANF 120.....3	.....
~MANF 125.....3	MANF 122.....2	.....
†WMATH 100 .....5	.....	.....
<b>Total..... 16</b>	<b>Total ..... 10</b>	<b>Total ..... 5</b>

~ or MT 105.

† Students who do not receive an appropriate test score will require additional coursework to develop necessary skills for entry into class. (MT 102 can substitute for WMATH 100)

Marine, aerospace, transportation, construction, energy, and sports equipment represent some of the industries where composites are used. The growing demand for stronger, lighter and more efficient building materials is driving the demand for skilled composite technicians who can work with these new materials and processes. 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, manufacture and repair processes, composite materials, gel coat/controlled spraying/fluid handling applications, vacuum infusion process, light resin transfer molding (RTM), part and tooling design techniques and composites strength of materials. Students learn chemical safety, design, modern closed mold techniques, and construction of molds to construct a variety of parts. Students work toward taking American Composites Manufacturers Association (ACMA) certification exams – the standard for composites credentialing.

*Required courses: CMPST 121, 123, 127, 220, MT 102 or WMATH 100, MANF 120, 122, 125 or MT 105.*

### Micro-Certificates

#### COMPOSITES REPAIR TECHNICIAN (13 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: CMPST 121, 123, and 127.*

#### COMPOSITES WIND BLADE REPAIR (10 CREDITS)

This micro-certificate provides students with an overview of common composite materials and processes, solid laminate and sandwich construction methods, vacuum bagging materials and processes, core materials used in structures and repairs, damage detection methods – including repair methods and techniques. This certificate provides hands-on repair and reconstruction practices, including the use of appropriate tools, such as hot bonders to make composite wind blade repairs. Students learn how to determine the extent of damage, how to remove damaged material, and how to execute proper repair preparation.

*Required Course: CMPST 128.*

### Course Descriptions

#### CMPST 121 Composites Construction and Repair (3)

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/Light RTM Process (5)

Introduction to vacuum infused plastics. Training in infusion reinforcements, core identification, infusion equipment usage, manifold systems both flow and feed, flow media, bag building, peel ply installation, resin building and infusion techniques employing reusable B side molds. 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 or instructor approval.

#### CMPST 127 Advanced Composites Construction and Repair (5)

Introduction to advanced composite manufacturing with emphasis on thermoset prepreg technology. Hands-on training in manufacturing with polyesters, vinylester and prepreg's using common types of advanced fiber reinforcements. Includes OSHA 10 certification.

#### CMPST 128 Composites Windblade Construction and Repair (5)

Introduction to composite manufacturing and repair of windblades with emphasis on thermoset prepreg technology. Hands on training in manufacturing and repair using VIP/Vacuum Bagging with proper bleeder schedules, hot-bond repairs/heat blankets, and damage inspection repair techniques. Includes OSHA 10 certification.



**CMPST 129 Introduction to Nondestructive Testing (3)**

Introduction to nondestructive testing (NDT), nondestructive inspection (NDI), and inspection in fiber reinforced plastics using ultrasonic testing techniques. Includes basic principles of acoustics, equipment, test techniques, calibration, straight and angle beam procedures. Prepares students for NDT/NDI testing for qualification and certification.

**CMPST 130 Recycling Composites (4)**

Overview of methods, ideas and concepts for reclamation. Focuses on the recycling of composite material and highlights of waste stream reduction and recycling. Includes the challenges of composites recycling, methods of recycling composites and an opportunity to recycle composite parts or use recycled composite materials to build new composite parts.

**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 two-year program that leads to an Associate in Technical Arts (ATA) degree. The program offers a degree in Computer Information Systems (CIS) and four certificates: Computer Information Systems, Computer Applications Support Technician, Network Technician, and Database/Programming. The program is offered in an eLearning (online) format which is recommended for self-motivated students with strong computer skills.

The Computer Information Systems program is designed to expose students to a broad spectrum of disciplines within the field of information technology: 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 prepared to pursue entry-level positions or further education.

The opportunity to transfer this technical degree to a four-year university to complete a Bachelor's degree is currently available. Contact the CIS Department Chair for more information and alternative suggested schedules.

### Career Opportunities

Business and industry require skilled workers to design, operate, manage and support their computer systems. This program is designed to prepare students for entry-level positions supporting application software, hardware, networks, installation, security, administration, programming and database design.

### 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.

### Program Learning Outcomes

Graduates of the Computer Information Systems program will be able to:

- Be prepared for an entry-level position in the Information Technology field, such as a computer technicians, network technicians, installers, troubleshooters, help desk support personnel.
- Demonstrate proficiency to install, configure and administer current popular network and client operating systems, printer, routers and other internetworking devices.
- Demonstrate knowledge of data protection and network hardening techniques.
- Understand the ethical responsibilities and consequences of IT-related work environments.
- Understand the fundamentals (variables, sequence, decision/iteration control structures, intrinsic functions, data structures, testing and debugging, event, sub function & procedures) of computer programming.
- Understand basic database design; recognize and correct flaws in existing database applications.
- Create business spreadsheets and documents conforming to acceptable business practice.
- Use business databases, creating additional objects as required, improving performance and output.
- Effectively use computers to automate business information systems.
- Demonstrate critical thinking, teamwork, communication, technical and information literacy skills.
- Meet Social Science, Humanities, Written Communication, and Quantitative Reasoning distribution area outcomes.

### Entry into the Program

Please apply to the Admissions Office. Advanced standing for prior education or experience may be requested. Be advised 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 college level. They should also have basic keyboarding skills, such as those included in Office Administration and Accounting Technologies (OFTEC) 99 and basic computer literacy included in Computer Science (CS) 101. 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 average of 2.0. Courses must include completion of the technical major and related education requirements.

**SUGGESTED SCHEDULE****COMPUTER INFORMATION SYSTEMS**

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

The two-year suggested schedule below is provided as only a guide for a traditional full-time student whose goal is the ATA degree. Frequent course offerings allow for individualized schedules that will ensure all student certificate and degree objectives can be met.

<b>First Year</b>		
<b>1st quarter.....Cr</b>	<b>2nd quarter ....Cr</b>	<b>3rd quarter.....Cr</b>
CIS 104.....5	~CIS 103.....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	SOSC 113.....15
<b>Total..... 16</b>	<b>Total ..... 18</b>	<b>Total ..... 14+</b>
<b>Second Year</b>		
<b>4th quarter ....Cr</b>	<b>5th quarter.....Cr</b>	<b>6th quarter.....Cr</b>
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	
<b>Total..... 16</b>	<b>Total ..... 16</b>	<b>Total ..... 17</b>

\* BUS& 101 or BUS 241 or 5 credits of General Education (social sciences, natural sciences or humanities).

† Students who do not receive an appropriate test score will require additional coursework to develop necessary skills for entry into class. (ENGL& 101 can be substituted for ENGL 170); (MATH 107 or higher can be substituted for CIS 114)

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

~ or CIS 145 and 148 but only for the Computer Applications Support Certificate.

^ 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.

√ or CMST& 210.

**Program Certificates****COMPUTER APPLICATIONS SUPPORT TECHNICIAN CERTIFICATE (33 CREDITS)**

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 (4 credits), CS 101, OFTEC 122, 132, 204, 210, and SOSC 113.

**COMPUTER INFORMATION SYSTEMS CERTIFICATE (60 CREDITS)**

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 (20 CREDITS)**

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

**NETWORK TECHNICIAN CERTIFICATE (54 CREDITS)**

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.

**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: computer literacy, familiarity with Microsoft Windows and keyboarding skills, are strongly recommended.

**CIS 104 Windows Operating System In Depth (5)**

Advanced desktop operating system concepts including installation, customization, configuration, device drivers, trouble-shooting, memory management, and network client configuration. Follows content from Microsoft Certification current operating system exam. Prerequisite: solid understanding of the basic concepts of file, directory and disk management, as well as proficiency in command line operation, as presented in CIS 103, are strongly recommended.

**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: computer literacy, file management and keyboarding skills, are strongly recommended.

**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 and 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: solid understanding of the basic concepts of file, directory and disk management, as well as proficiency in command line operation, as presented in CIS 103, are strongly recommended.

**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: computer literacy and file management skills are strongly recommended.

**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: computer literacy and file management skills are strongly recommended.

**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 150 Project Management (5)**

Introduction to project management including behaviors of project management teams, the structure of projects and work breakdown, planning and scheduling, PERT/CPM analysis, risk management, current topics in project management, and project management software.

**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: proficiency in command line operation in both the Windows & Linux environments, as well as a solid understanding of customization and configuration of a Windows and Linux operating system, as presented in CIS 104 & CIS 105, is essential.

**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: solid understanding of navigating the Windows Server operating system and of basic web page design, as presented in CIS 221 and MIT 149, is essential.

**CIS 223 Computer Networking III (5)**

Continuation of CIS 222 and the capstone networking course. This course provides the student with the opportunity to integrate the broad spectrum of what has been learned in previous networking courses into a final project. The capstone will include discussion about professional and ethical issues related to Information Technology. New and emerging network technologies will also be explored. Prerequisite: solid understanding of the Windows Server and Linux operating systems, active directory, routing and configuration, as presented in CIS 221 and CIS 222, is essential.

**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: solid understanding of the Windows Server and Linux operating systems, active directory, routing and configuration, as presented in CIS 221 and CIS 222, is essential.

**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: solid understanding of the basic concepts of database design and exposure to SQL, as presented in CIS 241, are strongly recommended.

**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: working knowledge of, and experience with, Microsoft Access as presented in CIS 147 are strongly recommended.

**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: introductory programming experience in VBA as presented in CIS 240 is essential. Students should be well versed in conditionals, loops, functions, procedures and arrays.

**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: introductory database programming experience using VBA as presented in CIS 242 is essential. Students should be comfortable with customizing Microsoft Access queries, forms and reports to respond to runtime events.

## 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 pro-

cessing, 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 text file I/O, and array processing. Structured, modular design, coding, testing and debugging are employed. Object-oriented terminology and concepts are introduced. 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, inheritance and polymorphism. Additional topics may include GUIs, exception handling and file streams. Prerequisite: CS 210 or Permission of Instructor

## **Computer Systems**

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

## **Craft Beer & Spirits Trade (BRW)**

### **Program Description**

The Craft Beer and Spirits Trade (BRW) program provides an overview of the craft brewery and distillery business, i.e. from farm to glass, and is designed to provide students with a foundation of knowledge required for successful employment in the craft brewing/distilling industry. With continued growth of the brewing industry nationwide and world-wide, owners and managers of major breweries, craft breweries, and brew pubs are seeking professionals who have been trained in the science and engineering of running a brewery operation, as well as those who know and understand the demands of the brewing industry. The craft brewing/distilling industry is expected to grow in Washington State as the industry moves away "factory" breweries (Olympia, Rainier, etc.) to small craft breweries and distilleries.

In response to the demand for condensed technical training programs in brewing/distilling science, Skagit Valley College has collaborated with regional craft brewing/distilling industry professionals to create a multi-disciplinary program that will provide education and training for those interested in working in this industry. The Craft Beer and Spirits Trade Academy is unique in Washington State. The program provides an overview of the craft brewery/distillery business – from farm to glass. The certificate program is structured to help students learn brew science theory through hands-on experience in the brew laboratory and at local breweries/distilleries. The program includes industry professionals in the classroom, industry tours and several internship experiences at local breweries/distilleries.

Working in the commercial craft brewing/distilling industry requires diverse knowledge about the process of creating craft beer and distilled spirits. Students who are looking to master the art and science of brewing/distilling need to start with a solid foundation of understanding in the most critical areas of the brewing/distilling process. Students will gain the knowledge and technical skills needed to seek

an entry-level position in any craft brewery or distillery business across Washington State. This is an ideal program for those considering entry into the brewing/distilling industry, as well as those pursuing wider knowledge of the business in order to improve their skills and advance in their career goals. Within the short time span of this program, students will gain a level of industry knowledge that will benefit them in any area of responsibility in the brewery/distillery, covering every topic critical to successful brewery/distillery operations.

### **Program Learning Outcomes**

Graduates of the Craft Beer program will be able to:

- Show competency in understanding the history of alcohol fermentation and the brewing of beer and distilled spirits, and how this history relates to the legacy and future of brewing/distilling.
- Demonstrate the ability to utilize brew/distilling house facilities and brewing/distilling equipment.
- Demonstrate knowledge of the microbiology and biochemistry concepts of fermentation pertaining to the brewing of beer and distilled spirits.
- Analyze and demonstrate the steps in the brewing process - grain handling, malting, yeast and fermentation processes, raw materials and wort production, beer production, quality control, packaging processes, flavor production, and control.
- Demonstrate foundational knowledge of general physics, fluid dynamics and engineering concepts pertaining to the equipment used in the brewing of beer and distilled spirits.
- Identify classic and craft-brew beer styles and describe production of each.
- Analyze and evaluate business concepts of the brewing industry and the day-to-day activities involved with the operation of a solvent brewing/distilling facility.
- Demonstrate the ability to design and brew a beer that meets generally acceptable standards.
- Demonstrate knowledge of sustainability practices for raw materials, water, energy, processing and brewery waste.

### **Career Opportunities**

Many jobs in the craft brewing/distilling industry cross employment categories. People working in this industry can often be found working in management positions, sales/marketing, graphic design, accountant/bookkeepers, service technicians, lab technicians, bartenders, and food service employees associated with restaurants or brew pubs. According to our local industry partners, job titles specific to brewing/distilling are: brewers/distillers, maltsters, cellermen, bottling line workers, draught line technicians/cleaners, vat/equipment technicians, quality assurance/quality control technicians, and fermentation lab technicians. Working in a brewery or distillery can be physically demanding. Many tasks involve lifting, climbing, moving, carrying, pushing and pulling items weighing up to 50 lbs or more. Due to legal restrictions associated with the production of beer and spirits, most businesses require workers to be at least 21 years of age prior to employment.

### **Entry into the Program**

Please apply to the Admissions Office. This program has limited enrollment with students meeting the admission requirements admitted on a first-come, first-served basis. Students may enter the program Fall Quarter only.



### Admission Requirements

- 21 years or older to participate in this program (or turn 21 PRIOR to start of required internship experience).
- Successfully completed a college 100 level or above Math course.

### Recommended “Prerequisite” Courses

While a degree is not required for acceptance to this program, college-level work in the subject areas listed below is expected for student success in the program. It is recommended that students complete (or have completed) at least one college-level class with a passing grade in an area of science and engineering. Some possible course options are listed below.

#### SCIENCES

- Biology
- Microbiology
- Chemistry
- Biochemistry
- Food Science

#### ENGINEERING

- Mechanical Engineering
- Process Control
- Physics
- Materials Science
- Manufacturing Technology

Other programs that provide applicable skills for work in breweries or distilleries include plumbing, welding, electrical, automotive and diesel.

### Industry Certifications

Students who successfully complete the Craft Brewing/Distilling Fundamentals micro-certificate will be prepared to take the beer industry’s nationally recognized Level One Cicerone Certified Beer Server exam. Students completing the full Craft Beer and Spirits Trade Certificate program will be prepared to take the Level Two Certified Cicerone exam. In the wine world, the word “sommelier” designates those with proven expertise in selecting, acquiring, and serving fine wine. The word Cicerone (pronounced sis-uh-rohn) designates those with proven expertise in selecting, acquiring, and serving today’s wide range of beers. Only those who have passed the requisite test of knowledge and tasting skill can call themselves a Cicerone.

#### PROGRAM CERTIFICATE (40 CREDITS)

The Craft Beer and Spirits Trade Certificate (40 credits) program is structured to help students learn brew science theory through hands-on experience in the brew laboratory and at local breweries/distilleries. The program includes industry professionals in the classroom, industry tours and several internship experiences at local breweries/distilleries. Students must maintain a 2.0 GPA or above in all required course work.

*Required courses: BRW 101, 103, 105, 107, 110, 112, 115, 120, 125, 128, 130, 132, 135, and 199.*

### Micro-Certificates

#### CRAFT BREWING/DISTILLING FUNDAMENTALS (13 CREDITS)

This micro-certificate provides students with an overview of the craft brewing/distilling industry. Learn about the underlying scientific and artistic elements involved in the process of brewing/distilling. Gain a general understanding of how the craft brewery/distillery operates on a day to day basis, and how each employee in the organization contributes to the production of the final product. With the successful completion of this micro-certificate, students will be prepared to take the industry recognized Level One Cicerone Certified Beer Server exam.

*Required Courses: BRW 101, BRW 103, BRW 105, BRW 107*

#### CRAFT BREWERY/DISTILLERY OPERATIONS (14 CREDITS)

*This micro-certificate provides students with an introduction to the primary operations involved in brewing/distilling. Learn about brew house operations, efficiency, heating and cooling, wort transfer, the importance of cleaning and sanitation, and packaging techniques. Learn about the tools and procedures used by breweries worldwide to evaluate beer/spirits at every important phase of production. Also introduces students to samples of flavor and aromatic compounds associated with the raw materials and brewing process. Learn about common equipment maintenance issues, and how to fix/maintain the equipment typically found in a brewery/distillery operation. Industry tours to observe the production process are included. Required Courses: BRW 110, BRW 112, BRW 115, BRW 120, BRW 125, BRW 128*

### Course Descriptions

#### BRW 101 Culture of Craft Brewing/Distilling (3)

Introduction to sensory perception (taste & smell) as it relates to beer/spirits identification and quality, and considerations for food and beverage pairings. Topics include the history of brewing/distilling; craft vs. factory industrial models; alcohol & health; overview of brewing/distilling process; ingredients used; and beer styles. Includes industry tours and presentations from industry professionals.

#### BRW 103 Beverage Biochemistry (4)

Covers general microbiology and chemistry as it pertains to the production of alcoholic beverages and the brewing of beer and spirits. Raw materials/ingredients used in the brewing/distilling process will be discussed along with the properties of water, pH, enzymes, proteins, carbohydrates, and other micro-organisms in the brewery regarding their role in brewing. Develop an understanding of the ingredient interactions of biological molecules, particularly as they pertain to fermentation (yeast biology, wild yeasts, yeast production), identification of wort/beer spoilage organisms using microscopy, staining and differential media.

#### BRW 105 Raw Materials (2)

Covers the basic ingredients used in brewing and distilling: malted barley (and other adjunct grains), hops, yeast and water and the role various raw materials play in the production of beer, spirits, and other food products and the importance of these ingredients in the flavor profiles imparted. Topics include hop varieties, barley types, breeding & selection, growing, harvesting, drying and malting of grains, yeast types, and water properties. Learn about the “farm to glass” philosophy and how local brewers/distillers are incorporating locally sourced raw materials into their craft beverage products.

#### BRW 107 Wort Production (4)

Provides training in the technology/science of wort creation and the brewing skills required to create the final product. Covers each critical factor in wort production from barley choices to mashing, sparging, wort boiling and cooling. Topics include barley, malt, hops, water analysis, brewing adjuncts, milling & mashing, sensory evaluation and how each aspect of the production process impacts the final product. Industry tours to observe the production process are included.

#### BRW 110 Brewery/Distillery Operations (4)

Covers essential topics of brewery/distillery operations. Topics include brewery equipment (insulation systems, pumps, valves, refrigeration, computer controls, remote measurement systems, etc.) & supplies, tasks required in the brewing/distilling process, design/layout of brewery/distillery production areas, supply & product control, safety

(production lines under pressure), cleaning & sanitation issues (CIP procedures), disposal of liquid & solid brewery/distillery waste by-products, storage & distribution systems. Best management practices for energy use will be discussed.

#### **BRW 112 Packaging and Process Technology (2)**

Covers the processing and packaging of finished beer/spirits. Topics include packaging line design, packaging quality management, fluid flow principles, pasteurization principles, gas laws/control of gases, keg filling, bottle/can filling, wort transfer, cleaning, bottle washing, and packaging materials and techniques. Includes information about mobile bottling/canning units commonly found in craft brewery/distillery operations. Topics also include the most recent developments in alternative materials (such as plastic bottles) and super-high-speed bottling systems. Engineering & process instruction includes topics such as properties of metals & other materials, fluid and pump dynamics, & other areas critical to improving brewery/distillery performance.

#### **BRW 115 Brewery/Distillery Maintenance (2)**

Employees working in small, craft breweries need to be prepared to handle small equipment problems as they arise (pumps, valves, lights, motors, etc.) Topics cover common equipment maintenance issues, how to fix/maintain the equipment typically found in a brewery/distillery operation, and the circumstances where professional repair intervention is needed. Learn how to use basic repair tools such as wrenches, pumps, volt meters, etc.

#### **BRW 120 Essentials of Quality Assurance/Quality Control (2)**

Learn the tools and procedures used by breweries worldwide to evaluate beer/spirits at every important phase of production. Covers a full range of topics related to Quality Assurance/Quality Control (QA/QC) tools required to create beers/spirits of the highest quality and consistency. Differentiate between the principles of QA & QC and the essential components of a quality production system within a brewery. Topics include sensory evaluation, analytical testing, microbiological testing, lab safety and standard practice, practical and usable analytical methods, sampling techniques, QC methods for fermentation and packaged products, and taste panel design and management. Learn how to use PH meters, CO2 volume meters, thermometers, and calibration techniques to maintain temperature consistency.

#### **BRW 125 Flavor Production and Control (2)**

Introduction to samples of flavor and aromatic compounds associated with the raw materials and brewing process. Analyze the origins of those compounds, and provides foundational knowledge required to effectively control them. Topics include fermentation characteristics, malting effects, carbonation, flavor production, and beer freshness qualities. Includes training the palates to make informed decisions during the production process for beer or spirits. Learn about beer's quality attributes such as foam, stability, color, aroma, attenuation, and ability to interpret the reasons why a product deviates from expected performance.

#### **BRW 128 Industry Experience (2)**

To gain first-hand experience in brewing/distilling operations, each student will complete two observation-based industry experiences. Observations will be structured to ensure students have learning experiences in the following areas: Brewery/Distillery Operations, Packaging & Process Technology, Equipment Maintenance, Quality Assurance/Quality Control, and Flavor Production. The internship will augment classroom learning by applying skills and knowledge

learned in a craft brewery/distillery business operation. Includes a classroom seminar component. Prerequisite: Department chair permission required.

#### **BRW 130 Business of Craft Brewing/Distilling (5)**

Overview of small business start-ups and basic business practices as applied in the brewing/distilling industry. Topics include the economics of running a brewery/distillery, overhead control & pricing, cash management, the selling and distribution process, inventory control, marketing the business, insurance considerations, and hiring/managing employees.

#### **BRW 132 Essentials of Brewery/Distillery Compliance (1)**

Introduction to brewery/distillery compliance covering application processes, licensing and permits, label approval process, taxes, record-keeping and reporting requirements for the Washington State Liquor Control Board (WSLCB), the Alcohol and Tobacco Tax and Trade Bureau (TTB), and the Washington State Department of Revenue (DOR).

#### **BRW 135 Tradition and Innovation in Beer Styles (2)**

Overview of the techniques and technologies used to design and brew the full range of established and emerging beer styles. Topics include styles and sub-categories of beer with emphasis on methodology used to brew beer that matches the style parameters, while retaining the brewer's own artistic interpretation. Learn about the technical side of the development of recipe formulation and creating a style.

#### **BRW 199 Brewery/Distillery Internship (5)**

Supervised work experience in the field. The internship will augment classroom learning by applying skills and knowledge learned in a craft brewery/distillery business operation. Depending on their career goal, students can choose to intern in either a craft brewery or craft distillery operation. Students will be mentored by professionals who are experienced practitioners in the industry. In partnership with the instructor and the mentor, learning objectives will be determined by the student's capstone specialty project and internship/work experience placement. Course includes a weekly classroom seminar. Prerequisite: Department chair permission required.

## **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 one of the 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/dispatcher, 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, legal studies, investigative techniques, patrol procedures, security 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 by applying their ATA degree as a transfer degree to Central Washington University's Bachelor of Arts degree in Information Technology and Administrative

Management, and to the Evergreen State College's Bachelor of Arts Law and Public Policy degree.

Also, in collaboration with the Pierce College Center of Excellence-Homeland Security department, the SVC Criminal Justice department is offering a Homeland Security Emergency Management Associate in Technology degree. This degree gives graduates the skills to oversee emergency planning and training programs, coordinate disaster response and recovery efforts, and navigate the administrative and technical demands of disaster and emergency management efforts. The curriculum of this degree is applicable to all emergency service fields, businesses and Industries, and prepares students to work in any all-hazards emergency environment.

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 or engage in a similar entry-level process.

### **Program Learning Outcomes**

Graduates of the Criminal Justice program will be able to:

- Complete a job application, resume and prepare for civil service testing procedures in local, state and federal criminal justice professions.
- Communicate effectively in writing in order to document the actions of criminals, investigators, corrections officers and probation officers and meet the requirements of the American court system.
- Using critical thinking skills to understand and analyze verbal, non-verbal and cultural communications, effectively communicate with the public and respond to various problems many of which may not be criminal in nature, and some of which may be adversarial.
- Develop an understanding of the basic precepts of criminal law as it applies in the state of Washington.
- Develop an understanding of the court system in the United States in terms of constitutional issues and historical precedents.
- Identify and understand correctional practices in the United States in relation to philosophies of punishment, sentencing practices, victim's rights, and institutional limitations.
- Demonstrate knowledge of the purpose, function, and historical evolution of the American Criminal Justice System in terms of the three major branches of criminal justice: police, courts, and corrections, and their relationships, similarities and differences.
- Utilize knowledge about state, federal and sovereign laws that impact law enforcement and corrections in decision making in the United States.
- Utilizing critical thinking, information and technical literacy, and effective communications, discuss and demonstrate basic procedures related to the fields of law enforcement and corrections, including investigative techniques, patrol procedures, interactive community policing and courtroom testimony.
- Discuss ethics and professional conduct as related to law enforcement and corrections, including ethical dilemmas and paradoxes faced by criminal justice professionals.
- Meet Social Science, Humanities, Written Communication, and Quantitative Reasoning distribution area outcomes.

### **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 Technology—Homeland Security Emergency Management**

An Associate in Technology degree in Homeland Security and Emergency Management (HSEM) is offered in collaboration with the Pierce College Center of Excellence-Homeland Security Emergency Management. This degree 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 HSEM and overall technical degree coursework. This degree prepares students for a broad array of career options in areas of emergency planning, disaster training, response and recovery efforts, incident management, and working in any all-hazards emergency environment. Careful consideration is given to help students understand socioeconomic and cultural diversity Issues, preparing them to succeed in all situations and settings.

### **Associate in Arts Direct Transfer Agreement, AA-DTA**

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 720 hour-long academy is nationally accredited 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 apply toward completion requirements for the AA-ATA 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 236 and 237.

### SUGGESTED SCHEDULE

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

Courses in this schedule are recommended for this degree. Includes required ATA courses. Student schedule may vary based on entry point, credit load, and prerequisites. Schedule may be adjusted to accommodate course offerings each quarter. Consult with department chair or SVC counselor for scheduling options and appropriate substitutions. Many course substitutions are available.

##### First Year

Fall.....Cr	Winter .....Cr	Spring.....Cr
CJ& 101 .....3	CJ 111 .....3	CJ& 110 .....3
CJ& 105 .....3	CJ 114 .....3	CJ 170 .....3
CJ 106 .....2	†WMATH 100.....5	CJ 199.....1-15
√CMST 125 .....3	°PE 200 .....2	CJ 204.....3
†ENGL& 101.....5	SOC& 101.....5	*PE 101.....1
*PE 100 .....1	^CJ Elec.....3	^CJ Elec.....3
<b>Total..... 17</b>	<b>Total ..... 18</b>	<b>Total ..... 14+</b>

##### Second Year

Fall.....Cr	Winter .....Cr	Spring.....Cr
CJ 130 .....3	CJ 206 .....3	CJ 115.....3
CJ 215 .....4	CJ 218 .....4	@CJ 125.....2
^CJ Elec.....3	^CJ Elec.....3	CJ 213.....3
*CJ 113 .....2	Elective.....3	CJ 224.....3
∞PSYC& 100 .....5	Elective.....3	CJ 225.....5
<b>Total..... 17</b>	<b>Total ..... 16</b>	<b>Total ..... 16</b>

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

##### First Year

Fall.....Cr	Winter .....Cr	Spring.....Cr
CJ 106 .....2	ENVC 130.....5	CJ 133.....5
√CMST 125 .....3	FIRE 126 .....3	CJ 170 .....3
†ENGL& 101.....5	†WMATH 100.....5	CJ 199.....1
HIST& 214.....5	<SOC& 101 .....5	~CJ Elec.....3
*PE 100 .....1	.....	*PE 101.....1
.....	.....	°PE 200.....2
<b>Total..... 16</b>	<b>Total ..... 18</b>	<b>Total ..... 15</b>

##### Second Year

Fall.....Cr	Winter .....Cr	Spring.....Cr
CJ 265 .....5	CJ 241.....6	CJ 244.....6
*CJ 113 .....2	CJ 242.....6	CJ 245.....6
∞PSYC& 100 .....5	CJ 243.....6	CJ 225.....5
~CJ Elec.....3	or.....	or.....
.....	~CJ Elec.....3	@CJ 125.....2
.....	GEOL& 208.....5	CJ 199.....1-15
.....	~Elective(s).....5	CJ 225.....5
.....	.....	NASC 100.....5
.....	.....	~Elective.....2
<b>Total..... 15</b>	<b>Total ..... 18+</b>	<b>Total ..... 15+</b>

\* or any of the following: PE 102, 105, 106, 109, 110, 111, 115, 117, 120, 121, 125, 127, 129, 133, 135, 136, 138, 139, 144, 145, 148, 160, or 162.

\*\* 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.

† Students who do not receive an appropriate test score will require additional coursework to develop necessary skills for entry into class. (BMT 111 can be substituted for WMATH 100) (ENGL 103 or 170 can be substituted for ENGL& 101)

^ Electives approved by the Department Chair for the CJ ATA degree include BUS 200, 201; CHEM& 121, 131; ECED 101; FIRE 242; GIS 101, 102, 105, 106; HSERV 101, 105, 141, 145, 221; JOUR 101; AHE 103; OFTEC 101, 103, 105, 118, 122, 126, 132, 134; POLS 200, 202, 204; SOSC 132; ASL 121; CHIN 121; FRCH 121; GREEK 121; JAPN 121; LUSED 121; SPAN 121; TAGA 121.

~ Electives approved by the Department Chair for the Park Services and Protection ATA degree include ART 181, 231, ASL& 121, ASTR& 100, AT 100, CJ& 110, EASC 102, ENVC 123, 130, 133, 202, 231, 232, 245, FIRE 140, 162, 242, GEOL& 110, GEOL 208, GIS 101, 102, 105, 106, HIST& 214, NASC 100, 160, 161, OFTEC 99, 105, POLS 204, PSYC& 220, SPAN& 121, WT 131 and 231.

° or FIRE 242 or "hands on" training and only American Heart Association Healthcare provider cards accepted.

< or SOC& 201

∞ or PSYC& 200

√ or CMST& 210

▪ or SOSC 113

@ or SOSC 125

### Associate in Technology - Homeland Security Emergency Management Emphasis

Consult with Criminal Justice department chair or SVC counselor for scheduling options and appropriate substitutions. This degree is offered in collaboration with Pierce College.

#### REQUIRED COURSES THAT CAN BE TAKEN AT SKAGIT VALLEY COLLEGE

- Communications (10 credits)
- ENGL& 101 and 235
- Quantitative/Symbolic Reasoning Skills (5 credits)
- MATH& 146
- Social Sciences (10 credits)
- Select two: HIST& 158, POLS& 101, PSYC&100
- Humanities (5 credits)
- Select one: CMST& 101 (Pierce College only), CMST& 102, CMST& 220
- Natural Sciences (10 credits)
- Select two: ATMOS 101 (Pierce College only), ENVIS& 100, ENVIS 150 or ENVC 225, GEOG 220, GEOL& 110

#### REQUIRED COURSES THAT MUST BE TAKEN AT PIERCE COLLEGE

- \*HSEM 102, \*HSEM 120, \*HSEM 130, \*HSEM 157, \*HSEM 160, \*HSEM 180, HSEM 200, 210, 220, 230, 240, 250, \*OSH 190, and
- ELECTIVES (15 credits): \*HSEM 110, HSEM 190, CJ 112, 120, 140, 150, 226, OSH 100, 110, 240.

\*Indicates required for HSEM Certificate along with course HSEM 110 at Pierce College, 26 credits. Students must earn a minimum of a 2.0 in each HSEM course to obtain this degree.

### 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 (PLEA)

- PLEA Certificate required courses: CJ 241, 242, 243, 244 and 245. (30 credits)



- PLEA/EMT Certificate required courses: CJ 241, 242, 243, 244, 245 and FIRE 242. (42 credits)
- PLEA/FIRE Certificate required courses: CJ 241, 242, 243, 244, 245, FIRE 126 and 162. (34 credits)

#### **HOMELAND SECURITY EMERGENCY MANAGEMENT**

- Required courses: \*HSEM 102, 110, 120, 130, 157, 160, 180, and OSH 190. (26 credits -courses offered at Pierce College)

#### **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 (14 CREDITS)**

*Required courses: CJ 236 and 237.*

#### **COMMUNITY POLICING (8 CREDITS)**

*Required courses: CJ 106, 114, and 115.*

#### **CORRECTIONS (17 CREDITS)**

*Required courses: CJ& 105, CJ 106, 107, 111, 130, and 170*

#### **INVESTIGATIVE TECHNIQUES (19 CREDITS)**

*Required courses: CJ& 101, CJ 106, 170, 215, 216, and 218.*

#### **LEGAL PRINCIPLES IN POLICING (17 CREDITS)**

*Required courses: CJ 106, CJ& 110, CJ 111, 204, 206, and 208.*

#### **PRIVATE AND COMMERCIAL SECURITY (16 CREDITS)**

*Required courses: CJ 106, CJ& 110, CJ 111, 170, 204, 220*

#### **PUBLIC SAFETY COMMUNICATIONS (7 CREDITS)**

*Required courses: CJ 106 and 145*

#### **PUBLIC SAFETY INFORMATION OFFICER (17 CREDITS)**

*Required courses: CJ 106, 170, 215, CMST 125 or 220, and JOUR101*

#### **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 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& 101 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 113 Criminal Justice Employment Strategies (2)**

Employment requirements of criminal justice organizations in hiring entry-level employees are covered using comprehensive reading, research, discussion and role-play.

##### **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)**

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 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, and 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 Criminal Justice (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: CJ 215 or department chair approval.

**CJ 218 Basic Collision Investigation (4)**

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

**CJ 220 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 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 236 Police Reserve Academy I (7)**

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.

**CJ 237 Police Reserve Academy II (7)**

Continuation of CJ 236. 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: CJ 236.

**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: Criminal history/background check and 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 Education Foundation (ACFEF). 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. These labs offer students unique, real life experiences while developing industry-level speed and competency. Second-year courses offer students a choice. They may pursue an ATA degree with a Restaurant Management emphasis that includes courses with a supervision and management practicum, an ATA degree with a Culinary emphasis (advanced cooking techniques) that includes courses with an advanced cooking practicum, or an ATA degree with a Baking and Pastry emphasis that includes courses with an advanced baking and pastry practicum.

Whether a student wants to bolster his/her knowledge and skills to advance in a current food service job, start his/her own 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!

### Program Learning Outcomes

Graduates of the Culinary Arts and Hospitality Management program will be able to:

- Meet skill standards of the American Culinary Federation (ACF) and eligibility to obtain certification as a Certified Culinarian or Certified Pastry Culinarian.
- Demonstrate critical thinking, teamwork, intercultural appreciation, technical and information literacy skills.
- Understand and demonstrate knowledge in applied math, food cost, labor cost, menu pricing and inventory controls.
- Understand and apply safety and sanitation procedures in compliance with national standards.
- Understand and demonstrate basic and advance cooking techniques, knife skills and cooking procedures.
- Meet social science, humanities, written communication, and quantitative reasoning distribution area outcomes.
- Understand and demonstrate basic and advance baking and pastry techniques, weights and measurements and standard recipe execution.

### 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 101.....3
CAHM 164 .....4	CAHM 170.....1	CAHM 184.....4
CAHM 165 .....10	CAHM 171.....3	CAHM 185.....10
.....	CAHM 172.....3	.....
.....	CAHM 173.....3	.....
.....	CAHM 174.....4	.....
<b>Total..... 17</b>	<b>Total ..... 17</b>	<b>Total ..... 17</b>
Second Year		
Fall.....Cr	Winter .....Cr	Spring .....Cr
CAHM 210 .....3	†CAHM 211.....5	‡CAHM 199 .....5
CAHM 239 .....3	√CMST 125.....3	CAHM 238.....3
CAHM 240 .....10	~OFTEC 122 .....3	CAHM 298.....1
†ENGL 170 .....3	PE 200.....2	*NUTR& 101.....5
.....	SOSC 113 .....1	SOSC 125.....2
<b>Total..... 19</b>	<b>Total ..... 14</b>	<b>Total ..... 16</b>

#### 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 101.....3
CAHM 164 .....4	CAHM 170.....1	CAHM 184.....4
CAHM 165 .....10	CAHM 171.....3	CAHM 185.....10
.....	CAHM 172.....3	SOSC 113.....1
.....	CAHM 173.....3	.....
.....	CAHM 174.....4	.....
<b>Total..... 17</b>	<b>Total ..... 17</b>	<b>Total ..... 18</b>
Second Year		
Fall.....Cr	Winter .....Cr	Spring .....Cr
CAHM 210 .....3	†CAHM 211.....5	‡CAHM 199 .....5
CAHM 239 .....3	√CMST 125.....3	CAHM 238.....3
CAHM 241 .....10	~OFTEC 122 .....3	CAHM 298.....1
†ENGL 170 .....3	PE 200.....2	*NUTR& 101.....5
.....	.....	SOSC 125.....2
<b>Total..... 19</b>	<b>Total ..... 13</b>	<b>Total ..... 16</b>



### ATA CULINARY ARTS AND HOSPITALITY MANAGEMENT (BAKING & PASTRY 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 101..... 3
CAHM 164 ..... 4	CAHM 170.....1	CAHM 184..... 4
CAHM 165 .....10	CAHM 171.....3	CAHM 185.....10
.....	CAHM 172.....3	.....
.....	CAHM 173.....3	.....
.....	CAHM 174.....4	.....
<b>Total..... 17</b>	<b>Total..... 17</b>	<b>Total ..... 17</b>

Second Year		
Fall.....Cr	Winter .....Cr	Spring .....Cr
CAHM 210 ..... 3	†CAHM 211.....5	‡CAHM 199 ..... 5
CAHM 239 ..... 3	√CMST 125.....3	CAHM 238..... 3
CAHM 242 .....10	~OFTEC 122.....3	CAHM 298..... 1
†ENGL 170 ..... 3	PE 200.....2	*NUTR& 101.....5
.....	SOSC 113 .....1	SOSC 125.....2
<b>Total..... 19</b>	<b>Total..... 14</b>	<b>Total ..... 16</b>

\* Five (5) credits of General Education (Science/Nutrition). Please see INDEX regarding Learning Communities.

† Students who do not receive an appropriate test score will require additional coursework to develop necessary skills for entry into class. (MATH 96 or higher is required for the one-year certificate. CAHM 211 fulfills the WMATH 100 requirement for Culinary Arts. (ENGL& 101 can substitute for ENGL 170)

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

~ or OFTEC 162 or BMT 280.

√ or CMST& 210

### 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 101, 123, 142, 199 (1 credit); 211 or MATH 96 or WMATH 100; PE 200 or 205; ENGL 99 or 170; SOSC 113 and 125.

#### CERTIFIED CULINARIAN

There are three paths that a student can take to achieve a certification 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 or Certified Pastry 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 (ServSafe). The choices follow:

#### BASIC BAKERY COMPETENCY (17 CREDITS)

Required courses: CAHM 123, 164, and 165

#### BASIC FOOD PREPARATION COMPETENCY (17 CREDITS)

Required courses: CAHM 123, 170, 171, 172, 173, and 174.

#### BASIC RESTAURANT COOKING COMPETENCY (17 CREDITS)

Required courses: CAHM 123, 184, and 185

#### NATIONAL RESTAURANT ASSOCIATION MANAGEMENT (15 CREDITS)

Required courses: CAHM 123, 184, 210, and 211 with appropriate NRAEF exam completion.

#### SUSTAINABLE CULINARY PRACTICES (11 CREDITS)

Sustainability is redefining the way kitchens interact with the ecology of the earth, and chefs are in an ideal position to teach this healthier and more environmentally conscious way of living. The new Sustainable Culinary Practices micro-certificate will introduce students to the politics of food systems, raising awareness of issues from agriculture, fisheries, the dairy industry, meat and poultry production, water and waste, health and food safety, and trade and social justice issues.

Required courses: CAHM 101, 105, and 123.

### Course Descriptions

#### CAHM 101 Sustainable Food System Practices (3)

Introduction to practical applications of food system sustainability issues from the producer to the kitchen (farm to table concept). Covers a broad array of sustainability issues with emphasis on on-site visits with practicing farmers, ranchers and dairy producers as well as with those involved in sustainability issues dealing with food safety, water and waste systems, food politics, food globalization issues, food marketing and the heritage food movement. Focuses on knowing the nature of the food supply, either as a food producer, a professional or home chef or to better understand what exactly is on the shelves of the local market, how it got there, and how to choose the most sustainable products.

#### CAHM 105 The Sustainable Kitchen (5)

This is an intensive course for culinary students, "agri-entrepreneurs" and interested food professionals emphasizing first hand farm-to-table experiences. Visit and possibly participate in working facilities that have applied sustainability practices. Includes discussions concerning current food issues such as global hunger, genetically modified foods, and other food supply issues. Culminates in preparing a celebratory dinner using the food products from the visited local food growers, dairy farmers, fisheries and heritage animal ranchers.

#### CAHM 123 Safety and Sanitation (3)

Applied food service sanitation and safety for the food service professional. This course provides students with understanding and practice of the principles of sanitation in order to maintain a safe and healthy environment for the consumer in the food service industry. Laws and regulations related to current FDA food codes and adherence to them in the food service operation are addressed. The National ServSafe Certificate is 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 170 Introduction to Food Preparation (1)**  
Introduction to kitchen principles. Orientation of equipment safety, sanitation, and the care and use of tools in the professional kitchen.

**CAHM 171 Cooking Fundamentals (3)**  
Introduction to the various cooking methods including moist heat, dry heat, and combination cooking methods.

**CAHM 172 Stocks, Sauces, and Soups (3)**  
Basic techniques of preparing stocks and sauces, and preparation of soups.

**CAHM 173 The Cold Kitchen (3)**  
Basic cold food preparation, salads, salad dressing and gardé manger.

**CAHM 174 Food Preparation Theory (4)**  
Theory of basic food preparation techniques including cooking applications, use of tools and equipment, kitchen staples, stocks, sauces, soups and salads. Introduction to culinary history, professionalism, menu development and food costing.

**CAHM 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 170, 171, 172, and 173.

**CAHM 185 Restaurant Production Lab (10)**  
Introduction to food production operations including short order cooking, a la 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. Introduction to customer relations including basic customer service principles and practices. Prerequisite: CAHM 170, 171, 172, and 173.

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

**CAHM 210 Human Resources Management and 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 operations. Emphasis is on applied math for the culinarian. This course meets the requirement for WMATH 100 for culinary students. Prerequisite: MATH 96.

**CAHM 238 Sous Chef – Advanced Cooking (3)**  
Theory and practice of advanced cooking principles using some exotic and unusual international products in classical and modern preparations. Covers cuisine of the Americas, Asia, the Mediterranean, and fusion cuisine, spa cuisine, avant-garde, charcuterie and cheese making. Prerequisite: Department chair permission.

**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: Department chair permission.

**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: Department chair permission.

**CAHM 241 Advanced Culinary Lab (10)**  
Advanced culinary skill development with an emphasis on developing industry speed, professionalism, and presentation techniques. Prerequisite: Department chair permission.

**CAHM 242 Advanced Breads and Pastry (10)**  
Advanced baking and pastry skills with an emphasis on developing industry speed, professionalism, and presentation techniques. Prerequisite: Department chair permission.

**CAHM 298 Culinary Capstone Project (1)**  
Comprehensive performance and knowledge based assessment for completion of the Culinary program. Includes creating a project portfolio. Prerequisite: Department chair permission

## Dental (DEN)

### Program Description

The Dental Assisting Bridge (DEN) Program is a collaborative educational program being offered through a partnership between Skagit Valley College (SVC), Bellingham Technical College (BTC), and the Northwest Career and Technical Academy (NCTA) - located on the SVC campus. The program operates a full-functioning dental clinic, staffed with dental professionals, providing students with real-world, hands-on clinical experiences. BTC provides the Dental Assisting technical core curriculum, and accepts the identified dental course equivalencies for transfer. BTC's Dental Assisting certificate and degree program is accredited by the Commission on Dental Accreditation (CODA). The accreditation allows students, upon graduation from BTC's program, to take the Dental Assistant

National Board (DANB) Certification Examination to become a certified Dental Assistant.

This is a three-quarter program designed to provide entry-level skills and education to co-enrolled high school juniors, seniors and college students interested in a future career as a dental professional. The program helps prepare students for entry-level employment or transfer to continuing education and completion of a Dental Assistant Certificate or degree at the college level. This is a full-year program (Sept.-June) with courses scheduled sequentially. Classes are block-scheduled for 2.5 hours per day Monday–Friday. Students can choose either the 8:00 a.m. to 10:30 section or the 11:25 to 1:55 p.m. section.

The Dental Assisting Bridge curriculum is designed to provide students with a technical core of entry-level courses required in many college-level Dental Assisting programs. At completion of this program, students may choose to continue their Dental Assisting education or seek entry-level employment, such as Sterilization Assistant, Dental Receptionist, or employer provided on-the-job training necessary to move into a Dental Assistant position.

Students who transfer to BTC and complete the full Dental Assistant Certificate program are prepared 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. Most Dental Assistants are employed by private dental offices, but may also be employed by orthodontists, periodontists, hospitals, dental schools, state and local public health departments, federal agencies (including the military), or in clinics.

The primary goal of the collaborative Dental Assisting Bridge Program is to provide SVC students an opportunity to complete all of the required prerequisite and academic courses needed to successfully transfer to BTC's accredited Dental Assisting program where they can complete the certificate or the two-year degree option. Qualified students who complete the full year Bridge Program may be eligible to earn up to 40.5 college credits that can be applied towards completion of BTC's 85.5 credit Dental Assisting Certificate, or 90.5 credit AAS degree. Taking these courses on the SVC campus will save students time and money towards completion of a Dental Assisting degree or certificate. These courses may also transfer to other college's dental-related programs. Students are advised to consult with a counselor/advisor about transfer of credit. See the DENTAL program page on the SVC website for more detailed information about eligibility requirements and process for transferring credits to BTC.

### Program Learning Outcomes

Graduates of the Dental Assisting program will be able to:

- Demonstrate academic, technical & professional skills that effectively contribute to the dental healthcare team.
- Demonstrate cognitive retention of dental terminology, theory and science.
- Perform expanded functions such as sealant placement, coronal polish, fluoride application, oral hygiene instruction, rubber dam isolation, and preparing dental materials.
- Practice four-handed chair-side dentistry on general chair-side procedures.
- Perform basic dental front office skills.
- Demonstrate critical thinking, teamwork, problem solving, communication, and positive work ethics as they directly relate to the dental assistant profession.
- Prepare for continuing advanced education to complete a Dental Assisting Certificate or AAS Degree program.

- Prepare to obtain an entry-level position in their field of study.

### 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.

### SUGGESTED SCHEDULES

#### DENTAL FOUNDATIONS CERTIFICATE (24 CREDITS)

Courses must be taken in sequence. Consult with department chair or SVC counselor.

##### First Year

Fall.....Cr	Winter .....Cr	Spring.....Cr
DEN 100 .....1	DEN 110.....5	DEN 112 .....7
DEN 105 .....2	AHE 200 .....3	AHE 128 .....2
DEN 114 .....4		
<b>Total.....7</b>	<b>Total.....8</b>	<b>Total:.....9</b>

#### DENTAL ASSISTING BRIDGE CERTIFICATE (50 CREDITS)

Courses must be taken in sequence. Consult with department chair or SVC counselor.

##### First Year

Fall.....Cr	Winter .....Cr	Spring.....Cr
DEN 100 .....1	DEN 110.....5	DEN 112 .....7
DEN 105 .....2	∞AHE 106 .....6	AHE 128 .....2
DEN 114 .....4	AHE 200 .....3	√CMST& 210.....5
^AHE 102.....5	†MATH& 107.....5	
†ENGL& 101.....5		
<b>Total.....17</b>	<b>Total.....19</b>	<b>Total:.....14</b>

^ or AHE 160 and 161. AHE 102 may be taken summer quarter prior to starting the Dental program.

∞ AHE 106 may be taken either Winter or Spring; or it can be taken Summer quarter following the first 3 quarters.

√ or PSYC& 100.

† Students who do not receive an appropriate test score will require additional coursework to develop necessary skills for entry into class. (WMATH 100 can substitute for MATH& 107)

### Program Certificates

A certificate is awarded to those students who complete the following courses with a minimum C grade or above in each course:

#### DENTAL FOUNDATIONS CERTIFICATE (24 CREDITS)

Required courses: DEN 100, 105, 110, 112, 114, AHE 128 and 200.

#### DENTAL ASSISTING BRIDGE CERTIFICATE (50 CREDITS)

Required courses: DEN 100, 105, 110, 112, 114, AHE 102 (or AHE 160 and 161), 106, 128, 200, ENGL& 101, CMST& 210 or PSYC& 100, MATH&107 or WMATH 100.

### Micro-Certificates

A micro-certificate is awarded to students who complete the following with a minimum C grade or above in each course:

#### DENTAL FUNDAMENTALS I (7 CREDITS)

Required courses: DEN 100, 105, and 114.

#### DENTAL FUNDAMENTALS II (8 CREDITS)

Required courses: DEN 110 and 200.

### Course Descriptions

#### DEN 100 Introduction to Dental Assisting (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 program's 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 utilizing the bitewing technique. Prerequisite: DEN 100 and 105 or concurrent enrollment.

#### **DEN 112 Chairside Assisting I (7)**

Provides the knowledge and skills needed to operate and maintain typical equipment found in a dental operator. Learn the design, function, and maintenance of hand-pieces, dental instruments and the dental unit water/vacuum line. Also focuses on the theory and delivery of basic dental assisting skills, such as dental ergonomics, principles of team positioning, instrument transfer and oral evacuation. Prerequisite: DEN 110 and 114.

#### **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 with an introduction to the concepts of oral pathology and oral inspection. Also covers the disease process of HIV/AIDS and how it relates to the field of 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.

### ***Program Learning Outcomes***

Graduates of the Diesel Power Technology program will be able to:

- Demonstrate the skills and knowledge required for successful entry-level employment in the diesel power industry.
- Understand and apply safe working practices in the lab/shop environment including proper handling and disposal of hazardous materials typically found in a shop environment.
- Apply fundamentals of diesel service training, including the basics of diagnostics and repair, pre-delivery inspection and warranty repair procedures.
- Demonstrate the skills needed to troubleshoot and repair the following mechanical systems: electronics, hydraulics, power train, engines, brakes, power transmission, pneumatics, and chassis systems.
- Demonstrate the ability to accurately document work performed.
- Perform repair procedures using proper hand and power tools in a safe manner.
- Operate precision diagnostic and repair equipment.
- Have the ability to access service and parts information via all industry formats including print, CD-ROM and the Internet.
- Understand and practice good communication and public relations skills with customers and colleagues.
- Demonstrate critical thinking, teamwork, communication, intercultural appreciation, and technical and information literacy skills.

### ***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.

<b>First Year</b>		
<b>Fall.....Cr</b>	<b>Winter .....Cr</b>	<b>Spring .....Cr</b>
DSL 101.....6	DSL 103 .....13	DSL 104.....13
DSL 102.....8	^PE 200.....2	†WMATH 100 .....5
~CSS 100.....2	SOSC 125 .....2	WT 133 .....2
.....	WT 131.....2	.....
<b>Total..... 16</b>	<b>Total ..... 19</b>	<b>Total ..... 20</b>
<b>Second Year</b>		
<b>Fall.....Cr</b>	<b>Winter .....Cr</b>	<b>Spring .....Cr</b>
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	.....	.....
<b>Total..... 20</b>	<b>Total ..... 18+</b>	<b>Total ..... 15</b>

\* Learning Community (5-10) or 5 credits of General Education (social sciences, natural sciences or humanities). 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. (ENGL& 101 can substitute for ENGL 170)

~ or Prior completion of 1 quarter/15 credits of college level course work with a 3.0 GPA or better.

^ or PE 205

√ or CMST& 210

‡ 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; CSS 100 or concurrently enrolled.

**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. Theory and servicing of vehicle air-conditioning systems. 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; CSS 100 or concurrently enrolled.

**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 and MATH 96 or higher or concurrent enrollment.

**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. Preventative maintenance summary. Prerequisite: DSL 203; WMATH 100 or concurrent enrollment.

## Drama (DRMA)

### Program Description

The drama program offers introductory courses in theater history and acting. Our on-campus production program gives all students the opportunity to experience the theater, both on stage and backstage. Each year, there are two or three productions, both straight plays and musical theater, directed by faculty or guest artists and as many student directed plays as the schedule will allow.

### 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.

#### **DRMA 136 Acting Shakespeare (3)**

An introduction for the actor to the plays of William Shakespeare, including historical perspectives, script analysis, verse forms, and acting traditions, using the "Playing Shakespeare" videotape series from the Royal Shakespeare Company.

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

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

#### **DRMA 138 Auditioning Skills (4)**

A practical overview of the audition process for the actor. Subjects to be covered will include prepared monologues, cold readings, preparing an effective resume, and interviewing techniques.

#### **DRMA 139 Improvisation and Game Theater (3)**

A practical course in the techniques of improvisation for the stage. Theater sports, sketch comedy and game theatre will be studied. Students should have basic acting experience.

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

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

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

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

#### **DRMA 144 Writing for Performance (3)**

Screenplay and stage script format, story construction and character development will be studied. Student writing will be read and discussed in a supportive workshop setting. An appropriate class for both beginning and advanced writers.

#### **DRMA 151-153 Theater Workshop (1-3)**

This is a practical workshop during which students will provide technical support for the play(s) being produced by the Theater Arts department. Duties may include set construction, lighting, costuming, house management, publicity or assignment to a running crew. Running crews will work from production week through closing.

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

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

#### **DRMA 161 Basic Stagecraft (5)**

Planning, drafting, construction and rigging of scenery. Practical laboratory experiences in scenery construction, painting, handling and rigging of scenery. One production crew assignment with one scheduled laboratory assignment.

#### **DRMA 162 Stage Design Theory and Practice (3)**

This class covers the process of design as it relates to the theater. Students will explore the use of basic design principles along with the practical aspects of the theater.

#### **DRMA 163 Introduction to Stage Lighting (1-4)**

An introduction to the basic concepts of stage lighting, including the operation of stage lighting, planning and rigging; theory of lighting design, color and basic electricity; implementation of light plots, lighting equipment, control systems, technical rehearsal/performance procedures and operations.

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

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

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

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

#### **DRMA 168 Introduction to Stage Management (3)**

This course introduces the student to the basic principles of stage management, including a study of differences between educational, community, and professional productions. The course includes the basic techniques used to oversee rehearsals and performances, assembling a prompt book, supervision of stage craft staff and compliance with safety regulations.

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

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

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

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

**DRMA 234 Directing II: Scene Study (4)**

A scene study class for advanced directors. Student directors will work with student actors in rehearsing and staging of scenes from different types of dramatic literature. Prerequisite: DRMA 233 or previous directing experience and written approval of instructor.

**DRMA 235 Advanced Acting (5)**

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

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

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

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

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

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

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

**DRMA 299 Learning into Action (1-15)**

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

## ***Early Childhood Education (ECED)***

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

### ***Program Description***

The Early Childhood Education (ECED) 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 ECED ATA degree is articulated with Washington State Universities Human Development degree with an ECED specialization. Many specific courses in ECED 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 ECED 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 AA-DTA degree. The ECED 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.

### ***Program Learning Outcomes***

Graduates of the Early Childhood Education program will be able to:

- Develop, design and implement creative, innovative, developmentally and culturally appropriate educational practices that positively impact the development, creativity and self-esteem of young children.
- Establish and maintain an environment that ensures children's safety, health and nourishment.
- Understand how children acquire language and creative expression and develop physically, cognitively and socially.
- Observe and assess what children know and can do in order to plan and provide curriculum that meets their developmental needs.
- Work appropriately with exceptional children and those with special needs.
- Demonstrate the skills and knowledge to plan a curriculum and classroom program based upon observational data, professionally defined standards, current research findings, and theories of learning during the early childhood stage of development.
- Create an anti-biased, culturally relevant environment/curriculum, embracing the multifaceted term diversity, which includes, but is not exclusive to race, ethnicity, family diversity, and learning styles.
- Communicate effectively through the spoken and written word and through visual materials for varied audiences and purposes, in the context of early childhood settings.
- Serve children and families in a professional manner and participate in the community as a representative of early care and education.
- Develop strong relationships with families and work collaboratively with agencies/organizations to meet children's needs and to encourage the community's involvement with early care and education.
- Develop personally and professionally, maintaining current knowledge in the field and participating in on-going professional development.
- Demonstrate critical thinking, teamwork, communication, technical and information literacy skills.

### ***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 ECED courses require extensive reading and writing. At least one ECED 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 ECED 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 Practicum-Nurturing Rel (ECED& 120) 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 Practicum-Nurturing Rel (ECED& 120) 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 ECED 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 ECED 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 ECED degree. The AAS-T keeps the ECED critical content (50 credits) from the ECE/ATA degree but specifies that the required general education courses meet the AA-DTA's distribution areas and rigor.

The following four-year colleges and universities have specific bachelor degree programs that accept the ECED AAS-T degree: City University, DeVry, Goddard College, 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 ECED are urged to consider the AA-DTA 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
ECED 101.....2	ECED& 132.....3	ECED& 107.....5
∞ECED& 105.....5	EDUC& 203.....3	√EDUC& 150.....3
EDUC& 115.....5	†WMATH 100.....5	**Electives.....3-4
†ENGL& 101.....5	**Electives .....3-4	*LC/GE.....5-10
<b>Total..... 17</b>	<b>Total ..... 14+</b>	<b>Total ..... 16+</b>

#### Second Year

Fall.....Cr	Winter .....Cr	Spring.....Cr
‡ECED& 120.....2	‡ECED& 120.....2	ECED 202.....4
EDUC& 130.....3	ECED& 190.....3	~EDUC 260.....3
ECED& 160.....5	ECED 201.....4	**Electives.....3-4
ECED& 180.....3	ECED 223.....1	.....
ECED 211.....3	PE 200.....2	.....
ECED 223.....1	SOSC 125.....2	.....
SOSC 113.....1	.....	.....
<b>Total..... 18</b>	<b>Total ..... 15</b>	<b>Total ..... 10+</b>

\* Learning Community (5-10 credits) or 5 credits of General Education (social sciences, natural sciences or humanities). 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 9-12 credits) approved by Department Chair, include: ECED 140, 240, EDUC& 122, EDUC 246.

† Students who do not receive an appropriate test score will require additional coursework to develop necessary skills for entry into class. (ENGL 170 can substitute for ENGL& 101). (BMT 111 can substitute for WMATH 100 with approval of dept. chair)

‡ ECED& 120 may be taken any time after the second quarter of the two-year process. A minimum of four credits of ECED& 120 must be completed.

∞ EDUC& 202

£ NUTR& 101

√ CMST& 210

~ OFTEC 162

#### \*\*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, Goddard College, Seattle Pacific University, University of Cincinnati-College of Education, University of Phoenix, and WSU-Human Development.

#### First Year

Fall.....Cr	Winter .....Cr	Spring.....Cr
£ECED& 105.....5	ECED& 132.....3	ECED& 107.....5
EDUC& 130.....3	ECED& 190.....3	CMST& 220.....5
EDUC& 150.....3	£EDUC& 115.....5	^PSYC& 100.....5
†ENGL& 101.....5	~ENGL 103.....5	.....
<b>Total..... 16</b>	<b>Total ..... 16</b>	<b>Total ..... 15</b>

#### Second Year

Fall.....Cr	Winter .....Cr	Spring.....Cr
ECED& 160.....5	ECED& 180.....3	ECED& 120.....2
ECED 211.....3	ECED 201.....4	ECED 202.....4
†MATH& 107.....5	EDUC& 203.....3	ECED 223.....1
*ART Elec. ....5	EDUC 246.....4	*ART Elec. ....5
.....	∞PE 100.....1	*NASC Elec. ....5
<b>Total..... 18</b>	<b>Total ..... 17</b>	<b>Total ..... 17</b>

\* 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, i.e. a minimum C grade in each course.

† Students who do not receive an appropriate test score will require additional coursework to develop necessary skills for entry into class. (ENGL 170 can substitute for ENGL& 101)

~ ENGL& 101 and ENGL 103 (or ENGL 104) need to be taken in an integrated format. Please contact the Department Chair for further details.

£ EDUC& 202

^ or PSYC& 200

€ or EDUC& 122 with department chair permission

∞ Plus 2 PE activity credits (excludes PE 200, 204 and 205)

### Program Certificates

The ECED certificates listed below have been aligned with state-wide standards to improve transferability. These certificates are "stackable," i.e. build on each other, beginning with the ECED initial micro-



certificate, which is equivalent to a Child Development Associate (CDA) certificate, followed by any one of the 20-credit certificates. The State ECED certificate requires taking all of the courses listed for the “stackable” certificates plus the general education courses of ENGL& 101 and WMATH 100 or above.

### **STATE EARLY CHILDHOOD EDUCATION CERTIFICATE (47 CREDITS)**

All training for this certificate is based on the Washington State core competencies for early care and education professionals and the National Association for the Education of Young Children (NAEYC) standards. Upon successful completion of the certificate, the student will be demonstrated competency in the Washington State competencies for early childhood professionals, school-age professionals, or paraprofessionals. Students should be prepared for entry-level employment in the area for which the certificate or degree has been earned. *Required courses: ECED& 105, 107, 120, 160, 170, 180, 190, EDUC& 115, 130, 150, ENGL& 101, and WMATH 100 or above.*

### **EARLY CHILDHOOD EDUCATION (20 CREDITS)**

Overview of the foundations of early childhood education. Examine theories defining the field, issues and trends, best practices, and program models. Observe children, professionals, and programs in action. *Required courses: ECED& 105, 107, 120, EDUC& 115 and 130.*

### **INFANT/TODDLER CARE (20 CREDITS)**

Infant-Toddler specialists work with young children from birth to age 3 in a variety of early care and education programs. It is the responsibility of the Infant-Toddler specialist to both nurture and provide developmentally appropriate education in safe, supportive environments. *Required courses: ECED& 105, 107, 120, 132, and EDUC& 115.*

### **SCHOOL AGE CARE (20 CREDITS)**

School-Age Care professionals work with children ages 5-12 in a variety of settings in family child care homes, profit or non-profit centers, public schools and community centers. *Required courses: ECED& 105, 107, 120, EDUC& 115 and 136.*

### **FAMILY CHILD CARE (20 CREDITS)**

Family home providers serve as the business manager and children's caregiver in a home-based business. With or without assistants most providers care for a mixed age range from infants to age 12 on a daily basis; other providers serve a limited age group. In managing the home based business, the provider maintains all records and manages the budget. In the caregiver role, the provider plans and carries out activities that meet the needs and interests of the children. It is crucial that the caregiver maintains a safe, clean and healthy environment and provides nutritious meals and snacks. Developing partnerships with families is key.

*Required courses: ECED& 105, 107, 120, 134, and EDUC& 115.*

### **ADMINISTRATION (20 CREDITS)**

Develop administrative skills required to develop, open, operate, manage, and assess early childhood education and care programs. Explore techniques and resources available for Washington State licensing and NAEYC standard compliance.

*Required courses: ECED& 105, 107, 120, 139, and EDUC& 115.*

### **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**

A certificate is awarded to students who complete the following with a 2.0 grade point average or above:

#### **ECED INITIAL CERTIFICATE (12 CREDITS)**

This certificate is equivalent to a Child Development Associate (CDA) certificate. It is the first of three “stackable” certificates aligned with step 5 of Washington State's Career Lattice for Early Care and Education Professionals. Level 2 core competencies are taught and assessed, enabling assistant teachers to move to lead teacher positions in licensed child care centers.

*Required courses: ECED& 105, 107, and 120.*

### **Course Descriptions**

#### **ECED& 100 Child Care Basics (3)**

Designed to meet licensing requirements for early learning lead teachers and family home child care providers, STARS 30 hour basics course recognized in the MERIT system. Topics: child growth/development, cultural competency, community resources, guidance, health/safety/nutrition and professional practice.

#### **ECED 101 Child Abuse and Neglect (2)**

Overview of the legal requirements, professional responsibilities and local laws and policies regarding child abuse and neglect. Reviews symptoms and remediation/intervention/prevention techniques.

#### **ECED& 105 Intro Early Child Ed (5)**

Explore the foundations of early childhood education. Examine theories defining the field, issues and trends, best practices, and program models. Observe children, professionals, and programs in action.

#### **ECED& 107 Health/Safety/Nutrition (5)**

Develop knowledge and skills to ensure good health, nutrition, and safety of children in group care and education programs. Recognize the signs of abuse and neglect, responsibilities for mandated reporting, and available community resources.

#### **ECED 108 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. ECED 108, 109, and 110 combined are equivalent to ECED& 130. Prerequisite: Must take ECED 108, 109 and 110 to equal EDUC& 130.

#### **ECED 109 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. ECED 108, 109, and 110 combined are equivalent to ECED& 130. Prerequisite: Must take ECED 108, 109 and 110 to equal EDUC& 130.

#### **ECED 110 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. ECED 108, 1079, and 110 combined are equivalent to ECED& 130. Prerequisite: Must take ECED 108, 109 and 110 to equal EDUC& 130

#### **ECED& 120 Practicum-Nurturing Rel (2)**

Apply theories of best practice in an early learning setting. Focus on developing supportive relationships while keeping children healthy and safe. Prerequisite: department chair permission.

**ECED& 132 Infants/Toddlers Care (3)**

Examine the unique developmental needs of infants and toddlers. Study the role of the caregiver, relationships with families, developmentally appropriate practices, nurturing environments for infants and toddlers, and culturally relevant care.

**ECED& 134 Family Child Care (3)**

Learn the basics of home/family child care program management. Topics include: licensing requirements; business management; relationship building; health, safety, & nutrition; guiding behavior; and promoting growth & development.

**ECED& 139 Admin Early Lrng Prog (3)**

Develop administrative skills required to develop, open, operate, manage, and assess early childhood education and care programs. Explore techniques and resources available for Washington State licensing and NAEYC standard compliance.

**ECED 140 Issues and Trends in Education (3)**

Review and discussion of current issues and special topics regarding school, community, and home relationships affecting education.

**ECED& 160 Curriculum Development (5)**

Investigate learning theory, program planning, and tools for curriculum development. Focus is on linking various early learning curriculum methods, standards and assessments to promote and enhance language, cognition, social, emotional and physical development. Design practical ways to meet the diverse learning needs of young children through creative arts, math, science and social understanding curriculum for children birth to 8 years. Prerequisite: ECED& 105 and EDUC& 115 or instructor permission.

**ECED 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. ECED 161, 162, and 163 combined are equivalent to ECED& 132. Prerequisite: Must take ECED 161, 162 and 163 to equal ECED& 132

**ECED 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. ECED 161, 162, and 163 combined are equivalent to ECED& 132. Prerequisite: Must take ECED 161, 162 and 163 to equal ECED& 132.

**ECED 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. ECED 161, 162, and 163 combined are

equivalent to ECED& 132. Prerequisite: Must take ECED 161, 162 and 163 to equal ECED& 132.

**ECED& 170 Environments (3)**

Design, evaluate, and improve indoor and outdoor environments which ensure quality learning, nurturing experiences, and optimize the development of young children.

**ECED& 180 Lang/Literacy Develop (3)**

Develop teaching strategies for language acquisition and literacy skill development at each developmental stage (birth-age 8) through the four interrelated areas of speaking, listening, writing, and reading.

**ECED& 190 Observation/Assessment (3)**

Practice collecting and presenting observation data of children, teaching practices and learning centers in an early childhood setting. Prerequisite: EDUC& 115 or department chair permission.

**ECED 199 Cooperative Education (1-15)**

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

**ECED 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& 115 and/or department chair approval.

**ECED 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& 115 and/or department chair approval.

**ECED 203 Essentials of Child Development Associate Credential (CDA): Health and 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.

**ECED 204 Essentials of Child Development Associate Credential (CDA): Child Development (3)**

Continuation of ECED 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: ECED 203 or instructor permission.

**ECED 205 Essentials of CDA: Working with Families, Program Management and Ethics. (3)**

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

**ECED 206 Essentials of the Child Development Associates Credential (CDA): Resource File (3)**

Child Development Associates (CDA) resource file documentation of the required skills and knowledge to become a professional teacher of young children. Students who have completed the educa-

tional 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: ECED 203 or 204 or 205 or instructor permission.

**ECED 211 Diversity in Education: D (3)**

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

**ECED 223 Practicum Seminar (1)**

Discussion and critical analysis of student experiences in their various practicum placements. Attend a weekly seminar. Topics include program planning, classroom management, and parent contact. Prerequisite: ECED 201 or department chair approval.

**ECED 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. ECED 241, 242, and 243 combined are equivalent to ECED& 139. Prerequisite: Must take ECED 241, 242, and 243 to equal ECED& 139.

**ECED 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. ECED 241, 242, and 243 combined are equivalent to ECED& 139. Prerequisite: Must take ECED 241, 242, and 243 to equal ECED& 139.

**ECED 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. ECED 241, 242, and 243 combined are equivalent to ECED& 139. Prerequisite: Must take ECED 241, 242, and 243 combined to equal ECED& 139.

## Earth Sciences (ASTR, EASC, GEOL, OCEA)

See Science for program details and course information.

## 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 the non-major. Areas covered include supply and demand, the determination of equilibrium prices and quantities, types of production costs, economic growth, unemployment, fiscal policy and monetary policy.

**ECON 104 Introduction to Economic Geography (5)**

An analysis of the impact of depletable and renewable natural resources on the economic development of regional and world economies. Topics of discussion include pollution, conservation, environmental valuation, market failure and environmental policies to remedy misallocations of resources.

**ECON 150 Consumer Economics (5)**

Designed for students who desire a general overview of economic principles as they relate to personal finance. Supply and demand, inflation, money and banking, interest, savings, investments, credit, estate planning and other consumer-related topics are presented. Not recommended for business majors.

**ECON& 201 Micro Economics (5)**

A comprehensive introduction to the functions of the market system including allocation of scarce resources, production of goods and services, determination of prices, output and profit maximization in competitive and monopolistic markets. Required for business majors planning to transfer to 4 year business programs. Prerequisite: Placement into ENGL& 101 and completion of MATH 98 or above, or instructor permission.

**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. Prerequisite: Placement into ENGL& 101 and completion of MATH 98 or above, or instructor permission.

**ECON 299 Learning Into Action (1-15)**

Provides business students with the opportunity to design and perform a curriculum related, independent project which develops business skills and explores career options. An LIA project may take a variety of forms such as an internship with a local business, travel abroad, original research or other projects as approved by the LIA coordinator. Faculty sponsorship is required. Students with 45 transferable college credits are eligible to participate in an LIA.

## Education

Please see Chapter 6, Becoming a Teacher



## Education Paraprofessional (EDUC)

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.

### Program Learning Outcomes

Graduates of the Education Paraprofessional program will be able to:

- Practice ethical and professional standards of conduct and comply with laws and workplace policies and procedures in relation to confidentiality, reporting of abuse, discipline, chain of command and delegation and supervision.
- Be knowledgeable in the use of reinforcement, motivation and data collection to facilitate positive behavioral support and assist in instruction and learning.
- Exemplify the philosophy that all individuals/participants can learn and contribute within a multicultural, inclusive context of children, families and colleagues.
- Develop, design and implement creative, innovative, developmentally and culturally appropriate educational practices that positively impact the development, creativity and self-esteem of young children.
- Plan group activities and effectively manage a classroom environment.
- Perform basic assessments and measurements of a child's progress in an educational setting.
- Work appropriately with exceptional children and those with special needs.
- Employ a variety of instructional strategies and methods that address individual learners and learning styles in order to develop collaborative critical thinking and creative problem solving skills in a variety of student populations.
- Be able to draw from a variety of perspectives on human development and learning in order to design learning experiences to support the cognitive, psychological and social differences and needs of cross-cultural and generational learners.
- Understand what it means to be a competent, ethical and professional teacher in a democratic, diverse and technological society in order to develop commitment to professional growth and to the legal and ethical responsibilities of American public school teachers.

### 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 AA-DTA 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 PARAPROFSSIONAL

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
^EDUC& 115.....5	ECED 101.....2	ECED 140.....3
EDUC& 202.....5	EDUC& 203.....3	EDUC& 150.....3
†ENGL 170.....3	CMST& 220.....5	†WMATH 100.....5
	*LC/GE.....5-10	**Electives.....5
<b>Total.....13</b>	<b>Total .....15+</b>	<b>Total.....16</b>

#### Second Year

Fall.....Cr	Winter..... Cr	Spring .....Cr
EDUC& 130.....3	ECED& 190.....3	EDUC 223.....5
ECED& 180.....3	EDUC 223.....5	EDUC 260.....3
ECED 211.....3	EDUC 246.....4	∞PSYC& 100.....5
PE 200.....2	SOSC 125.....2	SOSC 113.....1
**Electives.....5	**Electives.....3-5	
<b>Total.....16</b>	<b>Total .....17+</b>	<b>Total.....14</b>

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

† Students who do not receive an appropriate test score will require additional coursework to develop necessary skills for entry into class. (ENGL& 101 can substitute for ENGL 170). (BMT 111 can substitute for WMATH 100 with approval of dept. chair)

\*\*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.

^ or EDUC& 122

∞ or PSYC& 200 or PSYC 210



### 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
ECED& 105.....5	ECED& 132.....3	ECED& 107.....5
EDUC& 115.....5	EDUC& 203.....3	ECED 140.....3
ECED 211.....3	†MATH& 107.....5	EDUC& 150.....3
†ENGL 101.....5	*PE 200.....2	EDUC& 122.....5
.....	*SOSC 113.....1	.....
.....	*SOSC 125.....2	.....
<b>Total.....18</b>	<b>Total.....16</b>	<b>Total.....16</b>
Second Year		
Fall.....Cr	Winter.....Cr	Spring.....Cr
EDUC& 130.....3	‡ECED 199.....4-6	ECED 202.....4
ECED 101.....2	ECED 201.....4	ECED 223.....5
ECED& 160.....5	ECED& 190.....3	ECED& 139.....3
ECED& 180.....3	PSYC& 100.....2	EDUC 260.....3
CMST& 220.....5	.....	.....
<b>Total.....18</b>	<b>Total.....13+</b>	<b>Total.....15</b>

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

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

‡ ECED 199 may be taken at any time with department chair permission during the two-year process. A minimum of four credits of ECED 199 must be completed.

### Program Certificates

#### EDUCATION PARAPROFESSIONAL CERTIFICATE IN LANGUAGE AND LITERACY (48 CREDITS)

A Certificate in Education Paraprofessional in Language and Literacy may be granted upon completion of at least 45 college-level credits which must include: ECED& 180, EDUC 246, EDUC& 130, 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 (48 CREDITS)

A Certificate in Education Paraprofessional in Instruction may be granted upon completion of at least 45 college-level credits which must include: ECED& 130, 190, EDUC 260, EDUC& 115 or 122, 202, 203, CMST& 220, ENGL& 101 or ENGL 170, WMATH 100, PSYC& 100 and PSYC& 200 or PSYC 210, and an ECED 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& 115 Child Development (5)

Build a functional understanding of the foundation of child development, prenatal to early adolescence. Observe and document physical, social, emotional, and cognitive development of children, reflective of cross cultural and global perspectives.

#### 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. Prerequisite: EDUC& 115 or department chair permission.

#### EDUC& 130 Guiding Behavior (3)

Examine the philosophical principles and theories promoting social competence in young children and creating safe learning environments. Develop skills promoting effective interactions, providing positive individual guidance, and enhancing group experiences.

#### EDUC& 136 School Age Care (3)

Develop skills to provide developmentally appropriate and culturally relevant activities and care, specifically: preparing the environment, implementing curriculum, building relationships, guiding academic/social skill development, and community outreach.

#### EDUC& 150 Child, Family, and Community (3)

Integrate the family and community contexts in which a child develops. Explore cultures and demographics of families in society, community resources, strategies for involving families in the education of their child, and tools for effective communication.

#### 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: EDUC& 130, EDUC&121 or EDUC& 122; or department chair approval.

#### 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.

## 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 precalculus courses (i.e. MATH& 141, 142) the program will take about three years.

Because most engineering courses require math prerequisites and because some engineering courses are offered only annually or biennially, sequencing is very important. The student is strongly urged to plan his or her program with 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& 241 (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 or PHYS& 242 (may be taken concurrently).

#### ENGR& 225 Mechanics of Materials (5)

Introduction to the concepts of stress, deformation, and strain in solid materials. Development of basic relationships between loads on structural and machine elements such as rods, shafts, and beams, and the stresses, deflections, and load-carrying capacity of these elements under tension, compression, torsion, bending and shear forces, or combinations thereof. Individual and group design projects. History of and cultural contributions to the mechanics of materials. Prerequisite: ENGR& 214

#### ENGR 299 Learning into Action (1-15)

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

## English (ENGL)

### Program Description

The English program includes pre-college level courses designed to help students develop skills for succeeding in college-level composition courses. The composition courses (ENGL& 101, 103, 104, ENGL&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 and Punctuation (3)

Grammar mechanics and usage, sentence structure, and punctuation.

#### ENGL 094 Paragraph Practice (2)

Practice in effective paragraph development.

#### ENGL 095 Vocabulary Development (2)

Basic vocabulary building techniques.

#### ENGL 096 Special Topics in English (1-5)

Individualized study in foundational aspects of English. Course content to be designed in conference with instructor.

#### ENGL 097 Improving Grammar I (5)

Designed to teach students to write, analyze, and revise their own sentences and to begin to develop coherent paragraphs. Prerequisite: Appropriate test score.

**ENGL 098 Integrated Reading and Writing (10)**

Students will develop reading and writing skills needed for success in college level courses through integrated assignments and intensive practice.

**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, 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 mainstream and avant-garde styles in plays from the Golden Age of Greece to the present will be read and discussed. Special attention will be paid to the social and political context of each play. Strong reading and writing skills required.

**ENGL 115 Introduction to Film: 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 199 Cooperative Education (1-15)**

In a supervised work setting students will be able to apply the analytic reading and writing skills developed in composition and literature classes. Attendance at weekly seminars and instructor permission required.

**ENGL 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& 220 Intro to Shakespeare (5)**

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

**ENGL 233 American Indian Literature: 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& 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 I (5)**

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

**ENGL 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 Mejjicano/Chicano Literature: D (3)**

This course is a one-quarter exploration of Mejjicano/Chicano Literature in Translation. The genres will include the essay, the short story, the poem, the autobiography and the song written by Mexican and Chicano writers. Spanish works will include an English translation. This course will pay particular attention to the relationship between history, identity, and language to the issues of immigration, acculturation, nationalism and national identity, and gender. Knowledge of Spanish is useful but not required.

**ENGL 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& 254 World Literature I (5)**

A study of literary tradition and techniques outside of America, including literature in translation. May be organized around specific genres, themes, regions or time periods. Includes written and oral analysis of different genres, including fiction, nonfiction, drama, and poetry.

**ENGL 261 Integrative Seminar (1)**

Students explore the ways in which the culture of a particular time and place influences and is influenced by the literature of that time and place.

**ENGL 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 295 English Integrative Experience Seminar (2)**

An Integrative Experience emphasizing an interdisciplinary approach to current issues in English, including the societal context of English and technology, and/or the ethical, political, and cultural aspects of English.

**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.

**ENGL 324 Advanced Writing in Science (5)**

Focuses on the skills necessary to write in the natural sciences. Problems common to all technical writing will be discussed. Develop effective ways to describe equipment, processes and procedures; to classify, analyze, and present information; explain principles, laws, and concepts. Intensive peer review is a strong component. The course includes a significant research component. Prerequisite: Admission to BASEC or Department Chair permission.

## ***English as a Second Language (ESL) - see Basic Education for Adults (BEaA)***

## ***Environmental Conservation (ENVC)***

Also see Bachelor of Applied Science in Environmental Conservation (BASEC), Environmental Sustainable Agriculture, 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 School of Environmental and Forest Sciences, College of the Environment, University of Washington and the College of Natural Resources at the University of Idaho. 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.

### ***Program Learning Outcomes***

Graduates of the Environmental Conservation AAS-T and ATA degrees will be able to:

- Demonstrate professional, ethical, and culturally sensitive behaviors expected of entry-level workers in the environmental and natural resource fields.
- Demonstrate proficiency in general laboratory and field skills expected of entry-level workers in the environmental and natural resource fields.
- Apply basic ecological principles and concepts when developing an ecological project.
- Demonstrate the interrelationship of aquatic and terrestrial ecosystems.
- Interpret and report field and laboratory data in a scientific manner.

### ***Entry into the Program***

Please apply to the Admissions Office. Students are generally admitted Fall or Winter quarters. It is highly recommended that students have completed their pre-college coursework before entry. However, students with relevant work experience or equivalent coursework may be admitted at other times with the Department Chair's permission. Advanced standing may be requested. For further information, contact the Department Chair or the Admissions Office.



## Work-Based Learning

Students will integrate their classroom learning with work-based learning experience by participating in Cooperative Education (ENVC 199) at a supervised work site in an approved job in an environmental business, state, federal or county administration or non-governmental organization working with environmental issues. Students who desire a degree and are already employed in the field may develop cooperative work positions with their current employer. A total of six credits within the six quarters are required. Department Chair approval is required. Credits and grades are based on job hours worked, work performance and completion of learning objectives. Concurrent enrollment in Cooperative Education Seminar required. ENVC 199 may substitute for up to five credits of technical coursework with the permission of the Department Chair.

## Associate in Technical Arts Degree

An Associate in Technical Arts degree (ATA) is awarded upon completion of 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 104 ..... 5
ENVS& 101 ..... 5	PE 200 ..... 2	†MATH& 146 ..... 5
<b>Total..... 15</b>	<b>Total ..... 17</b>	<b>Total ..... 20</b>
Summer.....Cr		
‡ENVC 199 ..... 6		
<b>Total..... 6</b>		

Second Year		
Fall.....Cr	Winter .....Cr	Spring.....Cr
ENVC 201 ..... 5	ENVC 210 ..... 5	ENVC 220 ..... 4
ENVC 202 ..... 5	ENVC 211 ..... 4	ENVC 221 ..... 3
GIS 101 ..... 5	ENVC Elec..... 5	ENVC 222 ..... 3
.....	*LC/GE ..... 5-10	£CMST& 210 ..... 5
.....	.....	GIS 105 ..... 2
.....	.....	GIS 106 ..... 2
<b>Total..... 15</b>	<b>Total ..... 19</b>	<b>Total ..... 19</b>

#### 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
ENVS& 101 ..... 5	†MATH& 146 ..... 5	†ENGL& 101 ..... 5
GIS 101 ..... 5	PE 200 ..... 2	OCEA& 101 ..... 5
<b>Total..... 16</b>	<b>Total ..... 17</b>	<b>Total ..... 18</b>
SUMMER.....Cr		
‡ENVC 199 ..... 6		
<b>Total..... 6</b>		

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& 222 ..... 5
BIOL& 223 ..... 5	BIOL& 224 ..... 5	*ENGL 104 ..... 5
*LC/GE ..... 5-10	£CMST& 210 ..... 5	GIS 105 ..... 2
.....	.....	GIS 106 ..... 2
<b>Total..... 18+</b>	<b>Total ..... 19</b>	<b>Total ..... 18</b>

#### ATA ENVIRONMENTAL CONSERVATION-PARKS RESOURCE MANAGEMENT EMPHASIS

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

First Year		
Fall.....Cr	Winter .....Cr	Spring.....Cr
ENVC 101 ..... 5	ENVC 112 ..... 5	ENVC 133 ..... 5
ENVC 102 ..... 4	ENVC 123 ..... 5	∞ENVC 140 ..... 5
ENVC 104 ..... 1	ENVC 130 ..... 5	GIS 105 ..... 2
ENVS& 101 ..... 5	†ENGL& 101 ..... 5	GIS 106 ..... 2
ENVC Elec ..... 3-5	.....	†WMATH 100 ..... 5
<b>Total..... 18+</b>	<b>Total ..... 20</b>	<b>Total ..... 19</b>
Summer.....Cr		
‡ENVC 199 ..... 6		
<b>Total..... 6</b>		

Second Year		
Fall.....Cr	Winter .....Cr	Spring.....Cr
ENVC 201 ..... 5	^CJ 241-245 ..... 30	ENVC 122 ..... 5
ENVC 202 ..... 5	or @Electives ..... 5	ENVC 221 ..... 3
GIS 101 ..... 5	(12 cr min as ..... 5	□ENVC 231 ..... 5
^PE 200 ..... 2	approved by ..... 5	£CMST& 210 ..... 5
SOSC 113 ..... 1	dept. chair)..... 5	SOSC 125 ..... 2
.....	*LC/GE ..... 5-10	.....
<b>Total..... 18</b>	<b>Total ..... 17+</b>	<b>Total ..... 20</b>

#### 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& 101 ..... 5	‡ENVC 199 ..... 5
ENVC 102 ..... 4	GIS 101 ..... 5	*CHEM& 121 ..... 5
ENVC 104 ..... 1	PE 200 ..... 2	GIS 105 ..... 2
ENVS& 101 ..... 5	†WMATH 100 ..... 5	GIS 106 ..... 2
.....	.....	SOSC 125 ..... 2
<b>Total..... 15</b>	<b>Total ..... 17</b>	<b>Total ..... 16</b>

**Second Year**

Fall.....Cr	Winter .....Cr	Spring.....Cr
ENVC 202 .....5	ENVC 105.....3	ENVC 133 .....5
€ENVC 226.....2	*LC/GE .....5-10	ENVC 212 .....2
√CMST 125 .....3	MANF 150.....5	ENVC 220 .....4
MANF 145 .....5	SOSC 113 .....1	ENVC 249 .....5
<b>Total..... 15</b>	<b>Total ..... 14+</b>	<b>Total ..... 16</b>

\* Learning Community (5-10 credits) or 5 credits of General Education (social sciences, natural sciences or humanities) plus Integrative Experience (IE). 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. (ENGL 170 can be substituted for ENGL& 101) (MATH& 146 can be substituted for WMATH 100)

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

@ Electives must be chosen from within ENVC, the sciences, or GIS.

\*\* A certificate in boat piloting from the U.S. Coast Guard will be required for this class.

^ CJ 241, 242, 243, 244, and 245 satisfies General Education requirements (LC/GE) and PE 200.

£ or CMST& 220

∞ or BIOL 133

√ or CMST& 210

° or ENGL& 235

€ or ENVC 225

□ or ENVC 232

¥ or BIOL 205

• or CHEM& 110

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

The School of Environmental and Forest Sciences, College of the Environment, University of Washington, and the 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
ENVS& 101 .....5	ENVC 123.....5	∞ENVC 140 .....5
BIOL& 222 .....5	BIOL& 223.....5	†ENGL& 101.....5
PE 200 .....2	†MATH& 146.....5	.....
*LC/GE .....5-10	.....	.....
<b>Total..... 22+</b>	<b>Total ..... 20</b>	<b>Total ..... 15</b>

**First Year**

Summer.....Cr
‡ENVC 199 .....6
MATH& 141 .....5
CHEM& 131 .....5
<b>Total..... 16</b>

**Second Year**

Fall.....Cr	Winter .....Cr	Spring.....Cr
ENVC 201 .....5	ENVC 210.....5	ENVC 220 .....4
ENVC 202 .....5	ENVC 211.....4	ENVC 221 .....3
ENVC Elec .....3-5	BIOL& 224.....5	ENVC 222 .....3
†MATH& 142 .....5	CMST& 220 .....5	°ENGL 104.....5
.....	MATH& 151.....5	MATH& 152 .....5
<b>Total..... 18+</b>	<b>Total ..... 24</b>	<b>Total ..... 20</b>

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

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

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

° or ENGL& 235

## Program Certificates

### ENVIRONMENTAL CONSERVATION STUDIES (47 CREDITS)

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:

Required courses: ENVC 101, 104, 112, 122, 123 or 211, 140, 201, 202, 210, 220, 221 and GIS 101.

### GEOGRAPHIC INFORMATION SYSTEMS CERTIFICATE (24 CREDITS)

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.

Required courses: GIS 101, 102, 105, 106, 202 and 203. (GIS courses must be taken in this sequence.) For more information and course descriptions, please see Geographic Information Systems (GIS).

### WATER/WASTEWATER TREATMENT TECHNICIAN (69 CREDITS)

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:

Required courses: ENVC 101, 105, 133, 199, 212, 226, 249, ENVS& 101, CHEM& 121, CMST 125, CIS 145, 146, GIS 101, 105, 106, MANF 145, 150, WMATH 100, SOSC 113, & 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 (9 CREDITS)

The delineation certificates provide skills needed to assist/conduct wetland delineation.

Required courses: ENVC 140 and 220.

### ADVANCED WETLAND DELINEATION CERTIFICATE (19 CREDITS)

Required courses: ENVC 101, 140, 201, and 220

### GEOGRAPHIC INFORMATION SYSTEMS CERTIFICATE (19 CREDITS)

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.

Required courses: GIS 101, 102, 105, 106, and 203. (GIS courses must be taken in this sequence.) For more information and course descriptions, please see Geographic Information Systems (GIS).

## Course Descriptions

### ENVC 101 Introduction to Watershed Management (5)

Basic geologic processes related to aquatic systems such as rivers, lakes, and wetlands. Measuring and calculating watershed management parameters encouraging quantitative thinking. Includes basic

orienteering skills. Prerequisite: MATH 97 or concurrent enrollment or instructor approval. (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 ENVS& 101 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 Fundamentals (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 Wastewater Technology (5)**

Introduction to the practical aspects of operating and maintaining wastewater treatment plants. Learn to analyze and solve operational problems including mathematical calculations relating to wastewater treatment process control. Covers plant safety, good housekeeping, equipment maintenance, and laboratory procedures. Prerequisite: ENVC 101 and WMATH 100.

**ENVC 250 Introduction to Water Treatment (5)**

Focuses on training water treatment operators in the practical aspects of operating and maintaining water treatment facilities. Includes water sources, reservoir management, infrastructure needs, and water safety. Prerequisite: ENVC 101 and WMATH 100.

**ENVC 302 Data Management (2)**

Development of a data management strategy from field collection, processing, to data storage. Emphasis will be given to the use of PDAs and cell phones for field collection to server storage. Prerequisite: Admission to BASEC or Department Chair permission.

**ENVC 304 River Ecology and Watershed Management (5)**

Watershed perspective to learn about rivers and streams with special emphasis on the Pacific Northwest coastal ecoregion. Topics include hydrology, hyporheic flow, geomorphology, stream classification, riparian ecology, and biogeochemical cycles. Development of watershed and ecosystem management at the appropriate spatial and temporal scales including adaptive management processes incorporating cultural values and philosophies allowing successful watershed management. Prerequisite: Admission to BASEC or Department Chair permission.

**ENVC 310 Soil Ecology (5)**

Fundamental principles of soil ecology in relation to physical, nutrient cycling dynamics, biogeochemical cycling, belowground biomass, biodiversity of soil organisms, and soil food webs and ecological processes. Prerequisite: Admission to BASEC or Department Chair permission.

**ENVC 315 Limnology and Reservoir Ecology (5)**

Structure and function of lakes, ponds, and reservoirs. Includes physical, chemical, and biological controls of productivity and species composition of aquatic flora and fauna, and effects of pollution on water quality. Prerequisite: Admission to BASEC or Department Chair permission.

**ENVC 320 Landscape Ecology (5)**

The science and art of studying and influencing the relationships between spatial pattern and ecological processes across different spatio-temporal scales and levels of biological organization. Prerequisite: Admission to BASEC or Department Chair permission.

**ENVC 327 Advanced Wetland Ecology (5)**

Wetland hydrology, biogeochemistry, and biological adaptations to wetland conditions. Including global wetland issues, wetlands and climate change, international management of wetlands, and human interface with wetland in different socio-economic settings. Course includes advanced wetland delineation. Prerequisite: Admission to BASEC or Department Chair permission.

**ENVC 405 Behavioral Ecology (5)**

Investigates the evolutionary and ecological behavioral adaptations of animals. Various taxonomic groups will be examined with an emphasis on vertebrate species as well as species of ecological and economic importance. Ecological behavior will be viewed in light of ecosystem management activities. Prerequisite: Admission to BASEC or Department Chair permission.

**ENVC 407 Forest Ecology (5)**

Forest ecology includes the development of forestry, biogeochemistry, nutrient cycling, transfer and storage of energy, and the physical environment. Forest management as a renewable resource, including fire ecology, forest succession, and functioning of forest ecosystems. Prerequisite: Admission to BASEC or Department Chair permission.

**ENVC 410 Conservation Biology (5)**

Exploring the world's biological diversity including a wide range of species, complex ecosystems, and the genetic variation within species. Conservation biology is an interdisciplinary science that includes not only biological and ecological solutions, but includes socio-economic aspects. Includes ecological modeling. Prerequisite: Admission to BASEC or Department Chair permission.

**ENVC 412 Natural Resource Policy Analyses (5)**

Course evaluates and analyzes a broad range of contemporary natural resource policies, case studies, and controversies using bioeconomic resource management models. Topics include wildlife and fisheries policies, forestry policies, tropical deforestation, water rights/management policies, endangered species and nature preservation, and sustainable development. Prerequisite: Admission to BASEC or Department Chair permission.

**ENVC 420 Estuarine and Nearshore Ecology (5)**

Provide an integrated view of the ecological processes in estuaries and nearshore environments. Special emphasis will be on the Salish



Sea and the Pacific Northwest coastal environments. Prerequisite: Admission to BASEC or Department Chair permission.

**ENVC 422 Culminating Project (5)**

Carry out a field project including all aspects of documentation. Includes initial proposal, peer review processes, data collection and analysis, secondary research, time estimates, and report writing. Prerequisite: Admission to BASEC or Department Chair permission.

**ENVC 424 Applied Population and Community Ecology (5)**

Principles of population dynamics and ecosystem functioning. Key issues in the study of biodiversity and ecosystems, including functional complementarity, food web stability and complexity, material cycling, and meta-communities. Prerequisite: Admission to BASEC or Department Chair permission.

**ENVC 499 Internship – Service Learning (3)**

Supervised work experience in the field. Internship positions must include an interview process. Part of the work experience must include a leadership component. Prerequisite: Admission to BASEC or Department Chair permission.

## Quantitative Science

**QSCI 318 Quantitative Analysis of the Environment (5)**

Applications to environmental and natural resource problems stressing the formulation and interpretation of statistical tests. Course includes random variables, expectations, variance, binomial, hypergeometric, Poisson, normal, chi-square, 't' and 'F' distributions. ANOVA, and regression analysis included. Prerequisite: MATH& 146, Admission to BASEC or Department Chair permission.

**QSCI 408 Biometry and Ecological Sampling (5)**

Statistical inquiry of biological data. Experimental design and data analysis. Encouraging students to think critically and quantitatively about how data are collected, analyzed, and interpreted. Prerequisite: Admission to BASEC or Department Chair permission.

## Bachelor of Applied Science in Environmental Conservation (BASEC)

Also see Environmental Conservation, Environmental Sustainable Agriculture, Geographic Information Systems, and Science

### Purpose

The Bachelor of Applied Science Degree in Environmental Conservation (BASEC) builds on the existing AAS-T degree in Environmental Conservation at Skagit Valley College or other comparable AAS-T degrees in natural resources. Students are primarily accepted to start during fall quarter.

The BASEC degree opportunity is designed to meet the growing employment needs for graduates with advanced skills in environmental sciences and natural resource management. Graduates with a BASEC will acquire the necessary skills for advanced field and laboratory work and be able to move into management and supervisory positions within natural resource management divisions in the public and private sector

The BASEC program schedule is designed to meet the needs of working adults, with one third of the curriculum offered online. Face-to-face classes meet at the Mount Vernon Campus. There will be orientation meetings schedule in January and February. Please view the SVC website for details.

### Program Learning Outcomes

Graduates of the BASEC program will be able to:

- Understand and apply federal, state, and tribal policies driving natural resource policies.
- Use landscape ecology principles and technology to analyze ecological scenarios for management decisions at the watershed level.
- Apply forest ecology and silvicultural techniques to develop management scenarios for working forests.
- Use salmon biology to inform and to make management decisions regarding individual salmon stocks and outline ecological restoration measures.
- Contribute to natural resource decision-making groups utilizing effective communication techniques.
- Apply conservation biology strategies and community ecology principles in the management of biodiversity at the landscape level.
- Incorporate watershed management science in management strategies for managing watersheds sustainably for ecosystem services and natural resources.
- Develop and implement management actions for aquatic habitats.
- Develop and demonstrate leadership skills within the environmental sciences and natural resources management.

### Entry Process and Requirements into BAS Environmental in Conservation Degree Program

SVC has an open admissions policy. Generally, the BAS in Environmental Conservation (BASEC) is intended for students graduating from SVC's AAS-T in Environmental Conservation or students graduating from other community colleges with a degree in natural resources or natural science.

SVC will provide support services to promote student success including general tutoring in math, information technology, English, as well as tutoring in more specialized subjects such as watershed management, and GIS. Students with disabilities have support through the SVC Disability Access Services. These services ensure that all students have the potential to be successful. It is recommended that students complete the FAFSA application as early as possible. Contact Consuelo Guandique for help with FAFSA applications at 360.416.7860.

### Prerequisites (Eligibility):

1. AAS-T or ATA degree in an environmental- or ecology-related field from a community college. Degree must include 10 college-level English Composition credits, MATH& 146 or 5 credits of statistics, 5 credits of communication, and 5 credits of chemistry (CHEM& 121); or
2. Associate of Applied Science (AAS) in an environmental- or ecology-related field, including 10 college-level English Composition credits, MATH& 146 or 5 credits of statistics, 5 credits of statistics, 5 credits of communication, and 5 credits of chemistry (CHEM& 121); or
3. Associate in Technical Arts (ATA) in an environmental- or ecology-related field, including college-level courses: 10 credits of English composition, MATH& 146 or 5 credits of statistics,

- 5 credits of statistics, 5 credits of communication, and 5 credits of chemistry (CHEM& 121); or
- AS degree with a biology emphasis including 10 college-level English Composition, MATH& 146 or 5 credits of statistics, 5 credits of communication, and 5 credits of chemistry. Transcript evaluation by Dept. Chair. Remedial ecology courses may be needed; or
  - Two years of university or college courses equivalent to an AAS degree including 10 college-level English Composition credits, MATH& 146 or 5 credits of statistics, 5 credits of statistics, 5 credits of communication, and 5 credits of chemistry (CHEM& 121).
  - Minimum GPA 2.5.
  - At least one course in Geographic Information Systems (GIS) – preferably using ArcView/ArcInfo software and one course in Global Positioning Systems (GPS) interfacing with GIS.

### Application Process:

The application process opens March 2 and closes April 30 for Fall quarter start; applications arriving later will be considered if space is available. Students need to submit:

- Resume
- College transcripts
- Two letters of recommendation are required attesting to the student's ability to succeed at the baccalaureate level, preferably from an instructor and an employer.

Applications will be reviewed to ensure that minimum requirements and prerequisites have been met. Students will be notified of acceptance within three weeks of submission.

Start dates other than fall quarter will require departmental approval and are only recommended for part-time students.

Sequencing and scheduling will be done in consultation with a BASEC advisor. (Dr. Claus Svendsen, Dept. Chair) or BASEC counselor (Dr. Gail Bruce).

Students may apply to enroll into individual classes on a space available basis if they meet entry qualifications.

## BASEC SCHEDULE

### BACHELOR OF APPLIED SCIENCE IN ENVIRONMENTAL CONSERVATION (BASEC)

The following schedule lists the required BASEC courses. Consult with department chair, Dr. Claus Svendsen, or SVC counselor, Dr. Gail Bruce, for application process.

First Year		
<b>Fall.....Cr</b>	<b>Winter .....Cr</b>	<b>Spring.....Cr</b>
ENVC 302 .....2	ENVC 310 .....5	ENVC 320 .....5
ENVC 304 .....5	ENVC 315 .....5	ENGL 324 .....5
CHEM 301 .....5	QSCI 318.....5	ENVC 327 .....5
CMST 303.....3		
<b>Total..... 15</b>	<b>Total ..... 15</b>	<b>Total ..... 15</b>
Second Year		
<b>Fall.....Cr</b>	<b>Winter .....Cr</b>	<b>Spring.....Cr</b>
ENVC 405 .....5	ENVC 412 .....5	ENVC 410 .....5
ENVC 407 .....5	ENVC 424 .....5	ENVC 420 .....5
QSCI 408 .....5	ENVC 499.....3	ENVC 422 .....5
	CMST 413.....2	
<b>Total..... 15</b>	<b>Total ..... 15</b>	<b>Total ..... 15</b>

## Environmental Sustainable Agriculture Education (SAGe/ENVAG)

Also see Environmental Conservation, Geographic Information Systems, and Science

### Program Description

The Environmental Sustainable Agriculture Education (SAGe/ENVAG) program provides a foundation of skills for students and community members interested in sustainable agroecological sciences, natural resource management and environmental conservation. This program is designed to provide students with core agriculture-related knowledge and production-related topics, as well as marketing, value added, and business courses. The emphasis is on providing small-acreage farming with a farm-to-table concept. SVC is working closely with Edmonds Community College (EdCC) regarding SAGe which has an urban food production emphasis. Students may substitute SVC courses with SAGe courses at EdCC, with Department Chair approval, if the EdCC course provides a better "fit" for a student's career plans. Washington's agricultural industry is changing. The industry is evolving to include cutting edge careers in a variety of technical fields. Jobs related to agriculture in this state can be found on farms, in factories, on fishing boats, in laboratories, and on the sales room floor. Rich soils, diverse climates and large-scale irrigation make Washington one of the most productive growing regions in the world. The state's deep-water ports and its proximity to important Asian markets also provide natural advantages for agricultural trade. Washington State reports a \$35 billion food and agriculture industry employing over 160,000 people and contributing to 11% percent of the state's economy. Northwest regional data indicates there are 181 agriculture-related employers in Skagit County employing an average of 3,767 people with an average annual income of \$32,000 or approximately \$16 per hour. The Skagit Valley has experienced growth in the area of "agricultural reinvention" with the expansion of small entrepreneurial, specialty farming enterprises, as well as small farms implementing organic farming practices, and alternative livestock production techniques (e.g., grass-fed). In the northwest corner of the state, agriculture plays a significant role in supporting the economic vitality of our region.

### Program Learning Outcomes

Graduates of the Environmental Sustainable Agriculture program will be able to:

- Understand and implement agroecological principles in food systems enterprises.
- Apply field techniques to manage and conserve farm soils to support sustainable agriculture.
- Utilize agroecological principles in sustainable agricultural business models.
- Grow, harvest, and process sustainable agricultural products that appeals to consumers.
- Understand and implement federal and state regulations regarding value added processes and sale procedures.
- Create a sustainable agricultural business environment that appeals to consumers and build an economically sustainable customer base.

## Entry into the Program

Please apply to the Admissions Office. Students are generally admitted Fall or Winter quarters. For further information, contact the Department Chair or the Admissions Office.

## Associate in Applied Science Transfer (AAS-T) Degree

An Associate in Applied Science Transfer (AAS-T) degree is awarded upon completion of the Environmental Sustainable Agriculture Education degree 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 SCHEDULE

#### ASSOCIATE OF APPLIED SCIENCE (AAS-T) ENVIRONMENTAL SUSTAINABLE AGRICULTURE EDUCATION

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

First Year		
Fall.....Cr	Winter .....Cr	Spring .....Cr
ENVAG 101.....5	ENVAG 106 .....5	~ENVAG 124 .....5
ENVAG 103.....4	ENVAG 127 .....3	€ENVAG 131 .....3
ENVAG 170 .....5	ENVAG 171.....5	^BMT 120 .....5
.....	∞ENVAG 198 .....2	.....
<b>Total..... 14</b>	<b>Total ..... 15</b>	<b>Total ..... 13</b>
Summer.....Cr		
∞ENVAG 198 .....2		
<b>Total..... 2</b>		

Second Year		
Fall.....Cr	Winter .....Cr	Spring .....Cr
√CMST& 210.....5	CHEM& 121.....5	ENVAG 197 .....2-4
†ENGL& 101.....5	†MATH& 107 .....5	@ENVC Elec.....5
@ENVC Elec.....5	*LC/GE .....5-10	ENGL 104 .....5
.....	.....	^BMT 121 .....5
<b>Total..... 15</b>	<b>Total ..... 15+</b>	<b>Total ..... 17</b>

\* Learning Community (5-10 credits) or 5 credits of General Education (social sciences, natural sciences or humanities) plus Integrative Experience (IE). Must be outside of technical area, approved by Department Chair or advisor. 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& 146 can substitute for MATH& 107)

@ Electives must be chosen from within ENVC, the sciences, or GIS, i.e. ENVC 130, 133, 165, 231, 232, 245, 249, ENVAG 170, 171, GIS 102 or 203, et al.

^ or BMT 120, or 121, or 122, or MIT 149 or 270.

~ or ENVAG 128

€ or CAHM 101

∞ or ENVC 199

√ or CMST& 220

## Program Certificates

### SMALL FARM AGRICULTURE CROP PRACTICES (29 CREDITS)

This certificate concentrates on sustainable agriculture practices for small farm operations as well as core agroecological principles and fundamental ecological farm principles.

*Required courses:* ENVAG 101, 103, 106, 124 (or 128), 127, 170, and 197 (or 198 or 199).

### SMALL FARM AGRICULTURE BUSINESS PRACTICES (29 CREDITS)

This certificate concentrates on business practices for sustainable small farm operations as well as core agroecological principles and fundamental ecological farm principles.

*Required courses:* ENVAG 101, 103, 106, 131 (or CAHM 101), 171, 197 (or 198 or 199), and BMT 120 (or BMT 121, or 122 or MIT 149 or 270).

### SMALL FARM AND AGRICULTURE SYSTEMS (42 CREDITS)

This certificate concentrates on sustainable agriculture practices and business practices for sustainable small farm operations as well as core agroecological principles and fundamental ecological farm principles.

*Required courses:* ENVAG 101, 103, 106, 124 (or 128), 127, 131 (or CAHM 101), 170, 171, 197 (or 198 or 199), and BMT 120 (or BMT 121, or 122 or MIT 149 or 270).

### SUSTAINABLE AGRICULTURE AND FOOD SYSTEMS (36 CREDITS)

This certificate provides a foundation of skills for students and community members interested in sustainable agrisocial sciences, natural resource management and environmental conservation. The program is designed to provide students with fundamental agriculture-related knowledge and skills and/or a foundation to pursue other certificates and two-year degrees in a variety of fields including environmental conservation, natural resources, agriculture, greenhouse production, or food systems.

*Required Courses:* CAHM 101, ENVC 165, ENVAG 106, 121, 122, 170, 171, and 199 (3 credits)

## 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:

### SMALL FARM AGRICULTURE CROP PRODUCTION (15 CREDITS)

*This micro-certificate is designed to offer students specific skills and knowledge in agroecological food systems with an emphasis on sustainable agriculture practices for food production in small farm operations. This involves people and resources to produce, process, and distribute sustainable food products. Regulations regarding handling and processing are covered.*

*Required courses:* ENVAG 124 (or 128), 127, 170 and 197 (or 198 or 199).

### SMALL FARM AGRICULTURE BUSINESS PRACTICES (15 CREDITS)

This micro-certificate is designed to offer students specific skills and knowledge in agroecological food systems with an emphasis on business practices for sustainable small farm operations. This involves people and resources to produce, process, and distribute sustainable food products. Regulations regarding handling and processing are covered.

*Required courses:* ENVAG 131 (or CAHM 101), 171, 197 (or 198 or 199), and BMT 120 (or BMT 121, or 122 or MIT 149 or 270).

## Course Descriptions

### ENVAG 101 Agroecology: An Ecological Approach to Agriculture (5)

Survey of sustainable agriculture particularly in the Pacific Northwest. Explore crop biodiversity, weed and pest management, livestock production and organic crop propagation. Includes water use and pollution, natural resource conservation and energy use on sustainable farms.

**ENVAG 103 Horticulture Plant Science (4)**

Covers the science behind plant growth of both herbaceous and woody vegetation: from seed selection, germination requirements, plant growth pattern, nutrient demands, flowering, to fruiting.

**ENVAG 106 Soil Science (5)**

Introduction to basic concepts of soil science, plant nutrition and water management. Topics include soil formation and development, soil structure and composition, physical properties of soils, mineralogy, soil chemistry, nutrient holding capacity, fertilizers, temperature, aeration, and plant, soil and water relationships. Native soils, commercial mixes, soil testing, soil amendments and application rates are covered. Special emphasis is given to soil origins in the Pacific Northwest.

**ENVAG 121 Greenhouse-Nursery Operations (5)**

Introduction to greenhouse management and production. Hands-on approach to exploring greenhouse/nursery operations and basic plant production requirements. Includes a study of greenhouse structures and the management of the greenhouse environment including greenhouse light and lighting, air movement/ventilation and temperature control along with irrigation, fertilizers, pest and disease management and other production issues to create an optimum growing environment for the production of ornamental and vegetable plants. Environmental factors affecting plant growth, manipulating the greenhouse environment, soil and water testing, and nursery operations including production planning and determining cost and profit are emphasized. Laboratory and field trips to commercial operations will be included.

**ENVAG 122 Plant Propagation (5)**

Propagation of plants from vegetative and reproductive tissues and organs. Plant propagation techniques are used to multiply selected plants and preserve their essential genetic characteristics and is essential to the success of production agriculture, ornamental horticulture, and native species. Covers the concepts of sexual and asexual plant propagation, seed collecting, and the principles and techniques of propagation by seed and cuttings along with techniques for laboratory, greenhouse, and orchard propagation. Includes handling, preparation, treatment and rooting of cuttings; grafting tools and preparation of grafts; and a field trip to examine how micropropagation in tissue culture is accomplished.

**ENVAG 124 Mixed Orchard Production (5)**

Covers year-round orchard biology and management from orchard design to planting, grafting, pruning, and thinning. Includes disease and herbivory management for pome fruit, stone fruit, and berry fruit productions.

**ENVAG 127 Greenhouse Production Systems (3)**

Covers greenhouse management from planning, greenhouse type selection, crop selection, and harvest. Understand laws pertaining to zoning, pesticide use, and postharvest handling.

**ENVAG 128 Specialty Row Crop Production (5)**

Covers how to schedule, manage, and produce specialty crops in the Pacific Northwest throughout the year; includes crop soil fertility and pollination needs.

**ENVAG 131 Post-Harvest to Local Market Operations (3)**

Covers postharvest and marketing of sustainable agriculture products for direct, food hub, and traditional markets. Understand the

legal requirements for handling, sanitation, packaging, and storage of products including postharvest processing.

**ENVAG 170 Sustainable Small 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 and 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 197 Research in Sustainable Agriculture (1-5)**

Develop and execute a small agricultural research project in sustainable agriculture in cooperation with a faculty or external research advisor. Conduct primary and secondary research to develop the proposed project. Research will be concluded with a written report outlining results and conclusions.

**ENVAG 198 Practicum in Sustainable Agriculture (1-5)**

Practicum provides students with an opportunity to integrate knowledge acquired through past coursework. This experience will clarify and broaden a student's career goals, and assist students in discovering, developing, and refining their necessary competencies and skills for their proposed career path. The practicum experience is at a designated farm.

**ENVAG 199 Internship in Sustainable Agriculture (1-15)**

Supervised work experience in the field. The internship will augment the classroom learning by applying skills and knowledge learned in an agriculture-related enterprise. Students will be mentored by business professionals who are experienced practitioners in the field, and 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. Includes a weekly seminar. Prerequisite: Instructor permission 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 contributions and culture of African Americans as an integral part of the overall American experience. Emphasis on current issues and events, popular cultural trends and personalities for the purpose of understanding "black culture" in terms of its historical, political, 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 and 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 America that make up the "Native American".

### **ETHNC 295 Ethnic Studies Integrative Experience Seminar (2)**

An Integrative Experience emphasizing an interdisciplinary approach to current issues in ethnic studies, including the societal context of ethnic studies and technology, and/or the ethical, political, and cultural aspects of ethnic studies.

### **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 Learning Outcomes

*Parents who complete Family Life coursework will be able to:*

- Understand basic concepts of child development.
- Understand child behavior.
- Demonstrate effective parent/child communication.
- Demonstrate positive guidance techniques.
- Gain confidence in parental roles as the child's first and most important teacher.
- Actively engage in the child's "formal" educational experiences.
- Support the family's home culture and development of positive self-esteem.
- Access formal and informal resources to support healthy family development.
- Develop leadership skills in planning, governance and administration of program activities.

## Course Descriptions

### **FL 131 Parent Education Co-op, Infants and Toddlers (2)**

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, four-year olds, and five year olds. Parents will be involved in operation of the program through parent meetings, committee work, or classroom involvement.

## Fire Protection Technology (FIRE)

### Program Description

The Fire Protection Technology (FIRE) program is designed to prepare the student for an entry-level career as a firefighter for private, municipal, industrial, state, and federal fire departments. Typical duties of firefighters may include responding to emergencies and performing work to save lives, stabilize emergency situations, reduce loss of property and improve public safety.

Firefighters additionally inspect, examine and care for emergency apparatus and equipment and perform routine maintenance to restore apparatus to a response-ready condition.

Fire Protection Technology is a systematic and organized inquiry into the occurrence of fire and its control. It is about gaining a deeper and useful understanding of fire's development, strategies used by the fire service to prevent its occurrence and lessen its impact, and methods employed to combat it. It is also about understanding a complex vocation that calls upon its members to perform unusually challenging tasks under virtually any condition with little room for error—or better, adapting to the unforgiving culture of a critical public safety industry.

The training of students to become career firefighters is a key component of the Fire Protection Technology program. Subjects included in the program help to improve the firefighter's use of knowledge, tools and systems to improve their career opportunities and the lives of those who they serve.

### Program Learning Outcomes

Graduates of the Fire Protection program will be able to:

- Possess the industry recognized skills required for entry-level employment as a firefighter, meeting the National Fire Protection Association (NFPA) standards for Firefighter 1.
- Demonstrate and appropriately use fire service equipment and procedures in conjunction with a variety of emergency response incidents; possess industry recognized apparatus operator competency and Washington Emergency Vehicle Accident Prevention skills.
- Demonstrate basic fire and life safety inspection procedures and make appropriate recommendations to abate potential hazards.
- Identify fire protection systems used in various occupancies including sprinkler systems, extinguishing agents, early warning devices, fire pumps, smoke and flame detection, and standpipes.
- Possess industry recognized hazardous materials first responder competencies to the level of First Responder Operations.
- Demonstrate the principles of effective risk management during incident operations including managing emergency scene safety with multiple responding units regarding the resources of time, personnel, equipment and jurisdictional authority.
- Demonstrate skills and abilities necessary to perform emergency medical services tasks; successful completion of standardized training for emergency medical technician.
- Understand the ethical responsibilities and consequences of working in an emergency services-related environment.
- Demonstrate critical thinking, problem solving abilities, teamwork, communication, intercultural appreciation, and technical and information literacy skills as they apply to the fire service.
- Demonstrate employee traits considered strong in a professional work environment: dependability, appearance, positive attitude, thoroughness, timeliness, safety, and the human relations skills necessary for work in emergency services.

### Entry into the Program

Please apply to the Admissions Office. Enrollment in the program is limited to 36 students entering each September. Selection is on a first-come, first served basis from an "interest" 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 for an orientation 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, 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).
- Costs associated with criminal background check, drug screen, motor vehicle violation check and physical/medical evaluations are the responsibility of the student.

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.

<b>First Year</b>		
<b>FALL .....Cr</b>	<b>WINTER .....Cr</b>	<b>SPRING.....Cr</b>
FIRE 100.....3	FIRE 102.....3	FIRE 101.....3
FIRE 120.....5	FIRE 113.....2	FIRE 122.....5
FIRE 160.....2	FIRE 121.....5	FIRE 130.....3
PE 161.....2	FIRE 161.....3	†ENGL& 101.....5
.....	^ELEC (core).....3	PE 261.....1
.....	PE 261.....1	.....
<b>Total..... 12</b>	<b>Total..... 17</b>	<b>Total ..... 15+</b>
<b>Second Year</b>		
<b>FALL .....Cr</b>	<b>WINTER .....Cr</b>	<b>SPRING.....Cr</b>
FIRE 103.....3	FIRE 199.....1	FIRE 125.....2
FIRE 210.....3	FIRE 211.....3	FIRE 212.....3
FIRE 270.....5	FIRE 230.....3	FIRE 240.....3
√CMST 125.....3	FIRE 271.....5	FIRE 272.....5
PE 261.....1	PE 261.....1	*LC/GE.....5-10
†WMATH 100.....5	.....	PE 261.....1
<b>Total..... 20+</b>	<b>Total..... 13</b>	<b>Total ..... 19</b>

\* Learning Community (5-10 credits) or 5 credits of General Education (social sciences, natural sciences 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. (ENGL 170 can be substituted for ENGL& 101)

^ FIRE 242 or 126 or AHE 200 with dept. chair approval.

√ or CMST& 210

**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 (15 CREDITS)**

FIRE 120, 121, 122.

**BASIC EMERGENCY MEDICAL TECHNICIAN (12 CREDITS)**

FIRE 242

**HAZARDOUS MATERIALS FIRST RESPONDER (5 CREDITS)**

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 Fire Service Employment Strategies (2)**

Develop an understanding of the special employment requirements of fire service organizations in hiring entry-level employees. Through comprehensive reading topics, research, discussion and role-playing, students will strengthen their career entry skills in the competitive fire service 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. Meets some of the training requirements for Firefighter 1 certification and incrementally prepares the student for an eventual certification examination.

**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. Meets some of the training requirements for Firefighter 1 certification and incrementally prepares the student for an eventual certification examination. 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. Meets some of the training requirements for Firefighter 1 certification and incrementally prepares the student for an eventual certification examination. Prerequisite: FIRE 121 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 Fire Service Employer/Employee Relations (2)**

Examination of the employer/employee relationship. Topics include characteristics of work maturity, diversity, leadership, teamwork and working styles, organizational structure, decision-making, and setting work goals and priorities.

**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. Meets the training requirements for Hazardous Materials First Responder-Awareness Level certification.

**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. Meets the training requirements for Hazardous Materials First Responder-Operations Level certification. 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)**

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: Completion of FIRE 122 with minimum C grade or Department Chair approval. Must possess Firefighter 1 and Hazardous Materials First Responder, Operations certifications from

the Washington State Fire Marshal's Office. Must possess EMT-B certification from National Registry EMT or PE 200.

**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 and 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 223 Live Fire Operations (1)**

Introduction to fire development theory as well as water application principals in order to effectively extinguish interior "Class A" fires. Provides the skills necessary to function as the nozzle operator of an interior fire attack team. Also introduces the basic properties of fire-fighting foam and the application methods used to control and combat "Class B" liquid fires. Prerequisite: FIRE 271 or concurrent enrollment.

**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 inci-



dent. Provides skill sets that meet or exceed NFPA 1670 at the awareness level for various rescue situations. Prerequisite: FIRE 102 with minimum C grade or department chair approval.

**FIRE 241 Vehicle Extrication (3)**

Techniques of rescue company operations to gain entry to damaged vehicles, disentangle and prepare patients for transport, and extricate to safety and care. Includes scene management, heavy rescue apparatus, and equipment and practical applications.

**FIRE 242 Basic Emergency Medical Technician (12)**

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 and includes the National Registry Emergency Medical Technician certification practical examination for EMT-Basic. Prerequisite: In accordance with Washington State law, must be at least 17 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 relation-

ships. 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.

### ***Program Learning Outcomes***

Graduates of the Geographic Information Systems program will be able to:

- Understand and apply GIS software to create and manage spatial datasets.
- Manage spatial datasets at appropriate precision and scales.
- Integrate and manage remote sensing, aerial, and physical attributes.
- Utilize and incorporate local, regional, and federal datasets appropriately.

### ***Program Certificate***

#### **GEOGRAPHIC INFORMATION SYSTEMS (24 CREDITS)**

A certificate is granted upon completion of the following requirements with 2.0 GPA or above: GIS 101, 102, 105, 106, 202, and 203. GIS courses must be taken in this sequence. For further information, contact the Department Chair of Environmental Conservation or the Admissions Office.

### ***Micro-Certificate***

A certificate is awarded to students who complete the following with a 2.0 grade point average or above:

#### **GEOGRAPHIC INFORMATION SYSTEMS CERTIFICATE (19 CREDITS)**

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.

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

### ***Course Descriptions***

#### **GIS 101 Introduction to Geographic Information Systems (5)**

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

#### **GIS 102 Geographic Information Systems II (5)**

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

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

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

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

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

#### **GIS 202 Introduction to Remote Sensing (5)**

Principles and conceptual overview of remote sensing instruments and how data and images are used to monitor and evaluate the condition and distribution of the earth's surface features. Prerequisite: GIS 102.

#### **GIS 203 Advanced GIS Project (5)**

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

## ***Geography (GEOG)***

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 295 Geography Integrative Experience Seminar(2)**

An Integrative Experience emphasizing an interdisciplinary approach to current issues in geography, including the societal context of geography and technology, and/or the ethical, political, and cultural aspects of geography.

#### **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 for program details and course information.

## 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, kinesiology, group exercise instruction, injury prevention, nutrition, and others. Typical job titles include personal trainer, fitness trainer, group exercise instructor, health and wellness consultant, fitness specialist, and strength and conditioning coach.

### Program Learning Outcomes

Graduates of the Health and Fitness Technician program will be able to:

- Obtain an entry-level position in a health-fitness related workplace.
- Prepare to pass a nationally accredited Personal Trainer certification exam.
- Prepare to pass a nationally accredited Group Fitness Instructor certification exam.
- Demonstrate proficiency in developing and leading group exercise programs.
- Demonstrate proficiency in developing and instructing safe and effective personal training programs to improve stability, mobility, and function.
- Use appropriate strategies to motivate clients to adopt healthier behaviors.
- Demonstrate proficiency at basic fitness assessment and program design.
- Demonstrate critical thinking, teamwork, communication, and technical and information literacy skills.

### Entry into the Program

Please apply to the Admissions Office. The admission and registration guidelines are listed in the catalog and on the College's website at [www.skagit.edu](http://www.skagit.edu). Although students may enter the program at the beginning of any quarter, some key courses are offered only at specific times during the year.

### 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.

### Program Certificate

A Health & Fitness Technician Certificate is awarded upon completion of required courses with a cumulative grade point average of 2.0 or better.

## SUGGESTED SCHEDULE

### HEALTH & FITNESS TECHNICIAN CERTIFICATE (52 CREDITS)

#### First Year

Fall.....Cr	Winter .....Cr	Spring.....Cr
HFT 100 .....3	HFT 102.....3	HFT 101 .....5
HFT 136 .....6	HFT 103.....3	HFT 104 .....3
NUTR& 101 .....5	HFT 105.....5	HFT 106 .....2
~PE 200 .....2	CMST& 210 .....5	HFT 199 .....3
HFT 209 .....3	PE 100 .....1	@PE 113 .....2
		SOSC 113 .....1
<b>Total..... 19</b>	<b>Total ..... 17</b>	<b>Total ..... 16</b>

~ or a valid CPR/first Aid certification from an approved provider.

@ or 1 credit of PE 113 plus 1 credit of a PE activity course.

### Course Descriptions

#### HFT 100 Stability, Mobility and Movement (3)

Instruction of a variety of stability and mobility techniques. Introduction to teaching and learning strategies to restore stability and mobility of the kinetic chain and train the body to move effectively.

#### HFT 101 Introduction to Kinesiology (5)

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

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

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

#### HFT 103 Fitness Testing (3)

Incorporates fitness industry standards with regard to appropriate assessment techniques and participant screening. Introduction to pre-participation screening procedures and functional and physiological assessments.

#### 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, i.e. nervous, muscular, cardiovascular, respiratory, and skeletal.

#### HFT 106 Injury Prevention (2)

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 and Physiology for Health and 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.

**HFT 209 Fitness Instructor Prep (3)**

Prepares students to become group fitness instructors. Covers the following topics: Anatomy, physiology, basic injury prevention, effective motivational strategies, cueing, combination breakdowns, motivation techniques, and safety.

## Health Care Education

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See the following programs under Allied Health Education: Medical Assistant, Medical Billing & Coding, Medical Secretary, Phlebotomy Technician, Patient Registration Specialist, Pharmacy Technician.

See Nursing for information about Nursing Assistant, Practical Nursing and Registered Nursing program options.

## History (HIST)

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### 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: D (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& 215 Women in US History (5)**

This course explores women's place in American History, including historical attitudes about women's place in society and the realities of life and work for women of a variety of backgrounds in American History from pre-colonial times to the present. The course also covers the women's rights movements from the mid-1800's to the present.

**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 295 History Integrative Experience Seminar (2)**

An Integrative Experience emphasizing an interdisciplinary approach to current issues in history, including the societal context of history and technology, and/or the ethical, political, and cultural aspects of history.

**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.

HS21+ Adult High School Diploma - see Basic Education for Adults (BEA)

## 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 substance abuse treatment professionals, residential treatment workers, case managers, outreach and community workers. The program has a core of courses that all students must complete for the ATA degree with either a Generalist or Chemical Dependency emphasis. By 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, substance abuse treatment, crisis intervention, and chemical dependency. An agency-based practicum experience is also required. 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. The department co-chair for the Generalist emphasis is Jere LaFollette. Jere's email address is jere.lafollette@skagit.edu or phone number is 360.416.7749. The department co-chair for the Chemical Dependency emphasis is Bob Malphrus. Bob's email address is bob.malphrus@skagit.edu or phone number is 360.416.7704. 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.

### Program Learning Outcomes

#### GENERALIST EMPHASIS

Graduates of the Human Services Generalist emphasis program will be able to:

- Assess client needs, plan strategies, implement services, and document relevant information in styles and formats consistent with agency requirements and best practices models.
- Establish a respectful, nonjudgmental, and professional therapeutic or supportive relationship with clients of Human Services and colleagues in a variety of settings.
- Provide quality client care by integrating interpersonal communications skills, relationship building skills, teamwork skills and problem solving skills in various social service and addiction treatment settings.
- In conjunction with other professionals, implement treatment plans that recognize and maximize individual and family strengths, re-

spect ethno-cultural values, and address the needs and challenges of the individual and/or family.

- Work collaboratively with others (family members, program staff, representatives from other programs) to solve problems and resolve conflicts.
- Integrate cross-cultural competencies with sensitivity toward uniqueness to better meet the needs of the clients served.
- Effectively communicate orally and in writing in ways that minimize conflict and maximize clarity with diverse people.
- Resolve conflict and crisis situations in a professional manner.

#### CHEMICAL DEPENDENCY EMPHASIS

Graduates of the Human Services Chemical Dependency emphasis program will be able to:

- Understand the pharmacological actions of alcohol and other drugs.
- Develop an understanding of effective drug and alcohol prevention and relapse prevention programs as well as local client, family and community drug prevention education opportunities.
- Successfully complete Washington State's HIV/AIDS brief risk intervention (8 hours) training for those with addictive disorders.
- Demonstrate familiarity with substance abuse and addiction treatment methods, addiction placement, continuing care, and discharge criteria (including American Society of Addiction Medicine (ASAM) criteria).
- Learn and practice professional and ethical behavior which includes being respectful, reliable, culturally sensitive, respecting of each client's personal boundaries, knowing the rules of confidentiality, and adhering to mandatory reporting laws.
- Apply key principles in developmental and abnormal psychology to the experiences of drug abusing and drug addicted patients (both youth and adult).
- Learn and practice current assessment and case management techniques.
- Demonstrate an understanding of the 26 focus areas that the Washington State Department of Health has mandated as essential knowledge for those entering the substance abuse treatment field. Upon completion of the coursework, be prepared to become a Chemical Dependency Professional (CDP).

### 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. All students entering the Human Services program must take the COMPASS test. This can be arranged by contacting the SVC 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 registra-

tion includes filling out a disclosure statement and may include a criminal background check. Students may 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 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 147.....5	HSERV 121.....4
√HSERV 106.....5	HSERV 198.....2	HSERV 131.....5
HSERV 141.....5	*LC/GE .....5-10	HSERV 132.....4
†ENGL& 101.....5	†WMATH 100.....5	HSERV 199.....3
	SOSC 125.....2	HSERV 200.....1
		OFTEC 122.....3
<b>Total.....20</b>	<b>Total .....19+</b>	<b>Total .....20</b>
Second Year		
Fall.....Cr	Winter .....Cr	Spring.....Cr
HSERV 199.....4	HSERV 102.....5	HSERV 199.....4
HSERV 200.....1	HSERV 199.....4	HSERV 200.....1
HSERV 203.....5	HSERV 200.....1	HSERV 221.....5
HSERV 231.....4	HSERV 245.....3	HSERV 222.....5
PE 200.....2	SOSC 113.....1	HSERV 232.....5
<b>Total.....16</b>	<b>Total .....14</b>	<b>Total .....20</b>

##### 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& 101.....5	OFTEC 122.....3	HSERV 248.....3
<b>Total.....21</b>	<b>Total .....18+</b>	<b>Total .....16</b>
Second Year		
Fall.....Cr	Winter .....Cr	Spring.....Cr
HSERV 199.....4	HSERV 199.....4	HSERV 199.....4
HSERV 200.....1	HSERV 200.....1	HSERV 200.....1
HSERV 203.....5	HSERV 241.....3	HSERV 221.....5
HSERV 231.....4	HSERV 243.....4	HSERV 232.....5
HSERV 242.....3	HSERV 245.....3	HSERV 244.....3
SOSC 125.....2	PE 200.....2	
	SOSC 113.....1	
<b>Total.....19</b>	<b>Total .....18</b>	<b>Total .....18</b>

\* Learning Community (5-10 credits) or 5 credits of General Education (social sciences, natural sciences or humanities). 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. (ENGL 170 will substitute for ENGL& 101) (BMT 111 will substitute for WMATH 100)

√ or CMST& 210

~ or HSERV 149

### Program Certificates

#### CHEMICAL DEPENDENCY PROFESSIONAL CERTIFICATE (47 CREDITS)

This certificate is designed 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. Prerequisite: None.

#### 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. Required 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 stu-

dents interested in entering the counseling profession. Prerequisite: HSERV 106 or department chair approval.

**HSERV 141 Alcoholism and other Addictive Disorders (5)**  
Social, psychological, and physiological aspects of drug abuse and addictive disorders. Introduction to drug use behaviors and their impact on contemporary society. Foundational course for those who desire more knowledge regarding psychoactive drugs, drug-use behavior and the treatment systems currently available to assist those with drug related problems.

**HSERV 145 Addictions and the Law (3)**  
Overview of the mutual impacts of chemical dependency treatment and the legal system on each other. Guidelines and laws which affect case management and the structures and functions of courts as they affect addiction treatment. Developing a working relationship with Department of Licensing, Department of Social and Health Services and the Division of Behavioral Health and Rehabilitation.

**HSERV 147 Basic Mediation Training (5)**  
Learn the skills, tools and processes of effective mediation. Reviews the causes and dynamics of conflict and mediator interventions. Explores communication skills designed to facilitate cooperation and help parties reach agreement. Meets the standards for a Basic Mediation course which is the first requirement in obtaining a mediation certification. Prerequisite: HSERV 101 or instructor permission.

**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. Required course for the generalist degree.

**HSERV 171 HIV/AIDS and Bld Pathogen Trng for Chem Depend Prof (1)**  
Covers HIV/AIDS and includes Brief Risk Intervention (BRI) segment. Satisfies the Washington State Department of Health requirement for those applying to become Chemical Dependency Professionals (CDP).

**HSERV 198 Pre-Practicum Seminar (2)**  
Provides information, direction and sequence of tasks in preparation for practicum in an agency setting. Students identify specific responsibilities for successful practicum experience and become familiar with the paperwork flow and purpose of each task.

**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 and Therapeutic Intervention in Mental Health (4)**  
Survey of various treatment approaches in mental health, substance abuse treatment, 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 in the Human Services profession. 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 and 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 and 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, 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 295 Humanities Integrative Experience Seminar (2)**

An Integrative Experience emphasizing an interdisciplinary approach to current issues in humanities, including the societal context of humanities and technology, and/or the ethical, political, and cultural aspects of humanities.

**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)**

The 40-credit academic 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 Natural Sciences.

Note: For most SVC associate's transfer degrees, the non-core courses below can simultaneously satisfy the requirements of both the associate's degree and this certificate. With careful planning, this means this certificate can be earned by taking just the two IS core courses, since the 30 non-core credits meet the requirements of the associate's degree. However, certificate requirements can also be satisfied independently without pursuing an associate's degree. Contact an IS advisor for advising assistance.

**Core Courses (10 cr.)**

IS 202 and either IS 200 or IS 201

**Non-Core Courses (30 cr.)**

Select from courses below

**SOCIAL SCIENCES**

- ANTHR200 Introduction to Language
- BUS 241: International Business
- GEOG& 100: Introduction to Geography
- HIST& 116, 117, 118: Western Civilization I, II or III
- HIST& 126, 127, 128: World Civilizations I, II, or III
- HIST 121: Religions of the World
- HIST 220: History of Latin America
- HIST 242: History of the Modern Middle East
- HIST 270: History of Modern Asia
- HIST 280: Introduction to Chinese Civilization
- POLS 201: Comparative Government
- POLSC&203: International Relations
- SOS&100: Global Issues

**ARTS/HUMANITIES**

- ENGL&254: World Literature
- ENGL 283: British Literature
- ART 142, 143, 144: Survey of Art History I, II and III
- MUSC 129: World Music
- World Languages (100-level and higher in Spanish, French, Japanese, Chinese, Greek, and/or Tagalog)

**NATURAL SCIENCES**

- ENVS&101: Environmental Science
- BIOL 255: Conservation Biology

**OTHER**

- IS 255: International Studies, Special Topics (see the IS Program Chair for further information)

**Course Descriptions****IS 200 States and Capitalism: the Origins of Western Wealth and Power (5)**

An examination of the dramatic re-organization of western society between the 15th and 19th centuries, viewed from the perspectives of History, Economics and Political Science.

**IS 201 The International System (5)**

This course analyzes the relationship between economic and political power. The development of the 20th/21st century world economy and the system of political states is examined. The course identifies and evaluates the major challenges that have and will continue to shape the world's economic and political structures (e.g. the Great Depression, the Cold War, Terrorism, etc.).



**IS 202 Cultural Interactions in an Interdependent World (5)**

This course examines cultural interactions among societies and civilizations including intellectual, societal, artistic and historical factors. Particular emphasis will be placed on the interaction between Western and non-Western cultures. Required course for the International Studies Certificate.

**IS 255 International Studies: Special Topics (1-5)**

Students engage in individual research, directed readings, seminars, special projects, internships and/or directed travel related to faculty approved aspect(s) of international studies. Instructor permission required both for credit hours determination and project content.

**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 201 Newspaper Production (2)**

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 or permission of instructor

**JOUR 202 Advanced Journalism (2)**

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 or permission of instructor

**Law Enforcement**

See Criminal Justice for program details and course information.

**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 foundation skills needed for many entry-level manufacturing jobs by introducing students 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 "stackable" skills that employers have identified as necessary in order to get a job in manufacturing and advance up the career ladder.

Modern industry relies on highly complex production systems to produce high-quality, economical products for an ever demanding world. Manufacturing industries are looking for employees who understand basic manufacturing processes and can work safely and efficiently in a production environment. Industries producing diverse products such as 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.

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, Computer Numeric Controlled (CNC) machinists, Computer Aided Design (CAD) technicians, composite fabricators, and industrial maintenance technicians. The modern manufacturing company employs workers who are knowledgeable about workplace safety, can work effectively in a manufacturing team environment, are able to operate standard industrial tools and equipment, and are skilled users of computer technology.

**Program Learning Outcomes**

Graduates of the Manufacturing Technology program will be able to:

- Use and operate standard industrial tools and equipment safely and effectively.
- Demonstrate basic and precision measurement methods.
- Understand Statistical Process Control and how it is applied in the workplace.
- Interpret and use industrial blueprints.
- Participate and contribute to the effectiveness of work teams.
- Use fundamental skills in writing, reading, speaking, listening & computing to contribute to a safe and healthy work environment.

**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

Please see chapter 8 for information regarding Tech Prep.

## Program Options

The Manufacturing Technology 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. Details about program options are listed below.

## Certificate Options

A Professional Technical Certificate prepares students for entry into a technical field of employment. Students must maintain a 2.0 GPA or above in all required course work.

## 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.

## Associate in Technical Arts Degree - Engineering Technician

This Associate in Technical Arts Degree is designed to focus on the technical and "pre-engineering" knowledge needed in a modern manufacturing facility. Upon completion, students will be equipped with the CAD, CNC and metrology skills necessary to enter the technician level in either a manufacturing lead or maintenance capacity. This degree path is also appropriate for those wishing to pursue further professional engineering studies at the Bachelor's level.

## Associate in Technical Arts Degree - Operations Management

This Associate in Technical Arts Degree is designed to focus on the business, product development and metrology tools needed in the modern manufacturing environment. Upon completion, students will be equipped with the personnel and project management skills necessary to enter the work force at the productions support or lead level in the modern manufacturing environment.

### SUGGESTED SCHEDULES

#### ATA MANUFACTURING - ENGINEERING 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
MANF 103 .....3	MANF 110.....3	MANF 156 .....5
MANF 122 .....2	MANF 115.....5	MANF 177 .....5
MANF 125 .....3	MANF 140 .....3	MANF 190 .....5
MANF 145 .....5	MANF 150.....5	TECD 105 .....4
MANF 100 .....2	TECD 104.....3	
TECD 103.....3		
<b>Total..... 18</b>	<b>Total ..... 19</b>	<b>Total ..... 19</b>
Second Year		
Fall.....Cr	Winter .....Cr	Spring .....Cr
MANF 205 .....5	MANF 120.....3	MANF 199.....1-15
MANF 210 .....3	CIS 150 .....5	TECD 107.....5
MANF 215 .....5	CMST 125.....3	CHEM& 121 .....5
*PHYS& 124.....1	ENGL& 101 .....5	MATH& 141 .....5
*PHYS& 134.....4	SOSC 113 .....1	~SOSC 125 .....2
<b>Total..... 18</b>	<b>Total ..... 17</b>	<b>Total ..... 18+</b>

\* PHYS& 124 and 134 meet the Learning Community (5-10 credits) or 5 credits of social sciences, natural sciences or humanities requirement. Must be outside of technical area, approved by Department Chair. Please see INDEX regarding Learning Communities.

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

† Students who do not receive an appropriate test score will require additional coursework to develop necessary skills for entry into class. (ENGL 170 can substitute for ENGL& 101)

∞ or MANF 107

€ or TECD 103

¥ or IBEST enrollment

√ or CMST& 210

~ or BMT 140

#### ATA MANUFACTURING - OPERATIONS 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
BMT 180 .....5	MANF 115.....5	MANF 125 .....3
MANF 103 .....3	MANF 120.....3	MANF177 .....5
MANF 110 .....3	MANF 122.....2	TECD 105 .....4
TECD 103.....3	MANF 140.....3	~BMT 140.....5
**CSS 100.....2	TECD 104.....3	
<b>Total..... 16</b>	<b>Total ..... 16</b>	<b>Total ..... 17</b>
Second Year		
Fall.....Cr	Winter .....Cr	Spring .....Cr
MANF 210 .....3	BMT 220.....5	BMT 280.....5
MANF 215 .....5	CIS 150 .....5	‡MANF 199.....1
MANF 250 .....5	√CMST 125.....3	*LC/GE.....5-10
†WMATH 100 .....5	†ENGL 170.....3	MANF 256 .....5
	SOSC 113 .....1	
<b>Total..... 18</b>	<b>Total ..... 17</b>	<b>Total ..... 16+</b>

\* Learning Community (5-10 credits) or 5 credits of social sciences, natural sciences or humanities requirement. 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. (ENGL& 101 can substitute for ENGL 170)

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

\*\* or CSS 104 or IBEST enrollment

√ or CMST& 210

~ BMT 140 takes the place of SOSC 125. SOSC 125 can substitute for BMT 140.

## MANF Foundations Certificates

The Manufacturing Foundation certificates provide the basic skills needed for many entry-level manufacturing jobs. Building on the Manufacturing Fundamental micro-certificates core curriculum, students choose a manufacturing or trade-related specialty option. Manufacturing Foundation specialty options include:

### MANUFACTURING FOUNDATIONS: AUTOMATED SYSTEMS (37 CREDITS).

Required courses: MANF 103, 107, 110, 120, 122, 125, 145, 150, 156, and TECD 103.

### MANUFACTURING FOUNDATIONS: COMPOSITES (35 CREDITS).

Required courses: CMPST 121, 123, 127, MANF 103, 107, 110, 120, 122, 125, and 140.

**MANUFACTURING FOUNDATIONS: COMPUTER NUMERIC CONTROLLED (CNC) TECHNICIAN (38 CREDITS).**

- Required courses: MANF 103, 107, 110, 115, 120, 122, 125, 140, 190, TECD 103, and 104.

**MANUFACTURING FOUNDATIONS: QUALITY ASSURANCE (36 CREDITS).**

*Required courses: MANF 103, 107, 110, 120, 122, 125, 140, ENGL 170, TECD 103, 104, and WMATH 100.*

**MANUFACTURING FOUNDATIONS: WELDING (35 CREDITS).**

*Required courses: MANF 110, 120, 122, 125, 140, WT 111, 112, 113, 114, and 117.*

**MANF Technology Certificates**

Expanding on the Manufacturing Foundation Certificates, the Manufacturing Technology Certificates an additional one quarter of general education requirements. These certificates give the student a solid base of communication skills needed in the manufacturing environment.

**MANUFACTURING TECHNOLOGY – AUTOMATED SYSTEMS (49 CREDITS).**

*Required courses: MANF 103, 107, 100, 120, 122, 125, 145, 150, 156, TECD 103, ENGL 170, SOSC 113, 125, and WMATH 100.*

**MANUFACTURING TECHNOLOGY – CAD TECHNICIAN (49 CREDITS).**

*Required courses: MANF 103, 107, 110, 120, 122, 125, 140, 199, TECD 103, 104, 105, 107, ENGL 170, SOSC 113, 125, and WMATH 100.*

**MANUFACTURING TECHNOLOGY – COMPOSITES (50 CREDITS).**

*Required courses: CMPST 121, 123, 127, MANF 103, 107, 110, 120, 122, 125, 140, 199, TECD 103, ENGL 170, SOSC 113, 125, and WMATH 100.*

**MANUFACTURING TECHNOLOGY – WELDING (55 CREDITS).**

*Required courses: MANF 103, 107, 110, 120, 122, 125, 140, 199, TECD 103, WT 111, 112, 113, 114, ENGL 170, SOSC 113, 125, and WMATH 100.*

**MANF CAD Technician Certificates**

The Manufacturing CAD Technician certificates put conceptual computer modeling into the hands of the technician. With a solid basis in manufacturing fundamentals and a trade specialty, the manufacturing CAD operator will engage the latest tools to solve problems on the production floor and feed that information back up stream to influence the overall design process.

**MANUFACTURING CAD TECHNICIAN – AUTOMATED SYSTEMS CERTIFICATE (41 CREDITS)**

*Required Courses: MANF 103, 110, 122, 140, 145, 150, 156, TECD 103, 104, 105, and 107.*

**MANUFACTURING CAD TECHNICIAN – COMPOSITES CERTIFICATE (39 CREDITS)**

*Required Courses: CMPST 121, 123, 127, MANF 103, 110, 122, 140, TECD 103, 104, 105, and 107.*

**MANUFACTURING CAD TECHNICIAN – WELDING CERTIFICATE (44 CREDITS)**

*Required Courses: MANF 103, 110, 122, 140, TECD 103, 104, 105, 107, WT 111, 113, 112, and 114.*

**MANF Advanced Composites**

Marine, aerospace, transportation, construction, energy, and sports equipment represent some of the industries where composites are used. The growing demand for stronger, lighter and more efficient building materials is driving the demand for skilled composite technicians who can work with these new materials and processes. The Composites program at Skagit Valley College provides students with skills and knowledge in plant safety, manufacture and repair processes, vacuum infusion process, light resin transfer molding (RTM), part and tooling design techniques. Students work toward taking American Composites Manufacturers Association (ACMA) certification exams – the standard for composites credentialing.

**ADVANCED COMPOSITES MANUFACTURING TECHNICIAN CERTIFICATE (31 CREDITS)**

*Required Courses: CMPST 121, 123, 127, 220; MANF 120, 122, 125 (or MT 105); WMATH 100 (or MT 102).*

**MANF Computer-Aided Technical Design**

The Computer-Aided Technical Design certificate puts conceptual computer modeling into the hands of the technician. Students will complete the CAD technical core courses, plus additional manufacturing fundamental courses. In addition, the student will pick a trade-specialty focus to guide their path of study.

**COMPUTER-AIDED TECHNICAL DESIGN CERTIFICATE (39+ CREDITS)**

*Required Courses: MANF 110, 120, 122, 140; TECD 103, 104, 105, 107; plus complete ONE of the following trade specialty micro-certificate options:*

- Automated Systems Technology (15 credits): Required Courses: MANF 145, 150, 156
- Composite Repair Technician (13 credits): Required Courses: CMPST 121, 123, and 127.
- Quality Assurance (13 credits): Required Courses: MANF 103, 107, 120, 140; WMATH 100

**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. Students can choose to complete individual micro-certificates (14-19 credits each) or take a full series of courses to complete one of the Manufacturing-related certificate options.

**MANUFACTURING FUNDAMENTALS (14 CREDITS)**

The Manufacturing Fundamentals 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.

*Required Courses: MANF 110, 120, 122, 125, and 140*

**AUTOMATED SYSTEMS TECHNOLOGY (15 CREDITS)**

This micro-certificate provides graduates with the basic skills needed to find entry-level employment at a company using high-end automation equipment. Students learn core electronics skills, character-

istics and operation of various types of electric motors, pneumatics & embedded controllers.

*Required Courses:* MANF 145, 150, 156

### COMPOSITES REPAIR TECHNICIAN (13 CREDITS)

This micro-certificate provides students with an overview of composites and their application across a spectrum of industries. Introduction to fiberglass reinforced plastics with emphasis on chemical safety applicable to poly and vinyl-ester resins, solvents, and epoxies. Industry-appropriate shop safety standards and correct use of Personal Protection Equipment is also covered.

*Required Courses:* CMPST 121, 123, and 127.

### QUALITY ASSURANCE (19 CREDITS)

This micro-certificate is designed to introduce students to the concepts of Quality Assurance as applied in a manufacturing environment. Skills learned in this program can be applied to quality assurance and inspection work at all stages of manufacturing, from examining materials received from a supplier to performing final checks on finished products and packaging.

*Required Courses:* MANF 103, 107, 120, 140; WMATH 100

### WELDING FUNDAMENTALS (14-19 CREDITS)

This micro-certificate program is designed to familiarize students with the SVC Welding program and to provide an introduction to 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. Choose from the two Welding Fundamental specialty options:

- Welding Fundamentals-Steel (19 credits): WT 111, 112, 114; MANF 120, 140.
- Welding Fundamentals-Aluminum (14 credits): WT 113, 117; MANF 120, 140.

## Course Descriptions

### MANF 100 Introduction to Tools (3)

Overview of the tools and techniques used in modern industry. Includes measurement tools, basic hand tools, tools for the automotive, marine and diesel trades, tools for welding and composite industry and modern industrial equipment. Fundamental computer use is integrated into the coursework.

### MANF 101 Introduction to Technical Trades (3)

Overview of the modern industrial sector including a historical look at systems and organizations. Includes automotive, diesel and marine trades, applications of welding and composite skills, metrology and modern manufacturing techniques. Fundamental writing and professional communication is integrated into the coursework. Industry speakers, career exploration and industry site visits included.

### MANF 103 Introduction to Quality Assurance (3)

Introduction to the principles and purpose of Quality Assurance Management including an overview and awareness of the history, concepts and theory of quality as it relates to today's industrial/manufacturing environment. Examines issues affecting quality in manufacturing, and provides the statistical methods and the management philosophy which allow problems in production processes to be found and fixed resulting in continuous quality improvement. Gain a basic understanding of the quality control tools used in industry.

### 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. Prerequisite: None. Call either 360.416.7975 or 360.416.7948 if you are receiving a "haven't met prereq" message.

### MANF 115 Intro to 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.

### MANF 120 Industrial Safety and 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. Prerequisite: None. Call either 360.416.7975 or 360.416.7948 if you are receiving a "haven't met prereq" message.

### 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. Prerequisite: None. Call either 360.416.7975 or 360.416.7948 if you are receiving a "haven't met prereq" message.

### 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, micrometers, dial gage and height gage. Identification and classification of a variety of basic hand and machine tools. Overview of fasteners and methods of fastenings (screws, machine screws, nuts, bolts, etc.). Prerequisite: None.

### MANF 130 Introduction to Metal Fabrication (2)

Introduction to the metal fabrication process. Topics include safety, metal properties, metal cutting and the use of oxy-fuel.



**MANF 131 Basic Metal Fabrication (2)**

Basic instruction in the metal fabrication process. Topics include wire-feed welding, shielded metal arc welding and tungsten inert gas welding.

**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. Prerequisite: None. Call either 360.416.7975 or 360.416.7948 if you are receiving a "haven't met prereq" message.

**MANF 145 Electronics Fundamentals (5)**

Introduction to basic electronics (AC/DC) theory and applications. Covers direct current analysis and function of resistive circuits, semiconductor function and applications, and basic digital logic as it applies to automation devices and equipment. Fundamental theories and laws (Ohm's Law & Kirchhoff's Law) of electronics will be reviewed. Provides practical hands-on experience with basic DC, AC, and electronic circuits. Also covers basic procedures required to work with electronics safely and effectively in an industrial work setting.

**MANF 150 Sensor Systems and Applications (5)**

Introduction to devices and circuits used in industrial applications: sensors and transducers, control circuits, electronic signals, thyristor devices, trigger circuits, motors and motor control systems. Covers measurement techniques used in computer controlled industrial systems to monitor flow, temperature, proximity, pressure, level and toxic gas. Introduction to hydraulic and pneumatic systems, fluids, pumps, sensors, and control devices used in common industrial processes. Prerequisite: MANF 145.

**MANF 156 Introduction to Automated Systems (5)**

Overview of how electronic and mechanical systems are used in the design and manufacture of products and processes. Using electronic principles and test equipment, learn how industrial control systems are designed to integrate digital controls in the processing of data. Introduction to microcontrollers, robotic principles, automation systems, motor and servo-control systems. Prerequisite: MANF 150.

**MANF 177 Quality Control Metrics and Applications (5)**

Introduction to fundamental quality assurance techniques and applications. Covers measurement techniques and procedures based on industry standards and practices. Introduction to advanced precision measurement devices, methods for inspection, maintenance and care of quality measuring instruments or devices, and writing technical reports. Areas of study include product quality, process quality, subjective quality standards and packing quality. Prerequisite: MANF 103 or instructor permission.

**MANF 190 Computer Numeric Controlled (CNC) Basics (5)**

Introduction to Computer Aided Drawing (CAD), Computer Aided Machining (CAM), and to the Computer Numeric Controlled (CNC)

process. Covers the basics of CNC machine operation, advanced print reading and programming methodologies. Also introduced are machining processes for CNC mill, CNC lathe and CNC Wire EDM. Prerequisite: MANF 115 or instructor permission.

**MANF 195 Introduction to Robotics (2)**

Using electronics principles and test equipment, students are introduced to microcontrollers, robotics, automation systems, robotic motor and servo control systems. Prerequisite: MANF 191 or instructor permission

**MANF 199 Internship Experience (1-15)**

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

**MANF 205 Advanced Computer Numeric Control (CNC) (5)**

Study of Computer Numeric Control (CNC) in the manufacturing environment. Topics include manufacturing applications of CNC, introduction to machining, and CNC programming and operation in a production. Prerequisite: MANF 190 or instructor permission.

**MANF 210 Total Productive Maintenance (3)**

Introduction to electrical systems, mechanical systems and rigging. Describes the elements of Total Productive Maintenance (TPM) and explains how TPM helps reduce losses and waste. Explores the fundamentals of facilities layout and process selection. Prerequisite: MANF 177 or instructor permission.

**MANF 215 Advanced Inspection (5)**

Advanced study of quality tools and metrics. Includes physical inspection methods, statistical metrics for quality assurance and acceptance sampling. Prerequisite: MANF 177 and WMATH 100 or instructor permission.

**MANF 230 Enterprise Resource Planning and Material Requirement Planning (5)**

The study of systems and planning tools used in manufacturing. Includes enterprise resource planning (ERP), material requirement planning (MRP), and aggregate planning. Prerequisite: MANF 177 or instructor permission.

**MANF 250 Shop Supervision (5)**

The study of personnel and process management in an industrial environment. Includes the supervisor's role in an organization, effective leadership skills, problem-solving applications, effective safety techniques, and successful communication concepts. Prerequisite: MANF 177 or instructor permission.

**MANF 256 Operations Management (5)**

Study the role of operations managers in manufacturing. Includes both strategic issues and practical applications, decision making, process selection, capacity planning, management of quality, supply chain management, and personnel management. Prerequisite: MANF 250 and BMT 221.

## Marine Maintenance Technology (MT)

Also see Composites Technology

### Program Description

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

Located in the heart of the Northwest's maritime industry, the MT program has close partnerships with 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 manufacturing and repair-refit companies in the pleasure, military, and commercial industries are driving demand for skilled marine technicians. In response to this demand, Skagit Valley College is a member of the Marine League of Schools, a national consortium of marine technology educators providing industry standards based training and education. In the MT program students divide their time between the classroom and well-equipped lab facilities, and through on-site testing, will work toward credentials with the following:

- American Boat & Yacht Council (ABYC),
- American Composites Manufacturers Association (ACMA),
- National Marine Electronics Association (NMEA), as well as other industry recognized certification entities.

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, sterndrives, sail drives, and outboard motors.

In marine vessel systems, students learn how to install, repair, maintain, and troubleshoot modern boat systems using established industry standards and best practices, learning about AC and DC electrical systems, plumbing, rigging, electronics, sanitation, refrigeration, communication and navigation systems. Certified instructors have direct industry experience and prepare students to apply their skills to virtually any professional scenario involving AC and DC electricity, marine wiring, pumps, batteries, tanks and plumbing, shore power systems, inverters, steering/ controls, refrigeration, sanitation, heating systems and electronic navigation. Composite materials dominate the recreational vessel market globally.

The marine composites curriculum prepares students by teaching the theory and practical application of a wide variety of composite materials and resins. Though the composites portion of the program targets the marine industry, students will have the option of seeking employment in several industries in addition to marine, such as energy, aerospace, automotive, recreation, bio-medical, construction and consumer goods – each of which requires similar skill sets. Students will study and learn wet layup, and closed-molding, tool fabrication, light resin transfer molding (RTM); developing hands-on practical skills in addition to learning the theory behind the processes. For information on composites manufacturing and repair, see Composites and Manufacturing Technology certificates.

### Program Learning Outcomes

Graduates of the Marine Technician program will be able to:

- Use a digital volt/ohm/amp meter to test AC circuits including shore power cords, supplied voltage, voltage drop, continuity of a wire run, operation of a switch, fuse, bulb or appliance.
- Install and wire typical vessel DC electrical system components such as batteries, pumps, lights, switches and navigational gear to American Boat and Yacht Council and National Fire Protection Association guidelines and recommended practices.
- Plan and install charging systems in accordance with ABYC guidelines.
- Understand problems related to marine galvanic corrosion, and able to complete a galvanic corrosion survey on a vessel and recommend corrective or maintenance items necessary for control.
- Understand marine electronic navigational systems and able to provide routine maintenance services for marine electronic devices.
- Understand marine computer selection and able to implement computer security measures.
- Understand and apply regional and national laws regarding marine sanitation devices (MSD) and overboard discharge of gray and black water. Make appropriate decisions about tankage issues based on USCG requirements and ABYC standards H-24, H-25, and H-33 as they apply to fuel tanks.
- Identify various marine pump systems, and understand factors that affect pump ratings for flow, lift, and pressure. Disassemble and repair various types of marine pumps.
- Understand and apply applicable standards in system design, installation and repair of A-7 liquid and solid fueled boat heating systems; H-32 ventilation of boats using diesel fuel; H-33 diesel fuel systems; A-26 LPG and CNG fueled appliances.
- Have a working knowledge of ABYC standard A-24 carbon monoxide detection systems and standard A-1 marine liquefied petroleum gas systems.
- Diagnose and repair common starting problems of marine engines; perform typical tune-up procedures on conventional breaker point ignition systems.
- Diagnose cooling system problems, and perform mechanical preventative maintenance on the cooling system.
- Repair damaged inboard drivetrain components by replacing components, including transmissions, motor mounts, propeller shafts, shaft couplings, propellers, struts, and shaft bearings.
- Perform basic tune-up procedures on outboard motors, including compression testing, spark testing and fuel delivery tests.
- Perform cooling system service including removing and replacing water pump impellers.

### Entry into the Program

Please contact the Admissions Office or Department Chair, Mike Beemer, [mike.beemer@skagit.edu](mailto:mike.beemer@skagit.edu), 360.766.6282 ext. 3003, for more information about program certificate and degree options and admission requirements. Students may also visit the Skagit Valley College Marine Maintenance Technology program co-located at the Northwest Career and Technical Academy, Marine Technology Center, in Anacortes, Washington.

### Tech Prep

Please see chapter 8 for information regarding Tech Prep.

## 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 minimum 2.0 grade in each Marine Technology course.

## 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 minimum 2.0 grade in each Marine Technology course.

### SUGGESTED SCHEDULES

#### MARINE MAINTENANCE TECHNOLOGY - MARINE TECHNICIAN PROGRAM ATA

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 132 .....4	MT 133.....5
or WMATH 100.....3	MT 160 .....7	MT 136.....5
MT 105.....6	MT 161 .....5	MT 240.....3
CMPST 121.....3		~†ENGL 170.....3
<b>Total.....14</b>	<b>Total.....16</b>	<b>Total.....16</b>

##### SECOND YEAR

FALL .....Cr	WINTER .....Cr	SPRING.....Cr
MT 134.....5	MT 236 .....3	MT 199.....2
MT 230.....3	CMPST 123.....5	MT 231.....5
CMPST 220.....5	~LC/GE* .....5	CMPST 127 .....5
~CMST 210 .....5	~PE 200 .....2	~SOSC 113 .....1
		~SOSC 125 .....2
<b>Total.....18</b>	<b>Total.....15</b>	<b>Total.....15</b>

\* Learning Community (5-10 credits) or 5 credits of General Education (social sciences, natural sciences or humanities). 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. (WMATH 100 can substitute for MT 102) (ENGL& 101 can substitute for ENGL 170)

~These courses are required for the ATA degree.

## Program Certificate

A Certificate in Marine Maintenance Technology is awarded to students who complete the following courses with a minimum 2.0 grade in each course.

#### MARINE TECHNICIAN CERTIFICATE (46 CREDITS)

REQUIRED COURSES: MT 102 or WMATH 100, MT 105, 132, 133, 136, 143, 144, 240 CMPST 121, and ENGL 170.

## 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 134 Marine Electrical Systems III (5)

Advanced electrical systems including marine corrosion, advanced battery technologies, hybrid boat power systems, distributed power systems, and modern electrical control systems. Preparation for ABYC corrosion certificate. Prerequisite: MT 133 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 160 Marine Engine Systems (7)

Operation, service, troubleshooting and general maintenance of in-board gas and diesel engines in recreational and small commercial vessels. Tune-up procedures for gas ignition systems. Routine service and maintenance of these systems. Includes starting, charging, fuel, cooling, lubrication and winterization of engines.

#### MT 161 Inboard Drivetrain/Sterndrives and Saildrives (5)

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. Covers operation and maintenance of sterndrives and saildrive types of marine drivetrains emphasizing preventative maintenance and service procedures. Prerequisite: MT 160 or instructor permission.

#### MT 199 Cooperative Education Experience (1-4)

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 and 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 236 Marine Electronics II (3)**

Covers National Marine Manufacturer's Association guidelines. Includes familiarization with equipment operation of electronic devices for navigation and communication with installation interfacing and operation. Prerequisite: MT 230 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 portable units under 20 horsepower. Covers ignition, fuel, cooling, lower units, tune-up procedures, winterizations.

**MT 252-255 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 or higher. 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 015 Technical Math for Diesel Mechanics (1)**

Whole numbers, fractions, decimals, percentages, measurements, ratios, proportions, and averages.

**MATH 060 Math Study Strategies (1-2)**

Designed to equip developmental math students to succeed in math courses. The course primarily targets students enrolled in MATH 96 or MATH 97. The course will prepare students to do math independently and in groups. Students will be able to organize their studies methodically. Students will also build a personal repertoire of math study skills and be able to draw on college resources to learn math.

**MATH 080 Whole Numbers and Decimals (1-3)**

Operations using whole numbers and decimals with additional foundational terminology and concepts. Prerequisite: instructor's permission.

**MATH 081 Fractions, Ratios, and Proportions (1-3)**

The four basic operations with fractions, and calculations using ratios and proportions. Prerequisite: instructor's permission.

**MATH 082 Percents and Interest (1-3)**

Foundations of percents and interest with applications. Prerequisite: instructor's permission.

**MATH 087 Special Topics in Math (1-5)**

Foundational and specialized aspects of math being studied under the MATH 87 umbrella will receive a PASS grade for acceptable progress. A letter grade for MATH 87 is only given when a student has completed the MATH 96 material with a passing grade (C or better), and is ready for MATH 97 or MATH 100.

**MATH 090 Real Numbers (1-3)**

Introduction to the Real Number System, and basic operations.

**MATH 091 Solving Linear Equations (1-3)**

Solving Linear equations, and working with ratios and proportions.

**MATH 092 Applications and Graphing Linear Equations (1-3)**

Practice in operations and applications with polynomials and factoring, and graphing linear equations.

**MATH 093 Exponents, Polynomials, and Factoring (1-3)**

Practice in operations and applications with Exponents, Polynomials, and Factoring.

**MATH 094 Graphs, Systems and 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 (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 (5)**

This is the beginning course in algebra, building on topics introduced in math 096. Topics include: algebraic expressions, solving linear equations and inequalities, graphing linear equations, solving systems of linear equations and inequalities, mathematical modeling, and functions. A non-CAS graphing calculator is required. Prerequisite: MATH 096 with a grade of C or higher, or equivalent math placement score.

**MATH 098 Intermediate Algebra I (5)**

This is the first course in intermediate algebra, building on topics introduced in math 097. Topics include: integer and rational exponents, polynomials and operations with polynomials, factoring polynomials, solving quadratic equations by: factoring, the square root method, completing the square and the quadratic formula; graphing quadratic and exponential functions, modeling with polynomial and exponential functions. A non-CAS graphing calculator is required. Prerequisite: MATH 097 with a grade of C or higher, or equivalent math placement score.



**MATH 099 Intermediate Algebra II (5)**

This is the second course in intermediate algebra, building on topics introduced in math 098. Topics include: composite and inverse functions; logarithmic, rational and radical functions; logarithmic, exponential, rational, absolute value and radical equations; radical and rational expressions; variation; absolute value inequalities; complex numbers; and modeling with logarithmic, exponential, rational and radical equations. A non-CAS graphing calculator is 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, effective calculator usage and practical problem solving techniques explored. Opportunities for variable student pacing may be provided. 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 AA-DTA 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 98 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 098 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 099, 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, vector-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  $\mathbb{R}^n$ ; 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 with a grade of C or better.

**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.

## Media Communications

### Program Description

Media Communications is an academic program that supports students in both the study and production of mass media. It includes media production, radio, and video courses.

### Course Descriptions

#### **MEDIA 110 Publications I (2)**

An introduction to and workshop in the design, layout, creative writing, editing, and production of periodical publications. May include one or more of the following: yearbook, art & literary journal, and/or newsletter. Prerequisite: previous or current enrollment in literary or visual arts course (such as creative writing, photography, journalism, media) recommended or instructor permission.

#### **MEDIA 115 Introduction to Media Production I (3)**

Introduction to media production, offering hands-on use of audio and video equipment. Students will develop technical and artistic skills while working as members of production teams.

#### **MEDIA 116 Introduction to Media Production II (3)**

Continuation of MEDIA 115. Introduction to media production, offering hands-on use of audio and video equipment. Students will develop technical and artistic skills while working as members of production teams.

#### **MEDIA 117 Introduction to Media Production III (3)**

Continuation of MEDIA 116. Introduction to media production, offering hands-on use of audio and video equipment. Students will develop technical and artistic skills while working as members of production teams.

#### **MEDIA 118 Introduction to Media Production IV (3)**

Continuation of MEDIA 117. Introduction to media production, offering hands-on use of audio and video equipment. Students will develop technical and artistic skills while working as members of production teams.

#### **MEDIA 119 Writing for Radio (3)**

Theory and practice of writing for radio. Various formats will be covered, including feature news, news reporting, public service announcements, advertising, and radio drama.

#### **MEDIA 122 Single Camera Video Production (3)**

A hands-on video production course focusing on the use of digital video and audio for computer based multimedia projects, documentaries, and electronic news gathering.

#### **MEDIA 131 Broadcast Announcing I (1-3)**

Introductory and progressively challenging, this series of courses provides an opportunity for students to learn and practice communication skills, as well as providing practical experience, through the college's FM radio station, KSVR 91.7, in the operation of recording and broadcast equipment. Students may choose to broadcast in English or Spanish.

#### **MEDIA 132 Broadcast Announcing II (3)**

Introductory and progressively challenging, this series of courses provides an opportunity for students to learn and practice communication skills, as well as providing practical experience, through the college's FM radio station, KSVR 91.7, in the operation of recording and broadcast equipment. Students may choose to broadcast in English or Spanish. Prerequisite: MEDIA 131

#### **MEDIA 133 Broadcast Announcing III (3)**

Introductory and progressively challenging, this series of courses provides an opportunity for students to learn and practice communication skills, as well as providing practical experience, through the college's FM radio station, KSVR 91.7, in the operation of recording and broadcast equipment. Students may choose to broadcast in English or Spanish. Prerequisite: MEDIA 132

#### **MEDIA 140 Radio: the First 100 Years (5)**

The origins and evolution of radio including its influence on our culture.

#### **MEDIA 231 Broadcast Announcing IV (3)**

Introductory and progressively challenging, this series of courses provides an opportunity for students to learn and practice communication skills, as well as providing practical experience, through the college's FM radio station, KSVR 91.7, in the operation of recording and broadcast equipment. Students may choose to broadcast in English or Spanish. Prerequisite: MEDIA 133

#### **MEDIA 232 Broadcast Announcing V (3)**

Introductory and progressively challenging, this series of courses provides an opportunity for students to learn and practice communication skills, as well as providing practical experience, through the college's FM radio station, KSVR 91.7, in the operation of recording and broadcast equipment. Students may choose to broadcast in English or Spanish. Prerequisite: MEDIA 231

#### **MEDIA 233 Broadcast Announcing VI (3)**

Introductory and progressively challenging, this series of courses provides an opportunity for students to learn and practice communication skills, as well as providing practical experience, through the college's FM radio station, KSVR 91.7, in the operation of recording and broadcast equipment. Students may choose to broadcast in English or Spanish. Prerequisite: MEDIA 232

#### **MEDIA 299 Learning into Action (1-15)**

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

## Medical Assistant

See Allied Health Education for program details and course information.

## 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. Consumers are demanding a wide array of interactive online products and services. To meet this growing demand and prepare students with media-rich web design, graphic arts, or video game development skills, the MIT program offers a Web Designer degree, a one-year Web Assistant certificate, a Graphic Arts certificate, an Adobe certificate, a Game & Web Development certificate, a Digital Media Marketing certificate, a Digital Video certificate, and a Digital Photography microcertificate. The Web

Designer ATA degree and five of the certificates as well as the micro-certificate are available online.

### Career Opportunities

Today's businesses and organizations need skilled professionals to design media-rich online content and responsive websites, edit digital video and develop video game applications. Students graduating with a degree or certificate in Multimedia & Interactive Technology will be trained to manipulate text, graphics, animation, and video to design and develop content for online delivery. Students will be prepared for entry-level employment in web design and development, graphic arts, digital media marketing, digital photography, digital videography or video game development. Coursework includes web design, digital photography, image manipulation, illustration, user interface design, digital marketing, digital videography as well as programming and scripting basics. Position titles include webmaster, web designer, web developer, web programmer, web assistant, media assistant, media planner, interactive media specialist, interface designer, animation specialist, computer programmer, Flash programmer, graphic artist, computer specialist, modeler, game designer, game programmer, game developer, videographer, video editing specialist, digital marketing specialist, social media and marketing coordinator, digital media specialist, social media manager, social media director, social media analyst, social media developer, online advertising manager, and online advertising salesperson.

### 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.

### Program Learning Outcomes

Graduates of the Multimedia and Interactive Technology program will be able to:

- Be prepared for entry-level jobs in the digital media industry including graphics arts, digital photography, web design, and game development.
- Use contemporary and industry standard media design tools, applications, technologies, processes and techniques to produce quality digital media products and solutions.
- Design and produce a professional web-based digital media portfolio featuring an archive of work over time demonstrating student aptitude and proficiency.

### You May Study:

▶ Web Page Design & Development	▶ Digital Video Editing	▶ Adobe Photoshop
▶ Digital Photography	▶ Page Layout & Desktop Publishing	▶ Adobe Premiere
▶ Animation	▶ Adobe Dreamweaver	▶ Multimedia Design
▶ Content Management Systems (CMS)	▶ Adobe Flash	▶ User Interface Design
▶ Image Creation & Manipulation	▶ Adobe Illustrator	▶ Search Engine Optimization Techniques
	▶ Adobe InDesign	▶ Video Game Programming

### Entry into the Program

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

### Associate in Technical Arts Degree

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

Within the MIT program, there is a Web Designer degree that is targeted to students who are interested in learning to develop and design media-rich, responsive websites.

### 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		
1st quarter.....Cr	2nd quarter ....Cr	3rd quarter .....Cr
MIT 125 .....5	MIT 135 .....5	MIT 226 .....5
√CMST& 210.....5	MIT 149 .....5	MIT 228 .....5
*CS 101.....5	^PE 100 + 1 act cr.2	MIT 229 .....5
	†WMATH 100.....5	
<b>Total..... 15</b>	<b>Total ..... 17</b>	<b>Total ..... 15</b>

Second Year		
4th quarter ....Cr	5th quarter.....Cr	6th quarter .....Cr
MIT 213 .....5	MIT 240 .....5	‡MIT 199..... 1-15
MIT 235.....5	MIT 220 .....5	MIT 249.....5
†ENGL 101.....5	MIT 260 .....5	MIT 270.....5
	SOSC 113 .....1	MIT 280 .....5
		SOSC 125.....2
<b>Total..... 15</b>	<b>Total ..... 16</b>	<b>Total ..... 18+</b>

\* Meets Learning Community requirement, i.e. Learning Community (5-10 credits) or 5 credits of General Education (social sciences, natural sciences or humanities). Must be outside of technical area, approved by Department Chair. Please see INDEX regarding Learning Communities.

† Students who do not receive an appropriate test score will require additional coursework to develop necessary skills for entry into class. (BMT 111 can substitute for WMATH 100). (ENGL 170 can substitute for ENGL& 101).

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

^ or PE 200

√ or CMST 125

#### \*\*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		
1st quarter.....Cr	2nd quarter ....Cr	3rd quarter .....Cr
MIT 125 .....5	MIT 220 .....5	‡MIT 199..... 1
MIT 135 .....5	MIT 226 .....5	MIT 249.....5
MIT 149.....5	MIT 228 .....5	MIT 260 .....5
MIT 213.....5	MIT 235 .....5	MIT 270.....5
	MIT 240 .....5	MIT 280 .....5
		SOSC 113 .....1
<b>Total..... 20</b>	<b>Total ..... 25</b>	<b>Total ..... 22</b>

\*\* For those students who desire a more flexible schedule, the Web Assistant certificate is available entirely online.

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

## Program Certificates

### WEB ASSISTANT CERTIFICATE (62 CREDITS)

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 (35 CREDITS)

The student must maintain a 2.0 grade point average and complete the following: MIT 125, 199, 220, 228, 229, 240, 280, and SOSC 113. This certificate is available entirely online.

### GRAPHIC ARTS CERTIFICATE (35 CREDITS)

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.

### GAME AND WEB DEVELOPMENT CERTIFICATE (44 CREDITS)

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

### DIGITAL VIDEO CERTIFICATE (32 CREDITS)

The student must maintain a 2.0 grade point average and complete the following: MIT 125, 199, 212, 213, 226, 227, 280, and SOSC 113.

### DIGITAL MEDIA MARKETING CERTIFICATE (30 CREDITS)

This certificate is designed to provide skills in digital marketing for the promotion of brands and products to consumers using digital technologies such as the Internet, digital advertising, and mobile phones. *Required courses: BMT 122, BUS 240, MIT 125, 149, 260 and 270.*

## 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

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.

### DIGITAL PHOTOGRAPHY MICRO-CERTIFICATE (10 CREDITS)

The student must maintain a 2.0 grade point average and complete the following: MIT 213 and 226.

## 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 gameplay.

### 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 media terminology, concepts and trends. Use a variety of industry-leading Adobe software applications to create and

design a media rich website. Prerequisite: Strongly recommended: Computer literacy and file management skills.

### MIT 135 Multimedia Design (5)

Introduction to the design factors that apply to multimedia. Includes basic design components for text, graphics, screen layout, color and the use of metaphor. Covers digital design for computers through a series of tasks and projects. Prerequisite: Strongly recommended: computer literacy and file management skills.

### MIT 149 Introduction to Web Page Design (5)

Introduction to the technologies and concepts associated with website design and development. Create and design websites using HTML5 and Cascading Style Sheets (CSS3). Student websites will be published and critiqued. Prerequisite: Strongly recommended: Computer literacy and file management skills.

### MIT 199 Cooperative Educational Experience (1-15)

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

### MIT 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 212 Digital Videography (5)

Introduction to digital videography. Essential techniques and hands on training on digital video equipment to capture quality digital video footage. Prerequisite: Strongly recommended: computer literacy and file management skills.

### 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: Strongly recommended: computer literacy and file management skills.

### 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: Strongly recommended: computer literacy and file management skills.

### MIT 226 Adobe Photoshop (5)

Introduction to basic and advanced image editing techniques. Use Adobe Photoshop to create graphics, manipulate photographs, edit video, and prepare files for the web and print. Prerequisite: Strongly recommended: computer literacy and file management skills.



**MIT 227 Adobe Premiere Pro (5)**

Introduction to basic and advanced video editing techniques. Use Adobe Premiere Pro to create import, edit and export digital video using transitions, compositing and other advanced effects. Prerequisite: Strongly recommended: computer literacy and file management skills.

**MIT 228 Adobe Flash (5)**

Use Adobe Flash to create animation and interactivity for the web and video game programming. Prerequisite: Strongly recommended: computer literacy and file management skills.

**MIT 229 Adobe Illustrator (5)**

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

**MIT 235 User Interface Design (5)**

Introduction to user interface design principles. Learn to design easy to navigate, user-friendly websites and applications. Prerequisite: Strongly recommended: computer literacy and file management skills.

**MIT 240 Adobe Dreamweaver (5)**

Use Adobe Dreamweaver to design, develop and publish media-rich, dynamic websites that are responsive and accessible. Prerequisite: Strongly recommended: computer literacy and file management skills.

**MIT 249 Advanced Web Page Design (5)**

Introduction to the technologies and issues associated with advanced website design and development. Create and design dynamic, accessible, responsive websites using HTML5, CSS3, 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 Web site's ranking on the most popular search engines. Prerequisite: Strongly recommended: Computer literacy and file management skills.

**MIT 270 CMS Fundamentals (5)**

A detailed look at the history, dynamics and types of Content Management Systems (CMS). Students will also be given hands-on experience setting up a CMS site, one of which will focus on the development of blogging skills. Prerequisite: Strongly recommended: Computer literacy and file management skills as well as some experience with HTML and CSS.

**MIT 280 Digital Portfolio (5)**

Design a web-based digital portfolio to be used as an interactive resume, an archive of work, and a demonstration of aptitude, skill and proficiency. The digital portfolio will serve as a marketing tool that showcases ability and preparation for a career in graphic design, photography, web design, and/or video game design. 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 to read music. Note reading, rhythmic skills and a basic introduction to scales, intervals and harmony are included. No musical background is required. This course can also be taken by students wanting to become music majors but whose music reading skills are insufficient.

**MUSC& 105 Music Appreciation (5)**

As an introduction and exploration of music, this foundation course examines Western music from the Middle ages to the present, focusing on significant composers and compositions and the historical context in which they were written.

**MUSC 108 Class Voice (2)**

Vocal technique including breathing, tone production, diction, and interpretation of literature from Spanish, German, Italian, folk and musical theater traditions. The mechanics of singing, the artistry of singing and building confidence in the individual solo voice are emphasized.

**MUSC 111 Class Piano I (2)**

The course is designed for those with limited or no keyboard background and includes basic notation, rhythm skills, technique, and sight reading. Each class includes group and individual instruction in ensemble playing and repertoire materials. Music Majors are encouraged to take this course along with MUSC 141. MUSC 111, 112, and 113 are beginning piano courses and should be taken in sequence.

**MUSC 112 Class Piano II (2)**

The course is designed for those with limited or no keyboard background and includes basic notation, rhythm skills, technique, and

sight reading. Each class includes group and individual instruction in ensemble playing and repertoire materials. Music majors are encouraged to take this course along with MUSC 142. MUSC 111, 112, and 113 are beginning piano courses and should be taken in sequence. Prerequisite: MUSC 111 with a grade of C or better 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 with a grade of C or better 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 an acoustic guitar. Prerequisite: MUSC 114 with a grade of C or better 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 with a grade of C or better 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 with a grade of C or better.

### **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 with a grade of C or better.

### **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 learn the basics of composing original musical pieces, perform them in class and possibly a concert venue, and submit a final work to a national composition contest. 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 with a grade of C or better 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 with a grade of C or better 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 with a grade of C or better 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 with a grade of C or better or instructor's permission.

**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 with a grade of C or better or instructor's permission.

**MUSC 244 Advanced Composition (2)**

Students will compose original musical pieces of increasing sophistication, performing them in class and possibly in a concert venue. Emphasis will be placed on musical analysis and the study of orchestration and the application of this to individualized compositions. Prerequisite: MUSC 144 and concurrent enrollment in Music Theory or permission of the instructor.

**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.

**Natural Science (NASC)**

See Science for program details and course information.

**Nursing (NURS)****Program Description**

The Nursing (NURS) program at Skagit Valley College (SVC) prepares students for a lifelong career in nursing practice. Nursing is one of the most diverse and exciting careers in today's health care field. It provides unlimited opportunities and intangible benefits for those who enter the profession. Nurses are employed in a variety of settings including hospitals, extended care centers, home health care agencies, physicians' offices, mental health facilities, and corrections. New technologies are continually developing in the health care field, offering exciting and challenging career opportunities.

Nursing is a demanding, rewarding profession that requires strong communication skills, excellent problem-solving abilities, focused concentration when performing a task, attention to detail, the ability to work well with others, and extensive knowledge of the sciences.

**Programs/Campus Options**

The Nursing programs at SVC are offered at two campus locations: Mount Vernon Campus and Whidbey Island Campus (located in Oak Harbor). The following nursing programs are available at these campus locations:

**MOUNT VERNON CAMPUS**

- Registered Nurse (RN) - Full-Time
- Nursing Assistant (NURS 120)

**WHIDBEY ISLAND CAMPUS**

- Licensed Practical Nurse (LPN) to RN (second year Associate's Degree in Nursing) – part-time
- Practical Nurse – full-time and part-time options
- Nursing Assistant (NURS 100)

**Accreditation**

Skagit Valley College's nursing programs (RN and PN) are approved by the Washington State Department of Health Nursing Care Quality Assurance Commission (NCQAC). The RN program is nationally accredited by the Accreditation Commission for Education in Nursing (ACEN). For further information, contact the organizations directly:

- NCQAC - 111 Israel Road SE, Tumwater, WA 98501; 360.236.4700; [www.doh.wa.gov](http://www.doh.wa.gov)
- ACEN - 3343 Peachtree Road, NE, Suite 850, Atlanta, GA 30326; (404) 975-5000; [www.acenursing.org](http://www.acenursing.org)

**Nursing Curriculum and Graduate Outcomes**

The curriculum includes a strong foundation in communication, biological and social sciences, general education and nursing courses. Students integrate theory and practice throughout the nursing program by combining their classroom work with skills laboratory and clinical experiences. The curriculum model provides students with a solid foundation of knowledge and experience. The learning environment encourages students to develop a systematic approach to problem solving and acquire the knowledge and skill to meet the health needs of the individual, the family and the community during health and/or illness. The nursing programs offer a multi-dimensional series of experiences. Application occurs in campus laboratories, simulation laboratories, classroom settings, acute care hospitals, long-term care facilities, and community health care settings. During their education, students will log more than clinical hours and practice and simulation hours in lab preparing them for a successful career in nursing.

**Program Learning Outcomes**

- Graduates of the Nursing ATA RN program will be able to
- Demonstrate accountability for nursing care by practicing within the ethical, legal, and regulatory frameworks of nursing standards of professional nursing practice.
- Utilize appropriate channels of communication: therapeutic, information technology, confidential patient information to achieve positive patient outcomes.
- Demonstrate ability to perform a comprehensive baseline and ongoing assessment to meet the patient's changing needs.
- Make sound clinical judgments using evidence-based information to ensure accurate and safe patient care.
- Provide organized, safe, competent nursing care taking into consideration the patient's culture.
- Integrate health education into the plan of care to facilitate decision making by the patient; demonstrate the value of lifelong-learning as a professional.
- Facilitate the continuity of cost-effective care by applying the principles of prioritization, delegation, and supervision.

**Nursing Program Website**

For the most current overview about the Nursing program, specific program admission requirements, application documents, and deadlines go to SVC's website at [www.skagit.edu/nursing](http://www.skagit.edu/nursing).

**Nursing Program Options****REGISTERED NURSING ASSOCIATE OF TECHNICAL ARTS DEGREE (123-126 CREDITS)**

The RN - ATA degree prepares students who are highly educated, technically advanced, competent and caring individuals to practice

professional nursing in a variety of settings. In addition, it may prepare students interested in pursuing a degree at the baccalaureate level. The full-time program, located on the Mount Vernon campus, requires attendance in daytime lecture and lab classes, and both daytime and evening clinicals. Graduates of the program are eligible to take the examination for licensure as a registered nurse (NCLEX-RN).

### ***RN Program Agreement with WWU and UW***

Skagit Valley College has an agreement with the Western Washington University and the University of Washington Nursing Program-Bothell that allows the SVC graduate to transition into a Bachelor of Science Nursing Degree program after completion of the Registered Nursing ATA degree program at SVC. If interested, please contact an advisor at Western Washington University [www.wvu.edu/ee/bsn](http://www.wvu.edu/ee/bsn) or the University of Washington Bothell [www.uwb.edu/nhs](http://www.uwb.edu/nhs). Students should also indicate interest in this program to a SVC pre-nursing counselor.

### **PRACTICAL NURSING TO REGISTERED NURSING (LPN TO RN) ATA DEGREE (87-90 CREDITS)**

SVC offers a program for nurses who have graduated from a PN program and have a current Washington State LPN license. Located on the Whidbey Island Campus, the LPN to RN ATA Degree program is part-time, focusing on the second year of the Associate Degree in Registered Nursing. Students complete the same RN program prerequisites, related education courses, and 6 quarters of nursing courses required for the ATA degree. The program was designed to create a pathway for PN graduates to move into high-wage, high-demand career opportunities in healthcare. Graduates of this program receive an Associate Degree in Registered Nursing and are eligible to apply for the State Licensing Examination (NCLEX-RN) for Registered Nursing.

### **PRACTICAL NURSING CERTIFICATE (75 CREDITS)**

The PN program prepares students for employment as Practical Nurses in hospitals, clinics, long-term care facilities, home healthcare agencies, schools and doctor's offices. Graduates of the program are eligible to take the licensing examination to become licensed practical nurses (NCLEX-PN). There are two PN program enrollment options available to students: full-time, or part-time/evenings and weekends. This program is only available at the Whidbey Island Campus.

### ***Nursing Assistant Certificate***

#### **NURSING 100 (6 CREDITS) – WHIDBEY ISLAND CAMPUS**

The Nursing Assistant program (NURS 100) prepares students for employment as Nursing Assistants in hospitals, clinics, long-term care facilities, and home healthcare agencies. Additionally, this program prepares students for continuation on into practical or registered nurse programs. Graduates of the program are eligible to take the Washington State competency examination to become a Certified Nursing Assistant. This is a Washington State approved, one quarter course offered evenings, requiring 35 hours of classroom instruction and 54 hours of clinical experience. Students must attend all scheduled classes and clinical experiences to meet State certification requirements. This program is available on the Whidbey Island Campus only.

#### **NURSING 120 (13 CREDITS) – MOUNT VERNON CAMPUS**

The Nursing Assistant (NURS 120) program prepares students for employment as Nursing Assistants in hospitals, clinics, long-term care facilities, and home healthcare agencies. Additionally, this program prepares students for continuation on into practical, registered nursing and medical assisting programs. Students will receive a certificate for American Heart Healthcare Provider CPR, bloodborne pathogen

training, First Aid, disaster preparedness and the seven hour HIV/AIDS training certificate. Exam Preparation is incorporated to help students take the nursing assistant certification in Washington State. This is a Washington State approved, one quarter course requiring 132 hours of classroom instruction and 66 hours of clinical experience. Students must attend all scheduled classes and clinical experiences to meet State certification requirements. This program is available on the Mount Vernon Campus only.

### ***Program Entry: RN and LPN to RN Degrees***

Enrollment is limited in all nursing programs. Admission into the Registered Nursing Program is based on a competitive/selective process. Students admitted to the LPN to RN program are selected from a waitlist application process until exhausted. Admission will then be a competitive/selective process. Entry into the nursing program occurs when the student begins the first nursing course.

All interested students must meet minimum qualifications in order to be considered for admission. It is recommended that students attend a program information session to get questions answered and meet a pre-nursing advisor. Applicant's to the nursing program must be a high school graduate or have passed the General Education Equivalency (GED®) exam.

Students seeking admission to any of the Nursing programs must first apply for admission to Skagit Valley College indicating the nursing program as your area of interest. Admission to the college does not guarantee acceptance into a specific nursing program. Take the college placement test (COMPASS) in Math and English. In addition, applicants to the PN program must have a current Nursing Assistant Certification (CNA), while applicants for the LPN to RN program must hold an active Washington State Practical Nurse License (LPN). The minimum qualifications and program prerequisites for the LPN to RN program are the same as those stated for the RN program. Students will also need to submit a completed Nursing Admissions Application form/packet with all appropriate documentation by the deadline indicated.

For a more detailed overview about the Nursing program, specific program admission requirements, application documents, and deadlines go to SVC's website: [www.skagit.edu/nursing](http://www.skagit.edu/nursing)

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

- American Heart Association Healthcare Provider Card
- Demonstrate a level of "Proficient" or higher on the ATI Academic Preparedness TEAS Exam – See Nursing website for minimum individual scores required.
- 3.0 or higher Science cumulative GPA in required Science prerequisites
- Majors Cellular (BIOL& 211) or Cell Biology (BIOL& 160)
- Human A & P I (BIOL& 241)
- Human A & P II (BIOL& 242)
- Chemistry (CHEM& 121)
- Microbiology (BIOL& 260)

*NOTE: BIOL& 211 or BIOL& 160 are not currently counted in the GPA calculation. It will be included for students applying for Spring 2016 admission into the Nursing program.*

- 3.0 or higher cumulative GPA in all required Nursing prerequisites
- English Composition I (ENGL& 101)
- HMATH 100 or above. Beginning Fall quarter 2016, MATH& 146 (Statistics) will be the required math course for admission to the RN Nursing program; HMATH 100 will no longer be ac-

cepted for admission starting Fall Quarter 2016. HMATH 100 will not be offered for RN students after Spring Quarter 2105.

- General Psychology (PSYC& 100)
- Lifespan Psychology (PSYC& 200)

#### THE FOLLOWING GENERAL EDUCATION REQUIREMENTS MUST BE COMPLETED PRIOR TO GRADUATION:

- Interpersonal Communication (CMST& 210)  
OR Professional Communication (CMST 125)
- Job Search (SOSC 113)
- Employer/Employee Roles & Perspectives (SOSC 125)

### MOUNT VERNON CAMPUS

#### 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

##### 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. This is a full-time schedule.

Prerequisite and general education courses required prior to entering NURS 161: HMATH 100 or above (beginning Fall quarter 2016, MATH& 146, Statistics, will be the required math course for admission to the Nursing program), ENGL& 101 or ENGL 103 or 104, CHEM& 121, CHEM& 211, BIOL& 211 or BIOL& 160, 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. Students must have an cumulative overall 3.0 GPA in science prerequisite courses and overall 3.0 GPA in all nursing prerequisites with a minimum letter grade of "C" or better in all nursing prerequisite. Students must also receive a letter grade of "C" or better in all general education courses and maintain a grade of "C" or higher while in the nursing program.

##### First Year

1st Qtr .....	Cr	2nd Qtr .....	Cr	3rd Qtr.....	Cr
NURS 161.....	12	NURS 162 .....	12	NURS 163.....	12
<b>Total.....</b>	<b>12</b>	<b>Total .....</b>	<b>12</b>	<b>Total .....</b>	<b>12</b>

##### Second Year

4th Qtr .....	Cr	5th Qtr .....	Cr	6th Qtr.....	Cr
NURS 201.....	12	NURS 202 .....	12	NURS 203.....	12
✓CMST 125.....	3	SOSC 125 .....	2	SOSC 113.....	1
<b>Total.....</b>	<b>15-17</b>	<b>Total .....</b>	<b>14</b>	<b>Total .....</b>	<b>13</b>

✓ or CMST& 210

##### LPN TO RN DEGREE (82-84 CREDITS)

This is a part-time evenings and weekend program taking approximately 6 quarters to complete. There are prerequisite and general education courses required prior to taking the nursing specific courses. Consult with the department chair or SVC counselor for scheduling options.

##### First Year

1st Qtr .....	Cr	2nd Qtr .....	Cr	3rd Qtr.....	Cr
NURS 211-E .....	6	NURS 211-F .....	6	NURS 212-E.....	6
<b>Total.....</b>	<b>6</b>	<b>Total .....</b>	<b>6</b>	<b>Total .....</b>	<b>6</b>

##### Second Year

4th Qtr .....	Cr	5th Qtr .....	Cr	6th Qtr.....	Cr
NURS 212-F .....	6	NURS 213-E.....	6	NURS 213-F.....	6
<b>Total.....</b>	<b>6</b>	<b>Total .....</b>	<b>6</b>	<b>Total .....</b>	<b>6</b>

### WHIDBEY ISLAND CAMPUS

#### Program Entry: Practical Nurse Certificate

Admission into SVC's Practical Nursing Program is limited. Students are selected for admission to the Practical Nursing program from the program wait list. All interested students must meet minimum qualifications in order to be considered for admission. Students seeking admission to the Practical Nursing Program must first apply for admission to Skagit Valley College. Admission to the college does not guarantee acceptance into the Nursing Program. Take the college placement test (COMPASS) in math and English. Applicant's to the nursing program must be a high school graduate or have passed the General Education Equivalency (GED®) exam. To make application to the PN program wait list, students must complete all prerequisites (see list below) with 'C' or better grades and hold a current CNA certification. PN Wait List Application Packets are accepted throughout the year. Questions about the requirements or application process should contact the PN program assistant.

#### Prerequisites for Entry: C or better grades in the following courses

- Current CNA
- A & P for LPN (NURS 136), or
- Human A & P I (BIOL& 241) and Human A & P II (BIOL& 242), or
- A & P for Medical Assistant (AHE 106)
- English Composition I (ENGL& 101)
- HMATH 100
- Nursing Assistant/AIDS Education (NURS 100) and current Nurse Aide Certification
- Students may request a waiver for NURS 100 if they have a current Nurse Aide Certification.

#### SUGGESTED SCHEDULE

##### PRACTICAL NURSING PROGRAM COURSE SEQUENCE: FULL-TIME DAY PROGRAM (53CR.)

Fall.....	Cr	Winter .....	Cr
NURS 101.....	8	NURS 103 .....	5
NURS 102.....	9	NURS 104 .....	5
.....		NURS 109 .....	2
.....		NURS 110 .....	3
<b>Total.....</b>	<b>17</b>	<b>Total.....</b>	<b>15</b>
Spring .....	Cr	Summer.....	Cr
NURS 105.....	5	NURS 107 .....	1
NURS 106.....	5	NURS 108 .....	1
NURS 111.....	2	NURS 113 .....	2
NURS 112.....	3	NURS 114 .....	2
<b>Total.....</b>	<b>15</b>	<b>Total.....</b>	<b>6</b>

##### PRACTICAL NURSING PROGRAM COURSE SEQUENCE: PART-TIME EVENING & WEEKEND PROGRAM

##### First Year

Fall.....	Cr	Winter .....	Cr
NURS 101.....	8	NURS 102 .....	9
<b>Total.....</b>	<b>8</b>	<b>Total.....</b>	<b>9</b>
Spring .....	Cr	Summer.....	Cr
NURS 103.....	5	NURS 104 .....	5
NURS 109.....	2	NURS 110 .....	3
<b>Total.....</b>	<b>7</b>	<b>Total.....</b>	<b>8</b>



**Second Year**

<b>Fall..... Cr</b>	<b>Winter .....Cr</b>
NURS 105..... 5	NURS 106 ..... 5
NURS 111..... 2	NURS 112 ..... 3
<b>Total..... 7</b>	<b>Total..... 8</b>
<b>Spring ..... Cr</b>	
NURS 107 ..... 1	
NURS 108..... 1	
NURS 113..... 2	
NURS 114..... 2	
<b>Total..... 6</b>	

**ONCE ACCEPTED INTO ANY OF THE NURSING PROGRAMS, AND PRIOR TO COURSE REGISTRATION, THE FOLLOWING VERIFICATIONS MUST BE PROVIDED:**

- Required immunizations (see website for current list)
- Pass both an Illegal Substance-Drug Screen and Criminal Background check
- Professional Liability and Malpractice Insurance (cost is included in student fees)
- Medical Insurance coverage for injury/sickness (strongly recommended)
- Attend a nursing intake session following notification of acceptance

### **Certification/Licensure**

Upon successful completion of the nursing certificate or degree program, Nursing program graduates are eligible to take the National Council Licensure Examination (NCLEX-RN) for registered nursing or (NCLEX-PN) for practical nursing that is offered by the Washington State Nursing Care Quality Assurance Commission. This computerized examination is individually scheduled at designated testing sites. Successful completion of the examination is required to be licensed as a registered nurse (RN) or practical nurse (LPN). Passing a national licensing exam from the National Council of State Boards of Nursing (NCLEX-PN for LPN and NCLEX-RN for RN) is required prior to working in the field, or pursuing advanced training and education (BSN, etc.).

### **Re-entry to Nursing Program**

Students requesting re-entry to the Registered Nursing, LPN to RN, or PN programs must fulfill current readmission requirements as specified by the SVC Nursing Admissions Policy. Readmission is based on a space-available basis. A student who has been out of the Nursing program for more than one year must apply for re-entry into the beginning quarter of the program. Students will not be allowed to re-enter the SVC RN nursing program, either campus, more than once. An exception will be made for student withdrawal due to military service.

### **Nursing Assistant Certificate**

The Nursing Assistant program prepares students for employment as NA's in hospitals, clinics, long-term care facilities, and home healthcare agencies. Graduates of the program are eligible to take the National Nurse Aide Assessment Program (NNAAP) examination in Washington State to become a Certified Nursing Assistant.

The Nursing Assistant program is a Washington State approved one quarter course. The course includes lecture, skills lab and direct patient care under the supervision of clinical nursing instructors. Students must attend all scheduled classes and clinical experiences to meet State certification requirements. Students must perform in a safe and competent manner in the clinical area, complying with

OBRA guidelines. Failure to do so may prevent the student from receiving a certificate.

Students gain knowledge and learn skills caring for patients of various age groups during acute and chronic stages of disease, surgery, and rehabilitation, as well as how to maintain health during the normal aging process. Included in the curriculum are patients' rights, basic bedside nursing skills, patient/personal safety, HIPAA and HIV/AIDS education. Skills are practiced in the program laboratory. Clinical experience occurs in acute hospitals and/or skilled nursing facilities.

### **Schedule Options**

Skagit Valley College offers two campus options in the NURSING ASSISTANT program certificate. The following information will inform you about the options, admission requirements, application process, and deadlines.

<b>Credits</b>	<b>Program Length</b>	<b>Admission/Campus</b>
13	1 quarter	Fall & Spring quarters/MV
6	1 quarter	All quarters/WIC

It is the student's responsibility to discuss sequencing and work out their individual schedule with a counselor or program advisor. Any developmental or prerequisite courses a student is required to complete may add additional quarters toward program completion.

### **Nursing 120 - Mount Vernon Campus (13 credits)**

The Nursing Assistant (N120) program prepares students for employment as Nursing Assistants in hospitals, clinics, long-term care facilities, and home healthcare agencies. Additionally, this program prepares students for continuation on into practical, registered nursing and medical assisting programs. Students will receive a certificate for American Heart Healthcare Provider CPR, bloodborne pathogen training, First Aid, disaster preparedness and the seven hour HIV/AIDS training certificate. Exam Preparation is incorporated to help students take the nursing assistant certification in Washington State. This is a Washington State approved, one quarter course requiring 132 hours of classroom instruction and 66 hours of clinical experience. Students must attend all scheduled classes and clinical experiences to meet State certification requirements. This program is available on the Mount Vernon Campus only.

#### **MOUNT VERNON CAMPUS SCHEDULE**

NURS 120 is offered every fall and spring quarters on the Mount Vernon campus. Classes are held Monday and Wednesday 12:30PM - 4:30PM and Friday 8:30AM - 5:00PM. Several long-term care facilities are used for clinical experiences. Attendance at the first day of class is mandatory.

### **Nursing 100 - Whidbey Island Campus (6 credits)**

The Nursing Assistant program (NURS 100) prepares students for employment as Nursing Assistants in hospitals, clinics, long-term care facilities, and home healthcare agencies. Additionally, this program prepares students for continuation on into practical or registered nurse programs. Graduates of the program are eligible to take the Washington State competency examination to become a Certified Nursing Assistant. This is a Washington State approved, one quarter course offered afternoon and evenings, requiring 35 hours of classroom instruction and 54 hours of clinical experience. Students must attend all scheduled classes and clinical experiences to meet State



certification requirements. This program is available on the Whidbey Island Campus only.

### WHIDBEY ISLAND CAMPUS SCHEDULE

NURS 100 is offered every quarter. Classes are held on Wednesdays 12:30 PM – 3:45 PM (day class), or 5:00 PM – 8:15 PM (evening class). Campus labs are Fridays and/or Saturdays by arrangement. Clinicals are scheduled approximately during the third to seventh week of the quarter. Clinicals are held at Careage of Whidbey, a long-term care facility located in Coupeville, and Fidalgo Care Center in Anacortes. Clinicals and campus labs are arranged on the first day/evening of class. Clinical times and dates vary with alternating days and evening shifts, including weekends. (Verify the days and times with the current quarterly schedule located on the SVC web site.)

### Entry into the NA Program

Students seeking admission to the Nursing Assistant program must first apply for admission to Skagit Valley College. Admission to the college does not guarantee acceptance into the NA course or any other nursing program. Students must be 18 to take the state exam and receive NA certification. Students need to be aware they must attend all scheduled classes and clinical times to meet State certification requirements.

### MOUNT VERNON CAMPUS

*Permission is required for the Mount Vernon Campus.*

Contact: Susan LaFave, Program Assistant | 360.416.7933

### WHIDBEY ISLAND CAMPUS

*Registration is on a first-come, first registered basis.*

Contact: Cleo Franklin, Program Assistant | 360.679.5323

### Background Check

Pursuant to the requirements of 1987 Washington Laws, Chapter 496, students must fill out a Washington State Patrol background check/disclosure statement. The results of the disclosure search may prevent the student from completing the Nursing Assistant course. For more information about “disqualifying crimes,” please read/review the Licensing Eligibility/Disqualifying Crimes document located on page 18) If you anticipate problems answering any of these questions, please consult with a Nursing program counselor/advisor.

You should also be aware that some clinical facilities are fingerprinting students for federal background checks and are randomly screening for drug usage. A criminal history may impact your ability to both attend a clinical class at selected clinical sites and receive a Washington State nursing license. If you have a criminal history it is important that you determine the impact this will have on your choice of a career. The results of the disclosure search may prevent the student from completing the Nursing Assistant course. For more information about “disqualifying crimes,” please go to the Nursing program home page at SVC web

### Required Immunizations

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

### MOUNT VERNON CAMPUS

- Negative TB test, OR chest x-ray and clearance by Health Care Provider. Students must provide documentation to the instructor the first week of class.
- CPR Card certification is included in the Nursing 120 course.

### WHIDBEY ISLAND CAMPUS

- Negative TB test, OR chest x-ray and clearance by Health Care Provider. Details will be provided during the first week of class.
- Current Adult CPR card. If pursuing entrance into the LPN or RN programs, a current American Heart Association Health Care Provider CPR card is required. ***A CPR card received through an internet-based training program is not acceptable for this program.***

### Course Descriptions

#### NURS 100 Nursing Assistant/AIDS Education (6)

Focused toward the field of nursing. This is a State of Washington-Department of Health approved program for certified nursing assistant training. Students must arrive on time the first day/night of class and be in attendance at every class in its entirety. To receive the completion certificate, the student must pass the course and complete 35 mandated classroom hours and complete 54 mandated clinical hours. After receiving the course completion certificate, the student can then take the state mandated written and skills test. The additional state fees for testing and endorsement are approximately \$160. Prerequisite: A current Adult CPR card is required for NURS 100. LPN and RN courses require American Heart Association (AHA) CPR certification OR successful completion of AHE 143. A current negative TB test is required. 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 the certificate.

#### NURS 101 Nursing Fundamentals I (8)

Introduction to nursing as a profession, role of the licensed practical nurse, nursing process, pharmacology concepts, and fundamental skills of basic nursing care. Focuses on principles and skills necessary to meet the basic physical and psychosocial needs of patients. Practical nursing students only. Prerequisite: NURS 136, ENGL 101, HMATH 100, and current CNA certification.

#### NURS 102 Nursing Fundamentals II (9)

Introduction to nursing as a profession, role of the licensed practical nurse, nursing process, pharmacology concepts, and fundamental skills of basic nursing care. Focuses on principles and skills necessary to meet the basic physical and psychosocial needs of patients. Practical nursing students only. Prerequisite: NURS 136, ENGL 101, HMATH 100, and current CNA certification,

#### NURS 103 Nursing Care Medical-Surgical-Obstet Patients I (5)

Introduction to nursing care of patients with medical-surgical conditions, patients requiring obstetrical care and care of the newborn. Focuses on principles and skills necessary to meet the basic physical and psychosocial needs of patients throughout the lifespan. Adaptations to normal pregnancy, childbirth and the newborn are examined as well as common alterations. The female reproductive system, sexually transmitted infections, and pain are examined. Concepts of lifespan, communication, culture, pharmacology, nutrition, safety, and health promotion are integrated throughout the course. Practical nursing students only. Prerequisite: NURS 101 and 102. Concurrent enrollment in NURS 109 required.

**NURS 104    Nursing Care Medical-Surgical-Obstet Patients II    (5)**

Examines nursing care of patients with medical-surgical conditions of the cardiac, respiratory, urinary/renal, endocrine, and gastrointestinal systems. Focuses on principles and skills necessary to meet the multidimensional needs of patients throughout the lifespan including adaptation to pain, diabetes and alterations in fluid and electrolyte balance. Concepts of lifespan, communication, culture, pharmacology, nutrition, safety, and health promotion are integrated throughout the course. Practical nursing students only. Prerequisite: NURS 101 and 102. Concurrent enrollment in NURS 110 required.

**NURS 105    Nursing Care Multi Medical-Surgical Patients I (5)**

Examines the nursing care of medical and surgical patients with multidimensional alterations in the lymphatic system, immune system, the hematologic system and the nervous system. Focuses on principles and skills necessary to meet more complex physical and psychosocial needs of patients throughout the lifespan. Nursing leadership and the expanded role of the LPN is examined. Concepts of lifespan, communication, culture, pharmacology, nutrition, safety, and health promotion are integrated throughout. Practical nursing students only. Prerequisite: NURS 103, 104, 109 and 110. Concurrent enrollment in NURS 111 required.

**NURS 106    Nursing Care Multi Medical-Surgical Patients II (5)**

Examines the nursing care of medical and surgical patients with multidimensional alterations in mental health, grief and loss. Focuses on principles and skills necessary to meet more complex physical and psychosocial needs of patients throughout the lifespan. Adaptation to chronic illness, cancer and rehabilitation is examined as well as transition from student nurse to nurse. Concepts of lifespan, communication, culture, pharmacology, nutrition, safety, and health promotion are integrated throughout. Practical nursing students only. Prerequisite: NURS 103 and 104. Concurrent enrollment in NURS 112 required.

**NURS 107    Advanced Medical-Surgical Nursing I    (1)**

Examines the advanced nursing care of patients with specialized medical-surgical conditions involving the visual and auditory systems. Complementary and alternative therapies and responsibilities of the LPN related to domestic violence, sexual assault, and child abuse are examined. Role transition and national licensing exam preparation is presented. Concepts of lifespan, communication, culture, pharmacology, nutrition, safety, and health promotion are integrated throughout. Practical nursing students only. Prerequisite: NURS 105, 106, 111, 112. Concurrent enrollment in NURS 113 required.

**NURS 108    Advanced Medical-Surgical Nursing II    (1)**

Examines the advanced nursing care of patients with specialized medical-surgical conditions involving the integumentary system including burns. The advanced nursing care of patients with trauma or shock and the role of the trauma nurse are explored. Bioterrorism, pandemic infections, and disaster preparedness are examined. Concepts of lifespan, communication, culture, pharmacology, nutrition, safety, and health promotion are integrated throughout. Practical nursing students only. Prerequisite: NURS 105, 106, 111, 112. Concurrent enrollment in NURS 114 required.

**NURS 109    Nurse Care Medical-Surgical-Obstet Practicum I    (2)**

Provides campus lab and clinical application of theoretical concepts in the care of medical-surgical, and obstetrical patients. Focuses on patients experiencing surgery, pregnancy and childbirth; the normal newborn, in-patient hospitalization, and long-term care. Clinical experiences include acute and ambulatory care settings, and long-term care facilities. Application of the concepts of lifespan, communication, culture, pharmacology, nutrition, safety, and health promotion are integrated throughout. Practical nursing students only. Prerequisite: NURS 101 and 102. Concurrent enrollment in NURS 103 required.

**NURS 110    Nurse Care Medical-Surgical-Obstet Practicum II    (3)**

Provides clinical application of theoretical concepts in the care of medical-surgical, and obstetrical patients. Focuses on patients experiencing alterations originating from surgery and nursing care of patients with medical-surgical conditions of the cardiac, respiratory, urinary/renal, endocrine, and gastrointestinal systems. Clinical experiences include acute and ambulatory care settings, and long-term care facilities. Application of the concepts of lifespan, communication, culture, pharmacology, nutrition, safety, and health promotion are integrated throughout. Practical nursing students only. Prerequisite: NURS 101 and 102. Concurrent enrollment in NURS 104 required.

**NURS 111    Nurse Care Multidi Medical-Surgical Practicum I    (2)**

Provides the clinical application of theoretical concepts in the nursing care of medical and surgical patients with multidimensional alterations in the lymphatic system, immune system, the hematologic system and the nervous system. Nursing leadership and the expanded role of the LPN is examined. Campus lab and clinical experiences focuses on nursing care principles and skills appropriate to Nursing 105 and allow the student to expand clinical skills and the nursing process while moving toward independent practice. Clinical experiences include acute and ambulatory care settings, and long-term care facilities. Application of the concepts of lifespan, communication, culture, pharmacology, nutrition, safety, and health promotion are integrated throughout. Practical nursing students only. Prerequisite: NURS 103, 104, 109, 110. Concurrent enrollment in NURS 105 required.

**NURS 112    Nurse Care Multidi Medical-Surgical Practicum II    (3)**

Provides the clinical application of theoretical concepts in the nursing care of medical and surgical patients with multidimensional alterations in mental health, and grief and loss. Adaptation to chronic illness, cancer and rehabilitation is examined as well as transition from student nurse to nurse. Clinical experiences focus on nursing care principles and skills appropriate to NURS 106 and allow the student to expand clinical skills and the nursing process while moving toward independent practice. Clinical experiences include acute and ambulatory care settings, and long-term care facilities. Application of the concepts of lifespan, communication, culture, pharmacology, nutrition, safety, and health promotion are integrated throughout. Practical nursing students only. Prerequisite: NURS 103, 104, 109, 110. Concurrent enrollment in NURS 106 required.

**NURS 113    Advanced Medical-Surgical Nursing I    (2)**

Provides the clinical application of theoretical concepts of advanced medical-surgical nursing for conditions involving the visual and auditory systems. Responsibilities of the LPN in the clinical environment related to domestic violence, sexual assault, and child abuse are exam-

ined. The precepted clinical experience focuses on nursing care principles and skills appropriate to NURS 107 and will allow the student to expand clinical skills and use of the nursing process while moving toward independent practice. Clinical experiences include acute and ambulatory care settings, and long-term care facilities. Application of the concepts of lifespan, communication, culture, pharmacology, nutrition, safety, and health promotion are integrated throughout. Practical nursing students only. Prerequisite: NURS 105, 106, 111, 112. Concurrent enrollment in NURS 107 required.

**NURS 114 Advanced Medical-Surgical Nursing II (2)**

Provides the clinical application of theoretical concepts of advanced medical-surgical nursing for conditions involving the integumentary system, including burns, bioterrorism, pandemic infections, and disaster preparedness. Responsibilities of the LPN in the clinical environment related to the advanced nursing care of patients with trauma or shock, and the role of the trauma nurse are explored. The precepted clinical experience focuses on nursing care principles and skills appropriate to NURS 108 and will allow the student to expand clinical skills and use of the nursing process while moving toward independent practice. Clinical experiences include acute care, ambulatory care, and long-term care settings. Application of the concepts of lifespan, communication, culture, pharmacology, nutrition, safety, and health promotion are integrated throughout. Practical nursing students only. Prerequisite: NURS 105, 106, 111, 112. Concurrent enrollment in NURS 108 required.

**NURS 115 Nursing Assistant/Pre-Certificate Refresher (2)**

This is a State of Washington supplemental Nursing Assistant course designed to reinforce the content and skills learned in NURS 100. The student will review theory and apply knowledge in the classroom and lab setting. Recommend registering for this course when registering for NURS 100. This course will commence immediately following completion of NURS 100. Prerequisite: NURS 100 or a State of Washington Department of Health approved Nursing Assistant (NAC) program.

**NURS 120 Nursing Assistant Certified (NAC) (13)**

Provides instruction in basic bedside nursing skills. This course is divided into three sections. Section One: Consists of CPR, bloodborne pathogens, HIV/AIDS, First Aid and Fundamentals of Care Giving. Students will receive a certificate for American Heart Healthcare Provider CPR, bloodborne pathogen training, Red Cross First Aid, disaster preparedness and the seven hour HIV/AIDS training certificate. Section Two: provides hands on practical experience in basic bedside nursing skills. The training program consists of the following: Fundamentals of Care Giving and bedside Nursing Assistant Care. Students receiving their NAC license are eligible for employment from a variety of health care facilities. Section Three: Exam Preparation is designed to help students take the nursing assistant certification in Washington State. The purpose of the Prep section is to provide hands on practical experience in basic bedside nursing skills and to learn test taking strategies. After successful completion of the NAC NURS 120 course, students are eligible to sit for the NAC exam. Prerequisite: Background check and drug screen and department chair permission.

**NURS 136 Anatomy and 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 161 Fundamentals of Nursing w Practicum (MV RN): D (12)**

Introduction to the concepts of person, health, environment, and nursing which includes the foundation needed for basic nursing practice and more advanced study in nursing. Focuses on the well individual and normal physiologic functioning including an introductory review of basic alterations in health. Additional concepts basic to nursing practice include: the art of nursing, safety, nutrition, lifespan, health teaching, culture, caring, leadership, and ethical/legal aspects of practice. Therapeutic communication techniques are studied as well as basic knowledge in pharmacology. Also presented are the components of a complete multi-dimensional health assessment. The concepts of Professional Behavior, Communication, Assessment, Clinical Decision Making, Caring Interventions, Teaching and Learning, Collaboration, and Managing Care are integrated throughout as means of promoting adaptation and wellness. Prerequisites: CHEM& 121, BIOL & 211 or BIOL&160 not counted into GPA total until Spring 2016, BIOL& 241, BIOL& 242, ENGL& 101, HMATH 100 or above( MATH&146 required for Fall 2016 Admission), PSYC& 100 and 200. Overall grade point average of 3.0 (B) required for all NURS 161 pre-requisite courses; AHA Healthcare Provider card, and current immunization status required.

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

Examines nursing care of selected clients throughout the lifespan experiencing multidimensional alterations originating from surgery, uncontrolled cell growth, alterations in the female reproductive system, sexually transmitted infections, and alterations in the integumentary system. Adaptations with normal pregnancy, childbirth and the newborn are examined as well as common alterations. The concepts of Professional Behavior, Communication, Assessment, Clinical Decision Making, Caring Interventions, Teaching and Learning, Collaboration, and Managing Care are integrated throughout as means of promoting adaptation and wellness. Prerequisite: NURS 161.

**NURS 163 Nursing Care of Adult and Child with Practicum II (MV RN) (12)**

Examines nursing care of selected individuals throughout the lifespan experiencing multidimensional alterations in the cardiovascular, respiratory, urinary, male reproductive, hematologic, and immune systems. The concepts of Professional Behavior, Communication, Assessment, Clinical Decision Making, Caring Interventions, Teaching and Learning, Collaboration, and Managing Care are integrated throughout as means of promoting adaptation and wellness. Prerequisite: NURS 162 with minimum C grade.

**NURS 201 Nursing Care Adult/Child Practicum III (12)**

Examines nursing care of selected individuals throughout the lifespan who are experiencing multidimensional alterations in the musculoskeletal, neurological, sensory, endocrine, gastrointestinal and gastrointestinal accessory systems. In addition to medical-surgical care, the care of patients experiencing a high risk pregnancy and high risk newborns is discussed. The concepts of Professional Behavior, Communication, Assessment, Clinical Decision Making, Caring Interventions, Teaching and Learning, Collaboration, and Managing Care are integrated throughout as means of promoting adaptation and wellness. Prerequisite: Prerequisites: NURS 163 with grade of 2.0 (C) or higher.



**NURS 202 Nursing Adult/Child IV (12)**

Examines nursing care of selected individuals throughout the lifespan experiencing complex alterations in wellness across multiple systems. Nursing care of complex physical alterations in pediatrics is also discussed. The concepts of Professional Behavior, Communication, Assessment, Clinical Decision Making, Caring Interventions, Teaching and Learning, Collaboration, and Managing Care are integrated throughout as means of promoting adaptation and wellness. Prerequisite: NURS 201 with a 2.0 / C grade or higher.

**NURS 203 Nursing Adult/Child Practicum V (12)**

Examines nursing care of selected individuals throughout the lifespan experiencing multidimensional alterations in the gastrointestinal, genitourinary, neurological, sensory, and endocrine systems as well as care of patients experiencing mental health problems. The concepts of Professional Behavior, Communication, Assessment, Clinical Decision Making, Caring Interventions, Teaching and Learning, Collaboration, and Managing Care are integrated throughout as means of promoting adaptation and wellness. Prerequisite: NURS 202 with minimum 2.0 grade.

**NURS 211E Nursing Care Adult/Child Practicum III – Part 1 (6)**

Examines nursing care of selected individuals throughout the lifespan who are experiencing multidimensional alterations in the musculoskeletal, neurological, sensory, endocrine, gastrointestinal and gastrointestinal accessory systems. In addition to medical-surgical care, the care of patients experiencing a high risk pregnancy and high risk newborns is discussed. The concepts of Professional Behavior, Communication, Assessment, Clinical Decision Making, Caring Interventions, Teaching and Learning, Collaboration, and Managing Care are integrated throughout as means of promoting adaptation and wellness. \*(Section one of a two-part course) Prerequisite: Current unencumbered Washington State LPN license.

**NURS 211F Nursing Care Adult/Child Practicum III – Part 2 (6)**

Examines nursing care of selected individuals throughout the lifespan who are experiencing multidimensional alterations in the musculoskeletal, neurological, sensory, endocrine, gastrointestinal and gastrointestinal accessory systems. In addition to medical-surgical care, the care of patients experiencing a high risk pregnancy and high risk newborns is discussed. The concepts of Professional Behavior, Communication, Assessment, Clinical Decision Making, Caring Interventions, Teaching and Learning, Collaboration, and Managing Care are integrated throughout as means of promoting adaptation and wellness. \*(Section two of a two-part course) Prerequisite: Current unencumbered Washington State LPN license.

**NURS 212E Nursing Care of the Adult/Child IV – Part 1(6)**

Examines nursing care of selected individuals throughout the lifespan experiencing complex alterations in wellness across multiple systems. Nursing care of complex physical alterations in pediatrics is also discussed. The concepts of Professional Behavior, Communication, Assessment, Clinical Decision Making, Caring Interventions, Teaching and Learning, Collaboration, and Managing Care are integrated throughout as means of promoting adaptation and wellness. \*(Section one of a two-part course) Prerequisite: NURS 211E and 211F with minimum grade of C in each.

**NURS 212F Nursing Care of the Adult/Child IV – Part 2 (6)**

Examines nursing care of selected individuals throughout the lifespan experiencing complex alterations in wellness across multiple systems. Nursing care of complex physical alterations in pediatrics is also discussed. The concepts of Professional Behavior, Communication, Assessment, Clinical Decision Making, Caring Interventions, Teaching and Learning, Collaboration, and Managing Care are integrated throughout as means of promoting adaptation and wellness. \*(Section two of a two-part course) Prerequisite: NURS 211E, 211F, and 212E with minimum grade of C in each.

**NURS 213E Nursing Adult/Child Practicum V – Part 1 (6)**

Examines nursing care of selected individuals throughout the lifespan experiencing multidimensional alterations in the gastrointestinal, genitourinary, neurological, sensory, and endocrine systems as well as care of patients experiencing mental health problems. The concepts of Professional Behavior, Communication, Assessment, Clinical Decision Making, Caring Interventions, Teaching and Learning, Collaboration, and Managing Care are integrated throughout as means of promoting adaptation and wellness. \*(Section one of a two-part course) Prerequisite: NURS 211E, 211F, 212E, and 212F with a minimum C grade in each.

**NURS 213F Nursing Adult/Child Practicum V – Part 2 (6)**

Examines nursing care of selected individuals throughout the lifespan experiencing multidimensional alterations in the gastrointestinal, genitourinary, neurological, sensory, and endocrine systems as well as care of patients experiencing mental health problems. The concepts of Professional Behavior, Communication, Assessment, Clinical Decision Making, Caring Interventions, Teaching and Learning, Collaboration, and Managing Care are integrated throughout as means of promoting adaptation and wellness. \*(Section two of a two-part course) Prerequisite: NURS 211E, 211F, 212E, 212F, and 213E with a minimum C grade in each.

**Nutrition (NUTR)**

See Science for program details and course Information.

**Oceanography (OCEA)**

See Science for program details and course Information.

**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 paraprofessionals 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 (Word), 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.

The Office Administration/Accounting Technologies and Business Management programs have partnered to offer a Banking and Financial Services certificate designed for persons interested in entry-level positions in the banking and financial services industry. Students enrolled in this program will take courses from both program areas.

### ***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.

### ***Program Learning Outcomes***

#### **ADMINISTRATIVE ASSISTANT**

Graduates of the Administrative Assistant program will be able to:

- Demonstrate the ability to communicate orally and in writing with both customers and co-workers at a level necessary for successful employment.
- Demonstrate the ability to use appropriate software to complete business-related tasks and requirements (word processing, spreadsheet, database, presentation, and e-mail).
- Demonstrate the ability to use proper formatting and design concepts to produce a variety of documents.
- Demonstrate the ability to use appropriate filing procedures to store and retrieve records necessary for day-to-day operations of an organization.
- Demonstrate the ability to record basic accounting transactions and prepare basic financial statements in both a manual and computerized system.
- Demonstrate the ability to perform basic payroll functions and prepare monthly, quarterly, and yearly tax forms.
- Demonstrate the ability to apply appropriate mathematical concepts to typical business situations.

- Demonstrate appropriate workplace behaviors including regular attendance, punctuality, professionalism in working with others, appropriate problem-solving, and leadership skills.
- Demonstrate the ability to research employment opportunities and create an effective employment package (cover letter, resume, and application).

#### **ACCOUNTING PARAPROFESSIONAL**

Graduates of the Accounting Paraprofessional program will be able to:

- Demonstrate the ability to analyze and correctly record accounting transactions in both manual and computerized systems.
- Demonstrate the ability to prepare and analyze basic financial statements.
- Demonstrate the ability to apply accounting practices in a variety of business structures (service business, merchandising business, sole proprietorship, partnership, corporation).
- Demonstrate the ability to communicate orally and in writing with both customers and co-workers at a level necessary for successful employment.
- Demonstrate the ability to use appropriate software to complete business-related tasks and requirements (word processing, spreadsheet, database, presentation, and e-mail).
- Demonstrate the ability to perform basic payroll functions and prepare monthly, quarterly, and yearly tax forms.
- Demonstrate the ability to apply appropriate mathematical concepts to typical business situations.
- Demonstrate appropriate workplace behaviors including regular attendance, punctuality, professionalism in working with others, appropriate problem-solving, and leadership skills.
- Demonstrate the ability to research employment opportunities and create an effective employment package (cover letter, resume, and application).

### ***Entry into the Program***

Please apply to the admissions office. The admission and registration guidelines are listed in the catalog and on the College's website, [www.skagit.edu](http://www.skagit.edu). Before enrolling in Office Administration and Accounting Technologies, students are encouraged to review the sample schedules and the course descriptions. Although students may enter the program at the beginning of any quarter, some key courses are offered only at specific times during the year.

### ***Tech Prep***

Please see chapter 8 for information regarding Tech Prep.

### ***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 Social Sciences, Natural sciences, or Humanities 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), Business Law (BUS& 201), First-Year Spanish (SPAN& 121), or American Sign Language 1 (ASL 121).

### Associate in Technical Arts Degree

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

These suggested schedules illustrate one way students can complete the OFTEC program and obtain an associate degree.

*Note: these suggested schedules are for first-year, full-time students who begin school fall quarter.*

- It is important to consult each course description for any prerequisites required.
- Some courses are offered only once a year. It is important to review the annual schedule.
- Quarterly schedules are subject to change. Students should contact a department adviser to review any changes prior to registering for classes.
- Students starting winter or spring quarters should contact a department adviser.

### SUGGESTED SCHEDULES

#### ATA OFFICE ADMINISTRATION & ACCOUNTING TECHNOLOGIES: ADMINISTRATIVE ASSISTANT EMPHASIS

First Year		
Fall.....Cr	Winter .....Cr	Spring .....Cr
OFTEC 110 ..... 5	OFTEC 116 ..... 5	OFTEC 126 ..... 3
OFTEC 115 ..... 5	OFTEC 122 ..... 3	OFTEC ~134 ..... 4
OFTEC 118 ..... 4	OFTEC 145 ..... 5	OFTEC 242 ..... 3
SOSC 125 ..... 2	¥PE 200 ..... 2	†WMATH 100 ..... 5
<b>Total..... 16</b>	<b>Total ..... 15</b>	<b>Total ..... 15</b>
Second Year		
Fall.....Cr	Winter .....Cr	Spring .....Cr
OFTEC 105 ..... 2	OFTEC 135 ..... 4	OFTEC 124 ..... 4
OFTEC 132 ..... 3	OFTEC 140 ..... 3	@OFTEC 215 ..... 5
OFTEC 142 ..... 3	OFTEC 204 ..... 4	OFTEC 232 ..... 3
@OFTEC 210 ..... 3	‡OFTEC 199 ..... 1-15	OFTEC 280 ..... 1
*LC/Gen Ed ..... 5-10	√CMST 125 ..... 3	SOSC 113 ..... 1
<b>Total..... 16+</b>	<b>Total ..... 15+</b>	<b>Total ..... 14</b>

#### ATA OFFICE ADMINISTRATION & ACCOUNTING TECHNOLOGIES: ACCOUNTING PARAPROFESSIONAL EMPHASIS

First Year		
Fall.....Cr	Winter .....Cr	Spring .....Cr
OFTEC 110 ..... 5	OFTEC 116 ..... 5	~OFTEC 134 ..... 4
OFTEC 115 ..... 5	OFTEC 118 ..... 4	OFTEC 147 ..... 5
OFTEC 145 ..... 5	OFTEC 122 ..... 3	†WMATH 100 ..... 5
.....	OFTEC 146 ..... 5	SOSC 125 ..... 2
<b>Totals ..... 15</b>	<b>Totals ..... 17</b>	<b>Totals..... 16</b>
Second Year		
Fall.....Cr	Winter .....Cr	Spring .....Cr
OFTEC 132 ..... 3	OFTEC 135 ..... 4	@OFTEC 215 ..... 5
OFTEC 142 ..... 3	OFTEC 140 ..... 3	OFTEC 232 ..... 3
@OFTEC 210 ..... 3	‡OFTEC 199 ..... 1-15	OFTEC 242 ..... 3
OFTEC 244 ..... 3	√CMST 125 ..... 3	OFTEC 280 ..... 1
*LC/Gen Ed ..... 5-10	¥PE 200 ..... 2	SOSC 113 ..... 1
<b>Totals ..... 17+</b>	<b>Totals ..... 13+</b>	<b>Totals..... 13</b>

\* Learning Community (5-10 credits) or 5 credits of General Education (Social Sciences, Natural Sciences or Humanities). Must be outside of technical area, approved by Department Chair. Please see INDEX regarding Learning Communities.

† Students who do not receive an appropriate test score will require additional coursework to develop necessary skills for entry into class. (BMT 111 can substitute for WMATH 100)

‡ 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. (ENGL 170 can substitute for OFTEC 215)

~ or CIS 146 and 147

√ or CMST& 210

¥ or PE 100 plus 1 activity credit

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.

#### ADMINISTRATIVE FINANCIAL SUPPORT SERVICES CERTIFICATE (46 CREDITS)

OFTEC 115, 134, 140, 145, 146, BMT 167, 246, BUS& 101, CMST 125 or CMST& 210, SOSC 113, WMATH 100 or BMT 111.

#### BOOKKEEPING CERTIFICATE (46 CREDITS)

OFTEC 110, 115, 122, 134, 140, 142, 145, 146, 242, 280, CMST 125 or CMST& 210, WMATH 100 or BMT 111, SOSC 113.

#### BUSINESS SOFTWARE APPLICATIONS CERTIFICATE (63 CREDITS)

OFTEC 110, 115, 116, 118, 122, 124, 126, 132, 134, 135, 204, 210, 232, 280, CMST 125 or CMST & 210, MIT 149, WMATH 100 or BMT 111, SOSC 113.

#### GENERAL OFFICE SUPPORT CERTIFICATE (45 CREDITS)

OFTEC 134, 105, 110, 115, 116, 118, 122, 124, 140, 280, CMST 125 or CMST& 210, WMATH 100 or BMT 111, SOSC 113.

#### OFFICE AND ADMINISTRATIVE SUPPORT CERTIFICATE (65 CREDITS)

OFTEC 105, 110, 115, 116, 118, 122, 124, 126, 132, 134, 135, 140, 142, 210, 215, 232, 280, CMST 125 or CMST& 210, WMATH 100 or BMT 111, SOSC 113.

#### SMALL BUSINESS ACCOUNTING CERTIFICATE (63 CREDITS)

OFTEC 110, 115, 116, 118, 122, 134, 135, 140, 142, 145, 146, 147, 242, 244, 280, CMST 125 or CMST& 210, WMATH 100 or BMT 111; SOSC 113.

**OFFICE TECHNOLOGY UPDATE CERTIFICATE (30+ CREDITS)**

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 (59 CREDITS)**

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 (11 CREDITS)**

OFTEC 210, 215 (prerequisites: OFTEC 115 and 116), and CMST 125 or CMST& 210.

**MICROCOMPUTER ACCOUNTING (16 CREDITS)**

OFTEC 145, 146, 242, and 244.

**PAYROLL ACCOUNTING (15 CREDITS)**

OFTEC 140, 142, 145, and WMATH 100 or BMT 111.

**SOFTWARE APPLICATIONS (14 CREDITS)**

OFTEC 122, 132, 134, 135, and 232.

**WORD PROCESSING (13 CREDITS)**

OFTEC 105, 122, 124, and 126.

**Course Descriptions****OFTEC 098 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 099 Keyboarding--Beginning (4)**

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)**

Improve efficiency of touch typing by building keyboarding speed and accuracy. Diagnostic tools and prescriptive practice will be used to enhance keyboarding skill. Prerequisite: OFTEC 99 or the ability to type by touch.

**OFTEC 110 Introduction to Office Technologies: D (5)**

Introduction to office careers, the office environment, and office technology. Basic skills to succeed in office support roles including general office procedures, interpersonal and customer service skills, and an overview of office technologies.

**OFTEC 115 Business English I (5)**

Fundamentals of English grammar, current usage, and business style appropriate to the contemporary workplace.

**OFTEC 116 Business English II (5)**

Continuation of OFTEC 115. Includes punctuation, proofreading and editing, and writing techniques. Prerequisite: OFTEC 115 or equivalent.

**OFTEC 118 Introduction to Records Management (4)**

Study of basic concepts in the management of records and information. Includes specialized terminology, filing rules and systems, paper-based and electronic files management, records security, and ethical concerns.

**OFTEC 122 MS Word I (3)**

Use Microsoft Word for PCs to create and edit documents; apply a variety of font, paragraph, and page formats; create tables; add graphical enhancements; and perform a basic mail merge. Prerequisite: Basic computer skills and the ability to type by touch are strongly recommended.

**OFTEC 124 Document Production (4)**

Use word processing software to produce accurate business documents including letters, envelopes and labels, memos, tables, reports, agendas, itineraries, and minutes using standard business formats. Includes proofreading. Prerequisite: OFTEC 122 or equivalent

**OFTEC 126 MS Word II (3)**

Use Microsoft Word for PCs to automate and customize the formatting of documents, prepare academic and multipage documents, create and customize graphical objects, create forms, prepare documents for workgroup collaboration, and customize MS Word for improved productivity. Prerequisite: OFTEC 122.

**OFTEC 132 MS PowerPoint (3)**

Apply the features of Microsoft PowerPoint for PCs to design, create, edit, and format slide presentations; add graphical enhancements to slide content; apply transitions and animations; add sound and video; prepare notes and handouts; and customize and run a slide show. Prerequisite: Basic computer skills and the ability to type by touch are strongly recommended.

**OFTEC 134 MS Excel and Access I (4)**

Use Microsoft Excel for PCs to create, edit, and format spreadsheets; write formulas and use functions to find numerical solutions; create charts and add graphics to create visual interest; and manage worksheet data. Use Microsoft Access for PCs to create, edit, and manage database tables; establish table relationships; filter, query, and sort data; and create forms and reports. Prerequisite: Basic computer skills and the ability to type by touch are strongly recommended. (For PCs only)

**OFTEC 135 MS Excel and Access II (4)**

Use Microsoft Excel for PCs to apply advanced formatting techniques to spreadsheets and charts, write complex formulas and use advanced functions, use What-if Analysis tools, manage and analyze worksheet data, and automate tasks with templates and macros. Use Microsoft Access for PCs to design a relational database, enhance the design of tables, use advanced query and filter techniques, and design custom forms and reports. Prerequisite: OFTEC 134.

**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 (3)**

Operate a 10-key electronic printing calculator by the touch method for speed and accuracy. Solve business problems using the 10-key calculator. 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 160 MS Word Basics I (2)**

Use Microsoft Word to create and edit documents and apply a variety of font, paragraph, and page formats. (OFTEC 160 is equivalent to the first half of OFTEC 122.) Prerequisite: None. Call either 360.416.7975 or 360.416.7948 if you are receiving a "haven't met prereq" message.

**OFTEC 161 MS Word Basics II (2)**

Continuation of OFTEC 160. Use Microsoft Word to create tables, add graphical enhancements to documents, and perform a basic mail merge. (OFTEC 161 is equivalent to the second half of OFTEC 122.) Prerequisite: OFTEC 160 with a minimum C- grade or department chair permission.

**OFTEC 162 Microsoft Office Basics (3)**

Introduction to the Microsoft Office suite of software for PCs: 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 199 Cooperative Education Experience (1-15)**

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

**OFTEC 204 Microsoft Publisher (4)**

Use Microsoft Publisher for PCs to create a variety of publication layouts that follow basic design and typography principles. In addition to learning to use the features and tools in MS Publisher, basic design and typography principles will be introduced. Prerequisite: OFTEC 122 or 124.

**OFTEC 210 Electronic Communications (3)**

Use the features of Microsoft Outlook to manage e-mail, calendars, contacts, and tasks. Use Web-based resources to collaborate and communicate via text, audio, and video.

**OFTEC 215 Business Communications: D (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 the features of Microsoft Word, Excel, Access, and PowerPoint for PCs to complete business projects that require the integration of data among the programs. Linking, embedding, importing, and exporting techniques will be introduced. 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 Sage (formerly 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.

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## ***Parks Resources Management***

See Environmental Conservation for program details and course Information.

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## ***Parks Service & Protection***

See Criminal Justice for program details and course Information.

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## ***Pharmacy Technician***

See Allied Health Education for program details and course Information.

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## ***Philosophy (PHIL)***

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### ***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 115 Introduction to Learning and Knowing (5)**

An integrated course in which we examine how we acquire knowledge through the disciplinary perspectives of both philosophy and psychology.

**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 295 Philosophy Integrative Experience Seminar (2)**

An Integrative Experience emphasizing an interdisciplinary approach to current issues in philosophy, including the societal context of philosophy and technology, and/or the ethical, political, and cultural aspects of philosophy.

**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.

## Phlebotomy

See Allied Health Education for program details and course information.

## 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 AA-DTA transfer degree must take Wellness for Life and two activity classes. Most technical students are required to take first aid and safety. PE credits will transfer to all four-year colleges and universities and will be reviewed by their credit evaluators for fulfillment of graduation requirements per that school's regulations.

### Course Descriptions

**PE 011 Boat Piloting (1)**

Piloting, rules of the road, basic knots and safety. Given by the U.S. Squadron.

**PE 012 Piloting and Seamanship (1)**

Second part of the Piloting course. Piloting, rules of the road, basic knots, safety. Given by the U.S. Power Squadron. Prerequisite: PE 011.

**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 with a variety of strokes.

**PE 110 Tai Ji Quan (Tai Chi) (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 Training (2)**

This course combines cardiovascular exercise with specialized weight training.

**PE 115 Cross Training (2)**

Students will perform and study a variety of exercise applications such as: weight training, aerobic dance, bench, etc., to increase and pursue their personal fitness and 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 (1-3)**

This course will use lectures, videos, and hands-on training in a pool, lake, or bay to safely teach basic kayak handling skills. These skills are easy and fun to learn; you will need only to be in good health and be able to swim. Students will be required to have or purchase Neoprene booties and polypro top (approximately \$50). Class size limited to eight students.

**PE 169 Canoeing (1)**

Basics of safe and effective canoe use.

**PE 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 190 Lifestyle Management for Weight Control (2)**

This course studies activity and nutritional practices necessary to acquire lifelong weight management. Physical movement programs are developed and performed based on individual student's ability and weight loss goals.

**PE 200 First Aid, Safety, and CPR (2)**

Basic First Aid, safety regulations and CPR. First Aid cards will be issued upon completion.

**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 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 238 Track and Field Techniques (1-3)**

Conditioning and techniques for varsity track and field. 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 for program details and course information.

## Police Science

See Criminal Justice for program details and course information.

## 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 295 Political Science Integrative Experience Seminar (2)**  
An Integrative Experience emphasizing an interdisciplinary approach to current issues in political science, including the societal context of political science and technology, and/or the ethical, political, and cultural aspects of political science.

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

## Psychology (PSYC)

### 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 115 Knowing and Learning (5)**  
An exploration through the disciplinary lenses of philosophy and psychology of how we acquire knowledge of the world around us, including an examination of the factors that help or hinder us as we try to learn new things.



**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: grade of C or better in PSYC& 100.

**PSYC 202 Biopsychology (5)**

This course introduces students to the connection between brain activity and thought, behavior, and emotion and uses neuroanatomy, neurophysiology, and neurochemistry as a basis for understanding learning, memory, sex, sleep, addition, language, emotions, and psychological disorders. Prerequisite: grade of C or better in 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: grade of C or better in 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. Prerequisite: grade of C or better in 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: grade of C or better in PSYC& 100.

**PSYC 225 Personality (5)**

A study of the theoretical approaches to understanding personality with research presented for evaluating various theories. Exposure to personality assessment techniques and their use. Prerequisite: grade of C or better in PSYC& 100.

**PSYC 295 Psychology Integrative Experience Seminar (2)**

An Integrative Experience emphasizing an interdisciplinary approach to current issues in psychology, including the societal context of psychology and technology, and/or the ethical, political, and cultural aspects of psychology. Prerequisite: grade of C or better in 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. Prerequisite: grade of C or better in PSYC& 100.

**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.

**SagE**

See Environmental Sustainable Agriculture

**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 (ENVS& 101). 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 98 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 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: Recommended that students complete English 99 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 ENV& 101 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 98 and English 99 both with a C or better prior to taking this course.

### **BIOL& 170 Human 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. Prerequisite: Recommended that students complete Math 98 and English 99 both with a C or better prior to taking this course.

### **BIOL 180 Native Plants Pacific Northwest (3)**

The identification, life histories, ethnobotany, ecological relationships, and distributions of endemic ferns, conifers, and flowering plants.

### **BIOL 190 Life in the Sea (3)**

Introduction to the organisms in the sea with special emphasis on intertidal life of our area. Non-major, general interest. Field trip required.

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

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

### **BIOL 205 Marine Biology (5)**

Introduction to marine organisms and the environment in which they live. Special emphasis is given to the species found in the Pacific Northwest. Field trips may be required. Lab included. Prerequisite: Recommended that students complete Math 98 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 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 098 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 098 with grade of C or higher or skills assessment at ENGL& 101 or higher level. BIOL& 221 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& 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 098 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 98 and English 99 both with a C or better prior to taking this course.

**BIOL& 241 Human A and 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. Or, BIOL& 221, 222, and 223 passed with a C grade (2.0) or higher.

**BIOL& 242 Human A and P II (5)**

Continuation of BIOL& 241. In-depth study of the structure and function of the human body; endocrine, cardiovascular, lymphatic, respiratory, urinary, fluid, electrolyte, digestive, and reproductive systems. Lab included. Prerequisite: BIOL& 241 passed with a C grade (2.0) or higher.

**BIOL& 260 Microbiology (5)**

Practical and elementary theoretical aspects of medical microbiology for students in allied health professions. Lab included. Prerequisite: BIOL& 211, passed with a C grade (2.0) or higher. Or, BIOL& 221, 222, and 223 passed with a C grade (2.0) or higher.

**BIOL 295 Biology Integrative Experience Seminar (2)**

An Integrative Experience emphasizing an interdisciplinary approach to current issues in biology, including the societal context of biology and technology, and/or the ethical, political, and cultural aspects of biology.

**BIOL 299 Learning into Action (1-15)**

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

## CHEMISTRY (CHEM)

### Program Description

The Chemistry program at Skagit Valley College is designed to serve the diverse needs of the community by inspiring students with an interest in discovery and a desire for lifelong learning, as well as by promoting critical thinking skills. The Chemistry program provides solid foundations in general chemistry (CHEM& 121, 161, 162, and 163) and organic chemistry (CHEM& 131, 241, 242, and 243) for students majoring in science, engineering, nursing, and environmental science. CHEM& 121 and 131 form a series designed for health and environmental sciences students. The CHEM& 160 series is designed for science and engineering majors. The CHEM& 200 series is designed for science majors. All include lab work. Non-science majors with an interest in chemistry should take CHEM 105 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& 100 Preparatory Chemistry (5)**

Chemistry introduction for those who need background before CHEM& 121. Introduces chemical symbols and nomenclature, equations, states of matter, bonding, energy, and dimensional analysis.

Prerequisite: MATH 97 with a C or better (may be taken concurrently). Recommended that students complete ENGL 99 with a C or better prior to taking this course.

**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 students complete Math 98 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 98 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 98 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, reactions in aqueous solution, quantum theory, periodic relationships, chemical bonding, and molecular geometry. 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. Gases, thermochemistry, intermolecular forces, liquids and solids, properties of solutions, kinetics, and equilibrium. 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. Acids and bases, acid-base and solubility equilibria, entropy and free energy, electrochemistry. Lab included. Prerequisite: CHEM& 162 with a C or better



**CHEM& 241 Organic Chem I (4)**

For students majoring in chemistry or biology, or pursuing graduate degrees in medicine or pharmacy. Acid base chemistry, alkanes, stereochemistry, mechanisms, substitution reactions, alkene preparation and reactions, alkyne preparation and reactions. 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. For students majoring in chemistry or biology, or pursuing graduate degrees in medicine or pharmacy. Radical reactions, infrared and nuclear magnetic resonance spectroscopy, mass spectrometry, preparation and reactions of alcohols, ethers, and epoxides, conjugated systems and pericyclic reactions, aromaticity and aromatic substitution reactions. 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. For students majoring in chemistry or biology, or pursuing graduate degrees in medicine or pharmacy. Preparation and reactions of aldehydes, ketones, carboxylic acids and their derivatives, and amines, alpha carbon chemistry, and synthetic polymers. 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 295 Chemistry Integrative Experience Seminar (2)**

An Integrative Experience emphasizing an interdisciplinary approach to current issues in chemistry, including the societal context of chemistry and technology, and/or the ethical, political, and cultural aspects of chemistry.

**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.

**CHEM 301 Environmental Chemistry (5)**

Study of the source, fate, and reactivity of compounds in natural and polluted environments. Emphasis will be placed on climate change, air pollution, stratospheric ozone depletion, pollution and treatment of water sources, and the utilization of insecticides and herbicides. Prerequisite: CHEM& 121 and admission to BASEC program or Department Chair permission.

**EARTH SCIENCES (ASTR, EASC, GEOL, OCEA)****Program Description**

The Earth Sciences program at Skagit Valley College is designed to serve the diverse needs of the community by inspiring students with an interest in discovery and a desire for lifelong learning, as well as by promoting critical thinking skills. Interested non-majors, as well as Earth Science, Astronomy, and Environmental Science majors, can choose from introductory level classes in Earth system

science and astronomy including: Meteorology, (EASC 102), Physical Geology (GEOL& 101), Oceanography (OCEA& 101), and Astronomy (ASTR& 100/101). Additional classes include Environmental Geology (GEOL& 110) and Geology of the Pacific Northwest (GEOL& 208). Prior college-level course work in Earth Sciences is recommended when taking these latter two courses. Students with an interest in the natural history of the Pacific Northwest should also consider taking the spring field experience courses in Western Washington (NASC 160; even numbered years) or Eastern Washington (NASC 161; odd numbered years).

**Course Descriptions****ASTR& 100 Survey of Astronomy (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 98 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 98 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 98 and English 99 both with a C or better prior to taking this course.

**EASC 110 Energy and Society (5)**

An exploration of the scientific basis for our conventional energy resources (fossil fuels, nuclear, hydro) and for renewable/sustainable energy resources (solar, wind, biomass etc.). Surveys the political, social, economic and environmental context of how our culture uses energy and the barriers to large-scale renewable energy implementation. Prerequisite: Recommended that students complete Math 98 and English 99 both with a C or better prior to taking this course.

**EASC 111 Matter and Energy in Earth Science (5)**

An inquiry-based survey of Earth sciences designed to promote a basic understanding of the inter-relationship of matter and energy, and their role in changes occurring in the solid Earth, the oceans, the atmosphere, and extraterrestrial systems. Field trips (mostly during class time) may be required. Lab included. This course is part of a science sequence recommended for students pursuing a career in elementary education, but is open to all students. The suggested sequence is PHYS 111, BIOL 111, EASC 111. Prerequisite: PHYS 111 suggested. Recommended that students complete English 99 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 astromonic processes that contributed to its development. Field trips may be required. Prerequisite: Recommended that students complete Math 98 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 98 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 98 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, EASC 111, or OCEA& 101 recommended but NO PRIOR GEOLOGY COURSEWORK REQUIRED. Field trips may be required. Lab included. Prerequisite: Recommended that students complete Math 98 and English 99 both with a C or better prior to taking this course.

### **GEOL 295 Geology Integrative Experience Seminar (2)**

An Integrative Experience emphasizing an interdisciplinary approach to current issues in geology, including the societal context of geology and technology, and/or the ethical, political, and cultural aspects of geology.

### **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 98 and English 99 both with a C or better prior to taking this course.

## **ENVIRONMENTAL SCIENCE (ENVS)**

### **ENVS& 101 Intro to Env 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 98 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 theory. Includes topics in astronomy and earth science. Lab included.

#### **NASC 160 Western Washington Field Study (1-5)**

Natural history field study and lecture course held in western Washington. Consists of guided field study with supplemental lectures and labs on areas of biological, geologic, and oceanographic interest.

#### **NASC 161 Eastern Washington Field Study (1-5)**

Natural history field study and lecture course held in eastern Washington. Consists of guided field study with supplemental lectures and labs on areas of biological and geologic interest.

#### **NASC 299 Learning into Action (1-15)**

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

### **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& 114, 115, 116 (algebra-based) and PHYS& 221, 222, and 223 (calculus-based). Both sequences emphasize lab work to offer students hands-on experience with physical concepts and analysis. The PHYS& 121, 122, 123 series may be taken either sequentially or as stand-alone courses. Non-science majors with an interest in physics may also take PHYS& 100, a non-lab survey of modern physics concepts.

### Course Descriptions

#### **PHYS& 100 Physics Non-Sci Majors (5)**

A survey of the major ideas of physics for non-science majors including classical and modern topics. Prerequisite: Recommended that students complete Math 98 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, BIOL 111, EASC 111. Prerequisite: Recommended that students complete English 99 with a C or better prior to taking this course.

#### **PHYS& 124 General Physics Lab I (1)**

Algebra-based physics lab course to accompany PHYS& 134. The subject matter is mechanics with emphasis on Newton's laws, energy, momentum, and rotational motion. Prerequisite: Required concurrent enrollment in PHYS& 134.

#### **PHYS& 125 General Physics Lab II (1)**

Algebra-based physics lab course to accompany PHYS& 135. Emphasis on atomic theory of gases, heat, waves, sound and geometric optics. Prerequisite: Required concurrent enrollment in PHYS& 135.

#### **PHYS& 126 General Physics Lab III (1)**

Algebra-based physics lab course to accompany PHYS& 136. Emphasis on electricity, magnetism, and the electromagnetic spectrum. Prerequisite: Required concurrent enrollment in PHYS& 136.

#### **PHYS& 134 General Physics I (4)**

Algebra-based physics course. The subject matter is mechanics with emphasis on Newton's laws, energy, momentum, and rotational motion. Prerequisite: MATH 99. Concurrent enrollment in PHYS& 124 required.

#### **PHYS& 135 General Physics II (4)**

Continuation of PHYS& 134 with emphasis on atomic theory of gases, heat, waves, sound and geometric optics. Prerequisite: MATH 99. Concurrent enrollment in PHYS& 125 required.

#### **PHYS& 136 General Physics III (4)**

A continuation of PHYS& 135 with emphasis on electricity, magnetism, and the electromagnetic spectrum. Prerequisite: MATH 99. Concurrent enrollment in PHYS& 126 required.

#### **PHYS& 231 Engineering Phys Lab I (1)**

Lab to accompany PHYS& 241. Topics include statics, kinematics, and dynamics of particles and systems of particles. Prerequisite: Concurrent enrollment in PHYS& 241 required.

#### **PHYS& 232 Engineering Phys Lab II (1)**

Lab to accompany PHYS& 242. Topics include fluids, waves, heat and thermodynamics, and geometric and wave optics. Prerequisite: Concurrent enrollment in PHYS& 242 required.

**PHYS& 233 Engineering Phys Lab III (1)**  
Lab to accompany PHYS& 243. Topics include electricity, magnetism, and the electromagnetic spectrum. Prerequisite: Concurrent enrollment in PHYS& 243 required.

**PHYS& 241 Engineering Physics I (4)**  
Calculus-based course in introductory mechanics emphasizing the statics, kinematics, and dynamics of particles and systems of particles. Prerequisite: MATH& 151 (may be taken concurrently). Concurrent enrollment in PHYS& 231 required.

**PHYS& 242 Engineering Physics II (4)**  
Continuation of PHYS& 241 extending the concepts of mechanics into the study of fluids and waves, heat and thermodynamics. Geometric and wave optics are also studied. Prerequisite: PHYS& 241 with a grade of C or higher and MATH& 152 (may be taken concurrently). Concurrent enrollment in PHYS& 232 required.

**PHYS& 243 Engineering Physics III (4)**  
Continuation of PHYS& 242 with emphasis on electricity, magnetism, and the electromagnetic spectrum. Prerequisite: PHYS& 242 with a grade of C or higher and MATH& 153 (may be taken concurrently). Concurrent enrollment in PHYS& 233 required.

**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) & 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 Social Science distribution requirements for academic transfer degrees or to fulfill prerequisites in a particular field.

### ***Course Descriptions – Social Sciences (SOSC)***

**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 and 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 107 Art, Science, and Society (5)**  
This course examines social life from the perspective of different disciplines in the Arts, Sciences, and Social Sciences. The course also contains helpful support for students, including advising, the use of the library resources, and selected extra-curricular activities available at Skagit Valley College.

**SOSC 110 Gender Roles and Social Structure (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 114 Portfolio (1-3)**  
Introduction to the basic steps needed to build a portfolio for students wishing to document college-level learning derived from non-college experience. Learn to reflect on significant learning and select, develop, and connect evidence and reflections in an organized portfolio. Portfolio can then be presented for evaluation of college-level learning and subsequent awarding of college credit.

**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 and 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 130 Leadership (2)**  
This course is designed for students who are interested in student leadership and how they can expand their knowledge in the following areas of: leadership theories, communication skills, integrity and ethical values, and improve their leadership skills.

**SOSC 131 College Governance (1)**  
Learning about group dynamics while participating in the Associated Students of Skagit Valley College governance process. Prerequisite: open to Student Government participants only.

**SOSC 132 Student Leadership Seminar (1-2)**  
Designed to provide student leaders with the tools, techniques, processes, and skills for leadership that will help them succeed. Specific sections of this course may be offered to target groups such as multicultural students or women students.



**SOSC 180 International Studies (1-5)**

Introduction to the history, culture, traditions, and lifestyles of a specific world region.

**SOSC 190 Social History of Work (1-3)**

This course traces the historical roots of work, working conditions and attitudes towards work, as well as the impact of all these on individuals, families and groups in society, including women, children and ethnic groups.

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

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

**SOSC 299 Learning Into Action (1-15)**

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

**Course Descriptions – Sociology (SOC)****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: D (5)**

This course will explore how culture shapes our social world and how society shapes culture. Students will gain an understanding of the sociology of culture and explore stories, beliefs, media, ideas, art, religious practices, fashions and rituals from a sociological perspective.

**SOC 160 Substance Use and 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 295 Sociology Integrative Experience Seminar (2)**

An Integrative Experience emphasizing an interdisciplinary approach to current issues in sociology, including the societal context of sociology and technology, and/or the ethical, political, and cultural aspects of sociology.

**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 for program details and course information.

**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. Drafters prepare technical drawings and plans, which are used by production and construction workers to build everything from microchips to skyscrapers. Drafters' drawings provide visual guidelines, dimensions, materials and show how to construct a product or structure. Drafters fill in technical details using drawings, rough sketches, specifications, and calculations made by engineers, surveyors, architects, or scientists.

Mechanical ability and visual aptitude are important for drafters. Prospective drafters should be able to draw well and perform detailed work accurately. Artistic ability is helpful in some specialized fields, as is knowledge of manufacturing and construction methods. In addition, prospective drafters should have good interpersonal skills because they work closely with engineers, surveyors, architects, other professionals and, sometimes, with customers.

A wide variety of career opportunities exist for trained CAD Technicians, including CNC operators, CAD designers, drafters and



prototype/development. Graduates may work in support of engineers using CAD software to prepare technical drawings and plans. 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. Students will be introduced to a variety of software design tools commonly used in industry, such as: AutoCAD, SolidWorks, Inventor, and 3D Studio Max.

Through the training and support of the Technical Design program at SVC, students will gain knowledge about workplace safety, work effectively in a manufacturing team environment, operate standard design tools and CAD equipment and create industrial blueprints for effective graphic communication. CAD technicians have a wide spectrum of opportunities available in career and wage progression as they demonstrate personal and professional competencies. Once established in a company, the technician's career will progress as the worker gains industry specific experience.

### Program Learning Outcomes

Graduates of the Technical Design program will be able to:

- Proficiently use a CAD work station including storage and retrieval of CAD documents.
- Use calculation skills to determine the precise size of features shown on technical drawings.
- Use computer technology to exchange information and develop technical drawings.
- Participate and contribute to the effectiveness of work teams.
- Use fundamental skills in writing, reading, speaking, listening & computing to communicate in the workplace.

### 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 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

Please see chapter 8 for information regarding Tech Prep.

### Program Options

The Technical Design program offers several certificate options to meet the needs of students seeking entry-level CAD-related 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, or select from several specialized certificate options.

### 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.

## SUGGESTED SCHEDULES

### TECHNICAL DESIGN - MANUFACTURING CERTIFICATE (54 CREDITS)

#### First Year

Fall.....Cr	Winter .....Cr	Spring.....Cr
∞TECD 103 .....3	TECD 105.....4	TECD 107.....5
TECD 104.....3	MANF 107.....5	MANF 110 .....3
MANF 103 .....3	MANF 120.....3	MANF 125 .....3
MANF 140 .....3	MANF 122.....2	SOSC 113 .....1
†WMATH 100 .....5	†ENGL 170.....3	€SOSC 125 .....2
<b>Total.....17</b>	<b>.....17</b>	<b>Total .....14</b>

#### Summer.....Cr

TECD 220.....5
MANF 199 .....1
<b>Total.....6</b>

### TECHNICAL DESIGN - AUTOMATED SYSTEMS CERTIFICATE (55 CREDITS)

#### First Year

Fall.....Cr	Winter .....Cr	Spring.....Cr
∞TECD 103 .....3	TECD 105.....4	TECD 107.....5
TECD 104.....3	¥MANF 177 .....5	MANF 156 .....5
MANF 103 .....3	MANF 150.....5	SOSC 113 .....1
MANF 145 .....5	†WMATH 100 .....5	€SOSC 125 .....2
†ENGL 170 .....3	.....	.....
<b>Total.....17</b>	<b>.....19</b>	<b>Total .....13</b>

#### Summer.....Cr

TECD 220.....5
MANF 199 .....1
<b>Total.....6</b>

† Students who do not receive an appropriate test score will require additional coursework to develop necessary skills for entry into class. (ENGL& 101 can substitute for ENGL 170)

¥ or MANF 107

∞ or MANF 140

€ or BMT 140

### Technical Design Certificates

The Technical Design certificates will provide the basic skills needed for entry-level CAD-Technicians to perform in a manufacturing setting by introducing students to key product development concepts and a comprehensive sampling of essential software tools found in advanced manufacturing industries. This certificate option includes a CAD technical "core foundation," plus General Education requirements intended to help students foster the important communication skills required for successful work in a team-related design environment. In addition, the student will pick a trade-specialty focus to guide their path of study and complete an internship experience. Students must maintain a 2.0 GPA or above in all required course work.

### TECHNICAL DESIGN - MANUFACTURING CERTIFICATE (54 CREDITS)

*Required Courses: TECD 103, 104, 105, 107, 220, MANF 103, 110, 120, 122, 125, 140, 199, ENGL 170, WMATH 100, SOSC 113 and 125.)*

### TECHNICAL DESIGN - AUTOMATED SYSTEMS CERTIFICATE (55 CREDITS)

*Required Courses: TECD 103, 104, 105, 107, 220, MANF 103, 145, 150, 156, 177, 199, ENGL 170, WMATH 100, SOSC 113 and 125*

### Manufacturing - CAD Technician Certificates

The Manufacturing CAD Technician certificates put conceptual computer modeling into the hands of the technician. With a solid basis in manufacturing fundamentals and a trade specialty, the manufac-

turing CAD operator will engage the latest tools to solve problems on the production floor and feed that information back up stream to influence the overall design process. Students will complete the CAD technical core courses, plus additional manufacturing fundamental courses focusing on trades specialties such as composite technology, automated systems or welding.

#### **MANUFACTURING CAD TECHNICIAN – AUTOMATED SYSTEMS CERTIFICATE (41 CREDITS)**

*Required Courses:* MANF 103, 110, 122, 140, 145, 150, 156, TECD 103, 104, 105, and 107.

#### **MANUFACTURING CAD TECHNICIAN – COMPOSITES CERTIFICATE (39 CREDITS)**

*Required Courses:* CMPST 121, 123, 127, MANF 103, 110, 122, 140, TECD 103, 104, 105, and 107.

#### **MANUFACTURING CAD TECHNICIAN – WELDING CERTIFICATE (44 CREDITS)**

*Required Courses:* MANF 103, 110, 122, 140, TECD 103, 104, 105, 107, WT 111, 113, 112, and 114.

#### **COMPUTER-AIDED TECHNICAL DESIGN CERTIFICATE (39+ CREDITS)**

The Computer-Aided Technical Design certificate puts conceptual computer modeling into the hands of the technician. With a solid basis in manufacturing fundamentals and a trade specialty, the manufacturing CAD operator will engage the latest tools to solve problems on the production floor and feed that information back up stream to influence the overall design process. Students will complete the CAD technical core courses, plus additional manufacturing fundamental courses. In addition, the student will pick a trade-specialty focus to guide their path of study. CNC operation and CAM processes would be a natural progression for the student who focuses on Automated Systems Technology. The Composites Repair Technician uses design skills to enhance their work with a variety of composite materials. With a Quality Assurance emphasis, the student will influence process control as well as product quality. Students must maintain a 2.0 GPA or above in all required course work.

*Required courses:* MANF 110, 120, 122, 140; TECD 103, 104, 105, 107; plus complete ONE of the following trade specialty micro-certificate options:

- Automated Systems Technology (15 credits): Required courses: MANF 145, 150, 156
- Composite Repair Technician (13 credits): Required courses: CMPST 121, 123, and 127.
- Quality Assurance (13 credits): Required courses: MANF 103, 120, 140, 177 and WMATH 100.

### **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.

#### **TECHNICAL DRAWING MICRO-CERTIFICATE (15 CREDITS)**

This micro-certificate program prepares students for entry-level work as a technical drafter and Computer-Aided Design (CAD) operator. The program is designed to provide training for individuals seeking entry-level employment as drafting technicians using the AutoDesk suite of products and SolidWorks computer-aided design software.

*Required courses:* TECD 103, 104, 105, and 107

### **Course Descriptions**

#### **TECD 103 Introduction to Computer-Aided Design (3)**

Introduction to computer-aided design (CAD) and graphics technology. Covers the basic techniques and standard practices of CAD. Introduces concepts of digital sketches, 2-D drawing and 3-D modeling. Covers the fundamental concepts of documentation and presentation for CAD. Prerequisite: Strongly recommended - prior to entering this course, students should have mastered the following computer fundamentals: basic commands to operate software programs, directory structure, file management, and be able to use icons and keyboard commands.

#### **TECD 104 Basic Computer-Aided Design (3)**

Sequential study of computer-aided design (CAD) and graphics technology. Introductory study of 3-D modeling practices. Introduces drafting operations and the procedures used to create and edit CAD models. Covers the fundamental concepts of product documentation. Topics include sketching, basic commands, sketch relations, features, dimensioning, and basic assembly modeling. Prerequisite: Strongly recommended - prior to entering this course, students should have mastered the following computer fundamentals: basic commands to operate software programs, directory structure, file management, and be able to use icons and keyboard commands.

#### **TECD 105 Computer-Aided Design III (4)**

This study of 3-D modeling practices includes assemblies and Geometric Dimensioning and Tolerances. Topics include materials, derived parts, part patterning, constraints and reference geometry. Advanced topics in product development and manufacturing techniques are also explored. Prerequisite: Strongly recommended - prior to entering this course, students should have mastered the following computer fundamentals: basic commands to operate software programs, directory structure, file management, and be able to use icons and keyboard commands.

#### **TECD 107 Computer-Aided Design IV (5)**

Intermediate study of 3-D modeling tools. In depth study of documentation practices for 3-D modeling. Apply techniques and standard practices of technical graphics to communicate design ideas. Topics include drafting, section views, exploded view, rendering and animation basics. Culminates with full presentation set for portfolio. Prerequisite: TECD 104 or 105 or instructor permission

#### **TECD 220 Computer-Aided Design Studio (5)**

Studio seminar utilizing skills gained in the TECD series. Apply CAD modeling and documentation skills to the design, development and presentation of products. Topics include functionality, material and manufacturing limitations, revisions and production concerns. Culminates with prototype product being developed for chosen trade specialty. Prerequisite: TECD 107 and instructor permission.

### **Theater Arts**

See Drama for program details and course information.

## **Tourism & Hospitality Management**

### **Program Description**

The Business Management (BMT) program has developed a program to offer a Tourism and Hospitality Management program de-

signed for persons interested in entry-level positions in the tourism and hospitality industry. The hospitality, travel and tourism industry is large and dynamic, and offers many fascinating and varied work environments within the following career pathways: hotels and resorts, cruise ship operations, gaming and casinos, conference centers, destination attractions, sports tourism, spas and resorts, catering companies, event management companies, golf and country clubs.

Employees in this rapidly growing industry require a clear understanding of customer service and relations, and demonstrate strong leadership and entrepreneurship skills in finance, sales, marketing and management. The program's curriculum helps to prepare students to step into a wide range of entry-level service management positions.

### Program Learning Outcomes

Graduates of the Tourism & Hospitality program will be able to:

- Identify contemporary tourism & hospitality business concepts, principles and practices
- Demonstrate the interrelationship of the functional areas of tourism & hospitality businesses including management, marketing, law, organizational behavior, computer and software systems, human resources, accounting
- Analyze the interrelationship of tourism & hospitality organizations within the larger business environment, including international business
- Apply basic legal business concepts within the legal environment in which business is conducted
- Perform basic business calculations to demonstrate basic financial literacy
- Apply problem solving and analysis skills to business research questions and demonstrate appropriate solutions
- Demonstrate professional and ethical behaviors expected of entry-level workers in the industry.

### 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

Please see chapter 8 for information regarding Tech Prep.

### Work-Based Learning

Students will integrate classroom learning with an internship (Internship/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 - TOURISM AND HOSPITALITY MANAGEMENT EMPHASIS

This degree specialization is intended for students interested in seeking positions within tourism and hospitality-related businesses. Includes required ATA courses. Student schedule may vary based on entry point, credit load, and prerequisites. Consult with department chair or SVC counselor for scheduling options.

#### First Year

Fall.....Cr	Winter .....Cr	Spring.....Cr
BMT 100 .....5	BMT 122 .....5	BMT 101 .....5
BMT 120 .....5	BMT 141 .....5	BMT 102 .....4
~BMT 140.....5	BMT 160.....5	BMT 161 .....2
@CSS 100.....2		‡BMT 199.....2
<b>Total..... 17</b>	<b>Total ..... 15</b>	<b>Total ..... 13</b>

#### Second Year

Fall.....Cr	Winter .....Cr	Spring.....Cr
BMT 180 .....5	ΔBUS 241.....5	‡BMT 111.....5
∞BMT 260 .....5	√CMST 125.....3	‡BMT 199.....1
^OFTEC 145.....5	*LC/GE .....5-10	£BMT 265 .....5
	SOSC 113 .....1	‡ENGL 101.....5
		°PE 200 .....2
<b>Total..... 15</b>	<b>Total ..... 14+</b>	<b>Total ..... 18</b>

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

‡ Students who do not receive an appropriate test score will require additional coursework to develop necessary skills for entry into class. (WMATH 100 or MATH& 107 or MATH& 146 can substitute for BMT 111). (ENGL 170 can substitute for ENGL& 101).

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

@ or CSS 104.

∞ or BUS 205

^ or ACCT& 201

~ BMT 140 takes the place of SOSC 125.

Δ or BMT 246, or BUS 112 or ECON& 201 or 202.

√ or CMST& 210 or 220 or 230.

£ or BUS 200 or BUS& 201.

° or PE 100 plus 1 activity credit.

### 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 Tourism and Hospitality 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:

#### TOURISM AND HOSPITALITY MANAGEMENT I (19 CREDITS)

Provides entry-level training in tourism and hospitality management, marketing and business applications. Introduction to career opportunities in the tourism and hospitality industry.

Required courses: BMT 100, 101, 102 and 160.

#### TOURISM AND HOSPITALITY MANAGEMENT II (19 CREDITS)

Continues to build a foundation of entry-level skills for careers in tourism and hospitality management.

Provides advanced training in computer applications, customer service and sales, catering and banquet management.

Required courses: BMT 120, 122, 141, 161, and 199.

## Veterinary Assistant (VETA)

### Program Description

The Veterinary Assistant (VETA) program is a collaborative educational program being offered through a partnership between Skagit Valley College and the Northwest Career & Technical Academy (Academy). The Academy occupies a new building on the SVC campus and opened its doors to students September 2010. The Academy specializes in hands-on professional-technical training taught by industry professionals in a variety of program areas. The Veterinary Assistant program is a three-quarter (two semester) certificate designed to provide entry-level skills and education to students interested in pursuing a career in the field of animal science. The Academy provides the classroom and practicum site for this program. This is a full-year program (Sept.-June) with courses scheduled sequentially. Students attend classes for 2.5 hours per day Monday – Friday. Students may enter this program Fall Quarter only. Class Hours: Students may choose either an a.m. or p.m. section, i.e., 8:00a.m.-10:30a.m. daily or 11:30 – 2:00 p.m. daily.

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 Veterinary Assistant program includes classroom theory and practicum experiences. In the classroom 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 a tetanus immunization. Students need to be aware that some practicum sites may require a drug screening test prior to placement. Criminal convictions may restrict or prevent student employment in this industry.

Veterinary Assistants work in a variety of settings including private veterinary clinics, animal shelters, humane societies, laboratories, large animal facilities, wildlife rehabilitation centers, grooming shops, stables, boarding kennels, farms, aquariums, zoos, and animal parks. Veterinary Assistants provide surgical and nursing care to animals in clinics as well as field settings. The duties may include basic patient care and supportive nursing, client education and customer service, laboratory procedures, kennel and clinic maintenance. 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 technicians, veterinarians, or scientists. They may keep records of feedings, treatments, and animals received or discharged.

Veterinary Assistant positions are listed as an “in-demand” occupation for the Northwest Region which includes Whatcom, Skagit and Island counties. According to the “National Industry-Occupation Employment Matrix,” (a publication of the U.S. Bureau of Labor Statistics) demand for professional Veterinary Assistants will rise 16% by 2016. Pet owners are increasingly taking advantage of veterinary services, spurring employment growth for Veterinary Assistants. The companion pet population—which drives employment of animal caretakers in kennels, grooming shops, animal shelters, and veterinary clinics and hospitals—is

also expected to increase. Pet owners are expected to increasingly take advantage of grooming services, daily and overnight boarding services, training services, and veterinary services, resulting in more jobs for animal care and service workers. Source: Occupational Outlook Handbook ([www.ocoluha.com](http://www.ocoluha.com))

### Program Learning Outcomes

Graduates of the Veterinary Assistant program will be able to:

- Maintain a safe work environment and interact with animals in a safe manner.
- Understand and demonstrate application of basic medical terminology and lab science, including anatomy and physiology, and animal parasitology.
- Understand basic lab procedures related to hematology, bacteriology, virology, and immunology.
- Understand how vaccines work and which vaccines are appropriate for selected species.
- Understand the causes of disease & the process of diagnosis, treatment & prevention of disease in animals.
- Demonstrate ability using current veterinary techniques to restrain, prep and assist in the performance of medical, dental or surgical procedures in order to care for live animals.
- Demonstrate positive work ethics, professionalism and function as an integral member of an effective veterinary health care team.
- Understand and practice the professional laws, regulations and policies established by the licensing state and regulatory agencies.
- Practice and promote humane animal care and management.
- Demonstrate appropriate workplace behaviors, regular attendance, punctuality, ability to communicate well with others, contribute to the team process, and use appropriate problem-solving & leadership skills.
- Be prepared for entry-level work and/or entry to advanced education at the college level.

### 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 (32 CREDITS)

First Year		
<b>Fall.....Cr</b>	<b>Winter .....Cr</b>	<b>Spring.....Cr</b>
VETA 101 .....2	VETA 103 .....2	VETA 111.....4
VETA 107 .....3	VETA 105 .....2	VETA 112.....3
VETA 110.....2	VETA 108 .....2	^VETA 115.....2
~OFTEC 162.....3	VETA 109 .....2	VETA 114.....2
.....	VETA 113 .....2	SOSC 113.....1
<b>Total..... 10</b>	<b>Total ..... 10</b>	<b>Total ..... 12</b>
~ or OFTEC 122		
^ or VETA 199		

### Program Certificates

Students must maintain a minimum C grade or above in all required courses.

#### VETERINARY FUNDAMENTALS (28 CREDITS)

Required courses: VETA 101, 103, 105, 107, 108, 109, 110, 112, 113, 114, 115 (or 2 credits of 199), and SOSC 113.



## 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. Overview of husbandry terms for selected species including breed identification.

### **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 and 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 I (3)**

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 animal restraint, record charting, interview a client, pharmacology, and physical examination. Students will complete a Healthcare Provider CPR certification.

### **VETA 108 Veterinary Nursing/Patient Management II (2)**

Continuation of VETA 107. Continue to practice 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, and physical examination. Students will complete a 7-hour HIV-AIDS certification and work individually and in small groups to develop skills associated with using medical instruments and conducting surgical procedures. Prerequisite: VETA 107.

### **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. Review the registration for "Veterinary Medical Clerk" requirements.

### **VETA 110 Veterinary Assistant Practicum I (2)**

Through field trips, 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)**

Introduction to veterinary clinical procedures related to parasitology, hematology, urinalysis, and diagnostic imaging. Covers laboratory

safety, zoonosis, the role of veterinary assistants in the veterinary clinical laboratory, proper use and care of microscopes, and working individually and in small groups to develop laboratory skills. Prerequisite: VETA 103 and 105.

### **VETA 112 Veterinary Anatomy and Physiology II (3)**

Continuation of VETA 105. Students will continue studying animal anatomy and physiology as it relates to selected species including diseases that affect the integument and muscular systems, the respiratory and cardiovascular systems, the hemolymphatic, gastrointestinal, endocrine, reproductive, urinary and nervous systems. Canine, feline, equine and avian anatomy and physiology will be reviewed. Prerequisite: VETA 105

### **VETA 113 Veterinary Assistant Practicum II (2)**

Continuation of VETA 110. Introduction to the handling and care of horses. Focuses on performing basic handling, restraint and nursing skills with an emphasis on equine behavior. Apply principles learned about equine health care. Students will participate in a two-day, off site, workshop led by local equine industry experts. 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. Prerequisite: VETA 101 and 103.

### **VETA 115 Veterinary Assistant Practicum III (2)**

Continuation of VETA 113. Focuses on normal canine, feline, equine and avian behavior. Apply principles of operant conditioning and positive reinforcement methods for animal training. Topics include causes of behavioral problems in companion animals, stages of development in young animals, socialization methods, crate training, and elimination training methods for dogs and cats. Prerequisite: VETA 113

### **VETA 199 Cooperative Education Experience (2)**

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

## Welding Technology (WT)

### Program Description

The Welding Technology (WT) program prepares students to work as entry-level welders, fitters, or metal fabricators in a variety of industries including boatbuilding, construction, industrial maintenance, and manufacturing. Students study a variety of layout, fabrication, and metal joining techniques using steel, stainless steel, and aluminum. Processes include oxyfuel cutting, shielded metal arc welding, gas metal arc welding, flux cored arc welding, and gas tungsten arc welding. Instructional facilities include individual welding practice booths and a large metal fabrication area.

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 is an accredited through the American Welding Society entry-level welder training program. SVC is also a certified Washington Association

of Building Officials (WABO) testing site. Students will move from theory to application to certification in all common manual and semi-automatic welding processes.

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 contacting Michael Baker at michael.baker@skagit.edu or 360 416-7703.

### Program Learning Outcomes

Graduates of the Welding Technology program will be able to:

- Utilize effective techniques for proper care and safe use of welding tools and other related equipment.
- Understand characteristics of a variety of metals used in the fabrication industry.
- Demonstrate competence in the selected welding processes: SMAW, GMAW, FCAW, GTAW.
- Analyze & interpret welding blueprints, specifications, & instructions for construction assemblies.
- Apply and practice workplace safety policies and procedures.
- Select and apply the most appropriate welding process to industrial applications.
- Demonstrate basic and precision measurement methods.
- Participate and contribute to the effectiveness of work teams.
- Communicate effectively using verbal and written methods.
- Work effectively in a metalworking environment.
- Complete a resume, develop a job search plan, & present oneself positively in a job interview.
- Prepare for and pass the Washington State Building Officials (WABO) welding tests in the applicable processes.

### Entry into the Program

Please apply to the Admissions Office. Welding is a precision craft that demands good eyesight, hand-eye coordination, manual dexterity, and the ability to work in awkward positions. 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

Please see chapter 8 for information regarding Tech Prep.

### 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 with morning, afternoon, evening, and Saturday options. Students may choose brief

skills enhancing classes, any of several specialized Micro-Certificates, Program Certificates, or a 2-year ATA Degree. See details below.

### Associate in Technical Arts Degree

Graduates of the two-year Welding Technology Associate in Technical Arts degree program (ATA) become proficient in all of the common industrial welding and cutting processes used in the boatbuilding, industrial maintenance, construction, and manufacturing, industries. Students receive advanced training in diverse topics ranging from welding metallurgy to computer-numerical-controlled (CNC) metalworking operations.

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 213.....9	WT 111 .....5
WT 117 .....3	MANF 115.....5	WT 114 .....3
CSS 100.....2	^MANF 120.....3	WT 223 .....9
MANF 140 .....3	†ENGL 170.....3	SOSC 125.....2
†WMATH 100 .....5		
<b>Total..... 18</b>	<b>Total ..... 20</b>	<b>Total ..... 19</b>

#### Second Year

Fall.....Cr	Winter .....Cr	Spring .....Cr
WT 116 .....5	WT 112.....5	WT 199 .....1-15
WT 211 .....9	WT 221.....9	WT 212 .....9
√CMST 125 .....3	*LC/GE ..... 5-10	WT 222 .....9
SOSC 113.....1		
<b>Total..... 18</b>	<b>Total ..... 19+</b>	<b>Total ..... 19+</b>

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

† Students who do not receive an appropriate test score will require additional coursework to develop necessary skills for entry into class. (ENGL& 101 can substitute for ENGL 170) (MATH& 107 or 141 or 146 can substitute for WMATH 100)

^ or PE 200.

√ or CMST& 210

### 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, and 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 Fundamentals (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 Fundamentals (14 credits)
  - MANF 110, 120, 122, 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: MANF 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 FUNDAMENTAL MICRO-CERTIFICATES (14-19 CREDITS)

This program is designed to familiarize students with the SVC Welding program and to provide an introduction to the 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. To earn the certificate, students must maintain a 2.0 or better GPA in all required courses. There are two Welding Fundamentals specialty options to choose from as follows:

1. Welding Fundamentals-Steel (19 credits): WT 111, 112, 114, MANF 120, 140
2. Welding Fundamentals-Aluminum (14 credits): WT 113, 117, MANF 120, 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. Prerequisite: CSS 100 and MATH 96 or concurrent enrollment or department chair permission.

#### 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. Prerequisite: CSS 100 and MATH 96 or concurrent enrollment or department chair permission.

#### 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. Prerequisite: CSS 100 and MATH 96 or concurrent enrollment or department chair permission. Call either 360.416.7975 or 360.416.7948 if you are receiving a “haven’t met prereq” message.

**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. Prerequisite: CSS 100 and MATH 96 or concurrent enrollment or department chair permission.

**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. Prerequisite: CSS 100 and MATH 96 or concurrent enrollment or department chair permission. Call either 360.416.7975 or 360.416.7948 if you are receiving a “haven’t met prereq” message.

**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 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, 114, CSS 100, MATH 96, 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, CSS 100, MATH 96, and 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, 117, CSS 100, MATH 96 and MANF 140, or concurrent enrollment.

**WT 221 Shielded Metal Arc Welding Applications and Certification (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, CSS 100 and MATH 96 or concurrent enrollment.

**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, CSS 100, and MATH 96 or concurrent enrollment.

**WT 223 Inert Gas and Aluminum Welding Applications and 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, CSS 100 and MATH 96 or concurrent enrollment.

**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 050 through 105.

### Course Descriptions

**AESL 050 Beginning Academic ESL: Reading and Writing (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 055 Beginning Academic ESL: Speaking and Listening (9)**

Non-native English speaking academic students with basic communication skills begin to expand speaking and listening skills in English and develop habits of successful learners.

**AESL 060 Intermediate Academic ESL: Reading and Writing (9)**

Continued refinement by non-native speakers of English of Academic English through the performance of routine tasks as well as the extension and application of their academic skills.

**AESL 065 Intermediate Academic ESL: Speaking and Listening (9)**

Continued acquisition and refinement of English by non-native speakers through the performance of routine tasks as well as the extension and application of their academic skills.

**AESL 070 High Intermediate Academic ESL: Reading and Writing (9)**

Non-native speakers develop language-learning strategies and habits to successfully demonstrate academic English abilities in settings approaching those to be encountered in a college setting.

**AESL 075 High Intermediate Academic ESL: Speaking and Listening (9)**

Non-native speakers will develop language-learning strategies and habits to successfully demonstrate English speaking and listening skills 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 placement test score or equivalent, or C+ or higher average in AESL 70/75.

**AESL 098 Grammar/Composition II (5)**

A course for non-native speaking, matriculated students with an emphasis on advanced ESL composition skills. Designed to teach students to write, analyze, and revise sentences and to develop coherent essays. Replaces ENGL 97 requirement for ESL students. Prerequisite: appropriate placement test 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 with a grade of C or better or instructor's permission.

**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 with a grade of C or better or instructor's permission.

**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. Prerequisite: CHIN& 121 with a grade of C or better or instructor's permission

**CHIN& 123 Chinese III (5)**

Reading, writing and speaking Chinese at a third quarter level. Prerequisite: CHIN& 122 with a grade of C or better or instructor's permission

**CHIN& 221 Chinese IV (5)**

Grammar and syntax, oral exercises, reading and conversation at the second-year level. Prerequisite: CHIN& 123 with a grade of C or better or equivalent with instructor's permission.

**CHIN& 222 Chinese V (5)**

Grammar and syntax, oral exercises, reading and conversation at the second-year, second-quarter level. Prerequisite: CHIN& 221 with a grade of C or better or instructor's permission.

**CHIN& 223 Chinese VI (5)**

Grammar and syntax, oral exercise, reading and conversation at the second-year, third-quarter level. Prerequisite: CHIN& 222 with a grade of C or better or instructor's permission.

**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 with a grade of C or better 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. Pre-requisite: French 122 or equivalent French course. Prerequisite: FRCH& 122 with a grade of C or better 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 with a grade of C or better 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 with a grade of C or better 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 with a grade of C or better or instructor's permission.

**FRCH 299 Learning into Action (1-15)**

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

**GREEK 121 Koine Greek I (5)**

This study of ancient Greek will take into account aspects of language development. Fundamentals of pronunciation, grammatical forms, and syntax will be developed through contrasting analysis of Greek and English. This form of ancient Greek is the common (Koine) Alexandrian Greek, formulated by linguistic scholars in the 4th Century B.C.E.

**GREEK 122 Koine Greek II (5)**

Further study of Koine Greek will take into account aspects of language development. Fundamentals of pronunciation, grammatical forms, and syntax will be developed through contrasting analysis of Greek and English. This form of ancient Greek is the common (Koine) Alexandrian Greek, formulated by linguistic scholars in the 4th Century B.C.E. Prerequisite: GREEK 121

**GREEK 123 Koine Greek III (5)**

Further study of Koine Greek will take into account aspects of language development. Fundamentals of pronunciation, grammatical forms, and syntax will be developed through contrasting analysis of Greek and English. This form of ancient Greek is the common (Koine) Alexandrian Greek, formulated by linguistic scholars in the 4th Century B.C.E. Prerequisite: GREEK 122.

**JAPN 100 Introduction to Japanese Language (3)**

Introduction to Japanese culture and language with emphasis on speaking, listening, and comprehension of the spoken word.

**JAPN& 121 Japanese I: 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 with a grade of C or better 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 with a grade of C or better 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 with a grade of C or better 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 with a grade of C or better 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 with a grade of C or better or instructor's permission.

**JAPN 299 Learning into Action (15)**

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

**LUSED 121 First-year Lushootseed Salish I (5)**

A proficiency-based course in Lushootseed Salish, the Native American language of Puget Sound Country, which includes the Skagit River Valley and its tributaries. Course includes pronunciation, grammar, oral and written exercises, reading and conversation. Will include cultural aspects of our local indigenous language.

**LUSED 122 First-year Lushootseed Salish II (5)**

Lushootseed 122 is a continuation of Lushootseed 121, focusing on vocabulary and grammatical structures. Oral comprehension and speaking skills are emphasized through daily practice; reading and writing skills are also emphasized. Course includes cultural aspects of our local indigenous language. Prerequisite: Lushootseed 121.

**LUSED 123 First-year Lushootseed Salish III (5)**

Lushootseed 123 is a continuation of Lushootseed 122, focusing on vocabulary and grammatical structures. Oral comprehension and speaking skills are emphasized through daily practice; reading and writing skills are also emphasized. Course includes cultural aspects of our local indigenous language. Prerequisite: Lushootseed 122.

**LUSED 221 Second-year Lushootseed Salish I (5)**

This is the first of three courses in the second year of Lushootseed. The focus is on advanced vocabulary and grammatical structures. Oral comprehension and speaking skills are emphasized through daily practice; reading and writing skills are also emphasized. Course

includes cultural aspects of the local indigenous language. Prerequisite: Lushootseed 123

**LUSED 222 Second-year Lushootseed Salish II (5)**

This is the second of three courses in the second year of Lushootseed. The focus is on developing and understanding more 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 writing exercises. The textbook, workbook, and lab manuals are the same as in Spanish 121. Prerequisite: SPAN& 121 with a grade of C or better 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 with a grade of C or better 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 with a grade of C or better or successful completion of two to three years of high school Spanish.

**SPAN& 222 Spanish V: 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 with a grade of C or better 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 with a grade of C or better 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.



# 8

## *Do I Have Other Learning Options?*

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

### ***E-Learning***

Mount Vernon: 360.416.7770  
Toll free number: 1.877.385.5360

#### ***Can't Come To Campus? Let Us Come To You!***

E-Learning 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: AA-DTA, 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, tutoring, 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 E-Learning. 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 E-Learning. Upon the satisfactory completion of the course requirements, college credit is granted that may be transferable to most colleges and universities. Credits may also apply to high school graduation.

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

The Running Start program covers the cost of tuition for up to 15 credits of college-level courses per quarter. 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:*

### 1. Adult High School Completion

An individual who satisfactorily meets the high school requirements as determined by the college shall be awarded a diploma from the college, subject to rules adopted by the superintendent of public instruction and the state board of education.

### 2. 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, associate of science or biology degree, associate of technology degree, or associate in applied science degree, shall be awarded a 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 additional 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

360.416.7971

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 may be eligible. Those on Temporary Assistance for Needy Families (TANF) referred by their case manager for vocational training receive priority. For more information please contact the Workforce Grants office.

## Basic Food Employment and Training Program

360.416.7971

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 may be eligible for the Food Stamp Employment and Training Program. For more information please contact the Workforce Grants office.

## Opportunity Grant

360.416.7971

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 including Early Childhood Education; Allied Health; Nursing, Manufacturing; Welding; Manufacturing, Office and Accounting Technologies, Business Management and Automotive 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 please contact the Workforce Grants office.

## 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 apprenticeship programs for employed paraeducators in K-12 public school settings. The Instructional Assistant program consists of 2,000 hours of on-the-

job training and 45 credits of related training. The Educational Paraprofessional program is also available to those apprentices that complete the Instructional Assistant program. The college courses selected to meet apprenticeship requirements may also be used toward earning an education paraprofessional certificate or degree. Contact the Early Childhood Education (ECE) Dept Chair for current apprenticeship scholarship information. For more information contact Washington Public School Classified Employees Representative Tim Busch at 360.336.2240 or the ECE Department Chair at 360.416.7787.

### ***Electrician Apprenticeship***

A five-year program of paid, on-the-job training and related instruction. Includes classroom training covering all phases of electrical work leading to Journeyman status. VA approved. For more information, please call the apprenticeship office at 360.428.5080.

### ***Facilities Custodian Apprenticeship***

A 42-credit program covering on-the-job training and related instruction. VA approved. For more information please call the Washington Public School Classified Employees apprenticeship office at 360.338.2240.

### ***Cooperative Education***

Mount Vernon: 360.416.7684

Cooperative education takes the student out of the classroom and into the world of work, where it is possible to explore career-related hopes and dreams. Cooperative education bridges the gap between theory and practice and creates community partnerships with local employers.

The program is a requirement for all students who earn an Associate in Technical Arts degree. Co-op offers students a chance to prepare for careers in business, industry, government and non-profit organizations. Co-op students gain work experience, build a network of mentors, and learn what preparation they need to be successful in their chosen field.

Opportunities normally exist for both volunteer and paid positions. Students may work on- or off-campus and must complete at least 30 work hours per credit. A weekly seminar about work-related issues, such as communication, goal setting and problem-solving, is also required.

## ***Learning Into Action***

Mount Vernon: 360.416.7630

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 campuses.

### ***Parent Education***

Mount Vernon: 360.416.7635  
Whidbey Island: 360.679.5347

The Family Life program offers parents and families the opportunity for parenting support, education and involvement in a developmentally appropriate toddler or cooperative preschool program. Participate in your child's social and intellectual development and increase your knowledge of child development, health and safety, and much more. For more information, contact the Family Life program coordinator.

### ***Active-Duty Military & Dependents***

For more information: 360.679.5330

Skagit Valley College welcomes both active-duty military and their dependents to attend classes as students. Active duty students may be eligible for Military Tuition Assistance. Military Tuition Assistance is a benefit paid to eligible members of the Army, Navy, Marines, Air Force, and Coast Guard. Congress has given each service the ability to pay up to 100% for the tuition expenses of its members. Each service has its own criteria for eligibility, obligated service, application process and restrictions. All active duty military members wishing to use Military Tuition Assistance should first contact their respective Education Service Offices to determine their eligibility and application requirements.

Military members at Naval Air Station Whidbey Island should contact the Navy

College Office there by calling (360) 257-3027, emailing [nco.whidbeyisland@navy.mil](mailto:nco.whidbeyisland@navy.mil), or visiting Building 2739, Room 134, 1045 Midway Street on base. All Navy active duty members are required to complete a WebTA orientation (offered twice weekly) to establish or update an Individual Education Plan (IEP) with a Navy College counselor.

Spouses of service members on active duty in paygrades E-1 to E-5, W-1 & W-2, O-1 & O-2 who can start and complete their coursework while their military sponsor is on Title 10 military orders may be eligible for the MyCAA Scholarship. The MyCAA Scholarship is a workforce development program that provides up to \$4,000 of tuition assistance to eligible military spouses. The scholarship helps military spouses pursue license, certificates, certifications or associate degrees necessary to gain employment in high demand, high growth portable career fields and occupations.

Other financial aid and tuition assistance may be available; see Financial Aid or call 360.679.5320.

## ***Community Programs***

Community Education 360.416.7638  
[www.skagit.edu/computertraining](http://www.skagit.edu/computertraining)  
[www.skagit.edu/communityeducation](http://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***

Customized Training for Businesses  
360.416.7638  
[www.skagit.edu/customizedtraining](http://www.skagit.edu/customizedtraining)

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.

### ***Foreign Travel***

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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***

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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.



# 9

## ***How Will I Be Recognized For Good Grades?***

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

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### ***Honor Roll***

At the conclusion of each quarter, each student's grade point average is computed. 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 are placed on the Honor Roll for the quarter.

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### ***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.

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### ***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 Office of the Dean of Student Services.

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### ***Honors Reception***

One of the culminating events of every school year is the annual Honors Reception at both the Mount Vernon and Whidbey Island Campuses. The Honors Reception is a celebration of both academic achievement and student involvement in campus activities. Supported by both the Office of Student Life and the Skagit Valley College Foundation, the Honors Reception is an evening filled with scholarship and activity awards and is concluded with a reception for the honorees, family, and friends, as well as college faculty and staff. At the Mount Vernon campus the evening includes the awarding of the prestigious McIntyre Scholarship, the naming of the annual Lewis Award winner, and the campus Student of the Year. At the Whidbey Island Campus reception both the Yates Award (Whidbey Island Campus) and the Carol Huber Award (South Whidbey Center) are presented to their respective outstanding students.

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### ***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.

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### ***Graduation***

All students who graduate, regardless of the quarter their degree is conferred during the current academic year, are encouraged to attend graduation ceremonies scheduled for the end of Spring Quarter each year (see catalog inside cover). Students can complete their degrees at the end of any quarter. Graduation is administered by the Office of the Dean of 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.*



# 10

## What Are The Academic Regulations?

www.skagit.edu

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
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

### 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:

- 21 or more academic course credits
- 22 or more professional-technical course credits.

### Prior Learning

Prior learning is the knowledge and skills gained through work and life experience; through military training and experience; and through formal and informal education and training from in-state and out-of-state institutions, including foreign institutions. For information contact the Dean of Workforce Education at 360.416.7802.

### Credit for Prior Learning

Currently enrolled SVC students may earn college credit based upon prior learning when they demonstrate by examination or evaluation that their professional experience or substantial prior learning meets the specific outcomes of a SVC course. Each department determines the evaluation method

students use to demonstrate mastery of the course content. Students seeking to acquire this form of college credits should complete the Petition for Non-Traditional Credit: For Prior Learning form and submit the form and all documentation supporting their request to the Department Chair for the program that oversees the course(s) the student is challenging. A maximum of 30 credits is allowed for this method and there is a \$60 per credit transcription fee associated with this request.

### Advanced Standing

The purpose of Advanced Standing is to replace a required course with prior experience in military work/military schools or relevant employment in industry that can be documented by employment records or through testing. Students seeking advanced standing credit should do so upon entry to Skagit Valley College by completing the Petition for Non-Traditional Credit: Advanced Standing Request form and submit the form and all documentation (including appropriate transcripts, DD295s, SMART Transcript, or industry training documents) supporting their request to the Dean of Workforce Education. Once awarded, Advanced Standing gives you prerequisites necessary for registration for courses that will count toward your certificate/diploma. For example: a student who holds a current CPR/First Aid card from an approved agency may request a waiver of PE 200 as a requirement for their degree. Students who receive advanced standing must still complete a minimum of 90 credits to graduate with an Associate of Technical Arts Degree.

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*Note: this option only eliminates the requirement for the class but does not count as credits toward attainment of a degree. In the example offered, a student with a valid CPR card would not need to take the 2-credit PE 200 class but will still need a minimum of 90 credits overall to graduate with a degree.*

### Standardized Tests

Non-traditional credits include credit by nationally standardized tests such as College Level Examination Program (CLEP) and DANTES, military, vocational, and other non-accredited training programs, independent study, and other appropriate educational experiences. Students who request to be tested in a specific subject area using a nationally standardized test (such as the College Level Examination Program or American Chemical Society tests) and score at or above the national reference standard or at a minimum level which shall be decided by the various departments.

Students who request to be tested in broad areas of General Education such as natural science or humanities, 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.

### Challenging a SVC Course

#### Credit by Examination

The following regulations have been established for awarding credit by examination:

Students may not receive credit by examination for subject matter less advanced than that for which they have previously received credit.

1. No student shall be permitted to repeat any examination for advanced credit.
2. Students may not challenge courses they have previously audited, failed or challenged and failed.
3. Students may not receive credit by examination for lower division (100 and 200-level) language courses in the student's native language.
4. Students may not request credit by examination for any course in which 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.

### 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 Student Services at the Mount Vernon Campus. Skagit Valley College offers credit for any AP test with a score of 3 or above. See the chart on the following page for credit and course equivalencies.

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.

#### Waiver

Through the Waiver of Requirements Process, a student asks the college to remove a particular program requirement due to successful completion of other post-secondary courses, which overall, constitute equal content. A minimum of 90 credits is still required to complete a degree program. (NOTE: The waiver process would be used only if no other process would satisfy the student's needs.)

### Transferring in Credit

#### From Other Colleges

Your transcripts from prior colleges or other learning experiences will be evaluated upon request. Only regionally accredited col-

lege transcripts are accepted. The following types of courses do not transfer, regardless of an institution's accreditation: remedial courses, developmental coursework, and college courses numbered below 100 (however, these courses may be used for placement purposes); courses that provide instruction in a particular religious doctrine; and non-credit continuing education courses. 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.

Skagit Valley College does not generally accept transfer upper-division courses (300 and above). Exceptions for transferring upper-division courses are made on a case-by-case basis for certain professional/technical programs. The college does not accept upper-division courses for academic/transfer programs.

### Application of credits to the AA-DTA Degree

This includes 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 45 or more college credits are exempt from the Integrative Learning Experience and Diversity course requirements.
2. Students transferring 30 – 44 applicable college credits are required to complete one Integrative Learning Experience and one Diversity course.
3. Students transferring 0-29 credits are required to complete two Integrative Learning Experiences and one Diversity course.

### Application of non-traditional credit

**ASSOCIATE IN ARTS-DIRECT TRANSFER AGREEMENT (AA-DTA), ASSOCIATE IN BUSINESS DTA/MRP, ASSOCIATE IN PRE-NURSING DTA/MRP**

A maximum of 15 credits by examination, independent study, CLEP, military programs, or professional/technical credits may be applied toward this degree and only as elective credits.



## Advanced Placement Program Scores & Credits Awarded

AP Subject Exam	Exam Score	Credits	SVC Course	Gen Ed Category
ART 2D Design	3-5	5	ELECTIVE	HUM
ART 3D Design	3-5	5	ELECTIVE	HUM
Art History	3-5	5	ART 141	HUM
Art Studio (Drawing)	3-5	5	ELECTIVE	ELECTIVE
Art Studio (General)	3-5	5	ELECTIVE	ELECTIVE
Biology	3-5	5	BIOL& 100 OR BIOL& 211	SCI
Calculus AB	3-5	10	MATH& 151, 152	QS
Calculus BC	3-5	10	MATH& 151, 152	QS
Chemistry	4-5	10	CHEM& 121, 131 OR CHEM& 161, 162	SCI
Chemistry	3	5	CHEM& 121 OR CHEM& 161	SCI
Chinese Language	5	15	CHIN& 221, 222, 223	HUM
Chinese Language	4	10	CHIN& 221, 222	HUM
Chinese Language	3	5	CHIN& 221	HUM
Chinese Literature	3-5	5	ELECTIVE	ELECTIVE
Computer Science A	3-5	5	CS 142 OR CS 210	ELECTIVE
Computer Science AB	3-5	5	CS 142 OR CS 210	ELECTIVE
Economics (Macro)	3-5	5	ECON& 202	SS
Economics (Micro)	3-5	5	ECON& 201	SS
English Language /Composition	3-5	5	ENGL& 101	COMM
English Literature/Composition	3-5	5	ENGL& 101	COMM
Environmental Science	3-5	5	ENVS& 101	SCI
French Language	5	15	FRCH& 221, 222, 223	HUM
French Language	4	10	FRCH& 221, 222	HUM
French Language	3	5	FRCH& 221	HUM
French Literature	3-5	5	ELECTIVE	ELECTIVE
German Language	3-5	5	ELECTIVE	ELECTIVE
German Literature	3-5	5	ELECTIVE	ELECTIVE
Government (American)	3-5	5	POLS& 202	SS
Government (Comparative & Politics)	3-5	5	POLS 201	SS
History (European)	3-5	5	HIST& 118	SS
History (US)	3-5	5	HIST& 148	SS
History (World)	4-5	5	HIST& 127	SS
History (World)	3	5	ELECTIVE	ELECTIVE
Human Geography	4-5	5	GEOG& 200	SS
Human Geography	3	5	ELECTIVE	ELECTIVE
Italian Language	3-5	5	ELECTIVE	ELECTIVE
Japanese Language	5	15	JAPN& 221, 222, 223	HUM
Japanese Language	4	10	JAPN& 221, 222	HUM
Japanese Language	3	5	JAPN& 221	HUM
Japanese Literature	3-5	5	ELECTIVE	ELECTIVE
Latin Literature	3-5	5	ELECTIVE	ELECTIVE
Latin: Vergil	3-5	5	ELECTIVE	ELECTIVE
Latin Literature and Latin Vergil	3-5	5	ELECTIVE	ELECTIVE
Music Listening/Literature	3-5	5	ELECTIVE	ELECTIVE
Music Theory	4-5	15	MUSC& 141, 142, 143	HUM
Music Theory	3	5	ELECTIVE	ELECTIVE
Music Aural (subscore)	3-5	5	ELECTIVE	ELECTIVE
Music Nonaural (subscore)	3-5	5	ELECTIVE	ELECTIVE
Physics B	3-5	5	PHYS& 134/124	SCI
Physics C (Electricity and Magnetism)	3-5	5	PHYS& 243/233	SCI
Physics C (Mechanics)	3-5	5	PHYS& 241/231	SCI
Psychology	3-5	5	ELECTIVE	ELECTIVE
Russian Language	3-5	5	ELECTIVE	ELECTIVE
Russian Literature	3-5	5	ELECTIVE	ELECTIVE
Spanish Language	5	15	SPAN& 221, 222, 223	HUM
Spanish Language	4	10	SPAN& 221, 222	HUM
Spanish Language	3	5	SPAN& 221	HUM
Spanish Literature	3-5	5	ELECTIVE	ELECTIVE
Statistics	3-5	5	MATH& 146	QS

### ASSOCIATE IN SCIENCE-TRACK 1 AND 2 AND ASSOCIATE IN BIOLOGY DTA/ MRP DEGREE

A maximum of 6 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 ARTS (AA) GENERAL STUDIES

A maximum of 45 credits may be applied toward the distribution requirements (subject areas) or as elective credits toward this degree.

### ASSOCIATE IN TECHNICAL ARTS 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.

### 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 2015 to Spring 2016.

## 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](http://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 Student Services. An audit grade of "N" indicates the student has registered in and attended a course without writing examina-

tions, 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)

During the first two weeks of the quarter, students may officially withdraw from a Course without notation on the permanent student record.

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 from all courses is the last day of 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 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 lowest 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 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 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 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)

Grade Point Average (GPA) is calculated by dividing the total grade points received by the total grade point credits attempted. Please refer to Grading Information for the grades assigned for each letter grade, e.g., A = 4.00, B = 3.00 grade points.

When "I" (incomplete) grades are replaced with letter grades, grade points and credit hours attempted are added to the formula to compute the new GPA.

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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***

All changes of program (class adds or drops) must be recorded by the Dean of Student Services.

All course adds in sequential courses must be made prior to the 10th instructional day of the quarter unless approved by the Dean of Student Services' Office.

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:**

### ***Honor Roll***

At the conclusion of each quarter, each student's grade point average is computed. 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 are placed on the Honor Roll for the quarter.

### ***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 Student Services. The classes will remain in the student's permanent record; however, they cannot be used toward degree completion. Grades received for these courses will not be included in the cumulative or college-level grade point average.

### ***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.

- **Academic Alert**

A student who has a quarterly grade point average below 2.0 for one quarter shall be placed on Academic Alert.

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.

- **Probation**

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.

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.

- **Dropped: Low Scholarship**

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. 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.

- **Readmission**

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 Student Services after consulting with his/her advisor. If the Dean of 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:

- 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;
- 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
- 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 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 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 Student Services deems necessary. The student may request an informal hearing on the refusal of services. For more information, see the Dean of 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 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***

<b>Allied Health Education Club (MV)</b>	<b>Asian Pacific Islander Club (WIC)</b>	<b>Automotive Club (MV)</b>
<b>Business Management Club</b>	<b>Calling All Colors Club (MV)</b>	<b>Campus Christian Fellowship (MV)</b>
<b>Campus View Village Council (MV)</b>	<b>Campus Sanctuary Club (WIC)</b>	<b>Cardinal Newspaper (MV)</b>
<b>Computing Club (MV)</b>	<b>Criminal Justice (MV)</b>	<b>Culinary &amp; Hospitality Ed. Foundation (C.H.E.F.) (MV)</b>
<b>Environmental Conservation Club (MV)</b>	<b>Human Services Club (MV)</b>	<b>Intercollegiate Athletics (MV)</b>
<b>International Travel Club (MV)</b>	<b>Journalism Club (WIC)</b>	<b>Maestros Para El Pueblo Club (MV)</b>
<b>Nursing Club (MV, WIC)</b>	<b>Outdoor Club (MV)</b>	<b>Phi Theta Kappa (MV, WIC)</b>
<b>Pagan Student Union (WIC)</b>	<b>Radio Club (MV)</b>	<b>Rainbow Alliance (MV, WIC)</b>
<b>Sallywags (WIC)</b>	<b>Street Dance Club (MV)</b>	<b>Student Program Board (MV &amp; WIC)</b>
<b>Skagit Secular Student Alliance (MV)</b>	<b>Veterans Club (MV)</b>	<b>Welding Society (MV)</b>



# 11

## How Do I Get Involved In Campus Activities?

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

### 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, track and field, golf, and soccer, and by women's teams in basketball, soccer, tennis, cross-country, softball, volleyball, track and field, 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 is located in the Gary Knutzen Cardinal Center at SVC's Mount Vernon Campus. It is dedicated to the ex-

hibition of contemporary work in all media by emerging and established artists. SVC's Art Gallery supports and promotes visual culture to enhance creativity and community dialogue by serving as a conduit for expression through the visual arts. 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. Larger performances are held in McIntyre Hall, our 650-seat theatre equipped with the finest quality professional sound and lighting equipment.

### 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 resumé, enhance your leadership skills and your connections with other students, faculty, and staff. Student clubs and organizations provide an environment where students can build and cultivate friendships, find common interests, help the community, and engage in planning, organizing and executing programming initiatives.

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 and on our website.

### Health Information Services

Mount Vernon: 360.416.7611

Whidbey Island Campus: 360.679.5303

The Student Life Office can provide you with first aid supplies, 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 and wellbeing.

Many low-cost student health insurance programs are available to you via the Student Health Insurance/Injury Only Plan of Washington State Community Colleges. Information about these programs is available by visiting the Student Life website and clicking the "Student Resources" link.

The Student Life Office offers an assortment of pamphlets on substance abuse, chemical dependency, codependency, adult children of alcoholics, and many other health and wellness topics. SVC is dedicated to providing a drug- and alcohol-free environment for students, faculty, and staff. Referrals to the Counseling Center, Disability Access Services and community agencies or private providers are made for a variety of student health needs.

### KSVR 91.7 FM /KSVU 90.1 FM Radio

360.416.7711

KSVR-91.7 FM, KSJU-91.9 FM and KSVU-90.1 FM are a combination of student-operated and community-operated, non-commercial, educational, community/campus radio stations. They operate 24 hours per day, every day of the year. KSVR broadcasts to the western Skagit Valley and river

delta, from Burlington to Stanwood, KSJU broadcasts to Friday Harbor on San Juan Island, and KSVU broadcasts to the eastern county "Up River" communities from Sedro-Woolley to Marblemount. The mission for the stations is to provide informational 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. All three stations offer local programs, syndicated regional, national, and international news and information programs, and music of numerous styles. Staff maintain websites, produce promotional materials for print, web and broadcast, and host community functions for publicity and fundraising. Students volunteer on-the-air and work behind the scenes in operating the stations, and participating in station activities. The student participants usually join "Club Radio" to earn station jackets and field trips. With over 80 volunteers and staff, the radio organization welcomes anyone with dedication, commitment, and an interest in public radio service. If you would like experience with radio as a career, public service, or recreational activity, contact any station representatives in Reeves Hall.

## 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 intercollegiate basketball and volleyball, and is used for PE courses and many other activities. Soccer, baseball, and tennis are among the other sports in which SVC fields competitive teams. Facilities are also available for student recreational use, including covered tennis courts, a fitness center, playing fields, and running/walking trails.

On the Whidbey Island Campus, a fitness center is available to students. There is a modest quarterly fee to use the fitness centers at both Mount Vernon Campus and Whidbey Island Campus.

## 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.

## Student Government & Program Board

Mount Vernon CAMPUS

360.416.7611

mv.studentgovernment@skagit.edu

WHIDBEY ISLAND CAMPUS

360.679.5303

wic.studentgovernment@skagit.edu

The Associated Students of Skagit Valley College (ASSVC) represents you as a student of the college. You are a member of ASSVC if you are a student enrolled in classes. Through the ASSVC and its legisla-

tive 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. Students may participate with faculty, staff, and administrators in determining college policy by serving on college governance committees. ASSVC participation requires an average of ten (10) hours of work per week.

The Program Boards at SVC are groups of students operating under the guidance of Student Life staff 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' participation requires an average of ten (10) hours of work per week. As a member of the Program Board, you are responsible for planning, initiating, coordinating, and officiating all events.

Involvement in ASSVC and the Program Board provide opportunities for students to learn about campus wide and state initiatives regarding higher education and helps students understand the democratic decision making process. Students who hold these positions are exposed to experiences that help fine tune their leadership skills. For more information in regards to these leadership positions, please contact the Student Life Office.

## Student Newspaper

Mount Vernon: 360.416.7862

Whidbey Island: 360.679.5303

The Cardinal newspaper, the student-owned newspaper, is issued 13 times per year at the Mount Vernon Campus. As a participant on the student newspaper staff, you can learn and practice news gathering, interviewing and writing skills, editing and proofreading, selling and creating display advertising, taking and processing photographs, using a scanner, and learning page design and layout. The Cardinal uses Adobe Creative Suite Photoshop and InDesign design and layout software, the industry standard.

The Cardinal has a paid editor and assistant positions. The Cardinal Newspaper accepts student submissions, regardless of involvement with the program, although not all submissions may be selected for printing due to space considerations. A Journalism class is offered concurrently with newspaper production schedule.

Student newspapers provide for the discussion of important student concerns, and for informing the college community of events and activities.

# 12

## What Else Do I Need To Know?

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

<b>Student Information</b>		
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	Enrollment Services 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"	Enrollment Services 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	Enrollment Services 360.416.7700
Emergency Information	Emergency Preparedness Plan	<a href="http://www.skagit.edu">www.skagit.edu</a>

### Children on Campus

SVC allows high school students on campus for instruction and other learning activities, but children are generally not permitted on campus unless they are directly supervised by a parent or responsible adult who is officially enrolled in classes or directly involved in an instructional process. In no case, even if accompanied by a parent or other adult, are children permitted in classrooms, labs, shops, or any area where potential hazards exist, with the exception of children directly involved in the instructional process (e.g., Even Start, Kids College).

Individuals who bring children to campus are responsible for their supervision at all times; leaving children unattended in public areas such as the Student Lounge or Cafeteria does not meet this supervision standard. College officials will contact parents or other parties responsible for

children left unattended on campus, and inform them that children must be properly supervised while on campus. Individuals who bring children to campus and refuse to abide by these guidelines will be referred to security or college officials and are subject to student discipline.

### Comprehensive Veterans Education Information Policy

Skagit Valley College does not and will not provide any commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollment or financial aid to any persons or entities engaged in any student recruiting or admissions activities or in making decisions regarding the award of student financial assistance.

### 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.

### 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.

### 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 Student Services' Office.

## ***Inter-College Transfer & Articulation Among Washington Public Colleges & Universities***

### ***Student Rights & Responsibilities***

#### **1. Non-Discrimination Policy**

All the colleges and universities in Washington maintain a policy of not discriminating against students because of their age, 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 pertain-

ing to their educational objectives, and for acquiring appropriate information when they change their academic plans. When a student changes major or degree program, the student shall assume full responsibility for meeting the new requirements. Colleges shall make every effort to help students make transitions as smoothly as is feasible.

### ***Review and Appeal***

#### **1. Student Appeals**

Students who encounter transfer difficulties shall first seek resolution through the receiving institution's transfer officer. If not resolved at this level, the student may appeal in writing to the transfer officer of the sending institution. The transfer officers shall confer and attempt to resolve the problem. In the event the transfer officers cannot resolve the issue within two weeks, the matter will be referred to the two chief academic/instructional officers for resolution. Within two weeks after the academic officers have conferred, a decision will be rendered by the chief academic officer of the receiving institution.

#### **2. Inter-Institutional Disputes**

In the event of inter-institutional transfer disagreements, it is the responsibility of the two transfer officers to resolve the dispute wherever possible. If not resolved at this level within two weeks, the two transfer officers will refer the matter to the two chief academic/instructional officers for resolution. Unresolved inter-institutional transfer disputes shall be referred for review and recommendation to a committee composed of three representatives appointed by the Washington Association of Community College Presidents and three representatives of the Inter-institutional Committee for Academic Officers of the state's public four-year institutions. A report to the two institutions will be rendered when this committee has completed its deliberations. The chief academic officers of the affected institutions shall respond in a formal report to the committee within four weeks indicating actions to be taken in response to committee recommendations.

### ***Implementation & Revision of Policy***

This policy shall be implemented and maintained through the cooperative efforts of the state institutions of higher education, the

State Board for Community College Education, and the Higher Education Coordinating Board.

## ***List of One Year Transfer Courses – "Washington 45"***

This agreement is not intended to replace the Direct Transfer Agreement, Associate of Science Tracks I and II or any Major Related Program agreement, nor will it guarantee admission to a four-year institution.

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

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

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

### ***First Year Transfer List of General Education Courses***

- Communications (5 credits) – ENGL& 101, ENGL& 102
- Quantitative and Symbolic Reasoning (5 credits) – MATH& 107, MATH& 148 or MATH& 151
- Humanities (10 credits in two different subject areas) PHIL& 101, MUSC& 105, DRMA& 101, or HUM& 101
- For colleges that use History as a Humanities: HIST& 116, HIST& 117, HIST& 118, HIST& 146, HIST& 147, HIST& 148
- Social Science (10 credits in two different subject areas) – PSYCH& 100, SOC& 101, POLS& 101, POLS& 202
- For colleges that use History as a Social Science: HIST& 116, HIST& 117, HIST& 118, HIST& 146, HIST& 147, HIST& 148
- Natural Sciences (10 credits in two different subject areas) – ASTR& 100, ASTR& 101 w/lab, BIOL& 100, BIOL& 160 w/lab, CHEM& 105, CHEM& 110 w/lab, CHEM& 121 with lab, CHEM& 161, CHEM& 162, ENV& 100, ENV& 101, GEOL& 101 w/lab, PHYS& 134/124



- An additional 5 credits in a different subject area can be taken from any category listed above to bring total to 45 credits.

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

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

## Notification of Title IV Student Complaint Process

The Higher Education Act (HEA) prohibits an institution of higher education from engaging in a "substantial misrepresentation of the nature of its educational program, its financial charges, or the employability of its graduates." 20 U.S.C. §1094(c)(3)(A). Further, each State must have "a process to review and appropriately act on complaints concerning the institution including enforcing applicable State laws." 34 C.F.R. § 600.9. For information, contact SBCTC Student Services, PO Box 42495, Olympia, WA 98504-2495, ballinder@sbctc.edu, 360.704.4315 or visit sbctc.edu.

## Parking

Designated parking on the Mount Vernon Campus includes staff, student, student carpool, handicapped, and visitor spaces. Parking is available on a "first come, first served" basis in the areas designated as shown on campus maps. Maps are available on our web-site, at the information desk in Lewis Hall or the Security Services Department in the lobby of the Gary Knutzen Cardinal Center building.

SVC students are required to park in a student parking lot between 7 a.m. until 5 p.m. and have a parking permit decal (Mount Vernon Campus only) visible on their car. Students may not park in staff or visitor parking spaces at any time. Parking permit decals may be obtained at the Security Services Department in the lobby of the Gary Knutzen Cardinal Center. This rule is strictly enforced and citations will be issued. If you receive a citation, a block will be put on your student ID until your fine is paid. You may pay the fine at the MV cashier in the Lewis Hall building or the Whidbey Island cashier

in the Old Main building. If you fail to pay your fine(s), you will not be able to register for the next quarter, get your grades (including official transcripts), or receive your financial aid check.

If you have any questions, please visit the Security Services off the lobby in the Gary Knutzen Cardinal Center building, Roberts Hall rooms 34 and 35 or call 360.416.7777.

## Placement Reciprocity Agreement Policy

For all entering students at any Washington community and technical college, system policy provides that:

- A student who qualifies for a specific level of pre-college math, English, or reading, either through course completion or local skills assessment, will have that course placement level honored at another Washington CTC if the student so requests, even if the courses may not be exact equivalents.
- A student who qualifies for entry into college-level math, English, or reading, either through course completion or local skills assessment, will be considered to have met the entry college-level standard at every community and technical college.
- Students requesting reciprocity must initiate the process within one year of their initial placement assessment.

## 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.

## 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).



# 13

## Who Are The People At SVC?

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

### **BOARD OF TRUSTEES**

**John Stephens**

**Christon Skinner**

**Kathryn Bennett**

**Lindsay Fiker**

**Megan Scott O'Bryan**

### **ADMINISTRATION**

**Ames, Suzanne**

*Director of Institutional Planning & Effectiveness*

BA, University of Washington  
MBA, City University  
Ph.D., Fielding Graduate University

**Cailloux, Laura**

*Vice President - Whidbey Island Campus, South Whidbey and San Juan Centers, Marine Tech Center*

BA, Lewis and Clark College  
MA, Portland State University  
Ed.D., University of Washington

**Search in Process**

*Dean of Workforce Education*

**Grobins, Mary Alice**

*Vice President of Administrative Services*  
BA, College of William and Mary  
MA, University of Washington

**Keegan, Thomas**

*President*

AA , Skagit Valley College  
BA, University of Puget Sound  
MA, Western Washington University  
Ed.D., University of Washington

**Lawson, Kenneth**

*Vice President for Instruction*

BA, MA, University of Utah  
Ph.D., University of Washington

**Paul, David**

*Dean of Student Services*

BA, Seattle University  
MA, Miami University  
Ph.D., University of Illinois at Urbana-Champaign

**Tucker, Carolyn**

*Executive Director of Human Resources*

BA, Antioch University  
SPHR, Human Resources Certification Institute

**Young, Carl**

*Executive Director of College Advancement Foundation Director*

BA, California State University at Sonoma

**Youngquist, Joan**

*Dean of Basic Skills and Academic Education*

BS, MA, MS, Ph.D., University of Nebraska

### **FACULTY**

*Date in parentheses indicates year of initial service to SVC.*

**Anderson, Eric (1988)**

*Coordinator, Disability Access 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

**Beemer, Michael (2011)**

*Marine Technology*

AAUCT, Skagit Valley College  
BA, University of Washington  
MS, Ball State University

**Bianco, Elena (2008)**

*Librarian*

BA, MLS, University of Washington

**Biehl, George (1998)**

*Science, Whidbey Island Campus*

BS, Massachusetts Institute of Technology  
M.Ed., North Adams State College  
Ph.D., University of Vermont

**Boland, Jennifer (2014)**

*Adult Basic Education*

BA, MA, University of Northern Colorado

**Brady, Brian (2014)**

*Science, Whidbey Island Campus*

BS, California State University - San Marcos  
Ph.D., University of California - Riverside

**Brierley, Rose (1997)**

*Counselor/Running Start*

BA, M.Ed., Western Washington University

**Bruce, Gail (1990)**

*Counselor, Transfer Center*

BA, M.Ed., Whitworth College  
Ph.D., Gonzaga University

**FACULTY**

*Date in parentheses indicates year of initial service to SVC.*

**Bundy, Ruth (2010)**

*Nursing*

BS, 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

**Carter, Paulette (2012)**

*Nursing*

AA, ASN, Peninsula College  
BA, Western Washington University  
BSN, MSN, Loyola University

**Cofer, Deborah (1997)**

*Mathematics*

BA, Colorado College

MA, State University of New York at Binghamton

**Collins, Beth (2006)**

*Health & Fitness*

BS, MS, Washington State University

**Coorough, Calleen (1995)**

*Multimedia & Interactive Technology*

BS, University of Wyoming  
M.Ed., Ph.D., University of Idaho

**Cox, Dani (1988)**

*Culinary Arts & Hospitality Management*

BS, Central Washington University  
Diploma, Western Culinary Institute

**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

**Donahue, Michael (1985)**

*Psychology, Whidbey Island Campus*

AA, Orange Coast College  
BA, University of California, Santa Barbara  
M.Ed., Loyola/Marymount University  
Ph.D., University of Texas at Austin

**Dorothy, Carolyn (2015)**

*Allied Health Education*

BA, Western Washington University

**Dunbar, Kurt (1997)**

*History & Social Science*

BA, MA, Western Washington University

**Dunn, Doris (1996)**

*Computer Information Systems, Whidbey Island Campus*

ATA, Skagit Valley College

**Edwards, Amy (1997)**

*Mathematics*

BA, George Washington University  
MA, University of California - Berkeley

**Edwards, Terry (2013)**

*Criminal Justice*

BA, Kentucky Wesleyan College  
MPA, Golden Gate University  
J.D., University of Louisville

**Fackler-Adams, Ben (1999)**

*Physical Sciences*

BA, 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

**Gage, Abel (1998)**

*Mathematics*

BS, Wheaton College  
MS, Western Washington University

**Gough, Christy (2014)**

*Nursing*

ASN, Everett Community College  
BSN, Washington State University  
MSN, Seattle Pacific University

**Grabner, Daniel (2001)**

*Mathematics*

AAUCT, Skagit Valley College  
BS, MS, Western Washington University

**Graham, Jason (2007)**

*English*

BA, MA, Western Washington University  
MFA, University of Virginia

**Greene, Leslie (2001)**

*Student Support Services Counselor*

BA, MA, University of Montana

**Greenwood, Caryl (2009)**

*Nursing*

BS, Humboldt State 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

**Hall, Sharon (1990)**

*Art, Whidbey Island Campus*

BFA, Arkansas State University  
MFA, University of Washington

**Halliday, Hilda (1985)**

*Computer Science, Mathematics*

BS, MS, Western Washington University

**Hanchett, Brian (1994)**

*Counselor*

BS, M.Ed., Western Washington University

**Handley, Jennifer (1998)**

*English*

BA, Western Oregon State College  
MA, New Mexico State University

**Heinze, Brian (2007)**

*Mathematics*

BS, MAT, George Fox University  
MS, Western Washington 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

**Henderson, Justin (2011)**

*Medical Assisting*

ATA, Skagit Valley College

**Hendrix, Barry (2013)**

*Manufacturing*

BFA, Nebraska Wesleyan University  
MFA, University of Washington



**Herbaugh, Anne (2013)**

*Nursing, Mount Vernon Campus*  
BS, Seattle Pacific University  
MS, University of Washington

**Hulet, Roxanne (2006)**

*Chemistry*  
BA/BS, Evergreen State College  
MS, Western Washington University  
Ph.D. University of Northern Colorado

**Iverson, Mary (2008)**

*Art*  
BA, MFA, University of Washington  
BFA, Cornish College of the Arts

**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

**Knutzen, Gary (1965)**

*Director, Athletic Programs*  
BA, Western Washington University  
MS, University of Illinois

**Kocol, Greta (1997)**

*Mathematics*  
BA, MS, Western Washington University

**Kuebelbeck, Mary (2013)**

*Welding*  
AAS, Bellingham Technical College

**Kunz, Julie (2014)**

*Counselor, Disability Access Services*  
BS, Washington State University  
MS, Central Washington University

**LaBombard, Louis (1990)**

*Social Science, Whidbey Island Campus*  
BA, Florida Atlantic University  
MA, Trinity University

**LaFollette, Jere (2005)**

*Human Services*  
BA, University of New Mexico  
MSW, University of Washington  
MPH, University of California - Berkeley

**Larson, Kathy (1997)**

*Mathematics, Whidbey Island Campus*  
BA Ed, M.Ed., Eastern Washington University

**Lind, Jason (1999)**

*Communication Studies*  
BA, Western Washington University  
MA, University of Maine

**Loonat, Farhana (2014)**

*Philosophy/Political Science*  
B.Soc.Sc., University of KwaZulu-Natal  
MA, University of Virginia  
MA, Vanderbilt University

**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

**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

**Mattox, Tami (1990)**

*Medical Assisting*  
Paramedicine Certificate, Tacoma  
Community College  
ATA, Skagit Valley College

**McGuire, Beth (1990)**

*Counselor, TRIO Student Support Services*  
BA, Linfield College  
MS, Western Washington University

**McRill, Charlotte (2007)**

*Librarian*  
BA, Illinois State University  
MLS, University of Washington  
M.Ed., Western Washington University

**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

**Mohler, Christina (2013)**

*English*  
BA, Boston University  
Ph.D., City University

**Moore, Judy (2010)**

*Nursing, Whidbey Island Campus*  
BS, Northern Arizona University  
MS, University of Washington

**Moore, Linda (1979)**

*Developmental Education*  
BA, Pacific Lutheran University  
M.Ed., University of Puget Sound

**Morales, Dusti (2014)**

*Mathematics, Whidbey Island Campus*  
AA, Ventura College  
BS, California Polytechnic University -  
San Luis Obispo  
MA, University of California - San Diego

**Morris, Damond (2014)**

*Drama*  
BA, MA, Western Washington University  
Ph.D., University of Oregon

**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, MS, Central Washington University

**Munsey, Ben (1992)**

*English as a Second Language*  
AB, Occidental College  
MA, Western Washington University

**Oakes, Tamara (1990)**

*Office Administration and Accounting  
Technologies*  
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

**Overby, Bill (2003)**

*Criminal Justice, Parks Law Enforcement  
and Basic Law Enforcement Reserve  
Academies*  
BA, Washington State University  
MA, Boston University

**Palmer, Clifford (2008)**

*Biology*  
BS, California Polytechnic State  
University  
MS, Western Washington University

**FACULTY**

*Date in parentheses indicates year of initial service to SVC.*

**Pendleton, Kathleen (2009)**

*Nursing, Whidbey Island Campus*  
BSN, Florida Atlantic University

**Pflugfelder, Christina (2003)**

*Biology, Whidbey Island Campus*  
BA, MS, DVM, University of California

**Price, Shelly (2015)**

*Nursing*  
BA, College of Wooster  
M.Ed., University of Georgia  
MSN, Xavier University

**Robertson, Gretchen (2004)**

*Adult Basic Education*  
BA, University of Washington  
MIT, Western Washington University

**Rodriguez Ortiz, Gilbert (2007)**

*Culinary Arts & Hospitality Management*  
ATA, Skagit Valley College

**Sanchez, José (2003)**

*World Languages - Spanish*  
BA, Brigham Young University – Hawaii  
MA, Indiana State University

**Scammell, Matt (2010)**

*Social Sciences*  
AAUCT, Skagit Valley College  
BA, MBA, Western Washington University

**Scaringe, Cynthia (1999)**

*Nursing*  
BSN, Niagara University  
MSN, Syracuse University

**Schaffner, Joventina (1990)**

*Mathematics*  
BS, University of San Carlos, Philippines  
MS, Washington State University

**Schaffner, Ron (2005)**

*Automotive Technology*  
A.A., A.A.S., Spokane Community College  
BA, Puget Sound Christian College  
ASE Certified Master Machinist and  
Certified Master Technician

**Schnarr, Anne (2014)**

*English, Whidbey Island Campus*  
BA, Oberlin College  
MAT, Boston University  
MA, Western Illinois University

**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

**Stevens, Chuck (1990)**

*Mathematics*  
AAS, Whatcom Community College  
BA, MS, Western Washington University

**St. James, Anthony (2015)**

*Chemistry*  
BA, Whitman University  
Ph.D., University of Washington

**Svensen, 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

**Wanek, Karen (2014)**

*Nursing*  
AS, Seattle Central Community College  
BSN, University of Colorado  
MSN, California State University – Dominguez Hills

**Weyers, Chad (2010)**

*Psychology*  
BA, Central Washington University  
MA, Lewis and Clark College

**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, 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**

*Date in parentheses indicates year of initial service to SVC.*

**Ainley, Arden (1988)**

*Public Information Director*  
BA, University of Washington

**Avary, Ann (2006)**

*Center of Excellence Director, Whidbey Island Campus*  
BA, Indiana State University

**Beattie, James (1993)**

*Assistant Director of Facilities & Operations*  
Cert., Bellingham Vocational Technical

**Bennett, Lynnette (2015)**

*Associate Dean, Workforce Education*  
BA, Western Washington University  
M.Ed., Western Washington University

**Boller, Keith (2008)**

*Head Start Program Manager*  
AA, Palm Beach Community College  
BA, Florida State University  
MA, University of Florida

**Carlson, Tamara (2005)**

*Program Analyst*

**Cat Chu, An (2014)**

*International Student Recruiter*  
AA, South Seattle Community College  
BA, Ho Chi Minh Open University  
MA, Seattle University

**Clark, Anne (2012)**

*Assistant Director, Foundation*  
BA, Seattle Pacific University  
M.Ed., Lesley University

**Cook, Kim (2005)**

*Controller*  
BA, Western Washington University

**Coslor, Melinda (1983)**

*Director of Library Services*  
BS, Washington State University  
M.Libr., University of Washington  
Ph.D., University of Oregon

**Craig, Steve (1993)**

*Production Manager, McIntyre Hall*

**Davis, Kim (1999)**

*Director of Career Pathways and Customized Training*  
BA, Western Washington University

**Davis, Pamela (2012)**

*Administrative Specialist, President's Office/Foundation*  
ATA, Skagit Valley College

**Davis Overby, Tee (1997)**

*Coordinator of Evening Programs/Administrative Assistant*  
BS, University of Missouri – Columbia

**Epperson, Steven (1977)**

*Director of Financial Aid*  
BA, BS, MS, Washington State University

**Fernandez, Alison (2010)**

*Director of Workforce Grants*  
BA, Western Washington University

**Fitzpatrick Plagge, Sinead (2003)**

*Associate Dean, Enrollment Services*  
AA, Olympic College  
BA, M.Ed., Western Washington University

**Franklin, Marilyn (2015)**

*Grant Developer*  
BA, William Jewell College  
MPA, University of Kansas

**Grothe, Margo (1999)**

*Life Transitions Program Coordinator*  
ATA, Skagit Valley College  
BA, Western Washington University

**Hall, Melody (Kim) (2006)**

*Manager, Bookstore*  
BA, Eastern Washington University  
MA, Royal Roads University

**Heiser, Andy (2014)**

*Director of Information Technology*  
BS, University of Washington  
MA, University of British Columbia

**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

**Jansen, Jane (1998)**

*Tutorial Program Coordinator*  
BS, California State University  
BA, California State University

**Jolly, Jim (2004)**

*Veteran's Education Coordinator*  
BS, Embry-Riddle Aeronautical University  
MBA, Brandman University

**Krawczyk, Samantha**

*Director of eLearning*  
BS, MS Oklahoma State University

**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

**Maloney, Jr., Ted (1988)**

*Director of Global Initiatives*  
BS, Portland State University  
JD, University of Notre Dame

**Mangini, Elizabeth (2013)**

*Development & Communications Associate, McIntyre Hall*  
BA, Central Washington University

**Martin, James (2014)**

*Accounting Manager Assistant Controller*  
BA, Western Governor's University

**Martin, Randy (2000)**

*Director, San Juan Center and Road Scholar*  
BS, Pacific Lutheran University

**McGinnis, James (2013)**

*Information Systems Administrator*  
ATA, Skagit Valley College  
BS, Southern Illinois University

**Moran, Stacie (1997)**

*Administrative Specialist, VP Whidbey Island Campus*  
AA, Skagit Valley College

**Morgan, David (1999)**

*Infrastructure Support Manager*  
ATA, Skagit Valley College

**Murphy, Brian (1998)**

*Assistant Director of Student Life and Athletics*  
BA, Western Washington University

**Nansel, Kathy (1996)**

*Confidential Secretary to the Vice President for Instruction*  
ATA, Skagit Valley College

**Padilla-Torres, Daisy (2014)**

*Maestros Para el Pueblo Liaison*  
BA, Western Washington University

**Pettay, Chad (2012)**

*Associate Director Residence Life*  
BA, Western Washington University  
M.Ed, Western Washington University

**Pettitt, Maureen (1998)**

*Director of Institutional Research*  
BS, MA, California State University  
Ph.D., Claremont Graduate University

**Picton, Evan (2014)**

*Data Analyst*  
BA, Central Washington University  
MA, University of North Carolina at Charlotte

**Powell, Sean (2014)**

*Network Administrator*  
BS, Southern Utah University

**Radeleff, Lisa (1997)**

*Administrative Assistant/Executive Secretary to the President*  
Senior Studies - Rio Hondo College

**Rathburn, Brittany (2009)**

*Executive Chef Catering*

**Richter, Rebecca (2005)**

*Program Manager, Head Start*  
BA, California State University - Long Beach

**Robbins, George (Rip) (1994)**

*Advisor/Coordinator, KSVR*  
BA, Western Washington University

**Roberts, Adam (2012)**

*Men's Head Baseball Coach & Dream Field Coordinator*  
AA, Edmonds Community College  
BA, University of Hawaii - Manoa

**Rosales, Yadira (2012)**

*Educational Planner*  
AAUCT, Skagit Valley College  
BA, M.Ed., Western Washington University

**Scee, Vanessa (2008)**

*Interim Learning Management System Support*  
AAUCT, Skagit Valley College  
BS, BA, Central Washington University

**Schulz, Christa (2004)**

*Director of International Programs*  
BA, Valparaiso University

**EXEMPT STAFF**

*Date in parentheses indicates year of initial service to SVC.*

**Scott, Dave (1990)**

*Director of Facilities and Operations  
Cert. Stationary Engineer Apprenticeship*

**Shiflett, Erin (2010)**

*Educational Planner  
AAUCT, Skagit Valley College  
BA, Eastern Washington University  
MA, Monash University*

**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*

**Tautvydas, Nida (2006)**

*Executive Director of McIntyre Hall  
BA, University of Wisconsin, Madison  
MA, Columbia College*

**Tuininga, Brad (2015)**

*Major Gifts and Campaign Director  
BA, Western Washington University  
MA, Western Washington University*

**Veltri, Brock (2013)**

*Cooperative Education Coordinator  
& Men's Basketball Coach  
AA, Peninsula College  
BS, University of Utah  
MPE, Idaho State University*

**Veltri, Jennifer (2013)**

*Student Success and Retention Program Manager  
BA, University of Utah  
MA, University of Washington*

**Walker, Sherry (1994)**

*Administrative Assistant to the Vice President of Whidbey Island Campus  
AS, John Brown University*

**Walters, James (1997)**

*Director of Marketing and Communication  
AA, Ferris State University  
BA, Western Washington University  
MBA, City University*

**Wessels, Catherine (1997)**

*Administrative Assistant to the Vice President for Instruction  
Senior Studies, Rutgers University*

**Zeise, Sabrina (2014)**

*Director of ECEAP  
BS, Oregon State University  
MS, Lesley University*

**CLASSIFIED STAFF****Aguirre, Alvan**

*Information Technology Specialist 4*

**Allen, Diane**

*Fiscal Analyst 3 Grant and Contract Accountant - Business Office*

**Angulo, Celina**

*Office Assistant 3 - Counseling*

**Atkins, Maryann**

*Early Childhood Program Specialist 4, Head Start*

**Atwell, Angela**

*Program Specialist 2 - San Juan Center*

**Ausilio, Summer**

*Early Childhood Program Specialist 1, Head Start*

**Badillo, Maria**

*Early Childhood Program Specialist 2, Head Start*

**Baines, Patti**

*Early Childhood Program Specialist 4, Head Start*

**Barber, Jill**

*Early Childhood Program Specialist 3, Head Start*

**Barnett, Lisa**

*Program Coordinator - Worker Retraining*

**Barry, Phyllis**

*Administrative Assistant 3 - Professional/Technical Education*

**Bartholomew, Wendy**

*Office Assistant 3 - Center of Excellence*

**Benson, Gary**

*Custodian 4*

**Bishop, Julie**

*Library & Archives Paraprofessional 4*

**Blue, Shawna**

*Program Assistant - Environmental Conservation*

**Boettcher, Lindsay**

*Cashier 2 - Business Office*

**Borja-Hurtado, Karina**

*Office Assistant 3 - ABE/ESL*

**Buchanan, Renee**

*Early Childhood Program Specialist 3, Head Start*

**Buenaventura, Joe**

*Information Technology Specialist 3, Whidbey Island Campus*

**Bump, Penny**

*Program Coordinator - TRIO, Disability Access Services, Whidbey Island Campus*

**Bunke, Rachel**

*Program Coordinator - Financial Aid*

**Burton, Allison**

*Early Childhood Program Specialist 3, Head Start*

**Cairns, Donald**

*Graphic Designer Senior*

**Cardenas, Cruz**

*Early Childhood Program Specialist 3, Head Start*

**Carrigg, Sheila**

*Early Childhood Program Specialist 4, Head Start*

**Casteel, John**

*Custodian 2*

**Chamberlain, Danni**

*Early Childhood Program Specialist 3, Head Start*

**Christy, Jamie**

*Early Childhood Program Specialist 2, Head Start*

**Clark, Sandra**

*Early Childhood Program Specialist 4, Head Start*

**Confer, Shirley**

*Fiscal Technician 2, Head Start*

**Darr, Nora**

*Early Childhood Program Specialist 3 - Head Start*

**DaSilva, Molly**

*Early Childhood Program Specialist 3 - Head Start*

**De Maria, Dianna**

*Early Childhood Program Specialist 2, Head Start*

**Degnan, Cathy**

*Office Assistant 3 - San Juan Center*

**DeJesus, Janet**

*Assistant Manager - Bookstore*

**Dillon, Tina**

*Custodian 3*



**Drummond, John**

Instruction & Classroom Support  
Technician 1 - WorkForce Grants

**Drummond, Sarah (Sally)**

Fiscal Specialist 1 - Business Office

**Early, Torstein**

Information Technology Technician 1

**Eberle, Leah**

Office Assistant 3 - Student Life

**Eldred, Kathy**

Human Resource Consultant Assistant 2 -  
Human Resources

**Emory, Ian**

Maintenance Mechanic 2

**Engberg, Kimberly**

Office Assistant 3 - Library

**Escher, Rachel**

Program Assistant - Workforce Grants

**Fagan, Laurel**

Early Childhood Program Specialist 3,  
Head Start

**Ferguson, Kelly**

Credentials Evaluator 3 - Whidbey Island  
Campus

**Forsythe, Lisa**

Program Support Supervisor 1

**Franklin, Cloretta (Cleo)**

Program Assistant - Nursing Whidbey  
Island Campus

**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**

Program Coordinator- WorkForce Grants

**Garner, Andrea**

Administrative Assistant 4, Head Start

**Garza, Lily**

Fiscal Analyst 2 - Business Office

**Garza, Michele**

Office Assistant 3 - Admissions/  
Registration

**Geddis, Tiffany**

Credentials Evaluator 3

**Gomez, "Cynthia" Hortencia**

HR Consultant Asst. 1

**Gonzalez-Hendrix, Eddie**

Office Assistant 3, ECEAP

**Good, James**

Custodian 3

**Graham, Juliet**

Early Childhood Program Specialist 3,  
Head Start

**Griffin, Patricia**

Early Childhood Program Specialist 3,  
Head Start

**Guandique, Consuelo**

Program Coordinator - Professional/  
Technical Student Success

**Guzman, Sylvia**

Early Childhood Program Specialist 3,  
Head Start

**Hamburg, Corrin**

Laboratory Assistant 2 - Environmental  
Conservation

**Hamilton, Calvin**

Maintenance Custodian

**Hansey, Lucas**

Information Technology Specialist 3

**Hauser, David**

Building and Grounds Supervisor B,  
Whidbey Island Campus

**Havens, Beverly**

Human Resource Consultant 1

**Havertz, Cynthia**

Early Childhood Program Specialist 3,  
Head Start

**Heggie, James**

Veterans' Benefits Assistant

**Heinzman, Shannon**

Information Technology Specialist 2

**Hiday, Victoria**

Instruction & Classroom Support  
Technician 2

**Highet, Lyn**

Food Service Manager 5

**Hilden, Linda**

Early Childhood Program Specialist 4,  
Head Start

**Hill, Rose**

Program Coordinator - Financial Aid

**Hoffbuhr, Kristen**

Classroom Support Tech - Biology

**Hoffstrom, Jammie**

Office Assistant 3 - International Programs

**Howland, Jacob**

Maintenance Custodian

**Howland, Sindie**

Administrative Assistant 4 - Student  
Services

**Hudson, Sharon**

Early Childhood Program Specialist 1,  
Head Start

**Hull, Jennifer**

Office Assistant 3 - Marine Skills Center

**Hutchinson, Kristina**

Administrative Assistant 4 - Human  
Resources

**Irish, Kimberly**

Early Childhood Program Specialist 4,  
Head Start

**Jensen, Susan**

Program Coordinator - Registration,  
Whidbey Island Campus

**Jimenez, Chelsea**

Social Work Assistant 1 Family Service  
Specialist - Head Start

**Kaczmarczyk, Edward**

Maintenance Mechanic 3

**Kane, Helen**

Human Resource Consultant 1

**Karr-Gotz, Barbara**

Early Childhood Program Specialist 3,  
Head Start

**Kestler, Gisella**

Early Childhood Program Specialist 3,  
Head Start

**King, Sarah**

Early Childhood Program Specialist 2,  
Head Start

**Kirk, Aaron**

Program Coordinator - WorkForce Grants

**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

**CLASSIFIED STAFF****Kozowski, Karen (Becky)***Program Coordinator - Financial Aid***Lacey, Marilana (Shelley)***Program Specialist 3 - Financial Aid***LaFave, Susan***Program Assistant - Nursing***Landon, Glenda***Office Assistant 3 - TRIO Student Support Services***Lanning, Brandy***Office Assistant 3 - Registration***Larson, Kayla***Early Childhood Program Specialist 3 - Head Start***Le Dent-Iankovski, Gayle***Retail Clerk 2 - Bookstore***Leber, Sandra***Program Manager A - Athletics***Lee, Young***Custodian 1***Leffew, Melissa***Early Childhood Program Specialist 2, Head Start***Levesen, Lance***Campus Security Officer***Levesen, Stephanie***Library & Archives Paraprofessional 3***Louis, Dane***Custodian 2, Whidbey Island Campus***Luna, Aracely***Social Work Assistant 2, Head Start***Lynch, Paula***Early Childhood Program Specialist 3, Head Start***Marrs, Linda***Early Childhood Program Specialist 1, Head Start***Martin, Charolette***Office Assistant 3 - Registration***McAdam, Bradley***Maintenance Custodian***McGinnis, Patricia***Early Childhood Program Specialist 2, ECEAP***Menne, Kimberly***Administrative Assistant 2 - Academic Education***Merryman, Darcy***Information Technology Technician 2***Miller, Shelley***Program Coordinator, South Whidbey Center***Miller, Teresa***Secretary Supervisor - Information Technology***Mitchell, Kimberly***Library & Archives Paraprofessional 3, Whidbey Island Campus***Moen, Bruce***Maintenance Mechanic 2, Whidbey Island Campus***Morris, Scott***Instructional and Classroom Support Tech 3- Chemistry/Physical Science***Murphy, Barbara***Fiscal Specialist 1 - Business Office***Nakashima, Stanley***Custodian 2***Navarro, Kathryn***Early Childhood Program Specialist 3, Head Start***Nichols, Anthony***Maintenance Custodian***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 Mechanic 1***Omdal, Bret***Information Technology Specialist 5***O'Neil, Shannon***Administrative Services Manager A - Campus View Village***Orellana, Katelynn***Program Coordinator - WorkForce Grants***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***Program Assistant - Academic Instruction***Paiz, Terri***Social Work Assistant 2, Head Start***Parks, Raynette***Program Manager A - Student Life, Whidbey Island Campus***Pederson, Joan***Office Assistant 3 - Registration***Peregrina Carrillo, Diana***Program Coordinator - Multicultural Recruitment***Perez Ochoa, Alejandro***Campus Security Officer***Petosa, Karen***Early Childhood Program Specialist 4, Head Start***Ray, Nickie***Early Childhood Program Specialist 2, Head Start***Reimers, Richard***Custodian 2, Whidbey Island Campus***Reyes, Kathryn***Administrative Assistant 3 - Student Services, Whidbey Island Campus***Rodriguez-Ortiz, Lorenza***Early Childhood Program Specialist 3, Head Start***Rolfson, Carrie***Food Service Supervisor 1***Rollin, Rosalia***Custodian 3, Whidbey Island Campus***Ruiz, Raul***Custodian 2***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 4, Head Start*

**Schmeltz, Kathryn***Fiscal Specialist 1, Whidbey Island Campus***Sears, Jan***Office Assistant 3 - Counseling***Shannon, Katherine***Instruction & Classroom Support Technician 1***Skufca, Elizabeth***Office Assistant 3 - Whidbey Island Campus***Slusher, Elizabeth***Maintenance Custodian, San Juan Center***Smith, Rozanne***Procurement & Supply Specialist 3 - Business Office***Smock, Justin***Sign Language Interpreter 3 - Mount Vernon Campus***Somers, Steven***Maintenance Mechanic 3***Sopher, Samantha***Office Assistant 3 - Administrative Services***St. Germain, Benjamin***Information Technology Specialist 5***Stevens, Theresa***Program Specialist 3 - Financial Aid***Stoker, Timothy***Maintenance Custodian***Suit Gregush, Jamie***Early Childhood Program Specialist 2, Head Start***Tate, Donovan***Program Coordinator - Admissions***Thompson, Jaime***Early Childhood Program Specialist 3, ECEAP***Thompson, Valerie***Program Assistant - Professional/Technical Education***Tomeoka, Tatsuo (Tom)***Program Specialist 2 - Financial Aid***Torres, Sandra***Early Childhood Program Specialist 3, Head Start***Trout, Aimee***Custodian 2***Tygret, Anne***Early Childhood Program Specialist 2, Head Start***Tzintzun, Brianda***Early Childhood Program Specialist 3 Infant/Toddler Specialist - Head Start***Valdes, Darrel***Campus Security - Mount Vernon Campus***Van Norman, Yoshimi***Fiscal Technician 2 - Business Office, Whidbey Island Campus***Viola, Angela***Program Coordinator - International Programs***Vivanco, Oralia***Early Childhood Program Specialist 2, Head Start***Welsh, Scott***Custodian 2***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 3***Wysomierski, Debra***Program Coordinator - Financial Aid, Whidbey Island Campus***Zhekovska, Katya***Assistant Manager - Bookstore***FACULTY & ADMINISTRATION EMERITI****Adams, Flora (1986)***Nursing***Almvig, Deene (1963)***Counseling***Alotrico, George (1967)***English***Anderson, Howard (1961)***Mathematics***Anderson, Jerry (1996)***Firefighter Training***Anderson, Larry (1981)***Electronics, Whidbey Island Campus***Angst, Laura (1927)***Biology***Armstrong, Joan (1961)***Kinesiology, Exercise Science***Batterberry, Robert (1967)***Computer Science***Beals, Nancy (1973)***Family Life, Early Childhood Education***Bidwell, Rucilla (1963)***Office & Business Technology***Biggers, John (1962)***Civil Engineering***Bradley, Steve (1996)***Dean, Information Technology***Bratley, Mel (1989)***Electronics***Budler, Robert (1977)***Marine Maintenance Technology, Whidbey Island Campus***Burke, Marjean (1972)***Nursing, Whidbey Island Campus***Burkholder, Dennis (1970)***Parks Operation & Maintenance***Burns, Robert (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*

## FACULTY & ADMINISTRATION EMERITI

*Date in parentheses indicates year of initial service to SVC.*

### 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*

### Dunlap, Lynn (1979)

*English*

### 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*

### Eddy, George (1990)

*Graphics Art Technology, Whidbey Island Campus*

### 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*

### Funk, Carol (1996)

*Counselor, Whidbey Island Campus*

### 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*

### Hahn, Martin (1996)

*Culinary Arts & Hospitality Management*

### Hansen, Willard (1967)

*Farm Management*

### Harker, Tom (1992)

*Vice President, Administrative Services*

### Havist, Marjorie (1980)

*Dean, Library/Media Services*

### Hayes, H.H. (1971)

*Dean, Whidbey Island Campus*

### Headley, Carolyn (1971)

*Developmental Education*

### Hektner, Marilyn (1978)

*Controller*

### Helgoe, Robert (1986)

*Human Services*

### Helmer, Louise (1960)

*Counseling*

### Hemming, Jeanette (1995)

*Medical Assistant*

### Hendrick, Linda (1982)

*Librarian*

### Hernandez, Angelica (1993)

*English*

### Heverling, Janet (1977)

*Family Life/Early Childhood Education, Whidbey Island Campus*

### 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*

### Hrutford, 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)

*Librarian, Whidbey Island Campus*

### Johnson, Sharon (Sherry) (1974)

*Director, Title III Faculty Development*

### Jordheim, Gerald (1962)

*Student Guidance*

### Keeler, Ted (1983)

*Associate Dean, E-Learning*

### Kenney, John (Jack) (1961)

*Business Administration & Economics*

### Kennicott, Patrick (1991)

*Executive Director, SVC Foundation*

### Kent, Susan (1985)

*Librarian*

### Keyes, Beverly (2002)

*Associate Dean of Health Sciences*

### Kiel, Edna (1978)

*English*



**Kienholz, Oliver (1972)***Farm Management***Klein, Phyllis (1979)***Library***Knutzen, Gary (1965)***Director, Athletic Programs***Knutzen, Judi (1979)***Administrative Assistant for Assessment***Koci, Michele (1979)***Dean, Professional Technical Education***LaFond, John (1979)***Business Administration,  
Whidbey Island Campus***Lancaster, Debra (1983)***Director, Customized Training***Lee, Alice (1989)***English, Whidbey Island Campus***Lemberg Ross, Linda (1983)***Nursing***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***Maue, Mary (2009)***Nursing***McCleery, James (1984)***Mathematics, Whidbey Island Campus***McHale, Nancy (1990)***Counselor, 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***Morrell, Madison (1959)***Social Services***Mortensen, Claire (1987)***Nursing***Muia, Alan (1998)***Director of Student Life***Naas, Susan (1990)***Nursing***Nelson, C.A. (1926)***Superintendent***Nelson, Dan (1989)***Welding***Nelson, William (1978)***Law Enforcement***Nowadnick, Richard (1952)***Dean of Instruction***Ordóñez, Anita (1995)***Director, Multicultural Student Services/  
Counselor***Osborne, Gerald (1984)***Welding***Pass, Robert (Skip) (1978)***Biology, Agriculture***Payne, Gary (1996)***Librarian***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***Pruett, 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***Requa, William (Kim) (1980)***Director of TRIO Student Support Services***Robbin, Rand (1962)***Art***Roberts, Walter (1957)***Director of Technical Education***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*

**Stanwood, Les (1980)***English, Whidbey Island Campus***St. Germain, Jeanette (1994)***Assistant Controller***FACULTY &  
ADMINISTRATION  
EMERITI***Date in parentheses indicates year of initial service to SVC.***Stroosma, Peter (1981)***Director, Business Resource Center***Sult, Larry (1989)***Philosophy***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***White, Fay (2003)***Nursing***Whiting, Jack (1976)***Diesel Mechanics***Williamson, Bert (1970)***Vice President, Business & Community Development***Witmer, Michael (1973)***Psychology***Woiwod, Linda (1987)***Dean of Student Services***Wood, Ron (1991)***Automotive Technology***STAFF EMERITI***Date in parentheses indicates year of initial service to SVC.***Abbott, Genie (2001)***Program Assistant, Health Occupations, Whidbey Island Campus***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***Baker, Linda (2000)***Program Manager A - Academic Instruction***Batchelor, Carolyn (1990)***Library & Archives Paraprofessional 4, Whidbey Island Campus***Bjork, Cathie (1957)***Registration***Boos, Clarence (1971)***Custodial***Bos, Glenn (1969)***Maintenance***Brandt, Gloria (1978)***Secretary Supervisor, Counseling***Broadgate, Herlinda (1989)***Program Assistant - Career Services***Brown, Angela (2000)***International Programs***Bultman, Esther (1988)***Administration Office, Whidbey Island Campus***Burns, Linda (1996)***Payroll Supervisor***Burton, Dallas (1988)***Maintenance***Cavanaugh-Walsh, Linda (1993)***Bookstore Supervisor, Whidbey Island Campus***Church, Pamela (1997)***Director, Career Services***Cook, Larry***Maintenance Mechanic 3***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***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***Edwards-Andrews, Norma (Dian) (1994)***Maintenance Mechanic 1, Whidbey Island Campus***Eklund, Ethelyn (1975)***Secretary, Nursing***Elde-Hansen, Clara (1958)***Business Office***Elles, Alice (1972)***Whidbey Island Campus***Fahl, Raymond (1965)***Custodian***Frasier, Joyce (1975)***Educational Services***Fritz, Lynn (1999)***Custodian 1***Garcia, Antonio (Tony) (1984)***Campus Security/Safety Supervisor***Garcia, Christina (1999)***Library & Archives Paraprofessional 1*

**Hann, Lynn (2003)***Program Coordinator, South Whidbey Center***Hansen, Willa (1962)***Bookstore Sales Manager***Haren, Marilyn (1998)***Administrative Assistant 3, Whidbey Island Campus***Hedgpeth, Josie (1993)***Early Childhood Program Specialist 4, Head Start***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***Mann, Clyde (1992)***Veteran's Affairs / Financial Aid Assistant***Martinez, Nancy (2000)***Secretary-Administration, Whidbey Island Campus***Matier, Ira (1977)***Custodian***Matteson, Jeanette (2000)***Fiscal Specialist 1, Whidbey Island Campus***McGuinness, Lois (1979)***Program Coordinator, Financial Aid***McKeehan, Sharon (1974)***Program Coordinator, Financial Aid***Merrill, Mike (1993)***Administrative Services Manager, Head Start***Metzger, Stephanie (1998)***Transcript Evaluator***Moen, James (1979)***Custodian, Whidbey Island Campus***Moon (Nash), Wendy (1984)***Administrative Assistant, Whidbey Island Campus***Morris, Laura (1999)***Program Manager A - Student Life***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***Niles, Kathy (1999)***Fiscal Technician II, Whidbey Island Campus***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***Peters, Randall (1989)***Instructional Network Manager***Reddin, Margarette (Margo) (1998)***Bookstore Buyer***Reid, Denny (1995)***Accommodations Specialist, Disability Access Services***Schlabach, Gary (1999)***Custodian 1***Seman, Mary (1979)***Counseling***Sheets, Gary (1995)***Instructional Design Specialist***Skurdahl, David***Custodian 2***Smith, Craig***Maintenance Mechanic 3***Stambaugh, Robin (1994)***Office Assistant III - Registration, Whidbey Island Campus***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 (1977)***Registration, Whidbey Island Campus***Vance, Dan (1991)***Maintenance Mechanic 1***Vangunst, Randall (1996)***Custodian 1***Vaughn, Ruth (1991)***Teaching Assistant***Wallis, Angela (1998)***Secretary Supervisor***Warren, Maxine (1962)***Registration***Weber, Jill (1994)***E-Learning Coordinator***Whelan, Bonnie (1973)***Day Vocational***Wiechert, Carl (1986)***Office Assistant***Wing, Shirley (1981)***Library***Wirta, Hazel (1988)***Custodian***Ytgard, Reidar (1983)***Maintenance*







## Mount Vernon Campus

2405 East College Way  
Mount Vernon, WA 98273  
360.416.7600  
Toll Free: 1.844.2SKAGIT  
www.skagit.edu



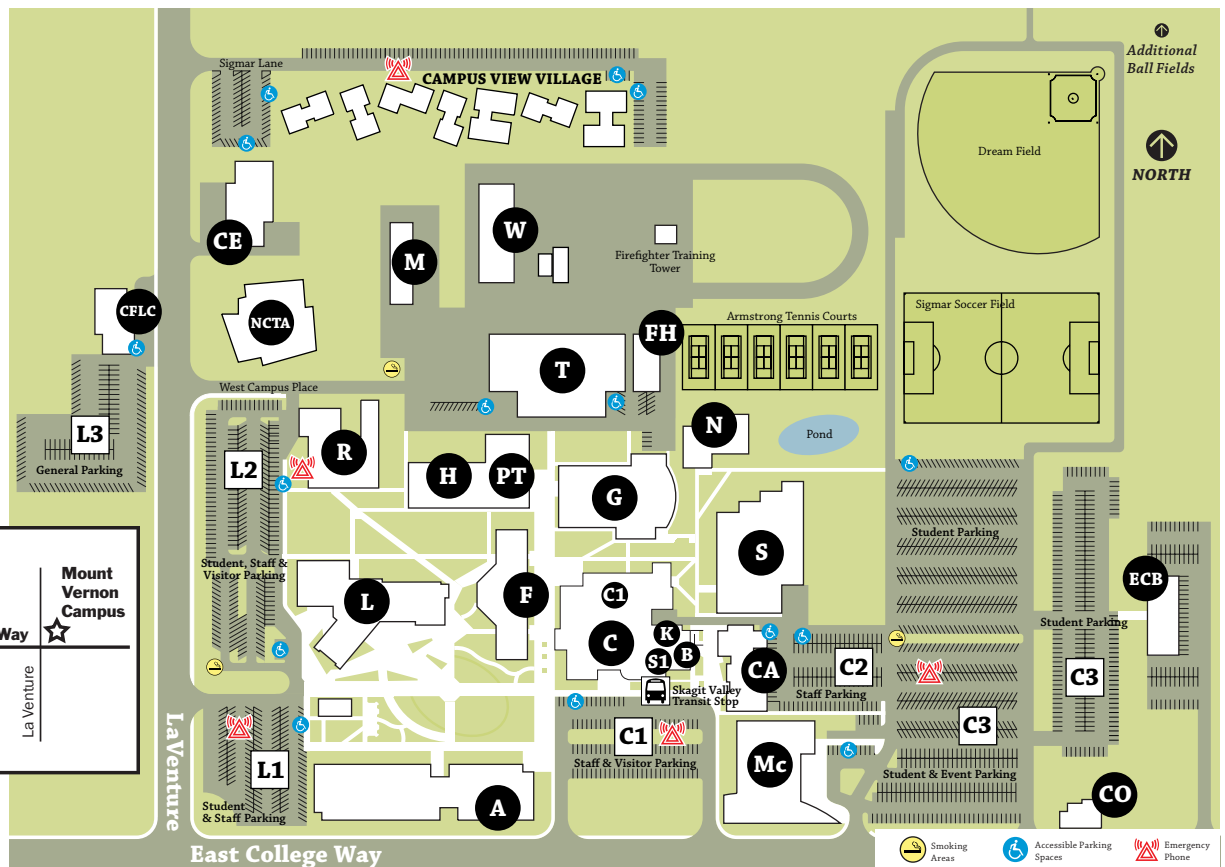
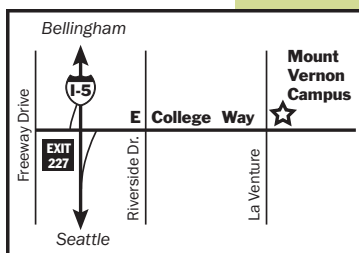
## Driving Directions

**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.

**NOTE:**  Emergency phones connect directly to the security office.



Administrative Annex .....	CA	Dave DuVall Pavilion .....	G	McIntyre Hall .....	Mc
Admissions & Registration Office .....	L	Diesel Building .....	W	C. A. Nelson Hall .....	N
Laura Angst Hall .....	A	East Campus Building .....	ECB	Northwest Career and Technical Academy .....	NCTA
Business Office .....	B	Field House .....	FH	Joe Reeves Hall .....	R
Cafeteria .....	C1	James Ford Hall .....	F	Walter Roberts Hall .....	T
Child & Family Learning Center .....	CFLC	George Hodson Hall .....	H	Phillip Tarro Theatre .....	PT
Chinook Enterprises .....	CE	Human Resources .....	CA	Delbert Tillotson Cardinal Bookstore .....	K
Norwood Cole Library .....	S	Gary Knutzen Cardinal Center .....	C	Security .....	S1
Connite House .....	CO	Charles Lewis Hall .....	L		
Counseling/Financial Aid .....	L	Maintenance .....	M		

## 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.

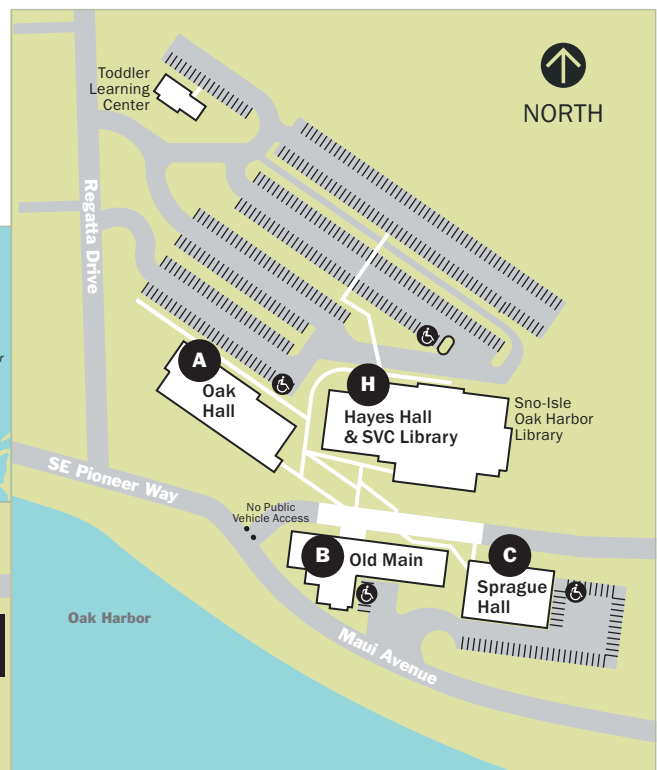
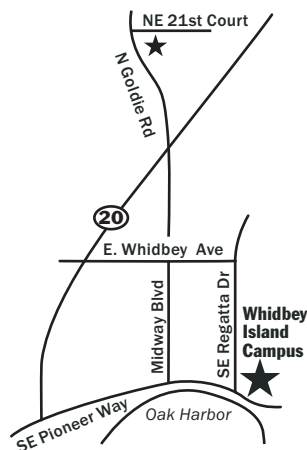
### From the North:

- 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.

**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

Designated parking on the Mount Vernon Campus includes staff, student, student car-pool, parking for individuals with disabilities, and visitor spaces. Parking is available on a “first-come, first-served” basis in the areas designated as shown on campus maps. Maps are available on the SVC web-site, at the information desk in Lewis Hall or the Security Services Department in the lobby of the Gary Knutzen Cardinal Center building.

SVC students are required to park in a student parking lot between 7 a.m. and 5 p.m. and have a parking permit decal (Mount Vernon Campus only) visible on their car. Students may not park in staff or visitor parking spaces at any time. Parking permit decals may be obtained at the Security Services Department in the lobby of the Gary Knutzen Cardinal Center. This rule is strictly enforced and citations will be issued. If you receive a citation, a block will be put on your student ID until your fine is paid. You may pay the fine at the MV cashier in the Lewis Hall building or the Whidbey Island cashier in the Old Main building. If you fail to pay your

fine(s), you will not be able to register for the next quarter, get your grades (including official transcripts), or receive your financial aid check.

If you have any questions please visit the Security Services office in the lobby of the Gary Knutzen Cardinal Center building or call 360.416.7777.

## Safety & Security

SVC is an inherently safe college; however, it is subject to many of the same problems that occur from time to time in the community. The following information is intended to make you aware of what safety measures are available to you.

The Mount Vernon Security Office is located in the Security Services Office in the lobby of the Gary Knutzen Cardinal Center. Campus Security personnel are on duty seven days a week. Security Services personnel patrol the campus regularly and can be reached via their cell 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.

The Whidbey Island Campus Security Office is located in Old Main 115. Campus Security personnel are on duty Monday-Thursday 9am-10pm, Friday 9am-5:30pm, Saturday 8am-5pm, Sunday 12pm-5pm. Security Services can be reached at 360.770.5393.

On the Mount Vernon Campus, Lost & Found is located at the Security Services Office in the Gary Knutzen Cardinal Center building and the Library front desk. On the Whidbey Island Campus, Lost and Found is located in the Registration Office.

Campus Security Services also provides assistance with:

- Locking/unlocking buildings
- Dead batteries
- Escorts to and from parking lots at night-time or 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.



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