



# 2017-18 Catalog



# Skagit Valley College

## 2017-18 Catalog

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# ACADEMIC CALENDAR

SUMMER QUARTER 2017		JULY 5 TO AUGUST 28
Tuition Due		June 5
Independence Day (Holiday)		July 4
Classes Begin		July 5
Last Day to withdraw without a "W" on transcript		July 14
Last day to drop a class		August 18
Last Day of Classes		August 28
FALL QUARTER 2017		SEPTEMBER 18 TO DECEMBER 8
Tuition Due		August 16
New Student Cardinal Kick-Off		September 17
Classes Begin		September 18
Last Day to withdraw without a "W" on transcript		September 29
Veteran's Day (Holiday)		November 10
Thanksgiving Recess (Holiday)		November 23 to 24
Last day to drop a class		December 1
Finals Week		December 4 to 8
Last Day of Classes		December 8
Winter Recess		December 8 to January 3
WINTER QUARTER 2018		JANUARY 3 TO MARCH 16
Tuition Due		November 30
New Student Cardinal Kick-Off		January 2
Classes Begin		January 3
Martin Luther King Day (Holiday)		January 15
Last Day to withdraw without a "W" on transcript		January 17
President's Day (Holiday)		February 19
Last day to drop classes		March 9
Finals Week		March 12 to 16
Last day of classes		March 16
Spring Recess		March 16 to April 4
SPRING QUARTER		APRIL 3 TO JUNE 15
Tuition Due		March 1
New Student Cardinal Kick-Off		April 2
Classes Begin		April 3
Last Day to withdraw without a "W" on transcript		April 16
Memorial Day (Holiday)		May 28
Last Day to drop a class		June 8
Finals Week		June 11 to 15
Last day of classes		June 15

# General Information

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# President's Message

Whether you're preparing for a new job, beginning your college experience, or exploring a new passion in life, thank you for choosing Skagit Valley College.

SVC is a vibrant community where all are welcomed and supported as they pursue their educational goals. I'm proud that we have created a richly diverse learning environment that's focused on excellence. It's a place where students of all ages, from various backgrounds, and with different academic skill levels, receive the support they need to succeed.

As we welcome students to our campuses and centers, each person enters our doors with a dream or goal. While the size and scope of the goal can vary, one thing is certain: their goal is meaningful to them. It may be a goal of beginning college and pursuing a bachelor's degree. It may be a goal of becoming a renowned chef who prepares savory delights. It may be a goal of becoming a farmer who pairs their harvests with foods and brews. Or, it may be a goal of becoming a teacher and role model in a new land, and finding the American Dream. What makes our College special is that we meet students where they are, and our faculty and staff are committed to providing access, supporting achievement, and strengthening community.

As a proud SVC alum, I had excellent instructors, caring advisors, and supportive coaches who guided me and mentored me while I earned my Associate in Arts degree. The SVC community became the cornerstone of my own college experience and it's what inspired me to pursue a career in higher education. My hope is that your experience at Skagit Valley College will be just as transformational as mine was for me.

On behalf of the Board of Trustees, faculty, and staff, welcome to our community of learners. We look forward supporting your educational goals and celebrating your academic success.

Sincerely,

*Dr. Thomas A. Keegan*  
*President, Skagit Valley College*

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## 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

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## 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: South Whidbey Center in Langley, San Juan Center in Friday Harbor, and the Marine Technology Center in Anacortes.

## Skagit Valley College Foundation

Since 1978, generous donors, enthusiastic alums, and dedicated volunteers have helped sustain and grow the SVC Foundation with their 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 that assists students with scholarships, emergency funds, and childcare vouchers, enhances innovative instruction, and supports campus development programs. A volunteer Board of Governors provides leadership to the SVC Foundation. To learn more about opportunities 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.

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## A Learning College

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

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## Affordability

We know you look for the best value: SVC is 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 & Scholarships in this catalog.

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## Diverse Course & Program Options

- As a transfer degree student, you can take your first two years of college at SVC and then transfer to a four-year college or university as a junior. Our graduates who go on to universities do as well or better than students who begin college at four-year schools.
  - Or, if your goal is to retool or launch a new career, we offer Professional/Technical degrees and certificates in some of today's most in-demand fields: Nursing and Diesel Power Technology, to mention two.
  - If you've been away from college for some time, our advising staff can help make the transition less stressful
  - Our Basic Skills courses are designed to help you brush up on subjects like Math, English and Reading, complete high school or get your GED®.
  - 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.
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## Exceptional Faculty/Small Class Size

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

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## Quality Curriculum

If you want to challenge your mind, SVC is right for you! SVC is a national leader in teaching interdisciplinary classes. For example, you may study Drama and Physics in a Learning

Community or study English linked with a distribution course. These innovative courses link faculty from different departments and have earned high praise from SVC graduates.

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## Commitment to Diversity, Inclusion, and Safety

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.

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## Credits and Disclaimers

This edition of the Skagit Valley College Catalog is effective beginning with Summer Quarter, 2017, through Spring Quarter, 2018. 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, visit [www.skagit.edu/tuitionfees](http://www.skagit.edu/tuitionfees) or contact the Vice President of Student Services' Office.

This catalog was produced by the SVC Marketing and Communications Office, May 2017.

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

**Executive Director of Human Resources**  
**2405 East College Way,**  
**Mount Vernon, WA 98273**  
**360.416.7794**

# Academic Information

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# E-Learning

Mount Vernon: 360.416.6655  
Toll free number: 1.877.385.5360

## Can't Come To Campus? Let Us Come To You!

Skagit Valley College is committed to students and providing quality education at the time and place that is most convenient to their learning. With this in mind, the college offers a wide selection of courses that are fully online and hybrid. In a fully online course, students can access course content via the internet and work with their classmates using engaging technology from anywhere and anytime they have internet access. Hybrid courses give you the best of both worlds offering some time in the classroom and the other instruction hours online when it is convenient for the learner. Almost all of our face-to-face classes even use the online technology (example: email, website resources, online videos, learning management system, etc.) to help enhance the learning experience.

Online degree 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 and certificates can be completed online. For more information about courses offered online and learning support services available to you as an online student check out the website [elearning.skagit.edu](http://elearning.skagit.edu)

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## 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 this catalog.

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## Basic Education for Adults

Basic Education for Adults (BEAdA) serves students who want to improve English language skills; complete a high school diploma; prepare for the GED® (General Educational Development) exams; and/or improve academic skills in reading, writing and math to prepare for transition to college level courses. Basic Education offers English Language Acquisition (ELA) , College Career Bridge (CCB) , and HS21+

Adult High School Diploma (HSC) courses. Courses are listed under Basic Education for Adults found in the Areas of Study.

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## English Language Acquisition

Classes in English Language Acquisition (ELA) and Academic English as a Second Language provide language instruction to non-native speakers of English. Refer to English Language Acquisition (ELA) course descriptions listed under Basic Education for Adults found in Areas of Study.

ELA offers beginning, intermediate and advanced classes primarily for immigrants in our community. Classes emphasize listening, speaking, reading, and writing skills. Job readiness is a component of all ELA 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, College and Career Bridge (CCB), high school completion, Academic ESL and/or college certificates and degrees.

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.

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## 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 determine and complete your placement method. To view the steps for applying to Running Start go to [www.skagit.edu/runningstart](http://www.skagit.edu/runningstart).

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.

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## 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.)

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## **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.skagit.edu/techprep>.

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## **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.

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## **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 maybe 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.

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## **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.

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## **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.

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## **Apprenticeship Programs**

### **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.

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## **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.

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## **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 unit's Education Service Office to determine their eligibility, application requirements and contact points.

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.

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## 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.

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## Foreign Travel

Credit may be earned either through coursework associated with organized trips sponsored by the college or through independent travel, enrollment in foreign educational institutions, or through international exchange programs.

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## Independent Study

Independent study may be taken through individual instructors for one to five credits per quarter, in any department. A limit of one independent study course per quarter is recommended. The course is identified as 251-255 in the department in which the work is done and may be repeated for credit. An independent study form may be obtained from Enrollment Services and must be signed by the instructor, Department/Division Chair and Dean prior to enrollment.

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## Honors and Graduation

### 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.

### Honors & High Honors

Students graduating with a degree or state-approved certificate receive Honors for a cumulative SVC GPA of 3.50 to 3.79 and High Honors for a cumulative SVC GPA of 3.80 to 4.0 in courses numbered over 100. Designations are listed on the student transcript and in the commencement program.

### President's Medal

Graduating sophomores or seniors 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 Vice President for Student Services.

### 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. More information about the Honor Reception may be obtained at the Office for Student Life.

### Phi Theta Kappa

Skagit Valley College is a member of the Phi Theta Kappa, an international honor society for two-year colleges. The Theta Upsilon Chapter is on the Mount Vernon Campus, and the Alpha Omicron Sigma Chapter serves the Whidbey Island Campus.

### Graduation

#### Diploma Application

Students are required to submit a diploma application approximately two quarters prior to registering for their final quarter. The online application is located at <https://grad.skagit.edu/login.aspx>.

If you are graduating Summer Quarter 2018 and would like to participate in the commencement ceremony, apply by the beginning of Spring Quarter 2018.

The degree/certificate will be posted to your official transcript at the end of the quarter in which the requirements were completed. Students can complete their degree/certificate at the end of any quarter.

Your degree/certificate status can be reviewed at Progress Tracker (degree audit) on the SVC website [www.skagit.edu/mysvc](http://www.skagit.edu/mysvc) within MySVC in the Resources/Advising section and/or with your advisor. (The Associate in General Studies is not available on Progress Tracker at this time.)

Diplomas take approximately 12 weeks to be mailed after the end of the quarter in which the degree/certificate was earned.

**Commencement Ceremony**

All students who graduated or will be graduating during this current academic year (Summer 2017 through Spring 2018) are encouraged to attend the graduation commencement ceremony at the end of Spring Quarter.

To participate, the degree/certificate requirements must be satisfied OR be within 10 credits or two classes or one quarter of degree/certificate completion by the end of Spring Quarter 2018.

Please see the Academic Calendar for the ceremony dates at Mount Vernon, the Whidbey Island campus and the San Juan Center.

# Enrollment Services

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## 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:

- Your high school class has graduated; OR
- Your high school district has released you; OR
- 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 Vice President 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.

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## 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 students who plan to enroll in math or English composition must complete an assessment. A signed Running Start Enrollment Verification Form is required at the time you register.

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## College in the High School

“College in the High School” is a dual credit program located on a high school campus or in a high school environment in which a high school student is able to earn both high school and postsecondary credit by completing postsecondary level courses with a passing grade. College in the High School programs may include both academic courses, and career and technical education.

College in the High School (CHS) programs provide college-level academic courses to 10th, 11th, and 12th grade students. Courses are taught at the high school, by high school teachers, with college curriculum, college textbooks, and oversight by college faculty and staff. Students pay tuition. High school students should check with their school counselor or faculty about courses available at their high school; class availability varies.

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## How to Apply

**Mount Vernon: 360.416.7700**  
**Whidbey Island: 360.679.5319**

**South Whidbey: 360.341.2324**  
**San Juan: 360.378.3220**

Submit a Skagit Valley College Application, available from the Enrollment Services' Office or apply online through the SVC website. Learn more about your steps to becoming a Cardinal here: [www.skagit.edu/getstarted](http://www.skagit.edu/getstarted).

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## 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. Go to [www.skagit.edu/getstarted](http://www.skagit.edu/getstarted) for more information and current registration dates. The SVC Quarterly Schedule is available online at [www.skagit.edu/schedules](http://www.skagit.edu/schedules). Students who plan to enroll in math or English composition, or 10 credits or more, must complete an assessment or provide transcripts.

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## If You Are Military Personnel

SVC is a Service members 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 Service members 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.

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## 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 Eligibility for Resident Rate Tuition

ESSB 5355 modified the definition of resident student to comply with federal requirements established by the Veterans Access, Choice, and Accountability Act of 2014 (Choice Act). The Choice Act requires states to charge in-state tuition and fees to "covered individuals" training under the Post-9/11 GI Bill® and the Montgomery GI Bill®.

### A "covered individual" is defined in the Choice Act as:

- A Veteran who lives in Washington (regardless of his/her formal state of residence) and enrolls at SVC within three years of discharge from a period of active duty service of 90 days or more.
- A spouse or child using transferred benefits who lives in Washington (regardless of his/her formal state of residence) and enrolls at SVC within 3 years of the transferor's discharge from active duty.
- A spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship who lives in Washington (regardless of his/her formal state of residence) and enrolls at SVC within 3 years of the service member's death in the line of duty following a period of active duty service of 90 days or more.

Individuals who initially meet the requirements above will maintain "covered individual" status as long as they remain continuously enrolled at SVC even if they are outside the 3-year window or enroll in multiple programs. Continuity of enrollment is not broken by holiday vacations; vacation periods; periods during the school year between quarters or by non-enrollment in summer quarter.

It is not necessary for the student to take steps to establish Washington as their permanent domicile although they may want to do so if they plan to stay in Washington, especially if they plan to attend college after they exhaust their benefits.

## 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.

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## 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:

- Safer, smaller town environment - Mount Vernon was named "Best Small Town in America"
- Family-like atmosphere
- No TOEFL test is required for admission
- Dynamic Conversation Partner Program
- Peer Mentor Program
- Small classes, personal attention
- 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
- Academic English as a Second Language Program, if needed
- SVC International Homestay program
- Convenient on-campus student housing (dormitories)
- 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
- Close to Seattle and Vancouver, Canada
- Conveniently located to year-round recreation (skiing, hiking, scuba diving, golfing and kayaking)
- Public transportation and airport pickup upon first arrival

## 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 Bridge Levels. Students at Bridge Levels are considered matriculated college students.
- TOEFL scores iBT 45-52, CBT 133-150, or PBT 450-473: Students will be accepted into Bridge 1, which is 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 Bridge 2, which is a combination of AESL and college-level classes.

- TOEFL scores iBT 61, CBT 173, or PBT 500 and above: Students are waived from any AESL or Bridge levels and will begin to work directly on their degree.

## 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 will need to go through a two-step process of having foreign transcripts evaluated. First, submit transcripts for initial evaluation by one of the member organizations on [www.naces.org](http://www.naces.org). Second, after receiving the official evaluation from the NACES member organization, submit official evaluation results along with original transcripts and the SVC transcript request form to Enrollment Services for an official credit evaluation. (Please note that all transcripts should be in English or accompanied by an official English translation.) It is recommended that students start this process 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 have been submitted and evaluated.

### Application Steps:

- Complete international Student Application
- Submit official bank statement and complete Certificate of Financial Responsibility (sponsor letter), located on the back of the application. (See [www.skagit.edu/international](http://www.skagit.edu/international) for current costs.)
- 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.
- Copy of picture page in passport
- If applicable, include a TOEFL score.\*\* The SVC code for your TOEFL score is 4699.
- \$25 (U.S.) application fee.

\*\*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 already attending school in the U.S. on an F-1 student visa 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.

## Basic Education

Students who want to improve English language skills, complete a HS21+ Adult High School Diploma or GED®, or improve academic math, reading and writing skills to prepare for college level course work may be eligible for Basic Education classes. To enroll in English Language Acquisition



(ELA), High School Completion (HSC) or College and Career Bridge (CCB) students must complete a registration form for an orientation class (ELA 010 or CCB 010). During the orientation students will be assessed and placed in the appropriate classes. Tuition for the program is \$25 per quarter. Students may qualify for a tuition waiver based on income. For more information or assistance call 360-416-7640 or visit Lewis Hall room 127 on the Mount Vernon Campus.

For more information

Tel: 360.416.7734 | Fax: 360.416.7868

E-mail: [internationaladmissions@skagit.edu](mailto:internationaladmissions@skagit.edu)

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

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## 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 at [www.skagit.edu/tuitionfees](http://www.skagit.edu/tuitionfees).

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	\$124.48	\$141.47	\$301.48
2	\$248.96	\$282.94	\$602.96
3	\$373.44	\$424.41	\$904.44
4	\$497.92	\$565.88	\$1,205.92
5	\$622.40	\$707.35	\$1,507.40
6	\$746.88	\$848.82	\$1,808.88
7	\$871.36	\$990.29	\$2,110.36
8	\$995.84	\$1,131.76	\$2,411.84
9	\$1,115.32	\$1,268.23	\$2,708.32
10	\$1,234.80	\$1,404.70	\$3,004.80
11	\$1,299.51	\$1,514.74	\$3,076.71
12	\$1,364.22	\$1,624.78	\$3,148.62
13	\$1,428.93	\$1,734.82	\$3,220.53
14	\$1,493.64	\$1,844.86	\$3,292.44
15	\$1,558.35	\$1,954.90	\$3,364.35
16	\$1,623.06	\$2,064.94	\$3,436.26
17	\$1,687.77	\$2,174.98	\$3,508.17
18	\$1,748.98	\$2,281.52	\$3,576.58
19	\$1,853.34	\$2,377.98	\$3,857.94
20	\$1,957.70	\$2,474.44	\$4,139.30

## Upper Division Tuition Table

300- and 400-level courses

No. of Credits	Washington Resident	Non-State Resident	Non-Us Resident
1	\$224.67	\$241.61	\$623.22
2	\$449.34	\$483.22	\$1,246.44
3	\$674.01	\$724.83	\$1,869.66
4	\$898.68	\$966.44	\$2,492.88
5	\$1,123.35	\$1,208.05	\$3,116.10
6	\$1,348.02	\$1,449.66	\$3,739.32
7	\$1,572.69	\$1,691.27	\$4,362.54
8	\$1,797.36	\$1,932.88	\$4,985.76
9	\$2,017.03	\$2,169.49	\$5,603.98
10	\$2,236.70	\$2,406.10	\$6,222.20
11	\$2,259.56	\$2,616.72	\$6,245.78
12	\$2,282.42	\$2,827.34	\$6,269.36
13	\$2,305.28	\$3,037.96	\$6,292.94
14	\$2,328.14	\$3,248.58	\$6,316.52
15	\$2,351.00	\$3,459.20	\$6,340.10
16	\$2,373.86	\$3,669.82	\$6,363.68
17	\$2,396.72	\$3,880.44	\$6,387.26
18	\$2,416.08	\$4,087.56	\$6,407.34
19	\$2,620.63	\$4,284.69	\$7,010.44
20	\$2,825.18	\$4,481.82	\$7,613.54

## 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 2016-2017 academic year is \$7,524. Students pay an average of \$3,056 for tuition. The remaining \$4,468 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:

<http://www.sbctc.edu/resources/documents/colleges-staff/programs-services/tuition-fees/hb-1795-disclosure.pdf>

## Net Price Calculator

SVC has provided a tool for you to determine the cost of your education including the impact of any financial aid award you will be receiving. You will also be advised of the difference between grants, loans, and work study awards. While all efforts

are made to ensure the accuracy of the calculator, every student's situation is different so students are advised to do their own calculations as well. The calculator can be found on the college website at [www.skagit.edu/netpricecalculator](http://www.skagit.edu/netpricecalculator).

## Basic Education

Students who want to improve English language skills, complete a HS21+ Adult High School Diploma or GED®, or improve academic math, reading and writing skills to prepare for college level course work may be eligible for Basic Education classes. To enroll in English Language Acquisition (ELA), High School Completion (HSC) or College and Career Bridge (CCB) students must complete a registration form for an orientation class (ELA 010 or CCB 010). During the orientation students will be assessed and placed in the appropriate classes. Tuition for the program is \$25 per quarter. Students may qualify for a tuition waiver based on income. For more information or assistance call 360-416-7640 or visit Lewis Hall room 127 on the Mount Vernon Campus.

## 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.

## 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 taking 6 credits per 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 residency 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)	
Student Technology Fee	\$5.00 per credit
(\$40.00 maximum)	
General Use Fee	\$3.50 per credit
(\$51.00 maximum)	
Universal Technology Fee	\$10 per credit

## Class Fees (per quarter)

<b>Allied Health Education (AHE):</b>	
AHE 101, 200	\$20
AHE 106, 133, 135	\$75
AHE 107,108, 112, 115, 113,120,123	\$100
AHE 110, 132, 134	\$25
AHE 111	\$0
AHE 114	\$150
AHE 117	\$240
Name tag replacement fee	\$5

<b>Art Studio</b>	\$40
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<b>Automotive Tech (AT)</b>	
AT 104, 105	\$40
AT 185	\$0
AT 207, 210	\$140
AT 205, 212, 215	\$160
AT 121, 131	\$140
AT 220, 225	\$120
AT 107, 124, 133	\$160
AT 141	\$240

<b>Banking &amp; Financial Services (NCTA)</b>	\$30
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<b>BASEC Lab Fees:</b>	
ENVC 302	\$25
CHEM 301, ENVC 304, 310, 315, 320, 327, 405, 407, 412, 420, and 424	\$80
(per course)	

<b>Biological Sciences 205 Summer Field Study Course Fee</b>	\$575
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<b>Composites Lab Fee</b>	
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## Additional Fees

ABE-ESL-HSC Fee	\$25.00
(per person per quarter)	

## Special Student Fees

State Classified Employees	\$20.00
Replacement Diploma	\$10.00

CMPST 121, 123, 127, 128, 129, 130, 220	\$200
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<b>Computer Information Systems</b>	\$45
CIS 103	\$0
CIS 104, 105, 114, 118, 145, 146, 147, 148, 150, 240, 241, 242, 243	\$5
CIS 180, 221, 222, 223, 233	\$100

<b>Craft Brew</b>	\$100
BRW 101, 103, 105, 120, 135	\$15
BRW 107, 110, 125	\$0
BRW 160	\$200
BRW 161	\$300
BRW 198	\$50

<b>Criminal Justice Lab Fees:</b>	
CJ 215, 216, 257	\$35

<b>Parks Law Enforcement Academy</b>	\$1,550
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<b>Police Reserve Academy</b>	\$325
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<b>Culinary Arts:</b>	
CAHM 298	\$125
CAHM 142	\$40
CAHM 172	\$0
CAHM 165, 174, 185, 238, 239, 240, 241, 242	\$200

<b>Dental Assistant - DEN 110, 112, 113, 114</b>	\$50
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<b>Desert Odyssey Learning Community</b>	\$1,000
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<b>Diesel - DSL 102, 103 104, 202, 203, 204</b>	\$150
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<b>Drama</b>	
DRMA 101, 133,134,135,136, 137,138,139, 151, 152, 153, 154, 230, 235	\$20

<b>Early Childhood Ed (ECED, EDUC):</b>	
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ECED& 105, 107; EDUC& 115, 122, 160	\$10
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<b>English</b>	
<b>ENGL</b> 99, 103, 104, 115, 120, 152, 202, 233, 250, 283, 299, 324. ENGL& 101, 102, 112, 113, 115, 220, 236, 254	\$6
English Writing Lab Course Fee	\$22

<b>Environmental Science 101 Summer Field Study Course Fee</b>	\$350
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<b>Environmental Conservation Lab Fee:</b>	
ENVC 225	\$40
ENVC 101, 102, 112, 122, 123, 130, 140, 165, 201, 202, 210, 211, 212, 220, 221, 231, 232, 244, 245, 249	\$75

<b>Environmental Sustainable Agriculture</b>	\$75
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<b>Fire Protection</b>	
FIRE 101, 103, 113, 161, 230, 270, 271, 272	\$0
FIRE 119	\$520
FIRE 120	\$375
FIRE 121	\$250
FIRE 122	\$550
FIRE 123	\$150
FIRE 126	\$55
FIRE 130	\$30
FIRE 160	\$230
FIRE 240	\$85
FIRE 242	\$90
FIRE 246	\$68
FIRE 247, 248	\$45

<b>Flagging ID Card Replacement</b>	\$5.00
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<b>General Liability Insurance Coverage</b>	\$2.50
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<b>Geographic Information Systems Lab Fee:</b>	
GIS 101, 102, 105, 106, 202, 203	\$30

<b>Health &amp; Fitness Lab</b>	\$20
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<b>Kayak class (Whidbey)</b>	\$10
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<b>Life Drawing</b>	\$40
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<b>Manufacturing:</b>	
MANF110, 140, 145, 150, 156	\$35
MANF 103, 107, 122, 125, 130, 131, 210, 215, 250, 256	\$70
MANF 115, 120, 190, 205	\$100

<b>Marine Maintenance Technology</b>	
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MT 105, 132, 133, 136, 160, 161, 204, 270	\$105
MT 216, 236, 240	
MT Lab Fee	\$35

<b>Math Lab Course Fee</b>	\$22
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<b>Multimedia Game and Web Development:</b>	
MIT 205 - NCTA Fee	\$20

<b>Music</b>	\$20
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<b>Music Lesson Course Fee</b>	\$550
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<b>Natural Science Field Study Course Fee</b>	\$50
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<b>Nutrition - NUTR&amp; 101</b>	\$20
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<b>Nursing:</b>	
NURS 100	\$75
NURS 101	\$55
NURS 107, 108	\$42
NURS 102, 109, 111, 113	\$50
NURS 161	\$100
NURS 162, 163, 201, 202	\$200
NURS 203	\$50
NURS 171, 191, 271, 281	\$30
NURS 173, 273	300
NURS 276, 279	\$150
NURS 182, 192, 282	\$50
NURS 285, 288	\$25
NURS 100, 171, 281	\$18.50
NURS 291	\$60
Name tag replacement fee	\$5

<b>Nursing/Medical Assistant/Pharmacy Tech Malpractice Insurance (per year)</b>	\$16
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<b>Office Technology</b>	\$20
OFTEC 98, 099, 115, 116, 118, 122, 124, 126, 132, 134, 135, 142, 145, 146, 147, 160, 161, 162, 204, 210, 215, 232, 244	
OFTEC 140	\$15
OFTEC 242	\$50

<b>Physical Education – All PE courses</b>	\$3
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<b>Science Lab - BIOL&amp; 260</b>	\$84
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<b>Science Lab – Distance Education</b>	
EASC 102, ENV5& 101, OCEA%& 101	\$56

<b>Science Lab – District</b>	
ASTR, BIOL, EASC, ENVS, CHEM, GEOL, PHYS (all Science Lab courses)	\$56

<b>Student Intern Insurance (per year)</b>	\$10
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<b>Technical Design TECD 103, 104, 105, 107</b>	\$100
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<b>Veterinary Assistant:</b>	
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VET 105, 107, 110, 112, 113 - NCTA fee	\$40
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<b>Welding:</b>	
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1 credit course	\$25
2 credit course	\$45
3 credit course	\$25
5 credit course	\$25
9 and 16 credit courses	\$200

<b>Whidbey Swimming</b>	\$10
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*to be determined	
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## Tests

Credit by exam (per credit)	\$2
Tuition costs must be paid in addition to the \$2/credit	
Retest for COMPASS	\$15
GED®	\$120
Writing and other Retests	\$30
GED® Transcript	\$4
Microsoft Office Specialist Exam	
SVC Student	\$82
Non-SVC Student	\$97
Prior Learning Assessment	\$60/credit
Non-SVC proctored private tests	\$20 (per hr.)

## Lockers

Non-disabled	\$5.00
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## Parking Fines

General	\$10
Carpool Parking without permit	\$20
If parked in handicapped	\$75
If parked in fire lanes	\$50

## 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.cardinalbookstore.com](http://www.cardinalbookstore.com) can be used to purchase textbooks as well as to look up textbook information and pricing. 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. Unpaid accounts may be sent to an outside collection agency and may be reported to one or more credit bureau reporting services. Collection agency fees of up to 50% will be assessed on the unpaid balance of an account, after internal collection efforts have failed to result in full payment. Students are responsible for paying all collection fees assessed. In the event of a disagreement about payments due, you may request an informal hearing with the Vice President 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 Enrollment Services 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.



# Financial Aid & Scholarships

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[Grants \(pg 25\)](#)

[Employment \(pg 25\)](#)

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[Scholarships \(pg 26\)](#)

[Waivers and Discounts \(pg 26\)](#)

[Programs \(pg 27\)](#)

# 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 awarded 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 ineligible to complete the FAFSA, the Washington Application for Student Financial Aid (WASFA) application at [www.readyssetgrad.org](http://www.readyssetgrad.org). Please visit the Financial Aid Office for assistance with completing the applications. Financial aid is awarded on a first-come, first-served basis relative to need and subject to availability of funds. You must meet eligibility requirements and provide all required documents to the Financial Aid Office.

## Eligibility Determinations

The information provided on the FAFSA/WASFA determines your Expected Family Contribution (EFC). The EFC will then be subtracted from the budgeted "cost of attendance" to determine your financial need. Financial aid is awarded based on unmet financial need. After your application is processed, additional information will be requested of you to verify the information provided and to assist in an equitable distribution of available funds. Students who have not been awarded financial aid are still 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 to determine the ramifications of withdrawing or ceasing attendance. Refund and repayment policies are outlined in the Conditions of Award, available on the SVC Financial Aid website. Sample calculations are available upon request. Financial Aid students who officially or unofficially withdraw from all classes may owe a repayment of federal, state, and/or institutional aid.

## Net Price Calculator

In accordance with Federal regulations, 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. While all efforts are made to ensure the accuracy of the calculator, every student's situation is different so students are advised to do their own calculations as well. The calculator can be found on the college website at [www.skagit.edu/netpricecalculator](http://www.skagit.edu/netpricecalculator).

## Other Information

Federal regulations require that students must have obtained a high school diploma or GED® or have demonstrated an ability to benefit in an adult learning environment (as defined by the US Department of Education) in order to be eligible for financial aid funding. If you receive financial aid, you must maintain satisfactory academic progress (SAP), in accordance with the SAP policy, which is available on the SVC Financial Aid web page.

# Grants

## Federal PELL Grant

A federal grant program, based on significant financial need, for students enrolled in an eligible degree or certificate program. Eligibility is established by completing the FAFSA.

## Federal Supplemental Educational Opportunity Grants (SEOG)

A federal grant program for students with exceptional financial need, who are enrolled at least half-time (6+ credits). Preference is given to students receiving Pell Grants.

## State Need Grant (SNG)

An income-based state grant program for low-income state residents based on family size and income. State Need Grant is dependent on limited state funding, and is awarded on a first-come, first-served basis with priority given to students who are in the College Bound Scholarship program. Eligibility is established by completing the FAFSA or WASFA. Students must be enrolled in at least 3 aid-eligible credits.

## College Bound Scholarship (CBS)

The College Bound Scholarship program provides financial assistance to low-income students who want to achieve the dream of a college education. Students who enrolled in the CBS program in 7th or 8th grade, completed high school with a 2.0 GPA or higher, and meet all other SVC financial aid requirements will be eligible for the maximum award amount each year. Students must be enrolled in at least 3 aid-eligible credits.

## Washington State Tuition Waiver

State tuition waivers may be awarded to state residents with demonstrated financial need, to assist with tuition payment.

## SVC Grants

An institutional grant awarded to students with demonstrated financial need, to assist with direct and indirect costs associated with their cost of attendance, as determined by SVC. Students must meet residency requirements to qualify.

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# Employment

## Federal, State, and Institutional Work-Study

Work-Study programs offer part-time on-campus work for students with demonstrated financial need. If eligible, you may work up to 19 hours per week and choose from a variety of jobs that offer valuable career-related experience. Work-Study allows you to earn an hourly wage for work. Paychecks are issued twice a month. Placements are not guaranteed. Program eligibility is available to students enrolled at least half-time (6 or more credits per quarter) who meet all other eligibility requirements. Funds available are based on limited annual funding. To view work-study positions, you can visit the financial aid website and search the online job board.

# Loans

## Federal Direct Subsidized and Unsubsidized Student Loans

Federal Direct Loans are long-term, low interest/fee loans available through the school and the U.S. Department of Education. Interest rates/fees change July 1 each year. Current interest rates and fees are updated on the SVC Financial Aid website. A FAFSA is required in order to determine eligibility and receive Direct Loans. Students must be pursuing an aid-eligible degree or certificate. First time borrowers will have their funds delayed until 30 days into the first quarter.

A separate application is required by SVC in order to receive Direct Loans. The application is available on the Financial Aid website and should be completed once the student has received their award notification and determines additional funding may be needed.

### Direct Subsidized Loans

The U.S. Department of Education pays the interest on Direct Subsidized Loans while you are enrolled at least half-time and for the first six months after you leave school. Subsidized Loans are available to students.

Students are eligible to receive Subsidized Loans for 150% of their degree/certificate length. If the maximum timeframe is exceeded, loss of interest subsidy will occur. See 'Federal Direct Loans-Getting-Started' under the Financial Aid portion of our website for more details.

### Direct Unsubsidized Loans\* (see table below)

Unsubsidized Loans do not require demonstrated financial need and begin accruing interest upon first disbursement. Students are responsible for paying the interest on Direct Unsubsidized Loans. If students choose not to pay the interest while attending school and during the grace period, interest will accrue and be added to the principal amount of the loan.

*Borrower Limits		
Year	Dependent Students	Independent Students
Annual Loan Limit (0-45 credits)	\$5,500: No more than \$3,500 of this amount may be subsidized loan.	\$9,500: No more than \$3,500 of this amount may be subsidized loan.
Annual Loan Limit (46-90 credits)	\$6,500: No more than \$4,500 of this amount may be subsidized loan.	\$10,500: No more than \$4,500 of this amount may be subsidized loan.
Annual Loan Limit (90+ credits)	\$7,500: No more than \$5,500 of this amount may be subsidized loan.	\$12,500: No more than \$5,500 of this amount may be subsidized loan.

## Federal Direct Parent PLUS Loans

Federal Direct Parent PLUS (Parent Loans for Undergraduate Students) Loans are not based on need, however the student must complete the FAFSA and all other requested documents. PLUS loans are obtained by parents of dependent students to help meet their educational costs. The interest rate/fees for this

loan changes July 1 each year and interest is not deferred. Current interest rates and fees are updated on the SVC Financial Aid website.

The SVC scholarship application process for the following school year, begins in January; the application deadline is typically in March. Scholarship recipients are announced at the Honors Reception held in May. Other scholarships may be available throughout the year. The scholarship list on the SVC Financial Aid website is updated frequently and application deadlines will vary.

## Scholarships

The SVC scholarship application process for the following school year, begins in January; the application deadline is typically in March. Scholarship recipients are announced at the Honors Reception held in May. Other scholarships may be available throughout the year. The scholarship list on the SVC Financial Aid website is updated frequently and application deadlines will vary.

## 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.

## Waivers & Discounts

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/CCB, ELA 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 Student Success Center located in Lewis Hall room 116, for more information please call 360.416.7971.

### Opportunity Grant

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

- Allied Health
- Nursing
- Automotive Technology
- Manufacturing
- Business Management
- Office and Accounting Technologies
- Early Childhood Education
- 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 Student Success Center located in Lewis Hall room 116; for more information please call 360.416.7971.

### 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 Student Success Center 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 Student Success Center located in Lewis Hall room 116, for more information please contact 360.416.7649.

### I-CATCH (Innovations in Creating Access to Careers in Healthcare)

I-CATCH is healthcare training support for individuals aiming to achieve income independence through well-paying and high-demand careers in the healthcare industry. Information is available in the Mount Vernon Student Success Center located in Lewis Hall room 116, for more information please contact 360.416.7971.

# Support Services

[Counseling & Career Services \(pg 29\)](#)

[Planning Your Program \(pg 29\)](#)

[Academic Transfer Services \(pg 29\)](#)

[TRiO Support Services Program \(pg 29\)](#)

[Tutoring \(pg 30\)](#)

[Veterans Education Services \(pg 30\)](#)

[Disability Access Services \(pg 30\)](#)

[Multicultural Student Services \(pg 30\)](#)

[Women's Programs \(pg 31\)](#)

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[Learning Resources \(pg 31\)](#)

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[Food Services \(pg 32\)](#)

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## 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. 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 at [www.skagit.edu/onlineadvisor](http://www.skagit.edu/onlineadvisor).

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

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## Planning Your Program

Determining your class placement is the first step toward student success. To determine the best classes for you, your writing, reading, and mathematics skills will be assessed. This will tell us the level of coursework for which you are prepared, as well as your readiness for entry into specific programs.

If you place into different courses based on different placement methods, Skagit Valley College will honor the highest of your course placements. Therefore, you want to make sure to review all your options. Go online at [www.skagit.edu/placement](http://www.skagit.edu/placement) to learn more information about each option.

Most new degree seeking students are required to complete CSS 103 (First Quarter Experience) during their first quarter. This course will provide you with a solid foundation for academic success and ensure that you have the tools and support you need.

In the First Quarter Experience, you will develop an academic plan that outlines which courses you need to complete for your degree program. Ensuring that you have an appropriate plan to follow will help you to graduate in a timely manner and meet your goals. You are encouraged to 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.

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 Enrollment Services offices.

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## 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 Skagit Valley College, 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. All schools want an application, official transcripts, and application fees. The admission essay is 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. 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.

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## TRiO Student Support Services Program

**Mount Vernon: 360.416.7636**

**Whidbey Island: 360.679.5351**

TRiO Student Support Services is a federally funded program, one of more than 900 similar programs nationwide. TRiO staff 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.*

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## Tutoring

**Mount Vernon: 360.416.7852**

**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.

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## 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.

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## 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.

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## Multicultural Student Services

**Mount Vernon: 360.416.7838 and 360.416.6744. Services available in Spanish.**

**Whidbey Island: 360.679.5319**

Multicultural Student Services assists traditionally under-represented students achieve academic success through programs and programming activities. Our programs facilitate student success by fostering and sustaining an inclusive campus community. Our goal is to develop programs and resources that promote multicultural and social justice awareness, education and appreciation for diversity. We support a welcoming, safe and constructive environment for all students.

On the Mount Vernon Campus, the Multicultural Student Services department is located in the Gary Knutzen Cardinal Center within the Center for Student Leadership, Diversity and Involvement.

### Multicultural Student Services offers:

- Monthly heritage events (i.e., Hispanic Heritage Month, American Indian and Alaska Native Heritage Month, Women's History Month, Black History Month, Asian and Pacific Islander, and many more).
- Diversity and Equity Talks
- Support Services for Undocumented Students
- Leadership Development Opportunities
- American Indian/Alaska Native Community Gatherings
- Workshops and Diversity Conferences
- Champions of Diversity Scholarships
- Multicultural and Diversity Clubs

- Referrals to resources both on and off campus
- Mentoring Program - Aim High

the multimedia production lab to help you with audio visual projects as well assistance with collaborative computer tools such as Tegrity, Collaborate, and Skype.

## Women's Programs

**Mount Vernon: 360.416.7762**

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 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. 7762.

## 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 has 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 Mount 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

## Library 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 different disciplines taught at SVC. The SVC library subscribes to multiple online databases, including Academic Search Premier and ProQuest Research Library, 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 Instruction workshops taught by library 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
- Meeting room with large screen monitor and computer equipment (Mount Vernon Campus only)
- Desktop computers with Microsoft Office (Word, Excel, PowerPoint, Access, and other program-specific software at the Mount Vernon and Whidbey Island campuses. (Mount Vernon also offers Apple computers).
- Laptop computers with Microsoft Office for library use only and for one-week checkout with wireless connectivity.
- Interlibrary loan services to enrolled students.

Library hours at Mount Vernon and Whidbey Island campuses are planned to accommodate both day and evening students. Please check the web site for current hours of operation. Learners 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, San Juan, and Marine Technology Centers are available via the library



website. Materials may be requested online. They will be mailed to the appropriate center.

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## Childcare Assistance

Assistance for emergency and childcare expenses may be available. Contact the Student Success Center 360.416.7971 or find forms and Information on the website:

[www.skagit.edu/news.asp?pagenumber=3872](http://www.skagit.edu/news.asp?pagenumber=3872)

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## 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. 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).

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## 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.

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## 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 insignia 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.cardinalbookstore.com](http://www.cardinalbookstore.com) can be used to purchase textbooks as well as to look up textbook information and pricing. 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.

# Policies & Regulations

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# Grading Procedure

*Evaluation of student performance is the prerogative of course instructors as follows:*

Classification	Letter Grade	Grade Points
Excellent:	A	4.00
Above Average:	A-	3.70
	B+	3.30
	B	3.00
Average:	B-	2.70
	C+	2.30
	C	2.00
Below Average:	C-	1.70
	D+	1.30
	D	1.00
Failing:	F	0.00

## [Other]

Grade not received from instructor	*	Not Counted
Incomplete	I	Not Counted
Audit	N	Not Counted
Pass	P	Not Counted
Ceased Attendance (Comm. Ed.)	V	Not Counted
Withdrawal	W	Not Counted
In Progress/Re-register (BeDA & AESL)	Y	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 of approximately 8 weeks. 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 college-level 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, Joint Service Transcript (JST), 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.

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.

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## Challenging an SVC Course

### Credit by Examination

The following regulations have been established for awarding credit by examination:

1. Students may not receive credit by examination for subject matter less advanced than that for which they have previously received credit.
  2. No student shall be permitted to repeat any examination for advanced credit.
  3. Students may not challenge courses they have previously audited, failed or challenged and failed.
  4. Students may not receive credit by examination for lower division (100 and 200-level) language courses in the student's native language.
  5. Students may not request credit by examination for any course in which they are currently enrolled.
  6. The following is the process students should follow to request credit by examination:
  7. 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 Enrollment Services. Approved forms must be returned at Enrollment Services with appropriate payment.
  8. The student pays a course challenge fee of \$2.00 per course credit. The student also pays the tuition for the course itself.
  9. 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.
  10. The instructor grades the exam and indicates the grade for the course on the receipt and signs it.
  11. The instructor submits the signed receipt with the grade at Enrollment Services.
  12. 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 at Enrollment Services at the Mount Vernon Campus. Skagit Valley College offers credit for any AP test with a score of 3 or above. See the AP Test Score Equivalencies Table.

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. Credit earned through AP exams do not count toward the SVC residency requirement.

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## Military Service Schools

At Skagit Valley College (SVC), we use the following procedures to ensure every veteran receives the maximum amount of college credit for military training possible. Military credits are considered to be "non-traditional" credits.

- SVC evaluates every civilian and military transcript received from active duty military and veterans pursuing an education at SVC.
- SVC accepts the Joint Service Transcript (JST) as an official education transcript.
- SVC uses the American Council on Education (ACE) "A Guide to the Evaluation of Educational Experiences in the Armed Services" as a guide. ACE translates military courses and occupations into academic credit recommendations and provides guidelines to interpret and recommend credit for college courses.
- SVC is a Service Members Opportunity College (SOC). As a member of the SOC program, a maximum of up to 40 credits for non-traditional learning may be granted toward the Associate in Arts General Studies SOCNAV degree; a maximum of 27 credits may apply to the "gray area" elective requirements, 3 credits may apply to the Physical Education requirement and 10 credits may apply to the Science & Technology requirement.
- For the Associate in Arts Direct Transfer Agreement (DTA) degree, the Associate in Business DTA degree and the Associate in Pre-Nursing DTA degree, a maximum of up to 15 non-traditional credits may be applied to the Physical Education requirement and to the "gray area" elective requirements.
- For the Associate in Science transfer degrees and the Associate in Biology DTA, a maximum of up to 6 non-traditional credits may be applied to the "gray area" elective requirements.
- For the Associate in Technical Arts degrees and/or certificate programs, a maximum of up to 30 non-traditional credits may be applied toward departmental requirements as approved by the department chair and appropriate dean.
- For the Associate in Arts General Studies degree (non-SOCNAV), a maximum of up to 45 credits for non-traditional learning may be granted: a maximum of 32 credits may apply to the "gray area" elective

requirements, 3 credits may apply to the Physical Education requirement, and 10 credits may apply to the Science & Technology requirement.

- In some circumstances, minimum resident credits requirements may be waived for active duty military personnel pursuing an SVC program.
- For academic/transfer programs, military courses marked with “V”, “U” or “G” are generally not accepted. For some professional/technical programs, military courses marked with “V”, “U” or “G” are accepted on a case-by-case basis as determined by the department chair and/or appropriate dean.
- Any remaining ACE credits on transcripts that do not match any courses in pursuit of any program of study will be accepted as elective credits whenever possible.
- All military credits must be reviewed and evaluated for a student’s current program of study by the end of their 3rd quarter.
- VA students may not opt out of a transcript evaluation.
- A list of professional/technical career pathways that enables students to learn about options and opportunities to navigate their own education and career plans can be found here:  
[www.skagit.edu/pathways](http://www.skagit.edu/pathways).

AP Test	Score	Courses and Credits listed below are the minimum awarded per score
Art: Art History	3-5	ART 141 (5)
Art: Studio Art - Drawing	4-5	Humanities Distribution (5)
Art: 2D Design	4-5	Humanities Distribution (5)
Art: 3D Design	4-5	Humanities Distribution (5)
Biology	3-5	BIOL& 100, BIOL& 160 or BIOL& 211 (5)
Calculus AB	3-5	MATH& 151 (5)
Calculus BC	3-5	MATH& 151 or MATH& 152 (5)
Chemistry	3-5	CHEM& 121 or CHEM& 161 (5)
Chinese Language & Culture	3-5	CHEM& 121 (5)
Computer Science A	3-5	CS 142 or CS 210
Computer Science AB	3-5	CS 142 or CS 210
Economics: Micro	3-5	ECON& 201 (5)
Economics: Macro	3-5	ECON& 202 (5)
English: Lang & Comp	4-5	ENGL& 101 (5)
English: Lit & Comp	4-5	ENGL& 101 (5)
Environmental Science	3-5	ENVS& 101 (5)
European History	3-5	HIST& 116, HIST& 117 , or HIST& 118 (5)
French Language & Culture	3-5	FRCH& 121 (5)
French Literature	4-5	Humanities Distribution (5)
German Language & Culture	3-5	ELECTIVE
US Government & Politics	4-5	POLS& 202 (5)
Comparative Government & Politics	4	POLS& 101 (5)
Comparative Government & Politics	5	POLS& 101 or POLS 201 (5)
Human Geography	3-5	GEOG& 200 (5)
Italian Language & Culture	3-5	ELECTIVE
Japanese Language	3-5	JAPN& 121 (5)
Latin Literature & Culture	4-5	Humanities Distribution (5)
Music Theory	3	MUSC& 131 (5)

## AP Test Score Equivalencies at Washington SBCTCs

The chart included on this page represents the minimum credit/courses awarded for each Advanced Placement (AP) exam, recognized by all community and technical colleges in Washington. Please check with the institution you are attending for specifics about how credit is awarded. This page also includes the State/SBCTC policy (4.60.14) for awarding credit for AP scores.

- 4.60.14 Advanced Placement:** Washington state community and technical colleges will award **unrestricted elective** credit for an Advanced Placement (AP) score of 3 or higher. Credit will be awarded on the basis of official AP results, not transcript notation. Credits granted for **general education or major requirements** will be specified by the **receiving institution’s AP credit policies**; otherwise, elective credit will be granted.

Music Theory	4-5	MUSC& 131 or MUSC& 141 (5)
Music Listening/ Literature	3-5	MUSC& 105 (5)
Physics 1	3-5	PHYS& 134/124 (6)
Physics 2	3-5	PHYS& 136/126 (6)
Physics 1 and 2	3-5	PHYS& 134/124, PHYS& 135/125, PHYS& 136/126 (6)
Physics C (Mechanics)	3-5	PHYS& 241/231 (6)
Physics C (Elect. & Mag.)	3-5	PHYS& 243/233 (6)
Psychology	4-5	PSYC& 100 (5)
Spanish Language & Culture	3-5	SPAN& 121 (5)
Spanish Language & Culture	4-5	Humanities Distribution (5)
Statistics	3-5	MATH& 146 (5)
U.S. History	3-5	HIST& 146, HIST& 147, or HIST& 148 (5)
World History	3-5	HIST& 126, HIST& 127, or HIST& 128 (5)

## 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 had a break in enrollment for two years.

1. Students transferring 45 or more applicable 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.

**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.

If a student has applied for a diploma and has not met requirements in effect at the time of initial enrollment or under the requirements in effect when they applied for a diploma, but would meet requirements under the certificate or degrees currently in effect, they will be evaluated under the most recent requirements, regardless of their enrollment status. This catalog is in effect from Summer 2016 to Spring 2017.

## 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 college 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.

# 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 through the Student Clearinghouse 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 "F" 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 examinations, submitting work, papers, lab reports, etc. Attendance is required.

## P (Pass)

A "P" or Pass grade may be assigned in lieu of all "D" or higher grades. A "P" grade would be assigned after consultation between the student and the instructor, and indicated pass, with credit, but grade points are not included in the GPA calculation.

## V (Ceased Attendance)

Students who register for a Community Education 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.

## 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 Basic Education for Adults (ABE, ESL, HSC) and Academic English as a Second Language (AESL) courses 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.

## 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 "F" 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 by the instructor on the Grade Change Form located in the Instructor briefcase.

The following time limits have been established regarding grade changes:

- Grade changes MUST be made within two quarters of the original registration.
- Grade changes will not be made after two quarters, unless documentation can be provided to the Registrar by the instructor that the grade was awarded in error.
- Grade changes will be made at any time if due to recording error. 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.

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 Enrollment Services.

All course adds in sequential courses must be made prior to the 10th instructional day of the quarter unless approved.

Continuous enrollment courses may be added anytime unless they are closed because of class limits. See also Grading Procedures.

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## 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 (GPA of 2.0 or above), who were not enrolled at Skagit Valley College for a period of two or more years, may petition to have previously earned low grades (D, E, F) removed from their grade point calculation by making a written request to a SVC Credential Evaluator. 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. For Financial Aid purposes, all credits will still be counted when determining a student's Satisfactory Academic Progress.

### 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.

### 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.

### Academic 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 at Enrollment Services after consulting with his/her advisor.

If the petition is approved, 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 125% of the number of credits required to complete their respective associate degree or certificate programs;
- Students who drop more than 25% 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.

Students are entitled to two days of excused absences per academic year for reasons of faith or conscience or for organized activities conducted under the auspices of a religious denomination, church, or religious organization. The academic year is defined as summer through spring quarters. Students' grades may not be adversely impacted by absences authorized under this policy. For information, see Student Absences for Reasons of Faith or Conscience, Chapter 12.

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## Withdrawal from SVC

If you must withdraw from SVC, complete an add/drop form and submit it at Enrollment 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 Enrollment Services in writing that you wish to be withdrawn from the college.

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# Fines & Other Financial Penalties

In order to collect outstanding parking fines, library fines and obligations, or other institutional commitments, the college may:

- Withhold quarterly grade reports and/or transcripts of permanent records.
  - Refuse to re-enroll a student as is deemed necessary. The student may request an informal hearing on the refusal of services. For more information, see the Associate Dean of Enrollment 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 [www.skagit.edu/studentrights](http://www.skagit.edu/studentrights) and is available in the Enrollment Services Office and the Office of Student Life on the Mount Vernon Campus, and in the Student Services Office on the Whidbey Island Campus.

# Student Life

[Athletics \(pg 42\)](#)

[Fine & Performing Arts \(pg 42\)](#)

[Clubs & Organizations \(pg 42\)](#)

[Health Information Services \(pg 42\)](#)

[KSVR 91.7 FM / KSVU 90.1 FM Radio \(pg 43\)](#)

[Recreation \(pg 43\)](#)

[Regional Culture \(pg 43\)](#)

[Research & Assessment Activities \(pg 43\)](#)

[Student Government & Program Board \(pg 43\)](#)

[Student Newspaper \(pg 44\)](#)

# 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 (NWAC) and is represented by men's teams in basketball, tennis, baseball, golf, and soccer, and by women's teams in basketball, soccer, tennis, softball, volleyball, and golf.

Athletic scholarships are available for all varsity sports under the guidelines of the NWAC. Check out our Athletics website which can also be accessed from SVC's home page by clicking on the Cardinal Mascot located in the lower left corner of the page.

## Fine & Performing Arts

360.416.7764

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 exhibition 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 résumé, 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.

## List of Clubs & Organizations and Designated Campus

Allied Health Education Club (MV)	Environmental Conservation Club (MV)	Pagan Student Union (WIC)
Asian Pacific Islander Club (WIC)	First Nations Club (MV)	Phi Theta Kappa (MV, WIC)
Automotive Club (MV)	Human Services Club (MV)	Radio Club (MV)
Calling All Colors Club (MV)	Intercollegiate Athletics (MV)	Rainbow Alliance (MV, WIC)
Campus Christian Fellowship (MV)	International Club (WIC)	Scallywags (WIC)
Campus Sanctuary Club (WIC)	International Travel Club (MV & WIC)	Skagit Women's Issue Club (MV)
Campus View Village Council (MV)	Journalism Club (WIC)	Social Justice Club (MV)
Cardinal Newspaper (MV)	Latin Fusion (MV)	Street Dance Club (MV)
Community Integration Project Club (MV)	Maestros Para El Pueblo Club (MV)	Student Government (MV & WIC)
Computing Club (MV)	Natural Science Club (WIC)	Student Program Board (MV & WIC)
Criminal Justice (MV)	Nursing Club (MV, WIC)	Welding Society (MV)
Culinary & Hospitality Ed. Foundation (C.H.E.F.) (MV)		

## Health Information Services

Mount Vernon: 360.416.7611

Whidbey Island: 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 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.

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## Recreation

360.416.7961

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.

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## 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 Enrollment Services 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: 360.416.7611 |**  
**mv.studentgovernment@skagit.edu**

**Whidbey Island: 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 legislative body, which you help to elect, students govern themselves, share in policy-making within the

administrative structure of the college, and organize programs and events. 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.

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## 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.

At the Whidbey Island Campus the Journalism Club provides monthly newsletters and papers to their college peers. They interview Students, Faculty, and Staff on campus concerns. They also inform students of local, national, and global issues so that students are up to date with the news. This is done through club volunteer work service and if interested in participating please contact the Student Life Office at Whidbey Island Campus.

Student newspapers provide for the discussion of important student concerns, and for informing the college community of events and activities.

# Student Rights & Responsibilities

[Children on Campus \(pg 46\)](#)

[Comprehensive Veterans Education](#)

[Information Policy \(pg 46\)](#)

[Drug Free Workplace Policy \(pg 46\)](#)

[Equal Opportunity & Title IX \(pg 46\)](#)

[Family Educational Rights & Privacy Act \(pg 46\)](#)

[Inter-College Transfer & Articulation Among Washington Public Colleges & Universities \(pg 47\)](#)

[List of One Year Transfer Courses - "Washington 45" \(pg 47\)](#)

[Notification of Title IV Student Complaint Process \(pg 48\)](#)

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[Placement Reciprocity Agreement Policy \(pg 48\)](#)

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[Sexual Harassment Policy \(pg 49\)](#)

[Student Absence for Reasons of Faith or Conscience \(pg 49\)](#)

[Transfer Rights and Responsibilities \(pg 49\)](#)

# 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

Student Information		
As a student or potential student, you have the right to know information regarding your attendance at Skagit Valley College. The following is a list of resources you can use to find this information.		
INFORMATION	RESOURCE	WHERE TO FIND IT
SVC graduation and transfer-out rates	SVC Graduation Report	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	www.skagit.edu

## Children on Campus

SVC allows high school students on campus for instruction and other learning activities, but children are generally not permitted on campus unless they are directly supervised by a parent or responsible adult who is officially enrolled in classes or directly involved in an instructional process. In no case, even if accompanied by a parent or other adult, are children permitted in classrooms, labs, shops, or any area where potential hazards exist, with the exception of children directly involved in the instructional process (e.g., Even Start, Kids College).

Individuals who bring children to campus are responsible for their supervision at all times; leaving children unattended in public areas such as the Student Lounge or Cafeteria does not meet this supervision standard. College officials will contact parents or other parties responsible for children left unattended on campus, and inform them that children must be properly supervised while on campus. Individuals who bring children to campus and refuse to abide by these guidelines will be referred to security or college officials and are subject to student discipline.

- 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 Enrollment Services’ Office.

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## Inter-College Transfer & Articulation Among Washington Public Colleges & Universities

### Student Rights & Responsibilities

#### 1. Non-Discrimination Policy

All the colleges and universities in Washington maintain a policy of not discriminating against students because of their age, sex, race, color, religion, disability, national origin, marital status, sexual orientation, pregnancy, veteran’s status, familial relationship, expunged juvenile record, association with anyone of a particular race, color, sex, national origin, marital status, age or religion, as published in official institutional bulletins.

#### 2. Information Dissemination & Acquisition

Students have the right to expect fair and equitable treatment from the public colleges and universities of Washington, both sending and receiving institutions. They have the right to expect reasonable efforts on the part of colleges to make accurate and current information available. They have, in turn, the responsibility of seeking out current information pertaining to their educational objectives, and for acquiring appropriate information when they change their academic plans. When a student changes major or degree program, the student shall assume full responsibility for meeting the new requirements. Colleges shall make every effort to help students make transitions as smoothly as is feasible.

### Review and Appeal

#### 1. Student Appeals

Students who encounter transfer difficulties shall first seek resolution through the receiving institution’s transfer officer. If not resolved at this level, the student may appeal in writing to the transfer officer of the sending institution. The transfer officers shall confer and attempt to resolve the problem. In the event the transfer officers cannot resolve the issue within two weeks, the matter will be referred to the two chief academic/instructional officers for resolution. Within two weeks after the academic officers have

conferred, a decision will be rendered by the chief academic office of the receiving institution.

#### 2. Inter-Institutional Disputes

In the event of inter-institutional transfer disagreements, it is the responsibility of the two transfer officers to resolve the dispute wherever possible. If not resolved at this level within two weeks, the two transfer officers will refer the matter to the two chief academic/instructional officers for resolution. Unresolved inter-institutional transfer disputes shall be referred for review and recommendation to a committee composed of three representatives appointed by the Washington Association of Community College Presidents and three representatives of the Inter-institutional Committee for Academic Officers of the state’s public four-year institutions. A report to the two institutions will be rendered when this committee has completed its deliberations. The chief academic officers of the affected institutions shall respond in a formal report to the committee within four weeks indicating actions to be taken in response to committee recommendations.

### Implementation & Revision of Policy

This policy shall be implemented and maintained through the cooperative efforts of the state institutions of higher education, the State Board for Community College Education, and the Higher Education Coordinating Board.

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## 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.

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## 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) - PSYC& 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, ENVS& 100, ENVS& 101, GEOL& 101 w/lab, PHYS& 114
- 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.*

*\* 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.*

*\*\*Disciplines are sometimes called subject or subject matter areas and designated by a prefix (i.e. PHIL for Philosophy and POLS for Political Science).*

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## 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.

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## Parking, Safety & Security

Designated parking on the Mount Vernon Campus includes staff, student, student carpool, 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.

## Security Reports

SVC complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998. The College's Annual Security Report and Campus View Village Fire Report is available online at: <https://www.skagit.edu/imageuploads/file3744.pdf>.

## Emergency Notifications and Alerts

SVC uses the RAVE Mobile Safety alert system to communicate with students and employees in the event of a college emergency, safety alert, or weather-related delay or closure. All students and staff receive notifications to their official SVC email account and have the option to receive notifications via text, voice (land line or cell phone), and email addresses different than the official SVC email account. To enable these options log on to [www.getrave.com](http://www.getrave.com).

## Emergency Preparedness

SVC has established procedures and gathered information to minimize the impact of an emergency on students, employees, visitors and facilities. The "All Hazards Emergency Response Plan" is available online at: <http://www.skagit.edu/news.asp?pagenumber=3807>

Emergency procedures, emergency assembly point maps, and building safety evacuation diagrams are posted at various locations in each campus building.

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## 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.

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## Record of Student Complaints Policy

In accordance with USDOE regulation 602.16(a)(1)(ix), an institution shall make available an account of the student complaints it has received, its processing of those complaints, and how that processing comports with the institution's policies and procedures on the handling of grievances or complaints. The Commission reviews the institution's record of complaints as part of the institution's Year Three or Year Seven Evaluation.

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## Sexual Harassment Policy

It is the intent of Skagit Valley College to prohibit discrimination of any kind, including sexual harassment, as defined by the Equal Employment Opportunity Commission in its guidelines on sexual harassment in 1980 under Title VII of the Civil Rights Act of 1964. If a student believes he or she has been subject to sexual harassment or other forms of prohibited discrimination, he or she may contact a college ombudsperson through the 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.

## Student Absence for Reasons of Faith or Conscience

Skagit Valley College students are entitled to two days of excused absences per academic year for reasons of faith or conscience or for organized activities conducted under the auspices of a religious denomination, church, or religious organization. The academic year is defined as summer through spring quarters.

Students' grades may not be adversely impacted by absences authorized under this policy.

Each absence taken under this policy must be taken as a whole day, i.e., the day may not be divided into hours and taken piecemeal.

### Student Procedures

1. Students must coordinate an absence with the Office of the Vice President of Instruction at least two-weeks prior to the desired absence, unless the purpose of the absence was not known until later. All requests for authorized absences under this policy must be in writing and contain a concise explanation of how the requested holiday is related to a reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church, or religious organization.

2. All absences under this policy must be authorized by the Office of the Vice President of Instruction in advance of the absence. The college will not authorize an absence for a student after the absence occurs without compelling circumstances.
  3. The Office of the Vice President of Instruction will provide the student with a document verifying the date of the authorized absence and further instructions. In order to ensure that their absence does not negatively affect their grades, the student must comply with directions for notifying their instructors of their upcoming authorized absence. The student is solely responsible for ensuring the documentation authorizing the absence is provided to each of the instructors whose classes or assignments will be affected by the absence.
  4. After an instructor is notified by the student of an upcoming absence, the instructor will determine what adjustments, if any, will need to be made to the student's scheduled classwork or assignments. The instructor shall inform the student of these adjustments within two days of receiving the student's notification.
  5. If the student's desired absence date is on a day when a test was scheduled or an assignment was due, the instructor may require that the student take the test or submit the assignment before or after the regularly assigned date.
  6. Regardless of an instructor's class expectations or grading policies, absences authorized under this policy shall not adversely impact a student's grade.
  7. If a student fails to notify any of their instructors of an authorized absence (as directed by the Office of the Vice President of Instruction), the instructor is not obligated to make any accommodations for the student's absence or treat the absence as authorized under this policy or the law.
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## Transfer Rights and Responsibilities

### Student Rights & Responsibilities

- 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.
- Transfer and freshman entry students have the right to expect comparable standards for regular admission to programs and comparable program requirements.
- 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.
- 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.

- Students have the responsibility to complete all materials required for admission and to submit the application on or before the published deadlines.
- 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.
- When a student changes a major or degree program, the student assumes full responsibility for meeting the new requirements.

## **College & University Rights and Responsibilities**

- Colleges and universities have the right and authority to determine program requirements and course offerings in accordance with their institutional missions.
- 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.
- Colleges and universities have the responsibility to communicate their admission and transfer related decisions to students in writing (electronic or paper).

# Degrees

[General Education Learning Values \(pg 57\)](#)

[Associate in Arts Direct Transfer Agreement](#)

[AA-DTA \(pg 58\)](#)

[Distribution Lists \(pg 60\)](#)

[Gray Area Courses \(pg 64\)](#)

[Bachelor of Arts in Environmental](#)

[Conservation \(pg 60\)](#)

[Biology Direct Transfer Agreement, DTA/MRP](#)

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[Business Direct Transfer Agreement,](#)

[DTA/MRP \(pg 64\)](#)

[Music Direct Transfer Agreement, DTA/MRP](#)

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[Nursing Direct Transfer Agreement, DTA/MRP](#)

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[Pre-Nursing Direct Transfer Agreement,](#)

[DTA/MRP \(pg 69\)](#)

[Science Transfer, AS-T \(pg 70\)](#)

[Education, AAS-T \(pg 73\)](#)

[Environmental Conservation University of](#)

[Washington & Univ. of Idaho, AAS-T \(pg 75\)](#)

[Environmental Conservation, AAS-T \(pg 76\)](#)

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[Aquatic/Terrestrial Emphasis, AAS-T \(pg 78\)](#)

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[Education, AAS-T \(pg 80\)](#)

[Fire Protection Technology, AAS-T \(pg 81\)](#)

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[Education, A.E.d. Articulated Transfer Degree](#)

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[Visual Arts, Articulated Transfer Degree \(pg](#)

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[General Studies, SOCNAV, AA \(pg 87\)](#)

[General Studies, AA \(pg 88\)](#)

[Technical Arts Degree, ATA \(pg 89\)](#)

# 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:

1. **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).
2. **Information Literacy:** Recognizing when information is needed and having the ability to locate, evaluate, and use effectively the needed information.
3. **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.
4. **Communication:** Understanding and producing effective written, spoken, visual, and non-verbal communication
5. **Community & Cultural Diversity:** Recognizing the value of human communities and cultures from multiple perspectives through a critical understanding of their similarities and differences.
6. **Global & Local Awareness & Responsibility:** Understanding the complexity and interdependence of, and stewardship responsibilities to, local and global communities and environments.
7. **Individual Awareness & Responsibility:** Understanding, managing, and taking responsibility for one's learning and behavior in varied and changing environments.
8. **Aesthetics & Creativity:** Interpreting human experience through engagement with creative processes and aesthetic principles.
9. **Mathematical Reasoning:** Understanding and applying concepts of mathematics and logical reasoning in a variety of contexts, both academic and non-academic.
10. **Scientific Literacy:** Understanding scientific principles, and analyzing and applying scientific information in a variety of contexts.
11. **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.

#### 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

## 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:

- Biology Direct Transfer Agreement, DTA/MRP
- Business Direct Transfer Agreement, DTA/MRP
- Computer Science DTA/MRP
- Fire Protection Technology, AAS-T
- Fire Service Administration - AAS-T
- Music Direct Transfer Agreement, DTA/MRP
- Nursing Direct Transfer Agreement, DTA/MRP
- Pre-Nursing Direct Transfer Agreement, DTA/MRP
- Education, AAS-T
- Environmental Conservation, AAS-T
- Environmental Sustainable Agriculture Education, AAS-T
- Science Transfer AS-T

## Articulated Academic Transfer Degrees

Skagit also offers the following articulated academic transfer degrees: Education, A.Ed. transfers to WWU, and Visual Arts, AVA transfers to WSU.

## Professional/Technical Degree Transfers

A number of Skagit's Degrees & Certificates Quick View offer transfer options to four-year institutions. See Professional/Technical programs at the end of this chapter for more information.

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## Associate In Arts - Direct Transfer Agreement (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.

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 college-level 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. First Quarter Experience (2 cr.)

- CSS 103 - First Quarter Experience (2)

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

- ENGL& 101 - English Composition I (5)

- ENGL& 102 - Composition II (5) or
- ENGL 103 - Advanced Composition (5) or
- ENGL& 235 - Technical Writing (5)
- CMST& 210 - Interpersonal Communication: D (5) or
- CMST& 220 - Public Speaking (5) or
- CMST& 230 - Small Group Communication: D (1-5)

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

Select one course from the following:

- MATH& 107 - Math in Society (5)
- MATH& 141 - Precalculus I (5)
- MATH& 142 - Precalculus II (5)
- MATH& 146 - Introduction to Stats (5)
- MATH& 148 - Business Calculus (5)
- MATH& 151 - Calculus I (5)
- MATH& 152 - Calculus II (5)
- MATH& 153 - Calculus III (5)

**Note:**

*Courses selected to meet the Quantitative Skills requirement will also not be counted in the Natural Sciences distribution requirement.*

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

- PE 100 - Wellness For Life (1) and 2 PE activity courses (2) or
- PE 190 - Lifestyle Management for Weight Control (2) and 1 PE activity course (1)
- Activities Courses - exclude PE 200, PE 204 and PE 205 (2)

**Note:**

*PE 100 and PE 190 are 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.*

### 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 (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 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.

### 6. Diversity Requirement

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

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

Select credits from three areas of study: *Natural Sciences, Social Sciences, and Humanities*. Eligible courses are listed below. A specific course may be credited toward no more than one distribution requirement.

Go to Distribution Lists - AA-DTA for a selection of eligible courses.

## Distribution Lists

### 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 must also be included in selected courses.

*\* indicates a lab course*

#### Astronomy

- ASTR& 100 - Survey of Astronomy (5)

## Biological Science

- BIOL& 100 - Survey of Biology (5) \*
- BIOL 105 - Introduction to Plant Science (5) \*
- BIOL 111 - Matter and Energy in Life Science (5) \*
- BIOL 127 - Ecosystems of the Pacific Northwest (5)
- BIOL 133 - Field Botany (5) \*
- BIOL& 160 - General Biology w/Lab (5) \*
- BIOL& 170 - Human Biology (5)
- BIOL 190 - Life in the Sea (3)
- BIOL 205 - Marine Biology (5) \*
- BIOL& 211 - Majors Cellular (5) \*

## Chemistry

- CHEM& 100 - Preparatory Chemistry (5)
- CHEM& 105 - Chemical Concepts (5)
- CHEM& 110 - Chemical Concepts with Lab (5) \*
- CHEM& 121 - Intro to Chemistry (5) \*
- CHEM& 122 - Introduction to Organic Chemistry (5)
- CHEM& 123 - Introduction to Biochemistry (5)
- CHEM& 131 - Intro to Organic/Biochemistry (5) \*
- CHEM& 161 - General Chem w/Lab I (5) \*

## Earth Science

- EASC 102 - Meteorology (5) \*
- EASC 110 - Energy and Society (5) \*

## Environmental Conservation

- ENVC 165 - Sustainability Fundamentals (5) \*

## Environmental Science

- ENVS& 101 - Intro to Env Science (5) \*

## Geology

- GEOL& 100 - Survey of Earth Science (5)
- GEOL& 101 - Intro Physical Geology (5) \*

## Mathematics

- MATH& 107 - Math Society (5)
- MATH& 141 - Precalculus I (5)
- MATH& 142 - Precalculus II (5)
- MATH& 146 - Introduction in to Stats (5)

## Natural Science

- NASC 100 - Introduction to Physical Science (5) \*

## Nutrition

- NUTR& 101 - Nutrition (5)

## Oceanography

- OCEA& 101 - Intro to Oceanography (5) \*

## Physics

- PHYS& 100 - Physics Non-Sci Majors (5)
- PHYS 111 - Matter and Energy in Physics (5)
- PHYS& 124 - General Physics Lab I (1) \* *and*
- PHYS& 134 - General Physics I (5)
- PHYS& 125 - General Physics Lab II (1) \* *and*
- PHYS& 135 - General Physics II (5)

- ASTR& 101 - Intro to Astronomy (5) \*

- BIOL& 212 - Majors Plant (5)
- BIOL& 213 - Majors Animal (5)
- BIOL& 221 - Majors Ecology/Evolution (5) \*
- BIOL& 222 - Majors Cell/Molecular Biology (5) \*
- BIOL& 223 - Majors Organismal Physiology (5) \*
- BIOL 224 - Ecology (5)
- BIOL& 241 - Human Anatomy and Physiology I (5) \*
- BIOL& 242 - Human A & P II (5) \*
- BIOL& 260 - Microbiology (5) \*

- CHEM& 162 - General Chem w/Lab II (5) \*
- CHEM& 163 - General Chem w/Lab III (5) \*
- CHEM& 241 - Organic Chem I (4) and
- CHEM& 251 - Organic Chem Lab I (2) \*
- CHEM& 242 - Organic Chem II (4) and
- CHEM& 252 - Organic Chem Lab II (2) \*
- CHEM& 243 - Organic Chem III (3)
- CHEM 301 - Chemistry for Environmental Conservation (5.5)

- EASC 111 - Matter and Energy in Earth Science (5) \*
- EASC 120 - Earth's Climate & Climate Change (5) \*

- ENVC 202 - Wildlife Biology: D (5)

- GEOL& 110 - Environmental Geology (5) \*
- GEOL& 208 - Geology of Pacific NW (5) \*

- MATH& 148 - Business Calculus (5) or
- MATH& 151 - Calculus I (5)
- MATH& 152 - Calculus II (5)
- MATH& 153 - Calculus III (5)

- PHYS& 126 - General Physics Lab III (1) \* *and*
- PHYS& 136 - General Physics III (5)
- PHYS& 231 - Engineering Phys Lab I (1) \* *and*
- PHYS& 241 - Engineering Physics I (5)
- PHYS& 232 - Engineering Phys Lab II (1) \* *and*
- PHYS& 242 - Engineering Physics II (5)



- PHYS& 233 - Engineering Phys Lab III (1) \* and

- PHYS& 243 - Engineering Physics III (5)

## 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

- ANTH& 204 - Archaeology (5)
- ANTH& 205 - Biological Anthropology (5)
- ANTH& 206 - Cultural Anthropology: D (5)
- ANTH& 234 - Religion & Culture: D (5)

### Business Administration

- BUS& 101 - Intro to Business (5)
- BUS 200 - Introduction to Law (5)
- BUS& 201 - Business Law (5)
- BUS 241 - Introduction to International Business (5)

### Computer Science

- CS 101 - Computers, Technology and Society (5)

### Criminal Justice

- CJ& 101 - Intro Criminal Justice (3)
- CJ 111 - Criminal Justice Procedures (3)

### Economics

- ECON 101 - Introduction to Economics (5)
- ECON 104 - Introduction to Economic Geography (5)
- ECON 150 - Consumer Economics (5)
- ECON& 201 - Micro Economics (5)
- ECON& 202 - Macro Economics (5)

### Early Childhood Education

- ECED& 105 - Intro Early Child Ed (5)

### Education

- EDUC& 115 - Child Development (5)
- EDUC& 122 - Child Development II (5)
- EDUC& 202 - Intro to Education (5)

### Ethnic Studies

- ETHNC 100 - American Minorities: D (5)
- ETHNC 111 - History of the Northwest Indians: D (5)
- ETHNC 201 - Minorities in American Society: D (5)

### Geography

- GEOG& 100 - Introduction to Geography (5)

### History

- HIST& 116 - Western Civilization I (5)
- HIST& 117 - Western Civilization II: D (5)
- HIST& 118 - Western Civilization III: D (5)
- HIST 121 - Religions of the World: D (5)
- HIST& 126 - World Civilizations I: D (5)
- HIST& 127 - World Civilizations II: D (5)
- HIST& 128 - World Civilizations III: D (5)
- HIST& 146 - US History I: D (5)
- HIST& 147 - US History II: D (5)
- HIST& 148 - US History III: D (5)
- HIST& 214 - Pacific NW History (5)
- HIST& 215 - Women in US History (5)
- HIST& 219 - Native American History: D (5)
- HIST 242 - History of the Modern Middle East: D (5)
- HIST 270 - History of Modern Asia (5)

### International Studies

- IS 200 - States and Capitalism: The Origins of Western Wealth and Power (5)
- IS 201 - The International System (5)
- IS 202 - Cultural Interactions in an Interdependent World (5)

### Political Science

- POLS& 101 - Intro Political Science (5)
- POLS 200 - Introduction to Law (5)
- POLS 201 - Comparative Government: D (5)
- POLS& 202 - American Government: D (5)
- POLS& 203 - International Relations: D (5)
- POLS 204 - State and Local Government (5)

### Psychology

- PSYC& 100 - General Psychology (5)
- PSYC 115 - Knowing and Learning (5)
- PSYC& 180 - Human Sexuality (5)
- PSYC& 200 - Lifespan Psychology (5)
- PSYC 202 - Biopsychology (5)
- PSYC 205 - Social Psychology (5)

- PSYC& 220 - Abnormal Psychology (5)

## Social Science

- SOSC 100 - Global Issues/Social Science (5)
- SOSC 110 - Gender Roles & Social Structure (5)

- SOSC 190 - Social History of Work (1-3)

## Sociology

- SOC& 101 - Intro to Sociology: D (5)
- SOC 112 - Comparative Ethnic Relations (5)
- SOC& 201 - Social Problems (5)

- SOC 204 - Intro to Stratification and Inequality in America: D (5)
- SOC 206 - Sociology of the Family: D (5)

## 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.

Studio courses are indicated by an \*

### Art

- ART 101 - Drawing Fundamentals (5) \*
- ART 111 - Two Dimensional Color and Design (5) \*
- ART 141 - Introduction to Art: D (5)
- ART 142 - Survey of Art History: Prehistory to 1300 AD: D (5)
- ART 143 - Survey of Art History: 1300-1850: D (5)
- ART 144 - Modern Art History: D (5)
- ART 150 - Health and Safety in the Visual Arts (1)
- ART 181 - Photography I (4) \*
- ART 201 - Painting I (4) \*
- ART 241 - Ceramics I (1-4) \*

### Communication Studies

- CMST& 102 - Intro to Mass Media (5)
- CMST 105 - Multicultural Communication: D (5)
- CMST 141 - Oral Interpretation of Literature (5)
- CMST 201 - Communication Theory (5)
- CMST 205 - Intercultural Communication: D (5)
- CMST& 220 - Public Speaking (5)

### Drama

- DRMA& 101 - Intro to Theatre: D (5)
- DRMA 133 - Acting I (5) \*
- DRMA 134 - Acting II (5) \*
- DRMA 136 - Acting Shakespeare (5)
- DRMA 236 - Theater History I: Ancient-Renaissance (5)
- DRMA 237 - Theater History II: Renaissance-1850 (5)
- DRMA 238 - Modern Theater History (5)

### English

- ENGL& 112 - Intro to Fiction: D (5)
- ENGL& 113 - Intro to Poetry: D (5)
- ENGL 115 - Introduction to Film: D (5)
- ENGL 202 - Introduction to Literature: D (5)
- ENGL& 220 - Intro to Shakespeare (5)
- ENGL& 236 - Creative Writing I (5)
- ENGL 239 - Introduction to U.S. Latino Literature: D (5)
- ENGL 250 - Introduction to American Literature: D (5)
- ENGL& 254 - World Literature I (5)
- ENGL 283 - British Literature 19th and 20th Centuries: D (5)

### Humanities

- HUM& 101 - Intro to Humanities (5)

### Journalism

- JOUR 101 - Introduction to Journalism & Newswriting (5)

### Music

- MUSC 100 - Music Fundamentals (5)
- MUSC& 105 - Music Appreciation (5)
- MUSC 127 - History of Rock and Roll: D (5)
- MUSC 128 - Jazz: America's Artform: D (5)
- MUSC 129 - World Music: D (5)
- MUSC 137 - Choir (2) \*
- MUSC 138 - Small Vocal Ensemble (1-5) \*
- MUSC& 141 - Music Theory I (5)
- MUSC& 142 - Music Theory II (5)
- MUSC 164 - Jazz Ensemble (1-3) \*

### Philosophy

- PHIL& 101 - Intro to Philosophy (5)
- PHIL& 106 - Intro to Logic (5)
- PHIL 115 - Introduction to Learning and Knowing (5)
- PHIL 140 - Philosophy of Religion (5)
- PHIL 215 - Introduction to Ethics (5)

## **World Languages, including:**

### **American Sign Language**

- ASL& 121 - Am Sign Language I (5)
- ASL& 122 - Am Sign Language II (5)
- ASL& 123 - Am Sign Language III (5)

### **Chinese**

- CHIN& 121 - Chinese I (5)
- CHIN& 122 - Chinese II (5)
- CHIN& 123 - Chinese III (5)

### **French**

- FRCH& 121 - French I: D (5)
- FRCH& 122 - French II: D (5)
- FRCH& 123 - French III: D (5)
- FRCH& 221 - French IV: D (5)

### **Japanese**

- JAPN& 121 - Japanese I: D (5)
- JAPN& 122 - Japanese II: D (5)
- JAPN& 123 - Japanese III: D (5)

### **Spanish**

- SPAN& 121 - Spanish I: D (5)
- SPAN& 122 - Spanish II: D (5)
- SPAN& 123 - Spanish III: D (5)
- SPAN& 221 - Spanish IV: D (5)
- SPAN& 222 - Spanish V: D (5)
- SPAN& 223 - Spanish VI: D (5)

## **8. 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, those found in the following departments (exceptions count as academic electives):

### **Agriculture**

### **Allied Health Education**

(including Pharmacy Technician)

### **Automotive Technology**

### **Business**

- BUS 112 - Personal Finance (5)
- BUS 212 - Investment and Financial Planning II (3)

### **Business Management**

### **College Success Skills**

### **Composites Technology**

### **Computer Information Systems**

### **Communication Studies**

- CMST 125 - Professional Communication: D (3)

### **Criminal Justice**

*except*

- CJ& 101 - Intro Criminal Justice (3)
- CJ& 105 - Intro to Corrections (3)
- CJ& 110 - Criminal Law (3)
- CJ 111 - Criminal Justice Procedures (3)

## **Culinary Arts & Hospitality Management**

## **Dental Assistant**

## **Diesel Power Technology**

## **Early Childhood Education**

*except*

- ECED& 105 - Intro Early Child Ed (5)

## **Education Paraprofessional**

*except*

- EDUC& 115 - Child Development (5)
- EDUC& 122 - Child Development II (5)
- EDUC& 202 - Intro to Education (5)
- EDUC& 203 - Exceptional Child (3)
- EDUC 223 - Practicum and Seminar (1-5)
- EDUC 246 - Working with Bilingual Children (4)

## **Engineering**

## **English**

- ENGL 170 - Professional and Technical Communication (3)

## **Environmental Conservation**

- ENVC 165 - Sustainability Fundamentals (5)
- ENVC 202 - Wildlife Biology: D (5)

## **Family Life**

## **Firefighter Protection Technology**

## **Geographic Information Systems**

## **Human Services**

*except*

- HSERV 141 - Alcoholism and other Addictive Disorders (5)

## **Journalism**

*no more than 2 credits applied news writing*

## **Library**

## **Manufacturing**

## **Marine Maintenance Technology**

## **AHE (Medical Assistant)**

## **Multimedia and Interactive Technology**

## **Office Administration & Accounting Technologies**

## **Operations Management**

## **Physical Education**

*(one additional credit in addition to 3-credit PE degree requirement)*

## **Political Science**

- POLS 131 - Seminar in Educ Government I (1)
- POLS 132 - Seminar in Educ Government II (1)

## **Reading**

## **Social Science**

- SOSC 113 - Job Search (1)
- SOSC 125 - Employer/Employee Roles & Perspectives (2)
- SOSC 131 - College Governance (1)

- SOSC 132 - Student Leadership Seminar (1-2)

## Technical Design

## 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 Degrees

# Bachelor of Applied Science in Environmental Conservation

## *Environmental Conservation, BASEC*

Also see Environmental Conservation, Environmental Sustainable Agriculture Education, and Geographic Information Systems in Areas of Study

## 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
4. 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
5. 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).
6. Unrelated Associates degree and Environmental Studies certificate (3 quarters).
7. Minimum GPA 2.5.
8. At least one course in Geographic Information Systems (GIS) is required - preferably using ArcView/ArcGIS/ArcInfo software and one course is recommended in Global Positioning Systems (GPS) interfacing with GIS.

## Application Process:

The application process opens March 1 and closes the last Friday in April for a 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.**

1. Start dates other than fall quarter will require departmental approval and are only recommended for part-time students.
2. Sequencing and scheduling will be done in consultation with a BASEC advisor. (Dr. Claus Svendsen, Dept. Chair) or BASEC counselor (Dr. Gail Bruce).
3. Students may apply to enroll into individual classes on a space available basis if they meet entry qualifications.

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

A Bachelor of Applied Science in Environmental Conservation (BASEC) degree is awarded upon completion of 90 credits of specified 300 and 400 level coursework with an overall 2.0 grade in each course and a 2.0 grade in each course of the technical major. Entry into a Master's program at a university will generally require a higher GPA for admission.

## Suggested Schedule

The following schedule lists the required BASEC courses. Consult with department chair, or SVC counselor, for application process.

## First Year

### Fall

- ENVC 302 - Data Management (2)
- ENVC 304 - River Ecology & Watershed Management (5)
- CHEM 301 - Chemistry for Environmental Conservation (5.5)
- CMST 303 - Communication in Natural Resources (3)

Total Hours: 15

### Winter

- ENVC 310 - Soil Ecology (5)
- ENVC 315 - Limnology and Reservoir Ecology (5)
- QSCI 318 - Quantitative Analysis of the Environment (5)

Total Hours: 15

### Spring

- ENVC 320 - Landscape Ecology (5)
- ENGL 324 - Advanced Writing in Science (5)
- ENVC 327 - Advanced Wetland Ecology (5)

Total Hours: 15

## Second Year

### Fall

- ENVC 405 - Behavioral Ecology (5)
- ENVC 407 - Forest Ecology (5)
- QSCI 408 - Biometry & Ecological Sampling (5)

Total Hours: 15

### Winter

- ENVC 412 - Natural Resource Policy Analyses (5)
- ENVC 424 - Applied Population and Community Ecology (5)
- ENVC 499 - Internship - Service Learning (3)
- CMST 413 - Leadership Development in Natural Resources (2)

Total Hours: 15

### Spring

- ENVC 410 - Conservation Biology (5)
- ENVC 420 - Estuarine and Nearshore Ecology (5)
- ENVC 422 - Culminating Project (5)

Total Hours: 15

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## Associate In Arts - DTA / Major Ready Program (MRP)

## Biology Direct Transfer Agreement, DTA/MRP

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 college-level credits must be earned at SVC with a minimum GPA of 2.0. Additional General Education Requirement (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 &102 or ENGL 103

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

- MATH& 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.

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

- BIOL& 221 - Majors Ecology/Evolution (5)
- BIOL& 222 - Majors Cell/Molecular Biology (5)
- BIOL& 223 - Majors Organismal Physiology (5)
- CHEM& 161 - General Chem w/Lab I (5)
- CHEM& 162 - General Chem w/Lab II (5)
- CHEM& 163 - General Chem w/Lab III (5)

##### 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.

##### 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 MATH& 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:

- CHEM& 241 - Organic Chem I (4)
- CHEM& 242 - Organic Chem II (4)
- CHEM& 243 - Organic Chem III (3)
- CHEM& 251 - Organic Chem Lab I (2)
- CHEM& 252 - Organic Chem Lab II (2)

Full year sequence of physics for science majors:

- PHYS& 124 - General Physics Lab I (1) \* and
- PHYS& 134 - General Physics I (5)
- PHYS& 125 - General Physics Lab II (1) \* and
- PHYS& 135 - General Physics II (5)
- PHYS& 126 - General Physics Lab III (1) \* and
- PHYS& 136 - General Physics III (5)

or



- PHYS& 231 - Engineering Phys Lab I (1) \* and
- PHYS& 241 - Engineering Physics I (5)
- PHYS& 232 - Engineering Phys Lab II (1) \* and
- PHYS& 242 - Engineering Physics II (5)
- PHYS& 233 - Engineering Phys Lab III (1) \* and
- PHYS& 243 - Engineering Physics III (5)

Statistics:

- MATH& 146 - Introduction to Stats (5)

## 7. Recommended Courses

- CMST& 210 - Interpersonal Communication: D (5)
- CMST& 220 - Public Speaking (5) or
- CMST& 230 - Small Group Communication: D (1-5)
- PE 100 - Wellness For Life (1)

**Note:**

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

# Business Direct Transfer Agreement, DTA/MRP

Transfers to CWU, EWU, UW, WSU, WWU, Western Governor's University, and WA private colleges

## Purpose

This direct transfer degree is designed for students who are majoring in Business 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, decision sciences, business administration, International Business, human resources and others.

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 college-level credits 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.

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

### 1. First Quarter Experience (5 cr.)

- BUS& 101 - Intro to Business (5)

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

- ENGL& 101 - English Composition I (5)
- ENGL& 102 - Composition II (5)

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

- MATH& 148 - Introduction to Stats (5)

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

- PE 100 - Wellness For Life (1)
- 2 PE activity courses (2)

### 5. Integrative Learning Experiences (2 Required)

Recommended:

1. MATH& 146 and NUTR& 101 (10 credits)
2. BUS 295 (2 credits)

### 6. Diversity Requirement

At least one Diversity Intensive course is required. World language course recommended.

## 7. 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.

\* Denotes class that may be required at transfer institution; check with SVC advisor.

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

- MATH& 146 - Introduction to Stats (5)

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.)

- BUS& 201 - Business Law (5)
- ECON& 201 - Micro Economics (5)
- ECON& 202 - Macro Economics (5)

### C. Humanities (15 cr.)

- CMST& 220 - Public Speaking (5)
- Add 10 credits of Humanities. See Humanities in the AA-DTA degree distribution list.

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

Required business courses for all transfer institutions:

- ACCT& 201 - Prin of Accounting I (5)
- ACCT& 202 - Prin of Accounting II (5)
- ACCT& 203 - Prin of Accounting III (5)

### E. Recommended Electives (10 cr.)

- MATH& 141 - Precalculus I (5)
- \* BMT 120 - Business Computers and Applications (5)

\* May be required at transfer institution; check with SVC Business Advisor and the transfer university.

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## Music Direct Transfer Agreement, DTA/MRP

Transfers to Central Washington, Eastern Washington, UW Seattle, Western Washington, WSU Pullman

### Purpose

Students completing the Associate in Music DTA/MRP who have also met any specific institutional GPA, performance, and audition requirements will be regarded as having met the minimum preparation for consideration for admission to a baccalaureate Music program. Although this degree will be granted to SVC students completing a cumulative 2.0 GPA, entry into a Music program will require a higher GPA for admission. Seeking out the Music department advisor early in your studies is highly recommended.

### Degree Requirements

Students must complete a minimum of 102 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 college-level 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 (10 cr.)

- ENGL& 101 - English Composition I (5)
- ENGL& 102 - Composition II (5) or
- ENGL 103 - Advanced Composition (5)
- CMST& 220 - Public Speaking (5)

## 2. Quantitative Skills (5 cr.)

- MATH& 107 - Math in Society (5) or higher

## 3. Integrative Learning Experiences

Will be built into this degree.

## 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. Distribution Requirements (45 cr.)

Select courses from the Natural Science, Social Science and Humanities distribution areas. 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.)

Select from at least two disciplines. No more than 10 credits allowed from any one discipline. At least 10 credits in physical, biological and/or earth sciences. Must include one lab course.

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

Select from at least two disciplines. No more than 10 credits allowed from any one discipline.

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

- MUSC& 141 - Music Theory I (5)
- MUSC& 142 - Music Theory II (5) (freshman year, 10 cr.)
- 5 cr. in other Humanities discipline.

## 6. Music Major Courses (42-44 cr.)

#### A. Music Theory/Ear (20 cr.)

- MUSC& 143 - Music Theory III (5) (freshman year, 5 cr.)
- MUSC& 241 - Music Theory IV (5)
- MUSC& 242 - Music Theory V (5)
- MUSC& 243 - Music Theory VI (5) (sophomore year, 15 cr.)

#### B. Music Lessons (6 cr.)

One credit per quarter in instrument or voice for 6 quarters. See your Music department advisor for assistance in selecting courses.

#### C. Ensemble (12 cr.)

Select courses from the following with help from your Music department advisor. Courses are repeatable for up to 12 credits.

- MUSC 137 - Choir (2)
- MUSC 138 - Small Vocal Ensemble (1-5)
- MUSC 146 - Symphony Orchestra (1)
- MUSC 147 - Skagit Community Band (1)
- MUSC 164 - Jazz Ensemble (1-3)

#### D. Piano (3-6 cr.)

- MUSC 111 - Class Piano I (3)
- MUSC 113 - Intermediate Piano (3)
- MUSC 213 - Advance Piano Class (3)

#### Note:

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

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## Nursing Direct Transfer Agreement, DTA/MRP

Transfers to Heritage University, Pacific Lutheran University, St. Martin's University, Seattle Pacific, UW Bothell, UW Seattle, WSU, WWU, Western Governor's University

Associate in Nursing DTA/MRP Degree - Mount Vernon Campus

## 135 credits

The DTA/ MRP degree prepares students who are highly educated, technically advanced, competent and caring individuals to practice professional nursing in a variety of settings. The full-time program, located on the Mount Vernon campus, requires attendance in daytime lecture and lab classes, and both daytime and evening clinical experiences.

Graduates of this program are eligible to take the examination for licensure as a registered nurse (NCLEX-RN). Passing the NCLEX-RN exam and completion of this transfer degree provide the general education and nursing courses for direct transfer with only one additional year of study to complete the Bachelor of Science in Nursing (RN-BSN pathway).

Baccalaureate institutions party to this agreement are:

- Washington State University
- University of Washington
- Western Washington University
- Heritage University
- Seattle Pacific University
- St. Martin's University
- Western Governors University

**Note:** Admission to an RN to BSN program may be competitive; therefore, no particular GPA can guarantee admission to any specific program. Certain schools may have additional university-specific requirements for admission to the institution that are not prerequisites specifically identified in the DTA requirements.

## Purpose

This degree is intended to prepare students for licensure as a registered nurse as well as entry into a Bachelor of Science in Nursing completion degree. 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. Seek out an SVC Nursing advisor/counselor early in your studies to check with potential transfer institutions about requirements for overall minimum GPA, possible higher GPA in a selected subset of courses, or a specific minimum grade in one or more courses such as math or English. Students should contact potential degree institutions regarding specific requirements where options are listed.

## Degree Requirements

Students must complete 135 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 Nursing DTA/MRP degree. At least 25 college-level credits must be earned at SVC. Credits must satisfy course requirements listed below.

*Courses with an ampersand (&) are Common Course Numbering courses; \*indicates lab or skill/studio course.*

## Basic Requirements

### 1. Communication Skills (10 cr.)

- ENGL& 101 - English Composition I (5)
- ENGL& 102 - Composition II (5) (recommended)  
*or*
- CMST& 220 - Public Speaking (5)  
*or*
- ENGL 103 - Advanced Composition (5)

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

- MATH& 146 - Introduction to Stats (5)

### 3. Integrative Learning Experience

This requirement is satisfied by taking:

- SOC 191 - Psychosocial Issues in Healthcare (5) *and*
- NURS 191 - Nursing OB, Pediatrics, M/S-Skls Prac (lecture) (3)  
*then*
- PHIL 291 - Ethics and Policy in Healthcare (5) *and*
- NURS 291 - Entry Nursing Practice/Practicum (lecture) (1)

### 4. Diversity Requirement

This requirement is satisfied by taking:

- NURS 171 - Nursing Fundamentals-Skills & Pract:D (lecture) (7)
- NURS 172 - Nursing Fundamentals-Skills & Pract:D (clinical) (2)
- NURS 173 - Nursing Fundamentals-Skills & Pract:D (lab) (3)

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

#### A. Humanities (15 cr.)

- PHIL 291 - Ethics and Policy in Healthcare (5)
- **Select 10 credits** in 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.

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

- \* BIOL& 160 - General Biology w/Lab (5)  
*or*
- \* BIOL& 211 - Majors Cellular (5)
- \* BIOL& 241 - Human Anatomy and Physiology I (5)
- \* BIOL& 242 - Human A & P II (5)
- \* BIOL& 260 - Microbiology (5)
- \* CHEM& 121 - Intro to Chemistry (5)
- NUTR& 101 - Nutrition (5)

## **C. Social Sciences (15 cr.)**

- PSYC& 100 - General Psychology (5)
- PSYC& 200 - Lifespan Psychology (5)
- SOC 191 - Psychosocial Issues in Healthcare (5)

## **6. Nursing Core (60 cr.)**

- NURS 171 - Nursing Fundamentals-Skills & Pract:D (lecture) (7)
- NURS 172 - Nursing Fundamentals-Skills & Pract:D (clinical) (2)
- NURS 173 - Nursing Fundamentals-Skills & Pract:D (lab) (3)
- NURS 181 - Nursing M/S Patient-Practicum (lecture) (6)
- NURS 182 - Nursing M/S Patient-Practicum (clinical) (6)
- NURS 191 - Nursing OB, Pediatrics, M/S-Skls Prac (lecture) (3)
- NURS 192 - Nursing OB, Pediatrics, M/S-Skls Prac (clinical) (4) (concurrent enrollment in SOC 191 (5) required)
- NURS 271 - Nursing Advncd OB, Ped, M/S-Skls Prac (lecture) (5)
- NURS 272 - Nursing Advncd OB, Ped, M/S-Skls Prac (clinical) (6)
- NURS 273 - Nursing Advncd OB, Ped, M/S-Skls Prac (lab) (1)
- NURS 281 - Nursing Complx M/S & Geriatric Patient (lecture) (6)
- NURS 282 - Nursing Complx M/S & Geriatric Patient(clinical) (6)
- NURS 291 - Entry Nursing Practice/Practicum (lecture) (1)
- NURS 292 - Entry Nursing Practice/Practicum (clinical) (4) (concurrent enrollment in PHIL 291 (5) required)

## **Suggested Schedule**

Student schedule may vary based on entry point and credit load. This is a full-time schedule. An Associate in Nursing DTA/MRP degree is awarded upon completion of a minimum of 75 credits of generic DTA credits and 60 nursing core course. Please note the annual schedule: not every nursing course will be offered every quarter.

### **First Year (Full-Time)**

#### **1st Quarter**

- NURS 171 - Nursing Fundamentals-Skills & Pract:D (lecture) (7)
- NURS 172 - Nursing Fundamentals-Skills & Pract:D (clinical) (2)
- NURS 173 - Nursing Fundamentals-Skills & Pract:D (lab) (3)

Total hours: 12

#### **2nd Quarter**

- NURS 181 - Nursing M/S Patient-Practicum (lecture) (6)
- NURS 182 - Nursing M/S Patient-Practicum (clinical) (6)

Total hours: 12

#### **3rd Quarter**

### **Second Year (Full-Time)**

#### **4th Quarter**

- NURS 271 - Nursing Advncd OB, Ped, M/S-Skls Prac (lecture) (5)
- NURS 272 - Nursing Advncd OB, Ped, M/S-Skls Prac (clinical) (6)
- NURS 273 - Nursing Advncd OB, Ped, M/S-Skls Prac (lab) (1)

Total hours: 12

#### **5th Quarter**

- NURS 281 - Nursing Complx M/S & Geriatric Patient (lecture) (6)
- NURS 282 - Nursing Complx M/S & Geriatric Patient(clinical) (6)

Total hours: 12

#### **6th Quarter**

- NURS 191 - Nursing OB, Pediatrics, M/S-Skls Prac (lecture) (3)
- NURS 192 - Nursing OB, Pediatrics, M/S-Skls Prac (clinical) (4)
- SOC 191 - Psychosocial Issues in Healthcare (5)
- NURS 291 - Entry Nursing Practice/Practicum (lecture) (1)
- NURS 292 - Entry Nursing Practice/Practicum (clinical) (4)
- PHIL 291 - Ethics and Policy in Healthcare (5)

Total hours: 12

Total hours: 10

## Pre-Nursing Direct Transfer Agreement, DTA/MRP

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

### Purpose

This pathway is applicable to students planning to prepare for upper division Bachelor of Science, Nursing (Entry-to-practice/basic BSN pathway) by completing a broad selection of academic courses. This pathway also prepares students for entry into an Associate of Nursing DTA/MRP. Many students transfer to the BSN program after completing the Associate Degree Nursing (ADN) program (RN to BSN pathway).

### 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. At least 25 college-level 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. First Quarter Experience (2 cr.)

- CSS 103 - First Quarter Experience (2)

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

- ENGL& 101 - English Composition I (5)
- ENGL& 102 - Composition II (5) *or*
- ENGL 103 - Advanced Composition (5)

**Note:** Northwest University and Walla Walla College require English& 102.

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

- MATH& 146 - Introduction to Stats (5)

**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).

#### 4. Integrative Learning Experiences

Work with your advisor on how to meet this requirement.

#### 5. Diversity Requirement

- SOC& 101 - Intro to Sociology: D (5)

#### 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.

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

- BIOL& 160 - General Biology w/Lab (5) \*
- BIOL& 241 - Human Anatomy and Physiology I (5) \*
- BIOL& 242 - Human A & P II (5) \*

- BIOL& 260 - Microbiology (5) \*
- CHEM& 121 - Intro to Chemistry (5) \*
- CHEM& 131 - Intro to Organic/Biochemistry (5) \*
- NUTR& 101 - Nutrition (5)

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

- PSYC& 100 - General Psychology (5)
- PSYC& 200 - Lifespan Psychology (5)
- SOC& 101 - Intro to Sociology: D (5)

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

- CMST& 220 - Public Speaking (5)
- Select two additional courses from the AA-DTA degree Humanities Distribution list. No more than 10 cr/ in one discipline; no more than 5 cr. in World Languages or performance/skills studio classes.

## **D. Electives (10 cr.)**

- Select 5 credits from courses numbered 100 and above and 5 cr. from the A A-DTA degree Natural Sciences, Social Sciences, and Humanities Distribution lists.

# **Associate In Science Transfer (AS-T)**

## **Science Transfer AS-T**

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 and engineering 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 or engineering 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 pharmacology, should research the prerequisite requirements at the four-year schools and work very closely with their science advisor to plan the appropriate coursework. Engineering students: depending on the 4-year university engineering department, you may have additional lower-division requirements to meet prior to department admission - check requirements carefully.

### **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 or engineering major option with a minimum cumulative GPA of 2.0. At least 25 college-level 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. Courses with an asterisk indicate labs.*

#### **1. First Quarter Experience (2 cr.)**

- CSS 103 - First Quarter Experience (2)

#### **2. Communications Skills (5 cr.)**

- ENGL& 101 - English Composition I (5)  
required; an ENGL &101 Learning Community combined with a science or other required course is recommended.

#### **3. Quantitative Skills (10 cr.)**

- MATH& 151 - Calculus I (5)
- MATH& 152 - Calculus II (5)

#### **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, physics and math, etc.) Learning Communities are indicated in the course schedule.
- Integrative Experiences (IEs) are typically seminar courses in which students use an interdisciplinary approach for a specific topic or current issue (e.g. Ethics in Science). Integrative Experience seminars are indicated in the course schedule.

### Note:

*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 with their faculty advisor or counselor to identify courses that fulfill this requirement.

## 6. Distribution Requirements (15 cr.)

Select credits from two distribution areas (Social Science and Humanities). Eligible courses for each distribution area are listed in the AA-DTA degree section of this catalog. These courses may also satisfy the Integrative Learning Experiences or Diversity requirement.

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

## 7. Requirements for Specific Major: (40 - 65 cr.)

Select one science or engineering discipline from the following choices:

### Chemistry (53 cr.)

- MATH& 153 - Calculus III (5)
- CHEM& 161 - General Chem w/Lab I (5)
- CHEM& 162 - General Chem w/Lab II (5)
- CHEM& 163 - General Chem w/Lab III (5)
- CHEM& 241 - Organic Chem I (4)
- CHEM& 242 - Organic Chem II (4)
- CHEM& 243 - Organic Chem III (3)
- CHEM& 251 - Organic Chem Lab I (2)
- CHEM& 252 - Organic Chem Lab II (2)
- PHYS& 231 - Engineering Phys Lab I (1) *and*
- PHYS& 241 - Engineering Physics I (5)
- PHYS& 232 - Engineering Phys Lab II (1) *and*
- PHYS& 242 - Engineering Physics II (5)
- PHYS& 233 - Engineering Phys Lab III (1) *and*
- PHYS& 243 - Engineering Physics III (5)

### Environmental Science (65 cr.)

- MATH& 146 - Introduction to Stats (5)
- CHEM& 161 - General Chem w/Lab I (5)
- CHEM& 162 - General Chem w/Lab II (5)
- CHEM& 163 - General Chem w/Lab III (5)
- BIOL& 221 - Majors Ecology/Evolution (5)
- BIOL& 222 - Majors Cell/Molecular Biology (5)
- BIOL& 223 - Majors Organismal Physiology (5)
- ECON& 201 - Micro Economics (5)
- GEOL& 101 - Intro Physical Geology (5)
- POLS& 101 - Intro Political Science (5)
- POLS 200 - Introduction to Law (5)  
*Or*
- POLS& 203 - International Relations: D (5)
- POLS 201 - Comparative Government: D (5)
- POLS& 202 - American Government: D (5)

### Geology (43 cr.)

- MATH& 153 - Calculus III (5)
- CHEM& 161 - General Chem w/Lab I (5)
- CHEM& 162 - General Chem w/Lab II (5)
- CHEM& 163 - General Chem w/Lab III (5)
- PHYS& 231 - Engineering Phys Lab I (1) and
- PHYS& 241 - Engineering Physics I (5)
- PHYS& 232 - Engineering Phys Lab II (1) and
- PHYS& 242 - Engineering Physics II (5)
- PHYS& 233 - Engineering Phys Lab III (1) and
- PHYS& 243 - Engineering Physics III (5)
- GEOL& 101 - Intro Physical Geology (5)

### Computer Science (48 cr.)

- MATH& 146 - Introduction to Stats (5)
- MATH& 153 - Calculus III (5)
- MATH 204 - Elementary Linear Algebra (5)
- CHEM& 161 - General Chem w/Lab I (5)
- PHYS& 231 - Engineering Phys Lab I (1) and
- PHYS& 241 - Engineering Physics I (5)
- PHYS& 232 - Engineering Phys Lab II (1) and
- PHYS& 242 - Engineering Physics II (5)
- PHYS& 233 - Engineering Phys Lab III (1) and
- PHYS& 243 - Engineering Physics III (5)
- CS 210 - C++ Programming I (5) and
- CS 211 - C++ Programming II (5)  
*or*
- CS 142 - Java Programming I (5) and



- CS 143 - Java Programming II (5)

## Physics (48 cr.)

- MATH& 153 - Calculus III (5)
- MATH 204 - Elementary Linear Algebra (5)
- MATH 238 - Ordinary Differential Equations (5)
- CHEM& 161 - General Chem w/Lab I (5)
- PHYS& 231 - Engineering Phys Lab I (1) and
- PHYS& 241 - Engineering Physics I (5)
- PHYS& 232 - Engineering Phys Lab II (1) and
- PHYS& 242 - Engineering Physics II (5)
- PHYS& 233 - Engineering Phys Lab III (1) and
- PHYS& 243 - Engineering Physics III (5)
- **At least 2 electives** from the following (10 cr.): ASTR& 100, ASTR& 101, CHEM& 162, CHEM& 163, CS 142, CS 143, CS 210, CS 211, ENGL& 235, ENGR& 104, ENGR& 214, GEOL& 101, MATH& 254  
(check with advisors at SVC and the 4-year university to which you will transfer)

## Engineering - BioEngineering/Chemical (62 - 64 cr.)

- MATH& 153 - Calculus III (5)
- MATH 238 - Ordinary Differential Equations (5)
- CHEM& 161 - General Chem w/Lab I (5)
- CHEM& 162 - General Chem w/Lab II (5)
- CHEM& 163 - General Chem w/Lab III (5)
- CHEM& 241 - Organic Chem I (4)
- CHEM& 242 - Organic Chem II (4) and
- CHEM& 251 - Organic Chem Lab I (2)  
or
- BIOL& 221 - Majors Ecology/Evolution (5)
- PHYS& 231 - Engineering Phys Lab I (1) and
- PHYS& 241 - Engineering Physics I (5)
- PHYS& 232 - Engineering Phys Lab II (1) and
- PHYS& 242 - Engineering Physics II (5)
- PHYS& 233 - Engineering Phys Lab III (1) and
- PHYS& 243 - Engineering Physics III (5)
- **At least 2 electives** from the following (10-11 cr.): BIOL& 221\*, BIOL& 222\*, CHEM& 242 /CHEM& 251\*, CS 142, CS 210, ENGL& 235, ENGR& 104, ENGR& 214, MATH 204, MATH& 254  
(check with advisors at SVC and the 4-year university to which you will transfer)

## Engineering - Computer/Electrical (58 cr.)

- MATH& 153 - Calculus III (5)
- MATH 204 - Elementary Linear Algebra (5)
- MATH 238 - Ordinary Differential Equations (5)
- CHEM& 161 - General Chem w/Lab I (5)
- PHYS& 231 - Engineering Phys Lab I (1) and
- PHYS& 241 - Engineering Physics I (5)
- PHYS& 232 - Engineering Phys Lab II (1) and
- PHYS& 242 - Engineering Physics II (5)
- PHYS& 233 - Engineering Phys Lab III (1) and
- PHYS& 243 - Engineering Physics III (5)
- CS 142 - Java Programming I (5)  
Or
- CS 210 - C++ Programming I (5)  
(check with an advisor of the 4-year university to which you will transfer)
- **At least 3 electives** from the following (15 cr.): second quarter of computer language, BIOL& 221\*, CHEM& 162\*, ENGL& 235, ENGR& 104, ENGR& 214, ENGR& 215, ENGR& 224, MATH& 254  
(check with advisors at SVC and the 4-year university to which you will transfer)

## Engineering - Mechanical/Civil/Aeronautical/Environmental/Industrial/Materials Science (58 cr.)

- MATH& 153 - Calculus III (5)
- MATH 204 - Elementary Linear Algebra (5)
- MATH 238 - Ordinary Differential Equations (5)
- CHEM& 161 - General Chem w/Lab I (5)
- CHEM& 162 - General Chem w/Lab II (5)
- PHYS& 231 - Engineering Phys Lab I (1) and
- PHYS& 241 - Engineering Physics I (5)
- PHYS& 232 - Engineering Phys Lab II (1) and
- PHYS& 242 - Engineering Physics II (5)
- PHYS& 233 - Engineering Phys Lab III (1) and
- PHYS& 243 - Engineering Physics III (5)
- ENGR& 214 - Statics (5)
- **At least 2 electives** from the following (10 cr.): CS 142, CS 210, ENGL& 235, ENGR& 104, ENGR& 114, ENGR& 215, ENGR& 224, ENGR& 225, MATH& 254  
(check with advisors at SVC and the 4-year university to which you will transfer)

## 8. Electives

Electives should include any college-level math prerequisites (Math &141 or &142, if needed). See your SVC advisor for specific courses recommended for your major; check with your 4-year university for world-language requirements. 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 AAS-T

## Education, AAS-T

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 Education credits in SVC's AAS-T Education degree. Students seeking transfer to degree programs other than those specifically designed for the AAS-T in 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 Education degree. Credits must satisfy course requirements listed below. At least 25 college-level credits must be earned at SVC.

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

#### 1. First Quarter Experience (2 cr.)

- CSS 103 - First Quarter Experience (2)

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

- ENGL& 101 - English Composition I (5)
- ENGL& 102 - Composition II (5)
- or*
- ENGL 103 - Advanced Composition (5)

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

- MATH 099 - Intermediate Algebra II (5)
- MATH& 107 - Math in Society (5) or higher

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

- PE 100 - Wellness For Life (1) and 2 PE activity courses (2 cr.)
- or*
- PE 190 - Lifestyle Management for Weight Control (2) and 1 PE activity course (1 cr.)
- Activities Courses - exclude PE 200, PE 204 and PE 205 (2 cr.)

#### Note:

*PE 100 and PE 190 are 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.*

#### 5. 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.*

#### 6. Diversity Requirement

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

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

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

#### A. Natural Sciences (10 cr.)

- NUTR& 101 - Nutrition (5)
- \* PHYS 111 - Matter and Energy in Physics (5)

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

- EDUC& 115 - Child Development (5)
- EDUC& 202 - Intro to Education (5)
- or
- ECED& 105 - Intro Early Child Ed (5)
- PSYC& 100 - General Psychology (5)

#### C. Humanities (10 cr.)

- ART 141 - Introduction to Art: D (5)
- CMST& 220 - Public Speaking (5)

### **8. Required Early Childhood Education (ECED) and Education (EDUC) Courses**

#### A. Education Core (19 cr.)

- ECED 101 - Child Abuse and Neglect (2)
- ECED& 160 - Curriculum Development (5)
- ECED& 180 - Lang/Literacy Develop (3)
- ECED& 190 - Observation/Assessment (3)
- EDUC& 130 - Guiding Behavior (3)
- EDUC& 150 - Child, Family, and Community (3)

#### B. Culture and Linguistic Diversity Core (10 cr.)

- ECED 211 - Diversity in Education: D (3)
- EDUC& 203 - Exceptional Child (3)
- EDUC 246 - Working with Bilingual Children (4)

#### C. Specialization - choose 1 (3 cr.)

- ECED& 132 - Infants/Toddlers Care (3)
- ECED& 134 - Family Child Care (3)
- ECED& 139 - Admin Early Lrng Prog (3)
- EDUC& 136 - School Age Care (3)

#### D. Practicum (5 cr.)

- EDUC 223 - Practicum and Seminar (1-5)

## **Suggested Schedule**

\* This degree will be granted to SVC students completing with a 2.0 GPA, i.e. a minimum C grade in each course.

#### **First Year**

##### **Fall**

- CSS 103 - First Quarter Experience (2)
- % ECED& 105 - Intro Early Child Ed (5)
- † ~ ENGL& 101 - English Composition I (5)
- PE 100 - Wellness For Life (1)

Total Hours: 13

##### **Winter**

- EDUC 223 - Practicum and Seminar (1-5)
- € EDUC& 115 - Child Development (5)
- NUTR& 101 - Nutrition (5)

#### **Second Year**

##### **Fall**

- ART 141 - Introduction to Art: D (5)
- ECED& 160 - Curriculum Development (5)
- ECED& 180 - Lang/Literacy Develop (3)
- EDUC& 150 - Child, Family, and Community (3)

Total Hours: 16

##### **Winter**

- ECED 101 - Child Abuse and Neglect (2)
- ECED 211 - Diversity in Education: D (3)
- EDUC 223 - Practicum and Seminar (1-5)

- ∞ Special (3)

Total Hours: 15

#### Spring

- ECED& 190 - Observation/Assessment (3)
- EDUC& 130 - Guiding Behavior (3)
- † MATH& 107 - Math in Society (5)
- PSYC& 100 - General Psychology (5)

Total Hours: 16

- EDUC& 203 - Exceptional Child (3)
- ~ ENGL& 102 - Composition II (5)

Total Hours: 16

#### Spring

- CMST& 220 - Public Speaking (5)
- EDUC 246 - Working with Bilingual Children (4)
- √ PE Activity (2)
- PHYS 111 - Matter and Energy in Physics (5)

Total Hours: 16

#### Note:

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

∞ Specialization, choose one, three credit class from the following: ECED& 132, ECED& 134, ECED& 139, or EDUC& 136.

~ ENGL& 101 and ENGL& 102 need to be taken in an integrated format. Please contact the department chair for further details.

% or EDUC& 202

€ or EDUC& 122 with department chair permission

√ Two PE activity credits (excludes PE 200, PE 204 and PE 205)

## Environment Conservation (University of Washington & University of Idaho), AAS-T

### Suggested Schedule

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

- CSS 103 - First Quarter Experience (2)
- ENVC 101 - Introduction to Watershed Management (5)
- ENV& 101 - Intro to Env Science (5)
- † ENGL& 101 - English Composition I (5)
- PE 200 - First Aid, Safety, and CPR (2)
- LC /GE (5-10)

Total Hours: 24+

##### Winter

- ENVC 112 - Limnology (5)
- ENVC 123 - Fish Biology, Taxonomy, and Life History (5)
- CMST& 220 - Public Speaking (5)
- † MATH& 141 - Precalculus I (5)

Total Hours: 20

##### Spring

- ENVC 122 - Stream Ecology (5)
- ∞ ENVC 140 - Plants of Western Washington (5)
- † MATH& 142 - Precalculus II (5)
- CHEM& 121 - Intro to Chemistry (5)

#### Second Year

##### Fall

- ENVC 201 - Watershed Restoration (5)
- ENVC 202 - Wildlife Biology: D (5)
- ENVC Elec (3-5)
- † MATH& 151 - Calculus I (5)
- BIOL& 221 - Majors Ecology/Evolution (5)

Total Hours: 25

##### Winter

- ENVC 210 - Fish Ecology and Management (5)
- ENVC 211 - Ecological Sampling and Monitoring Design (4)
- BIOL& 222 - Majors Cell/Molecular Biology (5)
- MATH& 152 - Calculus II (5)

Total Hours: 19

##### Spring

- ENVC 220 - Wetlands in Managed Landscapes (4)
- ENVC 221 - Ecology of Ecosystem Edges/Ecotones (3)
- ENVC 222 - Field Project (3)
- BIOL& 223 - Majors Organismal Physiology (5)

Total Hours: 20

- ° ENGL& 102 - Composition II (5)

#### Summer

Total Hours: 20

- ‡ ENVC 199 - Cooperative Education (1-15) (6)
- MATH& 146 - Introduction to Stats (5)
- CHEM& 131 - Intro to Organic/Biochemistry (5)

Total Hours: 16

#### Note:

\* Learning Community (5-10 credits) or 5 credits of General Education (natural sciences, social sciences, or humanities) from AA-DTA distribution. 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

∞ or BIOL 133

## Environmental Conservation, AAS-T

**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 AADTA 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 Conversation degree. At least 25 college-level credits must be earned at SVC. Credits must satisfy course requirements listed below.

#### Note:

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. First Quarter Experience (2 cr.)

- CSS 103 - First Quarter Experience (2)

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

- ENGL& 101 - English Composition I (5)
- ENGL& 102 - Composition II (5)
- CMST& 210 - Interpersonal Communication: D (5) or
- CMST& 220 - Public Speaking (5)

### 3. Quantitative Skills (5-25 cr.)

- MATH& 141 - Precalculus I (5) \*
- MATH& 142 - Precalculus II (5) \*
- MATH& 146 - Introduction to Stats (5)
- MATH& 151 - Calculus I (5) \*
- MATH& 152 - Calculus II (5) \*

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

- PE 200 - First Aid, Safety, and CPR (2)

## 5. 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.*

## 6. Diversity Requirement

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

## 7. Required Environmental Conservation Courses (54 cr.)

- ENVC 101 - Introduction to Watershed Management (5)
- ENVC 112 - Limnology (5)
- ENVC 122 - Stream Ecology (5)
- ENVC 123 - Fish Biology, Taxonomy, and Life History (5)
- ENVC 140 - Plants of Western Washington (5)
- ENVC 201 - Watershed Restoration (5)
- ENVC 202 - Wildlife Biology: D (5)
- ENVC 210 - Fish Ecology and Management (5)
- ENVC 211 - Ecological Sampling and Monitoring Design (4)
- ENVC 220 - Wetlands in Managed Landscapes (4)
- ENVC 221 - Ecology of Ecosystem Edges/Ecotones (3)
- ENVC 222 - Field Project (3)

## 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.)

- ENVS& 101 - Intro to Env Science (5)
- BIOL& 221 - Majors Ecology/Evolution (5) \*
- BIOL& 222 - Majors Cell/Molecular Biology (5) \*
- BIOL& 223 - Majors Organismal Physiology (5) \*
- CHEM& 121 - Intro to Chemistry (5) \*
- CHEM& 131 - Intro to Organic/Biochemistry (5) \*

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

- ENVC 130 - Environmental Interpretation (5)
- ENVC 231 - Introduction to Mammology (5)
- ENVC 232 - Bird Identification (5)

## 11. Cooperative Education (6 cr.)

- ENVC 199 - Cooperative Education (1-15)

# Environmental Conservation-Aquatic/Terrestrial Emphasis, AAS-T

## Suggested Schedule

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

- CSS 103 - First Quarter Experience (2)
- ENVC 101 - Introduction to Watershed Management (5)
- ENVC 102 - Invertebrate Biology and Identification (4)
- ENVC 104 - Introduction to Natural Resources (1)
- ENV5& 101 - Intro to Env Science (5)

Total Hours: 17

#### Winter

- ENVC 112 - Limnology (5)
- ENVC 123 - Fish Biology, Taxonomy, and Life History (5)
- † ENGL& 101 - English Composition I (5)
- PE 200 - First Aid, Safety, and CPR (2)

Total Hours: 17

#### Spring

- ENVC 122 - Stream Ecology (5)
- ∞ ENVC 140 - Plants of Western Washington (5)
- ° ENGL& 102 - Composition II (5)
- † MATH& 146 - Introduction to Stats (5)

Total Hours: 20

#### Summer

- ‡ ENVC 199 - Cooperative Education (1-15) (6)

Total Hours: 6

### Second Year

#### Fall

- ENVC 201 - Watershed Restoration (5)
- ENVC 202 - Wildlife Biology: D (5)
- GIS 101 - Introduction to Geographic Information Systems (5)

Total Hours: 15

#### Winter

- CHEM& 121 - Intro to Chemistry (5)
- ENVC 210 - Fish Ecology and Management (5)
- ENVC 211 - Ecological Sampling and Monitoring Design (4)
- ^ ENVC Elective or \*LC/GE (5)

Total Hours: 19

#### Spring

- £ CMST& 220 - Public Speaking (5)
- ENVC 220 - Wetlands in Managed Landscapes (4)
- ENVC 221 - Ecology of Ecosystem Edges/Ecotones (3)
- ENVC 222 - Field Project (3)
- GIS 105 - Introduction to Global Positioning Systems (GPS) (2)
- GIS 106 - Advanced Global Positioning Systems (2)

Total Hours: 19

### Note:

\* Learning Community (5-10 credits) or 5 credits of General Education (natural sciences, social sciences, or humanities) from AA-DTA distribution 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; WMATH 100 can be substituted for MATH& 141)

‡ 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, CJ 242, CJ 243, CJ 244, or CJ 245 satisfy General Education requirements (LC/GE) and PE 200.

£ or CMST& 210

∞ or BIOL 133

√ or CMST& 210

° or ENGL& 235

€ or ENVC 225

¤ or ENVC 232

¥ or BIOL 205  
» or CHEM& 110

# Environmental Conservation-Marine Emphasis, AAS-T

## Suggested Schedule

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

- ENVC 101 - Introduction to Watershed Management (5)
- ENVC 104 - Introduction to Natural Resources (1)
- ENV&S 101 - Intro to Env Science (5)
- GIS 101 - Introduction to Geographic Information Systems (5)
- CSS 103 - First Quarter Experience (2)

Total Hours: 18

#### Winter

- ENVC 112 - Limnology (5)
- ENVC 123 - Fish Biology, Taxonomy, and Life History (5)
- † MATH& 146 - Introduction to Stats (5)
- PE 200 - First Aid, Safety, and CPR (2)

Total Hours: 17

#### Spring

- ENVC 122 - Stream Ecology (5)
- ¥ BIOL 190 - Life in the Sea (3)
- † ENGL& 101 - English Composition I (5)
- OCEA& 101 - Intro to Oceanography (5)

Total Hours: 18

#### Summer

- ‡ ENVC 199 - Cooperative Education (1-15) (6)

Total Hours: 6

### Second Year

#### Fall

- ENVC 202 - Wildlife Biology: D (5)
- @ ENVC Elec. or \* LC/GE (5)
- BIOL& 221 - Majors Ecology/Evolution (5)
- CHEM& 121 - Intro to Chemistry (5)

Total Hours: 20

#### Winter

- ENVC 210 - Fish Ecology and Management (5)
- ENVC 211 - Ecological Sampling and Monitoring Design (4)
- BIOL& 222 - Majors Cell/Molecular Biology (5)
- £ CMST& 220 - Public Speaking (5)

Total Hours: 19

#### Spring

- ENVC 220 - Wetlands in Managed Landscapes (4)
- BIOL& 223 - Majors Organismal Physiology (5)
- ° ENGL& 102 - Composition II (5)
- GIS 105 - Introduction to Global Positioning Systems (GPS) (2)
- GIS 106 - Advanced Global Positioning Systems (2)

Total Hours: 18

### Note:

\* Learning Community (5-10 credits) or 5 credits of General Education (natural sciences, social sciences, or humanities) from AA-DTA distribution 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; WMATH 100 can be substituted for MATH& 141)

‡ 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.

^ CJ 241, CJ 242, CJ 243, CJ 244, and CJ 245 satisfies General Education requirements (LC/GE) and PE 200.

£ or CMST& 210

∞ or BIOL 133

√ or CMST& 210

° or ENGL& 235

€ or ENVC 225

¤ or ENVC 232



# Environmental Sustainable Agriculture Education, AAS-T

## Associate in Applied Science Transfer (AAS-T) Degree

An Associate in Applied Science Transfer (AAS-T) degree is awarded upon completion of the Sustainable Small Farm Agriculture and Food Systems 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

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

- ENVAG 101 - Agroecology: An Ecological Approach to Agriculture (5)
- ENVAG 103 - Horticulture Plant Science (4)
- CSS 103 - First Quarter Experience (2)
- † ENGL& 101 - English Composition I (5)

Total Hours: 16

#### Winter

- ENVAG 104 - Introduction to Sustainable Agriculture (1)
- ENVAG 106 - Soil Science and Conservation (5)
- ENVAG 227 - Greenhouse Crop Production (3)
- † CHEM& 161 - General Chem w/Lab I (5)

Total Hours: 14

(cont)

#### Spring

- ENVAG 224 - Orchard Crop Production (5)
- ENVAG 228 - Row Crop Production (5)
- † CHEM& 162 - General Chem w/Lab II (5)

Total Hours: 15

(cont)

#### Summer

- ∞ ENVAG 199 - Internship in Sustainable Agriculture (1-15) or ENVAG 297 - Research in Sustainable Agriculture (1-15) or ENVAG 298 - Practicum in Sustainable Agriculture (1-15) (2)

Total Hours: 2+

### Second Year

#### Fall

- ENVAG 270 - Sustainable Small Farming and Ranching (5)
- CMST& 220 - Public Speaking (5)
- † ECON& 201 - Micro Economics (5)
- ∞ ENVAG 199 - Internship in Sustainable Agriculture (1-15) or ENVAG 297 - Research in Sustainable Agriculture (1-15) or ENVAG 298 - Practicum in Sustainable Agriculture (1-15) (2)

Total Hours: 17+

#### Winter

- ENVAG 271 - Agricultural Entrepreneurship & Business Planning (5)
- † BIOL& 222 - Majors Cell/Molecular Biology (5)
- † PHIL 215 - Introduction to Ethics (5)
- ∞ ENVAG 199 - Internship in Sustainable Agriculture (1-15) or ENVAG 297 - Research in Sustainable Agriculture (1-15) or ENVAG 298 - Practicum in Sustainable Agriculture (1-15) (2)

Total Hours: 17+ (cont)

#### Spring

- ENVAG 231 - Post-Harvest to Local Market Operations (3)
- ENVC 225 - Current Issues in Ecology (2)
- @ ENVC Elective (5)
- MATH& 146 - Introduction to Stats (5)
- ∞ ENVAG 199 - Internship in Sustainable Agriculture (1-15) or ENVAG 297 - Research in Sustainable Agriculture (1-15) or ENVAG 298 - Practicum in Sustainable Agriculture (1-15) (2)

Total Hours: 17+

**Note:**

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

∞ ENVAG 199, 297, or 298 must be chosen during at least one of the recommended quarters for a total minimum of 2 credits. ENVAG 199 is offered all quarters for 1-15 credits. ENVAG 297 is offered all quarters for 1-15 credits. ENVAG 298 is offered during spring, summer, and fall quarters for 2 credits each quarter.

@ Elective courses must be chosen from within ENVC.

\* Satisfies the AAS-T degree Integrative Learning Experience requirements.

## Fire Protection Technology, AAS-T

### Suggested Schedule

Includes required AAS 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

- FIRE 120 - Firefighter Skills I (5)
- FIRE 160 - Hazardous Materials First Responder (5)
- CSS 103 - First Quarter Experience (2)
- PE 161 - Fire Fighter Fitness and Wellness (2)

Total Hours: 14

##### Winter

- FIRE 102 - Emergency Incident Management System (3)
- FIRE 121 - Firefighter Skills II (5)
- FIRE 247 - Basic Emergency Medical Technician, Part I (6)
- PE 261 - Advanced Firefighter Fitness (1)

Total Hours: 15

(cont)

#### Second Year

##### Fall

- FIRE 100 - Principles of Emergency Services (5)
- FIRE 103 - Building Construction For Fire Protection (3)
- FIRE 199 - Fire Service Internship (1)
- FIRE 210 - Fundamentals of Fire Prevention (3)
- † ENGL& 101 - English Composition I (5)

Total Hours: 17

##### Winter

- FIRE 101 - Fire Chemistry (3)
- FIRE 211 - Fire Protection Systems (3)
- FIRE 275 - Emergency Service Leadership (3)
- FIRE 279 - Fire Services Safety & Survival (3)
- † MATH& 107 - Math in Society (5)

Total Hours: 17

(cont)

#### Spring

- FIRE 122 - Firefighter Skills III (5)
- FIRE 130 - Emergency Vehicle Driving (3)
- FIRE 240 - Rescue Systems Awareness (3)
- FIRE 248 - Basic Emergency Medical Technician, Part II (6)
- PE 261 - Advanced Firefighter Fitness (1)

Total Hours: 18

#### Spring

- FIRE 199 - Fire Service Internship (1)
- FIRE 212 - Fire Codes & Ordinances (3)
- FIRE 230 - Fire Service Hydraulics (3)
- FIRE 278 - Managing Company Tactical Operations (3)
- CMST& 220 - Public Speaking (5)

Total Hours: 15

**Note:**

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

# Fire Service Administration - AAS-T

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.

## Purpose

This degree provides the academic foundation for advancement in fire service organizations. The degree is well suited for firefighters and line officers who seek to possess a strong academic foundation in their current position and/or promotional advancement opportunity into supervisory or administrative positions.

The FSA degree is intended to prepare students to transfer to four-year colleges/universities with junior standing and with the prerequisites for their emergency service major completed.

An Associate in Applied Science Transfer degree (AAS-T) 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.

## 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 Fire Service Administration degree. At least 25 college-level credits must be earned at SVC. Credits must satisfy course requirements listed below.

### 1. First Quarter Experience (2 cr.)

- CSS 103 - First Quarter Experience (2)

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

- ENGL& 101 - English Composition I (5)
- CMST& 210 - Interpersonal Communication: D (5)
- CMST& 220 - Public Speaking (5)

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

- MATH& 107 - Math in Society (5) \*
- MATH& 141 - Precalculus I (5) \*

### 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. Required Fire Service Administration Courses (33 cr.)

- FIRE 100 - Principles of Emergency Services (5)
- FIRE 101 - Fire Chemistry (3)
- FIRE 103 - Building Construction For Fire Protection (3)
- FIRE 210 - Fundamentals of Fire Prevention (3)
- FIRE 211 - Fire Protection Systems (3)
- FIRE 212 - Fire Codes & Ordinances (3)
- FIRE 230 - Fire Service Hydraulics (3)
- FIRE 275 - Emergency Service Leadership (3)
- FIRE 278 - Managing Company Tactical Operations (3)

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

- Natural Science (15 cr.)
- Social Science (15 cr.)
- Humanities (15 cr.)

*Work with your advisor to select the appropriate distribution courses for your area of interest and chosen bachelor degree transfer.*

### 7. Firefighter Internship (2 cr.)

- FIRE 199 - Fire Service Internship (1)

## Suggested Schedule

#### First Year

Fall

#### Second Year

Fall

- FIRE 199 - Fire Service Internship (1)
- FIRE 210 - Fundamentals of Fire Prevention (3)
- FIRE 100 - Principles of Emergency Services (5)
- FIRE 103 - Building Construction For Fire Protection (3)
- CSS 103 - First Quarter Experience (2)
- † ENGL& 101 - English Composition I (5)
- ~ Natural Science (5)
- ~ Social Science (5)
- ~ Humanities (5)

Total Hours: 19

#### Winter

- FIRE 101 - Fire Chemistry (3)
- FIRE 211 - Fire Protection Systems (3)
- FIRE 275 - Emergency Service Leadership (3)
- FIRE 276 (3)
- † MATH& 107 - Math in Society (5)

Total Hours: 17

#### Spring

- FIRE 278 - Managing Company Tactical Operations (3)
- FIRE 199 - Fire Service Internship (1)
- FIRE 212 - Fire Codes & Ordinances (3)
- FIRE 230 - Fire Service Hydraulics (3)
- CMST& 220 - Public Speaking (5)

Total Hours: 15

Total Hours: 15

#### Winter

- ~ Natural Science (5)
- ~ Social Science (5)
- ~ Humanities (5)

Total Hours: 15

#### Spring

- ~ Natural Science (5)
- ~ Social Science (5)
- ~ Humanities (5)

Total Hours: 15

#### Note:

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

~ Work with your advisor to select the appropriate distribution classes for your area of interest.

## Articulated Academic Transfer Degrees

### Education, A.Ed.

Transfers to Western Washington University.

#### Associate in Education

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 A.Ed. coursework is equivalent to a major relating to early childhood education and as such 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 degree builds on the Associate in Applied Science-Transfer (AAS-T) degree and includes an additional 15 credits necessary to fulfill the requirements of the Associate in Arts-Direct Transfer Agreement (AA-DTA). 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.

This degree includes prescriptive coursework necessary to:

- Provide foundational preparation in the field of education.
- Prepare students for the career field of early childhood education.
- Prepare students to transfer seamlessly into baccalaureate teacher preparation programs, such as Western Washington University's Woodring College of Education's Undergraduate Elementary Education Professional program.

- Fulfill the requirements of the ECED certificates.
- Fulfill the requirements of the Associate in Arts-Direct Transfer Agreement (AA-DTA).

## Purpose

This degree is intended to prepare students for entry into a teacher certification program at Western Washington University. Although this degree will be granted to SVC students completing a cumulative 2.0 GPA, entry into a Bachelor's degree Education program may require a higher GPA for admission. Seek out an SVC Early Childhood Education or Education Paraprofessional program advisor early in your studies.

## Degree Requirements

Students must complete 102 quarter credits in transferable courses with a cumulative grade point average of at least 2.0 in order to graduate from SVC with an Associate in Education degree. At least 25 college-level credits must be earned at SVC. Credits must satisfy course requirements listed below.

*Courses with an ampersand (&) are Common Course Numbering courses; \* is a lab course.*

## Basic Requirements

### 1. College & Career Success Skills (2 cr.)

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

- ENGL& 101 - English Composition I (5)
- ENGL& 102 - Composition II (5)

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

- PE 100 - Wellness For Life (1) and 2 PE activity courses (2 cr.)  
or
- PE 190 - Lifestyle Management for Weight Control (2) and 1 PE activity course (1 cr.)
- Activities Courses - *exclude* PE 200, PE 204 & PE 205 (2 cr.)

#### Note

*PE 100 and 190 are 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 Courses electives.*

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

- MATH 099 - Intermediate Algebra II (5)
- MATH& 107 - Math in Society (5)

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

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

- \* EASC 111 - Matter and Energy in Earth Science (5)
- NUTR& 101 - Nutrition (5)
- \* PHYS 111 - Matter and Energy in Physics (5)

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

- PSYC& 100 - General Psychology (5)
- EDUC& 115 - Child Development (5)
- ECED& 105 - Intro Early Child Ed (5)  
or
- EDUC& 202 - Intro to Education (5)

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

- ART 141 - Introduction to Art: D (5)
- MUSC& 105 - Music Appreciation (5)
- CMST& 220 - Public Speaking (5)

#### D. Education Core (19 cr.)

- ECED 101 - Child Abuse and Neglect (2)
- ECED& 160 - Curriculum Development (5)
- ECED& 180 - Lang/Literacy Develop (3)

- ECED& 190 - Observation/Assessment (3)
- EDUC& 130 - Guiding Behavior (3)
- EDUC& 150 - Child, Family, and Community (3)

### E. Cultural and Linguistic Diversity Core (10 cr.)

- ECED 211 - Diversity in Education: D (3)
- EDUC& 203 - Exceptional Child (3)
- EDUC 246 - Working with Bilingual Children (4)

### F. Specialization - choose 1 course (3 cr.)

- ECED& 132 - Infants/Toddlers Care (3)
- ECED& 134 - Family Child Care (3)
- ECED& 139 - Admin Early Lrng Prog (3)
- EDUC& 136 - School Age Care (3)

### G. Practicum (5 cr.)

- EDUC 223 - Practicum and Seminar (1-5)

## Suggested Schedule

\* This degree will be granted to SVC students completing with a 2.0 GPA, i.e. a minimum C grade in each course.

### First Year

#### Fall

- CSS 103 - First Quarter Experience (2)
- % ECED& 105 - Intro Early Child Ed (5)
- † ~ ENGL& 101 - English Composition I (5)
- MATH 099 - Intermediate Algebra II (5)
- PE 100 - Wellness For Life (1)

Total Hours: 18

#### Winter

- EDUC 223 - Practicum and Seminar (1-5) (2)
- € EDUC& 115 - Child Development (5)
- NUTR& 101 - Nutrition (5)
- ∞ Special (3)

Total Hours: 15

#### Spring

- ECED& 190 - Observation/Assessment (3)
- EDUC& 130 - Guiding Behavior (3)
- † MATH& 107 - Math in Society (5)
- PSYC& 100 - General Psychology (5)

Total Hours: 16

#### Summer

- EASC 111 - Matter and Energy in Earth Science (5)
- MUSC& 105 - Music Appreciation (5)

Total Hours: 10

### Second Year

#### Fall

- ART 141 - Introduction to Art: D (5)
- ECED& 160 - Curriculum Development (5)
- ECED& 180 - Lang/Literacy Develop (3)
- EDUC& 150 - Child, Family, and Community (3)

Total Hours: 16

#### Winter

- ECED 101 - Child Abuse and Neglect (2)
- ECED 211 - Diversity in Education: D (3)
- EDUC 223 - Practicum and Seminar (1-5) (3)
- EDUC& 203 - Exceptional Child (3)
- ~ ENGL& 102 - Composition II (5)

Total Hours: 16

#### Spring

- CMST& 220 - Public Speaking (5)
- EDUC 246 - Working with Bilingual Children (4)
- √ PE Activity (2)
- PHYS 111 - Matter and Energy in Physics (5)

Total Hours: 16

### Note:

∞ Specialization, choose one, three credit class from the following: ECED& 132, ECED& 134, ECED& 139, or EDUC& 136.

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

~ ENGL& 101 and ENGL& 102 need to be taken in an integrated format. Please contact the department chair for further details.

% or EDUC& 202

# Visual Arts, AVA

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. First Quarter Experience (2 cr.)

- CSS 103 - First Quarter Experience (2)

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

- ENGL& 101 - English Composition I (5)
- ENGL& 102 - Composition II (5) or
- ENGL 103 - Advanced Composition (5)
- CMST& 210 - Interpersonal Communication: D (5) or
- CMST& 220 - Public Speaking (5)

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

- MATH& 107 - Math in Society (5)

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

- PE 100 and two PE activity credits or PE 190 and one activity credit (3 cr. total)

### 5. Diversity Requirement

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

### 6. Integrative Learning Experiences

- 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.*

## 7. Visual Art Courses

### A. Basic Art requirements (47 cr.)

- ART 101 - Drawing Fundamentals (5)
- ART 102 - Drawing Composition and Techniques (5)
- ART 107 - Life Drawing (4)
- ART 111 - Two Dimensional Color and Design (5)
- ART 112 - Three Dimensional Design (5)
- ART 141 - Introduction to Art: D (5)
- ART 142 - Survey of Art History: Prehistory to 1300 AD: D (5)
- ART 143 - Survey of Art History: 1300-1850: D (5)
- ART 144 - Modern Art History: D (5)
- ART 150 - Health and Safety in the Visual Arts (1)
- ART 160 - Portfolio (1)
- ART 161 - Exhibition (1)

### B. Art Electives (12 cr.)

- ART 181 - Photography I (4)
- ART 182 - Photography II (1-4)
- ART 201 - Painting I (4)
- ART 202 - Painting II (4)
- ART 241 - Ceramics I (1-4)
- ART 242 - Ceramics II (1-4)
- ART 261 - Printmaking I (1-4)
- ART 262 - Printmaking II (4)

## 8. 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. A maximum of 5 credits in gray area electives allowed.

## 9. Other Recommended Courses

- CMST& 220 - Public Speaking (5)

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## Associate in Arts General Studies

## General Studies SOCNAV, AA

### 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. First Quarter Experience (2 cr.)

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

- ENGL& 101 - English Composition I (5)
- ENGL& 102 - Composition II (5)



- ENGL 103 - Advanced Composition (5) or
- ENGL& 235 - Technical Writing (5)
- CMST& 210 - Interpersonal Communication: D (5)
- CMST& 220 - Public Speaking (5) or
- CMST& 230 - Small Group Communication: D (1-5)

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

At least two courses must be activities

### 4. Mathematics (5 cr.)

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

### 5. 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, ENVC 202 or 245, Geology, Mathematics (100-level or above), Natural Science, Nutrition, Oceanography, Physics, Technology (any Associate in Technical Arts core course).

### 6. 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, EDUC& 122, EDUC& 202, Ethnic Studies, Geography, History, International Students IS 201, IS 202, Political Science, Psychology, SOSC 110, SOSC 190, and Sociology.

### 7. Humanities (15 cr.)

Select no more than 10 credits from one department including Art, Communication Studies CMST& 102, CMST 105, CMST 141, CMST 201, CMST 205, CMST& 220, Drama, English, Ethnic Studies 210, Humanities, Music, Philosophy, and World Languages (one course maximum from first-year 121-123).

### 8. Electives (20 cr.)

Select 20 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, BUS 212; Business Management; College Success Skills; Composites Technology; Computer Information Systems; Communication Studies 125; Criminal Justice: except CJ& 101, CJ& 105, CJ& 110, CJ 111; Culinary Arts & Hospitality Management; Dental Assistant; Diesel Power Technology; Early Childhood Education: except ECED& 105; Education Paraprofessional: except EDUC& 115, EDUC& 122, EDUC& 202, EDUC 246; Electronics Technology; English 170; Environmental Conservation: except ENVC 165, ENVC 202; 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; AHE (Medical Assistant); Office Administration & Accounting Technologies; Physical Education (maximum of six credits in addition to 3-credit PE degree requirement); Political Science 131, POLS 132; Reading; Social Science 113, SOSC 125, SOSC 131, SOSC 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.

## General Studies, AA

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 Direct Transfer Agreement (DTA) 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 college-level 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. First Quarter Experience (2 cr.)

- CSS 103 - First Quarter Experience (2)

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

- ENGL& 101 - English Composition I (5)  
**Choose one:**
- CMST& 210 - Interpersonal Communication: D (5)
- CMST& 220 - Public Speaking (5)
- CMST& 230 - Small Group Communication: D (1-5)
- AESL 105 - Communication Skills (5)  
**Choose second course in English**
- ENGL& 102 - Composition II (5)
- ENGL 170 - Professional and Technical Communication (3)
- ENGL& 235 - Technical Writing (5)
- CMST 125 - Professional Communication: D (3)
- CMST& 210 - Interpersonal Communication: D (5)
- CMST& 220 - Public Speaking (5)
- CMST& 230 - Small Group Communication: D (1-5)
- AESL 105 - Communication Skills (5)

## 3. Physical Education (3 cr.)

Two credits must be activities.

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

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

## 5. Social Sciences (15 cr.)

Maximum of 10 credits from one department: Accounting, Anthropology, Business Administration, Computer Science 101, Criminal Justice &101, CJ& 105, CJ& 110, CJ 111, CJ& 106, Early Childhood Education &100, ECED& 105, Economics, EDUC& 115 , EDUC& 122, EDUC& 202, Ethnic Studies 100, ETHNC 111, Geography, History, International Studies, Political Science, Psychology, Social Science and Sociology.

## 6. Humanities (15 cr.)

Maximum of 10 credits from one department: Art, Communication Studies 102, CMST 105, CMST 141, CMST 201, CMST 205, Drama, English &112, ENGL& 113, ENGL 115, ENGL 120, ENGL 202, ENGL& 220, ENGL& 236, ENGL 239, ENGL 250, ENGL& 254, ENGL 283, Humanities, Music, Philosophy, and World Languages

## 7. Electives (25-29 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.

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## Associate in Technical Arts

## Technical Arts, ATA

### 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. First Quarter Experience (2 cr.)

- CSS 103 - First Quarter Experience (2)

### 2. Communication Skills (3-5 cr.)

- English 101 or 170, or another specific communication course as designated by the Professional/Technical department chair.
- 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.

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

- Professional Technical Applied Math (WMATH 100) (5 cr.). Alternate courses of an equal or higher number may be substituted in some majors.

### 4. 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)

### 5. Human Relations Skills (3-5 cr.)

- Communication Studies 125, CMST& 210, or CMST& 220, or another specific course designated by the Professional/Technical department chair.

### 6. 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.

### 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.

# Areas of Study

The following Chapter is in A-Z order, by program name

# Academic English as a Second Language

## Program Description

The AESL Program is located on the Mount Vernon Campus and is comprised of intensive and semi-intensive classes. Classes are credit-bearing, with each level of instruction providing between 10 and 20 credit hours per week, depending on placement. Mid-quarter entry is available for international students entering the intensive level offerings; otherwise, AESL courses follow the college quarterly schedule. Our focus includes teaching Academic English as a Second Language (AESL), developing intercultural awareness, personal growth, and successful study skills. The program provides a warm and friendly environment where students can readily find support from instructors, tutors, staff and fellow students. Faculty members facilitate learning, mentor students and provide meaningful opportunities to learn and practice English. The program also hosts the AESL Tutoring Center, for all international students and all AESL students needing assistance with their coursework. AESL program offerings are designed for students whose first language is not English and are labeled AESL 050 through AESL 105.

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## Accounting

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 the Microcomputer Accounting Certificate or Payroll Accounting Certificate. Both the ATA degree and the certificates 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.

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## Administration of Justice

See Criminal Justice for program details and course Information.

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## Agriculture

See Environmental Sustainable Agriculture Education for program details and course information.

### Related Degrees Options

Environmental Sustainable Agriculture Education, AAS-T (pg 76)

Environmental Conservation, BASEC (pg 60)

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## Allied Health Education

### Program Description

The Allied Health Education (AHE) designation includes all courses required for certificates offered in Medical Assistant, Medical Billing and Coding Specialist, 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 in the healthcare field. The aging population, new medical technologies, and changes in the way health care is, and will be delivered 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 not all health careers involve working directly with patients, every health professional plays an important role on the healthcare team. 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 at Enrollment Services or online at [www.skagit.edu/getstarted](http://www.skagit.edu/getstarted) to be admitted to Skagit Valley College and receive a student ID (SID). Attend an information session and fill out an Allied Health Education program application (see the Allied Health Education web page for dates: [www.skagit.edu/alliedhealth](http://www.skagit.edu/alliedhealth)). Admission and registration guidelines are listed in the catalog and on the college website. Some Allied Health Education programs can be completed on a part-time basis. Students must enter some programs only during certain quarters and follow the suggested schedule of courses to complete required course work. Some Allied Health Education programs have prerequisite courses that must be completed prior to entering.

Registration for Medical Assistant cohort entries takes place in the fall and winter quarters, and requires meeting with an Allied Health Education faculty advisor. Some key courses are offered only during specific quarters of the year. Students are required to contact the Allied Health faculty advisors for help preparing their course schedules, as well as fill out the Allied Health Education program application.

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, please visit [www.skagit.edu/alliedhealth](http://www.skagit.edu/alliedhealth).

## 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). Medical Assistant students will complete an additional drug screening immediately prior to entering clinical practicum. Students should be aware that certain gross misdemeanors and felonies may disqualify them from participating in clinical externships and prevent them from completing 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, 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. This ATA degree requires 7 quarters of full-time attendance to complete the program of study. The certificate option also requires 7 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 certificate requires four to five quarters of full-time attendance to complete the program of study, and has 18-20 credits of prerequisite course requirements prior to fall entry.

**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 certificate requires four to five quarters of full-time attendance to complete the program of study, and has 15 credits of prerequisite course requirements prior to fall entry.

Please note that specific duties of the Medical Assistant, Medical Billing and Coding Specialist, and Pharmacy Technician, may vary between medical settings depending on the facility's specialty, size and location. See Dental Assistant and Veterinary Assistant sections 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 ([www.caahep.org](http://www.caahep.org)) upon the recommendation of Medical Assistant Education Review Board (MAERB). The address is Commission on Accreditation of Allied Health Education Programs (CAAHEP), 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763; the phone number is (727) 210-2350 ([www.caahep.org](http://www.caahep.org)).

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 Professional Coder (CPC) exam. The CPC credential is one of the American Academy of Professional Coder's (AAPC) national certification examinations for healthcare school graduates to demonstrate proficiency across a wide range of outpatient services using all codes sets (CPT, ICD-10-CM, and HCPCS). The address of the certifying organization is, AAPC 2233 S Presidents Drive, Suite F, Salt Lake City, UT 84120.

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. Students completing the Pharmacy Technician program will be able to sit for the national Pharmacy Technician Certification exam.

## Work-Based Learning

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

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

- Negative TB test or chest X-ray
- Tetanus/diphtheria vaccination within last 10 years
- MMR (measles/mumps/rubella) vaccination or positive titer (if born before 1957, this requirement does not apply, according to CDC recommendations and guidelines)
- Hepatitis B vaccination series. (All 3 doses)
- Current annual seasonal influenza immunization
- Current Healthcare Provider CPR and First Aid certificates
- Certificate of attendance at a 7-hour AIDS Prevention Seminar
- Medical Assistant students must present evidence of having current private medical insurance and must purchase professional liability insurance from the college before they will be placed into a practicum experience
- Any other requirements of a specific certificate or practicum site may apply.

## 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. Prior students who have not attended school for two or more quarters must meet with the department chair before continuing in the program. Selected courses may need to be repeated before a student will be placed in a clinical practicum. Students who have not attended for four quarters prior to practicum placement may be required to retake clinical, core program, and/or science courses that have regularly updated curriculum. AHE 199 may be used in place of required/repeated coursework at the Department Chair and/or Program Director's discretion. Students will be assessed based on past performance, current performance and experience, and then given an individualized remediation plan of courses to become practicum eligible. Practicum placement may be delayed due to full cohorts; students reentering may plan on being placed into the next available open practicum cohort group.

## 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.

## Program Certificates and Cohort Entry

Students must submit a completed application to the Allied Health department for entry into any Allied Health courses, or program cohort; pharmacy technician has an additional application for entry into the program which is submitted after prerequisites are completed. Students will meet with Allied Health faculty for course sequence planning.

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.

## Allied Health Education Degrees and Courses

### Associate in Technical Arts

### Medical Assistant, ATA

### Suggested Schedule

(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. Sample only, not for academic planning purposes. Students must submit a completed application to the Allied Health Education department for entry into Allied Health courses, or any program cohort.

A **Medical Assistant certificate** is awarded to students who complete the 90 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.

## First Year

### Fall

- AHE 101 - Healthcare Interactions: D (3)
- ~ AHE 102 - Basic Medical Terminology (5)
- ∞ CSS 103 - First Quarter Experience (2)
- † ENGL& 101 - English Composition I (5)

Total Hours: 15

### Winter

- AHE 103 - Law, Ethics, and Professionalism in Healthcare (5)
- OFTEC 162 - Microsoft Office Basics (3)
- † WMATH 100 - Professional Technical Applied Math (5)

Total Hours: 13

### Spring

- AHE 105 - Electronic Medical Documents and Administrative Procedures (6)
- ° AHE 106 - Anatomy & Physiology (6)
- AHE 200 - First Aid and Emergency Procedures (3)

Total Hours: 15

## Second Year

### Fall

- AHE 109 - Medical Disease & Pathology (4)
- AHE 110 - Introduction to Medical Coding and Insurance (5)
- AHE 118 - Drug Dosage Calculations (2)
- CMST& 210 - Interpersonal Communication: D (5)

Total Hours: 16

### Winter

- AHE 112 - Basic Pharmacology (5)
- AHE 113 - Introduction to Phlebotomy (3)
- AHE 114 - Microbiology/Medical Lab Procedures (5)

Total Hours: 13

### Spring

- AHE 107 - Clinical Non-Sterile Procedures (6)
- AHE 108 - Clinical Sterile Procedures (6)
- AHE 115 - Injection Therapy (4)

Total Hours: 16

### Summer

- AHE 116 - Medical Assistant Clinical Practicum (6)
- AHE 117 - Medical Assistant Clinical Practicum Seminar (1)

Total Hours: 7

## Note:

† 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 CSS 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 BIOL& 241 and 242 with a minimum C grade.

## Allied Health Education Certificates

### Medical Assistant Certificate

Fall and Winter Entry (90 Credits)

#### Required Courses:

- AHE 101 - Healthcare Interactions: D (3)
- AHE 102 - Basic Medical Terminology (5) *or*
- AHE 160 - Medical Dialogue I (3)
- and*
- AHE 161 - Medical Dialogue II (3)
- AHE 103 - Law, Ethics, and Professionalism in Healthcare (5)
- AHE 105 - Electronic Medical Documents and Administrative Procedures (6)
- AHE 106 - Anatomy & Physiology (6)

- AHE 107 - Clinical Non-Sterile Procedures (6)
- AHE 108 - Clinical Sterile Procedures (6)
- AHE 109 - Medical Disease & Pathology (4)
- AHE 110 - Introduction to Medical Coding and Insurance (5)
- AHE 112 - Basic Pharmacology (5)
- AHE 113 - Introduction to Phlebotomy (3)
- AHE 114 - Microbiology/Medical Lab Procedures (5)
- AHE 115 - Injection Therapy (4)
- AHE 116 - Medical Assistant Clinical Practicum (6)
- AHE 117 - Medical Assistant Clinical Practicum Seminar (1)
- AHE 118 - Drug Dosage Calculations (2)
- AHE 200 - First Aid and Emergency Procedures (3)
- CSS 103 - First Quarter Experience (2)
- ENGL& 101 - English Composition I (5)
- OFTEC 162 - Microsoft Office Basics (3)
- WMATH 100 - Professional Technical Applied Math (5)

## Medical Billing and Coding Specialist Certificate

**Fall Entry Only**  
(72-76 credits)

Students wishing to enter the Medical Billing and Coding Specialist 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 admitted to the program each Fall quarter on a first-come, first-served basis. See the Medical Billing and Coding Specialist web page for application and further details.

### Prerequisite courses:

- AHE 102 - Basic Medical Terminology (5)  
*or*
- AHE 160 - Medical Dialogue I (3) *and*
- AHE 161 - Medical Dialogue II (3)
- CSS 103 - First Quarter Experience (2)
- ENGL 170 - Professional and Technical Communication (3)  
*or*
- ENGL& 101 - English Composition I (5)
- OFTEC 162 - Microsoft Office Basics (3)
- WMATH 100 - Professional Technical Applied Math (5)

### Required Courses:

- AHE 101 - Healthcare Interactions: D (3)
- AHE 102 - Basic Medical Terminology (5)  
*or*
- AHE 160 - Medical Dialogue I (3) *and*
- AHE 161 - Medical Dialogue II (3)
- AHE 103 - Law, Ethics, and Professionalism in Healthcare (5)
- AHE 105 - Electronic Medical Documents and Administrative Procedures (6)
- AHE 106 - Anatomy & Physiology (6)
- AHE 109 - Medical Disease & Pathology (4)
- AHE 110 - Introduction to Medical Coding and Insurance (5)
- AHE 112 - Basic Pharmacology (5)
- AHE 118 - Drug Dosage Calculations (2)
- AHE 122 - Ambulatory Care Coding Procedures (5)
- AHE 123 - Hospital Care Coding Procedures (5)
- AHE 200 - First Aid and Emergency Procedures (3)
- \* CMST 125 - Professional Communication: D (3)
- CSS 103 - First Quarter Experience (2)
- \* ENGL 170 - Professional and Technical Communication (3)

- OFTEC 162 - Microsoft Office Basics (3)
- WMATH 100 - Professional Technical Applied Math (5)

**Note:**

\*Students are encouraged to take ENGL& 101 and CMST& 210 if possible; both are transferable courses.

## Pharmacy Technician Certificate

### Fall Entry Only

(67 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 Pharmacy Technician web page for application and further details.

### Prerequisite courses:

- AHE 102 - Basic Medical Terminology (5)  
*or*
- AHE 160 - Medical Dialogue I (3) *and*
- AHE 161 - Medical Dialogue II (3)
- AHE 112 - Basic Pharmacology (5)
- WMATH 100 - Professional Technical Applied Math (5)

### Required Courses:

- AHE 101 - Healthcare Interactions: D (3)
- AHE 102 - Basic Medical Terminology (5)  
*or*
- AHE 160 - Medical Dialogue I (3) *and*
- AHE 161 - Medical Dialogue II (3)
- AHE 106 - Anatomy & Physiology (6)  
*or*
- BIOL& 241 - Human Anatomy and Physiology I (5) *and*
- BIOL& 242 - Human A & P II (5)
- AHE 112 - Basic Pharmacology (5)
- AHE 118 - Drug Dosage Calculations (2)
- AHE 130 - Orientation to Pharmacy Practice (4)
- AHE 131 - Pharmacy Technician Terminology (3)
- AHE 132 - Applied Pharmacology (5)
- AHE 133 - Pharmacy Records Management (4)
- AHE 134 - Over-the-Counter (OTC) Drugs (2)
- AHE 135 - Community & Hospital Drug Dispensing/Management (4)
- AHE 136 - Community Clinical Experience/Pharmacy Technician (3)
- AHE 137 - Hospital Clinical Experience/Pharmacy Technician (3)
- AHE 138 - Pharmacy Technician Clinical Experience Seminar (1)
- AHE 200 - First Aid and Emergency Procedures (3)
- ENGL 170 - Professional and Technical Communication (3)
- OFTEC 162 - Microsoft Office Basics (3)
- SOSC 113 - Job Search (1)
- SOSC 125 - Employer/Employee Roles & Perspectives (2)
- WMATH 100 - Professional Technical Applied Math (5)

### Suggested Schedule

Prerequisites to entering this program are AHE 102 (or ~AHE 160 and AHE 161), AHE 112, and †WMATH 100. Courses must be taken in sequence.

## First Year

### Fall

- AHE 130 - Orientation to Pharmacy Practice (4)
- AHE 131 - Pharmacy Technician Terminology (3)
- AHE 101 - Healthcare Interactions: D (3)
- AHE 118 - Drug Dosage Calculations (2)
- OFTEC 162 - Microsoft Office Basics (3)

Total Hours: 15

### Winter

- AHE 132 - Applied Pharmacology (5)
- AHE 133 - Pharmacy Records Management (4)
- ° AHE 106 - Anatomy & Physiology (6)
- AHE 200 - First Aid and Emergency Procedures (3)

Total Hours: 18

### Spring

- AHE 134 - Over-the-Counter (OTC) Drugs (2)
- AHE 135 - Community & Hospital Drug Dispensing/Management (4)
- † ENGL 170 - Professional and Technical Communication (3)
- SOSC 113 - Job Search (1)
- SOSC 125 - Employer/Employee Roles & Perspectives (2)

Total Hours: 12

## Second Year

### Summer

- AHE 136 - Community Clinical Experience/Pharmacy Technician (3)
- AHE 137 - Hospital Clinical Experience/Pharmacy Technician (3)
- AHE 138 - Pharmacy Technician Clinical Experience Seminar (1)

Total Hours: 7

### Note:

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

° or BIOL& 241 and BIOL& 242 with a minimum C grade.

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## American Sign Language

### Program Description

American Sign Language courses, offered through the World Languages Department, are offered in a continuous, two-year program with courses that range from beginning to high intermediate levels. The courses are aimed at enabling students to gain proficiency in comprehension, speaking, reading, writing and cultural competence. These courses are transferable and meet humanities distribution, and/or elective requirements, depending on the specific degree sought or intended major. (Please note: the offering of these courses is subject to instructor availability and student interest and demand.)

### Related Degree Options

Arts Direct Transfer Agreement, AA-DTA

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## Anthropology

### 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.

### Related Degree Options

## Apprentice Programs

Apprenticeships combine classroom studies with on-the-job training supervised by a journey-level craft person or trade professional. Skagit Valley College is a member of RACC (Registered Apprenticeship-College Consortium), a network of colleges and registered apprenticeship programs working together to provide college-to-career opportunities. A list of RACC members is posted on the U.S. Department of Labor, Office of Apprenticeship website, [www.doleta.gov/OA/racc.cfm](http://www.doleta.gov/OA/racc.cfm).

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## 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.

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## Astronomy

Course descriptions are listed under Earth Sciences

### 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) or Eastern Washington (NASC 161).

### Related Degrees Options

Science Transfer AS-T

Arts Direct Transfer Agreement, AA-DTA

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## Automotive Technology

### Program Description

The Automotive Technology (AT) holds a master certification from the National Automotive Technician's Education Foundation (NATEF). 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 the automotive industry. The program's NATEF accreditation provides students with instructors and a facility that meets national standards. These standards assist graduates in acquiring excellent 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 brake and suspension systems, electronic/electrical systems, automatic and manual transmissions, heating and air conditioning, engines, drivability, 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.
- Demonstrate professional conduct as an individual and as a member of a group in a workplace environment.
- Demonstrate the ability to correctly diagnose and perform quality repairs on each of the vehicle's mechanical and electrical systems.
- Develop entry-level skills and knowledge for employment in the automotive industry.
- Develop the knowledge and skills necessary to earn ASE certification in the eight specialty areas of Automobile Technician.

## Entry into the Program

Program entry begins with an application through Enrollment Services. 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 Academic Information 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.

## 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.

## 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 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

Students who are not pursuing an ATA degree may earn a certificate focusing on specific skills within the Automotive Technology program.

# Automotive Technology Degrees and Courses

## Associate in Technical Arts

## Automotive Technology, ATA

### Suggested Schedule

Includes required ATA courses. First year students start Fall quarter by enrolling in AT 100, AT 121, AT 122 and AT 124. CSS 103 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

- ^ AT 100 - Automotive Fundamentals (3)
- AT 121 - Automotive Electrical I (7)
- AT 122 - Computer Basics (1)
- AT 124 - Brake Systems (8)

#### Second Year

##### Fall

- ~ AT 104 - Automotive Service Writer (2)
- AT 205 - Engines (8)
- AT 207 - Automotive Heating and Air Conditioning (7)

- CSS 103 - First Quarter Experience (2)

Total Hours: 21

#### Winter

- AT 131 - Suspension, Steering and Alignment (7)
- AT 133 - Chassis Electrical II (8)
- † ENGL& 101 - English Composition I (5)

Total Hours: 20

#### Spring

- AT 141 - Transmissions & Drivetrains (12)
- † WMATH 100 - Professional Technical Applied Math (5)
- WT 133 - Oxy-Fuel Processes for Mechanics (2)

Total Hours: 19

- WT 231 - Gas Metal Arc Welding for Mechanics (2)

Total Hours: 19

#### Winter

- ‡ AT 199 - Cooperative Education Experience (1-15)
- AT 210 - Drivability I (7)
- AT 212 - Drivability II (8)
- Δ PE 200 - First Aid, Safety, and CPR (2)

Total Hours: 18

#### Spring

- ~ AT 105 - Automotive Parts Specialist (2)
- AT 215 - Alternative Fuels and Power Technologies (6)
- AT 220 - Professional Lab Techniques (6) or
- AT 225 - Engine Machining I (6)
- CMST& 210 - Interpersonal Communication: D (5)

Total Hours: 19

#### Note:

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

^ or AT 107. AT 100 is offered Fall and Spring quarters only.

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

Δ No other course(s) can substitute for PE 200 for automotive students. A valid CPR/First Aid certification from an approved provider is accepted.

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

## Automotive Technology Certificates

### Automotive Electronics and Diagnostics Specialist Certificate

(50 Credits)

#### Required Courses:

- AT 100 - Automotive Fundamentals (3)
- AT 121 - Automotive Electrical I (7)
- AT 122 - Computer Basics (1)
- AT 133 - Chassis Electrical II (8)
- AT 210 - Drivability I (7)
- AT 212 - Drivability II (8)
- AT 215 - Alternative Fuels and Power Technologies (6)
- AT 199 - Cooperative Education Experience (1-15)
- CSS 103 - First Quarter Experience (2)
- WMATH 100 - Professional Technical Applied Math (5)

### Automotive Parts Specialist Certificate

26 credits

#### Required Courses:

- AT 100 - Automotive Fundamentals (3)
- AT 105 - Automotive Parts Specialist (2) (OFTEC 099 or proficiency test is a prerequisite)
- AT 199 - Cooperative Education Experience (1-15)

- CSS 103 - First Quarter Experience (2)
- CMST 125 - Professional Communication: D (3)
- ENGL 170 - Professional and Technical Communication (3)
- WMATH 100 - Professional Technical Applied Math (5)
- PE 200 - First Aid, Safety, and CPR (2)
- SOSC 113 - Job Search (1)

## Automotive Service Advisor Certificate

26 credits

### Required Courses:

- AT 100 - Automotive Fundamentals (3)
- AT 104 - Automotive Service Writer (2) (OFTEC 099 or proficiency test is a prerequisite)
- AT 199 - Cooperative Education Experience (1-15)
- CSS 103 - First Quarter Experience (2)
- CMST 125 - Professional Communication: D (3)
- ENGL 170 - Professional and Technical Communication (3)
- WMATH 100 - Professional Technical Applied Math (5)
- PE 200 - First Aid, Safety, and CPR (2)
- SOSC 113 - Job Search (1)

## Automotive Technology Individual Technical Certificate

### Certificate Requirements

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

## Automotive Undercar Specialist Certificate

### Required Courses

- AT 199 - Cooperative Education Experience (1-15)
- AT 100 - Automotive Fundamentals (3)
- AT 122 - Computer Basics (1)
- AT 124 - Brake Systems (8)
- AT 131 - Suspension, Steering and Alignment (7)
- CSS 103 - First Quarter Experience (2)

## Engine Machinist I Micro-Certificate

17 credits

### Required Courses:

- AT 199 - Cooperative Education Experience (1-15) (1)
- AT 205 - Engines (8)
- AT 225 - Engine Machining I (6)
- CSS 103 - First Quarter Experience (2)



# Transmission Specialist Certificate

28 credits

## Required Courses:

- CSS 103 - First Quarter Experience (2)
  - AT 100 - Automotive Fundamentals (3)
  - AT 122 - Computer Basics (1)
  - AT 133 - Chassis Electrical II (8)
  - AT 141 - Transmissions & Drivetrains (12)
  - AT 199 - Cooperative Education Experience (1-15)
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## Basic Education for Adults

Basic Education for Adults (BEDA) provides the opportunity for adult learners to develop academic skills and knowledge in English speaking, reading, writing, math and college and career readiness skills needed for high school equivalency; transition to college certificate and degree programs; and /or employment. BEDA programs include **English Language Acquisition (ELA)**; the **HS21+ Adult High School Diploma**; and **College and Career Bridge (CCB)** including *On Ramp*, *College and Workforce Prep Academy (CWPA)*, and *IBEST*. Tuition for BEDA 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.

## College Career Bridge (CCB)

### Program Description

College and Career Bridge (CCB) provides instruction in reading, writing, math, and college and career readiness in a supportive student-centered environment. On Ramp; College and Workforce Prep Academy (CWPA); and I-BEST Academic Skills classes prepare students for transition to college certificate or degree programs. CCB classes are also available to students pursuing a HS21+ Adult High School Diploma, or GED® high school equivalency. 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 a CCB 010 orientation class or arrange for CASAS placement testing and educational advising.

### Course Descriptions

- CCB 010 - CCB Orientation (1-3)
- CCB 011 - I-BEST Orientation (1-5)
- CCB 020 - CCB Special Topics (1-10)
- CCB 022 - CCB General Instruction (1-10)
- CCB 024 - CCB Computer Basics (1-10)
- CCB 025 - CCB Digital Literacy (1-5)
- CCB 031 - CCB Literacy and Math I (1-16)
- CCB 032 - CCB Literacy and Math II (1-16)
- CCB 033 - CCB Literacy and Math III (1-16)
- CCB 041 - CCB Basic Math (1-10)
- CCB 042 - CCB Pre-Algebra (1-10)
- CCB 043 - CCB Beginning Algebra (1-10)
- CCB 050 - College Prep Seminar (1-3)
- CCB 051 - Academic Skills Lab (1-5)
- CCB 052 - CCB On Ramp (1-15)
- CCB 054 - College and Workforce Prep Academy (1-16)
- CCB 056 - I-BEST Academic Skills (1-10)
- CCB 060 - College and Career Bridge GED Prep (1-16)
- CCB 070 - Adult Secondary Education/Spanish GED (1-10)

## English Language Acquisition (ELA)

### Program Description

English Language Acquisition (ELA) provides English language instruction in speaking, listening, reading, writing, math, and college and career readiness skills in preparation for transition to College and Career Bridge; High School Completion; college 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 ELA 010 orientation class for CASAS placement testing and educational advising.

## Course Descriptions

- ELA 010 - ELA Orientation **(1-8)**
- ELA 011 - ELA Level 1 (Beginning ELA Literacy) **(1-20)**
- ELA 012 - ELA Level 2 (Beginning ELA) **(1-20)**
- ELA 013 - ELA Level 3 (Low Intermediate ELA) **(1-20)**
- ELA 014 - ELA Level 4 (High Intermediate ESL) **(1-15)**
- ELA 015 - ELA Level 5 (Low Advanced ESL) **(1-15)**
- ELA 020 - English for Special Purposes **(1-10)**
- ELA 021 - ELA General Instruction I **(1-16)**
- ELA 022 - ELA General Instruction II **(1-16)**
- ELA 023 - ELA General Instruction III **(1-16)**
- ELA 024 - ELA Computer Basics **(1-5)**
- ELA 025 - ELA DIGITAL LITERACY **(1-5)**
- ELA 052 - ELA On Ramp **(1-10)**
- ELA 061 - Beginning Academic ESL - Reading & Writing **(9)**
- ELA 062 - Beginning Academic ESL - Speaking & Listening **(9)**
- ELA 063 - Intermediate Academic ESL - Reading & Writing **(9)**
- ELA 064 - Intermediate Academic ESL - Speaking & Listening **(9)**
- ELA 065 - High Intermediate Academic ESL - Reading & Writing **(9)**
- ELA 066 - High Intermediate Academic ESL - Speaking & Listening **(9)**
- ELA 067 - Grammar/Composition I **(5)**
- ELA 068 - Grammar/Composition II **(5)**

## 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 high school diploma and who meet requirements for BEdA participation. Persons with a GED® may pursue a HS21+ Diploma. Demonstration 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. New students should enroll in CCB 010 Orientation for assessment and placement. Tuition for the HS21+ program is \$25 per quarter. A tuition waiver based on income is available for those who qualify.

### Course Descriptions

- HSC 010 - HS21+ Portfolio **(1-10)**
- HSC 015 - HS21+ Portfolio II **(1-10)**
- HSC 020 - HS21+ Academic Skills Lab **(1-5)**
- HSC 030 - HS21+ English **(1-10)**
- HSC 040 - HS21+ Mathematics **(1-10)**
- HSC 050 - HS21+ Fine Arts **(1-10)**
- HSC 060 - HS21+ Social Studies **(1-10)**
- HSC 065 - HS21+ US History and Government **(1-10)**
- HSC 070 - HS21+ Science **(1-10)**
- HSC 075 - HS21+ Science with lab **(1-10)**
- HSC 080 - HS21+ Physical Education **(1-5)**
- HSC 082 - HS21+ Occupational Education **(1-10)**

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## Biology

See Biology Direct Transfer Agreement, DTA/MRP (pg 62)

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## **Business Administration**

# **Business Administration & Business Management**

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 general SVC advisor 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 MRP/DTA degree. Associate in Business degree requirements are listed in the Chapter Six and on the SVC website. <http://www.skagit.edu/news.asp?pagenumber=3539>
- Students considering transferring outside of Washington State 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.
- Students who are not planning to transfer to a university can complete the Associate of Arts General Studies degree with a core of business related classes. Students should see a Business program advisor for assistance in program planning. Associate of Arts General Studies degree requirements are listed in Chapter Six and on the SVC website. <http://www.skagit.edu/news.asp?pagenumber=2874>
- Students desiring a two-year career degree in business 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 program advisor. Associate of Technical Arts degree requirements are listed in Chapter Six and on the SVC website. <http://www.skagit.edu/directory.asp?pagenumber=198>

Four quarter 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.

### **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 and at or above college-level math. 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.

### **Associate In Arts - DTA / Major Ready Program (MRP)**

See Business Direct Transfer Agreement, DTA/MRP (pg 64)

## **Business Management**

# **Business Administration & Business Management**

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 general SVC advisor 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 MRP/DTA degree. Associate in Business degree requirements are listed in the Chapter Six and on the SVC website. <http://www.skagit.edu/news.asp?pagenumber=3539>
- Students considering transferring outside of Washington State 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.
- Students who are not planning to transfer to a university can complete the Associate of Arts General Studies degree with a core of business related classes. Students should see a Business program advisor for assistance in program planning. Associate of Arts General Studies degree requirements are listed in Chapter Six and on the SVC website. <http://www.skagit.edu/news.asp?pagenumber=2874>
- Students desiring a two-year career degree in business 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 program advisor. Associate of Technical Arts degree requirements are listed in Chapter Six and on the SVC website. <http://www.skagit.edu/directory.asp?pagenumber=198>

Four quarter 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.

## 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, 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 four quarter certificate in 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 hybrid (some classroom and some online) or totally online via the Skagit Valley College E-learning system.

## 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, 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 at Enrollment Services. 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 a Business advisor for an individual schedule for the ATA Business Management degree. For more information, contact the SVC Business advisor or SVC counseling.

## Tech Prep

Please see Academic Information for information regarding Tech Prep.

## Work-Based Learning

Students will integrate classroom learning with an internship (BMT 199 - Internship / Cooperative Education) at a supervised work site. Credits and grades are based on job hours worked, work performance, and completion of learning objectives specified in the learning contract. Learn more about Cooperative Education at SVC.

## 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.

## University Transfer

Students who want to transfer to a four-year university with a Business Administration degree should work closely with an advisor.

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.

## 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 to students who complete all courses with a 2.0 grade point average or above.

## ***Business Management Degrees and Courses***

### **Associate in Technical Arts**

# **Business Management, ATA**

## **Degree Requirements**

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.

### **1. First Quarter Experience**

- CSS 103 - First Quarter Experience (2)

### **2. Accounting (15 credits required)**

- ACCT& 201 - Prin of Accounting I (5)
- ACCT& 202 - Prin of Accounting II (5)
- ACCT& 203 - Prin of Accounting III (5)

### **3. Business (50 credits required)**

- BUS& 101 - Intro to Business (5)
- BUS 112 - Personal Finance (5)
- BUS& 201 - Business Law (5)
- BUS 205 - Human Resources Management (5)
- BUS 240 - Fundamentals of Marketing (5)
- BUS 241 - Introduction to International Business (5)
- BMT 120 - Business Computers and Applications (5)
- BMT 122 - Social Media Marketing (5)
- BMT 180 - Leadership Development: D (5)
- BMT 280 - Entrepreneurship and Small Business Management (5)

### **4. Communication Skills (5 credits required)**

- ENGL& 101 - English Composition I (5)

### **5. Computational Skills (5 credits required)**

- BMT 111 - Business Math (5)
- MATH& 146 - Introduction to Stats (5)
- MATH& 148 - Business Calculus (5)

### **6. Economics (5 credits required)**

- ECON 101 - Introduction to Economics (5)
- ECON& 201 - Micro Economics (5)
- ECON& 202 - Macro Economics (5)

### **7. Human Relations (5 credits required)**

- CMST& 220 - Public Speaking (5)

### **8. Internship/Cooperative Education (1 credit required)**

- BMT 199 - Internship / Cooperative Education (1-15)

### **9. Physical Education (2 credits required)**

- PE ### - Activity (1)
- PE 100 - Wellness For Life (1)
- PE 200 - First Aid, Safety, and CPR (2)

**Total 90 Credits**

\*Summer quarter conditional on enrollment. Plan your Education sequence with your advisor.

# Operations Management, ATA

## Suggested Schedule

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

- \*\* CSS 103 - First Quarter Experience (2)
- BMT 180 - Leadership Development: D (5)
- MANF 103 - Introduction to Quality Assurance (3)
- MANF 110 - Introduction to Manufacturing (3)
- TECD 103 - Introduction to Computer-Aided Design (3)

Total Hours: 16

#### Winter

- MANF 115 - Intro to Computer Numeric Controlled (CNC) Operations (5)
- MANF 120 - Industrial Safety & CPR (3)
- MANF 122 - Material Science in Manufacturing (2)
- MANF 140 - Print Reading in Manufacturing (3)
- TECD 104 - Basic Computer-Aided Design (3)

Total Hours: 16

#### Spring

- MANF 125 - Precision Measurement and Tools (3)
- MANF 177 - Quality Control Metrics and Applications (5)
- TECD 105 - Computer-Aided Design III (4)
- ECON& 201 - Micro Economics (5)

Total Hours: 17

### Note:

\* Learning Community (5-10 credits) or 5 credits of General Education (natural sciences, social sciences, or humanities) from AA-DTA distribution. 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).

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

\*\* or CSS 104 or IBEST enrollment.

√ or CMST& 210.

### Second Year

#### Fall

- MANF 210 - Total Productive Maintenance (3)
- MANF 215 - Advanced Inspection (5)
- MANF 250 - Shop Supervision (5)
- † WMATH 100 - Professional Technical Applied Math (5)

Total Hours: 18

#### Winter

- BMT 220 - Supply Chain Management (5)
- CIS 150 - Project Management (5)
- √ CMST 125 - Professional Communication: D (3)
- † ENGL 170 - Professional and Technical Communication (3)
- SOSOC 113 - Job Search (1)

Total Hours: 17

#### Spring

- BMT 280 - Entrepreneurship and Small Business Management (5)
- ‡ MANF 199 - Internship Experience (1-15)
- LC/GE (5-10)
- MANF 256 - Operations Management (5)

Total Hours: 16+

## Business Management Certificates

### Business Management Individual Technical Certificate

#### Certificate Requirements

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

## Digital Media Marketing Certificate

(30 Credits)

### Requirements

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.

- BMT 122 - Social Media Marketing (5)
- BUS 240 - Fundamentals of Marketing (5)
- MIT 125 - Introduction to Interactive Multimedia (5)
- MIT 149 - Introduction to Web Page Design (5)
- MIT 260 - Search Engine Optimization (5)
- MIT 270 - CMS Fundamentals (5)

## Entrepreneurship Certificate

(60 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 111 - Business Math (5)
- BMT 120 - Business Computers and Applications (5)
- BMT 122 - Social Media Marketing (5)
- BMT 180 - Leadership Development: D (5)
- BMT 280 - Entrepreneurship and Small Business Management (5)
- ACCT& 201 - Prin of Accounting I (5)
- BUS& 101 - Intro to Business (5)
- BUS& 201 - Business Law (5)
- BUS 205 - Human Resources Management (5)
- BUS 240 - Fundamentals of Marketing (5)
- CMST& 220 - Public Speaking (5)
- ENGL& 101 - English Composition I (5)

## Entrepreneurship I Micro-Certificate

15 credits

### Required Courses:

- ACCT& 201 - Prin of Accounting I (5)
  - BMT 111 - Business Math (5)
  - BMT 120 - Business Computers and Applications (5)
  - BMT 122 - Social Media Marketing (5)
  - BMT 180 - Leadership Development: D (5)
  - BMT 280 - Entrepreneurship and Small Business Management (5)
  - BUS& 101 - Intro to Business (5)
  - BUS& 201 - Business Law (5)
  - BUS 240 - Fundamentals of Marketing (5)
  - CMST& 220 - Public Speaking (5)
  - ENGL& 101 - English Composition I (5)
-

# Chemistry

## 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, CHEM& 161, CHEM& 162, and CHEM& 163) and organic chemistry (CHEM& 131, CHEM& 241, CHEM& 242, and CHEM& 243) for students majoring in science, engineering, nursing, and environmental science. CHEM& 121 and CHEM& 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.

## Degrees Options

Science Transfer AS-T

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# Chinese

## Program Description

Chinese courses are offered in a continuous one-year program with courses that range from beginning to intermediate levels. The courses are aimed at enabling students to gain proficiency in comprehension, speaking, reading, writing and cultural competence. These courses are transferable and meet humanities distribution, and/or elective requirements, depending on the specific degree sought or intended major. (Please note: the offering of these courses is subject to instructor availability and student interest and demand.)

## Related Degree Options

Arts Direct Transfer Agreement, AA-DTA

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# College & Career Success Skills

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.

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# Communication Studies

## Program Description

Communication Studies supports students in developing effective academic, personal, and professional communication. Communication Studies courses may be used to meet communication skills, humanities distribution, and/or elective requirements, depending on the specific degree sought or intended major. For more information, contact the MV or WIC Communications departments or a counselor.

## Related Degree Options

Arts Direct Transfer Agreement, AA-DTA

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# 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, 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.

## **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.

## **Related Degree Options**

Manufacturing-Engineering Technician Emphasis, ATA

Manufacturing-Operations Management Emphasis, ATA

Marine Maintenance Technology-Marine Technician Emphasis, ATA

## **Composites Technology Certificates**

### **Advanced Composites Manufacturing Technician Certificate**

**31 Credits**

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 - Composites Construction and Repair (3)
- CMPST 123 - Composite Vacuum Infusion/Light RTM Process (5)
- CMPST 127 - Advanced Composites Construction and Repair (5)
- CMPST 220 - Composite Tooling (5)
- MT 102 - Marine Applied Mathematics (5)  
*or*
- WMATH 100 - Professional Technical Applied Math (5)
- MANF 120 - Industrial Safety & CPR (3)
- MANF 122 - Material Science in Manufacturing (2)
- MANF 125 - Precision Measurement and Tools (3)  
*or*
- MT 105 - Safety, Tools, and Fastenings (6)

## Suggested Schedules

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

- CMPST 121 - Composites Construction and Repair (3)
- CMPST 220 - Composite Tooling (5)
- MANF 125 - Precision Measurement and Tools (3)
- † ~ WMATH 100 - Professional Technical Applied Math (5)

Total Hours: 16

#### Winter

- CMPST 123 - Composite Vacuum Infusion/Light RTM Process (5)
- MANF 120 - Industrial Safety & CPR (3)
- MANF 122 - Material Science in Manufacturing (2)

Total Hours: 10

#### Spring

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

Total Hours: 5

### Note:

~ 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)

## Composites Repair Technician Micro-Certificate

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 - Composites Construction and Repair (3)
- CMPST 123 - Composite Vacuum Infusion/Light RTM Process (5)
- CMPST 127 - Advanced Composites Construction and Repair (5)

## Composites Wind Blade Repair Micro-Certificate

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 Courses

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

## Computer Information Systems

### 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 at Enrollment Services. 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 099 and MATH 097 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.

### 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.

## Computer Information Systems Degrees and Courses

### Associate in Technical Arts

## Computer Information Systems, ATA

### Suggested Schedule

This degree may be taken entirely online.

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

The suggested schedule below 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.

#### First Year

##### 1st Quarter

- CIS 104 - Windows Operating System In Depth (5)
- CIS 146 - Introduction to Microsoft Excel (3)
- CSS 103 - First Quarter Experience (2)
- † ENGL 170 - Professional and Technical Communication (3)

Total Hours: 13

##### 2nd Quarter

- CIS 105 - Introduction to Linux (5)
- † CIS 114 - Mathematics for Computer Specialists (5)
- CIS 147 - Introduction to Microsoft Access (3)
- ^ PE 200 - First Aid, Safety, and CPR (2)

Total Hours: 15

##### 3rd Quarter

- CIS 118 - Computer Hardware: Troubleshooting & Repair (5)
- CIS 241 - Database Design and SQL (5)
- CMST& 210 - Interpersonal Communication: D (5)
- SOSC 113 - Job Search (1)

Total Hours: 16

#### Second Year

##### 4th Quarter

- CIS 180 - Introduction to Windows PowerShell (5)
- ‡ CIS 199 - Cooperative Education (1-15) (2)
- CIS 221 - Computer Networking I (5)
- CIS 240 - Introduction to Programming (5)

Total Hours: 17

##### 5th Quarter

- ‡ CIS 199 - Cooperative Education (1-15) (2)
- CIS 222 - Computer Networking II (5)
- CIS 242 - Database Programming-VBA (5)
- BUS& 101 - Intro to Business (5)

Total Hours: 17

##### 6th Quarter

- ‡ CIS 199 - Cooperative Education (1-15) (2)
- CIS 223 - Computer Networking III (5)
- CIS 233 - Network Security (5)
- CIS 243 - Office Programming-VBA (5)

Total Hours: 17

### Note:

† 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.

^ 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.

## ***Computer Information Systems Certificates***

### **Computer Applications Support Technician Certificate**

#### **Certificate Requirements**

The student must maintain a 2.0 grade point average and complete the following:

- CIS 104 - Windows Operating System In Depth (5) or
- CIS 145 - Using Microsoft Windows (2) and
- CIS 146 - Introduction to Microsoft Excel (3)
- CIS 147 - Introduction to Microsoft Access (3)
- CIS 148 - The Internet (2)
- CIS 199 - Cooperative Education (1-15) (4 credits)
- CS 101 - Computers, Technology and Society (5)
- OFTEC 122 - MS Word I (3)
- OFTEC 132 - MS PowerPoint (4)
- OFTEC 204 - Microsoft Publisher (4)
- OFTEC 210 - Electronic Communications (3)
- SOSC 113 - Job Search (1)

### **Computer Information Systems Certificate**

60 credits

#### **Certificate Requirements**

Please consult with a CIS counselor regarding your CIS course choices. The student must maintain a 2.0 grade point average and complete 60 credits of the CIS program including:

- CIS 199 - Cooperative Education (1-15) (5)
- SOSC 113 - Job Search (1)

### **Computer Information Systems Individual Technical Certificate**

#### **Certificate Requirements**

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

### **Database/Programming Certificate**

(20 Credits)

#### **Certificate Requirements**

The student must maintain a 2.0 grade point average and complete the following:

- CIS 240 - Introduction to Programming (5)
- CIS 241 - Database Design and SQL (5)
- CIS 242 - Database Programming-VBA (5)
- CIS 243 - Office Programming-VBA (5)

### **Network Technician Certificate**

(54 Credits)

## Certificate Requirements

The student must maintain a 2.0 grade point average and complete the following:

- CIS 104 - Windows Operating System In Depth (5)
  - CIS 105 - Introduction to Linux (5)
  - CIS 114 - Mathematics for Computer Specialists (5)
  - CIS 118 - Computer Hardware: Troubleshooting & Repair (5)
  - CIS 146 - Introduction to Microsoft Excel (3)
  - CIS 180 - Introduction to Windows PowerShell (5)
  - CIS 199 - Cooperative Education (1-15) (5 credits)
  - CIS 221 - Computer Networking I (5)
  - CIS 222 - Computer Networking II (5)
  - CIS 223 - Computer Networking III (5)
  - CIS 233 - Network Security (5)
  - SOSC 113 - Job Search (1)
- 

# Computer Science

## 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 CS 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.

## Degrees Options

Science Transfer AS-T (pg 70)

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# Craft Brewing

## Program Description

The Craft Brewing (BRW) program provides an overview of the craft brewery 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 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 industry is expected to grow in Washington State as the industry moves away from "factory" breweries (Olympia, Rainier, etc.) to small craft breweries.

In response to the demand for condensed technical training programs in brewing science, Skagit Valley College has collaborated with regional craft brewing industry professionals to create a multi-disciplinary program that will provide education and training for those interested in working in this industry. The program provides an overview of the craft brewery 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. The program includes industry professionals in the classroom, industry tours and internship experiences at regional breweries.

This is an ideal program for those considering entry into the brewing industry, as well as those pursuing wider knowledge of the business in order to improve their skills and advance in their career goals. Students will gain a level of industry knowledge that will benefit them in any area of responsibility in the brewery, covering every topic critical to successful brewery operations.

## Program Learning Outcomes

Graduates of the Craft Brewing program will be able to:

- Show competency in understanding the history of alcohol fermentation and the brewing of beer spirits, and how this history relates to the legacy and future of brewing.
- Demonstrate the ability to utilize brew house facilities and brewing 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.
- 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 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 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 are brewers, 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 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

The Craft Brewing program only enrolls students Fall quarter. Please apply at Enrollment Services. This program has limited enrollment with students meeting the admission requirements admitted on a first-come, first-served basis.

## Admission Requirements

- 21 years or older to participate in this program.
- Successfully completed (or test into) a college 100 level or above Math course.

## Recommended "Prerequisite" Courses

While a degree is not required for this program, college-level work in the subject areas listed below is expected for student success. 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 • Food Science

**Engineering:** Mechanical Engineering • Process Control • Physics Materials Science • Manufacturing Technology

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

## Industry Certifications

Students who successfully complete the Craft Brewing certificate will be prepared to take both the beer industry's nationally recognized Level One Cicerone Certified Beer Server exam and 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.

## Craft Brewing (BRW) Certificate

(40 Credits)

The Craft Brewing 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. The program includes industry professionals in the classroom, industry tours and several internship experiences at local breweries. Students must maintain a 2.0 GPA or above in all required course work.

## Required Courses:

- BRW 101 - Culture of Craft Brewing (3)
- BRW 103 - Beverage Biochemistry (4)
- BRW 105 - Raw Materials (3)
- BRW 107 - Wort Production (3)
- BRW 110 - Brewery Operations (5)
- BRW 120 - Essentials of Quality Assurance/Quality Control (3)
- BRW 125 - Flavor Production and Control (2)

- BRW 128 - Industry Experience (1)
  - BRW 130 - Business of Craft Brew (4)
  - BRW 135 - Tradition and Innovation in Beer Styles (2)
  - BRW 160 - Brewery Lab I (1)
  - BRW 161 - Brewery Lab II (2)
  - BRW 198 - Brewery Capstone Project (1)
  - BRW 199 - Brewery Internship (5)
  - BIOL 150 – Microbiology and Chemistry Laboratory Techniques for Brewing (3)
- 

## Criminal Justice

### 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 co-sponsors 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 at Enrollment Services. 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 Enrollment Services.

### **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.

### **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-DTA 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 CJ 237.

### **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.

### **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.

### **Micro-Certificates**

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

## ***Criminal Justice Degrees and Courses***

### **Associate in Technical Arts**

### **Criminal Justice - Criminal Justice Emphasis, ATA**

#### **\*\*Suggested Schedule**

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

- CJ& 101 - Intro Criminal Justice (3)
- CJ 104 - Professional Development in Criminal Justice (2)
- CSS 103 - First Quarter Experience (2)
- † ENGL& 101 - English Composition I (5)
- PE 100 - Wellness For Life (1)
- √ CMST& 220 - Public Speaking (5)

Total Hours: 18

### Winter

- CJ 111 - Criminal Justice Procedures (3)
- CJ 114 - Policing in America (3)
- ° PE 200 - First Aid, Safety, and CPR (2)
- < SOC& 101 - Intro to Sociology: D (5)
- † WMATH 100 - Professional Technical Applied Math (5)

Total Hours: 18

### Spring

- ^ Elective (3)
- CJ& 110 - Criminal Law (3)
- CJ 170 - Criminal Justice Report Writing (3)
- CJ 199 - Cooperative Education Experience (1-15)
- CJ 204 - Constitutional Law Issues in Law Enforcement (5)
- PE 101 - Conditioning (1)

Total Hours: 16+

## Second Year

### Fall

- CJ& 105 - Intro to Corrections (3)
- CJ& 106 - Juvenile Justice (1-5)
- CJ 215 - Investigation Principles (5)
- ‡ CJ 113 - Criminal Justice Employment Strategies (2)
- ∞ PSYC& 100 - General Psychology (5)

Total Hours: 20

### Winter

- CJ& 112 - Criminology (5)
- CJ 218 - Highway Safety/Collision Investigation (4)
- ^ Elective (3)
- ^ Elective (3)

Total Hours: 15

### Spring

- CJ 115 - Police/Community Relations (3)
- @ CJ 125 - Public Safety Employer/Employee Relations (2)
- CJ 213 - Domestic Violence/Sexual Assault/Child Crimes (3)
- CJ 224 - Contemporary Issues in Criminal Justice (3)
- CJ 225 - Criminal Justice Internship (1-5) (5)

Total Hours: 16

## Note:

\* or any of the following: PE 102, PE 105, PE 106, PE 110, PE 111, PE 112, PE 113, PE 115, PE 117, PE 125, PE 129, PE 133, PE 135, PE 136, PE 138, PE 139, PE 144, PE 145, PE 148, PE 160, PE 162 or PE 164.

\*\* 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 or MATH& 107 can be substituted for WMATH 100) (ENGL 103 or ENGL 170 can be substituted for ENGL& 101)

^ Electives approved by the Department Chair for the CJ ATA degree include BUS 200, BUS& 201; CHEM& 121, CHEM& 131; ECED 101; ENVS& 101; FIRE 242; GIS 101, GIS 102, GIS 105, GIS 106; HSERV 101, HSERV 141, HSERV 145, HSERV 221; JOUR 101; AHE 103; OFTEC 105, OFTEC 118, OFTEC 122, OFTEC 126, OFTEC 132, OFTEC 134; POLS 200, POLS& 202, POLS 204; SOSC 132; ASL& 121; CHIN& 121; FRCH& 121; JAPN& 121; SPAN& 121.

~ Electives approved by the Department Chair for the Park Services and Protection ATA degree include ART 181; ASL& 121; ASTR& 100; AT 100; CJ& 110; EASC 102, ENVC 123, ENVC 130, ENVC 133, ENVC 202, ENVC 231, ENVC 232; ENVS& 101; FIRE 140, FIRE 162, FIRE 242; GEOL& 101, GEOL& 110, GEOL& 208; GIS 101, GIS 102, GIS 105, GIS 106; NASC 100, NASC 160, NASC 161; OFTEC 099, OFTEC 105; POLS 204; PSYC& 220; SPAN& 121; WT 131 and WT 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

# Criminal Justice - Homeland Security Emergency Management Emphasis, ATA

Consult with Criminal Justice department chair or SVC counselor for scheduling options and appropriate substitutions. This degree is offered in collaboration with Pierce College, where it is awarded.

## Required Courses that can be taken at Skagit Valley College

### 1. Communications (10 credits)

- ENGL& 101 - English Composition I (5)
- ENGL& 235 - Technical Writing (5)

### 2. Quantitative/Symbolic Reasoning Skills (5 credits)

- MATH& 146 - Introduction to Stats (5)

### 3. Social Sciences (10 credits)

Select two:

- HIST& 158 (5)
- POLS& 101 (5)
- PSYC& 100 (5)

### 4. Humanities (5 credits)

- CMST& 101 (Pierce College only) (5)  
*or*
- CMST& 102 - Intro to Mass Media (5)  
*or*
- CMST& 220 - Public Speaking (5)

### 5. Natural Sciences (10 credits)

Select two:

- ATMOS 101 (Pierce College only)
- ENV& 100
- ENV& 150 *or* ENV& 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,

Electives (15 credits): \*HSEM 110, HSEM 190, CJ& 112, 120, 140, 150, 226, OSH 100, 110, 240.

### Note:

\* 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.

# Criminal Justice - Parks Service and Protection Emphasis, ATA

## \*\*Suggested Schedule

### First Year

#### Fall

- CSS 103 - First Quarter Experience (2)
- CJ 104 - Professional Development in Criminal Justice (2)
- √ CMST& 220 - Public Speaking (5)
- † ENGL& 101 - English Composition I (5)
- HIST& 214 - Pacific NW History (5)
- PE 100 - Wellness For Life (1)

### Second Year

#### Fall

- CJ 265 - Parks Management (5)
- ‡ CJ 113 - Criminal Justice Employment Strategies (2)
- ∞ PSYC& 100 - General Psychology (5)
- ~ CJ Elec (3)

Total Hours: 15

#### Winter

Total Hours: 20

#### Winter

- ENVC 130 - Environmental Interpretation (5)
- FIRE 126 - Wildland Firefighting (3)
- † WMATH 100 - Professional Technical Applied Math (5)
- < SOC& 101 - Intro to Sociology: D (5)

Total Hours: 18

#### Spring

- CJ 133 - Facilities Maintenance Fundamentals (5)
- CJ 170 - Criminal Justice Report Writing (3)
- CJ 199 - Cooperative Education Experience (1-15) (1)
- ~ Elec (3)
- PE 101 - Conditioning (1)
- ° PE 200 - First Aid, Safety, and CPR (2)

Total Hours: 15

- CJ 241 - Parks Law Enforcement Academy (PLEA) Module 1 (6)
- CJ 242 - Parks Law Enforcement Academy (PLEA) Module 2 (6)
- CJ 243 - Parks Law Enforcement Academy (PLEA) Module 3 (6) *or* ~ CJ Elec (3)
- GEOL& 208 - Geology of Pacific NW (5)
- ~ Elective(s) (5)

Total Hours: 18+

#### Spring

- CJ 244 - Parks Law Enforcement Academy (PLEA) Module 4 (6)
- CJ 245 - Parks Law Enforcement Academy (PLEA) Module 5 (6)
- CJ 225 - Criminal Justice Internship (1-5) (5) *or* @ CJ 125 - Public Safety Employer/Employee Relations (2)
- CJ 199 - Cooperative Education Experience (1-15)
- CJ 225 - Criminal Justice Internship (5)
- NASC 100 - Introduction to Physical Science (5)
- ~ Elective (2)

Total Hours: 15+

#### Note:

\* or any of the following: PE 102, PE 105, PE 106, PE 110, PE 111, PE 112, PE 113, PE 115, PE 117, PE 125, PE 129, PE 133, PE 135, PE 136, PE 138, PE 139, PE 144, PE 145, PE 148, PE 160, PE 162 or PE 164.

\*\* 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 or MATH& 107 can be substituted for WMATH 100) (ENGL 103 or ENGL 170 can be substituted for ENGL& 101)

^ Electives approved by the Department Chair for the CJ ATA degree include BUS 200, BUS& 201; CHEM& 121, CHEM& 131; ECED 101; ENVS& 101; FIRE 242; GIS 101, GIS 102, GIS 105, GIS 106; HSERV 101, HSERV 141, HSERV 145, HSERV 221; JOUR 101; AHE 103; OFTEC 105, OFTEC 118, OFTEC 122, OFTEC 126, OFTEC 132, OFTEC 134; POLS 200, POLS& 202, POLS 204; SOSC 132; ASL& 121; CHIN& 121; FRCH& 121; JAPN& 121; SPAN& 121.

~ Electives approved by the Department Chair for the Park Services and Protection ATA degree include ART 181; ASL& 121; ASTR& 100; AT 100; CJ& 110; EASC 102, ENVC 123, ENVC 130, ENVC 133, ENVC 202, ENVC 231, ENVC 232; ENVS& 101; FIRE 140, FIRE 162, FIRE 242; GEOL& 101, GEOL& 110, GEOL& 208; GIS 101, GIS 102, GIS 105, GIS 106; NASC 100, NASC 160, NASC 161; OFTEC 099, OFTEC 105; POLS 204; PSYC& 220; SPAN& 121; WT 131 and WT 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

## Criminal Justice Certificates

## Basic Law Enforcement Reserve Academy Micro-Certificate

(14 Credits)

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:

### Required Courses:

- CJ 236 - Police Reserve Academy I (7)
- CJ 237 - Police Reserve Academy II (7)

## Homeland Security Emergency Management Certificate

26 credits

This certificate begins preparing students for an array of career options in areas of emergency planning, disaster training, response and recovery efforts, incident management, and working in an all-hazards emergency environment.

**Required courses to be taken at Pierce College:** HSEM 102, 110, 120, 130, 157, 160, 180, and OSH 190.

## Investigative Techniques Micro-Certificate

17 credits

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:

### Required Courses

- CJ& 101 - Intro Criminal Justice (3)
- CJ 104 - Professional Development in Criminal Justice (2)
- CJ 170 - Criminal Justice Report Writing (3)
- CJ 215 - Investigation Principles (5)
- CJ 218 - Highway Safety/Collision Investigation (4)

## Legal Principles in Policing Micro-Certificate

16 credits

### Required Courses:

- CJ 104 - Professional Development in Criminal Justice (2)
- CJ& 110 - Criminal Law (3)
- CJ 111 - Criminal Justice Procedures (3)
- CJ 204 - Constitutional Law Issues in Law Enforcement (5)
- CJ 208 - Rules of Evidence (3)

## Parks Law Enforcement Academy Certificate

### Certificate Information

The Parks Law Enforcement Academy (CJ 241, CJ 242, CJ 243, CJ 244, and CJ 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 Director of SVC's Law Enforcement Academies.

### PLEA Certificate required courses: (30 credits)

- CJ 241 - Parks Law Enforcement Academy (PLEA) Module 1 (6)
- CJ 242 - Parks Law Enforcement Academy (PLEA) Module 2 (6)
- CJ 243 - Parks Law Enforcement Academy (PLEA) Module 3 (6)
- CJ 244 - Parks Law Enforcement Academy (PLEA) Module 4 (6)
- CJ 245 - Parks Law Enforcement Academy (PLEA) Module 5 (6)

### PLEA/EMT Certificate required courses: (42 credits)

- CJ 241 - Parks Law Enforcement Academy (PLEA) Module 1 (6)
- CJ 242 - Parks Law Enforcement Academy (PLEA) Module 2 (6)
- CJ 243 - Parks Law Enforcement Academy (PLEA) Module 3 (6)
- CJ 244 - Parks Law Enforcement Academy (PLEA) Module 4 (6)
- CJ 245 - Parks Law Enforcement Academy (PLEA) Module 5 (6)

- FIRE 242 - Basic Emergency Medical Technician (12)

### **PLEA/FIRE Certificate required courses: (34 credits)**

- CJ 241 - Parks Law Enforcement Academy (PLEA) Module 1 (6)
- CJ 242 - Parks Law Enforcement Academy (PLEA) Module 2 (6)
- CJ 243 - Parks Law Enforcement Academy (PLEA) Module 3 (6)
- CJ 244 - Parks Law Enforcement Academy (PLEA) Module 4 (6)
- CJ 245 - Parks Law Enforcement Academy (PLEA) Module 5 (6)
- FIRE 126 - Wildland Firefighting (3)
- FIRE 162 - Hazardous Materials Awareness For Public Safety (1)

## **Private and Commercial Security Micro-Certificate**

(16 Credits)

### **Required Courses:**

- CJ 104 - Professional Development in Criminal Justice (2)
- CJ& 110 - Criminal Law (3)
- CJ 111 - Criminal Justice Procedures (3)
- CJ 170 - Criminal Justice Report Writing (3)
- CJ 204 - Constitutional Law Issues in Law Enforcement (5)
- CJ 220 - Physical Security and Crime Prevention (2)

## **Public Safety Communications Micro-Certificate**

7 Credits

### **Required Courses:**

- CJ 104 - Professional Development in Criminal Justice (2)
- CJ 145 - Emergency Communications Dispatcher (5)

# **Culinary Arts & Hospitality Management**

## **Program Description**

There is a new energy and excitement surrounding food and cooking! Trained, qualified chefs are in high demand and the Skagit Valley College Culinary Arts and Hospitality Management (CAHM) program is the place to prepare you for this emergent industry.

Skagit Valley College Culinary Arts & Hospitality Management is one of few programs accredited by the prestigious American Culinary Federation Education Foundation (ACFEF). Through involvement with the American Culinary Federation, students are able to compete at regional, national, individual or team competitions and as a graduate earn a certification credential recognized nationwide.

Skagit Valley College is uniquely located in one of the world's most diverse farming/growing regions. Working with "Fresh and Local" ingredients are an integral part of the culinary experience and position students on the cutting edge of this national trend.

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 build a foundation of basic culinary skills with many opportunities for hands on learning. Second year courses offer students choices in Restaurant Management, Baking and Pastry or Advanced Culinary emphasis practicums.

Whether you want to bolster your culinary knowledge, advance in your current food service career, become an entrepreneur, or begin your career path Into Culinary and Hospitality Management, the Skagit Valley College Culinary Arts & Hospitality Management program is the one for you!

## **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.

- Demonstrate knowledge in applied math, food cost, labor cost, menu pricing and inventory controls.
- Explain and apply safety and sanitation procedures in compliance with national standards.
- Demonstrate and assess cooking techniques, knife skills and cooking procedures.
- Meet social science, humanities, written communication, and quantitative reasoning distribution area outcomes.
- Identify and demonstrate basic and advance baking and pastry techniques, weights and measurements and standard recipe execution.

## Entry into the Program

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

## 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.

## 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).

# Culinary Arts and Hospitality Management Degrees and Courses

## Associate in Technical Arts

## Culinary Arts and Hospitality Management (Baking & Pastry Emphasis), ATA

### Suggested Schedule

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

- CAHM 123 - Safety & Sanitation (3)
- CAHM 164 - Baking Theory (4)
- CAHM 165 - Baking Lab (10)
- CSS 103 - First Quarter Experience (2)

Total Hours: 19

##### 2nd Quarter

- CAHM 142 - Beer, Wine and Spirits (3)
- CAHM 170 - Introduction to Food Preparation (1)
- CAHM 171 - Cooking Fundamentals (3)
- CAHM 172 - Stocks, Sauces, and Soups (3)
- CAHM 173 - The Cold Kitchen (3)
- CAHM 174 - Food Preparation Theory (4)

#### Second Year

##### 4th Quarter

- CAHM 210 - Human Resources Management and Supervision (3)
- CAHM 239 - Sous Chef - Advanced Baking (3)
- √ CMST 125 - Professional Communication: D (3)
- OFTEC 162 - Microsoft Office Basics (3)

Total Hours: 12

##### 5th Quarter

- † CAHM 211 - Controlling Foodservice Costs (5)
- ‡ CAHM 199 - Cooperative Education Experience (1-5)
- NUTR& 101 - Nutrition (5)
- £ PE 200 - First Aid, Safety, and CPR (2)

Total Hours: 17

### 3rd Quarter

- CAHM 101 - Sustainable Food System Practices (3)
- CAHM 184 - Restaurant Production Theory (4)
- CAHM 185 - Restaurant Production Lab (10)
- † ENGL 170 - Professional and Technical Communication (3)

Total Hours: 20

### Note:

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

† Students who do not receive an appropriate test score will require additional coursework to develop necessary skills for entry into class. (MATH 096 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 CMST& 210

£ or a valid CPR/First Aid certification from an approved provider

Total Hours: 17

### 6th Quarter

- CAHM 242 - Advanced Breads and Pastry (10)
- CAHM 238 - Sous Chef - Advanced Cooking (3)
- CAHM 298 - Culinary Capstone Project (1)

Total Hours: 14

## Culinary Arts and Hospitality Management (Culinary Emphasis), ATA

### Suggested Schedule

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

- CAHM 123 - Safety & Sanitation (3)
- CAHM 164 - Baking Theory (4)
- CAHM 165 - Baking Lab (10)
- CSS 103 - First Quarter Experience (2)

Total Hours: 19

#### 2nd Quarter

- CAHM 142 - Beer, Wine and Spirits (3)
- CAHM 170 - Introduction to Food Preparation (1)
- CAHM 171 - Cooking Fundamentals (3)
- CAHM 172 - Stocks, Sauces, and Soups (3)
- CAHM 173 - The Cold Kitchen (3)
- CAHM 174 - Food Preparation Theory (4)

Total Hours: 17

#### 3rd Quarter

- CAHM 101 - Sustainable Food System Practices (3)
- CAHM 184 - Restaurant Production Theory (4)
- CAHM 185 - Restaurant Production Lab (10)
- † ENGL 170 - Professional and Technical Communication (3)

Total Hours: 20

### Second Year

#### 4th Quarter

- CAHM 210 - Human Resources Management and Supervision (3)
- CAHM 239 - Sous Chef - Advanced Baking (3)
- √ CMST 125 - Professional Communication: D (3)
- OFTEC 162 - Microsoft Office Basics (3)

Total Hours: 12

#### 5th Quarter

- ‡ CAHM 199 - Cooperative Education Experience (1-5)
- † CAHM 211 - Controlling Foodservice Costs (5)
- NUTR& 101 - Nutrition (5)
- £ PE 200 - First Aid, Safety, and CPR (2)

Total Hours: 17

#### 6th Quarter

- CAHM 238 - Sous Chef - Advanced Cooking (3)
- CAHM 241 - Advanced Culinary Lab (10)
- CAHM 298 - Culinary Capstone Project (1)

Total Hours: 14

### Note:

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



† Students who do not receive an appropriate test score will require additional coursework to develop necessary skills for entry into class. (MATH 096 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 CMST& 210

£ or a valid CPR/First Aid certification from an approved provider

## Culinary Arts and Hospitality Management (Restaurant Management Emphasis), ATA

### Suggested Schedule

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

- CAHM 123 - Safety & Sanitation (3)
- CAHM 164 - Baking Theory (4)
- CAHM 165 - Baking Lab (10)
- CSS 103 - First Quarter Experience (2)

Total Hours: 19

##### 2nd Quarter

- CAHM 142 - Beer, Wine and Spirits (3)
- CAHM 170 - Introduction to Food Preparation (1)
- CAHM 171 - Cooking Fundamentals (3)
- CAHM 172 - Stocks, Sauces, and Soups (3)
- CAHM 173 - The Cold Kitchen (3)
- CAHM 174 - Food Preparation Theory (4)

Total Hours: 17

##### 3rd Quarter

- CAHM 101 - Sustainable Food System Practices (3)
- CAHM 185 - Restaurant Production Lab (10)
- CAHM 184 - Restaurant Production Theory (4)
- † ENGL 170 - Professional and Technical Communication (3)

Total Hours: 20

#### Second Year

##### 4th Quarter

- CAHM 210 - Human Resources Management and Supervision (3)
- CAHM 239 - Sous Chef - Advanced Baking (3)
- √ CMST 125 - Professional Communication: D (3)
- OFTEC 162 - Microsoft Office Basics (3)

Total Hours: 12

##### 5th Quarter

- ‡ CAHM 199 - Cooperative Education Experience (1-5)
- † CAHM 211 - Controlling Foodservice Costs (5)
- NUTR& 101 - Nutrition (5)
- £ PE 200 - First Aid, Safety, and CPR (2)

Total Hours: 17

##### 6th Quarter

- CAHM 238 - Sous Chef - Advanced Cooking (3)
- CAHM 240 - Sous Chef Lab (10)
- CAHM 298 - Culinary Capstone Project (1)

Total Hours: 14

### Note:

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

† Students who do not receive an appropriate test score will require additional coursework to develop necessary skills for entry into class. (MATH 096 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 CMST& 210

£ or a valid CPR/First Aid certification from an approved provider

## ***Culinary Arts & Hospitality Management Certificates***

### **Basic Bakery Competency Micro-Certificate**

(17 Credits)

#### **Required Courses:**

- CAHM 123 - Safety & Sanitation (3)
- CAHM 164 - Baking Theory (4)
- CAHM 165 - Baking Lab (10)

### **Certified Culinarian Certificate**

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 210, NUTR& 101, and 150 hours of CAHM 199, are entitled to certification as a Certified Culinarian by the American Culinary Federation.
- The graduates of a *Culinary Arts Associate of Technical Arts Degree* are entitled to certification as Certified Culinarian.
- The graduates of a *Culinary Arts Associate of Technical Arts Degree in Baking & Pastry* are entitled to certification as Certified Pastry Culinarian by the American Culinary Federation.

## **Culinary Arts & Hospitality Management Individual Technical Certificate**

### **Certificate Requirements**

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

### **Professional Cooking Certificate**

#### **Required Courses:**

A Certificate in Professional Cooking is awarded to those who complete a three-quarter sequence of 3 blocks, plus the following courses:

- CAHM 101 - Sustainable Food System Practices (3)
- CAHM 123 - Safety & Sanitation (3)
- CAHM 142 - Beer, Wine and Spirits (3)
- CAHM 199 - Cooperative Education Experience (1-5) (1 credit)
- CAHM 211 - Controlling Foodservice Costs (5) *or*
- MATH 096 - Pre-Algebra (5) *or*
- WMATH 100 - Professional Technical Applied Math (5)
- PE 200 - First Aid, Safety, and CPR (2) *or*
- PE 205 - Basic First Aid (1)
- ENGL 099 - Basic Composition (5) *or*
- ENGL 170 - Professional and Technical Communication (3)
- SOSC 125 - Employer/Employee Roles & Perspectives (2)

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## **Dental**

### **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 at Enrollment Services. Students may enter the Dental Assistant program at the beginning of Fall quarter. For more information, contact the Department Chair or Enrollment Services.

## **Program Certificates**

A certificate is awarded to those students who complete courses with a minimum C grade or above in each course.

## **Micro-Certificates**

A micro-certificate is awarded to students who complete requirements with a minimum C grade or above in each course.

## ***Dental Certificates***

## **Dental Assisting Bridge Certificate**

(50 Credits)

### **Required Courses:**

- DEN 100 - Introduction to Dental Assisting (1)

- DEN 105 - Head and Neck Anatomy (2)
- DEN 110 - Dental Foundations (5)
- DEN 112 - Chairside Assisting I (7)
- DEN 114 - Dental Sciences (4)
- AHE 102 - Basic Medical Terminology (5)  
*or*
- AHE 160 - Medical Dialogue I (3) *and*
- AHE 161 - Medical Dialogue II (3)
- AHE 106 - Anatomy & Physiology (6)
- AHE 128 - Introduction to Dental Clinic (2)
- AHE 200 - First Aid and Emergency Procedures (3)
- ENGL& 101 - English Composition I (5)
- CMST& 210 - Interpersonal Communication: D (5)  
*or*
- PSYC& 100 - General Psychology (5)
- MATH& 107 - Math in Society (5)  
*or*
- WMATH 100 - Professional Technical Applied Math (5)

## Suggested Schedule

Courses must be taken in sequence. Consult with department chair or SVC counselor.

### First Year

#### Fall

- DEN 100 - Introduction to Dental Assisting (1)
- DEN 105 - Head and Neck Anatomy (2)
- DEN 114 - Dental Sciences (4)
- ^ AHE 102 - Basic Medical Terminology (5)
- † ENGL& 101 - English Composition I (5)

Total Hours: 17

#### Winter

- DEN 110 - Dental Foundations (5)
- ∞ AHE 106 - Anatomy & Physiology (6)
- AHE 200 - First Aid and Emergency Procedures (3)
- † MATH& 107 - Math in Society (5)

Total Hours: 19

#### Spring

- DEN 112 - Chairside Assisting I (7)
- AHE 128 - Introduction to Dental Clinic (2)
- √ CMST& 210 - Interpersonal Communication: D (5)

Total Hours: 14

### Note:

^ or AHE 160 and AHE 161. AHE 102 may be taken summer quarter prior to starting the Dental program.

∞ AHE 106 may be taken either Winter or Spring quarter; AHE 102 is a prerequisite.

√ 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)

## Dental Foundations Certificate

(24 Credits)

### Required Courses:

- DEN 100 - Introduction to Dental Assisting (1)
- DEN 105 - Head and Neck Anatomy (2)
- DEN 110 - Dental Foundations (5)
- DEN 112 - Chairside Assisting I (7)
- DEN 114 - Dental Sciences (4)
- AHE 128 - Introduction to Dental Clinic (2)
- AHE 200 - First Aid and Emergency Procedures (3)

## **Suggested Schedule**

Courses must be taken in sequence. Consult with department chair or SVC counselor.

### **First Year**

#### **Fall**

- DEN 100 - Introduction to Dental Assisting (1)
- DEN 105 - Head and Neck Anatomy (2)
- DEN 114 - Dental Sciences (4)

Total Hours: 7

#### **Winter**

- DEN 110 - Dental Foundations (5)
- AHE 200 - First Aid and Emergency Procedures (3)

Total Hours: 8

#### **Spring**

- DEN 112 - Chairside Assisting I (7)
- AHE 128 - Introduction to Dental Clinic (2)

Total Hours: 9

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# **Diesel Power Technology**

## **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 at Enrollment Services. Students may enter the Diesel Power Technology program at the beginning of Fall quarter only. For more information, contact the Department Chair, Enrollment Services, 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.

## 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.

## Associate in Technical Arts

# Diesel Power Technology, ATA

## Suggested Schedule

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

- DSL 101 - Diesel Electrical Theory (4)
- DSL 102 - Diesel Drivetrains I (8)
- ~ CSS 103 - First Quarter Experience (2)

Total Hours: 14

#### Winter

- DSL 103 - Diesel Drivetrains II (13)
- † ENGL 170 - Professional and Technical Communication (3)

Total Hours: 16

#### Spring

- DSL 104 - Diesel Drivetrains III (13)
- † WMATH 100 - Professional Technical Applied Math (5)

Total Hours: 18

### Second Year

#### Fall

- DSL 201 - Diesel Applied Electrical (4)
- DSL 202 - Diesel Engines I (8)
- √ CMST 125 - Professional Communication: D (3)

Total Hours: 15

#### Winter

- DSL 203 - Diesel Engines II (13)
- ^ PE 200 - First Aid, Safety, and CPR (2)
- WT 131 - Shielded Metal Arc Welding for Mechanics (2)

Total Hours: 17

#### Spring

- ‡ DSL 199 - Diesel Cooperative Education (1-15) (1)
- DSL 204 - Diesel Engines III (13)
- WT 133 - Oxy-Fuel Processes for Mechanics (2)

Total Hours: 16

## Note:

† 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 degree/certificate or one quarter or 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. First year students starting Fall quarter should enroll in DSL 101 and DSL 102 or DSL 202. Second year students should enroll in DSL 201 and DSL 102 or DSL 202. No DSL courses are offered more than one quarter.

## ***Diesel Power Technology Certificates***

### **Diesel Power Technology Individual Technical Certificate**

#### **Certificate Requirements**

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

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## **Drama**

### **Program Description**

The Drama Department serves the campus community by providing the opportunity to engage in theatre practice in the classroom, online and on stage. Course work in the department includes introduction to the theatre, acting, theater history and stagecraft. The department actively participates in Learning Communities, connecting theatre and performance to coursework in departments such as English and Communication Studies. The Drama Department is dedicated to bringing works to the stage that challenge the heart and mind of SVC students, faculty and our community. Open auditions for theatrical productions occur each quarter, inviting students to work side-by-side with members of the local theatre community to practice their theatrical craft, from set construction to make up and acting. Students are encouraged to participate in the department by attending theatrical performances, which are free for SVC students.

### **Related Degree Options**

Arts Direct Transfer Agreement, AA-DTA (pg 53)

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## **Early Childhood Education**

Also see Education Paraprofessional (EDUC) for information on a related program. (pg 140)

### **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 (ATA), an Associate in Applied Science-Transfer degree (AAS-T), an Associates in Education degree (AEEd), a one-year certificate, multiple program certificates, or an individually developed program including Early Childhood Education and other disciplines focused on a specific role in Early Childhood Education. Graduates of an Early Childhood Education 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.

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 AAS-T in Education 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.

The Associates in Education degree specifically prepares students to transfer seamlessly into baccalaureate teacher preparation programs, such as Western Washington University's Woodring College of Education's Undergraduate Elementary Education Professional program.

### **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 Enrollment Services 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. Students should expect to participate in both individual and group assignments. Written assignments in ECED classes are required to be typewritten or computer generated.

## **Work-Based Learning**

Students will integrate classroom learning with work-based learning experience in practicum coursework (ECED& 120 or EDUC 223) 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. A minimum of four credits of Practicum-Nurturing Relationships (ECED& 120 or EDUC 223) is required for completion of the Early Childhood Education ATA degree.

## **Program Certificates**

The ECED certificates listed below have been aligned with statewide standards to improve transferability. These certificates are "stackable," i.e. build on each other, beginning with the ECED initial microcertificate, 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.

## **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 requirements with a 2.0 grade point average or above.

# ***Early Childhood Education Degrees and Courses***

## **Associate In Applied Science Transfer AAS-T**

See Education Associate in Applied Science Transfer, AAS-T (pg 73)



## Articulated Academic Transfer Degrees

See Associate in Education, A.Ed.(pg 83)

### Associate in Technical Arts

## Early Childhood Education, ATA

This degree is designed for students who are preparing to enter a career field in early childhood education and is not intended for transfer to a baccalaureate program. The degree includes the state certificates necessary for employment; including the Initial Certificate, Short Certificate, and the One-Year Certificate. This system provides a career pathway for both new students and those currently working in the field. This degree 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.

### Suggested Schedule

#### First Year

##### Fall

- CSS 103 - First Quarter Experience (2)
- % ECED& 105 - Intro Early Child Ed (5)
- † ENGL& 101 - English Composition I (5)
- PE 200 - First Aid, Safety, and CPR (2)
- # Elective (3)

Total Hours: 17

##### Winter

- € EDUC& 115 - Child Development (5)
- ‡ ECED& 120 - Practicum-Nurturing Rel (2)
- £ ECED& 107 - Health/Safety/Nutrition (5)
- ∞ Special (3)

Total Hours: 15

##### Spring

- ECED& 190 - Observation/Assessment (3)
- EDUC& 130 - Guiding Behavior (3)
- † WMATH 100 - Professional Technical Applied Math (5)
- β Acad Elec (5)

Total Hours: 16

#### Second Year

##### Fall

- ECED& 160 - Curriculum Development (5)
- ECED& 180 - Lang/Literacy Develop (3)
- √ EDUC& 150 - Child, Family, and Community (3)
- ECED 201 - Art, Music, and Movement for Children (4)

Total Hours: 15

##### Winter

- ECED 101 - Child Abuse and Neglect (2)
- ECED 211 - Diversity in Education: D (3)
- ECED 223 - Practicum Seminar (1)
- ‡ ECED& 120 - Practicum-Nurturing Rel (2)
- EDUC& 203 - Exceptional Child (3)
- # Elective (3)

Total Hours: 14

##### Spring

- ECED 202 - Math, Science & Social Learning for Children (4)
- EDUC 246 - Working with Bilingual Children (4)
- ¥ EDUC 260 - Instructional Technology (3)
- # Elective (4)

Total Hours: 15

### Note:

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

∞ Specialization, choose one 3-credit class from the following: ECED& 132, ECED& 134, ECED& 139, or EDUC& 136.

# Electives (total of 10 credits) approved by Department Chair.

† 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 with approval of dept. chair) (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.

% or EDUC& 202

£ or NUTR& 101

€ or EDUC& 122 with department chair permission

✓ or CMST& 210

✗ or OFTEC 162

## **Educational Paraprofessional, ATA**

See Educational Paraprofessional program. (pg 140)

## ***Early Childhood Education Certificates***

### **Administration Certificate**

#### **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.

ECED certificates 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.

#### **Required Courses:**

- ECED& 105 - Intro Early Child Ed (5)
- ECED& 107 - Health/Safety/Nutrition (5)
- ECED& 120 - Practicum-Nurturing Rel (2)
- ECED& 139 - Admin Early Lrng Prog (3)
- EDUC& 115 - Child Development (5)

### **Early Childhood Education Certificate**

#### **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.

ECED certificates 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.

#### **Required Courses:**

- ECED& 105 - Intro Early Child Ed (5)
- ECED& 107 - Health/Safety/Nutrition (5)
- ECED& 120 - Practicum-Nurturing Rel (2)
- EDUC& 115 - Child Development (5)
- EDUC& 130 - Guiding Behavior (3)

### **Early Childhood Education Individual Technical Certificate**

ECED certificates 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.

#### **Certificate Requirements**

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

## ECED Initial Micro-Certificate

ECED certificates 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.

## 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 - Intro Early Child Ed (5)
- ECED& 107 - Health/Safety/Nutrition (5)
- ECED& 120 - Practicum-Nurturing Rel (2)

## Family Child Care Certificate

### 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.

ECED certificates 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.

### Required Courses:

- ECED& 105 - Intro Early Child Ed (5)
- ECED& 107 - Health/Safety/Nutrition (5)
- ECED& 120 - Practicum-Nurturing Rel (2)
- ECED& 134 - Family Child Care (3)
- EDUC& 115 - Child Development (5)

## Infant/Toddler Care Certificate

### 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.

ECED certificates 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.

### Required Courses:

- ECED& 105 - Intro Early Child Ed (5)
- ECED& 107 - Health/Safety/Nutrition (5)
- ECED& 120 - Practicum-Nurturing Rel (2)
- ECED& 132 - Infants/Toddlers Care (3)
- EDUC& 115 - Child Development (5)

## School Age Care Certificate

### 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.

ECED certificates 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.

### Required Courses:

- ECED& 105 - Intro Early Child Ed (5)
- ECED& 107 - Health/Safety/Nutrition (5)
- ECED& 120 - Practicum-Nurturing Rel (2)
- EDUC& 115 - Child Development (5)
- EDUC& 136 - School Age Care (3)

## 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.

ECED certificates 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.

### Required courses:

- ECED& 105 - Intro Early Child Ed (5)
- ECED& 107 - Health/Safety/Nutrition (5)
- ECED& 120 - Practicum-Nurturing Rel (2)
- ECED& 160 - Curriculum Development (5)
- ECED& 170 - Environments (3)
- ECED& 180 - Lang/Literacy Develop (3)
- ECED& 190 - Observation/Assessment (3)
- EDUC& 115 - Child Development (5)
- EDUC& 130 - Guiding Behavior (3)
- EDUC& 150 - Child, Family, and Community (3)
- ENGL& 101 - English Composition I (5)
- WMATH 100 - Professional Technical Applied Math (5) or above

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## Earth Sciences

### 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/ASTR& 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) or Eastern Washington (NASC 161).

### Degree Options

Science Transfer AS-T (pg 70)

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# Economics

## 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 and at or above college-level math. 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.

## Related Degree Options

Business Direct Transfer Agreement, DTA/MRP (pg 64)

Arts Direct Transfer Agreement, AA-DTA (pg 53)

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# Education Paraprofessional

See also Early Childhood Education (ECED) for information on a related program. (pg 134)

## 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 Enrollment Services 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. Students should expect to participate in both individual and group assignments. Written assignments in EDUC classes are required to be typewritten or computer generated.

## 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. Students seeking transfer to the bachelor's program are urged to consider the AAS-T in Education or the Associate in Education degree.

## 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.

## Associate in Technical Arts

# Educational Paraprofessional, ATA

90 credits

## Suggested Schedule

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

- CSS 103 - First Quarter Experience (2)
- % EDUC& 202 - Intro to Education (5)
- † ENGL& 101 - English Composition I (5)
- £ PE 200 - First Aid, Safety, and CPR (2)

Total Hours: 14

#### Winter

- EDUC 223 - Practicum and Seminar (1-5) (5)
- € EDUC& 115 - Child Development (5)
- # Elective (5)

Total Hours: 15

#### Spring

- √ CMST& 220 - Public Speaking (5)
- ECED& 190 - Observation/Assessment (3)
- EDUC& 130 - Guiding Behavior (3)
- † WMATH 100 - Professional Technical Applied Math (5)

Total Hours: 16

### Second Year

#### Fall

- ECED& 160 - Curriculum Development (5)
- ECED& 180 - Lang/Literacy Develop (3)
- √ EDUC& 150 - Child, Family, and Community (3)
- ^ PSYC& 100 - General Psychology (5)

Total Hours: 16

#### Winter

- β Acad Elec (5)
- ECED 101 - Child Abuse and Neglect (2)
- ECED 211 - Diversity in Education: D (3)
- EDUC& 203 - Exceptional Child (3)

Total Hours: 13

#### Spring

- EDUC 223 - Practicum and Seminar (1-5) (5)
- EDUC 246 - Working with Bilingual Children (4)
- ¥ EDUC 260 - Instructional Technology (3)
- # Elective (4)

Total Hours: 16

**Note:**

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

# Electives (total of 11 credits) approved by department chair.

† 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 with approval of dept. chair) (BMT 111 can substitute for WMATH 100 with approval of dept. chair)

% or ECED& 105

^ or PSYC& 200

€ or EDUC& 122 with department chair permission

√ or CMST& 210

¥ or OFTEC 162

£ or a valid CPR/First Aid certification from an approved provider

## ***Education Paraprofessional Certificates***

### **Education Paraprofessional Individual Technical Certificate**

#### **Certificate Requirements**

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

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## **Engineering**

### **Program Description**

SVC engineering courses are designed to introduce students to the field of engineering and/or fulfill prerequisites for upper division engineering courses. Because many of the engineering courses have math prerequisites and because most engineering courses are offered only annually or biennially, sequencing is very important. Students seeking a Science Transfer AS-T degree in Engineering are strongly urged to plan his or her degree program with a counselor or an engineering advisor.

### **Degrees Options**

Science Transfer AS-T (pg 70)

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## **English**

### **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, ENGL& 102, ENGL 103, 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 ENGL 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.

### **Related Degree Options**

Arts Direct Transfer Agreement, AA-DTA (pg 53)

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# English Language Acquisition

## Program Description

English Language Acquisition (ELA) provides English language instruction in speaking, listening, reading, writing, math, and college and career readiness skills in preparation for transition to College and Career Bridge; High School Completion; college 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 ELA 010 orientation class for CASAS placement testing and educational advising.

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# Environmental Conservation

Also see **Bachelor of Applied Science in Environmental Conservation (BASEC)** (pg 60), **Environmental Sustainable Agriculture** (pg 80), **Geographic Information Systems** (pg 154), and **Science Transfer AS-T** (pg 70)

## 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.

## Career Opportunities

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.

## Program Learning Outcomes

**Graduates of the Environmental Conservation AAS-T and ATA degrees will be able to:**

- 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.
- Demonstrate professional, ethical, and culturally sensitive behaviors expected of entry-level workers in the environmental and natural resource fields.

## Entry into the Program

Please apply at Enrollment Services. 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 Enrollment Services.

## 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 paid or volunteer position 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.

## 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 requirements with a 2.0 grade point average or above.

## Associate in Technical Arts

# Environmental Conservation-Parks Resource Management Emphasis, ATA

## Suggested Schedule

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

- CSS 103 - First Quarter Experience (2)
- ENVC 101 - Introduction to Watershed Management (5)
- ENVC 102 - Invertebrate Biology and Identification (4)
- ENVC 104 - Introduction to Natural Resources (1)
- ENVS& 101 - Intro to Env Science (5)
- @ ENVC Elec (3-5)

Total Hours: 20+

#### Winter

- ENVC 112 - Limnology (5)
- ENVC 123 - Fish Biology, Taxonomy, and Life History (5)
- ENVC 130 - Environmental Interpretation (5)
- † ENGL& 101 - English Composition I (5)

Total Hours: 20

#### Spring

- ENVC 133 - Facilities Maintenance Fundamentals (5)
- ∞ ENVC 140 - Plants of Western Washington (5)
- GIS 105 - Introduction to Global Positioning Systems (GPS) (2)
- GIS 106 - Advanced Global Positioning Systems (2)
- † WMATH 100 - Professional Technical Applied Math (5)

### Second Year

#### Fall

- ENVC 201 - Watershed Restoration (5)
- ENVC 202 - Wildlife Biology: D (5)
- GIS 101 - Introduction to Geographic Information Systems (5)
- ^ PE 200 - First Aid, Safety, and CPR (2)

Total Hours: 17

#### Winter

- CJ 241 - Parks Law Enforcement Academy (PLEA) Module 1 (6)
- CJ 242 - Parks Law Enforcement Academy (PLEA) Module 2 (6)
- CJ 243 - Parks Law Enforcement Academy (PLEA) Module 3 (6)
- CJ 244 - Parks Law Enforcement Academy (PLEA) Module 4 (6)
- CJ 245 - Parks Law Enforcement Academy (PLEA) Module 5 (6)
- or
- @ Electives (12 cr minimum as approved by dept. chair)
- ENVC Elec.or LC/GE (5)

Total Hours: 17

#### Spring

- ENVC 122 - Stream Ecology (5)
- ENVC 221 - Ecology of Ecosystem Edges/Ecotones (3)
- ∞ ENVC 231 - Introduction to Mammology (5)

Total Hours: 19

- £ CMST& 220 - Public Speaking (5)

### Summer

Total Hours: 18

- ‡ ENVC 199 - Cooperative Education (1-15)  
(6)

Total Hours: 6

### Note:

\* Learning Community (5-10 credits) or 5 credits of General Education (natural sciences, social sciences, or humanities) from AA-DTA distribution 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, CJ 242, CJ 243, CJ 244 and CJ 245 satisfies General Education requirements (LC/GE) and PE 200.

£ or CMST& 210

∞ or BIOL 133

√ or CMST& 210

° or ENGL& 235

€ or ENVC 225

¤ or ENVC 232

¥ or BIOL 205

» or CHEM& 110

## Environmental Conservation-Water/Wastewater Treatment Technician Emphasis, ATA

### Suggested Schedule

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

- CSS 103 - First Quarter Experience (2)
- ENVC 101 - Introduction to Watershed Management (5)
- ENVC 102 - Invertebrate Biology and Identification (4)
- ENVC 104 - Introduction to Natural Resources (1)
- ENVS& 101 - Intro to Env Science (5)

Total Hours: 17

##### Winter

- † ENGL& 101 - English Composition I (5)
- GIS 101 - Introduction to Geographic Information Systems (5)
- † MATH& 146 - Introduction to Stats (5)
- PE 200 - First Aid, Safety, and CPR (2)

Total Hours: 17

##### Spring

- » CHEM& 121 - Intro to Chemistry (5)

#### Second Year

##### Fall

- √ CMST 125 - Professional Communication: D (3)
- ENVC 202 - Wildlife Biology: D (5)
- € ENVC 226 - Current Issues in Water Policy (2)
- MANF 145 - Electronics Fundamentals (5)

Total Hours: 15

##### Winter

- ENVC 105 - Emergency Incident Management System (3)
- ^ ENVC Elective or \*LC/GE (5)
- MANF 150 - Sensor Systems and Applications (5)
- ENVC 112 - Limnology (5)

Total Hours: 18

##### Spring

- ENVC 133 - Facilities Maintenance Fundamentals (5)
- ENVC 212 - Fluid Flow Laboratory (2)

- ‡ ENVC 199 - Cooperative Education (1-15) (5)
- GIS 105 - Introduction to Global Positioning Systems (GPS) (2)
- GIS 106 - Advanced Global Positioning Systems (2)
- ENVC 220 - Wetlands in Managed Landscapes (4)
- ENVC 249 - Introduction to Wastewater Technology (5)

Total Hours: 16

Total Hours: 14

### Note:

\* Learning Community (5-10 credits) or 5 credits of General Education (natural sciences, social sciences, or humanities) from AA-DTA distribution 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; WMATH 100 can be substituted for MATH& 146)

‡ 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, CJ 242, CJ 243, CJ 244, or CJ 245 satisfy General Education requirements (LC/GE) and PE 200.

£ or CMST& 210

∞ or BIOL 133

√ or CMST& 210

° or ENGL& 235

€ or ENVC 225

¤ or ENVC 232

¥ or BIOL 205

» or CHEM& 110

## Environmental Conservation Certificates

### Advanced Wetland Delineation Micro-Certificate

(19 Credits)

#### Required Courses:

- ENVC 101 - Introduction to Watershed Management (5)
- ENVC 140 - Plants of Western Washington (5)
- ENVC 201 - Watershed Restoration (5)
- ENVC 220 - Wetlands in Managed Landscapes (4)

### Basic Wetland Delineation Micro-Certificate

(9 Credits)

The delineation certificates provide skills needed to assist/conduct wetland delineation.

#### Required Courses:

- ENVC 140 - Plants of Western Washington (5)
- ENVC 220 - Wetlands in Managed Landscapes (4)

## Environmental Conservation 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.

## Environmental Conservation Studies Certificate

(51 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 - Introduction to Watershed Management (5)
- ENVC 112 - Limnology (5)
- ENVC 122 - Stream Ecology (5)
- ENVC 123 - Fish Biology, Taxonomy, and Life History (5) or
- ENVC 211 - Ecological Sampling and Monitoring Design (4)
- ENVC 140 - Plants of Western Washington (5)
- ENVC 201 - Watershed Restoration (5)
- ENVC 202 - Wildlife Biology: D (5)
- ENVC 210 - Fish Ecology and Management (5)
- ENVC 220 - Wetlands in Managed Landscapes (4)
- ENVC 221 - Ecology of Ecosystem Edges/Ecotones (3)
- GIS 101 - Introduction to Geographic Information Systems (5)

## 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. For further information, contact the Department Chair of Environmental Conservation or Enrollment Services.

### Required Courses:

- GIS 101 - Introduction to Geographic Information Systems (5)
- GIS 102 - Geographic Information Systems II (5)
- GIS 105 - Introduction to Global Positioning Systems (GPS) (2)
- GIS 106 - Advanced Global Positioning Systems (2)
- GIS 202 - Introduction to Remote Sensing (5)
- GIS 203 - Advanced GIS Project (5)

### Note:

(GIS courses must be taken in this sequence.) For more information and course descriptions, please see Geographic Information Systems (GIS) (pg 154).

## Water/Wastewater Treatment Technician Certificate

(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 - Introduction to Watershed Management (5)
- ENVC 105 - Emergency Incident Management System (3)
- ENVC 133 - Facilities Maintenance Fundamentals (5)
- ENVC 199 - Cooperative Education (1-15)
- ENVC 212 - Fluid Flow Laboratory (2)
- ENVC 226 - Current Issues in Water Policy (2)
- ENVC 249 - Introduction to Wastewater Technology (5)
- ENVS& 101 - Intro to Env Science (5)
- CHEM& 121 - Intro to Chemistry (5)

- CMST 125 - Professional Communication: D (3)
- CIS 145 - Using Microsoft Windows (2)
- CIS 146 - Introduction to Microsoft Excel (3)
- GIS 101 - Introduction to Geographic Information Systems (5)
- GIS 105 - Introduction to Global Positioning Systems (GPS) (2)
- GIS 106 - Advanced Global Positioning Systems (2)
- MANF 145 - Electronics Fundamentals (5)
- MANF 150 - Sensor Systems and Applications (5)
- WMATH 100 - Professional Technical Applied Math (5)
- SOSC 113 - Job Search (1)
- SOSC 125 - Employer/Employee Roles & Perspectives (2)

## Environmental Science

### Degrees Options

Science Transfer AS-T (pg 70)

Environmental Conservation, AAS-T (pg 76)

## Environmental Sustainable Agriculture Education

Also see [Environmental Conservation \(pg 143\)](#) and [Geographic Information Systems. \(pg 154\)](#)

### Program Description

The Sustainable Small Farm Agriculture program at Skagit Valley College provides students and community members with knowledge and skills in agroecological sciences, natural resource management, and environmental conservation. With an emphasis on 'small farm' agriculture in the Puget Sound bioregion, this program trains participants to sustainably manage production and operations as the underpinning of a resilient and local food system. SVC is a member of the Sustainable Agriculture Education (SAGe) Collaborative and partners with Seattle Central College (SCC), Edmonds Community College (ECC), Washington State University (WSU), and other higher education institutions and farm and food system organizations and enterprises in an effort to provide diverse educational and training opportunities in sustainable agriculture and related fields. Students may substitute SVC SAGe courses with SCC SAGe or ECC SAGe courses, given Department Chair approval, if alternative SAGe courses are better suited to meet education or career goals.

As a leading producer of diversified vegetables, fruits, grains, and meats, the Washington State agricultural industry and workforce play an important role in the regional economy while maintaining food security and advancing sustainable agriculture. Over the last two decades, for example, Washington organic farmland acreage and food sales and direct market sales have increased exponentially alongside a growing agricultural employment sector that is expanding the 'green-collar' job market. These trends are most evident in the Puget Sound bioregion and especially among the agriculturally productive counties where SAGe colleges are located, such as Skagit County where over 1,200 farms and 180 agriculture-related businesses employ approximately 5,000 people and account for the greatest increase in sustainable small farm agricultural practices. For further information about the SVC SAGe program and associated education to career pathways, contact the Department Chair.

### Graduates of the Environmental Sustainable Agriculture program will be able to:

- Describe the ecological principles that support agroecosystems at different geographic and economic scales, including the significance of plant diversity and soil properties and processes to terrestrial ecosystems and human societies.
- Select and grow bioregionally appropriate vegetable, bush, and tree crops according to their site-specific growth and cultural requirements within polycultural intercropping, succession planting, crop rotation, and season extension systems.
- Design, plan, and operate a small farm agricultural enterprise from greenhouse propagation to local direct market sales through the development and implementation of whole farm management and business plans.
- Discuss how the emergence, growth, and practice of small farm agriculture affect the sustainability of local and global food systems, and how those systems, in turn, relate to associated fields in natural resource management and environmental conservation.
- Demonstrate a synthesis of existing and new knowledge and skills and the ability to work as part of a team and independently within a sustainable agriculture internship, practicum, or research work environment.

## Entry into the Program

Please apply at Enrollment Services. Students are generally admitted in 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, given Department Chair approval. Advanced standing may be requested. For further information, contact the Department Chair or Enrollment Services.

## Associate in Applied Science Transfer (AAS-T) Degree

An Associate in Applied Science Transfer (AAS-T) degree is awarded upon completion of the Sustainable Small Farm Agriculture & Food Systems curriculum 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 college or university will generally require a higher GPA for admission.

This AAS-T degree provides a theoretical foundation in small farm agriculture through the study of environmental sustainability principles, ecology in agricultural systems, and plant and soil sciences. There is also a practical hands-on focus on sustainable small farm agriculture production and enterprises. The production emphasis trains students to cultivate organic food crops for year-round production and harvest in the maritime climate of the Puget Sound bioregion. The enterprises emphasis trains students to design, plan, and operate agriculture systems relevant to small farm environments-including the development of whole farm management and business plans and associated best agricultural practices tailored to local direct market enterprises. Students explore career options and apply knowledge, skills, and techniques through internship, practicum, or research experience. General Education courses prepare students for transfer to a four-year college or university, while Diversity Intensive, Integrative Learning Experience, and Elective courses build upon program requirements to provide further training in natural resource management and environmental conservation practices associated with sustainable small farm agriculture and food systems.

**The Sustainable Small Farm Agriculture & Food Systems AAS-T degree transfers into the following programs:**

- **Washington State University**, Bachelor of Science in Agricultural & Food Systems, Organic Agriculture Systems major
- **Skagit Valley College**, Bachelor of Applied Science in Environmental Conservation
- **The Evergreen State College**, Bachelor of Arts in Environmental Studies and Agriculture

This AAS-T degree is a professional/technical degree that requires a core of general education courses commonly accepted for transfer to four-year colleges and universities. All students who intend to transfer should talk with a four-year college or university advisor to review specific admission requirements. Transfer into the WSU Bachelor of Science in Agricultural & Food Systems is available in western Washington at the WSU-Everett campus and eastern Washington at the WSU-Pullman campus.

### **Sustainable Small Farm Agriculture & Food Systems Associate in Applied Science-Transfer (AAS-T) Degree**

Includes required AAS-T courses. Student schedule may vary based on entry point, credit load, and prerequisites. Consult with the Department Chair, advisor, or SVC counselor for scheduling options.

## Program Certificates

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

### **SUSTAINABLE SMALL FARM AGRICULTURE SYSTEMS CERTIFICATE (43 CREDITS)**

This certificate provides a theoretical foundation in small farm agriculture through the study of environmental sustainability principles, ecology in agricultural systems, and plant and soil sciences. There is also a practical hands-on focus on sustainable small farm agriculture production and enterprises. The production emphasis trains students to cultivate organic food crops for year-round production and harvest in the maritime climate of the Puget Sound bioregion. The enterprises emphasis trains students to design, plan, and operate agriculture systems relevant to small farm environments-including the development of whole farm management and business plans and associated best agricultural practices tailored to local direct market enterprises. Students explore career options and apply knowledge, skills, and techniques through internship, practicum, or research experience. This certificate may be combined with General Education, Diversity Intensive, Integrative Learning Experience, and Elective courses to achieve the larger Sustainable Small Farm Agriculture & Food Systems AAS-T degree.

**Required courses:** ENVAG 101, ENVAG 103, ENVAG 104, ENVAG 106, ENVAG 224, ENVAG 227, ENVAG 228, ENVAG 231, ENVAG 270, ENVAG 271, and ENVAG 199 or ENVAG 297 or ENVAG 298.

### **SUSTAINABLE SMALL FARM AGRICULTURE APPLIED PLANNING & MANAGEMENT (LEVEL II) MICRO-CERTIFICATE (16 CREDITS)**

This micro-certificate provides a practical foundation in sustainable small farm agriculture through the study and hands-on design, planning, and operation of agriculture systems relevant to small farm environments-including the development of whole farm management and business plans. On-farm classes at the SAgE Skagit Valley Student Farm train students in sustainable small farm site planning and crop propagation, production, cultivation, harvesting, and postharvest and business management. This micro-certificate is offered in partnership with the WSU Skagit County Extension and Viva Farms, a farm incubator organization. Upon successful completion of this micro-certificate, students will have the skills to implement their whole farm management and business plans and the necessary prerequisites to establish an independent small farm enterprise located at, and with developmental support from, Viva Farms.

**Required courses:** ENVAG 270, ENVAG 271, and ENVAG 298 for each quarter of Spring, Summer, and Fall.

## **SUSTAINABLE SMALL FARM AGRICULTURE APPLIED PLANNING & MANAGEMENT (LEVEL I) MICRO-CERTIFICATE (6 CREDITS)**

This micro-certificate provides a practical foundation in sustainable small farm agriculture through the study and hands-on design, planning, and operation of agriculture systems relevant to small farm environments. On-farm classes at the SAgE Skagit Valley Student Farm train students in sustainable small farm site planning and crop propagation, production, cultivation, harvesting, and postharvest and business management. This micro-certificate is offered in partnership with Viva Farms, a farm incubator organization. Upon successful completion of this micro-certificate, students will have the skills and the necessary prerequisites to establish an independent small farm enterprise located at, and with developmental support from, Viva Farms.

**Required courses:** ENVAG 298 for each quarter of Spring, Summer, and Fall.

## ***Environmental Sustainable Agriculture Education Certificates***

### **Sustainable Small Farm Agriculture Applied Planning and Management (Level I) Micro-Certificate**

#### **6 Credits**

This one-year micro-certificate provides a practical foundation in sustainable small farm agriculture through the hands-on design, planning, and operation of agriculture systems relevant to small farm environments. An on-farm production emphasis at the SAgE Student Farm (Skagit Valley) trains students in sustainable small farm site planning and crop propagation, production, cultivation, harvesting, and postharvest management. This certificate is offered in partnership with Viva Farms, a farm incubator organization. Upon successful completion of this certificate, students qualify to establish an independent sustainable small farm enterprise located at, and with developmental support from, Viva Farms.

#### **Required Courses:**

- ENVAG 298 - Practicum in Sustainable Agriculture (1-15) Spring
- ENVAG 298 - Practicum in Sustainable Agriculture (1-5) Summer
- ENVAG 298 - Practicum in Sustainable Agriculture (1-5) Fall

### **Sustainable Small Farm Agriculture Applied Planning and Management (Level II) Micro-Certificate**

#### **16 Credits**

This one-year micro-certificate provides a practical foundation in sustainable small farm agriculture through the study and hands-on design, planning, and operation of agriculture systems relevant to small farm environments-including the development of farm management and business plans. An on-farm production emphasis at the SAgE Student Farm (Skagit Valley) trains students in sustainable small farm site planning and crop propagation, production, cultivation, harvesting, and postharvest management. This certificate is offered in partnership with the Washington State University Skagit County Extension and Viva Farms, a farm incubator organization. Upon successful completion of this certificate, students qualify to implement their farm management and business plans while establishing an independent sustainable small farm enterprise located at, and with developmental support from Viva Farms.

#### **Required Courses:**

- ENVAG 270 - Sustainable Small Farming and Ranching (5)
- ENVAG 271 - Agricultural Entrepreneurship & Business Planning (5)
- ENVAG 298 - Practicum in Sustainable Agriculture (1-15) Spring
- ENVAG 298 - Practicum in Sustainable Agriculture (1-5) Summer
- ENVAG 298 - Practicum in Sustainable Agriculture (1-5) Fall

### **Sustainable Small Farm Agriculture Systems Certificate**

This one-year certificate provides a theoretical foundation in small farm agriculture through the study of environmental sustainability principles, ecology in agricultural systems, and plant and soil sciences. There is also a combined practical focus on sustainable small farm agriculture production and enterprises. The production emphasis trains students to cultivate organic food crops for year-round production and harvest in the maritime climate of the Puget Sound bioregion. And the enterprises emphasis trains students to design, plan, and operate agriculture systems relevant to small farm environments- including the development of farm management and business plans and associated best agricultural practices tailored to wholesale and direct market enterprises. Students explore career options and apply knowledge, skills, and techniques through internship, practicum, or research experience. This certificate may be combined with General Education, Learning Community, Integrative Experience, and elective courses to achieve the larger Sustainable Small Farm Agriculture and Food Systems Associate in Applied Science-Transfer (AAS-T) Degree.

## Required Courses:

- ENVAG 101 - Agroecology: An Ecological Approach to Agriculture (5)
  - ENVAG 103 - Horticulture Plant Science (4)
  - ENVAG 104 - Introduction to Sustainable Agriculture (1)
  - ENVAG 106 - Soil Science and Conservation (5)
  - ENVAG 297 - Research in Sustainable Agriculture (1-15) and/or
  - ENVAG 298 - Practicum in Sustainable Agriculture (1-15) and/or
  - ENVAG 199 - Internship in Sustainable Agriculture (1-15)
  - ENVAG 224 - Orchard Crop Production (5) or
  - ENVAG 228 - Row Crop Production (5)
  - ENVAG 227 - Greenhouse Crop Production (3)
  - ENVAG 231 - Post-Harvest to Local Market Operations (3) or
  - CAHM 101 - Sustainable Food System Practices (3)
  - ENVAG 270 - Sustainable Small Farming and Ranching (5)
  - ENVAG 271 - Agricultural Entrepreneurship & Business Planning (5)
  - BMT 120 - Business Computers and Applications (5) or
  - BMT 122 - Social Media Marketing (5) or
  - MIT 149 - Introduction to Web Page Design (5) or
  - MIT 270 - CMS Fundamentals (5)
- 

## Ethnic Studies

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.

### Related Degree Options

Arts Direct Transfer Agreement, AA-DTA (pg 53)

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## Family Life

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.
-



# Fire Protection Technology

## 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, including possession of Washington State certification as "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, including possession of Washington State certification as "Hazardous Materials First Responder, Operations Level."
- 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 including possession of National Registry certification at the level of Emergency Medical Technician Basic.
- 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 at Enrollment Services. 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 Applied Science Degree**

An Associate in Applied Science degree (AAS) 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.

## **Associate in Applied Science Transfer Degree (AAS-T) in Fire Service Administration (FSA)**

This degree provides the academic foundation for advancement in fire service organizations. The degree is well suited for firefighters and line officers who seek to possess a strong academic foundation in their current position and/or promotional advancement opportunity into supervisory or administrative positions.

The FSA degree is intended to prepare students to transfer to four-year colleges/universities with junior standing and with the prerequisites for their emergency service major completed.

An Associate in Applied Science Transfer degree (AAS-T) 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.

## **Fire Protection Technology**

See Fire Protection Technology Associate in Applied Science Transfer, AAS-T (pg 81) and Fire Service Administration Associate in Applied Science Transfer, AAS-T (pg 82)

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# **French**

## **Program Description**

French courses, offered through the World Languages Department, are offered in a continuous, one-year program with courses that range from beginning to intermediate levels. The courses are aimed at enabling students to gain proficiency in comprehension, speaking, reading, writing and cultural competence. These courses are transferable and meet humanities distribution, and/or elective requirements, depending on the specific degree sought or intended major. (Please note: the offering of these courses is subject to instructor availability and student interest and demand.)

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# **General Studies Programs**

## **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:

- **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).
- **Information Literacy:** Recognizing when information is needed and having the ability to locate, evaluate, and use effectively the needed information.
- **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.
- **Communication:** Understanding and producing effective written, spoken, visual, and non-verbal communication
- **Community & Cultural Diversity:** Recognizing the value of human communities and cultures from multiple perspectives through a critical understanding of their similarities and differences.
- **Global & Local Awareness & Responsibility:** Understanding the complexity and interdependence of, and stewardship responsibilities to, local and global communities and environments.

- Individual Awareness & Responsibility: Understanding, managing, and taking responsibility for one's learning and behavior in varied and changing environments.
- Aesthetics & Creativity: Interpreting human experience through engagement with creative processes and aesthetic principles.
- Mathematical Reasoning: Understanding and applying concepts of mathematics and logical reasoning in a variety of contexts, both academic and non-academic.
- Scientific Literacy: Understanding scientific principles, and analyzing and applying scientific information in a variety of contexts.
- Technology: Understanding the role of technology in society and using technology appropriately and effectively.

## Associate in Arts General Studies

See Associate in Arts General Studies, AA (pg 88) and Associate in Arts General Studies SOCNV, AA. (pg 87)

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## Geographic Information Systems

Also see Environmental Conservation (ENVC) (pg 143)

The Geographic Information Systems (GIS) classes are designed to provide students with software knowledge to manage information or attributes that have a geographic reference point attached. Different attributes and types of information can be displayed as maps. This allows analyzing data with respect to its spatial relationships. Geographic Information Systems are software and hardware that electronically manage these spatial data sets on virtual or real maps. Their use is revolutionizing spatial analysis in forestry, fish and wildlife, population studies, land-use planning, marketing, and other fields that involve the integration of information and geography. Advanced uses integrate GPS data management with mapping and displaying software.

GIS software is used by environmental managers, city and county administrations, natural resource managers, fish and wildlife managers, sales analysts, utility companies, and real estate agents.

### 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.

### Related Degree Options

Environmental Conservation, AAS-T (pg 76)

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## Geography

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.

### Related Degree Options

Arts Direct Transfer Agreement, AA-DTA (pg 53)

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## Geology

Course descriptions are listed under Earth Sciences (pg 139)

### 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) or Eastern Washington (NASC 161).

## Degrees Options

Science Transfer AS-T (pg 70)

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# Health & Fitness Technician

## 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 at Enrollment Services. The admission and registration guidelines are listed in the catalog and on the College's website at [www.skagit.edu](http://www.skagit.edu). Students may only enter the Health & Fitness Technician program at the beginning of Fall quarter.

## 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 minimum 2.0 GPA in each course plus a high school diploma or GED.

# Health & Fitness Technician Certificate

(52 Credits)

## Suggested Schedule

### First Year

#### Fall

- HFT 100 - Stability, Mobility and Movement (3)
- HFT 136 - Anatomy & Physiology for Health & Fitness Tech (6)
- NUTR& 101 - Nutrition (5)
- ~ PE 200 - First Aid, Safety, and CPR (2)

- HFT 209 - Fitness Instructor Prep (3)

Total Hours: 19

#### **Winter**

- HFT 102 - Principles of Strength Training (3)
- HFT 103 - Fitness Testing (3)
- HFT 105 - Principles of Exercise Science (5)
- CMST& 210 - Interpersonal Communication: D (5)
- PE 100 - Wellness For Life (1)

Total Hours: 17

#### **Spring**

- HFT 101 - Introduction to Kinesiology (5)
- HFT 104 - Principles of Cardiovascular Training (3)
- HFT 106 - Injury Prevention (2)
- HFT 199 - Cooperative Education Experience (1-15) (3)
- @ PE 113 - Aerobic Weight Circuit Training (1-2) (2)
- SOSC 113 - Job Search (1)

Total Hours: 16

#### **Note:**

~ 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.

### **Health Care Education**

See the following programs under Allied Health Education: Medical Assistant, ATA and Certificate; Medical Billing and Coding Specialist; Phlebotomy Technician; Patient Registration Specialist; and Pharmacy Technician.

See Nursing for information about Nursing Assistant; Practical Nursing ; and Registered Nursing options.

## **History**

### **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.

### **Related Degree Options**

Arts Direct Transfer Agreement, AA-DTA (pg 53)

## **Human Services**

### **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 Substance Use Disorder Counseling 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 chair's 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 the department chair 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, respect 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.

### **Substance Use Disorder Counseling Emphasis**

**Graduates of the Human Services Substance Use Disorder Counseling 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 at Enrollment Services. 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 college placement test. This can be arranged by contacting Enrollment Services.

## **Work-Based Learning**

Students will integrate their classroom learning with work-based learning by completing a total of 12 credits (360 work hours) of supervised practicum work. Students enrolled in Practicum (HSERV 199) must enroll concurrently in the Practicum Seminar (HSERV 200). Each practicum requires permission of the Department Chairs. Credits and grades in HSERV 199 are based on job hours worked, work experience, a site visit, completion of learning objectives, meeting time lines for all paperwork, satisfactory completion of a work journal, and quality of all grading criteria.

Students enrolling in Practicum (HSERV 199) may be required by agencies to apply for registration with the Washington State Department of Health (DOH) as counselor trainees. Such registration includes filling out a disclosure statement and may include a criminal background check. Students 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 94 credits and the Chemical Dependency Counseling emphasis requires completion of 99 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 and Evergreen State College in Olympia.

## 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.

## Human Services Degrees and Courses

### Associate in Technical Arts

## Human Services-Generalist Emphasis, ATA

### Suggested Schedules

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

- CSS 103 - First Quarter Experience (2)
- HSERV 101 - Introduction to Human Services (3)
- √ HSERV 106 - Interpersonal Communication Skills (5)
- † ENGL& 101 - English Composition I (5)
- HSERV 198 - Pre-Practicum Seminar (2)

Total Hours: 17

##### Winter

- ~ HSERV 147 - Basic Mediation Training (5)
- OFTEC 122 - MS Word I (3)
- † WMATH 100 - Professional Technical Applied Math (5)

Total Hours: 13

##### Spring

- HSERV 121 - Introduction to Disabilities and Disability Law (4)
- HSERV 141 - Alcoholism and other Addictive Disorders (5)
- HSERV 132 - Motivational Interviewing (4)
- HSERV 199 - Practicum (1-4) (4)
- HSERV 200 - Practicum Seminar (1)

Total Hours: 18

#### Second Year

##### Fall

- HSERV 199 - Practicum (1-4) (4)
- HSERV 200 - Practicum Seminar (1)
- HSERV 203 - Introduction to Counseling (5)
- HSERV 231 - Psychopathology and Therapeutic Intervention in Mental Health (4)
- £ PE 200 - First Aid, Safety, and CPR (2)

Total Hours: 16

##### Winter

- HSERV 102 - Generalist Case Management (5)
- HSERV 199 - Practicum (1-4) (4)
- HSERV 200 - Practicum Seminar (1)
- HSERV 245 - Professional Ethics (3)

Total Hours: 13

##### Spring

- HSERV 131 - Human Development (5)
- HSERV 221 - Crisis Intervention (5)
- HSERV 232 - Pluralism in Human Services: D (5)

Total Hours: 15

### Note:

† Students who do not receive an appropriate test score will require additional coursework to develop necessary skills for entry into class. (BMT 111 will substitute for WMATH 100)

√ or CMST& 210

~ or HSERV 149

£ or a valid CPR/First Aid certification from an approved provider

# Human Services-Substance Use Disorder (SUD) Counseling Emphasis, ATA

## Suggested Schedule

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

- CSS 103 - First Quarter Experience (2)
- HSERV 101 - Introduction to Human Services (3)
- √ HSERV 106 - Interpersonal Communication Skills (5)
- † ENGL& 101 - English Composition I (5)

Total Hours: 15

#### Winter

- HSERV 145 - Addictions and the Law (3)
- HSERV 198 - Pre-Practicum Seminar (2)
- HSERV 171 - HIV/AIDS & Bld Pathogen Trng for Chem Depend Prof (1)
- OFTEC 122 - MS Word I (3)
- † WMATH 100 - Professional Technical Applied Math (5)
- PE 200 - First Aid, Safety, and CPR (2)

Total Hours: 16

#### Spring

- HSERV 141 - Alcoholism and other Addictive Disorders (5)
- HSERV 132 - Motivational Interviewing (4)
- HSERV 199 - Practicum (1-4) (4)
- HSERV 200 - Practicum Seminar (1)
- HSERV 248 - Adolescent Addictive Disorders Counseling (3)

Total Hours: 17

### Note:

† Students who do not receive an appropriate test score will require additional coursework to develop necessary skills for entry into class. (BMT 111 will substitute for WMATH 100)

√ or CMST& 210

£ or a valid CPR/First Aid certification from an approved provider

### Second Year

#### Fall

- HSERV 199 - Practicum (1-4) (4)
- HSERV 200 - Practicum Seminar (1)
- HSERV 203 - Introduction to Counseling (5)
- HSERV 231 - Psychopathology and Therapeutic Intervention in Mental Health (4)
- HSERV 242 - Physiology & Pharmacology of Psychoactive Drugs (3)

Total Hours: 17

#### Winter

- HSERV 199 - Practicum (1-4) (4)
- HSERV 200 - Practicum Seminar (1)
- HSERV 241 - Addictive Disorders & the Family (3)
- HSERV 243 - Substance Use Disorder Assessment & Case Mgmt. (4)
- HSERV 245 - Professional Ethics (3)

Total Hours: 15

#### Spring

- HSERV 221 - Crisis Intervention (5)
- HSERV 232 - Pluralism in Human Services: D (5)
- HSERV 244 - Group Process and Addictive Disorders (3)
- HSERV 131 - Human Development (5)

Total Hours: 18

## Human Services 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 - Human Development (5)
- HSERV 141 - Alcoholism and other Addictive Disorders (5)
- HSERV 145 - Addictions and the Law (3)
- HSERV 171 - HIV/AIDS & Bld Pathogen Trng for Chem Depend Prof (1)
- HSERV 222 - Counseling Theories and Therapies (5)
- HSERV 231 - Psychopathology and Therapeutic Intervention in Mental Health (4)
- HSERV 232 - Pluralism in Human Services: D (5)
- HSERV 241 - Addictive Disorders & the Family (3)
- HSERV 242 - Physiology & Pharmacology of Psychoactive Drugs (3)
- HSERV 243 - Substance Use Disorder Assessment & Case Mgmt. (4)
- HSERV 244 - Group Process and Addictive Disorders (3)
- HSERV 245 - Professional Ethics (3)
- HSERV 248 - Adolescent Addictive Disorders Counseling (3)

## Human Services Individual Technical Certificate

### Certificate Requirements

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

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## Humanities

### 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.

### Related Degree Options

Arts Direct Transfer Agreement, AA-DTA (pg 53)

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## Individualized Next Step Vocational Education and Social Skills Training

The INVEST program is designed to address the unique academic and employment needs of post-secondary students with intellectual disabilities. INVEST students may earn a 1 or 2 year local Employability Certificate. INVEST courses focus on academic enrichment, inclusive socialization and recreation, assistive technology, self-advocacy, independent living skill development, career exploration and integrated work experiences. Call 416-7640 or 416-7969 for more information.

## *Other Certificates and Diplomas*

## INVEST 2 year Employability Certificate

### Individualized Next Step Vocational Education and Social Skills Training (INVEST)

The INVEST program is designed to address the unique academic and employment needs of post-secondary students with intellectual disabilities. INVEST students may earn a 1 or 2 year local employability certificate. INVEST courses focus on academic enrichment, inclusive socialization and recreation, assistive technology, self-advocacy, independent living skill development, career exploration and integrated work experiences. Contact the Director of Disability Services for more information.

### Suggested Schedule

- INV 011 - INVEST Orientation (2)

- INV 020 - INVEST Digital Technology (1-5)
- INV 030 - INVEST Communication and Self-advocacy (3)
- INV 035 - INVEST Critical Thinking (2)
- INV 040 - INVEST Career Inventory (2)
- INV 045 - INVEST Interview Skills (2)
- INV 050 - INVEST Balancing Work and Life (2)
- INV 070 - INVEST Service Learning (1-8) (18)
- INV 075 - INVEST Practicum Seminar (1-6) (6)
- INV 080 - INVEST Employment Internship (6)
- INV 090 - INVEST Capstone (3)
- PE Activity Classes (2)
- Electives (21)

Total Hours: 72

## INVEST Fast Track Employability Certificate

### Individualized Next Step Vocational Education and Social Skills Training (INVEST)

The INVEST program is designed to address the unique academic and employment needs of post-secondary students with intellectual disabilities. INVEST students may earn a 1 or 2 year local employability certificate. INVEST courses focus on academic enrichment, inclusive socialization and recreation, assistive technology, self-advocacy, independent living skill development, career exploration and integrated work experiences. Contact the Director of Disability Services for more information.

### Suggested Schedule

- INV 011 - INVEST Orientation (2)
- INV 020 - INVEST Digital Technology (1-5)
- INV 030 - INVEST Communication and Self-advocacy (3)
- INV 040 - INVEST Career Inventory (2)
- INV 045 - INVEST Interview Skills (2)
- INV 070 - INVEST Service Learning (1-8) (9)
- INV 075 - INVEST Practicum Seminar (1-6) (6)
- INV 090 - INVEST Capstone (3)
- Electives (6)

Total Hours: 36

## International Studies

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 credits)

- IS 202 - Cultural Interactions in an Interdependent World (5)  
*and*
- IS 200 - States and Capitalism: the Origins of Western Wealth and Power (5)  
*or*
- IS 201 - The International System (5)

### Non-Core Courses (30 credits)

*Select from courses below*

## Social Studies

- ANTH& 200 - Introduction to Language
- BUS 241 - Introduction to International Business (5)
- GEOG& 100 - Introduction to Geography (5)
- HIST& 116 - Western Civilization I (5)
- HIST& 117 - Western Civilization II: D (5)
- HIST& 118 - Western Civilization III: D (5)
- HIST& 126 - World Civilizations I: D (5)
- HIST& 127 - World Civilizations II: D (5)
- HIST& 128 - World Civilizations III: D (5)
- HIST 121 - Religions of the World: D (5)
- HIST 220 - History of Latin America
- HIST 242 - History of the Modern Middle East: D (5)
- HIST 270 - History of Modern Asia (5)
- HIST 280 - Introduction to Chinese Civilization (1-5)
- POLS 201 - Comparative Government: D (5)
- POLS& 203 - International Relations: D (5)
- SOSC 100 - Global Issues/Social Science (5)

## Arts/Humanities

- ENGL& 254 - World Literature I (5)
- ENGL 283 - British Literature 19th and 20th Centuries: D (5)
- ART 142 - Survey of Art History: Prehistory to 1300 AD: D (5)
- ART 143 - Survey of Art History: 1300-1850: D (5)
- ART 144 - Modern Art History: D (5)
- MUSC 129 - World Music: D (5)
- World Languages (100-level and higher in Spanish, French, Japanese, Chinese)

## Natural Sciences

- ENVS& 101 - Intro to Env Science (5)

## Other

- IS 255 - International Studies: Special Topics (1-5) (see the IS Program Chair for further information)

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# Japanese

## Program Description

Japanese courses, offered through the World Languages Department, are offered in a continuous, one-year program with courses that range from beginning to intermediate levels. The courses are aimed at enabling students to gain proficiency in comprehension, speaking, reading, writing and cultural competence. These courses are transferable and meet humanities distribution, and/or elective requirements, depending on the specific degree sought or intended major. (Please note: the offering of these courses is subject to instructor availability and student interest and demand.)

## Related Degree Options

Arts Direct Transfer Agreement, AA-DTA (pg 53)

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# Journalism

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.

## Related Degree Options

Arts Direct Transfer Agreement, AA-DTA (pg 58)

# Library

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.

## Related Degree Options

Arts Direct Transfer Agreement, AA-DTA (pg 58)

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# Manufacturing Technology

## 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.

## 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 the tools of Quality Control and how they are 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 productive, safe and healthy work environment.

## Entry into the Program

Please apply at Enrollment Services. 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 Enrollment Services.

## Tech Prep

Please see Academic Information for information regarding Tech Prep.

## 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.

### 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 a modern manufacturing environment.

## Manufacturing 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.

Core courses: MANF 110, MANF 120, MANF 122, MANF 125, and MANF 140.

**Manufacturing Foundation options** (must choose at least two):

- Automated Systems Technology
- Computer Numeric Control (CNC) Operations
- Composite Repair Technician
- Quality Assurance
- Technical Drawing
- Welding Fundamentals: Steel and/or Aluminum.

*See Department Chair for specific courses depending on areas of interest.*

### **Manufacturing Technology Certificates**

Expanding on the Manufacturing Foundation Certificates, the Manufacturing Technology Certificates include an additional one quarter of general education requirements. These certificates give the student a solid base of communication skills needed in the manufacturing environment.

Core courses: MANF 103, MANF 110, MANF 120, MANF 122, MANF 125, MANF 140, MANF 177, MANF 199, TECD 103, ENGL 170 (or ENGL& 101), SOSC 113, SOSC 125, and WMATH 100.

**Manufacturing Technology options** (must choose one):

- Automated Systems Technology
- Computer Numeric Control (CNC) Operations
- Composite Repair Technician
- Welding Fundamentals: Steel and/or Aluminum.

*See Department Chair for specific courses depending on areas of interest.*

### **Computer Aided Technical Design (CAD) Certificates**

The Computer Aided Technical Design (CAD) 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.

Core Courses: MANF 110, MANF 120, MANF 122, MANF 125, MANF 140, TECD 103, TECD 104, TECD 105, and TECD 107.

**CAD options** (must choose one):

- Automated Systems Technology
- Computer Numeric Control (CNC)
- Composite Repair Technician
- Quality Assurance.

*See Department Chair for specific courses depending on areas of interest.*

### **Micro-Certificates**

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

## **Manufacturing Technology Degrees and Courses**

### **Associate in Technical Arts**

## **Manufacturing-Engineering Technician Emphasis, ATA**

### **Suggested Schedule**

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**

- ¥ CSS 103 - First Quarter Experience (2)

#### **Second Year**

##### **Fall**

- MANF 110 - Introduction to Manufacturing (3)
- MANF 120 - Industrial Safety & CPR (3)
- MANF 122 - Material Science in Manufacturing (2)
- MANF 145 - Electronics Fundamentals (5)
- TECD 103 - Introduction to Computer-Aided Design (3)

Total Hours: 18

#### Winter

- † ENGL& 101 - English Composition I (5)
- MANF 103 - Introduction to Quality Assurance (3)
- MANF 140 - Print Reading in Manufacturing (3)
- MANF 150 - Sensor Systems and Applications (5)
- TECD 104 - Basic Computer-Aided Design (3)

Total Hours: 19

#### Spring

- MANF 125 - Precision Measurement and Tools (3)
- MANF 156 - Introduction to Automated Systems (5)
- MANF 177 - Quality Control Metrics and Applications (5)
- TECD 105 - Computer-Aided Design III (4)

Total Hours: 17

- MANF 115 - Intro to Computer Numeric Controlled (CNC) Operations (5)
- MANF 210 - Total Productive Maintenance (3)
- PHYS& 124 - General Physics Lab I (1)
- PHYS& 134 - General Physics I (5)
- TECD 107 - Computer-Aided Design IV (5)

Total Hours: 19

#### Winter

- CIS 150 - Project Management (5)
- √ CMST 125 - Professional Communication: D (3)
- MANF 190 - Computer Numeric Controlled (CNC) Basics (5)
- MANF 215 - Advanced Inspection (5)
- SOSC 113 - Job Search (1)

Total Hours: 19

#### Spring

- CHEM& 121 - Intro to Chemistry (5)
- ‡ MANF 199 - Internship Experience (1-15)
- MANF 205 - Advanced Computer Numeric Control (CNC) (5)
- MATH& 141 - Precalculus I (5)
- SOSC 125 - Employer/Employee Roles & Perspectives (2)

Total Hours: 18+

#### Note:

\* PHYS& 124 and PHYS& 134 meet the Learning Community (5-10 credits) requirement or 5 credits of General Education (natural sciences, social sciences, or humanities) from AA-DTA distribution. 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 IBEST enrollment or CSS 104

√ or CMST& 210

## Manufacturing-Operations Management Emphasis, ATA

### Suggested Schedule

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

- MANF 110 - Introduction to Manufacturing (3)
- MANF 122 - Material Science in Manufacturing (2)
- TECD 103 - Introduction to Computer-Aided Design (3)
- \*\* CSS 103 - First Quarter Experience (2)
- † ENGL& 101 - English Composition I (5)

Total Hours: 15

#### Second Year

##### Fall

- MANF 115 - Intro to Computer Numeric Controlled (CNC) Operations (5)
- MANF 210 - Total Productive Maintenance (3)
- MANF 250 - Shop Supervision (5)
- † WMATH 100 - Professional Technical Applied Math (5)

Total Hours: 18

##### Winter

### Winter

- MANF 103 - Introduction to Quality Assurance (3)
- MANF 120 - Industrial Safety & CPR (3)
- MANF 140 - Print Reading in Manufacturing (3)
- TECD 104 - Basic Computer-Aided Design (3)
- ENGL& 235 - Technical Writing (5)

Total Hours: 16

### Spring

- MANF 125 - Precision Measurement and Tools (3)
- MANF 177 - Quality Control Metrics and Applications (5)
- TECD 105 - Computer-Aided Design III (4)
- ECON& 201 - Micro Economics (5)

Total Hours: 17

- MANF 215 - Advanced Inspection (5)
- BMT 220 - Supply Chain Management (5)
- CIS 150 - Project Management (5)
- √ CMST 125 - Professional Communication: D (3)
- SOSC 113 - Job Search (1)

Total Hours: 19

### Spring

- ‡ MANF 199 - Internship Experience (1-15)
- MANF 256 - Operations Management (5)
- LC/GE (5-10)
- BMT 280 - Entrepreneurship and Small Business Management (5)
- SOSC 125 - Employer/Employee Roles & Perspectives (2)

Total Hours: 18+

### Note:

\* Learning Community (5-10 credits) or 5 credits of General Education (natural sciences, social sciences, or humanities) from AA-DTA distribution. 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 substitute for ENGL& 101, BMT 111 can substitute for WMATH 100)

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

\*\* or CSS 104 or IBEST enrollment

√ or CMST& 210

## Manufacturing Technology Certificates

### Automated Systems Technology Micro-Certificate

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, characteristics and operation of various types of electric motors, pneumatics & embedded controllers.

#### Required Courses:

- MANF 145 - Electronics Fundamentals (5)
- MANF 150 - Sensor Systems and Applications (5)
- MANF 156 - Introduction to Automated Systems (5)

### Composite Repair Technician Micro-Certificate

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 - Composites Construction and Repair (3)
- CMPST 123 - Composite Vacuum Infusion/Light RTM Process (5)
- CMPST 127 - Advanced Composites Construction and Repair (5)

## Manufacturing Foundations Certificate

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.

### Core Courses:

- MANF 110 - Introduction to Manufacturing (3)
- MANF 120 - Industrial Safety & CPR (3)
- MANF 122 - Material Science in Manufacturing (2)
- MANF 125 - Precision Measurement and Tools (3)
- MANF 140 - Print Reading in Manufacturing (3)

### Manufacturing Foundation Options (must choose at least two options):

Automated Systems Technology, Computer Numeric Control (CNC) Operations, Composite Repair Technician, Quality Assurance, Technical Drawing, and Welding Fundamentals: Steel and/or Aluminum. See Dept. Chair for specific courses depending on areas of interest.

## Manufacturing Fundamentals Micro-Certificate

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.

### Required Courses:

- MANF 110 - Introduction to Manufacturing (3)
- MANF 120 - Industrial Safety & CPR (3)
- MANF 122 - Material Science in Manufacturing (2)
- MANF 125 - Precision Measurement and Tools (3)
- MANF 140 - Print Reading in Manufacturing (3)

## Manufacturing Technology Certificate

Expanding on the Manufacturing Foundation Certificates, the Manufacturing Technology Certificates include an additional one quarter of general education requirements. These certificates give the student a solid base of communication skills needed in the manufacturing environment.

### Program options:

- Automated Systems Technology
- Computer Numeric Control (CNC) Operations
- Composite Repair Technician
- Welding Fundamentals: Steel and/or Aluminum.

*See Department Chair for specific courses depending on areas of interest.*

### Core Courses:

- MANF 103 - Introduction to Quality Assurance (3)
- MANF 110 - Introduction to Manufacturing (3)
- MANF 120 - Industrial Safety & CPR (3)
- MANF 122 - Material Science in Manufacturing (2)
- MANF 125 - Precision Measurement and Tools (3)
- MANF 140 - Print Reading in Manufacturing (3)
- MANF 177 - Quality Control Metrics and Applications (5)
- MANF 199 - Internship Experience (1-15)
- TECD 103 - Introduction to Computer-Aided Design (3)
- ENGL 170 - Professional and Technical Communication (3) or
- ENGL& 101 - English Composition I (5)
- SOSC 113 - Job Search (1)
- SOSC 125 - Employer/Employee Roles & Perspectives (2)
- WMATH 100 - Professional Technical Applied Math (5)



## Technical Drawing Micro-Certificate

This micro-certificate 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.

### Required Courses:

- TECD 103 - Introduction to Computer-Aided Design (3)
- TECD 104 - Basic Computer-Aided Design (3)
- TECD 105 - Computer-Aided Design III (4)
- TECD 107 - Computer-Aided Design IV (5)

## Welding Fundamentals Micro-Certificate

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:

- WT 111 - Introduction to Shielded Metal Arc Welding (5)
- WT 112 - Introduction to Wirefeed Welding (5)
- WT 114 - Thermal Cutting Processes (3)
- MANF 120 - Industrial Safety & CPR (3)
- MANF 140 - Print Reading in Manufacturing (3)

### Welding Fundamentals-Aluminum:

- WT 113 - Introduction to Inert Gas and Aluminum Welding (5)
- WT 117 - Hand and Power Tools (3)
- MANF 120 - Industrial Safety & CPR (3)
- MANF 140 - Print Reading in Manufacturing (3)

## *Technical Design Certificates*

## Computer Numeric Control (CNC) Operator Micro-Certificate

This micro-certificate prepares the student for introductory work in the CNC field as a CNC operator. The student will learn basic code and operations of CNC equipment.

### Required Courses

- MANF 115 - Intro to Computer Numeric Controlled (CNC) Operations (5)
- MANF 190 - Computer Numeric Controlled (CNC) Basics (5)
- MANF 205 - Advanced Computer Numeric Control (CNC) (5)

## Quality Assurance Micro-Certificate

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 - Introduction to Quality Assurance (3)
- MANF 120 - Industrial Safety & CPR (3)
- MANF 140 - Print Reading in Manufacturing (3)
- MANF 177 - Quality Control Metrics and Applications (5)
- WMATH 100 - Professional Technical Applied Math (5)

# Marine Maintenance Technology

Also see Composites Technology (pg 124)

## 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 Enrollment Services 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 Academic Information 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.

## 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 Maintenance Technology Degrees and Courses

## Associate in Technical Arts

## Marine Maintenance Technology-Marine Technician Emphasis, ATA

### Suggested Schedule

A Certificate in Marine Maintenance Technology is awarded to students who complete the following courses with a minimum 2.0 grade in each course. 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

- † MT 102 - Marine Applied Mathematics (5)
- MT 105 - Safety, Tools, and Fastenings (6)
- MT 240 - Outboard Motor Operation and Service (3)
- CSS 103 - First Quarter Experience (2)
- Total Hours: 17
- **Winter**
- MT 132 - Marine Electrical Systems I (5)
- MT 160 - Marine Engine Systems (7)
- MT 161 - Inboard Drivetrain/Sterndrives and Saildrives (5)

Total Hours: 18

#### Second Year

##### Fall

- MT 134 - Marine Electrical Systems III (5)
- MT 230 - Marine Electronics (3)
- MT 270 - Marine Hydraulic Systems (5)
- or
- CMPST 220 - Composite Tooling (5)
- ~ SOSC 125 - Employer/Employee Roles & Perspectives (2)

Total Hours: 15

##### Winter

- MT 119 - OSHA 10 Training and Forklift Certification (2)
- MT 204 - Advanced Marine Systems (5)

### Spring

- CMPST 121 - Composites Construction and Repair (3)
- ~ † ENGL 170 - Professional and Technical Communication (3)
- MT 133 - Marine Electrical Systems II (5)
- MT 136 - Marine Sanitation Systems, Plumbing and Pumps (5)
- MT 199 - Cooperative Education Experience (1-4)

Total Hours: 17

- or
- CMPST 123 - Composite Vacuum Infusion/Light RTM Process (5)
- MT 236 - Marine Electronics II (3)
- ~ CMST& 210 - Interpersonal Communication: D (5)

Total Hours: 15

### Spring

- MT 106 - Rigging (4)
- MT 199 - Cooperative Education Experience (1-4) (2)
- MT 231 - Marine Heating, Air Conditioning & Refrigeration (5)
- ~ PE 200 - First Aid, Safety, and CPR (2)

Total Hours: 13

### Note:

† 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 (A valid CPR/First Aid certification from an approved provider can substitute for PE 200).

## Marine Maintenance Technology Certificates

### Marine Technician Certificate

(46 Credits)

#### Required Courses:

- MT 102 - Marine Applied Mathematics (5) or
- WMATH 100 - Professional Technical Applied Math (5)
- MT 105 - Safety, Tools, and Fastenings (6)
- MT 132 - Marine Electrical Systems I (5)
- MT 133 - Marine Electrical Systems II (5)
- MT 136 - Marine Sanitation Systems, Plumbing and Pumps (5)
- MT 160 - Marine Engine Systems (7)
- MT 161 - Inboard Drivetrain/Sterndrives and Saildrives (5)
- MT 240 - Outboard Motor Operation and Service (3)
- CMPST 121 - Composites Construction and Repair (3)
- ENGL 170 - Professional and Technical Communication (3)

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## Mathematics

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 be assessed 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, MATH& 141, or MATH& 146 or higher. Each of these courses require an appropriate placement score or completion of MATH 098 (MATH 099 for those who want to take MATH& 141) 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, MATH& 142, and continue through the Calculus sequence. For more information about the Math program and the courses offered contact the Division Chair for Mathematics and Computer Science on the Mount Vernon Campus or the Department Chair for Mathematics on the Whidbey Island Campus.

## Related Degree Options

Arts Direct Transfer Agreement, AA-DTA (pg 58)

Science Transfer AS-T (pg 70)

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# Multimedia & Interactive Technology

## 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, digital photography and videography, or game and app 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, App & Web Development certificate; a Digital Media Marketing certificate; a Digital Video certificate; and a Digital Photography micro-certificate. 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 photos and video and develop games and applications. Students graduating with a degree or certificate in Multimedia & Interactive Technology will be trained to manipulate text, graphics, photos, 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 game and app 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, programmer, graphic artist, computer specialist, modeler, game designer, game programmer, game developer, photographer, 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, digital video, web design, and game and app 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 that demonstrates student aptitude and proficiency.

### You May Study:

- |                                    |  |
|------------------------------------|--|
| • Web Design & Development         | • Adobe Illustrator                      |
| • Digital Photography              | • Adobe InDesign                         |
| • Animation                        | • Adobe Photoshop                        |
| • Content Management Systems (CMS) | • Adobe Premiere                         |
| • Image Creation & Manipulation    | • Multimedia Design                      |
| • Digital Video Editing            | • User Experience (UX) Design            |
| • Page Layout & Desktop Publishing | • Search Engine Optimization Techniques  |
| • Adobe Dreamweaver                | • Video Game and Application Programming |
| • Adobe Animate                    |  |

## Entry into the Program

Please apply at Enrollment Services. 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 Enrollment Services.

## 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.

### 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.

## Multimedia & Interactive Technology Degrees and Courses

### Associate in Technical Arts

## Multimedia-Web Designer, ATA

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.

### Suggested Schedule

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

- MIT 125 - Introduction to Interactive Multimedia (5)
- ART 111 - Two Dimensional Color and Design (5)
- CSS 103 - First Quarter Experience (2)
- √ CMST& 210 - Interpersonal Communication: D (5)

Total Hours: 17

##### 2nd Quarter

- MIT 149 - Introduction to Web Page Design (5)
- MIT 226 - Adobe Photoshop (5)
- † ENGL& 101 - English Composition I (5)

Total Hours: 15

##### 3rd Quarter

- ~ MIT 213 - Digital Photography (5)
- MIT 229 - Adobe Illustrator (5)
- † BMT 111 - Business Math (5)

Total Hours: 15

#### Second Year

##### 4th Quarter

- MIT 220 - Adobe InDesign (5)
- MIT 228 - Adobe Animate (5)
- MIT 235 - User Experience Design (UX) (5)

Total Hours: 15

##### 5th Quarter

- MIT 240 - Adobe Dreamweaver (5)
- MIT 260 - Search Engine Optimization (5)
- MIT 270 - CMS Fundamentals (5)

Total Hours: 15

##### 6th Quarter

- ‡ MIT 199 - Cooperative Educational Experience (1-15)
- MIT 249 - Advanced Web Page Design (5)
- MIT 280 - Digital Portfolio (5)
- ^ PE 100 + 1 activity credit (2)

Total Hours: 13+

### Note:

† 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 BMT 111).

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

^ or PE 200 or a valid CPR/First Aid certification from an approved provider

√ or CMST 125

~ or ART 181

## Multimedia & Interactive Technology Certificates

## Adobe Certificate

(41 Credits)

### Requirements

The student must maintain a 2.0 grade point average and complete the following:

- MIT 125 - Introduction to Interactive Multimedia (5)
- MIT 199 - Cooperative Educational Experience (1-15)
- MIT 220 - Adobe InDesign (5)
- MIT 226 - Adobe Photoshop (5)
- MIT 227 - Adobe Premiere Pro (5)
- MIT 228 - Adobe Animate (5)
- MIT 229 - Adobe Illustrator (5)
- MIT 240 - Adobe Dreamweaver (5)
- MIT 280 - Digital Portfolio (5)

### Note:

This certificate is available entirely online.

## Digital Video Certificate

(31 Credits)

### Requirements

The student must maintain a 2.0 grade point average and complete the following:

- MIT 125 - Introduction to Interactive Multimedia (5)
- MIT 199 - Cooperative Educational Experience (1-15)
- MIT 212 - Digital Videography (5)
- MIT 213 - Digital Photography (5)
- MIT 226 - Adobe Photoshop (5)
- MIT 227 - Adobe Premiere Pro (5)
- MIT 280 - Digital Portfolio (5)

## Game, App & Web Development Certificate

(44 Credits)

### Requirements

The student must maintain a 2.0 grade point average and complete the following:

- MIT 105 - Two-Dimensional Level Design I (5)
- MIT 115 - Introduction to Scripting and Programming I (4)
- MIT 149 - Introduction to Web Page Design (5)
- MIT 199 - Cooperative Educational Experience (1-15)
- MIT 205 - Two-Dimensional Level Design II (5)
- MIT 215 - Introduction to Scripting and Programming II (4)
- MIT 235 - User Experience Design (UX) (5)
- MIT 228 - Adobe Animate (5)
- MIT 240 - Adobe Dreamweaver (5)
- MIT 249 - Advanced Web Page Design (5)

## Graphic Arts Certificate

(36 Credits)

### Requirements

The student must maintain a 2.0 grade point average and complete the following:

- MIT 125 - Introduction to Interactive Multimedia (5)
- MIT 199 - Cooperative Educational Experience (1-15)
- MIT 213 - Digital Photography (5) (or ART 181)
- MIT 220 - Adobe InDesign (5)
- MIT 226 - Adobe Photoshop (5)
- MIT 229 - Adobe Illustrator (5)
- ART 111 - Two Dimensional Color and Design (5)
- MIT 280 - Digital Portfolio (5)

**Note:**

This certificate is available entirely online.

## Multimedia & Interactive Technology Individual Technical Certificate

### Certificate Requirements

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

## Multimedia-Web Assistant Certificate

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

### \*\*Suggested Schedule

#### First Year

##### 1st Quarter

- MIT 125 - Introduction to Interactive Multimedia (5)
- MIT 149 - Introduction to Web Page Design (5)
- ART 111 - Two Dimensional Color and Design (5)

Total Hours: 15

##### 2nd Quarter

- MIT 226 - Adobe Photoshop (5)
- MIT 229 - Adobe Illustrator (5)
- MIT 240 - Adobe Dreamweaver (5)
- SOSC 113 - Job Search (1)

Total Hours: 16

##### 3rd Quarter

- ~ MIT 213 - Digital Photography (5)
- MIT 228 - Adobe Animate (5)
- MIT 235 - User Experience Design (UX) (5)
- MIT 249 - Advanced Web Page Design (5)

Total Hours: 20

##### 4th Quarter

- (1) ‡ MIT 199 - Cooperative Educational Experience (1-15)
- MIT 260 - Search Engine Optimization (5)
- MIT 270 - CMS Fundamentals (5)
- MIT 280 - Digital Portfolio (5)

Total Hours: 16

**Note:**

\*\* 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.



## Web Assistant Certificate

(67 Credits)

### Requirements

The student must maintain a 2.0 grade point average and complete the following:

- ART 111 - Two Dimensional Color and Design (5)
- MIT 125 - Introduction to Interactive Multimedia (5)
- MIT 149 - Introduction to Web Page Design (5)
- MIT 199 - Cooperative Educational Experience (1-15)  
MIT 213 - Digital Photography (5)  
*or*
- ART 181 - Photography I (4)
- MIT 226 - Adobe Photoshop (5)
- MIT 228 - Adobe Animate (5)
- MIT 229 - Adobe Illustrator (5)
- MIT 235 - User Experience Design (UX) (5)
- MIT 240 - Adobe Dreamweaver (5)
- MIT 249 - Advanced Web Page Design (5)
- MIT 260 - Search Engine Optimization (5)
- MIT 270 - CMS Fundamentals (5)
- MIT 280 - Digital Portfolio (5)
- SOSC 113 - Job Search (1)

### Note:

This certificate is available entirely online.

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## Music

### 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 DTA/MRP degree, based on the new statewide Associate in Music DTA/MRP, is especially designed for music majors (see Degrees & Certificates Quick View 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 360.416.7655 for more details.

For non-music majors who love to sing or play an instrument, we offer 2 choirs: MUSC 137 and MUSC 138 (auditioned only); a Jazz Band (MUSC 164) or a number of music classes in various areas, including: History of Jazz (MUSC 128), History of Rock and Roll (MUSC 127), Music Appreciation (MUSC& 105) and World Music (MUSC 129). These music courses may satisfy some of your required 15-20 credits of studies in the arts. Check with your counselor for more details.

### Associate In Arts - DTA / Major Ready Program (MRP)

See Associate in Music Direct Transfer Agreement / Major Ready (MRP) (pg 65)

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# Natural Sciences

## Related Degree Programs

Arts Direct Transfer Agreement, AA-DTA (pg 58)

Science Transfer AS-T (pg 70)

Environmental Conservation, AAS-T (pg 76)

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# Nursing

## 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.

## Nursing Program Options

The Nursing programs at SVC are offered at two campus locations: Mount Vernon Campus and Whidbey Island Campus located in Oak Harbor.

### Associate IN NURSING DTA/MRP Degree (135 credits) - Mount Vernon

The DTA/ MRP degree prepares students who are highly educated, technically advanced, competent and caring individuals to practice professional nursing in a variety of settings. The full-time program, located on the Mount Vernon campus, requires attendance in daytime lecture and lab classes, and both daytime and evening clinical experiences. Graduates of this program are eligible to take the examination for licensure as a registered nurse (NCLEX-RN). Passing the NCLEX-RN exam and completion of this transfer degree provide the general education and nursing courses for direct transfer with only one additional year of study to complete the Bachelor of Science in Nursing (RN-BSN pathway). Baccalaureate institutions party to this agreement are: Washington State University, University of Washington, Western Washington University, Heritage University, Pacific Lutheran University, Seattle Pacific University, St. Martin's University, and Western Governors University.

Note that admission to an RN to BSN program may be competitive; therefore, no particular GPA can guarantee admission to any specific program. Certain schools may have additional university-specific requirements for admission to the institution that are not prerequisites specifically identified in the DTA requirements.

### Advanced Placement (LPN) Registered Nursing ATA Degree (99 credits)

SVC offers a program for nurses who have graduated from a PN program and have a current Washington State unencumbered LPN license. Located on the Whidbey Island Campus, the LPN to RN program focuses on the second year of the Registered Nursing Program. Students complete the same RN program prerequisites, related education courses, required for the ADN DTA/MRP Nursing 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 Nursig.

## Nursing Assistant Certificate

### *Nursing 100 (8 credits) - Mount Vernon and Whidbey Island Campuses*

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 44 hours of classroom instruction and 88 hours of lab/clinical experience. Students must attend all scheduled classes and clinical experiences to meet State certification requirements.

## Accreditation

Skagit Valley College's Registered Nursing program (RN) is 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:

1. NCQAC - 111 Israel Road SE, Tumwater, WA 98501; 360.236.4700; [www.doh.wa.gov](http://www.doh.wa.gov)
2. 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 design reflects the nursing mission, philosophy, and program objectives. Faculty adopted the NLN Core Components and Competencies for Associate Degree Graduates (NLN 2010) as the organizing framework for the program. Each component was defined by SVC faculty and competencies for each course and for SVC ADN students were developed. The curriculum design provides the foundation for nursing theory course content, laboratory experiences on campus, laboratory experiences in clinical setting, and evaluation of student learning.

The goal of the Nursing Program at Skagit Valley College is to educate students to practice nursing within varied health care settings. Nursing education will assist the student to promote optimal level of health and wellness for the individual, family and community.

## Program Learning Outcomes

The nursing philosophy supports the student learner outcomes of Human Flourishing, Nursing Judgment, Professional Identity and Spirit of Inquiry:

- **Human Flourishing:** Advocate for patients and families in ways that promote their self-determination, integrity, and ongoing growth as human beings.
- **Nursing Judgment:** Make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care and promote the health of patients within a family and community context.
- **Professional Identity:** Implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context.
- **Spirit of Inquiry:** Examine the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve the quality of care for patients, families, and communities.

The nursing process is foundational to the curricular framework defined by the National League for Nursing (2010) and adopted by Skagit Valley College ADN program. The nursing process consists of Assessment, Diagnosis, Planning, Implementation and Evaluation.

## 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).

## Program Entry: RN Degree

Enrollment is limited in all nursing programs. Admission into the Registered Nursing Program is based on a competitive/selective process. Students interested in Nursing will be placed in the Pre-Nursing DTA/MRP program until acceptance into the Nursing program, at which time Students will automatically be moved to the Nursing DTA/MRP degree path.

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. Determine your placement in Math and English. In addition, applicants to the 2nd year RN (LPN to RN) program must either hold an active unencumbered Washington State Practical Nurse License (LPN) or meet the approved equivalent coursework of the first year of the RN program. 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 to be considered for admission. Minimum qualifications include:

- Valid 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
- BIOL& 160 - General Biology w/Lab or BIOL& 211 - Majors Cellular
- BIOL& 241 - Human Anatomy and Physiology I
- BIOL& 242 - Human A & P II
- CHEM& 121 - Intro to Chemistry
- BIOL& 260 - Microbiology
- NUTR& 101 - Nutrition
- 3.0 or higher cumulative GPA in all required Nursing prerequisites
- ENGL& 101 - English Composition I
- MATH& 146 - Introduction to Stats

- PSYC& 100 - General Psychology
- PSYC& 200 - Lifespan Psychology
- ENGL& 102 - Composition II

**Note:** CMST& 220 can substitute if taken before July 2017; CMST&220 or ENGL 104 can be substituted if taken before July 2016

Quarter Applying For:	When <i>English 102</i> must be completed:
Fall Quarter 2017	By graduation from program
Spring Quarter 2018	By graduation from program
Fall Quarter 2018	Spring Quarter 2018

**The Following General Education Requirements Must be Completed Prior to Graduation:**

- 10 credits of Humanities
- Humanities may vary: CMST& 220 and SPAN& 121 are recommended. Applicants for Fall Quarter 2018 or later must have these completed by application date. Courses will be included in GPA calculation at that time. Applicants for Fall 2017 are required to complete by graduation.

## Mount Vernon Campus

### Associate in Nursing DTA/MRP Degree

SVC offers an Associate Nursing DTA/MRP Degree. Student schedule may vary based on entry point and credit load. This is a full-time schedule. An Associate in Nursing DTA/MRP degree is awarded upon completion of a minimum of 75 credits of generic DTA credits and 60 nursing core course. Please note the annual schedule: not every nursing course will be offered every quarter.

Prerequisite and general education courses required prior to entering the Registered Nursing Program (full or part-time): MATH& 146 , †ENGL& 101 , CHEM& 121 , BIOL& 160 or BIOL& 211 , BIOL& 241 , BIOL& 242 , BIOL 260 , PSYC& 100 , and PSYC& 200 , NUTR& 101 .

Required course that must be completed before graduation: 10 credits humanities and ENGL& 102 . These courses may require prerequisites before taking.

Students must have a 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 prerequisites. 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.

See degree course sequence

## Whidbey Island Campus

### Registered Nursing ATA Degree (99 Credits)

SVC offers an Associate Nursing ATA Degree. Student schedule may vary based on entry point and credit load. This is a full-time schedule.

Prerequisite and general education courses required prior to entering the Registered Nursing Program (full or part-time): MATH& 146 , †ENGL& 101 , CHEM& 121 , BIOL& 211 or BIOL& 160 , BIOL& 241 , BIOL& 242 , BIOL260, PSYC& 100 , and PSYC& 200 , NUTR& 101 , ENGL& 102 .

Required courses that must be completed before graduation: 10 credits humanities and ENGL& 102. These courses may require prerequisites before taking. Please see a counselor/advisor for approved courses.

Students must have a 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 prerequisites. 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.

See degree course sequence

**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 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). Passing a national licensing exam from the National Council of State Boards of Nursing (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 (full or part-time) 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 a program interruption may be required to repeat some, if not all, nursing program courses if there have been curriculum changes or if the interruption has lasted greater than one year. Students will not be allowed to reenter the SVC Registered Nursing Program at 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 for the **Nursing Assistant program certificate**. The following information will inform you about the options, admission requirements, application process, and deadlines.

### Credits Program Length Admission/Campus

8	1 quarter	MV-Spring quarter only
8	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 100 (Nursing Assistant Program) - 8 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 44 hours of classroom instruction, and 88 hours of lab/clinical experience. Students must attend all scheduled classes and clinical experiences to meet State certification requirements

## 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 and Whidbey Island Campus

*Permission is required.*

Contact: Susan LaFave Program Assistant | 360.416.7933

## 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:

- Negative TB test, OR chest x-ray and clearance by Health Care Provider. Students must provide documentation by the end of first week of class.
- Current Adult CPR card. If pursuing entrance into the LPN-RN or RN programs, a current American Heart Association Basic Life Support (BLS) CPR card is required. A CPR card received through an internet-based training program is not acceptable for this program.

## ***Nursing Degrees and Courses***

### **Associate In Arts - DTA / Major Ready Program (MRP)**

See Nursing, AA-DTA/MRP (pg 66)

See Pre-Nursing, AA-DTA/MRP (pg 69)

### **Associate in Technical Arts**

## **Advanced Placement (LPN) Registered Nursing, ATA**

99 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 program focuses on the second year of the Registered Nursing Program. Students complete the same RN program prerequisites, related education courses, required for the ADN DTA/MRP Nursing 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.

## ***Nursing Certificates***

### **Nursing Assistant Certificate (Nursing 100)**

8 credits - Mount Vernon and Whidbey Island Campuses

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 44 hours of classroom instruction and 88 hours of lab/clinical experience. Students must attend all scheduled classes and clinical experiences to meet State certification requirements.

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## **Nutrition**

### **Program Description**

For allied health and nursing, health and fitness technician, and academic transfer degree students seeking a science distribution course, NUTR& 101 offers an introduction to the basic principles of nutritional science.

### **Related Degree and Certificate Options**

Arts Direct Transfer Agreement, AA-DTA (pg 58)

Nursing Direct Transfer Agreement, DTA/MRP (pg 66)

Pre-Nursing Direct Transfer Agreement, DTA/MRP (pg 69)

Health & Fitness Technician Certificate (pg 155)

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# Oceanography

Course descriptions are listed under Earth Sciences

## 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) or Eastern Washington (NASC 161).

## Related Degree Options

Arts Direct Transfer Agreement, AA-DTA (pg 58)

Science Transfer AS-T (pg 70)

Environmental Conservation, AAS-T (pg 76)

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# Office Administration & Accounting Technologies

## 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 (90-94 credits) or a specialized certificate (45-73 credits). Students may also choose to group certain key curriculum courses that will support related programs or fulfill industry-specific competencies.

## Degree Options

Career paths for students who successfully complete the Administrative Assistant degree emphasis might include employment as an Executive Assistant, Administrative Assistant, Executive/Confidential Secretary, or Office Manager. Completion of the Accounting Paraprofessional degree emphasis could lead to employment as an Accounting Technician, Accounts Payable/Receivable Clerk, Payroll Clerk, or Full-Charge Bookkeeper. (See Degrees & Certificates Quick View Associate in Technical Arts Degree).

Students who plan to major in Accounting or Business Administration at a four-year institution should take ACCT& 201, ACCT& 202, and ACCT& 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 Degrees & Certificates Quick View Program Certificates.)

## 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, and 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 at Enrollment Services. 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 Non-Degree Programs 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, OFTEC 116, OFTEC 122, OFTEC 132, OFTEC 134, OFTEC 140, and OFTEC 145. Regulations for awarding credit by examination have been established by the college and are listed in the "Academic Regulations" section of this catalog.

## **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.

## **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.

## **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)

## Office Administration & Accounting Technologies Degrees and Courses

### Associate in Technical Arts

## Office Administration & Accounting Technologies: Accounting Paraprofessional Emphasis, ATA

### Suggested Schedule

#### First Year

##### Fall

- CSS 103 - First Quarter Experience (2)
- OFTEC 110 - Introduction to Office Technologies: D (3)
- OFTEC 115 - Business English I (5)
- OFTEC 145 - Practical Accounting I (5)

Total Hours: 15

##### Winter

- OFTEC 116 - Business English II (5)
- OFTEC 122 - MS Word I (3)
- OFTEC 146 - Practical Accounting II (5)
- √ CMST 125 - Professional Communication: D (3)

Total Hours: 16

##### Spring

- OFTEC 132 - MS PowerPoint (4)
- OFTEC 147 - Practical Accounting III (5)
- ¥ PE 200 - First Aid, Safety, and CPR (2)
- † WMATH 100 - Professional Technical Applied Math (5)

Total Hours: 16

#### Second Year

##### Fall

- OFTEC 134 - MS Excel and Access I (5)
- OFTEC 210 - Electronic Communications (3)
- OFTEC 244 - Microcomputer Accounting II (3)
- Elective (3-5)

Total Hours: 14+

##### Winter

- OFTEC 118 - Introduction to Records Management (4)
- OFTEC 135 - MS Excel and Access II (5)
- OFTEC 140 - 10-Key Applications (3)
- OFTEC 142 - Payroll Procedures (3)
- SOSC 113 - Job Search (1)

Total Hours: 16

##### Spring

- ‡ OFTEC 199 - Cooperative Education Experience (1-15) (1)
- OFTEC 215 - Business Communications: D (5)  
(cont. next page)
- OFTEC 232 - MS Office Integrated Projects (3)
- OFTEC 242 - Microcomputer Accounting I (3)
- OFTEC 280 - Final Project (1)

Total Hours: 13

### Note:

† 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.

√ or CMST& 210

¥ or PE 100 plus 1 activity credit or a valid CPR/First Aid certification from an approved provider

NOTE: Certificate requirements may be met in the first year, degree requirements in the second year.

# Office Administration & Accounting Technologies: Administrative Assistant Emphasis, ATA

## Suggested Schedule

### First Year

#### Fall

- CSS 103 - First Quarter Experience (2)
- OFTEC 110 - Introduction to Office Technologies: D (3)
- OFTEC 115 - Business English I (5)
- OFTEC 118 - Introduction to Records Management (4)
- ¥ PE 200 - First Aid, Safety, and CPR (2)

Total Hours: 16

#### Winter

- OFTEC 105 - Keyboarding--Skillbuilding (2)
- OFTEC 116 - Business English II (5)
- OFTEC 122 - MS Word I (3)
- † WMATH 100 - Professional Technical Applied Math (5)

Total Hours: 15

#### Spring

- OFTEC 126 - MS Word II (3)
- OFTEC 134 - MS Excel and Access I (5)
- OFTEC 215 - Business Communications: D (5)
- √ CMST 125 - Professional Communication: D (3)

Total Hours: 16

### Second Year

#### Fall

- OFTEC 132 - MS PowerPoint (4)
- OFTEC 145 - Practical Accounting I (5)
- OFTEC 210 - Electronic Communications (3)
- Elective (3-5)

Total Hours: 15+

#### Winter

- OFTEC 135 - MS Excel and Access II (5)
- OFTEC 140 - 10-Key Applications (3)
- OFTEC 142 - Payroll Procedures (3)
- OFTEC 204 - Microsoft Publisher (4)
- SOSC 113 - Job Search (1)

Total Hours: 16

#### Spring

- OFTEC 124 - Document Production (4)
- (1) ‡ OFTEC 199 - Cooperative Education Experience (1-15)
- OFTEC 232 - MS Office Integrated Projects (3)
- OFTEC 242 - Microcomputer Accounting I (3)
- OFTEC 280 - Final Project (1)

Total Hours: 12

### Note:

† 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.

√ or CMST& 210

¥ or PE 100 plus 1 activity credit or a valid CPR/First Aid certification from an approved provider

NOTE: Certificate requirements may be met in the first year, degree requirements in the second year.

## Office Administration & Accounting Technologies Certificates

### Bookkeeping Certificate

#### Requirements

- CSS 103 - First Quarter Experience (2)
- OFTEC 110 - Introduction to Office Technologies: D (3)
- OFTEC 115 - Business English I (5)
- OFTEC 122 - MS Word I (3)
- OFTEC 134 - MS Excel and Access I (5)
- OFTEC 140 - 10-Key Applications (3)
- OFTEC 142 - Payroll Procedures (3)
- OFTEC 145 - Practical Accounting I (5)

- OFTEC 146 - Practical Accounting II (5)
- OFTEC 242 - Microcomputer Accounting I (3)
- OFTEC 280 - Final Project (1)
- CMST 125 - Professional Communication: D (3)  
Or CMST& 210 Interpersonal Communication: D (5)
- WMATH 100 - Professional Technical Applied Math (5) or
- BMT 111 - Business Math (5)
- SOSC 113 - Job Search (1)

## Business Communications Micro-Certificate

### Requirements

- OFTEC 210 - Electronic Communications (3)
- OFTEC 215 - Business Communications: D (5) (prerequisites: OFTEC 115 and OFTEC 116)
- CMST 125 - Professional Communication: D (3) or
- CMST& 210 - Interpersonal Communication: D (5)

## Business Software Applications Certificate

### Requirements

- CSS 103 - First Quarter Experience (2)
- OFTEC 110 - Introduction to Office Technologies: D (3)
- OFTEC 115 - Business English I (5)
- OFTEC 116 - Business English II (5)
- OFTEC 118 - Introduction to Records Management (4)
- OFTEC 122 - MS Word I (3)
- OFTEC 124 - Document Production (4)
- OFTEC 126 - MS Word II (3)
- OFTEC 132 - MS PowerPoint (4)
- OFTEC 134 - MS Excel and Access I (5)
- OFTEC 135 - MS Excel and Access II (5)
- OFTEC 204 - Microsoft Publisher (4)
- OFTEC 210 - Electronic Communications (3)
- OFTEC 232 - MS Office Integrated Projects (3)
- OFTEC 280 - Final Project (1)
- CMST 125 - Professional Communication: D (3) or
- CMST& 210 - Interpersonal Communication: D (5)
- MIT 149 - Introduction to Web Page Design (5)
- WMATH 100 - Professional Technical Applied Math (5) or
- BMT 111 - Business Math (5)
- SOSC 113 - Job Search (1)

## General Office Support Certificate

### Requirements

- CSS 103 - First Quarter Experience (2)
- OFTEC 099 - Keyboarding--Beginning (4)  
*or*
- OFTEC 134 - MS Excel and Access I (5)
- OFTEC 105 - Keyboarding--Skillbuilding (2)
- OFTEC 110 - Introduction to Office Technologies: D (3)
- OFTEC 115 - Business English I (5)
- OFTEC 116 - Business English II (5)

- OFTEC 118 - Introduction to Records Management (4)
- OFTEC 122 - MS Word I (3)
- OFTEC 124 - Document Production (4)
- OFTEC 140 - 10-Key Applications (3)
- OFTEC 280 - Final Project (1)
- CMST 125 - Professional Communication: D (3)
- or*
- CMST& 210 - Interpersonal Communication: D (5)
- WMATH 100 - Professional Technical Applied Math (5)
- or*
- BMT 111 - Business Math (5)
- SOSC 113 - Job Search (1)

## Medical Secretary Certificate

Please see Allied Health Education for course requirements. (pg 93)

## Office Administration & Accounting Technologies Individual Technical Certificate

### Certificate Requirements

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

## Office and Administrative Support Certificate

### Requirements

- CSS 103 - First Quarter Experience (2)
- OFTEC 105 - Keyboarding--Skillbuilding (2)
- OFTEC 110 - Introduction to Office Technologies: D (3)
- OFTEC 115 - Business English I (5)
- OFTEC 116 - Business English II (5)
- OFTEC 118 - Introduction to Records Management (4)
- OFTEC 122 - MS Word I (3)
- OFTEC 124 - Document Production (4)
- OFTEC 126 - MS Word II (3)
- OFTEC 132 - MS PowerPoint (4)
- OFTEC 134 - MS Excel and Access I (5)
- OFTEC 135 - MS Excel and Access II (5)
- OFTEC 140 - 10-Key Applications (3)
- OFTEC 142 - Payroll Procedures (3)
- OFTEC 210 - Electronic Communications (3)
- OFTEC 215 - Business Communications: D (5)
- OFTEC 232 - MS Office Integrated Projects (3)
- OFTEC 280 - Final Project (1)
- CMST 125 - Professional Communication: D (3) or
- CMST& 210 - Interpersonal Communication: D (5)
- WMATH 100 - Professional Technical Applied Math (5) or
- BMT 111 - Business Math (5)
- SOSC 113 - Job Search (1)

## Office Technology Update Certificate

A student must complete a 30-credit minimum individualized program approved by Department Chair. A certificate will be designed for the student who has had previous training and/or experience and wants a technological update for a return to the work force, job change, or career advancement.

## Payroll Accounting Micro-Certificate

### Requirements

- OFTEC 140 - 10-Key Applications (3)
- OFTEC 142 - Payroll Procedures (3)
- OFTEC 145 - Practical Accounting I (5)
- WMATH 100 - Professional Technical Applied Math (5) or
- BMT 111 - Business Math (5)

## Small Business Accounting Certificate

(71 Credits)

### Requirements

- CSS 103 - First Quarter Experience (2)
- OFTEC 110 - Introduction to Office Technologies: D (3)
- OFTEC 115 - Business English I (5)
- OFTEC 116 - Business English II (5)
- OFTEC 118 - Introduction to Records Management (4)
- OFTEC 122 - MS Word I (3)
- OFTEC 134 - MS Excel and Access I (5)
- OFTEC 135 - MS Excel and Access II (5)
- OFTEC 140 - 10-Key Applications (3)
- OFTEC 142 - Payroll Procedures (3)
- OFTEC 145 - Practical Accounting I (5)
- OFTEC 146 - Practical Accounting II (5)
- OFTEC 147 - Practical Accounting III (5)
- OFTEC 242 - Microcomputer Accounting I (3)
- OFTEC 244 - Microcomputer Accounting II (3)
- OFTEC 280 - Final Project (1)
- CMST 125 - Professional Communication: D (3) or
- CMST& 210 - Interpersonal Communication: D (5)
- WMATH 100 - Professional Technical Applied Math (5) or
- BMT 111 - Business Math (5)
- SOSC 113 - Job Search (1)

## Software Applications Micro-Certificate

### Requirements

- OFTEC 122 - MS Word I (3)
- OFTEC 132 - MS PowerPoint (4)
- OFTEC 134 - MS Excel and Access I (5)
- OFTEC 135 - MS Excel and Access II (5)
- OFTEC 232 - MS Office Integrated Projects (3)

## Philosophy

### Related Degree Options

Arts Direct Transfer Agreement, AA-DTA (pg 58)

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# 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 181 - Photography I and ART 182 - Photography 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 Digital Photography.

## Related Degree Options

Visual Arts, AVA (pg 86)

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# Physical Education

## 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.

## Related Degree and Certificate Options

Arts Direct Transfer Agreement, AA-DTA (pg 58)

Health & Fitness Technician Certificate (155)

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# Physics

## 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& 134, PHYS& 135, PHYS& 136 (algebra-based) and PHYS& 241, PHYS& 242, and PHYS& 243 (calculus-based). Both sequences emphasize lab work to offer students hands-on experience with physical concepts and analysis. Non-science majors with an interest in physics may choose to take PHYS& 100, a non-lab survey of physics concepts or PHYS 111 (Matter and Energy in Physics).

## Degrees Options

Science Transfer AS-T (pg 70)

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# Political Science

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.

## Degrees Options

Arts Direct Transfer Agreement, AA-DTA (pg 58)

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## Psychology

### 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.

### Related Degree Options

Arts Direct Transfer Agreement, AA-DTA (pg 58)

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## 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.

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## Social Science

### Program Description

Social science classes foster critical thinking, integrative learning, and individual and global awareness. Most students take SOSC 100 - Global Issues/Social Science to meet Social Science distribution requirements for academic transfer degrees or to fulfill prerequisites in a particular field.

### Related Degree Options

Arts Direct Transfer Agreement, AA-DTA (pg 58)

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## Sociology

### 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.

### Related Degree Options

Arts Direct Transfer Agreement, AA-DTA (pg 58)

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## Spanish

### Program Description

Spanish courses, offered through the World Languages Department, are offered in a continuous, two-year program with courses that range from beginning to high-intermediate levels. The courses are aimed at enabling students to gain proficiency in comprehension, speaking, reading, writing and cultural competence. These courses are transferable and meet humanities distribution, and/or elective

requirements, depending on the specific degree sought or intended major. (Please note: the offering of these courses is subject to instructor availability and student interest and demand.)

## **Related Degree Options**

Arts Direct Transfer Agreement, AA-DTA (pg 58)

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# **Technical Design**

## **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.

## **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 at Enrollment Services. 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 Enrollment Services.

## **Tech Prep**

Please see Academic Information for information regarding Tech Prep.

## **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.

## **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.

## **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 Design Certificates and Micro-Certificates***

## **Automated Systems Technology Micro-Certificate**

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, characteristics and operation of various types of electric motors, pneumatics & embedded controllers.

## **Required Courses**

- MANF 145 - Electronics Fundamentals (5)
- MANF 150 - Sensor Systems and Applications (5)



- MANF 156 - Introduction to Automated Systems (5)

## Composites Repair Technician Micro-Certificate

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 - Composites Construction and Repair (3)
- CMPST 123 - Composite Vacuum Infusion/Light RTM Process (5)
- CMPST 127 - Advanced Composites Construction and Repair (5)

## Computer-Aided Technical Design (CAD) Certificate

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.

### Core Courses:

- TECD 103 - Introduction to Computer-Aided Design (3)
- TECD 104 - Basic Computer-Aided Design (3)
- TECD 105 - Computer-Aided Design III (4)
- TECD 107 - Computer-Aided Design IV (5)
- MANF 110 - Introduction to Manufacturing (3)
- MANF 120 - Industrial Safety & CPR (3)
- MANF 122 - Material Science in Manufacturing (2)
- MANF 125 - Precision Measurement and Tools (3)
- MANF 140 - Print Reading in Manufacturing (3)

### Computer-Aided Technical Design Technician option follow:

Automated Systems Technology, Computer Numeric Control (CNC) Operations, Composite Repair Technician, and Quality Assurance. See Dept. Chair for specific courses depending on areas of interest.

## Technical Design Certificate

### Core Courses:

- TECD 103 - Introduction to Computer-Aided Design (3)
- TECD 104 - Basic Computer-Aided Design (3)
- TECD 105 - Computer-Aided Design III (4)
- TECD 107 - Computer-Aided Design IV (5)
- TECD 220 - Computer-Aided Design Studio (5)
- MANF 120 - Industrial Safety & CPR (3)
- MANF 199 - Internship Experience (1-15)
- ENGL 170 - Professional and Technical Communication (3) or
- ENGL& 101 - English Composition I (5)
- WMATH 100 - Professional Technical Applied Math (5)
- SOSC 113 - Job Search (1)
- SOSC 125 - Employer/Employee Roles & Perspectives (2)

### Technical Design options follow:

Automated Systems Technology, Computer Numeric Control (CNC) Operations, Composite Repair Technician, and Quality Assurance. See Dept. Chair for specific courses depending on areas of interest.

## 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.

### **Required Courses:**

- TECD 103 - Introduction to Computer-Aided Design (3)
  - TECD 104 - Basic Computer-Aided Design (3)
  - TECD 105 - Computer-Aided Design III (4)
  - TECD 107 - Computer-Aided Design IV (5)
- 

## **Veterinary Assistant**

### **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.ocoouha.com](http://www.ocoouha.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 at Enrollment Services. Students may enter the program Fall quarter. For more information, contact the Department Chair or Enrollment Services.

### **Program Certificates**

Students must maintain a minimum C grade or above in all required courses.

## ***Veterinary Assistant Certificates***

### **Veterinary Assistant Certificate**

(32 Credits)

#### **Suggested Schedule**

##### **First Year**

##### **Fall**

- VETA 101 - Introduction to Veterinary Technology (2)
- VETA 107 - Veterinary Nursing/Patient Management I (3)
- VETA 110 - Veterinary Assistant Practicum I (2)
- ~ OFTEC 162 - Microsoft Office Basics (3)

Total Hours: 10

##### **Winter**

- VETA 103 - Veterinary Medical Terminology (2)
- VETA 105 - Veterinary Anatomy & Physiology I (2)
- VETA 108 - Veterinary Nursing/Patient Management II (2)
- VETA 109 - Veterinary Math (2)
- VETA 113 - Veterinary Assistant Practicum II (2)

Total Hours: 10

##### **Spring**

- VETA 111 - Veterinary Clinical Procedures (4)
- VETA 112 - Veterinary Anatomy and Physiology II (3)
- ^ VETA 115 - Veterinary Assistant Practicum III (2)
- VETA 114 - Veterinary Business Essentials (2)
- SOSC 113 - Job Search (1)

Total Hours: 12

#### **Note:**

~ or OFTEC 122

^ or VETA 199

### **Veterinary Fundamentals Certificate**

(25 Credits)

#### **Required Courses:**

- VETA 101 - Introduction to Veterinary Technology (2)
- VETA 103 - Veterinary Medical Terminology (2)
- VETA 105 - Veterinary Anatomy & Physiology I (2)

- VETA 107 - Veterinary Nursing/Patient Management I (3)
  - VETA 108 - Veterinary Nursing/Patient Management II (2)
  - VETA 109 - Veterinary Math (2)
  - VETA 110 - Veterinary Assistant Practicum I (2)
  - VETA 112 - Veterinary Anatomy and Physiology II (3)
  - VETA 113 - Veterinary Assistant Practicum II (2)
  - VETA 114 - Veterinary Business Essentials (2)
  - VETA 115 - Veterinary Assistant Practicum III (2) (or 2 credits of VETA 199)
  - SOSC 113 - Job Search (1)
- 

## Welding Technology

### 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 boat-building, 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 at Enrollment Services. 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 Enrollment Services.

### Tech Prep

Please see Academic Information 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.

## **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 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.

## **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**

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.

# ***Welding Technology Degrees and Courses***

## **Associate in Technical Arts**

## **Welding Technology, ATA**

## **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

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

- CSS 103 - First Quarter Experience (2)
- WT 111 - Introduction to Shielded Metal Arc Welding (5)
- WT 114 - Thermal Cutting Processes (3)
- WT 211 - Intermediate Shielded Metal Arc Welding (9)

Total Hours: 19

#### Winter

- † ENGL& 101 - English Composition I (5)
- WT 112 - Introduction to Wirefeed Welding (5)
- WT 221 - Shielded Metal Arc Welding Applications and Certification (9)
- MANF 140 - Print Reading in Manufacturing (3)

Total Hours: 22

#### Spring

- † WMATH 100 - Professional Technical Applied Math (5)
- WT 116 - Introduction to Welding Metallurgy (5)
- WT 212 - Intermediate Wirefeed Welding (9)

Total Hours: 19

### Second Year

#### Fall

- WT 113 - Introduction to Inert Gas and Aluminum Welding (5)
- WT 117 - Hand and Power Tools (3)
- WT 222 - Wirefeed Welding Applications and Certification (9)

Total Hours: 17

#### Winter

- CMST& 210 - Interpersonal Communication: D (5)
- WT 213 - Intermediate Inert Gas and Aluminum Welding (9)

Total Hours: 14

#### Spring

- WT 199 - Cooperative Education Experience (1-15) (1)
- MANF 120 - Industrial Safety & CPR (3)
- WT 223 - Inert Gas and Aluminum Welding Applications & Certification (9)

Total Hours: 13

### Note:

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

Note: Students are required to supply various, protective clothing and welding consumables. A complete list can be obtained by E-Mailing Department Chair or by visiting the weld shop in Reeves Hall.

## Welding Technology Certificates

## Advanced Welding Specialty Certificate

### Requirements

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 - Intro to Computer Numeric Controlled (CNC) Operations (5) or
- WT 116 - Introduction to Welding Metallurgy (5)
- WMATH 100 - Professional Technical Applied Math (5)

## Aluminum Welding Specialty Certificate

### Requirements

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

- WT 117 - Hand and Power Tools (3)
- WT 213 - Intermediate Inert Gas and Aluminum Welding (9)
- WT 223 - Inert Gas and Aluminum Welding Applications & Certification (9)
- MANF 120 - Industrial Safety & CPR (3)
- MANF 140 - Print Reading in Manufacturing (3)

## 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).

## Flux-Cored Arc Welding Specialty Certificate

### Requirements

- WT 112 - Introduction to Wirefeed Welding (5)
- WT 114 - Thermal Cutting Processes (3)
- WT 212 - Intermediate Wirefeed Welding (9)
- WT 222 - Wirefeed Welding Applications and Certification (9)
- MANF 120 - Industrial Safety & CPR (3)
- MANF 140 - Print Reading in Manufacturing (3)

## Shielded Metal Arc Welding Specialty Certificate

### Requirements

- WT 111 - Introduction to Shielded Metal Arc Welding (5)
- WT 114 - Thermal Cutting Processes (3)
- WT 211 - Intermediate Shielded Metal Arc Welding (9)
- WT 221 - Shielded Metal Arc Welding Applications and Certification (9)
- MANF 120 - Industrial Safety & CPR (3)
- MANF 140 - Print Reading in Manufacturing (3)

## 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.

## Welding Fundamentals-Aluminum Micro-Certificate

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.

### Welding Fundamentals-Aluminum:

- WT 113 - Introduction to Inert Gas and Aluminum Welding (5)
- WT 117 - Hand and Power Tools (3)
- MANF 120 - Industrial Safety & CPR (3)
- MANF 140 - Print Reading in Manufacturing (3)

## **Welding Fundamentals-Steel Micro-Certificate**

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.

### **Welding Fundamentals-Steel:**

- WT 111 - Introduction to Shielded Metal Arc Welding (5)
- WT 112 - Introduction to Wirefeed Welding (5)
- WT 114 - Thermal Cutting Processes (3)
- MANF 120 - Industrial Safety & CPR (3)
- MANF 140 - Print Reading in Manufacturing (3)

## **Welding Technology Certificate**

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 - Introduction to Shielded Metal Arc Welding (5)
- WT 114 - Thermal Cutting Processes (3)
- WT 211 - Intermediate Shielded Metal Arc Welding (9)
- WT 221 - Shielded Metal Arc Welding Applications and Certification (9)

#### **Flux Cored Arc Welding**

- WT 112 - Introduction to Wirefeed Welding (5)
- WT 114 - Thermal Cutting Processes (3)
- WT 212 - Intermediate Wirefeed Welding (9)
- WT 222 - Wirefeed Welding Applications and Certification (9)

#### **Inert Gas and Aluminum Welding**

1. WT 113 - Introduction to Inert Gas and Aluminum Welding (5)
2. WT 117 - Hand and Power Tools (3)
3. WT 213 - Intermediate Inert Gas and Aluminum Welding (9)
4. WT 223 - Inert Gas and Aluminum Welding Applications & Certification (9)

#### **Plus related instruction in**

1. ENGL 170 - Professional and Technical Communication (3)
2. WMATH 100 - Professional Technical Applied Math (5)
3. MANF 120 - Industrial Safety & CPR (3)
4. MANF 140 - Print Reading in Manufacturing (3)
5. SOSC 113 - Job Search (1)
6. SOSC 125 - Employer/Employee Roles & Perspectives (2)
7. WT 199 - Cooperative Education Experience (1-15)

## **Welding Technology Individual Technical Certificate**

### **Certificate Requirements**

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



# Course Descriptions

The following Chapter is in A-Z order, by program name

# Academic English as a Second Language

## **AESL 050 - Beginning Academic ESL: Reading & 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. None

## **AESL 055 - Beginning Academic ESL: Speaking & 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. None

## **AESL 060 - Intermediate Academic ESL: Reading & 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. None

## **AESL 065 - Intermediate Academic ESL: Speaking & 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. None

## **AESL 070 - High Intermediate Academic ESL: Reading & 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. None

## **AESL 075 - High Intermediate Academic ESL: Speaking & 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. None

## **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. None

## **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. None

## **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. None

## **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. None

# Allied Health Education

## **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. See Allied Health department to apply and for permission code. Call either (360) 416-7975 or (360) 416-7948 if you are receiving a "haven't met prereq" message. Concurrent enrollment required in CSS 103.

## **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 - Law, Ethics, and Professionalism in Healthcare (5)**

Legal and working 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; workplace legalities; influence of cultural mores. Professionalism and image, goal setting, time management, and relationships between healthcare teams. 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 105 - Electronic Medical Documents and Administrative Procedures (6)**

Learn about Electronic Medical Records (EMR), bookkeeping and basic accounting 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; banking, payroll, credit and collection; 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 & 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 or department chair permission.

**AHE 107 - Clinical Non-Sterile Procedures (6)**

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

**AHE 109 - Medical Disease & Pathology (4)**

Overview of the many diseases and conditions affecting the human body. Includes discussions of how cultural perceptions and influences affect medical disease and pathology. Disease prevention and lifestyle for health. Prerequisite: AHE 106 or equivalent with minimum C grade and department chair permission.

**AHE 110 - Introduction to Medical Coding and Insurance (5)**

Use of the Current Procedural Terminology (CPT) and International Classification of Diseases (ICD) manuals to properly code and process government and private insurance forms. Other procedure/diagnosis coding systems include: Diagnosis Related Groups (DRGs), Healthcare Common Procedure Coding System (HCPCS), Resource Based Relative Value Scale (RBRVS); and managed care referrals and pre-certifications. Prerequisite: AHE 102 (or AHE 160 and 161) and OFTEC 162 with minimum C grade, or department chair permission.

**AHE 112 - Basic Pharmacology (5)**

Introduction to drugs: sources, schedules, forms, uses and actions, side effects, adverse effects and classifications. Contributions of different cultures to drug therapy. Information regarding medication orders and prescriptions. Prerequisite: AHE 101, or concurrent enrollment, or dept. chair permission.

**AHE 113 - Introduction to Phlebotomy (3)**

Review 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 or WMATH 100 and AHE 118 all 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 permission/endorsement of the department chair to enroll. Concurrent enrollment in AHE 117 required.

**AHE 117 - Medical Assistant Clinical Practicum Seminar (1)**

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

**AHE 118 - Drug Dosage Calculations (2)**

Application of arithmetic skills and metric system to the calculating of ratios and percentages related to drug dosages. Prerequisite: WMATH 100 (or college level math) with minimum C grade.

**AHE 122 - Ambulatory Care Coding Procedures (5)**

Application of professional skills in abstracting medical records and assigning appropriate ICD-10-CM, CPT-4 and HCPCS codes for data retrieval and claims processing in ambulatory healthcare settings. Prerequisite: AHE 106 and 110 with minimum C grade or department chair permission.

**AHE 123 - Hospital Care Coding Procedures (5)**

Application of professional skills in evaluating medical records for accuracy and completeness in the hospital health care setting. Covers assignment of correct code numbers to diagnoses and procedures for data retrieval and UB-04 claim

form submission. Prerequisite: AHE 122 with minimum C grade or department chair permission.

### **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. None

### **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 WMATH 100 or higher with minimum C grade.

### **AHE 131 - Pharmacy Technician Terminology (3)**

Emphasis on specific medical terminology and mathematics related to pharmacy. Focuses on how to interpret prescription or medication orders, including how to interpret medical abbreviations, terminology, pharmaceutical equations and solutions. 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 and applications; regulations regarding tracking and tracing drug shipments. 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 & Hospital Drug Dispensing/Management (4)**

Introduction to the role of pharmacy technicians in the community and hospital pharmacy setting. Filling orders under

the supervision of a registered pharmacist. Use of hospital based equipment for the processing of sterile and non-sterile dosage forms. 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 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.

## **American Sign Language**

### **ASL& 121 - Am Sign Language I (5)**

Humanities

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. Prerequisite: Grade of 2.0 or higher in ENGL 097, or AESL 098, or appropriate test score.

### **ASL& 122 - Am Sign Language II (5)**

#### *Humanities*

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)**

#### *Humanities*

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.

## **Anthropology**

### **ANTH 270 - Field Course in Archaeology (1-10)**

Field work at an archaeological site. Practical application of techniques of excavation, artifact identification, and preservation. None

### **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. None

### **ANTH& 204 - Archaeology (5)**

#### *Social Sciences*

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. Prerequisite: Completed ENGL& 101 with a grade of 2.0 or higher.

### **ANTH& 205 - Biological Anthropology (5)**

#### *Social Sciences*

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. Prerequisite: Completed ENGL& 101 with a grade of 2.0 or higher.

### **ANTH& 206 - Cultural Anthropology: D (5)**

#### *Social Sciences*

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). Prerequisite: Completed ENGL& 101 with a grade of 2.0 or higher.

### **ANTH& 234 - Religion & Culture: D (5)**

#### *Social Sciences*

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. Prerequisite: Completed ENGL& 101 with a grade of 2.0 or higher.

## **Apprentice Programs**

### **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. None

### **APPR 016 - Apprentice Painter (5)**

Training in all phases of commercial, residential and industrial painting. None

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

Specialized short course providing supplementary related training for apprentices. None

### **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. None

### **APPRE 012 - Limited Energy/Sound & Communications Year 1 - Module I (5)**

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 part of a three-year apprenticeship program. None

### **APPRE 013 - Limited Energy/Sound & Communications Year 1 - Module II (5)**

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 part of a three-year apprenticeship program. APPRE 012.

### **APPRE 014 - Limited Energy/Sound & Communications Year 1 - Module III (5)**

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 part of a three-year apprenticeship program. APPRE 013.

### **APPRE 015 - Limited Energy/Sound & Communications Year 2 - Module I (5)**

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 part of a three-year apprenticeship program. APPRE 014.

### **APPRE 016 - Limited Energy/Sound & Communications Year 2 - Module II (5)**

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 part of a three-year apprenticeship program. APPRE 015.

### **APPRE 017 - Limited Energy/Sound & Communications Year 2 - Module III (5)**

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 part of a three-year apprenticeship program. APPRE 016.

### **APPRE 018 - Limited Energy/Sound & Communications Year 3 - Module I (5)**

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 part of a three-year apprenticeship program. APPRE 017.

### **APPRE 019 - Limited Energy/Sound & Communications Year 3 - Module II (5)**

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 part of a three-year apprenticeship program. APPRE 018.

### **APPRE 020 - Limited Energy/Sound & Communications Year 3 - Module III (5)**

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 part of a three-year apprenticeship program. APPRE 019.

### **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 & Communications Technician (1-15)**

Apprenticeship related training for indentured Limited Energy/Sound and Communication apprentices. Includes training for the installation of telephone, fiber optic networks, data networks, fire alarm nurse call, CCTV, and security

systems leading to journey level status. This is a three-year apprenticeship program. None

### **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. None

### **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. None

### **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.

### **APPRE 062 - Introduction to Foremanship for Electricians (3)**

Introduction to jobsite management for a journeyman transitioning to foreman. Understand the role of a foreman and the responsibilities that come with this position. None

## **Art**

### **ART 101 - Drawing Fundamentals (5)**

#### *Humanities*

A foundation studio course in which beginning students develop observational skills to create expressive drawings using line, shape, value, space and texture. None

### **ART 102 - Drawing Composition and Techniques (5)**

An intermediate studio course in which students develop drawing skills with an emphasis on composition and technique. Prerequisite: ART 101 or permission of the instructor

### **ART 107 - Life Drawing (4)**

A studio course in which students are introduced to observing and drawing the human form. Using discussion and analysis students will be directed in both traditional and nontraditional use of the figure in drawing. Prerequisite: Grade of 2.0 or higher in ENGL 097, or AESL 098, or appropriate test score.

### **ART 111 - Two Dimensional Color and Design (5)**

#### *Humanities*

An introduction to the fundamental principles and elements of two dimensional design. This course will emphasize visual communication through studio work, discussion and analysis. Prerequisite: Appropriate placement or grade of 2.0 or higher in ENGL 099.

### **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. None

### **ART 141 - Introduction to Art: D (5)**

#### *Humanities*

An introduction to the fundamental concepts and principles of the visual arts as a form of communication that links culture and artistic development. Prerequisite: Appropriate placement or grade of 2.0 or higher in ENGL 099.

### **ART 142 - Survey of Art History: Prehistory to 1300 AD: D (5)**

#### *Humanities*

An introduction and exploration of the relationship between historic world events and the visual arts from the ancient period to 1300 CE. Prerequisite: Completed ENGL& 101 with a grade of 2.0 or higher.

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

An introduction and exploration of the relationship between historic world events and the visual arts from the 1300 - 1850 CE. Prerequisite: Completed ENGL& 101 with a grade of 2.0 or higher.

**ART 144 - Modern Art History: D (5)***Humanities*

An introduction and exploration of the relationship between historic world events and the visual arts from 1850 to the present. Prerequisite: Completed ENGL& 101 with a grade of 2.0 or higher.

**ART 150 - Health and Safety in the Visual Arts (1)***Humanities*

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. Prerequisite: Grade of 2.0 or higher in ENGL 097, or AESL 098, or appropriate test score.

**ART 160 - Portfolio (1)**

This studio course is required for the AVA degree but open to all students and professionals. Students will learn documentation and presentation of a professional portfolio. Prerequisite: Three studio courses plus 5 additional arts credits or permission of the instructor.

**ART 161 - Exhibition (1)**

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

**ART 181 - Photography I (4)***Humanities*

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. Prerequisite: Appropriate placement or grade of 2.0 or higher in ENGL 099.

**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 Prerequisite: ART 180 or 181

**ART 201 - Painting I (4)***Humanities*

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: Grade of 2.0 or higher in ENGL 097, or AESL 098, or appropriate test score. 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 241 - Ceramics I (1-4)***Humanities*

An introductory studio course that focuses on fundamental hand building and glazing techniques. Emphasis will be placed on discussion and analysis. Prerequisite: Grade of 2.0 or higher in ENGL 097, or AESL 098, or appropriate test score.

**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 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. None

## Automotive Technology

**AT 100 - Automotive Fundamentals (3)**

Introduction to automotive vehicle systems, maintenance, tool usage, and safety practices. Exploration of career opportunities and industry certifications included. Prerequisite: Concurrent enrollment required in CSS 103.

**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 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 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. None

**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 103 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 103 and ENGL 99 with a C or better, or test into college level English.

**AT 124 - Brake Systems (8)**

Disc and drum brake operation, diagnosis and repair. Covers hydraulic system theory and service and anti-lock brake operation and computer controls. Students perform diagnosis and repair on a number of brake systems and a variety of vehicles. Prerequisite or concurrent enrollment: AT 100 or 107, AT 121, 122, CSS 103 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 or concurrent enrollment: AT 100 or 107, AT 121, 133 and ENGL& 101.

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

Operation, diagnosis and repair of automotive electrical systems including lighting, power windows, power controlled systems sensors, activators, modules, and vehicle networking. Use of wiring diagrams, component location, and troubleshooting techniques will be discussed. Prerequisite or concurrent enrollment: AT 100 or 107, AT 121, 131 and ENGL& 101.

**AT 141 - Transmissions & 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 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. None

**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 precision 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 systems including throttle body, port, and direct injection. Emission control systems, computer controls, and operation of diagnostic equipment included. Prerequisite or concurrent enrollment: AT 100 or 107; AT 133, 205, and 212.

**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, scopes, and other test equipment included. Prerequisite or concurrent enrollment: AT 100 or 107. AT 133, 205, and 210.

**AT 215 - Alternative Fuels and Power Technologies (6)**

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.

**AT 220 - Professional Lab Techniques (6)**

Develop professionalism and productivity in a work place environment. Troubleshoot, analyze, and perform diagnosis and repair on a variety of automotive systems and vehicles. Emphasis will be placed on industry standards, communication, flat-rate production, and customer satisfaction. Prerequisites or concurrent enrollment: AT 199, 210, 212, and 215.

**AT 225 - Engine Machining I (6)**

Engine machining operations and building procedures of gasoline and diesel engines. Includes a variety of procedures focusing primarily on cylinder heads including teardown and diagnosis, machining of parts, assembly and testing, and custom machining for performance applications. Emphasis will be placed on safe practices while using specialty equipment, and attention to detail in measuring, machining and assembly practices. Prerequisites or concurrent enrollment: AT 199, 215, and 205 with a B- grade or better.

**AT 299 - Learning into Action (1-15)**

Student develops and completes curriculum-related independent project which demonstrates skills and abilities and explores career options. May include, but is not limited to, service learning, original research, and travel abroad. Faculty

sponsor approval required. Students with 45 transferable college credits are eligible to begin Learning into Action. None

## Biology

### **BIOL 105 - Introduction to Plant Science (5)**

#### *Natural Sciences*

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. Prerequisite: Appropriate placement or grade of 2.0 or higher in ENGL 099.

### **BIOL 111 - Matter and Energy in Life Science (5)**

#### *Natural Sciences*

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: Appropriate placement or grade of 2.0 or higher in ENGL 099.

### **BIOL 127 - Ecosystems of the Pacific Northwest (5)**

#### *Natural Sciences*

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: Appropriate placement or grade of 2.0 or higher in ENGL 099. BIOL& 100 or ENV& 101 recommended but not required. BIOL& 100 or ENV& 101 recommended but not required.

### **BIOL 133 - Field Botany (5)**

#### *Natural Sciences*

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: Appropriate placement or grade of 2.0 or higher in ENGL 099 and MATH 98.

### **BIOL 150 - Microbiology and Chemistry Laboratory Techniques for Brewing (1)**

Essential laboratory skills for the brewing industry. Covers skills required for growth, maintenance and storage of yeast cultures. Beer production techniques including, but not limited to, testing for alcohol concentration, bitterness and color using American Society of Brewing Chemists (ASBC) official analytical techniques. Permission Required

### **BIOL 180 - Native Plants Pacific Northwest (3)**

The identification, life histories, ethnobotany, ecological relationships, and distributions of endemic ferns, conifers, and flowering plants. None

### **BIOL 190 - Life in the Sea (3)**

#### *Natural Sciences*

Introduction to the organisms in the sea with special emphasis on intertidal life of our area. Non-major, general interest. Field trip required. None

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

Supervised work experience in the field. Includes a weekly seminar. Instructor permission required. None

### **BIOL 205 - Marine Biology (5)**

#### *Natural Sciences*

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: Appropriate placement or grade of 2.0 or higher in ENGL 099 and MATH 98.

### **BIOL 220 - General Physiology (5)**

Normal functions of animal systems. Emphasis on vertebrate systems and lab investigation. Lab included. Prerequisite: BIOL& 100, or BIOL& 160 or 211; BIOL& 221, 222, 223 recommended. Lab included. Lab included.

### **BIOL 224 - Ecology (5)**

#### *Natural Sciences*

Fundamental ecological principles through basic theory and applications. Prerequisite: At least two biological/environmental classes. Appropriate placement or grade of 2.0 or higher in ENGL 099 and MATH 98.

### **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. None

### **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. None

### **BIOL& 100 - Survey of Biology (5)**

#### *Natural Sciences*

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& 160 - General Biology w/Lab (5)**

#### *Natural Sciences*

This course provides introduction to basic concepts of biology, with an emphasis on the cells as the fundamental unit of life. Topics include cell structure, basic chemical and biochemical concepts, metabolism, cell division, principles of genetics, biological diversity, and methods of scientific inquiry and critical thinking. Course establishes foundation necessary for continued biology study, especially in human anatomy and physiology. Lab included. Prerequisite: Appropriate placement or grade of 2.0 or higher in ENGL 099 and CHEM& 121.

### **BIOL& 170 - Human Biology (5)**

#### *Natural Sciences*

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& 211 - Majors Cellular (5)**

#### *Natural Sciences*

AN INTENSE COURSE INTENDED FOR NURSING MAJORS. Heavy emphasis on chemistry and biochemistry concepts. Other topics covered include cell biology, photosynthesis, respiration, genetics, membrane structure and function, and evolutionary principles. Lab included. Prerequisite: CHEM& 121 or 161 (or equivalent) within the last 2 years, with a C grade (2.0) or higher, or permission of instructor or counselor.

### **BIOL& 212 - Majors Plant (5)**

#### *Natural Sciences*

Study of structural, evolutionary, and reproductive relationships of plants in the kingdoms: Prokaryota, Protista, Fungi and Plantae. The course content is designed for those students who plan to transfer and major in biology, agriculture or forestry. Lab included. Prerequisite: BIOL& 160 or 211 or permission of the instructor.

### **BIOL& 213 - Majors Animal (5)**

#### *Natural Sciences*

Study of major animal phyla including morphology, physiology, life cycles, evolutionary and ecological relationships from protozoa through mammals. Lab included. Prerequisite: BIOL& 160 or 211 or permission of the instructor. Dissection of representative animal phyla is required.

### **BIOL& 221 - Majors Ecology/Evolution (5)**

#### *Natural Sciences*

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: Completed ENGL& 101 with a grade of 2.0 or higher and CHEM& 161 with a 2.0 or higher (may be taken concurrently) or equivalent, or instructor permission.

### **BIOL& 222 - Majors Cell/Molecular Biology (5)**

#### *Natural Sciences*

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: Completed ENGL& 101 and MATH 099 with a grade of 2.0 or higher. BIOL& 221 with a 2.0 or higher and CHEM& 162 with a 2.0 or higher or concurrent enrollment in CHEM& 162, or instructor permission.

### **BIOL& 223 - Majors Organismal Physiology (5)**

#### *Natural Sciences*

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: Completed ENGL& 101 and MATH 099 with a grade of 2.0 or higher. BIOL& 222 with a 2.0 or higher and CHEM& 162 with a 2.0 or higher or concurrent enrollment in CHEM& 162, or instructor permission.

### **BIOL& 241 - Human Anatomy and Physiology I (5)**

#### *Natural Sciences*

For pre-nursing and allied health majors. First of a two-quarter

series studying the structure and function of the human body. First quarter includes histology, integumentary, skeletal, muscular, special senses and nervous systems. Lab Included. Prerequisite: Completed ENGL& 101 with a grade of 2.0 or higher. BIOL& 211 or BIOL& 160, or BIOL& 222 passed with a 2.0 or higher.

### **BIOL& 242 - Human A & P II (5)**

#### *Natural Sciences*

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: Completed ENGL& 101 with a grade of 2.0 or higher. BIOL& 241 passed with a 2.0 or higher.

### **BIOL& 260 - Microbiology (5)**

#### *Natural Sciences*

Practical and elementary theoretical aspects of medical microbiology for students in allied health professions. Lab included. Prerequisite: Completed ENGL& 101 with a grade of 2.0 or higher. BIOL& 160 or 211, passed with a 2.0 or higher or BIOL& 221, 222, and 223 passed with a 2.0 or higher.

## **Craft Brewing**

### **BRW 101 - Culture of Craft Brewing (3)**

Introduction to sensory perception (taste & smell) as it relates to beer identification and quality, and considerations for food and beverage pairings. Topics include the history of brewing, craft vs. factory industrial models, alcohol & health, overview of the brewing process, ingredients used and beer styles. Includes industry tours and presentations from industry professionals. None

### **BRW 103 - Beverage Biochemistry (4)**

Covers general microbiology and chemistry as it pertains to the production of alcoholic beverages and the brewing of beer. Raw materials/ingredients used in the brewing 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. None

### **BRW 105 - Raw Materials (3)**

Covers the basic ingredients used in brewing: malted barley (and other adjunct grains), hops, yeast and water. Provides an overview of the role various raw materials play in the production of beer 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 "grain to glass" philosophy and how local brewers are incorporating locally sourced raw materials into their craft beverage products. None

### **BRW 107 - Wort Production (3)**

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. None

### **BRW 110 - Brewery Operations (5)**

Employees working in small, craft breweries need to be prepared to handle small equipment problems as they arise (pumps, valves, lights, motors, etc.) Covers essential topics of brewery operations, including brewery equipment and maintenance, tasks required in the brewing process, design/layout of brewery production areas, supply & product control, safety (production lines under pressure), cleaning & sanitation issues, disposal of liquid & solid brewery waste by-products, and storage & distribution systems. Discusses the processing and packaging of finished beer, including the most recent developments in alternative materials (such as plastic bottles) and super-high-speed bottling systems. None

### **BRW 120 - Essentials of Quality Assurance/Quality Control (3)**

Learn the tools and procedures used by breweries worldwide to evaluate beer at every important phase of production. Covers a full range of topics related to Quality Assurance/Quality Control (QA/QC) and tools required to create beers 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. None

### **BRW 125 - Flavor Production and Control (2)**

Introduction to samples of flavor and aromatic compounds associated with the raw materials and the 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 palate to make informed decisions during the production process for beer. 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. None

### **BRW 128 - Industry Experience (1)**

Complete two observation-based industry experiences. Areas of focus include: Brewery Operations, Packaging & Process Technology, Equipment Maintenance, Quality Assurance/Quality Control, and Flavor Production. Prerequisite: Department chair permission required.

### **BRW 130 - Business of Craft Brew (4)**

Overview of small business start-ups and basic business practices as applied in the brewing industry as well as an introduction to brewery compliance. Topics include the economics of running a brewery, overhead control & pricing, cash management, the selling and distribution process, inventory control, marketing the business, insurance considerations, and hiring/managing employees, licensing and permits, label approval process, taxes, recordkeeping and reporting requirements for the Washington State Liquor & Cannabis Board (WSLCB), the Alcohol and Tobacco Tax and

Trade Bureau (TTB), and the Washington State Department of Revenue (DOR). None

### **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 an 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. None

### **BRW 160 - Brewery Lab I (1)**

Apply brewing theory in the brewery lab. Introduces brewing equipment, proper cleaning and sanitizing techniques, cellar work, and the brewing process. None

### **BRW 161 - Brewery Lab II (2)**

Apply brewing theory in the brewery lab. Reviews equipment and basic maintenance, proper cleaning and sanitizing techniques, cellar work, and ways to troubleshoot and adapt the brewing process. None

### **BRW 198 - Brewery Capstone Project (1)**

Includes a final brewing project in the lab. Students work in small groups to formulate and brew an original recipe, and then market and sell their product to another brewery/restaurant or at Cardinal Craft Brewing. Prerequisite: Department chair permission.

### **BRW 199 - Brewery Internship (5)**

Supervised work experience in the field. Apply skills and knowledge learned in a craft brewery business operation. Students Course includes a weekly classroom seminar. Prerequisite: Department chair permission.

## **Business Administration**

### **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. Prerequisite: Appropriate placement or grade of 2.0 or higher in ENGL 099 or instructor permission.

### **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: Completed ENGL& 101 with a grade of 2.0 or higher and ACCT& 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: Completed ENGL& 101 with a grade of 2.0 or higher; ACCT& 202, or concurrent enrollment in ACCT& 202, or instructor permission.

### **BA 999 - Another gened test course (5)**

Gened test course 8/21/08 abstract None

### **BUS 112 - Personal Finance (5)**

Analysis of savings, investments and consumer spending patterns. Personal budgeting, net worth, goal setting, consumer credit, financial institutions, insurance, real estate, stocks, mutual funds, precious metals, taxes, social security, retirement plans and estate planning. None

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

*Social Sciences*

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. Prerequisite: Completed ENGL& 101 with a grade of 2.0 or higher.

### **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. None

### **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 None

### **BUS 241 - Introduction to International Business (5)**

*Social Sciences*

An overview of how businesses operate in the global environment including topics on marketing, management, production, human resource management and finance. Prerequisite: Completed ENGL& 101 with a grade of 2.0 or higher.

### **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. None

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

*Social Sciences*

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. Prerequisite: Grade of 2.0 or higher in ENGL 097, or AESL 098, or appropriate test score.

### **BUS& 201 - Business Law (5)**

*Social Sciences*

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: Completed ENGL& 101 with a grade of 2.0 or higher.

## **Business Management**

### **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. Prerequisite: Recommended - Basic Arithmetic skills including fractions and percentages, Math 095 with a grade of C or higher, or equivalent. math placement score or instructor permission.

### **BMT 120 - Business Computers and Applications (5)**

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. Current industry computer topics will be covered; basic web page design, advance spreadsheet modeling, social media, Networking, Management Information Systems and other current topics. Prerequisite: Basic keyboarding and Computer Skills recommended. Concurrent enrollment required in CSS 103.

### **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. None

### **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. None

### **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 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. None

### **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. None

### **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. None

### **BMT 290 - Leadership Skagit (1-17)**

Study the issues challenging our region. Explore different locations, industries and resources in Skagit County. Focus on critical topics such as history and sense of place, law and justice, economy and economic development, community services and health, and arts and culture. Meet with local leaders, identify existing resources and learn how to apply leadership skills to current issues in each of these areas. Directly apply leadership skills to choose, plan, and complete a service project in partnership with a local nonprofit agency. Identify individual strengths and weaknesses as a community leader. Learn to lead through times of change, innovation and other challenges. Focus on ethics and stewardship, interpersonal communications, teamwork, group process, equity, diversity, inclusion, conflict resolution, managing change, and public speaking. Instructor permission required.

## **Chemistry**

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

Supervised work experience in the field. Includes a weekly seminar. Instructor permission required. None

### **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. None

### **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. None

### **CHEM 301 - Chemistry for Environmental Conservation (5.5)**

*Natural Sciences*

For the Bachelor of Applied Science Environmental Conservation program. Reactions in aqueous solution, equilibrium, acids and bases, acid-base and solubility equilibria, and electrochemistry. Lab included. Prerequisite: CHEM& 121 and admission to BASEC program or Department Chair permission.

### **CHEM& 100 - Preparatory Chemistry (5)**

*Natural Sciences*

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)**

*Natural Sciences*

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: Appropriate placement or grade of 2.0 or higher in ENGL 099 and MATH 98.

### **CHEM& 110 - Chemical Concepts with Lab (5)**

*Natural Sciences*

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. LAB INCLUDED, lab fee required. DOES NOT SATISFY CHEMISTRY REQUIREMENTS FOR BIOL& 160. Prerequisite: Appropriate placement or grade of 2.0 or higher in ENGL 099 and MATH 98.

### **CHEM& 121 - Intro to Chemistry (5)**

*Natural Sciences*

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: Appropriate placement or GPA of 2.0 or higher in ENGL 099 and concurrent enrollment in MATH 98.

### **CHEM& 122 - Introduction to Organic Chemistry (5)**

#### *Natural Sciences*

Structure and properties of organic compounds: hydrocarbons, alcohols, ethers, aldehydes, ketones, carboxylic acids, esters, amines, amides, and carbohydrates. CHEM& 121 with a C grade (2.0) or better.

### **CHEM& 123 - Introduction to Biochemistry (5)**

#### *Natural Sciences*

Lipids, proteins, enzymes, bioenergetics, carbohydrate, lipid, and protein metabolism; biosynthetic pathways; nucleic acids and protein synthesis; chemical communication; body fluids; nutrition; and digestion. CHEM& 121 with a C grade (2.0) or better.

### **CHEM& 131 - Intro to Organic/Biochemistry (5)**

#### *Natural Sciences*

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: Appropriate placement or grade of 2.0 or higher in ENGL 099 and MATH 98. CHEM& 121 or 161 passed with a 2.0 or better.

### **CHEM& 161 - General Chem w/Lab I (5)**

#### *Natural Sciences*

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: Appropriate placement or grade of 2.0 or higher in ENGL 099. MATH& 141 with a 2.0 or better (may be taken concurrently). CHEM& 105 or 121 or high school chemistry within the past 5 years is strongly recommended. CHEM& 105 or 121 or high school chemistry within the past 5 years is strongly recommended.

### **CHEM& 162 - General Chem w/Lab II (5)**

#### *Natural Sciences*

A continuation of CHEM& 161. Gases, thermochemistry, intermolecular forces, liquids and solids, properties of solutions, kinetics, and equilibrium. Lab included. Prerequisite: Appropriate placement or grade of 2.0 or higher in ENGL 099. MATH& 141 with a 2.0 or higher. CHEM& 161 with a 2.0 or higher.

### **CHEM& 163 - General Chem w/Lab III (5)**

#### *Natural Sciences*

A continuation of CHEM& 162. Acids and bases, acid-base and solubility equilibria, entropy and free energy, electrochemistry. Lab included. Prerequisite: Completed ENGL& 101 with a grade of 2.0 or higher. CHEM& 162 with a 2.0 or higher.

### **CHEM& 241 - Organic Chem I (4)**

#### *Natural Sciences*

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: Appropriate placement or grade of 2.0 or higher in ENGL 099. CHEM& 163 with a 2.0 or higher or concurrent enrollment in CHEM& 163.

### **CHEM& 242 - Organic Chem II (4)**

#### *Natural Sciences*

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: Completed ENGL& 101 with a grade of 2.0 or higher. CHEM& 163 with a 2.0 or higher. CHEM& 241 with a 2.0 or higher.

### **CHEM& 243 - Organic Chem III (3)**

#### *Natural Sciences*

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: Completed ENGL& 101 with a grade of 2.0 or higher. CHEM& 242 with a 2.0 or higher.

### **CHEM& 251 - Organic Chem Lab I (2)**

#### *Natural Sciences*

Techniques of organic chemistry, including reactions, separations, syntheses, and spectroscopy. Prerequisite: Completed ENGL& 101 with a grade of 2.0 or higher. CHEM& 242 with a 2.0 or higher or concurrent enrollment in CHEM& 242.

### **CHEM& 252 - Organic Chem Lab II (2)**

#### *Natural Sciences*

A continuation of CHEM& 251 Prerequisite: Completed ENGL& 101 with a grade of 2.0 or higher. CHEM& 242 with a 2.0 or higher. CHEM& 251 with a 2.0 or higher.

## **Chinese**

### **CHIN& 121 - Chinese I (5)**

#### *Humanities*

Pronunciation fundamentals of grammar and syntax, oral exercises, reading and conversation. Prerequisite: Grade of 2.0 or higher in ENGL 097, or AESL 098, or appropriate test score.

### **CHIN& 122 - Chinese II (5)**

#### *Humanities*

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)**

#### *Humanities*

Reading, writing and speaking Chinese at a third quarter level. Prerequisite: CHIN& 122 with a grade of C or better or instructor's permission

# College & Career Success Skills

## **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. None

## **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. None

## **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. None

## **CSS 103 - First Quarter Experience (2)**

An orientation to college life and specific resources to succeed in attaining educational goals. Topics include: identifying interests and occupational choices, engaging in "college knowledge" and planning for financing college costs and a degree timeline. None

## **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. None

## **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. None

## **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. None

## **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. None

# Communication Studies

## **CMST 100 - Speech & Performance Anxiety Management (1-2)**

Supports students/professionals who experience moderate to severe anxiety in public and/or group presentation, performance, and/or academic situations by introducing and practicing anxiety management techniques. May be taken prior to or concurrently with communication studies, speech

intensive, or other academic courses or professional speech activities. None

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

*Humanities*

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. Prerequisite: Appropriate placement or grade of 2.0 or higher in ENGL 099.

## **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. None

## **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. None

## **CMST 141 - Oral Interpretation of Literature (5)**

*Humanities*

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. Prerequisite: Appropriate placement or grade of 2.0 or higher in ENGL 099.

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

*Humanities*

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. Prerequisite: Completed ENGL& 101 with a grade of 2.0 or higher.

## **CMST 205 - Intercultural Communication: D (5)**

*Humanities*

A comparative study of cultural perspectives, communication styles, relationships, and customs. May include analysis of and participation in cross-cultural interactions. Prerequisite: Appropriate placement or grade of 2.0 or higher in ENGL 099.

## **CMST 211 - Interpersonal Communication II (1-3)**

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

## **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. Prerequisite: Completed ENGL& 101 with a grade of 2.0 or higher.

## **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. None

### **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.

### **CMST& 102 - Intro to Mass Media (5)**

#### *Humanities*

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. Prerequisite: Appropriate placement or grade of 2.0 or higher in ENGL 099.

### **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. Prerequisite: Grade of 2.0 or higher in ENGL 097, or AESL 098, or appropriate test score.

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

#### *Humanities*

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 AA-DTA communications requirements. Highly recommended for students planning to major in education or business at transfer colleges and universities. Prerequisite: Completed ENGL& 101 with a grade of 2.0 or higher.

### **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. Meets DTA communication requirement. Prerequisite: Appropriate placement or grade of 2.0 or higher in ENGL 099.

## **Composites**

### **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. None

### **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. None

### **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. None

### **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. None

### **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. None

### **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 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: Comfort and

familiarity with the Internet, Microsoft Windows, basic word processing, electronic communications and keyboarding skills, 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: Comfort and familiarity with the Internet, Microsoft Windows, basic word processing, electronic communications 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 & 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 104, 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. None

### **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. None

### **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. None

### **CIS 180 - Introduction to Windows PowerShell (5)**

Windows PowerShell is a task-based command-line shell and scripting language designed especially for system administration. Students will learn cmdlets, syntax and how to create scripts and utilities to performing common administration tasks or management tools. Prerequisite: CIS 104 & CIS 105 Non-degree seeking students with 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, contact instructor for permission

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

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

### **CIS 221 - Computer Networking I (5)**

Introduction to computer networks. Includes study of LAN and WAN connectivity methods, physical and logical network models, network operating systems, methods for transmitting information, networking standards and standards organizations, and network client configuration. Prerequisite: CIS 104 & CIS 105 Non-degree seeking students with 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, contact instructor for permission.

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

Continuation of CIS 221. Focuses on network directory services, the server software, deployment and maintenance of computer networks, router configuration, security, access control, and resource management. Includes continued study of current and emerging networking standards with emphasis on network operating system configuration. Prerequisite: CIS 221. Non-degree seeking students with a solid understanding of the Windows Server operating system as applied in the CompTIA Network+ Certificate, contact instructor for permission

### **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: CIS 222. Non-degree seeking students with a solid understanding of the Windows Server and Linux operating systems, active directory, routing and configuration, contact the instructor for permission.

### **CIS 233 - Network Security (5)**

Focuses on current topics in networking including network security, disaster recovery issues such as identifying, quantifying, planning for and managing risks, fault tolerance, disaster planning, system backups, and hands-on system recovery. Current events in networking are explored. Prerequisite: CIS 221. Non-degree seeking students with a solid understanding of the Windows Server operating system as applied in the CompTIA Network+ Certificate, contact instructor for permission

### **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.

## **Criminal Justice**

### **CJ 104 - 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. None

### **CJ 107 - Defensive Tactics (4)**

Overview of the basic defenses and counter measures against offensive attacks and the various methods used with the aggressive or violent and those affected by drugs and alcohol. Discusses use of force models, mechanics of arrest, transport considerations and reporting requirements. Covers higher-level force including strikes, kicks, impact weapons and chemical agents. Department Chair approval.

### **CJ 111 - Criminal Justice Procedures (3)**

*Social Sciences*

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. None

### **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. None

### **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. None

### **CJ 115 - Police/Community Relations (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. None

### **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. None

### **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. None

### **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. None

### **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. None

### **CJ 163 - Spanish for Emergency Services (3)**

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. None

### **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 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 Issues in Law Enforcement (5)**

Examines the Washington State and U.S. Constitutions as they relate to criminal justice procedures and practices. Overview of the myriad of federal and state court decisions governing law enforcement operations. Explores the applicability of the requirements of the Fourth, Fifth and Sixth Amendments to the U.S. Constitution as they apply to the laws of arrest, probable cause, search and seizure, the search of the person, premises, motor vehicles and emergency searches; interrogations, lineups, and other investigative practices. Prerequisite: CJ& 101 and CJ 111.

### **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. None

### **CJ 215 - Investigation Principles (5)**

Covers the accepted techniques and methods of crime scene preservation, investigation, documentation, and the locating and collection of physical evidence including the packaging and submission of relevant evidence to the forensic laboratory. Also covers the principles behind chain of custody; Locard's exchange principle; methods and techniques of crime scene processing; presumptive and conclusive tests, modern forensic capabilities; compilation of physical and circumstantial evidence for court. Explores photography, drug analysis, DNS profiling, blood-splatter interpretation, shoeprints, firearms tool marks and crime scene reconstruction. None

### **CJ 218 - Highway Safety/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. None

### **CJ 219 - Principles of Emergency Planning and Management (4)**

Covers the basic techniques of preparing/training/planning for, and responding to, natural disasters, riots, transportation (airplane, train and boat) crashes, mass casualty incidents and weather-related events. Topics include: the development of response plans and training protocols; implementation and operation of command centers; understanding the jurisdiction of, and relationship between, military and civilian operations; and identifying the role and authority of federal, state and local agencies. Prerequisite: Department Chair permission.

### **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. None

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

Discuss current trends and issues concerning all aspects of the criminal justice system. None

### **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 - Community Crisis Issues (3)**

Covers the applicable methods, preparation and considerations of crisis intervention for the patrol officer. Explores rural, suburban and urban patrol options, field assessment, knowledge of local resources and the importance of following policy and procedures in the patrol officer's role. Examines typical responses and the general options 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 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. None

## **CJ& 101 - Intro Criminal Justice (3)**

### *Social Sciences*

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. Prerequisite: Concurrent enrollment required in CSS 103.

## **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. None

## **CJ& 106 - Juvenile Justice (1-5)**

Juvenile deviance and theories of criminality are studied. Economic, social, and psychological impact of juvenile delinquency trends examined. CJ& 101 or dept. chair permission.

## **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& 112 - Criminology (5)**

Examines crime, criminal behavior patterns and the law. Explores crime, its context, and especially its causes. Designed to give students a theoretical, as well as practical, knowledge of criminology. Familiarizes students with the sociology of law, causes of crime and the control of crime. Covers basics in criminology theories, patterns and behaviors. Learn socioeconomic and sociocultural influences that have affected crime over the years. CJ& 101.

# **Computer Science**

## **CS 101 - Computers, Technology and Society (5)**

### *Social Sciences*

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. Prerequisite: Grade of 2.0 or higher in ENGL 097, or AESL 098, or appropriate test score.

### **CS 142 - Java Programming I (5)**

The Java programming language is used for applying basic programming-in-the-small abilities and concepts including algorithms, problem solving techniques, procedural programming (methods, parameters, return, values), basic control structures (sequence, if/else, for loop, while loop), file processing, arrays, and an introduction to defining objects. Intended for students without prior programming experience, but who are seriously considering majoring in Computer Science or related field. Prerequisite: Math 99 and knowledge of computer basics such as web browsing, email, installing software, etc., or permission of instructor.

### **CS 143 - Java Programming II (5)**

This course is a continuation of CS 142. The successful student will be able to read and write Java code containing recursion and abstract data types (ADTs) such as stacks, queues, linked lists, binary trees, lists, sets and maps. Students will utilize OOP concepts such as encapsulation, inheritance, interfaces and polymorphism while implementing data structures themselves, or using components from the Java Collections Framework. Prerequisite: A grade of C or better in CS 142 or Permission of Instructor

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

The C++ programming language is used for applying basic programming-in-the-small abilities and concepts including algorithms, problem solving techniques, procedural programming (functions, parameters, return, values), basic control structures (sequence, if/else, for loop, while loop), file processing, arrays, and an introduction to defining objects. Intended for students without prior programming experience, but who are seriously considering majoring in Computer Science or related field. Prerequisite: Math 99 and knowledge of computer basics such as web browsing, email, installing software, etc., or permission of instructor.

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

This course is a continuation of CS 210. The successful student will be able to read and write C++ code containing recursion and abstract data types (ADTs) such as stacks, queues, linked lists, binary trees, lists, sets and maps. Students will utilize OOP concepts such as encapsulation, inheritance and polymorphism while implementing data structures themselves, or using components from the Standard Template Library. Prerequisite: A grade of C or better in CS 210 or Permission of Instructor

## **Culinary Arts & Hospitality Management**

### **CAHM 100 - Introduction to Culinary Arts (1)**

Introduction to the hospitality industry and career opportunities. Includes history, organizational structure, basic functions of hospitality establishments and the professional kitchen. None

### **CAHM 101 - Sustainable Food System Practices (3)**

Introduction to sustainability as it pertains to culinary arts and hospitality management. Includes a study of the interrelationship between the food supply and people and is structured to raise awareness of issues of the food system from producer to consumer, food safety, politics and social justice. None

### **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. None

### **CAHM 123 - Safety & 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. Prerequisite: Concurrent enrollment required in CSS 103.

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

Introduction to history and production of alcoholic beverages. Introduction to sensory analysis of wine and food and wine pairing. None

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

Techniques in customer service, table layout and design, and the preparation of foods for banquets and catering. None

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

Theory and study of ingredients and techniques used in the professional bakery. None

### **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. None

### **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. None

### **CAHM 171 - Cooking Fundamentals (3)**

Basic preparation of center plate items. Application of basic principles of cooking. None

### **CAHM 172 - Stocks, Sauces, and Soups (3)**

Introduction and application of basic stocks, classical variety of soups, classical and modern sauces. None

**CAHM 173 - The Cold Kitchen (3)**

Basic knife skills practice, preparation of salads, dressings, dips and spreads. None

**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, safety, sanitation and food presentation. None

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

Identification of Culinary product types and their uses in the food service industry including meats, game, poultry, seafood, fruits, vegetables, starches, forcemeats, garnishes, menu developing, recipe yields and costing. Prerequisite: CAHM 174.

**CAHM 185 - Restaurant Production Lab (10)**

Introduction to food production operations. 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. 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, 173.

**CAHM 198 - Sous Chef Candidate Practicum (1)**

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

**CAHM 199 - 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. None

**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 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. None

**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. None

**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. None

# Diesel Power Technology

## DSL 101 - Diesel Electrical Theory (4)

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 103 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 103 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 (4)

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 103 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 133 - Acting I (5)

### *Humanities*

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. Prerequisite: Grade of 2.0 or higher in ENGL 097, or AESL 098, or appropriate test score.

## DRMA 134 - Acting II (5)

### *Humanities*

A study of the fundamental theory and practice of realistic acting with a focus on script analysis and rehearsal technique. Prerequisite: Grade of 2.0 or higher in ENGL 097, or AESL 098, or appropriate test score.

## DRMA 135 - Acting III (5)

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. None

## DRMA 136 - Acting Shakespeare (5)

### *Humanities*

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. Prerequisite: Grade of 2.0 or higher in ENGL 097, or AESL 098, or appropriate test score.

## 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. None

## 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. None



**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. None

**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. None

**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. None

**DRMA 151 - Theater Workshop (1)**

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. None

**DRMA 152 - Theater Workshop (2)**

List with DRMA 151, 152 using abstract from DRMA 151 None

**DRMA 153 - Theater Workshop (3)**

List with DRMA 151, 152, 153 using abstract from DRMA 151 None

**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. None

**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. None

**DRMA 162 - Stage Design Theory & Practice (3)**

This class covers the process of design as it relates to the theater. Students will explore the use of basic design principles along with the practical aspects of the theater. None

**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. None

**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. None

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

An introduction to costuming for the stage including history, theory, design, and practical applications. None

**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. None

**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. None

**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)***Humanities*

An introduction and exploration of the relationship between historical events and the theater arts from the ancient period to the Renaissance. Prerequisite: Appropriate placement or grade of 2.0 or higher in ENGL 099.

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

An introduction and exploration of the relationship between historical events and the theater arts from the Renaissance to 1850. Prerequisite: Appropriate placement or grade of 2.0 or higher in ENGL 099.

**DRMA 238 - Modern Theater History (5)***Humanities*

An introduction and exploration of the relationship between historical events and the theater arts from 1850 to the present. Prerequisite: Appropriate placement or grade of 2.0 or higher in ENGL 099.

### **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. None

### **DRMA& 101 - Intro to Theatre: D (5)**

#### *Humanities*

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. Prerequisite: Grade of 2.0 or higher in ENGL 097, or AESL 098, or appropriate test score.

## **Early Childhood Education**

### **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. None

### **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 EDUC& 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, 109, and 110 combined are equivalent to ECED& 130. Prerequisite: Must take ECED 108, 109 and 110 to equal EDUC& 130

### **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. None

### **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 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 & 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 & 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. None

### **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 educational requirements for the CDA will be provided with information to help them apply, understand, define, and clarify the requirements established by the CDA National Credentialing program for center or home based settings. May be taken in conjunction with one of the other CDA courses. Prerequisite: 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. None

**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.

**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. Prerequisite: Grade of 2.0 or higher in ENGL 097, or AESL 098, or appropriate test score.

**ECED& 105 - Intro Early Child Ed (5)**

*Social Sciences*

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. None

**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. None

**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. None

**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. None

**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. None

**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& 170 - Environments (3)**

Design, evaluate, and improve indoor and outdoor environments which ensure quality learning, nurturing experiences, and optimize the development of young children. None

**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. None

**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.

## Earth Sciences

### **ASTR& 100 - Survey of Astronomy (5)**

#### *Natural Sciences*

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: Appropriate placement or grade of 2.0 or higher in ENGL 099 and MATH 98.

### **ASTR& 101 - Intro to Astronomy (5)**

#### *Natural Sciences*

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: Appropriate placement or grade of 2.0 or higher in ENGL 099 and MATH 98.

### **EASC 102 - Meteorology (5)**

#### *Natural Sciences*

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: Appropriate placement or grade of 2.0 or higher in ENGL 099 and MATH 98.

### **EASC 110 - Energy and Society (5)**

#### *Natural Sciences*

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. Lab included. Prerequisite: Appropriate placement or grade of 2.0 or higher in ENGL 099.

### **EASC 111 - Matter and Energy in Earth Science (5)**

#### *Natural Sciences*

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: Appropriate placement or grade of 2.0 or higher in ENGL 099 and MATH 98. PHYS 111 recommended.

### **EASC 120 - Earth's Climate & Climate Change (5)**

#### *Natural Sciences*

An exploration of the Earth's global climate system and the atmospheric, oceanic, solid Earth, biological and extraterrestrial controls on its stability and sensitivity. The causes of and evidence for global climate change as well as for climate forecasts will be examined in the context of societal and environmental impacts, and potential solutions. Lab

included. Prerequisite: Appropriate placement or grade of 2.0 or higher in ENGL 099.

### **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. None

### **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. None

### **GEOL& 100 - Survey of Earth Science (5)**

#### *Natural Sciences*

Introduction to the scientific study of the earth and space. Intended for non-scientists. Basic physics and chemistry applied to the earth and solar system. Emphasis on the evolution of the Pacific Northwest, including a survey of geologic, oceanographic, meteorologic, and astronomic processes that contributed to its development. Field trips may be required. Prerequisite: Appropriate placement or grade of 2.0 or higher in ENGL 099.

### **GEOL& 101 - Intro Physical Geology (5)**

#### *Natural Sciences*

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: Appropriate placement or grade of 2.0 or higher in ENGL 099.

### **GEOL& 110 - Environmental Geology (5)**

#### *Natural Sciences*

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: Appropriate placement or grade of 2.0 or higher in ENGL 099.

### **GEOL& 208 - Geology of Pacific NW (5)**

#### *Natural Sciences*

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: Appropriate placement or grade of 2.0 or higher in ENGL 099.

### **OCEA& 101 - Intro to Oceanography (5)**

#### *Natural Sciences*

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: Appropriate placement or grade of 2.0 or higher in ENGL 099 and MATH 98.

## Economics

### **ECON 101 - Introduction to Economics (5)**

#### *Social Sciences*

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. Prerequisite: Appropriate placement or grade of 2.0 or higher in ENGL 099.

### **ECON 104 - Introduction to Economic Geography (5)**

#### *Social Sciences*

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. Prerequisite: Appropriate placement or grade of 2.0 or higher in ENGL 099.

### **ECON 150 - Consumer Economics (5)**

#### *Social Sciences*

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. None

### **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. None

### **ECON& 201 - Micro Economics (5)**

#### *Social Sciences*

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: Completed ENGL& 101 with a grade of 2.0 or higher. MATH placement into MATH 99 or 2.0 or higher in MATH 98.

### **ECON& 202 - Macro Economics (5)**

#### *Social Sciences*

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: Completed ENGL& 101 with a grade of 2.0 or higher. MATH placement into MATH 99 or 2.0 or higher in MATH 98.

## Education Paraprofessional

### **EDUC 211 - Diversity in Education: D (3)**

Overview of diversity in education including culture, ethnicity, family structure, socio-economics and educational philosophy. None

### **EDUC 223 - Practicum and Seminar (1-5)**

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. None

### **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. None

### **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. None

### **EDUC& 115 - Child Development (5)**

#### *Social Sciences*

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. Prerequisite: None

### **EDUC& 122 - Child Development II (5)**

#### *Social Sciences*

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. None

### **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. None

### **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. None

### **EDUC& 202 - Intro to Education (5)**

*Social Sciences*

Introduction to the history, philosophy, principles, learning theories, issues, and trends of education. Includes observations of educational models and exploration of career paths. Prerequisite: Completed ENGL& 101 with a grade of 2.0 or higher.

### **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. Prerequisite: Concurrent enrollment required in CSS 103.

## **Engineering**

### **ENGR 100 - Engineering Orientation (2)**

Introduction to the engineering disciplines and career paths. Specific topics include plans of study for an engineering major, academic study strategies for engineering courses, degree and transfer options, and engineering ethics. None

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

Work experience related to career interests in the field. Instructor permission required. None

### **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. None

### **ENGR& 104 - Introduction to Engineering and Design (5)**

Introduction to the engineering profession and the elements of engineering design and communication through a project-based approach which stresses the design process, creative and analytic thinking, and teamwork. Prerequisite: MATH 97 and ENGL 97

### **ENGR& 114 - Engineering Graphics (5)**

Methods of depicting three-dimensional objects and communicating design information. Emphasis is on using parametric solid modeling software as a design tool and freehand sketching to develop visualization skills. 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

## **English**

### **ENGL 092 - Basic Writing Foundation (1-10)**

Introduction to expressing ideas on paper and understanding basic grammar. (Variable credit, 1-10) None

### **ENGL 095 - Vocabulary Development (2)**

Basic vocabulary building techniques. Prerequisite: completion of CSS 103 or concurrent enrollment

### **ENGL 096 - Special Topics in English (1-10)**

Individualized study in foundational aspects of English. Course content to be designed in conference with instructor. (Variable credit, 1-10) None

### **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 and concurrent enrollment or completion of CSS 103

### **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. Prerequisite: concurrent enrollment or completion of CSS 103

### **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 and concurrent enrollment or completion of CSS 103

### **ENGL 103 - Advanced Composition (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 115 - Introduction to Film: D (5)**

*Humanities*

A survey of the history of film and the development of cinematic technique. Course includes written and oral analysis of selected works. Prerequisite: Completed ENGL& 101 with a grade of 2.0 or higher.

### **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. None

### **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 202 - Introduction to Literature: D (5)**

*Humanities*

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. Prerequisite: Completed ENGL& 101 with a grade of 2.0 or higher.

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

*Humanities*

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. Prerequisite: Completed ENGL& 101 with a grade of 2.0 or higher.

### **ENGL 250 - Introduction to American Literature: D (5)**

*Humanities*

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. Prerequisite: Completed ENGL& 101 with a grade of 2.0 or higher.

### **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. None

### **ENGL 283 - British Literature 19th and 20th Centuries: D (5)**

*Humanities*

Course introduces analysis and interpretation of 19th and 20th century British literature in cultural context. Prerequisite: Completed ENGL& 101 with a grade of 2.0 or higher.

### **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. None

### **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. None

### **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.

### **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 placement or grade of 2.0 or higher in ENGL 99.

### **ENGL& 102 - Composition II (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)**

*Humanities*

The study of the formal strategies of novels and shorter fictional works. Course includes written and oral analysis of selected works. Prerequisite: Completed ENGL& 101 with a grade of 2.0 or higher.

### **ENGL& 113 - Intro to Poetry: D (5)**

*Humanities*

The study of the formal strategies of poetry. Course includes written and oral analysis of selected works. Prerequisite: Completed ENGL& 101 with a grade of 2.0 or higher.

### **ENGL& 220 - Intro to Shakespeare (5)**

*Humanities*

An introductory survey course that explores the plays of

William Shakespeare from literary and historical perspectives. Prerequisite: Completed ENGL& 101 with a grade of 2.0 or higher.

### **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: Completed ENGL& 101 with a grade of 2.0 or higher.

### **ENGL& 236 - Creative Writing I (5)**

#### *Humanities*

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. Prerequisite: Completed ENGL& 101 with a grade of 2.0 or higher.

### **ENGL& 254 - World Literature I (5)**

#### *Humanities*

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. Prerequisite: Completed ENGL& 101 with a grade of 2.0 or higher.

## **Environmental Conservation**

### **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). 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. None

### **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. Includes student success skills. Prerequisite: Concurrent enrollment required in CSS 103.

### **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. None

### **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 or department chair approval. Lab and field trips required. 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.

### **ENVC 123 - Fish Biology, Taxonomy, and Life History (5)**

Classification, biology, and physiology of representative North American fish. None

### **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. None

### **ENVC 133 - Facilities Maintenance Fundamentals (5)**

Introduction to facilities maintenance including basic grounds maintenance, electrical, plumbing, and carpentry fundamentals. Includes sediment and erosion control measures for construction sites. None

### **ENVC 140 - Plants of Western Washington (5)**

Collection, identification, and plant community grouping of local and regional gymnosperms and angiosperms. Identify invasive species. None

### **ENVC 165 - Sustainability Fundamentals (5)**

#### *Natural Sciences*

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. None

### **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. Field trips required.

### **ENVC 202 - Wildlife Biology: D (5)**

#### *Natural Sciences*

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. 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, reptiles, fish, and vascular plants. TFW program procedures for ambient monitoring. Introduction to ecological software. Field trips required. Strongly recommended:

Familiarity with computers and spreadsheets. None. Strongly recommended: familiarity with computers and spreadsheets.

**ENVC 212 - 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 Treatment 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. 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. None

**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. None

**ENVC 231 - Introduction to Mammology (5)**

Natural history, structure, identification, and classification of North American mammals. None

**ENVC 232 - Bird Identification (5)**

Natural history, biology, taxonomy, and identification of Pacific Northwest species. None

**ENVC 244 - Salmon Ecology (3)**

Ecology of the Pacific Northwest salmon and their importance to social and economic values. None

**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 tablets and cell phones for field collection to server storage. Prerequisite: Admission to BASEC or Department Chair permission.

**ENVC 304 - River Ecology & 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 a, 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 451 - Independent Study (1)**

Special project as approved by instructor and department chair. None

### **ENVC 452 - Independent Study (2)**

Special project as approved by instructor and department chair. None

### **ENVC 453 - Independent Study (3)**

Special project as approved by instructor and department chair. None

### **ENVC 454 - Independent Study (4)**

Special project as approved by instructor and department chair. None

### **ENVC 455 - Independent Study (5)**

Special project as approved by instructor and department chair. None

### **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.

## **Environmental Science**

### **ENVS& 101 - Intro to Env Science (5)**

*Natural Sciences*

Basic ecology, ecosystems, energy flow, nutrient cycling, population, community dynamics, and the human impact on the environment. Lab included. Prerequisite: Grade of 2.0 or higher in ENGL 097, or AESL 098, or appropriate test score.

## **Environmental Sustainable Agriculture Education**

### **ENVAG 101 - Agroecology: An Ecological Approach to Agriculture (5)**

Survey of agroecology, a multi-disciplinary field that applies ecological principles to the analysis and management of agriculture systems. Explore ways to create abundance and reduce external inputs by enhancing nutrient cycling, energy flow, and beneficial interactions. Field trips are an integral part of this course. None

### **ENVAG 103 - Horticulture Plant Science (4)**

The structure, function, classification, and ecology of vascular plants are explored in this introductory botany course, with an emphasis on cultivated and native plants of the Pacific Northwest. None

### **ENVAG 104 - Introduction to Sustainable Agriculture (1)**

Introduction to sustainable agriculture including career opportunities. Covers farm to table principles and how different cultures interact with food. Includes student success skills. Prerequisite: Concurrent enrollment required in CSS 103.

**ENVAG 106 - Soil Science and Conservation (5)**

Study of soils as living ecosystems, including their physical, chemical, and biological properties. Nutrient cycling, fertility management, soil building, and site diagnosis and classification are also examined. Field trips are an integral part of this course. None

**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. None

**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.

**ENVAG 221 - 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. None

**ENVAG 224 - Orchard Crop Production (5)**

Tree fruit and nut, berry, vine, and uncommon fruit production for orchards, focusing on cultivar selection, cultural requirements, propagation methods, management techniques, harvesting practices, and biodiverse orchard design. Field trips are an integral part of this course. None

**ENVAG 227 - Greenhouse Crop Production (3)**

Greenhouse management for small farm to commercial scale production, including structure selection, laws and regulations, control over the growing environment, and crop production and health. Students produce a greenhouse management plan. Field trips are an integral part of this course. None

**ENVAG 228 - Row Crop Production (5)**

Fundamentals of row crop production in the Pacific Northwest. Covers site and equipment evaluation, crop scheduling and rotation, fertility and irrigation management, and insect and disease control, as well as crop specific and market considerations for seasonal production. Field trips are an integral part of this course. None

**ENVAG 231 - Post-Harvest to Local Market Operations (3)**

Study local food system development, food physiology, and food security, safety, and quality issues through exposure to real world postharvest and direct market operations, with an emphasis on small farm agriculture enterprises. Field trips are an integral part of this course. None

**ENVAG 241 - Livestock Management (1-3)**

The study of how livestock management can be incorporated into a farm plan. Management of various livestock species, demographic management, forage management, as well as manure management. Includes management of diseases and parasites. None

**ENVAG 242 - Dairy Management (1-3)**

Focuses on dairy production from several ungulate species and the equipment and hygiene requirements needed. Includes man-hour needs and other cost estimates, and evaluations of value added products like cheeses. None

**ENVAG 243 - Marketing Agriculture Products (1-3)**

Focuses on sustainable agriculture niche products. Emphasis is on value added costs and potential revenues, processing, grading, packaging, packing, storing and transport requirements of various farm products. Includes food safety regulations, practices and limitations. None

**ENVAG 270 - Sustainable Small Farming and Ranching (5)**

Explore small farm models and entrepreneurship, and conceive of and draft a whole farm management plan. Learn to assess site conditions and user needs and manage small farm facilities and equipment, natural resources, plants and animals, and cropping systems and practices. Field trips are an integral part of this course. None

**ENVAG 271 - Agricultural Entrepreneurship & Business Planning (5)**

Explore small farm models and entrepreneurship, and conceive of and draft a whole farm business plan. Gain practical knowledge and skills in agricultural business development, market research, and record keeping and finances in the context of farm and ranch production strategies. Field trips are an integral part of this course. None

**ENVAG 297 - Research in Sustainable Agriculture (1-15)**

Independent study and research on a topic related to sustainable agriculture, with guidance provided by a research mentor. An introduction to the scientific method, critical thinking, and technical communication for self motivated learners. Should be taken within the last two quarters of the program. Registration permitted in the first seven weeks as space is available. None

## **ENVAG 298 - Practicum in Sustainable Agriculture (1-15)**

Hands on practical experience managing a small farm enterprise for aspiring practitioners. Apply weekly on farm education and training to seasonally appropriate operational and production tasks at the SAgE Skagit Valley Student Farm. Should be taken within the last two quarters of the program. Registration permitted in the first seven weeks as space is available. None

## **Ethnic Studies**

### **ETHNC 100 - American Minorities: D (5)**

*Social Sciences*

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. Prerequisite: Appropriate placement or grade of 2.0 or higher in ENGL 099.

### **ETHNC 111 - History of the Northwest Indians: D (5)**

*Social Sciences*

An introduction to the many different indigenous communities inhabiting the Northwest and the significant variety of cultural and environmental experiences and adaptations. Prerequisite: Appropriate placement or grade of 2.0 or higher in ENGL 099.

### **ETHNC 201 - Minorities in American Society: D (5)**

*Social Sciences*

Study of theories used for explaining ethnic minority relations in American society. Includes study of prejudice, discrimination, racism, ethnocentrism, and cultural patterns. Prerequisite: Appropriate placement or grade of 2.0 or higher in ENGL 099.

### **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. None

## **Family Life**

### **FL 131 - Parent Education Co-op, Infants & 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. None

### **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. None

### **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. None

### **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. None

### **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. None

## **Fire Protection Technology**

### **FIRE 100 - Principles of Emergency Services (5)**

Overview of fire protection and emergency services, career opportunities in fire protection and related fields; culture and history of emergency services; fire loss analysis; organization and function of public and private fire protection services; fire department as part of local government; laws and regulation affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy & tactics; and life safety initiatives. None

### **FIRE 101 - Fire Chemistry (3)**

Introduction to basic concepts of chemistry and the chemical/physical nature of fire and its development. None

### **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. None

### **FIRE 103 - Building Construction For Fire Protection (3)**

Concepts of building construction, structure rating and classification, and uniform codes. Building systems including floors, ceilings, walls, roofs and building support systems. Building collapse and firefighter safety in burning buildings. None

### **FIRE 119 - Basic Firefighter Academy (8)**

Prepares student for initial assignment as a basic firefighter with a structural fire agency. Meets minimum training requirements of WAC 296-305 and NFPA Standard 1001, Standard for Fire Fighter Professional Qualifications. None

### **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. Prerequisite: Concurrent enrollment required in CSS 103.

### **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 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. None

### **FIRE 130 - Emergency Vehicle Driving (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. None

### **FIRE 140 - Emergency Medical Responder (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: Department chair approval.

### **FIRE 160 - Hazardous Materials First Responder (5)**

Prepares firefighters who witness or discover hazardous materials releases to recognize the presence of hazmat, protect themselves, secure the area, initiate emergency response of additional resources, and take defensive actions. Meets the training requirements for Hazardous Materials First Responder Awareness & Operations. Meets the training requirements for Hazardous Materials First Responder-Awareness & Operations Level certification. None

### **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. None

### **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. None

### **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. None

### **FIRE 212 - Fire Codes & Ordinances (3)**

Covers the International Fire Code and certain chapters of the International Building Code. Develop a working knowledge of the Codes and their application to fire inspections. None

### **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. None

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

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

### **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. None

### **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 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 247 - Basic Emergency Medical Technician, Part I (6)**

Training for the EMT-Basic level per National Standards Curriculum and abiding by the laws of Washington State. Learn to recognize, assess, and treat medical and trauma-related emergencies at the basic life support level. Preparation for National Registry EMT certification testing. Prerequisite: In accordance with Washington State Law, must be at least 17 years of age at course start.

### **FIRE 248 - Basic Emergency Medical Technician, Part II (6)**

Training for the EMT-Basic level per National Standards Curriculum and abiding by the laws of Washington State. Learn to recognize, assess, and treat medical and trauma-related emergencies at the basic life support level. Preparation for National Registry EMT certification testing and includes the National Registry Emergency Medical Technician certification practical examination for EMT-Basic. Prerequisite: FIRE 247 with a minimum C grade.

### **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. None

### **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.

### **FIRE 279 - Fire Services Safety & Survival (3)**

Introduction to basic principles and history related to the national firefighter life safety initiatives, focusing on the need for cultural and behavior change throughout the emergency services. None

## **French**

### **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. None

### **FRCH& 121 - French I: D (5)**

#### *Humanities*

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. Prerequisite: Grade of 2.0 or higher in ENGL 097, or AESL 098, or appropriate test score.

### **FRCH& 122 - French II: D (5)**

#### *Humanities*

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)**

#### *Humanities*

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)**

#### *Humanities*

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.

## **Geographic Information Systems**

### **GIS 101 - Introduction to Geographic Information Systems (5)**

Principles and conceptual overview of GIS software. Covers the use and applications in natural resource management, and other fields utilizing GIS, with hands-on experience using ArcGIS. Computer and spreadsheet familiarity required. None

### **GIS 102 - Geographic Information Systems II (5)**

Develop advanced skills using ESRI's ArcGIS. Learn the basics of the Spatial Analyst and 3D Analyst extensions for ArcGIS. Other topics include types of GIS data available and map accuracy standards. Prerequisite: GIS 101.

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

Introduction to global positioning systems (GPS) and their uses in natural resources and agriculture. None

### **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 101, GIS 105 or concurrent enrollment in GIS 105, or department chair approval.

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

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

### **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 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. None

### **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. None

### **GEOG& 100 - Introduction to Geography (5)**

*Social Sciences*

Relationship of cultural, territorial, and climatic factors in the world's important geographic regions. Prerequisite: Appropriate placement or grade of 2.0 or higher in ENGL 099.

## **Health & Fitness Technician**

### **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. None

### **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 102 and 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. Prerequisite: HFT 100 and 136.

### **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. Prerequisite: HFT 100 and 136.

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

Explores the process of cardiovascular training and the scientific principles involved with increasing cardiovascular capacity. Prerequisite: HFT 100 and 136.

### **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. None

### **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. None

### **HFT 136 - Anatomy & Physiology for Health & Fitness Tech (6)**

Basic concepts of biology, chemistry and microbiology as they relate to the human body and study of the structure and function of each body system. None

### **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. None

## **History**

### **HIST 121 - Religions of the World: D (5)**

*Social Sciences*

Introduction to the history of the major world religions, with primary attention to their origins, basic structures, and role in contemporary society. Prerequisite: Appropriate placement or grade of 2.0 or higher in ENGL 099.

### **HIST 242 - History of the Modern Middle East: D (5)**

*Social Sciences*

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. Prerequisite: Completed ENGL& 101 with a grade of 2.0 or higher.

### **HIST 270 - History of Modern Asia (5)**

#### *Social Sciences*

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. Prerequisite: Completed ENGL& 101 with a grade of 2.0 or higher.

### **HIST 280 - Introduction to Chinese Civilization (1-5)**

Survey of Chinese history and culture from ancient time to present. None

### **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. None

### **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. None

### **HIST& 116 - Western Civilization I (5)**

#### *Social Sciences*

Survey of the origins of Western civilization in the Near East, ancient Greece and Rome, through the end of the Middle Ages. Prerequisite: Appropriate placement or grade of 2.0 or higher in ENGL 099.

### **HIST& 117 - Western Civilization II: D (5)**

#### *Social Sciences*

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. Prerequisite: Appropriate placement or grade of 2.0 or higher in ENGL 099.

### **HIST& 118 - Western Civilization III: D (5)**

#### *Social Sciences*

Survey of the origins of Western civilization from the end of the French revolution to the present day. Prerequisite: Appropriate placement or grade of 2.0 or higher in ENGL 099.

### **HIST& 126 - World Civilizations I: D (5)**

#### *Social Sciences*

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. Prerequisite: Appropriate placement or grade of 2.0 or higher in ENGL 099.

### **HIST& 127 - World Civilizations II: D (5)**

#### *Social Sciences*

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. Prerequisite: Appropriate placement or grade of 2.0 or higher in ENGL 099.

### **HIST& 128 - World Civilizations III: D (5)**

#### *Social Sciences*

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. Prerequisite: Appropriate placement or grade of 2.0 or higher in ENGL 099.

### **HIST& 146 - US History I: D (5)**

#### *Social Sciences*

A survey of the United States from the Native American cultures and the founding of the colonies through 1815. Prerequisite: Appropriate placement or grade of 2.0 or higher in ENGL 099.

### **HIST& 147 - US History II: D (5)**

#### *Social Sciences*

A survey of United States history from 1815 to 1914. Prerequisite: Appropriate placement or grade of 2.0 or higher in ENGL 099.

### **HIST& 148 - US History III: D (5)**

#### *Social Sciences*

A survey of United States history from 1914 to the present. Prerequisite: Appropriate placement or grade of 2.0 or higher in ENGL 099.

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

#### *Social Sciences*

Exploration, settlement, and development of the Pacific Northwest with emphasis on the state of Washington. Prerequisite: Completed ENGL& 101 with a grade of 2.0 or higher.

### **HIST& 215 - Women in US History (5)**

#### *Social Sciences*

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. None

### **HIST& 219 - Native American History: D (5)**

#### *Social Sciences*

The American Indian from earliest times to the present. Prerequisite: Completed ENGL& 101 with a grade of 2.0 or higher.

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

### **HSC 010 - HS21+ Portfolio (1-10)**

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 225 or higher or instructor permission.

### **HSC 015 - HS21+ Portfolio II (1-10)**

This course is designed to help continuing HS21+ students demonstrate high school competencies in fulfillment of HS21+



diploma requirements through completion of individual portfolio assignments. Prerequisite: HSC 010 or permission

### **HSC 020 - HS21+ Academic Skills Lab (1-5)**

Students receive support and tutoring in academic skills and subject content for coursework and competencies needed to complete requirements for the HS21+ Adult High School Diploma. None

### **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.

### ***Humanities***

### **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. None

### **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. None

### **HUM& 101 - Intro to Humanities (5)**

#### ***Humanities***

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. Prerequisite: Grade of 2.0 or higher in ENGL 097, or AESL 098, or appropriate test score.

## **Human Services**

### **HSERV 101 - Introduction to Human Services (3)**

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: CSS 103 or concurrent enrollment.

### **HSERV 102 - Generalist 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. None

### **HSERV 106 - Interpersonal 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. None

### **HSERV 121 - Introduction to Disabilities and Disability Law (4)**

Overview of disabilities and disability law, and historical and current rehabilitation techniques. None

### **HSERV 131 - Human Development (5)**

Introduction to the stages of human development with particular attention to adult life development. Explores the relevance of ethnicity, culture, gender, socioeconomic class, sexual orientation and community in a person's development. Prerequisite: HSERV 101 and 106.

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

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

### **HSERV 141 - Alcoholism and other 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. None

### **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 Behavioral Health Administration (BHA). None

### **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. None

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

Covers HIV/AIDS and includes Brief Risk Intervention (BRI) segment. Satisfies the Washington State Department of Health requirement for those applying to become Chemical Dependency Professionals (CDP). None

### **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. None

### **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 - Counseling Theories and Therapies (5)**

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. None

### **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 - Addictive Disorders & the Family (3)**

Alcoholism and other disorders 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. None

### **HSERV 242 - Physiology & Pharmacology of Psychoactive Drugs (3)**

Broad overview of the pharmacological and physiological impact of psychoactive drug use coupled with a detailed examination of the neurochemical changes that accompany drug dependencies. Required course for those on the Human Services chemical dependency track. Prerequisite: HSERV 141 or instructor permission

### **HSERV 243 - Substance Use Disorder Assessment & Case Mgmt. (4)**

Introduction to the tools & techniques (including ASAM criteria) used for drug and alcohol assessments and case management. Covers treatment plan formation and the implementation of quality care, the Behavioral Administration (BHA) as well as making appropriate referrals. Prerequisite: HSERV 141 or department chair approval.

### **HSERV 244 - Group Process and Addictive Disorders (3)**

Group counseling skills for working with addicted 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. None

## **HSERV 248 - Adolescent Addictive Disorders Counseling (3)**

Provides addictive disorder professionals and those pursuing addictive disorder counseling qualifications the opportunity to learn how to work with children and adolescents in an effective manner. None

# **Individualized Next Step Vocational Education and Social Skills Training**

## **INV 011 - INVEST Orientation (2)**

Students develop tools and skills to prepare for academic, employment, and personal success. Specific emphasis on academic and career goal setting, resources, and success strategies. Topics include study skills, goal-setting, college policies and resources, programmatic requirements, and accessing local and state resources, academic and career planning, time management, relationships, and self-empowerment. None

## **INV 020 - INVEST Digital Technology (1-5)**

Provides opportunities for INVEST students to learn assistive and learning technologies, explore learning styles, and develop study and test-taking strategies. Students receive instruction in learning and applying reading strategies and navigating college courses. None

## **INV 030 - INVEST Communication and Self-advocacy (3)**

Students develop an understanding of the key differences between the child and adult service structures for people with disabilities. The course provides a framework for disclosure of disability in academic and career settings. Students will explore the advantages and disadvantages of disclosure while practicing self-advocacy skills in school and work-based environments. Students explore the differences between causal and professional communication and demonstrate effective communication strategies in higher education and employment settings. None

## **INV 035 - INVEST Critical Thinking (2)**

Students gain skills and practice in evaluating information from a variety of sources to make informative decisions relating to learning, life choices, and employment. None

## **INV 040 - INVEST Career Inventory (2)**

Students to use previous experiences, skills, interests, and assessments to guide career development. Students set short and long term employment goals, practice interviewing, and development employment related materials such as resume, cover letter, and diversity statement. None

## **INV 045 - INVEST Interview Skills (2)**

Students learn to communicate skills and strengths to potential employers. Students will engage in mock interviews in class and will be able to watch and critique themselves on video. None

## **INV 050 - INVEST Balancing Work and Life (2)**

Develop understanding and skills necessary to balance work, school, and personal life, minimizing potential barriers to success. Participate in discussions aimed at better

understanding the impact that complex social situations and a variety of other factors can have on life success. Practice using a range of organizational tools that assist with time management, develop strategies to identify and solve problems, and create a final project that addresses a student's individual plan, strategies, and tools. None

## **INV 055 - INVEST Study Lab (1-5)**

Independent guided study lab to support students in meeting learning objectives for the INVEST program. None

## **INV 060 - INVEST Elective (1-10)**

Students meet individualized learning outcomes through attendance in SVC courses or independent study. None

## **INV 061 - INVEST Fine and Performing Arts (1-5)**

Students meet individualized learning outcomes in fine or performing arts through classroom instruction or independent study. None

## **INV 062 - INVEST Industrial Arts (1-5)**

Students meet individualized learning outcomes in industrial arts through classroom instruction or independent study. None

## **INV 063 - INVEST Food and Hospitality (1-5)**

Students meet individualized learning outcomes in food and hospitality through classroom instruction or independent study. none

## **INV 064 - INVEST Business Technology (1-5)**

Students meet individualized learning outcomes in business technology through class instruction or independent study. None

## **INV 065 - INVEST Health and Wellness (1-5)**

Students meet individualized learning outcomes in health and wellness through classroom instruction or independent study. None

## **INV 066 - INVEST Media and Journalism (1-5)**

Students meet individualized learning outcomes in Media or Journalism through classroom instruction or independent study. None

## **INV 067 - INVEST Leadership and Communication (1-5)**

Students meet individualized learning outcomes in leadership and/or communication studies through classroom instruction or independent study. None

## **INV 068 - INVEST Customer Service (1-5)**

This course focuses on the importance of customer service and developing a customer-friendly approach that is right for every business. It covers the do's and don'ts of dealing with customers and the benefits of providing great customer service. None

## **INV 070 - INVEST Service Learning (1-8)**

Examines civic responsibility and membership through service-related learning activities with local organizations and groups. Students form teams and identify meaningful ways to contribute to their communities. None

### **INV 075 - INVEST Practicum Seminar (1-6)**

Students participate in the practicum seminar while simultaneously completing community-based internships, combining classroom theory with practical experience gained in the workplace. The practicum experiences are tied directly to students' career goals and employment plan developed with Employment Consultant and employment agency. Students will discuss and track progress toward practicum learning outcomes, discuss issues and concerns that happen on the job with instructors and peers, and role-play effective on the job communication strategies. None

### **INV 080 - INVEST Employment Internship (6)**

Students gain real world work experience and practice employability skills in a supervised job setting. None

### **INV 090 - INVEST Capstone (3)**

Students prepare a portfolio of their work within INVEST, which will allow them to track and be aware of their own growth, accomplishments, learning, and employment readiness. The portfolio serves as their culminating project. None

## **International Studies**

### **IS 200 - States and Capitalism: the Origins of Western Wealth and Power (5)**

#### *Social Sciences*

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. Prerequisite: Completed ENGL& 101 with a grade of 2.0 or higher.

### **IS 201 - The International System (5)**

#### *Social Sciences*

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.). Prerequisite: Completed ENGL& 101 with a grade of 2.0 or higher.

### **IS 202 - Cultural Interactions in an Interdependent World (5)**

#### *Social Sciences*

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. Prerequisite: Completed ENGL& 101 with a grade of 2.0 or higher.

### **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. None

## **Japanese**

### **JAPN 100 - Introduction to Japanese Language (3)**

Introduction to Japanese culture and language with emphasis on speaking, listening, and comprehension of the spoken word. Prerequisite: Grade of 2.0 or higher in ENGL 097, or AESL 098, or appropriate test score.

### **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. None

### **JAPN& 121 - Japanese I: D (5)**

#### *Humanities*

Pronunciation, vocabulary development, reading and writing of Hiragana, fundamentals of grammar and syntax, oral exercises, reading, conversation, and cultural studies. Prerequisite: Grade of 2.0 or higher in ENGL 097, or AESL 098, or appropriate test score.

### **JAPN& 122 - Japanese II: D (5)**

#### *Humanities*

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)**

#### *Humanities*

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

## **Journalism**

### **JOUR 101 - Introduction to Journalism & Newswriting (5)**

#### *Humanities*

The course is designed to develop skill in investigative research and reporting, news-writing, and the basic principles of journalism. This introductory class focuses primarily on researching, writing/reporting skills. Prerequisite: Completion of English 101 with a C or better.

### **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 JOUR 101 with a C or better 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 JOUR 101 with a C or better or permission of instructor.

## Library

### **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. None

## Manufacturing Technology

### **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. Prerequisite: MANF 110 or instructor permission.

### **MANF 110 - Introduction to Manufacturing (3)**

Overview of the manufacturing sector including a historical look at manufacturing systems and organizations. Introduction to materials processing, industry standards, manufacturing methodologies, and different types of technology used in manufacturing (personal computers, data collection & analysis systems, automated equipment). Introduces the fundamentals of quality tools including histograms and control charts (SPC) and how they are used in manufacturing. Includes an introduction to the concepts of lean manufacturing, "just in time," and "green" as applied in industry. Industry speakers, career exploration and industry site visits included. None.

### **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. None

### **MANF 120 - Industrial Safety & CPR (3)**

Instruction on safety topics and practices specifically related to industrial work environments. Topics include personal protective equipment, safety working with heavy industrial equipment, energy lock-out/tag-out procedures, material handling, electrical safety, machine guarding, working with hazardous materials, fire prevention, hazard identification and control, and safety inspection practices. Instruction in First Aid and CPR included. None.

### **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. None.

### **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.) None.

### **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 ASME 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, and basic blueprints. None.

### **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 & Kirchoff'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. None

### **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 techniques, methods of inspection, and interpretation of data including Run Charts, Process Capability and Gage R&R, and writing technical quality reports. Areas of study include product quality, process quality, and subjective quality standards. 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. Includes the basics of CNC machine operation, advanced print reading and programming methodologies. Also introduced are machining processes for CNC mill and CNC lathe. 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.

## **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 setting. 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 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 CIS 150.

# **Mathematics**

## **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.

## **MATH 015 - Technical Math for Diesel Mechanics (1)**

Whole numbers, fractions, decimals, percentages, measurements, ratios, proportions, and averages. None

## **MATH 087 - Special Topics in Math (1-10)**

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 HMATH 100 or WMATH 100. None

## **MATH 095 - Basic Mathematics (1-5)**

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. None

## **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.

### **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 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 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. None

### **MATH& 107 - Math in Society (5)**

#### *Natural Sciences*

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)**

#### *Natural Sciences*

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)**

#### *Natural Sciences*

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)**

#### *Natural Sciences*

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)**

#### *Natural Sciences*

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& 151 - Calculus I (5)**

#### *Natural Sciences*

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)**

#### *Natural Sciences*

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)**

#### *Natural Sciences*

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& 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.

### **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.

## Marine Maintenance Technology

### 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. None.

### MT 105 - Safety, Tools, and Fastenings (6)

Shop safety including use of tools, fastening, and maintenance practices. None

### MT 106 - Rigging (4)

Includes types of rigs, conversion or modifications of rigging. Proper tuning of rigging as well as selection of materials and approved installation methods for standing and running rigging. Includes how to rig, lift, and secure marine equipment for installation and removal. None

### MT 119 - OSHA 10 Training and Forklift Certification (2)

Occupational Safety and Health Administration (OSHA) training program for maritime industry training workers regarding their rights, employer responsibilities, and how to file a complaint as well as how to identify, abate, avoid and prevent job related hazards. Included is the Washington State Department of Labor and Industries forklift certification program. Forklift training is required for all operators of a forklift which is commonly used in the marine industry. None

### MT 132 - Marine Electrical Systems I (5)

Basic AC and DC electrical systems as found on recreational and small commercial vessels. Installation and troubleshooting of engine operation systems for charging and starting, DC house systems for lights, pumps, and multi-state voltage regulation. Includes proper multi-meter use and electrical safety. None

### MT 133 - Marine Electrical Systems II (5)

Marine AC electrical systems, sizing of battery banks, 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. None

### MT 160 - Marine Engine Systems (7)

Operation, service, troubleshooting and general maintenance of inboard 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. None

### 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 204 - Advanced Marine Systems (5)

Advanced marine systems as found on recreational and small commercial vessels. Installation, design, and troubleshooting of modern marine systems such as water makers, fire suppression, propane, refrigeration, active stabilization, and advanced monitoring. Preparation for the ABYC Marine Systems certification exam. Prerequisite: MT132.

### MT 216 - Marine Outdrives (3)

Study of sterndrive propulsion systems. Includes common service procedures, model identification, vertical drive rebuilding procedures, trim/tilt functions, shift adjustments, utilizing service manuals and parts information for problem solving. None

### MT 230 - Marine Electronics (3)

Includes National Marine Manufacture's Association guidelines and familiarization with actual equipment operation of electronic devices for navigation and communication with installation interfacing and operation. Preparation for NMEA Basic Marine Installer certification. None

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

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

### MT 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. Preparation for NMEA 2000 certification. 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. None

### **MT 252 - Independent Study (2)**

Special project as approved by instructor and department chair. None

### **MT 270 - Marine Hydraulic Systems (5)**

Installation, design, and troubleshooting of hydraulic systems found on recreational and commercial vessels. These systems are used for stabilization, davits, lifting cranes, steering, and accessory drive equipment. Prerequisite: MT 132.

## **Multimedia & Interactive Technology**

### **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. None

### **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. None

### **MIT 125 - Introduction to Interactive Multimedia (5)**

Introduction to digital media terminology, concepts and trends. Use a variety of industry-leading software applications and technologies to create and design digital media. Prerequisite: Strongly recommended: Computer literacy and file management skills. 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. 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. 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. 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. 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. 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. 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. Strongly recommended: computer literacy and file management skills.

### **MIT 228 - Adobe Animate (5)**

Use Adobe Animate to create animation and interactivity for the web and video game programming. Prerequisite: Strongly recommended: computer literacy and file management skills. 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. Strongly recommended: computer literacy and file management skills.

### **MIT 235 - User Experience Design (UX) (5)**

Introduction to user experience (UX) design principles and patterns. Prerequisite: Strongly recommended: computer literacy and file management skills. Strongly recommended: computer literacy and file management skills.

### **MIT 236 - Adobe Experience Design (5)**

Use Adobe Comet to design and prototype websites and mobiles apps. Prerequisite: 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. 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. 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. 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. Strongly recommended: Computer literacy and file management skills as well as experience with Web-based multimedia applications and tools is essential.

## **Music**

### **MUSC 100 - Music Fundamentals (5)**

*Humanities*

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. Prerequisite: Grade of 2.0 or higher in ENGL 097, or AESL 098, or appropriate test score.

### **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. None

### **MUSC 111 - Class Piano I (3)**

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 required, depending on piano playing skills, to take this course along with MUSC 141. None

### **MUSC 113 - Intermediate Piano (3)**

This 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 with little to no piano experience are required to take this course along with MUSC& 141. Prerequisite: None

### **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. None

### **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 127 - History of Rock and Roll: D (5)**

*Humanities*

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. Prerequisite: Appropriate placement or grade of 2.0 or higher in ENGL 099.

### **MUSC 128 - Jazz: America's Artform: D (5)**

#### *Humanities*

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. Prerequisite: Appropriate placement or grade of 2.0 or higher in ENGL 099.

### **MUSC 129 - World Music: D (5)**

#### *Humanities*

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. Prerequisite: Appropriate placement or grade of 2.0 or higher in ENGL 099.

### **MUSC 137 - Choir (2)**

#### *Humanities*

Performance of standard choir music and major works including works from non-Western cultures whenever possible. Prerequisite: Grade of 2.0 or higher in ENGL 097, or AESL 098, or appropriate test score.

### **MUSC 138 - Small Vocal Ensemble (1-5)**

#### *Humanities*

Involves choral, madrigal singing, jazz and popular styles. Performing music from non-European traditions whenever possible. Advanced academic setting. Prerequisite: Grade of 2.0 or higher in ENGL 097, or AESL 098, or appropriate test score. Instructor's permission required; placement by audition only. Instructor's permission required; placement by audition only.

### **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 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. None

### **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. None

### **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 164 - Jazz Ensemble (1-3)**

#### *Humanities*

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. None

### **MUSC 175 - Voice Intermediate (1)**

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 241, 242, 243. May also be taken by non-music majors depending on circumstances. No more than 1 credit per quarter to a maximum of 6 credits. Prerequisite: Music Department Chair permission required. Audition may be required. Audition may be required.

### **MUSC 176 - Guitar I (1)**

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 241, 242, 243. May also be taken by non-music majors depending on circumstance. No more than 1 credit per quarter to a maximum of 6 credits. Prerequisite: Music Department Chair permission required. Audition may be required. Audition may be required.

### **MUSC 178 - Brass - Intermediate (1)**

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 241, 242, 243. May also be taken by non-music majors depending on circumstance. No more than 1 credit per quarter to a maximum of 6 credits. Prerequisite: Music Department Chair permission required. Audition may be required. Audition may be required.

### **MUSC 179 - Woodwind-Intermediate (1)**

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 241, 242, 243. May also be taken by non-music majors depending on circumstance. No more than 1 credit per quarter to a maximum of 6 credits. Prerequisite: Music Department Chair permission required. Audition may be required. Audition may be required.

### **MUSC 180 - Strings-Intermediate (1)**

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 241, 242, 243. May also be taken by non-music majors depending on circumstance. No more than 1 credit per quarter to a maximum of 6 credits. Prerequisite: Music Department Chair permission required. Audition may be required. Audition may be required.

### **MUSC 182 - Piano-Intermediate (1)**

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 241, 242, 243. May also be taken by non-music majors depending on circumstance. No more than 1 credit per quarter to a maximum of 6 credits. Prerequisite: Music Department Chair permission required. Audition may be required.

### **MUSC 187 - Drums-Intermediate (1)**

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 241, 242, 243. May also be taken by non-music majors depending on circumstance. No more than 1 credit per quarter to a maximum of 6 credits. Prerequisite: Music Department Chair permission required. Audition may be required.

### **MUSC 213 - Advance Piano Class (3)**

MUSC 213 is a continuation of MUSC 113. This course is in sync with keyboard expectations in the music transfer degree. Careful attention will be given to technical elements of playing, such as scales, chords, arpeggios, progressions, transpositions, sight reading and ensemble playing required to pass the piano proficiency exam at a 4-year transfer institution. Required for music majors. Prerequisite: MUSC 113 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 275 - Voice-Advanced (1)**

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 241, 242, 243. May also be taken by non-music majors depending on circumstance. No more than 1 credit per quarter to a maximum of 6 credits. Prerequisite: Music Department Chair permission required. Audition may be required.

### **MUSC 276 - Guitar II (1)**

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 241, 242, 243. May also be taken by non-music majors depending on circumstance. No more than 1 credit per quarter to a maximum of 6 credits. Prerequisite: Music Department Chair permission required. Audition may be required.

### **MUSC 278 - Brass-Advanced (1)**

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 241, 242, 243. May also be taken by non-music majors depending on circumstance. No more than 1 credit per quarter to a maximum of 6 credits. Prerequisite: Music Department Chair permission required. Audition may be required.

### **MUSC 279 - Woodwind-Advanced (1)**

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 241, 242, 243. May also be taken by non-music majors depending on circumstance. No more than 1 credit per quarter to a maximum of 6 credits. Prerequisite: Music Department Chair permission required. Audition may be required.

### **MUSC 280 - Strings-Advanced (1)**

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 241, 242, 243. May also be taken by non-music majors depending on circumstance. No more than 1 credit per quarter to a maximum of 6 credits. Prerequisite: Music Department Chair permission required. Audition may be required.

### **MUSC 282 - Piano-Advanced (1)**

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 241, 242, 243. May also be taken by non-music majors depending on circumstance. No more than 1 credit per quarter to a maximum of 6 credits. Prerequisite: Music Department Chair permission required. Audition may be required.

### **MUSC 287 - Drums-Advanced (1)**

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 241, 242, 243. May also be taken by non-music majors depending on circumstance. No more than 1 credit per quarter to a maximum of 6 credits. Prerequisite: Music Department Chair permission required. 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. None

### **MUSC& 105 - Music Appreciation (5)**

#### *Humanities*

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.

Prerequisite: Appropriate placement or grade of 2.0 or higher in ENGL 099.

### **MUSC& 141 - Music Theory I (5)**

#### *Humanities*

The study of notation, intervals, scales, simple melodies, and rhythms. Development of aural skills through an emphasis on sight singing, dictation, and piano skills. Required for Music majors. Prerequisite: Grade of 2.0 or higher in ENGL 097, or AESL 098, or appropriate test score.

### **MUSC& 142 - Music Theory II (5)**

#### *Humanities*

A continuation of MUSC& 141, but including a systematic study of chords and harmony. Continued development of aural skills through an emphasis on sight singing and dictation. Continued development of piano skills. Required for Music Majors.

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, this class will cover non-chord tones and diatonic 7th chords, using these skills to harmonize melodies. Required for Music Majors. Prerequisite: MUSC& 142 with grade of C or higher, or instructor 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.

#### **Natural Sciences**

### **NASC 100 - Introduction to Physical Science (5)**

#### *Natural Sciences*

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. Prerequisite: Appropriate placement or grade of 2.0 or higher in ENGL 099.

### **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. None

### **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. None

### **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. None

## **Nursing**

### **NURS 099 - TEAS TEST PREP (2)**

Review and practice for the four areas on the TEAS test: 1) Quantitative; 2) Reading; 3) Grammar; 4) Science BIOL& 160 or equivalent with a C or higher

### **NURS 100 - Nursing Assistant/AIDS Education (8)**

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 mandated classroom, lab, and 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. LPN and RN courses require American Heart Association (AHA) CPR certification OR successful completion of AHE 200. A current negative TB test is 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 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 examined. 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 171 - Nursing Fundamentals-Skills & Pract:D (lecture) (7)**

Introduction to the Associate Degree in Nursing. Includes the foundation needed for basic nursing practice and more advanced study. Concepts of person, health, environment, and nursing will be introduced. The nursing process is presented as the primary mechanism for providing care. Therapeutic communication techniques are studied as well as basic knowledge in pharmacology. Components of a complete multi-dimensional health assessment are presented. Focuses on the well individual and normal physiologic functioning including introductory review of basic alterations in health. Additional concepts basic to nursing practice are addressed including the Art of Nursing, safety, nutrition, lifespan, health teaching, culture, leadership, and ethical/legal aspects of practice. Encompasses the fundamental skills of nursing practice. Prerequisites: CHEM& 121, BIOL& 160 or 211 (not counted in GPA calculation until Spring 2016 admission), BIOL& 260, BIOL& 241, BIOL& 242, ENGL& 101, MATH& 146, PSYC& 100 and 200 and NUTR& 101. Overall grade point average of 3.0 (B) for science prerequisites and overall 3.0 GPA (B) required for all NURS 171-173 prerequisite courses; AHA Healthcare Provider card, and current immunization status required. AHA Healthcare Provider card, and current immunization status required.

### **NURS 172 - Nursing Fundamentals-Skills & Pract:D (clinical) (2)**

Introduction to the Associate Degree in Nursing. Includes the foundation needed for basic nursing practice and more advanced study. Concepts of person, health, environment, and nursing will be introduced. The nursing process is presented as the primary mechanism for providing care. Therapeutic communication techniques are studied as well as basic knowledge in pharmacology. Components of a complete multi-dimensional health assessment are presented. Focuses on the well individual and normal physiologic functioning including introductory review of basic alterations in health. Additional concepts basic to nursing practice are addressed including the Art of Nursing, safety, nutrition, lifespan, health teaching, culture, leadership, and ethical/legal aspects of practice.

Encompasses the fundamental skills of nursing practice. Prerequisites: CHEM& 121, BIOL& 160 or 211 (not counted in GPA calculation until Spring 2016 admission), BIOL& 260, BIOL& 241, BIOL& 242, ENGL& 101, MATH& 146, PSYC& 100 and 200 and NUTR& 101. Overall grade point average of 3.0 (B) for science prerequisites and overall 3.0 GPA (B) required for all NURS 171-173 prerequisite courses; AHA Healthcare Provider card, and current immunization status required. AHA Healthcare Provider card, and current immunization status required.

### **NURS 173 - Nursing Fundamentals-Skills & Pract:D (lab) (3)**

Introduction to the Associate Degree in Nursing. Includes the foundation needed for basic nursing practice and more advanced study. Concepts of person, health, environment, and nursing will be introduced. The nursing process is presented as the primary mechanism for providing care. Therapeutic communication techniques are studied as well as basic knowledge in pharmacology. Components of a complete multi-dimensional health assessment are presented. Focuses on the well individual and normal physiologic functioning including introductory review of basic alterations in health. Additional concepts basic to nursing practice are addressed including the Art of Nursing, safety, nutrition, lifespan, health teaching, culture, leadership, and ethical/legal aspects of practice. Encompasses the fundamental skills of nursing practice. Prerequisites: CHEM& 121, BIOL& 160 or 211 (not counted in GPA calculation until Spring 2016 admission), BIOL& 260, BIOL& 241, BIOL& 242, ENGL& 101, MATH& 146, PSYC& 100 and 200 and NUTR& 101. Overall grade point average of 3.0 (B) for science prerequisites and overall 3.0 GPA (B) required for all NURS 171-173 prerequisite courses; AHA Healthcare Provider card, and current immunization status required. AHA Healthcare Provider card, and current immunization status required.

### **NURS 181 - Nursing M/S Patient-Practicum (lecture) (6)**

Introduction to concepts and basic care of selected individuals throughout the lifespan experiencing basic alterations in cell growth, cardiac function, endocrine function (including diabetes), gastrointestinal function musculoskeletal function, neurological function, and those undergoing surgery. Principles of pharmacology, nutrition and psychological issues will be integrated throughout. Concepts of context and environment, knowledge and science, personal and professional development, quality and safety, relationship centered care and teamwork are integrated throughout. Prerequisite: NURS 171, 172, 173 with a grade of 2.0 (C) or higher.

### **NURS 182 - Nursing M/S Patient-Practicum (clinical) (6)**

Introduction to concepts and basic care of selected individuals throughout the lifespan experiencing basic alterations in cell growth, cardiac function, endocrine function (including diabetes), gastrointestinal function musculoskeletal function, neurological function, and those undergoing surgery. Principles of pharmacology, nutrition and psychological issues will be integrated throughout. Concepts of context and environment, knowledge and science, personal and professional development, quality and safety, relationship centered care and teamwork are integrated throughout. Prerequisite: NURS 171, 172, 173 with a grade of 2.0 (C) or higher.

**NURS 191 - Nursing OB, Pediatrics, M/S-Skls Prac (lecture) (3)**

Introduction to concepts and basic care of selected individuals throughout the lifespan experiencing basic alterations in renal and urinary function, male and female reproduction, and integumentary function. Adaptations with normal pregnancy, childbirth, the newborn to adolescent are examined as well as common alterations. The nursing process serves as the organizing framework for the study and delivery of nursing care. In addition, principles of pharmacology, nutrition and psychological issues will be integrated throughout. Prerequisite: NURS 181, 182 with grade of 2.0 (C) or higher. Concurrent enrollment in SOC 191.

**NURS 192 - Nursing OB, Pediatrics, M/S-Skls Prac (clinical) (4)**

Introduction to concepts and basic care of selected individuals throughout the lifespan experiencing basic alterations in renal and urinary function, male and female reproduction, and integumentary function. Adaptations with normal pregnancy, childbirth, the newborn to adolescent are examined as well as common alterations. The nursing process serves as the organizing framework for the study and delivery of nursing care. In addition, principles of pharmacology, nutrition and psychological issues will be integrated throughout. Prerequisite: NURS 181, 182 with grade of 2.0 (C) or higher. Concurrent enrollment in SOC 191.

**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 271 - Nursing Advncd OB, Ped, M/S-Skls Prac (lecture) (5)**

Examines nursing care complex physical alterations in the pediatric individuals as well as adult individuals who are experiencing complex alterations in the 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 described. Concepts of context and environment, knowledge and science, personal and professional development, quality and safety, relationship centered care and teamwork are integrated throughout. Prerequisites: NURS 191, 192 with grade of 2.0 (C) or higher.

**NURS 272 - Nursing Advncd OB, Ped, M/S-Skls Prac (clinical) (6)**

Examines nursing care complex physical alterations in the pediatric individuals as well as adult individuals who are experiencing complex alterations in the 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 described. Concepts of context and environment, knowledge and science, personal and professional development, quality and safety, relationship centered care and teamwork are integrated throughout. Prerequisites: NURS 191, 192 with grade of 2.0 (C) or higher.

**NURS 273 - Nursing Advncd OB, Ped, M/S-Skls Prac (lab) (1)**

Examines nursing care complex physical alterations in the pediatric individuals as well as adult individuals who are experiencing complex alterations in the 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 described. Concepts of context and environment, knowledge and science, personal and professional development, quality and safety, relationship centered care and teamwork are integrated throughout. Prerequisites: NURS 191, 192 with grade of 2.0 (C) or higher.

**NURS 274 - Nursing Advncd OB, Ped, M/S-Skls Prac (lecture 1) (2.5)**

Examines nursing care complex physical alterations in the pediatric individuals as well as adult individuals who are experiencing complex alterations in the 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 described. Concepts of context and environment, knowledge and science, personal and professional development, quality and safety, relationship centered care and teamwork are integrated throughout. (Section one of a two-part course.) Prerequisites: CHEM& 121, BIOL& 160 or 211, BIOL& 260, BIOL& 241, BIOL& 242, ENGL& 101, MATH& 146, PSYC& 100 and 200 and NUTR& 101. Overall grade point average of 3.0 (B) for science prerequisites and overall 3.0 GPA (B) required for all part-time RN Nursing courses. AHA Healthcare Provider card, and current immunization status required. AHA Healthcare Provider card, and current immunization status required.

**NURS 275 - Nursing Advncd OB, Ped, M/S-Skls Prac (clinical 1) (3)**

Examines nursing care complex physical alterations in the pediatric individuals as well as adult individuals who are experiencing complex alterations in the 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 described. Concepts of context and environment, knowledge and science, personal and professional development, quality and safety, relationship centered care and teamwork are integrated throughout. (Section one of a two-part course.) Prerequisite: Current unencumbered Washington State LPN license.

**NURS 276 - Nursing Advncd OB, Ped, M/S-Skls Prac (lab 1) (0.5)**

Examines nursing care complex physical alterations in the pediatric individuals as well as adult individuals who are experiencing complex alterations in the 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 described. Concepts of context and environment, knowledge and science, personal and professional development, quality and safety, relationship centered care and teamwork are integrated throughout. (Section one of a two-part course.) Prerequisite: Current unencumbered Washington State LPN license.

**NURS 277 - Nursing Advncd OB, Ped, M/S-Skls Prac (lecture 2) (2.5)**

Examines nursing care complex physical alterations in the pediatric individuals as well as adult individuals who are experiencing complex alterations in the 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 described. Concepts of context and environment, knowledge and science, personal and professional development, quality and safety, relationship centered care and teamwork are integrated throughout. (Section two of a two-part course.) Prerequisites: NURS 274, 275, 276 with a C grade (2.0) or higher.

**NURS 278 - Nursing Advncd OB, Ped, M/S-Skls Prac (clinical 2) (3)**

Examines nursing care complex physical alterations in the pediatric individuals as well as adult individuals who are experiencing complex alterations in the 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 described. Concepts of context and environment, knowledge and science, personal and professional development, quality and safety, relationship centered care and teamwork are integrated throughout. (Section two of a two-part course.) Prerequisite: Current unencumbered Washington State LPN license.

**NURS 279 - Nursing Advncd OB, Ped, M/S-Skls Prac (lab 2) (0.5)**

Examines nursing care complex physical alterations in the pediatric individuals as well as adult individuals who are experiencing complex alterations in the 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 described. Concepts of context and environment, knowledge and science, personal and professional development, quality and safety, relationship centered care and teamwork are integrated throughout. (Section two of a two-part course.) Prerequisite: Current unencumbered Washington State LPN license.

**NURS 281 - Nursing Complx M/S & Geriatric Patient (lecture) (6)**

This course examines nursing care of selected individuals, throughout the lifespan with a special focus on the geriatric population experiencing complex and multidimensional

alterations in neurological, respiratory, cardiac, hematologic/oncologic and renal function. In addition to these medical/surgical concepts, trauma, disaster preparedness and critical care will be ad-dressed. This course contains 16 hours of psychiatric nursing clinical which applies previous learning in acute care and/or community care settings. The focus is to apply previous learning in the advanced care of mental health patients. The phamacologic management of these patients will also be analyzed. Prerequisite: NURS 271, 272, 273 with a grade of 2.0 (C) or higher.

**NURS 282 - Nursing Complx M/S & Geriatric Patient(clinical) (6)**

This course examines nursing care of selected individuals, throughout the lifespan with a special focus on the geriatric population experiencing complex and multidimensional alterations in neurological, respiratory, cardiac, hematologic/oncologic and renal function. In addition to these medical/surgical concepts, trauma, disaster preparedness and critical care will be ad-dressed. This course contains 16 hours of psychiatric nursing clinical which applies previous learning in acute care and/or community care settings. The focus is to apply previous learning in the advanced care of mental health patients. The pharmacologic management of these patients will also be analyzed. Prerequisite: NURS 271, 272, 273 with a grade of 2.0 (C) or higher.

**NURS 284 - Nursing Complx M/S & Geriatric Patient (lecture 1) (3)**

This course examines nursing care of selected individuals, throughout the lifespan with a special focus on the geriatric population experiencing complex and multidimensional alterations in neurological, respiratory, cardiac, hematologic/oncologic and renal function. In addition to these medical/surgical concepts, trauma, disaster preparedness and critical care will be ad-dressed. This course contains 16 hours of psychiatric nursing clinical which applies previous learning in acute care and/or community care settings. The focus is to apply previous learning in the advanced care of mental health patients. The pharmacologic management of these patients will also be analyzed. (Section one of a two-part course.) Prerequisite: NURS 277, 278, 279 with minimum grade of C (2.0) in each.

**NURS 285 - Nursing Complx M/S & Geriatric Patient (clinical 1) (3)**

This course examines nursing care of selected individuals, throughout the lifespan with a special focus on the geriatric population experiencing complex and multidimensional alterations in neurological, respiratory, cardiac, hematologic/oncologic and renal function. In addition to these medical/surgical concepts, trauma, disaster preparedness and critical care will be ad-dressed. This course contains 16 hours of psychiatric nursing clinical which applies previous learning in acute care and/or community care settings. The focus is to apply previous learning in the advanced care of mental health patients. The pharmacologic management of these patients will also be analyzed. (Section one of a two-part course.) Prerequisite: NURS 277, 278, 279 with minimum grade of C (2.0) in each.

**NURS 287 - Nursing Complx M/S & Geriatric Patient (lecture 2) (3)**

This course examines nursing care of selected individuals, throughout the lifespan with a special focus on the geriatric population experiencing complex and multidimensional



alterations in neurological, respiratory, cardiac, hematologic/oncologic and renal function. In addition to these medical/surgical concepts, trauma, disaster preparedness and critical care will be addressed. This course contains 16 hours of psychiatric nursing clinical which applies previous learning in acute care and/or community care settings. The focus is to apply previous learning in the advanced care of mental health patients. The pharmacologic management of these patients will also be analyzed. (Section two of a two-part course.) Prerequisite: 284, 285 with minimum grade of C (2.0) in each.

### **NURS 288 - Nursing Complx M/S & Geriatric Patient (clinical 2) (3)**

This course examines nursing care of selected individuals, throughout the lifespan with a special focus on the geriatric population experiencing complex and multidimensional alterations in neurological, respiratory, cardiac, hematologic/oncologic and renal function. In addition to these medical/surgical concepts, trauma, disaster preparedness and critical care will be addressed. This course contains 16 hours of psychiatric nursing clinical which applies previous learning in acute care and/or community care settings. The focus is to apply previous learning in the advanced care of mental health patients. The pharmacologic management of these patients will also be analyzed. (Section two of a two-part course.) Prerequisite: 284, 285 with minimum grade of C (2.0) in each.

### **NURS 291 - Entry Nursing Practice/Practicum (lecture) (1)**

Focuses on factors impacting entry into practice. Examine challenges faced in today's workplace and how to prepare for them. Power, leadership, communication and collaboration are viewed as key factors in helping the nurse be effective in the healthcare environment. Analyzes the safety and well-being of the patient and the nurse. The concepts of context and environment, knowledge and science, personal and professional development, quality and safety, relationship centered care and teamwork are integrated throughout. Prerequisite: NURS 281, 282 with grade of 2.0 (C) or higher. Concurrent enrollment in PHIL 291.

### **NURS 292 - Entry Nursing Practice/Practicum (clinical) (4)**

Focuses on factors impacting entry into practice. Examine challenges faced in today's workplace and how to prepare for them. Power, leadership, communication and collaboration are viewed as key factors in helping the nurse be effective in the healthcare environment. Analyzes the safety and well-being of the patient and the nurse. The concepts of context and environment, knowledge and science, personal and professional development, quality and safety, relationship centered care and teamwork are integrated throughout. Prerequisite: NURS 281, 282 with grade of 2.0 (C) or higher. Concurrent enrollment in PHIL 291.

### **NURS 294 - Entry into Nursing Practice and Practicum (lecture 1) (0.5)**

Focuses on factors impacting entry into practice. Examine challenges faced in today's workplace and how to prepare for them. Power, leadership, communication and collaboration are viewed as key factors in helping the nurse be effective in the healthcare environment. Analyzes the safety and well-being of the patient and the nurse. The concepts of context and environment, knowledge and science, personal and professional development, quality and safety, relationship centered care and teamwork are integrated throughout.

(Section one of a two-part course.) Prerequisite: NURS 287, 288 with a minimum C grade (2.0) in each. Concurrent enrollment in PHIL 294.

### **NURS 295 - Entry into Nursing Practice and Practicum 2 (clinical 1) (2)**

Focuses on factors impacting entry into practice. Examine challenges faced in today's workplace and how to prepare for them. Power, leadership, communication and collaboration are viewed as key factors in helping the nurse be effective in the healthcare environment. Analyzes the safety and well-being of the patient and the nurse. The concepts of context and environment, knowledge and science, personal and professional development, quality and safety, relationship centered care and teamwork are integrated throughout. (Section two of a two-part course.) Prerequisite: NURS 287, 288 with a minimum C grade (2.0) in each. Concurrent enrollment in PHIL 294.

### **NURS 297 - Nursing Adult/Child Practicum V (lecture 2) (0.5)**

Focuses on factors impacting entry into practice. Examine challenges faced in today's workplace and how to prepare for them. Power, leadership, communication and collaboration are viewed as key factors in helping the nurse be effective in the healthcare environment. Analyzes the safety and well-being of the patient and the nurse. The concepts of context and environment, knowledge and science, personal and professional development, quality and safety, relationship centered care and teamwork are integrated throughout. (Section two of a two-part course.) Prerequisite: NURS 294, 295 with a minimum C grade (2.0) in each. Concurrent enrollment in PHIL 297.

### **NURS 298 - Nursing Care of the Adult/Child IV (clinical 2) (2)**

Focuses on factors impacting entry into practice. Examine challenges faced in today's workplace and how to prepare for them. Power, leadership, communication and collaboration are viewed as key factors in helping the nurse be effective in the healthcare environment. Analyzes the safety and well-being of the patient and the nurse. The concepts of context and environment, knowledge and science, personal and professional development, quality and safety, relationship centered care and teamwork are integrated throughout. (Section two of a two-part course.) Prerequisite: NURS 294, 295 with a minimum C grade (2.0) in each. Concurrent enrollment in PHIL 297.

## **Nutrition**

### **NUTR& 101 - Nutrition (5)**

#### *Natural Sciences*

Basic principles of nutritional science, chemical composition of foods, digestion, absorption, and metabolism. Scientific evaluation of nutritional needs of humans and current nutritional controversies. Prerequisite: Grade of 2.0 or higher in ENGL 097, or AESL 098, or appropriate test score.

# Office Administration & Accounting Technologies

## 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. None

## 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. None

## 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 (3)

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. Prerequisite: Concurrent enrollment required in CSS 103.

## OFTEC 115 - Business English I (5)

Fundamentals of English grammar, current usage, and business style appropriate to the contemporary workplace. None

## 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. None

## 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 (4)

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 and file management skills and the ability to type by touch.

## OFTEC 134 - MS Excel and Access I (5)

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 (5)

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: WMATH 100 or BMT 111 or concurrent enrollment 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. None

## 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. None

## 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.) 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. 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. None

**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. 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.

## Philosophy

**PHIL 115 - Introduction to Learning and Knowing (5)***Humanities*

An integrated course in which we examine how we acquire knowledge through the disciplinary perspectives of both philosophy and psychology. Prerequisite: Completed ENGL& 101 with a grade of 2.0 or higher.

**PHIL 120 - Formal Logic (5)**

A rigorous course in the calculus of sentence relations and predication. Prerequisite: Completed ENGL& 101 with a grade of 2.0 or higher.

**PHIL 140 - Philosophy of Religion (5)***Humanities*

Philosophical exploration of the nature of religion, the nature of the ultimate (God), and the meaning of religious concepts (faith, revelation, religious experience, immortality). Prerequisite: Completed ENGL& 101 with a grade of 2.0 or higher.

**PHIL 215 - Introduction to Ethics (5)***Humanities*

Develops the ideas of humans as moral agents and critically considers various interpretations of the ideals and standards of moral conduct. Prerequisite: Completed ENGL& 101 with a grade of 2.0 or higher.

**PHIL 291 - Ethics and Policy in Healthcare (5)**

Policy and Ethics in Healthcare is a required course for the Nursing Department Direct Transfer Agreement. The foundational principles of ethics and the health care policy environments are covered specific to the profession of nursing and health care. Explores the legal and ethical implications of the nursing process as applied to personal, client and organizational beliefs and values, utilizing the Jonsen, Siegler and Winslade (2010) Model for practice application. Focus is on understanding of policies, ethics, and legal issues related to overall practice in healthcare professions. Includes local, state, national, and global perspectives of healthcare policy, ethics and law. Includes a focus on emerging issues and uses of technology to plan for the future. Prerequisite: NURS 281, 282 and concurrent enrollment in NURS 291, 292.

**PHIL 294 - Ethics and Policy in Healthcare (part 1) (2.5)**

Policy and Ethics in Healthcare is a required course for the Nursing Department Direct Transfer Agreement. The foundational principles of ethics and the health care policy environments are covered specific to the profession of nursing

and health care. Explores the legal and ethical implications of the nursing process as applied to personal, client and organizational beliefs and values, utilizing the Jonsen, Siegler and Winslade (2010) Model for practice application. Focus is on understanding of policies, ethics, and legal issues related to overall practice in healthcare professions. Includes local, state, national, and global perspectives of healthcare policy, ethics and law. Includes a focus on emerging issues and uses of technology to plan for the future. (Part 1 of two-part course.) Prerequisite: NURS 284, 285, 287, 288 and concurrent enrollment in NURS 294.

### **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. None

### **PHIL 297 - Ethics and Policy in Healthcare (part 2) (2.5)**

Policy and Ethics in Healthcare is a required course for the Nursing Department Direct Transfer Agreement. The foundational principles of ethics and the health care policy environments are covered specific to the profession of nursing and health care. Explores the legal and ethical implications of the nursing process as applied to personal, client and organizational beliefs and values, utilizing the Jonsen, Siegler and Winslade (2010) Model for practice application. Focus is on understanding of policies, ethics, and legal issues related to overall practice in healthcare professions. Includes local, state, national, and global perspectives of healthcare policy, ethics and law. Includes a focus on emerging issues and uses of technology to plan for the future. (Part 2 of two-part course.) Prerequisite: NURS 284, 285, 287, 288 and PHIL 294, and concurrent enrollment in NURS 297.

### **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. None

### **PHIL& 101 - Intro to Philosophy (5)**

#### *Humanities*

A study of the fundamental questions of philosophy, including human nature, ethics, justice, political theory, and the nature of knowledge. Prerequisite: Appropriate placement or grade of 2.0 or higher in ENGL 099.

### **PHIL& 106 - Intro to Logic (5)**

#### *Humanities*

Introduces the study of reasoning, including the ability to recognize, analyze, criticize and construct the main types of argument and proof. Prerequisite: Appropriate placement or grade of 2.0 or higher in ENGL 099.

## **Physical Education**

### **PE 011 - Boat Piloting (1)**

Piloting, rules of the road, basic knots and safety. Given by the U.S. Squadron. None

### **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 11.

### **PE 100 - Wellness For Life (1)**

This course addresses issues of physiological and psychological well-being. Topics to be discussed include nutrition principles, fitness parameters and stress management. Techniques are presented to help the student incorporate a total health and fitness program into their lifestyle. None

### **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. None

### **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. None

### **PE 103 - Wellness and Movement (1-3)**

This course integrates wellness concepts with corresponding movement education. The course addresses issues of physiological and psychological wellbeing. Topics include nutrition principles, fitness parameters and stress management. Techniques presented help the student incorporate a total health and fitness program into their lifestyle. Movement education and practice includes cardiorespiratory, strength and flexibility/body alignment. None

### **PE 105 - Beginning Swimming (1)**

Simple water safety techniques for the non-swimmer. Development of confidence, floating and elementary strokes will be taught. None

### **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. None

### **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. None

**PE 112 - Weight Training (1)**

This course addresses use of resistance weight equipment using proper body mechanics. Emphasizes strength training. None

**PE 113 - Aerobic Weight Circuit Training (1-2)**

This course combines the benefits of cardiovascular or aerobic training with the benefits of weight training. None

**PE 114 - Advanced Specialized Aerobic Weight Circuit Training (2)**

This course combines cardiovascular exercise with specialized weight training. None

**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. None

**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. None

**PE 122 - Basketball (1)**

Competitive coeducational basketball. Rules, regulations and theory of team play will be emphasized. None

**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. None

**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. None

**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. None

**PE 132 - Disc Golf (1)**

Techniques for throwing discs; equipment, knowledge, etiquette, and rules associated with playing a disc golf course; experience playing practice and official disc golf courses. None

**PE 133 - Golf (1)**

Learn basic techniques, skills and rules of the game. None

**PE 134 - Self-Defense and Martial Arts (1)**

Learn the basic skills for defending yourself from a grab, punch, choke, weapons and ground attack. None

**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. None

**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. None

**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. None

**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. None

**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. None

**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. None

**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. None

**PE 146 - Jazz Dance (1)**

Basic and intermediate jazz dance including vocabulary, steps, body positions, general body coordination and fitness. None

**PE 147 - Latin Dance (1)**

Coordination, body awareness, fitness, and communication skills through partner dancing. Students will learn basic steps of different styles and variations of Latin dance. None

**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. None

**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. None

**PE 150 - Waltz Dance (1)**

Coordination, fitness, and communication skills through partner dancing. Students will learn basic waltz steps and several styles and variations. None

**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. None

**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. None

**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 None

**PE 160 - Physical Fitness (1)**

An individual and personalized exercise program developed with the instructor and performed at the student's scheduled time. None

**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. None

**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. None

**PE 167 - Introduction to Kayaking (1-1)**

This course will use lectures, videos, and hands-on training in a pool, lake, or bay to safely teach basic kayak handling skills. These skills are easy and fun to learn; you will need only to be in good health and be able to swim. Students will be required to have or purchase water shoes and synthetic long sleeve top. Class size limited to eight students. None

**PE 169 - Canoeing (1)**

Basics of safe and effective canoe use. None

**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. None

**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. This course fulfills the physical education lecture (PE100) AND one activity requirement. None

**PE 200 - First Aid, Safety, and CPR (2)**

Basic First Aid, safety regulations and CPR. First Aid cards will be issued upon completion. None

**PE 205 - Basic First Aid (1)**

Meets the first aid requirements of the Department of Labor and Industries. None

**PE 208 - Water Safety Instructor (2)**

Course is designed to train the student to teach American Red Cross Swimming and Water Safety courses. None

**PE 234 - Athletic Conditioning (1)**

Skagit Valley College Athletes will be instructed in best practice conditioning exercises for their particular sport. Instructor Permission

**PE 235 - Athletic Techniques (1)**

Skagit Valley College Athletes will be instructed in sport-specific techniques. Instructor 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. None

# Physics

## **PHYS 111 - Matter and Energy in Physics (5)**

### *Natural Sciences*

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: Appropriate placement or grade of 2.0 or higher in ENGL 099 and MATH 98.

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

Supervised work experience in the field. Includes a weekly seminar. Instructor permission required. None

## **PHYS 295 - Physics Integrative Experience Seminar (2)**

An Integrative Experience emphasizing an interdisciplinary approach to current issues in physics, including the societal context of physics and technology, and/or the ethical, political, and cultural aspects of physics. none

## **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. None

## **PHYS& 100 - Physics Non-Sci Majors (5)**

### *Natural Sciences*

A survey of the major ideas of physics for non-science majors including classical and modern topics. Prerequisite: Appropriate placement or grade of 2.0 or higher in ENGL 099 and MATH 98.

## **PHYS& 124 - General Physics Lab I (1)**

### *Natural Sciences*

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)**

### *Natural Sciences*

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)**

### *Natural Sciences*

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 (5)**

### *Natural Sciences*

Algebra-based physics course. The subject matter is mechanics with emphasis on Newton's laws, energy, momentum, and rotational motion. Prerequisite: MATH 099 with a GPA of 2.0 or higher. Concurrent enrollment in PHYS& 124 required. Appropriate placement or GPA of 2.0 or higher in ENGL 099.

## **PHYS& 135 - General Physics II (5)**

### *Natural Sciences*

Continuation of PHYS& 134 with emphasis on atomic theory of gases, heat, waves, sound and geometric optics. Prerequisite: Completed ENGL& 101 with a GPA of 2.0 or higher. MATH 099 with a GPA of 2.0 or higher. Concurrent enrollment in PHYS& 125 required.

## **PHYS& 136 - General Physics III (5)**

### *Natural Sciences*

A continuation of PHYS& 135 with emphasis on electricity, magnetism, and the electromagnetic spectrum. Prerequisite: Completed ENGL& 101 with a GPA of 2.0 or higher. MATH 099 with a GPA of 2.0 or higher. Concurrent enrollment in PHYS& 126 required.

## **PHYS& 231 - Engineering Phys Lab I (1)**

### *Natural Sciences*

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)**

### *Natural Sciences*

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)**

### *Natural Sciences*

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 (5)**

### *Natural Sciences*

Calculus-based course in introductory mechanics emphasizing the statics, kinematics, and dynamics of particles and systems of particles. Prerequisite: Appropriate placement or grade of 2.0 or higher in ENGL 099. MATH& 151 (may be taken concurrently). Concurrent enrollment in PHYS& 231 required.

## **PHYS& 242 - Engineering Physics II (5)**

### *Natural Sciences*

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: Completed ENGL& 101 with a grade of 2.0 or higher. PHYS& 241 with a grade of 2.0 or higher and MATH& 152 (may be taken concurrently). Concurrent enrollment in PHYS& 232 required.

## **PHYS& 243 - Engineering Physics III (5)**

### *Natural Sciences*

Continuation of PHYS& 242 with emphasis on electricity, magnetism, and the electromagnetic spectrum. Prerequisite: Completed ENGL& 101 with a grade of 2.0 or higher. PHYS&

242 with a grade of 2.0 or higher and MATH& 153 (may be taken concurrently). Concurrent enrollment in PHYS& 233 required.

## Political Science

### **POLS 131 - Seminar in Educ Government I (1)**

For students who are active members of the Associated Students of Skagit Valley College. None

### **POLS 132 - Seminar in Educ Government II (1)**

Continuation of POLS 131. None

### **POLS 200 - Introduction to Law (5)**

#### *Social Sciences*

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. Prerequisite: Appropriate placement or grade of 2.0 or higher in ENGL 099.

### **POLS 201 - Comparative Government: D (5)**

#### *Social Sciences*

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. Prerequisite: Appropriate placement or grade of 2.0 or higher in ENGL 099.

### **POLS 204 - State and Local Government (5)**

#### *Social Sciences*

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. Prerequisite: Appropriate placement or grade of 2.0 or higher in ENGL 099.

### **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. None

### **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. None

### **POLS& 101 - Intro Political Science (5)**

#### *Social Sciences*

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. Prerequisite: Appropriate placement or grade of 2.0 or higher in ENGL 099.

### **POLS& 202 - American Government: D (5)**

#### *Social Sciences*

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. Prerequisite: Appropriate placement or grade of 2.0 or higher in ENGL 099.

### **POLS& 203 - International Relations: D (5)**

#### *Social Sciences*

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. Prerequisite: Appropriate placement or grade of 2.0 or higher in ENGL 099.

## Psychology

### **PSYC 115 - Knowing and Learning (5)**

#### *Social Sciences*

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. None

### **PSYC 202 - Biopsychology (5)**

#### *Social Sciences*

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)**

#### *Social Sciences*

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 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.

### **PSYC& 100 - General Psychology (5)**

*Social Sciences*

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. Prerequisite: Appropriate placement or grade of 2.0 or higher in ENGL 099.

### **PSYC& 180 - Human Sexuality (5)**

*Social Sciences*

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. Prerequisite: Appropriate placement or grade of 2.0 or higher in ENGL 099.

### **PSYC& 200 - Lifespan Psychology (5)**

*Social Sciences*

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: Completed ENGL& 101 with a grade of 2.0 or higher. PSYC& 100 with a grade of 2.0 or higher.

### **PSYC& 220 - Abnormal Psychology (5)**

*Social Sciences*

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: Completed ENGL& 101 with a grade of 2.0 or higher. PSYC& 100 with a grade of 2.0 or higher.

## **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 & 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.

## **Read**

### **READ 090 - Phonics (2)**

Sounds of letters and letter combinations applied to reading and spelling syllables and words. None

### **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.) None

### **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.) None

### **READ 105 - College Vocabulary Skills (3)**

Emphasizes vocabulary-building through advanced use of context clues, roots/affixes, and memory strategies. None

### **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. None

## **Social Science**

### **SOSC 100 - Global Issues/Social Science (5)**

*Social Sciences*

Contemporary global issues such as population, food, energy, human rights, military arms and security, and environment. Prerequisite: Appropriate placement or grade of 2.0 or higher in ENGL 099.

### **SOSC 110 - Gender Roles & Social Structure (5)**

*Social Sciences*

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. Prerequisite: Appropriate placement or grade of 2.0 or higher in ENGL 099.

### **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. None

### **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. None

### **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. None

### **SOSC 125 - Employer/Employee Roles & Perspectives (2)**

Examination of the employer/employee relationship. Topics include characteristics of work maturity, diversity, leadership, team work and working styles, organizational structure and decision-making, setting work goals and priorities. None

### **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. None

### **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. None

### **SOSC 190 - Social History of Work (1-3)**

*Social Sciences*

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. Prerequisite: Appropriate placement or grade of 2.0 or higher in ENGL 099.

### **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. None

## **Sociology**

### **SOC 112 - Comparative Ethnic Relations (5)**

*Social Sciences*

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. Prerequisite: Completed ENGL& 101 with a grade of 2.0 or higher.

### **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. None

### **SOC 160 - Substance Use & Abuse (5)**

Comprehensive look at drugs, society, and human behavior. The course will examine the various types of drugs (legal and illegal) and their effects on society and the individual. None

### **SOC 191 - Psychosocial Issues in Healthcare (5)**

Explores aspects of psychosocial issues in healthcare. Explores societal, cultural and personal attitudes as they impact access to mental health and medical care. Examines healthcare disparities for individuals with mental illness. Explores legal, ethical and safety issues regarding rights of the individual and the community. Applies the nursing process to the care of individuals from wellness to acute and chronic mental illness. Includes substance abuse, disorders of anxiety, mood, bipolar, eating and thought along with related disorders across the lifespan. Identifies treatment approaches, including communication, collaboration and advocacy, by applying knowledge from psychology and related fields. Incorporates concepts of context and environment, knowledge and science, personal and professional development, quality and safety, relationship-centered care and teamwork. Prerequisite: NURS 181, 182 with a C grade (2.0) or higher and concurrent enrollment in NURS 191, 192.

### **SOC 204 - Intro to Stratification and Inequality in America: D (5)**

*Social Sciences*

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. Prerequisite: Completed ENGL& 101 with a grade of 2.0 or higher.

### **SOC 206 - Sociology of the Family: D (5)**

*Social Sciences*

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. Prerequisite: Completed ENGL& 101 with a grade of 2.0 or higher.

### **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. None

### **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. None

### **SOC& 101 - Intro to Sociology: D (5)**

#### *Social Sciences*

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. Prerequisite: Completed ENGL& 101 with a grade of 2.0 or higher.

### **SOC& 201 - Social Problems (5)**

#### *Social Sciences*

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. Prerequisite: Completed ENGL& 101 with a grade of 2.0 or higher.

## **Spanish**

### **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. None

### **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 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. None

### **SPAN& 121 - Spanish I: D (5)**

#### *Humanities*

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. Prerequisite: Grade of 2.0 or higher in ENGL 097, or AESL 098, or appropriate test score.

### **SPAN& 122 - Spanish II: D (5)**

#### *Humanities*

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)**

#### *Humanities*

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)**

#### *Humanities*

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)**

#### *Humanities*

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)**

#### *Humanities*

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.

## **Tagalog**

### **TAGA 100 - Introduction to Tagalog Language (3)**

Introduction to the Tagalog language with emphasis on speaking, listening and comprehension of the spoken word. None

## **Technical Design**

### **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 file management. 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. 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. Topics include sketching, basic commands, sketch relations, features, dimensioning, and basic assembly modeling. Prerequisite: TECD 103. 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. Prerequisite: TECD 104. 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. Prerequisite: TECD 105.

### **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.

## **Veterinary Assistant**

### **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. None

### **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. None

### **VETA 105 - Veterinary Anatomy & Physiology I (2)**

Basic overview of cross species anatomy and physiology as it relates to veterinary science. Covers terminology as it relates to the anatomical topography and function of the basic cell structure of animals, including an overview of skeletal anatomy and physiology. Introduction to all the major animal body systems including the integument and muscular systems, the respiratory and cardiovascular systems, the hemolymphatic, gastrointestinal, endocrine, reproductive, urinary and nervous systems. None

### **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. None

### **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. None

### **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. None

### **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 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 103 or concurrent enrollment.

### **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: WT 111, 114, and 211.

### **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: WT 111, 114, and 211.

### **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 103 or concurrent enrollment.

### **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: WT 112 and 221. WMATH 100 or concurrent enrollment.

### **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: WT 111, 114, and 211.

### **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. None

### **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. None

### **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: CSS 103 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, 221, and MANF 140.

### **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 212.

### **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 111, 114, and 211.

### **WT 222 - Wirefeed Welding Applications and Certification (9)**

All-position groove welding and general fabrication using wirefeed processes. Covers techniques for passing a standard AWS welder qualification test. Includes trade math, blueprint reading, and layout techniques. Prerequisite: WT 221.

### **WT 223 - Inert Gas and Aluminum Welding Applications & 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 222.

### **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. None

### **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. None

## **English Language Acquisition**

### **ELA 010 - ELA Orientation (1-8)**

Orientation for English language learners to the Adult ELA program and college resources and services. Through educational interviewing and CASAS assessment students are supported in identifying educational and career goals and in appropriate course registration. None

### **ELA 011 - ELA Level 1 (Beginning ELA Literacy) (1-20)**

ELA Level 1 (Beginning ELA Literacy) Students improve English listening, speaking, reading, writing and comprehension with a goal to develop college and career readiness skills. None

### **ELA 012 - ELA Level 2 (Beginning ELA) (1-20)**

ELA Level 2 (Beginning ELA) Students improve English listening, speaking, reading, and writing and comprehension with a goal to develop college and career readiness skills. ELA 011 or appropriate placement.

### **ELA 013 - ELA Level 3 (Low Intermediate ELA) (1-20)**

ESL Level 3 (Low Intermediate ESL) Students improve English listening, speaking, reading, and writing and comprehension with a goal to develop college and career readiness skills. ELA 012 or appropriate placement

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

ELA Level 4 (High Intermediate ESL). Students improve English listening, speaking, reading, and writing and comprehension with a goal to develop college and career readiness skills. Completion of ELA 013 or appropriate placement.

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

ELA Level 5 (Low Advanced ELA). Students improve English listening, speaking, reading, and writing and comprehension with a goal to develop college and career readiness skills. Prepares students for transition to On Ramp. Completion of ELA 014 or appropriate placement.

### **ELA 020 - English for Special Purposes (1-10)**

Special topics support English speaking, listening, reading and writing skills for persons with limited English language skills. Topics may include areas of academic interest, career exploration, or civics. None

### **ELA 021 - ELA General Instruction I (1-16)**

The first course in a three course series for improving English Language skills in listening, speaking, reading, writing, and math. Coursework may be contextualized in social science, science, or humanities topics. None

### **ELA 022 - ELA General Instruction II (1-16)**

Second in a series of three courses to improve English skills in listening, speaking, reading, writing, 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. None

### **ELA 023 - ELA General Instruction III (1-16)**

The third in a series of three courses to improve English skills in listening, speaking, reading, writing and math to prepare for transition to high school completion, I-BEST, college programs or employment. Coursework may be contextualized in social science, science, or humanities topics. None

### **ELA 024 - ELA Computer Basics (1-5)**

Introduction to basic computer skills for ELA 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. None

### **ELA 025 - ELA DIGITAL LITERACY (1-5)**

This course covers skills and knowledge needed to effectively use technology for college and career success. None

### **ELA 052 - ELA 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: ELA 015 or appropriate placement.

### **ELA 061 - Beginning Academic ESL - Reading & Writing (9)**

ELA 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 ELA and AESL department chairs.

### **ELA 062 - Beginning Academic ESL - Speaking & Listening (9)**

ELA 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 ELA and AESL department chairs.

### **ELA 063 - Intermediate Academic ESL - Reading & Writing (9)**

ELA 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 ELA and AESL department chairs.

### **ELA 064 - Intermediate Academic ESL - Speaking & Listening (9)**

ELA 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 ELA and AESL department chairs.

### **ELA 065 - High Intermediate Academic ESL - Reading & Writing (9)**

ELA 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.

### **ELA 066 - High Intermediate Academic ESL - Speaking & Listening (9)**

ELA 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 ELA and AESL department chairs.

### **ELA 067 - Grammar/Composition I (5)**

ELA 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 ELA and AESL department chairs.

### **ELA 068 - Grammar/Composition II (5)**

A course for ELA students with clearly defined academic goals, with an emphasis on advanced ELA 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 ELA students. Prerequisite: CASAS testing and permission of ELA and AESL department chairs.

## **College and Career Bridge**

### **CCB 010 - CCB Orientation (1-3)**

A learner-focused course designed to orient students to the College and Career Bridge/High School Completion 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. None

### **CCB 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: none

### **CCB 020 - CCB 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: none

### **CCB 022 - CCB 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. none

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

Introduction to basic computer skills for CCB or High School Completion 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. none

**CCB 025 - CCB Digital Literacy (1-5)**

This course covers skills and knowledge needed to effectively use technology for college and career success. None

**CCB 031 - CCB Literacy and Math I (1-16)**

First in a series of three courses in which students improve critical thinking, reading, writing, oral communication, and math skills to prepare for entry into high school completion and/or transition to college or employment. Prerequisite: None

**CCB 032 - CCB Literacy and Math II (1-16)**

Second in a series of three courses in which students improve critical thinking, reading, writing, oral communication, and math skills to prepare for entry into high school completion and/or transition to college or employment. Prerequisite: None

**CCB 033 - CCB Literacy and Math III (1-16)**

Third course in a series to 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: none

**CCB 041 - CCB 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

**CCB 042 - CCB 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: CCB 041 or CASAS Math of 226-245

**CCB 043 - CCB 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: CCB 042 or CASAS math score 246 or above

**CCB 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.

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

Students receive support and tutoring in academic skills including writing, math, and reading for coursework assigned in CCB, ELA, On Ramp, HS21+, or I-BEST classes. none

**CCB 052 - CCB On Ramp (1-15)**

Examine habits, attitudes, and thought processes that lead to academic and professional success. Improve academic confidence through building critical thinking, writing, and reading skills, as well as digital literacy. Prerequisite: CASAS Reading score of 211-225 or instructor permission

**CCB 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 226-246 or completion of ABE 052 (On Ramp) with B or better

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

Develop fundamental reading, writing, and/or math skills needed for success in discipline-based I-BEST course through contextualized instruction. Prerequisite: Co-enrollment in appropriate content course

**CCB 060 - College and Career Bridge GED Prep (1-16)**

Students work toward knowledge and competencies required to pass GED exams in one or more subject areas. None

**CCB 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. None



# Faculty & Staff

# Board of Trustees

Megan Scott O'Bryan, Chair

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Kathryn Bennett

Christon Skinner

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## Administration

### **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

### **Clark, Anne**

*Executive Director of College Advancement*  
BA, Seattle Pacific University  
M.Ed., Lesley University

### **Franklin, Marilyn**

*Director of Institutional Planning, Effectiveness & Grants*  
BA, William Jewell College  
MPA, University of Kansas

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*Dean of Workforce Education*  
AA, Seattle Central  
BA, University of Washington  
MA, The New School for Social Research

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*Vice President of Administrative Services*  
BA, University of San Diego  
MA, University of California – Irvine  
MFA, Academy of Arts University  
Ph.D., Defense Management University

### **Keegan, Thomas**

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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

### **Mast, Gabriel**

*Dean of Arts & Sciences*  
BA, Dickenson College  
MA, Brown University  
MS, University of Wisconsin

### **Paul, David**

*Vice President for 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  
MBA, WGU-Washington  
SPHR, Human Resources Certification Institute

### **Youngquist, Joan**

*Dean of Basic 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 Language Acquisition*  
BA, Evergreen State College  
M.Ed., University of Portland

### **Avendano-Ibarra, Claudia**

*Human Services*  
MS, Eastern Washington University

### **Baker, Michael (2005)**

*Welding Technology*  
Whatcom Community College  
Journeyman Fabricator  
Certified Master Welder

### **Beemer, Michael (2011)**

*Marine Maintenance Technology, Whidbey Island Campus*  
AAUCT, Skagit Valley College  
BA, University of Washington  
MS, Ball State University

### **Bender, Jeff (2013)**

*English*  
BA, Davidson College  
MA, Columbia University, New York

### **Bianco, Elena (2008)**

*Librarian*  
BA, MLS, University of Washington

### **Boland, Jennifer (2014)**

*College and Career Bridge*  
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
- 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
- Christian, Tiffany (2017)**  
*English*  
BA, Pacific University  
MFA, Chapman University  
MA, University of Oregon  
Ph.D., Washington State University
- Cofer, Deborah (1997)**  
*Mathematics*  
BA, Colorado College  
MA, State University of New York at Binghamton
- Coorough, Calleen (1995)**  
*Multimedia & Interactive Technology*  
BS, University of Wyoming  
M.Ed., Ph.D., University of Idaho
- Cox, Dani (1988)**  
*Culinary Arts & Hospitality Management*  
BS, Central Washington University  
Diploma, Western Culinary Institute
- Curtis, Joy**  
*Nursing*  
AA, Blue Mountain Community College  
BA, Oregon Health Services University  
MA, Western Governor's 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
- Duncan, Kristine (1998)**  
*Nutrition*  
BA, MA, Central 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, Dan (2014)**  
*Nursing, Whidbey Island Campus*  
MA, Western Governors University
- 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
- Forsythe, Lisa (2006)**  
*Invest*  
AA, Skagit Valley College  
BA, Washington State University  
MA, Western Washington University
- Fotheringham, Don (2000)**  
*Computer Information Systems, Whidbey Island Campus*  
BA, University of Ottawa  
B.Ed., University of Toronto
- Fouquette, Lynne (1982)**  
*Psychology*  
BA, MS, Western Washington University
- Frazier, Bethany (2002)**  
*Health Fitness*  
BS, MS, Washington State University
- Gage, Abel (1998)**  
*Mathematics*  
BS, Wheaton College  
MS, Western Washington University
- Graber, 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
- Haley, May (1989)**  
*College Success Skills*  
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

**Hallberg-Gross, Vicki (2015)**

*Nursing, Whidbey Island Campus*  
BSN, Pacific Lutheran University  
MSN, Norwich University

**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

**Harris, Nicole (2016)**

*Navigator*  
BA, MA, Western Washington 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

**Henderson, Justin (2011)**

*Medical Assistant*  
ATA, Skagit Valley College

**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

**Kocol, Greta (1997)**

*Mathematics*  
BA, MS, Western Washington University

**Kuebelbeck, Mary (2013)**

*Welding Technology*  
AAS, Bellingham Technical College

**Kunz, Julie (2014)**

*Counselor, Disability Access Services, Whidbey Island Campus*  
BS, Washington State University  
MS, Central Washington University

**LaBombard, Louis (1990)**

*Social Science, Whidbey Island Campus*  
BA, Florida Atlantic University  
MA, Trinity University

**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  
Ph.D., Vanderbilt University

**Luckmann, Charles (1997)**

*English, Ethnic Studies*  
BA, University of Illinois  
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**Malphrus, Bob (2005)**

*Human Services*  
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M.Ed., City University, Bellingham

**Mardesich, Matthew**

*Marine Maintenance Technology, Whidbey Island Campus*  
AA, ATA, Skagit Valley College  
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**Markert, Jean (1991)**

*High School Completion*  
BA, Western Washington University  
MA, Western Governors University

**Martinez-Griego, Barbara (2005)**

*Early Childhood Ed./Education Paraprofessional*  
BS, New Mexico State University  
M.Ed., Goddard College

**Mattox, Tami (1990)**

*Medical Assistant*  
Paramedicine Certificate, Tacoma Community College  
ATA, Skagit Valley College

**McGuire, Beth (1990)**

*Counselor, TRIO Student Support Services*  
BA, Linfield College  
MS, 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, Whidbey Island Campus*  
BA, Boston University  
Ph.D., City University

**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

**Munsey, Ben (1992)**

*English Language Acquisition*

AB, Occidental College  
MA, Western Washington University

**Musk, Dinty (2017)**

*Chemistry, Whidbey Island Campus*

BA, Taylor University  
Ph.D., University of Illinois

**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

**Palmer, Clifford (2008)**

*Biology*

BS, California Polytechnic State University  
MS, Western Washington University

**Pickett, Malia (2015)**

*Nursing*

MA, University of Washington

**Poole, Bruce (2011)**

*Manufacturing Technology*

MS, Walden University

**Price, Shelly (2015)**

*Nursing*

BA, College of Wooster  
M.Ed., University of Georgia  
MSN, Xavier University

**Riley, Heather (2016)**

*Nursing*

BA, MA, California State University, Dominguez Hills

**Robertson, Gretchen (2004)**

*College and Career Bridge*

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)**

*Business*

AA, 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

**Smith, Linda (1989)**

*Communication Studies*

BA, Seattle Pacific University  
MA, Western Washington University

**Smith, Roxanne (2006)**

*Chemistry*

BA/BS, Evergreen State College  
MS, Western Washington University  
Ph.D., University of Northern Colorado

**Spinnie, Kristi (1997)**

*Office Administration & Accounting Technologies*

BA, Northwest Nazarene College  
MA, Ohio State University  
MBA, Ashland University

**St. John, Tony (2015)**

*Chemistry*

BA, Whitman University  
Ph.D., University of Washington

**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

**Svensen, Claus (1992)**

*Environmental Conservation*

BS, MS, Copenhagen University, Denmark  
Ph.D., University of Washington

**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

**Vonnahme, Erin**

*Librarian, Whidbey Island Campus*

BA, MA, Southern Illinois University Edwardsville  
MLIS, University of Washington

**Weyers, Chad (2010)**

*Psychology*

BA, Central Washington University  
MA, Lewis and Clark College

**Winslow, Lora (2008)**

*Communication Studies, Whidbey Island Campus*

BA, MA, California State University

**Wood, Natsuko (2016)**

*Nursing*

Ph.D., University of Washington

**Zukoski, Ann (2003)**

*Physics*

BA, University of California

MS, San Jose State University  
Ph.D., University of Southern Mississippi

**Zwolenski, Christopher (Kip) (2015)**  
*Early Childhood Education*

AA, Whatcom Community College  
BA, Goddard College  
M.Ed., Western Washington University

## Exempt Staff

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**Acob-Nash, Mari (2017)**  
*Associate Vice President for International Education*  
BA, University of Washington  
MA, Western Washington University  
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**Allen, Vanessa (2008)**  
*Instructional Software Administrator*  
AAUCT, Skagit Valley College  
BS, BA, Central Washington University

**Ainley, Arden (1988)**  
*Chief Public Information Officer*  
BA, University of Washington

**Allison, Crystal (2015)**  
*Associate Dean Financial Aid*  
BA, Western Washington University  
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**Avary, Ann (2006)**  
*Center of Excellence Director, Whidbey Island Campus*  
BA, Indiana State University

**Badgley, Marcus (2016)**  
*Web Content Specialist*

**Barnett, Lisa (1997)**  
*Navigator - Student Success Center*  
ATA, Skagit Valley College

**Beattie, James (1993)**  
*Assistant Director of Facilities & Operations*  
Cert., Bellingham Vocational Technical

**Bennett, Lynnette (2015)**  
*Associate Dean, Workforce Education*  
BS, Western Washington University  
M.Ed., Western Washington University

**Benalcazar Cotera, Veronica (2016)**  
*Associate Director ECEAP*  
MA, Ashford University

**Boller, Keith (2008)**  
*Head Start Program Manager*  
AA, Palm Beach Community College  
BA, Florida State University  
MA, University of Florida

**Bruce, Gail (1990)**  
*Associate Dean, Whidbey Island Campus*  
BA, M.Ed., Whitworth College  
Ph.D., Gonzaga University

**Carlson, Tamara (2005)**  
*Program Analyst*

**Chu, An (2014)**  
*International Student Recruiter*  
AA, South Seattle Community College  
BA, Ho Chi Minh Open University  
MA, Seattle University

**Chiabai, Susan (2016)**  
*Administrative Specialist to the Vice President - WIC*  
BA, Western Washington 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., Oregon State University

**Craig, Steve (1993)**  
*Production Manager, McIntyre Hall*

**Davis, Kim (1999)**  
*Development Coordinator*  
BA, Western Washington University

**Davis, Pamela (2012)**  
*Development and Donor Relations Manager*  
ATA, Skagit Valley College

**Davis Overby, Tee (1997)**  
*Coordinator of Evening Programs/Administrative Assistant*  
BS, University of Missouri - Columbia

**Eldred, Kathy (2013)**  
*Purchasing, Grants and Contracts Manager - Business Office*  
BA, Washington State University

**Epperson, Steven (1977)**  
*Director, Athletic Programs*  
BA, BS, MS, Washington State University

**Fernandez, Alison (2010)**  
*Director of Student Success*  
BA, Western Washington University

**Fitzpatrick Plagge, Sinead (2003)**  
*Associate Dean, Enrollment Services*  
AA, Olympic College  
BA, M.Ed., Western Washington University

**Galindo, Maria (2008)**  
*Navigator - Student Success Center*  
ATA, Skagit Valley College

**Geddis, Tiffany (2003)**  
*Navigator - Student Success Center*  
BA, Western Washington University  
MA, Seattle Pacific University

**Gough, Christy (2014)**  
*Interim Associate Dean, Nursing*  
ASN, Everett Community College  
BSN, Washington State University  
MSN, Seattle Pacific University

**Greybeck, Michele (Shelly) (2015)**  
*Head Start Administrative Services Manager*  
BA, MA, University of Phoenix

**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

**Hategekimana, Claver (2016)**

*Director of eLearning*  
AA, Des Moines Area Community College  
BS, Wartburg College  
MS, Dakota State University  
Ph.D., Iowa State University

**Heiser, Andy (2014)**

*Director of Information Technology*  
BS, University of Washington  
MA, University of British Columbia

**Hill, Rose (2010)**

*Financial Aid Outreach Specialist*  
AA, Skagit Valley College  
BA, University of Phoenix

**Holdal, Jeanne (2007)**

*Parent Involvement Coordinator, ECEAP*  
AA, Southern Oregon State University  
BA, University of Hawaii

**Howland, Sindie (1997)**

*Program Manager for Enrollment Services*  
AA, Skagit Valley College  
BA, Washington State University

**Hutchinson, Kristina (2010)**

*HR Analyst*  
ATA, Skagit Valley College  
BS, WGU-Washington

**Jansen, Jane (1998)**

*Tutorial Program Coordinator*  
BS, California State University  
BA, California State University

**Johnson, Michelle (2017)**

*Veteran's Program and Recruitment Specialist*  
BA, American Military Academy

**Jolly, Jim (2004)**

*Director of Student Development*  
BS, Embry-Riddle Aeronautical University  
MBA, Brandman University

**Jordan, Sandy (2016)**

*Activity Director Title III Project STEPS*  
MBA, Brandman University

**Kirk, Aaron (2013)**

*Navigator - Student Success Center*  
BA, College of Wooster

**Landon, Glenda (2005)**

*Navigator - TRiO Student Success Coach*  
AAUCT, Skagit Valley College  
BA, Washington State University  
M.Ed., Western Washington University

**Lounsbery, Sandra (2004)**

*Health & Nutrition Coordinator, ECEAP*  
BA, University of Washington  
MS, University of Hawaii - Manoa

**Lykins, Mary Ellen (2010)**

*Director, Skagit/Islands Head Start & ECEAP*  
BS, Kennedy College  
MA, University of Nebraska

**MacFarland, Brandy (2016)**

*Head Start Program Manager*  
BA, MA, University of Montana

**Martin, James (2014)**

*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 Analyst, Office of Instruction*  
AA & AAUCT, Skagit Valley College  
BA, Washington State University

**Morgan, David (1999)**

*Infrastructure Support Manager*  
ATA, Skagit Valley College

**Murphy, Brian (1998)**

*Director of Student Life*  
BA, Western Washington University

**Nansel, Kathy (1996)**

*Confidential Secretary to the Vice President for Instruction*  
ATA, Skagit Valley College

**Nording, Theresa (1997)**

*Program Manager of Reporting and Records*  
ATA, Skagit Valley College

**Orellana, Katelynn (2013)**

*Navigator - Student Success Center*  
AA, Cascadia Community College  
BA, Western Washington University

**Ouellette, Wendy (2016)**

*Navigator - High School Completion*  
BA, Western Washington University  
MA, Northern Michigan University

**Padilla-Torres, Daisy (2014)**

*Maestros Para el Pueblo Liaison*  
BA, Western Washington University  
M.Ed., Western Washington University

**Payne, Annie (2005)**

*Education Support Specialist*  
BA, University of Tennessee

**Payne, Jessie (2016)**

*Customer Relations Management Specialist*  
AA, BAS, University of Phoenix

**Penland, Shiloh (2017)**

*Director of TRiO Student Support Services*  
AAS, Wenatchee Valley College  
BS, Washington State University  
MA, Gonzaga University

**Peregrina Carrillo, Diana (2014)**

*Recruitment and Navigation Specialist - Multicultural*  
BA, Univer University

**Perez, Veronica**

*Health Services Coordinator / Athletic Trainer*  
BA, Central Washington University  
MA, California Baptist University

**Pettay, Chad (2012)**

*Associate Director Residence Life*

BA, Western Washington University  
M.Ed, Western Washington University

**Picton, Evan (2014)**

*Associate Director, Institutional Planning & Effectiveness*

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

**Randall, Amber (2016)**

*Assessment Specialist*

AA, Walla Walla Community College  
BA, Western Washington University  
MA, Washington State University

**Reep, Kelly (2004)**

*Community Relations & Special Events Manager*

AA, Skagit Valley College  
BA, Washington State University

**Richter, Rebecca (2005)**

*Program Manager, Head Start*

BA, California State University - Long Beach

**Robbins, George (Rip) (1994)**

*Advisor/Coordinator, KSVR*

BA, Western Washington University

**Rosales, Yadira (2012)**

*Director of Multicultural & Student Services*

AAUCT, Skagit Valley College  
BA, M.Ed., Western Washington University

**Salinas, Elizabeth (2005)**

*Navigator*

AA, Skagit Valley College  
BA, MA, Western Washington University

**Santos, Andrew (2016)**

*Aerospace Recruiter*

BA, West Texas A&M University

**Savoy, (Anthony) Tony (2016)**

*Coordinator of Soccer Operations & Women's Soccer Coach*

**Schulz, Christa (2004)**

*Director of International Programs*

BA, Valparaíso University  
MA, WGU Washington

**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

**Tate, Donovan (2012)**

*Recruitment & Navigation Specialist*

AA, Lower Columbia College  
BA, Whitworth University

**Tautvydas, Nida (2006)**

*Executive Director of McIntyre Hall*

BA, University of Wisconsin, Madison  
MA, Columbia College

**Tuininga, Brad (2015)**

*Director of Philanthropy*

BA, Western Washington University  
MA, Western Washington University

**Valles, Brenda (2016)**

*Executive Director of Equity and Inclusion*

BA, California State University  
M.Ed., Ph.D, University of Utah

**Veltri, Brock (2013)**

*Cooperative Education Coordinator & Men's Basketball Coach*

AA, Peninsula College

BS, University of Utah

MPE, Idaho State University

**Veltri, Jennifer (2013)**

*Program Manager for Recruitment, Outreach and Retention*

BA, University of Utah

MA, University of Washington

**Vivanco Meza, Estevan (2016)**

*Navigator - Student Success Center*

BA-Spanish, Western Washington University  
BA-Education, Western Washington University

**Walters, James (1997)**

*Director of Marketing and Communication*

AA, Ferris State University

BA, Western Washington University

MBA, City University of Seattle

**Wanless, Mark (2015)**

*Manager of Administrative Services, Whidbey Island*

AA, BS, MA, Columbia College

**Wells, Braden (2016)**

*Men's Baseball and Intramural Coach*

AA, Dixie State University

BA, Oregon State University

**Wood, Becky (2016)**

*Workforce Navigator - Student Success Center*

BA, MS, Western Washington University

## Classified Staff

**Aguirre, Alvan**

*Information Technology Specialist 4*

**Aguilia Cuevas, Yolanda**

*Early Childhood Program Specialist 3, Head Start*

**Allen, Angelo**

*Custodian 2*

**Angulo, Celina**

*Office Assistant 3 - Counseling*

**Arreguin, Juan**

*Program Coordinator - Latino Radio Programs*

**Atkins, Maryann**

*Early Childhood Program Specialist 4, Head Start*



**Atwell, Angela**  
Program Specialist 2 - San Juan Center

**Badillo, Maria**  
Early Childhood Program Specialist 2, Head Start

**Badillo, Melissa**  
Early Childhood Program Specialist 3, Head Start

**Baines, Patti**  
Early Childhood Program Specialist 4, Head Start

**Barber, Jill**  
Early Childhood Program Specialist 3, Head Start

**Barry, Phyllis**  
Administrative Assistant 3 - Professional/Technical Education

**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**  
Program Support Supervisor 1, Basic Education

**Bos, Alyse**  
Early Childhood Program Specialist 1, Head Start

**Buenaventura, Joe**  
Information Technology Specialist 3, Whidbey Island Campus

**Burton, Allison**  
Early Childhood Program Specialist 3, Head Start

**Cairns, Don**  
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 3, Head Start

**Clark, Jesse**  
Custodian 2

**Clark, Sandra**  
Early Childhood Program Specialist 4, Head Start

**Confer, Shirley**  
Fiscal Technician 2, Head Start

**Cortez, Mara**  
Early Childhood Program Specialist 2, ECEAP

**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

**Dimaggio, Victoria**  
Instruction & Classroom Support Technician 2

**Downs, Dale**  
Maintenance Custodian

**Early, Torstein (2007)**  
Information Technology Specialist 1

**Eberle, Leah**  
Program Coordinator-Student Life

**Emory, Ian**  
Maintenance Mechanic 2

**Engberg, Kimberly**  
Human Resource Consultant Assistant I

**Erickson, Amy**  
Program Coordinator - Student Success Center

**Fagan, Laurel**  
Early Childhood Program Specialist 3, Head Start

**Ferguson, Kelly**  
Credentials Evaluator 3 - 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

**Garner, Andrea**  
Administrative Assistant 4, Head Start

**Garza, Lily**  
Fiscal Analyst 2 - Business Office

**Garza, Michele**  
Program Coordinator - Enrollment Services

**Gomez, "Cynthia" Hortencia**  
HR Consultant

**Gonzales, Laura**  
Early Childhood Program Specialist 2, Head Start

**Gonzalez-Hendrix, Eddie**  
Office Assistant 3, ECEAP

**Good, James**  
Custodian 3

**Graham, Juliet**  
Early Childhood Program Specialist 3, Head Start

**Gregush, Jamie**  
Early Childhood Program Specialist 3, Head Start

**Grider, Corinne**  
Custodian 2

**Griffin, Patricia**  
Early Childhood Program Specialist 3, Head Start

**Grove, Amanda**  
Program Coordinator, WIC

**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

**Hatfield, Rob**  
*Credentials Evaluator 3 - Enrollment Services*

**Hauser, David**  
*Building and Grounds Supervisor B, Whidbey Island Campus*

**Havens, Beverly**  
*Human Resource Consultant 2*

**Havertz, Cynthia**  
*Early Childhood Program Specialist 3, Head Start*

**Heggie, James**  
*Veterans' Benefits Assistant*

**Heinzman, Shannon**  
*Information Technology Specialist 2*

**Highet, Lyn**  
*Food Service Manager 5*

**Hilden, Linda**  
*Early Childhood Program Specialist 4, Head Start*

**Hoffbuhr, Kristen**  
*Instruction & Classroom Support Tech 4, Biology*

**Howland, Jacob**  
*Maintenance Mechanic 1*

**Hudson, Sharon**  
*Early Childhood Program Specialist 1, Head Start*

**Hull, Jennifer**  
*Office Assistant 3 - Marine Skills Center*

**Irish, Kimberly**  
*Early Childhood Program Specialist 4, Head Start*

**Jensen, Susan**  
*Program Coordinator - Registration, Whidbey Island Campus*

**Johnson, Jennifer**  
*Early Childhood Program Specialist 3, 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*

**Kislyanka, Vera**  
*Early Childhood Program Specialist 3, Head Start*

**Koetje, Vivian**  
*Mail Process - Driver Lead, Copy & Mail Center*

**Kozowski, Karen (Becky)**  
*Program Coordinator - Financial Aid*

**Lacey, Marilana (Shelley)**  
*Program Specialist 3 - Financial Aid*

**LaFave, Susan**  
*Program Support Supervisor I - Nursing*

**Lanning, Brandy**  
*Program Coordinator - Enrollment Services*

**Leber, Sandra**  
*Program Manager A - Athletics*

**Lecoq, Amy**  
*Early Childhood Program Specialist 3, Head Start*

**Levesen, Lance**  
*Campus Security Officer*

**Levesen, Stephanie**  
*Library & Archives Paraprofessional 3*

**Lilgreen, Mark**  
*Maintenance Mechanic 3*

**Luna, Aracely**  
*Social Work Assistant 2, Head Start*

**Lynch, Paula**  
*Early Childhood Program Specialist 3, Head Start*

**Marin Machias, Gerzon**  
*Program Coordinator, Financial Aid*

**Martin, Charolette**  
*Administrative Assistant 2*

**McAdam, Bradley**  
*Maintenance Custodian*

**McGinnis, Patricia**  
*Early Childhood Program Specialist 2, ECEAP*

**Mendoza, Eva**  
*Custodian 2*

**Mendoza, Paige**  
*Maintenance Custodian*

**Merryman, Darcy**  
*Information Technology Specialist 1*

**Miller, Teresa**  
*Secretary Supervisor - Information Technology*

**Mirante, Lisa**  
*Fiscal Analyst 1- Business Office*

**Mitchell, Kimberly**  
*Library & Archives Paraprofessional 3, Whidbey Island Campus*

**Moen, Bruce**  
*Maintenance Mechanic 2, Whidbey Island Campus*

**Monrreal-Perez, Estafani (Jasmin)**  
*Early Childhood Program Specialist 2, Head Start*

**Morris, Scott**  
*Instructional and Classroom Support Tech 3, Chemistry/Physical Science*

**Navarro, Kathryn**  
*Early Childhood Program Specialist 3, Head Start*

**Nolan, Joyce**  
*Early Childhood Program Specialist 3, Head Start*

**O'Connell, Susana**  
*Early Childhood Program Specialist 3*

**Omdal, Bret**  
*Information Technology Specialist 5*

**O'Neil, Shannon**  
*Administrative Services Manager A - Campus View Village*

**Ortega Solis, Yalda**  
*Office Assistant 2, Head Start*

**Ortiz, Doricela**  
*Social Work Assistant 1, Head Start*

**Ortiz Zavala, Lorena**  
*Early Childhood Program Specialist 3, Head Start*

**Oshiro, Elizabeth**  
*Program Assistant - Arts and Sciences*

**Paiz, Terri**  
*Social Work Assistant 2, Head Start*

**Parks, Raynette***Program Manager A - Student Life, Whidbey Island Campus***Petosa, Karen***Early Childhood Program Specialist 4, Head Start***Ray, Nickie***Early Childhood Program Specialist 2, Head Start***Rentz, Jennifer***Early Childhood Program Specialist 2, Head Start***Reyes, Kathryn***Administrative Assistant 3 - Student Services, Whidbey Island Campus***Ricketts, Lillian (Lilly)***Custodian 2***Rodriguez, Celina***Program Assistant, Basic Education***Rodriguez, Noemi***Program Coordinator - Enrollment Services***Rodriguez-Ortiz, Lorenza***Early Childhood Program Specialist 3, Head Start***Rolfson, Carrie***Food Service Supervisor 1***Rollin, Rosalia***Custodian 3, Whidbey Island Campus***Sanchez, Angelica***Program Coordinator - Enrollment Services***Sanchez, Betsey***Program Assistant - I-CATCH***Saulness, Maria***Early Childhood Program Specialist 3, Head Start***Schnabel, Hans***Program Coordinator - Enrollment Services***Scheer, Debra***Early Childhood Program Specialist 4, Head Start***Schmeltz, Kathryn***Fiscal Specialist 1, Whidbey Island Campus***Shannon, Katherine***Instruction & Classroom Support Technician 1***Skouson, Natalie***Program Coordinator, WIC***Smock, Justin***Program Support Supervisor 1***Somers, Steven***Maintenance Mechanic 3***Sopher, Samantha***Program Assistant - Health Services***St. Germain, Benjamin***Information Technology Specialist 5***Stevens, Theresa***Program Specialist 3 - Financial Aid***Stoker, Timothy***Maintenance Custodian 1***Suit Gregush, Jamie***Early Childhood Program Specialist 2, Head Start***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, Darrell***Campus Security - Mount Vernon Campus***Van Norman, Yoshimi***Fiscal Technician 3 - Business Office, Whidbey Island Campus***Vast, Anna***Early Childhood Program Specialist 2, Head Start***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***Williams, Karin***Fiscal Analyst 2, Foundation***Willis, Alvin***Information Technology Specialist 3***Wright, Jaxonium***Maintenance Custodian***Wysomierski, Debra***Program Coordinator - Financial Aid, Whidbey Island Campus***Zhekovska, Katya***Fiscal Specialist 1 - Business Office*

## Faculty & Administration Emeriti

Date in parentheses indicates year of initial service to SVC.

**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*

**Barnes, Trish (1989)**  
*English*

**Batterberry, Robert (1967)**  
*Computer Science*

**Beals, Nancy (1973)**  
*Family Life, Early Childhood Education*

**Biehl, George (1998)**  
*Science, Whidbey Island Campus*

**Bidwell, Rucilla (1963)**  
*Office & Business Technology*

**Biggers, John (1962)**  
*Civil Engineering*

**Bratley, Mel (1989)**  
*Telecommunications*

**Budler, Robert (1977)**  
*Marine Maintenance Technology, Whidbey Island Campus*

**Burke, Marjean (1972)**  
*Nursing, Whidbey Island Campus*

**Burkholder, Dennis (1970)**  
*Parks Operation & Maintenance*

**Burns, Robert (1975)**  
*Diesel Mechanics*

**Bushaw, Mark (1994)**  
*Welding*

**Campbell, Marilyn (1983)**  
*Coordinator, San Juan Center*

**Chandler, Jerome (1977)**  
*Physical Sciences*

**Chatt, Orville (1965)**  
*Art*

**Chaves-Pickett, Pat (1971)**  
*Spanish*

**Clarke, Thomasina (1971)**  
*Public Information*

**Cole, Geoffrey (1969)**  
*Speech, English, Whidbey Island Campus*

**Cole, Norwood (1947)**  
*President*

**Collins, Czarna (1960)**  
*English*

**Conner, Sally (1974)**  
*Office Administration & Accounting Technologies*

**Coole, Walter (1965)**  
*Philosophy*

**Coslor, Rex (1961)**  
*Speech*

**Darden, Mary (1979)**  
*Counselor, Whidbey Island Campus*

**Delaney, George (1966)**  
*Vice President, Education Services*

**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*

**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*

**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*

**Helm, Jan (1998)**  
*Nursing, Whidbey Island Campus*

**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*

**Hodson, Charlee (1984)**  
*Science, Whidbey Island Campus*

**Hodson, George (1948)**  
*President*

**Hopke, Del (1974)**  
*Diesel Mechanics*

**Hrutfjord, Donald (1969)**  
*Automotive Technology*

**Huber, Carol (1979)**  
*Office Administration and Accounting Technologies - Whidbey Island Campus*

**Huffman, Richard (1980)**  
*Mathematics*

**Indorf, Susan (1977)**  
*Mathematics, Whidbey Island Campus*

**Jafrey, Owais (1986)**  
*Librarian, Whidbey Island Campus*

**Johnson, Dick (1972)**  
*Business Administration, Economics*

**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*

**LaFollette, Jere (2005)**  
*Human Services*

**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*

**Lukasik, Leslie (2000)**  
*Business Administration/Business Resource Coordinator, Whidbey Island Campus*

**Maloney, Jr., Ted (1988)**  
*Director of Global Initiatives*

**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*

**McRill, Chari (2007)**  
*Librarian, Whidbey Island Campus*

**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*

**Muga, David (1992)**  
*Social Science*

**Mullen, Val (2000)**  
*Biology*

**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*

**Pedersen, Joe (1966)**  
*Electronics, Computer Repair*

**Pettitt, Maureen (1998)**  
*Director of Institutional Research*

**Pflugfelder, Christina (1998)**  
*Biology, Whidbey Island Campus*

**Phipps, Wendell (1951)**  
*Superintendent of Schools*

**Pierce, James (1965)**  
*Physical Science, Chemistry*

**Plucker, Robert (1968)**  
*Music*

**Poppe, Stanley (1962)**  
*Director of Athletics*

**Pruiett, Ramon (1956)**  
*Outdoor Education*

**Randall, Delores (1977)**  
*Nursing, Whidbey Island Campus*

**Raymond, Katherine (1960)**  
*Counseling*

**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*

**Rodriquez, Ted (1969)**  
*Electronics*

**Rohloff, Dennis (1975)**  
*Director, Plant Operations*

**Roller, Harry (1958)**  
*Engineering*

**Royal, Helen (1982)**  
*Office & Business Technology, Whidbey Island Campus*

**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, Brad (1996)**  
*Physical Science*

**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*

**Stroosma, Peter (1981)**  
*Director, Business Resource Center*

**Sult, Larry (1989)**  
*Philosophy*

**Swietzer, Michael (1991)**  
*Marine Maintenance, Whidbey Island Campus*

**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*

**Will, Anne (1998)**  
*History*

**Williamson, Bert (1970)**  
*Vice President, Business & Community Development*

**Witmer, Michael (1973)**  
*Psychology*

**Woiwod, Linda (1987)**  
*Dean of Student Services*

**Young, Carl (1996)**  
*Executive Director, College Advancement*

**Ziomkowski, Anne (1998)**  
*Counseling*

## Staff Emeriti

Date in parentheses indicates year of initial service to SVC.

**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*

**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*

**Bultman, Esther (1988)**  
*Administration Office, Whidbey Island Campus*

**Burton, Dallas (1988)**  
*Maintenance*

**Church, Pamela (1997)**  
*Director, Career Services*

**Cook, Larry (1987)**  
*Maintenance Mechanic 3*

**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*

**Ebel-Higgins, Gail (1986)**  
*Administrative Assistant to the VP of Business & Community Development*

**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*

**Hann, Lynn (2003)**  
*Program Coordinator, South Whidbey Center*

**Hansen, Willa (1962)**  
*Bookstore Sales Manager*

**Haren, Marilyn (1998)**  
*Administrative Assistant 3, Whidbey Island Campus*

**Hurd, Linda (1990)**  
*Developmental Education*

**Jurgens, Paul (1984)**  
*Maintenance*

**Kinley, Verla (1969)**  
*Registration*

**Kotash, Karen (2000)**  
*Fiscal Analyst 3 - SVC Foundation*

**Le Dent-Iankovski, Gayle**  
*Retail Clerk 2 - Bookstore*

**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*

**Matier, Ira (1977)**  
*Custodian*

**McGuinness, Lois (1979)**  
*Program Coordinator, Financial Aid*

**McKeehan, Sharon (1974)**  
*Program Coordinator, Financial Aid*

**Metzger, Stephanie (1998)**  
*Transcript Evaluator*

**Moen, James (1979)**  
*Custodian, Whidbey Island Campus*

**Moon (Nash), Wendy (1984)**  
*Administrative Assistant, Whidbey Island Campus*

**Morris, Paul (1982)**  
*Maintenance*

**Morris, Penny (1979)**  
*Secretary Supervisor*

**Murphy, Barbara (1981)**  
*Fiscal Specialist 1 - Business Office*

**Nakashima, Stanley**  
*Custodian 2*

**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*

**Nondorf, Gary (1991)**  
*Grounds & Nursery Specialist 2*

**Olson, Kathrine (1985)**  
*Library Specialist II*

**Olson, William**  
*Maintenance Mechanic 1*

**Palmer, Cheryl (1993)**  
*Program Coordinator - Information Technology*

**Pederson, Joan (1994)**  
*Office Assistant 3 - Registration*

**Peters, Randall (1989)**  
*Instructional Network Manager*

**Reid, Denny (1995)**  
*Accommodations Specialist, Disability Access Services*

**Schlabach, Gary (1999)**  
*Custodian 1*

**Sears, Jan**  
*Office Assistant 3 - Counseling*

**Seman, Mary (1979)**  
*Counseling*

**Skurdahl, David (1990)**  
*Custodian 2*

**Smith, Craig (1998)**  
*Maintenance Mechanic 3*

**Smith, Rozanne (1999)**  
*Procurement & Supply Specialist 3 - Business Office*

**Stewart, Robert (1962)**  
*Maintenance*

**Sylte, Emil (1972)**  
*Security*

**Turner, Marcia (1984)**  
*Payroll*

**Valentine, Percy (1977)**  
*Registration, Whidbey Island Campus*

**Vance, Dan (1991)**  
*Maintenance Mechanic 1*

**Walker, Sherry (1994)**  
*Administrative Assistant to the Vice President of Whidbey Island Campus*

**Warren, Maxine (1962)**  
*Registration*

**Whelan, Bonnie (1973)**  
*Day Vocational*

**Wiechert, Carl (1986)**  
*Office Assistant*

**Wing, Shirley (1981)**  
*Library*

**Wirta, Hazel (1988)**  
*Custodian*

**Ytgard, Reidar (1983)**  
*Maintenance*