



# 2011-2012 Catalog



**CLOVER PARK**  
TECHNICAL COLLEGE

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**Redefine Education**

# CLOVER PARK

## TECHNICAL COLLEGE

Excellence. Experience. Employment.

# 2011-2012 Catalog

## Redefine Education at Clover Park

Clover Park Technical College students get a time-honored style of hands-on learning experience taught by experts in a large variety of practical career fields. From aviation to health care, from computers to design, from cooking to welding, you can trust that you are learning the theory, the basics, the art and the best practice for a profession that's fulfilling and in demand today. At Clover Park Technical College, we focus on excellence, experience, and employment. Redefine education. See what Clover Park has for you.

### INSIDE THIS CATALOG

Welcome to Clover Park Technical College page 2

Becoming a Student page 7

Programs and Courses page 25

Policies and Procedures page 133

Clover Park Technical College People page 151

# Welcome to Clover Park Technical College

On behalf of our faculty, staff, and Board of Trustees, I would like to welcome you to Clover Park Technical College.

Welcome to Clover Park Technical College, a leading technical education and career training institution in the Tacoma-Pierce County region. Our caring and expertly-trained instructors and dedicated staff are here to assist you in ensuring your success as you pursue your educational goals.

Creating nationally-recognized programs, building strong partnerships with local businesses and industry, and taking aggressive steps to ensure all students receive expert quality training demanded by employers are important components of our mission and are what you can expect when you walk through our doors. And vets coming onto the CPTC campus will be pleased to learn Clover Park Technical College has been designated a Military-Friendly College.



President John Walstrum

You will also have an opportunity to experience some of the new technologies utilized in today's world: the hassle-free ability to register for classes online from our online catalog, WiFi access, your personal MyCC email account where you will receive important notices such as your personalized financial aid information or important college information texted to you. Have fun with our college's Facebook page, the college blog, and up-to-the-minute tweets about everything CPTC. These high tech options complement your intellectual development, personal growth, and a college experience that is enriching, fun, and as comfortable and welcoming as we can make it.

The college's unique learn by doing educational philosophy provides exceptional opportunities for students to receive hands-on training that can be applied directly to the needs of our growing economy. And because of our attention to the current needs of employers, you will find, as you enter the workforce, that Clover Park Technical College graduates are highly regarded by business and industry.

Thank you for choosing Clover Park Technical College. I wish you every success as you begin your studies with us, and I am confident your experience will be a positive one.

**John W. Walstrum, Ph.D.**  
President

# Table of Contents

<b>OUR VISION, MISSION AND GOALS</b> .....	4	Early Care & Education.....	44	Aviation Maintenance Technician.....	84
<b>BOARD OF TRUSTEES</b> .....	6	Childhood Foundation.....	45	Aerospace Composite Technician.....	86
<b>GETTING STARTED</b> .....	8	Early Care & Education.....	46	Biology.....	86
<b>PROGRAM ADMISSION</b> .....	9	Childhood Leadership.....	46	Business.....	87
<b>WHEN TO REGISTER</b> .....	10	Childhood Specialist.....	46	Central Service/Sterile Processing.....	87
<b>2011-2012 FINANCIAL AID DUE DATES</b> .....	10	Creating a Green Classroom.....	46	Chemistry.....	87
<b>CONTINUING EDUCATION</b> .....	11	School-Age Out-of-School Program.....	47	College Success.....	88
<b>DUAL CREDIT FOR HIGH SCHOOL STUDENTS</b> .....	11	Special Needs.....	47	Computer Applications.....	88
<b>ADULT HIGH SCHOOL COMPLETION</b> .....	12	Sustaining a Green Program.....	47	Computer Information Technology.....	88
<b>RUNNING START</b> .....	12	Electrician Low Voltage Fire/Security.....	47	Computer Networking	
<b>VETERANS</b> .....	12	Environmental Sciences & Technology.....	48	& Information Systems Security (CNISS).....	91
<b>WORKFIRST</b> .....	12	Esthetic Sciences.....	49	Construction Residential.....	93
<b>GETTING SUPPORT</b> .....	14	Esthetics.....	49	Core Allied Health.....	93
<b>CAREER CENTER</b> .....	14	Medical Esthetics.....	50	Cosmetology.....	94
<b>COUNSELING/ADVISING CENTER</b> .....	14	Graphic Technologies.....	50	Culinary Arts.....	95
<b>DISABILITIES ACCOMMODATIONS</b> .....	14	Graphic Design.....	51	Dental Assistant.....	96
<b>TUITION AND FEES</b> .....	16	Prepress Operations.....	51	Dental Administrative Specialist.....	97
<b>REFUND POLICY</b> .....	16	Health Unit Coordinator.....	52	Early Care & Education.....	97
<b>FINANCIAL AID</b> .....	17	Heating & Air Conditioning/ Refrigeration Service Technician.....	52	Economics.....	100
<b>ELIGIBILITY</b> .....	17	Basic HVAC/Refrigeration Service Technician.....	53	Electrician Low Voltage Fire/Security.....	100
<b>HOW TO APPLY/APPLICATION DEADLINES</b> .....	18	Hemodialysis Technician.....	53	English.....	101
<b>RIGHTS &amp; RESPONSIBILITIES</b> .....	20	Human Services.....	54	English as a Second Language.....	102
<b>INTERNATIONAL STUDENTS</b> .....	21	Human Services: Chemical Dependency.....	54	Environmental Sciences & Technology.....	103
<b>CAMPUS LIFE &amp; SERVICES</b> .....	22	Chemical Dependency Specialist.....	55	Esthetic Sciences.....	104
<b>STUDENT CENTER</b> .....	23	Gang Intervention Specialist.....	56	Geology.....	106
<b>BOOKSTORE</b> .....	23	Interior Design.....	56	Geography.....	106
<b>PARKING &amp; TRANSPORTATION</b> .....	23	Kitchen & Bath.....	57	Graphic Technologies.....	106
<b>LIBRARY &amp; COMPUTER LABS</b> .....	24	Green Design.....	57	Health Unit Coordinator.....	107
<b>SECURITY</b> .....	24	Manufacturing Technologies.....	57	Heating & Air Conditioning Service Technician (HVAC).....	107
<b>ON-CAMPUS CHILD CARE</b> .....	24	Machinist Apprentice.....	58	Hemodialysis.....	109
<b>PROGRAM DESCRIPTIONS</b> .....	26	Machinist Helper.....	58	Human Services/Chemical Dependency.....	109
Accounting.....	27	Massage Studies.....	58	Interior Design.....	112
Bookkeeping Clerk.....	27	Clinical Massage Practitioner.....	59	Manufacturing Technologies.....	114
Architectural Engineering Design.....	27	Swedish Practitioner.....	59	Massage Studies.....	114
Architectural: CAD Drafting.....	28	Material Science.....	60	Material Science.....	116
Automotive Collision Technician.....	28	Composites.....	60	Mathematics.....	118
Automotive Collision Refinishing Technician.....	28	Nondestructive Testing.....	60	Media Design & Production.....	119
Automotive Collision Structure Repair Technician.....	28	Eddy Current Testing.....	61	Medical Assistant.....	121
Automotive Restoration & Customization - Finishing.....	29	Magnetic Particle & Liquid Penetrant Testing.....	61	Medical Histology Technician.....	122
Assessment & Research.....	29	Radiographic Testing.....	61	Medical Laboratory Technician.....	122
Automotive Technician.....	29	Ultrasonic Testing.....	62	Music.....	123
Automotive Technician.....	30	Media Design & Production.....	62	Nursing.....	123
Ford Maintenance & Light Repair Technician.....	30	Web Design & Open Source Web Development.....	63	Pastry Arts.....	127
Hybrid & Alternative Fuel Vehicle Technician.....	30	Medical Assistant.....	63	Pharmacy Technician.....	128
Hybrid & Alternative Fuel Vehicle Maintenance.....	31	Medical Histology Technician.....	64	Physics.....	128
Drive Train Technician.....	31	Medical Laboratory Technician.....	65	Professional Pilot.....	128
Electrical, Electronics & AC/Heating Technician.....	31	Nursing.....	66	Psychology.....	130
Engine Repair & Engine Performance Technician.....	31	Nursing Assistant.....	66	Sociology.....	130
Front End & Brakes.....	32	Nursing Assistant (IBEST).....	66	Surgical Technology.....	130
Aerospace Composite Technician.....	32	Practical Nursing.....	67	Sustainable Building Science.....	131
Aviation Maintenance Technician.....	32	RN Option.....	68	Welding.....	132
Airframe Maintenance Technician.....	33	Pharmacy Technician.....	69	<b>ACADEMIC STANDARDS</b> .....	134
Powerplant Technician.....	33	Professional Pilot.....	70	<b>STUDENT ACADEMIC RESPONSIBILITIES</b> .....	134
Central Service/Sterile Processing.....	34	Commercial Pilot.....	71	<b>ATTENDANCE POLICY</b> .....	134
Computer Information Technology.....	34	Flight Instructor.....	72	<b>GRADES</b> .....	134
Computer Programmer.....	36	Instrument Pilot.....	72	<b>GENERAL EDUCATION</b> .....	136
.Net Developer.....	36	Private Pilot.....	72	<b>TRANSFERRING CREDITS</b> .....	136
Web Developer.....	37	Surgical Technology.....	73	<b>ACADEMIC HONORS</b> .....	140
Computer Networking & Information Systems Security.....	37	Sustainable Building Science.....	73	<b>STUDENT PROGRESS POLICY</b> .....	140
Cisco Network Design & Security.....	38	Residential Construction.....	74	<b>ACADEMIC PROGRESS</b> .....	141
Computer & Communications Security.....	38	Welding Technology.....	74	<b>GRADUATION</b> .....	142
Microsoft Network Admin & Security.....	39	<b>SHORT-TERM TRAINING PROGRAMS</b> .....	75	<b>STUDENT RECORDS</b> .....	143
Cosmetology.....	40	<b>COURSE DESCRIPTIONS</b> .....	77	<b>TRANSCRIPTS</b> .....	143
Culinary Arts.....	40	Accounting.....	77	<b>STUDENT CODE OF CONDUCT</b> .....	144
Basic Cooking Skills.....	41	Adult Basic Education.....	78	<b>CAMPUS POLICIES</b> .....	148
Restaurant Management.....	41	Architectural Engineering Design.....	79	<b>DRUG FREE ENVIRONMENT</b> .....	149
Pastry Arts.....	41	American Sign Language.....	80	<b>NON-DISCRIMINATION POLICY</b> .....	149
Dental Assistant.....	42	Art.....	80	<b>SMOKING POLICY</b> .....	149
Dental Administrative Specialist.....	44	Automotive Collision Technician.....	80	<b>2011-2012 CALENDAR</b> .....	150
		Automotive Restoration & Customization-Finishing.....	81	<b>FULL-TIME FACULTY &amp; ADMINISTRATION</b> .....	152
		Automotive Technician.....	82	<b>INDEX</b> .....	156
		Automotive Upholstery & Glass Technician.....	84		

## Who, Where and What We Are

As a vital member of the state's higher education system Clover Park Technical College offers more than 50 programs in business, computer technology, allied health, manufacturing, media, communications, and more.

Clover Park Technical College offers courses on-line and on campus for students getting ready for their first career, their next step within their career, and new careers. Clover Park Technical College is here to help students redefine education to meet their needs. The college's rich history of professional and technical education dates back to the 1940s when the Clover Park School District established a War Production Program training civilians as auto mechanics for the Mt. Rainier Ordnance Depot; aircraft service mechanics for McChord Field and the Fort Lewis Army Post; and shipfitters, welders, and blueprint readers for Tacoma shipyards during World War II.

After the war, the popular aircraft service mechanic program was the first in the Northwest to offer Civil Aeronautics Administration certification. With the addition of other programs, including an electronics training course, the fledgling Clover Park Vocational Technical Institute was on its way to becoming a regional training facility.

In 1991, Clover Park Vocational Technical Institute became Clover Park Technical College and began to offer degree and transferable programs, so today's students could prepare for great jobs and great futures. Our main campus is in Lakewood, Washington, about eight miles southwest of downtown Tacoma, the state's second-largest city. Lakewood has a population of 63,000 and is near McChord Air Force Base and Fort Lewis.

The college also offers classes at its South Hill Campus.

# Our Vision, Mission and Goals

Missions and Goals the help you succeed.

More than ten years ago, in 1997, Clover Park Technical College adopted what was then a new, forward-looking mission and goals. After nearly ten years, the college re-examined the important work we do and, on November 14, 2007, the board of trustees approved the following:

### VISION

Excellence in education that empowers individuals to succeed in the community and in the global economy.

### MISSION

We provide students with the knowledge, skills, and values necessary to succeed in the workforce of today and tomorrow.

### VALUES

Clover Park Technical College values:

- Exceptional customer service
- Diversity
- Dignity
- Courtesy
- Respect
- Integrity
- Economic well-being of our community
- Professional growth
- Creativity
- Collaboration
- Excellence

### STRATEGIC GOALS

- Reframe technical education for the 21st century
- Develop and continuously improve programs
- Develop a sense of community and organizational identity
- Cultivate a workplace that promotes innovation
- Create opportunities for student achievement and personal success

## Accreditation

Clover Park Technical College is accredited by the Northwest Commission on Colleges and Universities.

The Northwest Commission on Colleges and Universities (NWCCU) is an independent, non-profit organization recognized by the U.S. Department of Education and the Council for Higher Education Accreditation (CHEA). It is the regional authority on educational quality and institutional effectiveness of higher education institutions in the seven-state Northwest region of Alaska, Idaho, Montana, Nevada, Oregon, Utah, and Washington. It fulfills its mission by establishing accreditation criteria and evaluation procedures by which institutions are reviewed. Clover Park Technical College first received accreditation through NWCCU in December 1999.

## Program Accreditations and Certifications

Accreditation and certification has been granted to specific programs at Clover Park Technical College by:

- American Dental Association;**
- Commission on the Accreditation of Allied Health Education Programs;**
- EPA Refrigerant Recovery Certification;**
- National Accrediting Agency for Clinical Laboratory Sciences;**
- American Association of Medical Assistants;**
- Rooms Division Management/American Hotel-Motel Association;**
- Associated Landscape Contractors of America;**
- National Automotive Technicians Educational Foundation;**
- Washington Association of Building Officials;**
- NATEF.**

## Advisory Committees

Each career program at CPTC is guided by an advisory committee composed of employers and employees in the field. These committees meet at least three times each year to provide recommendations about methods, procedures, equipment, curriculum, and to ensure that each program meets or exceeds the industry standards of that particular occupation.

## Clover Park Technical College Foundation

The Clover Park Technical College Foundation was founded in 1992. The Foundation is a public, non-profit corporation and is recognized by the Internal Revenue Code. Consequently, gifts made to the Foundation are tax-deductable.

Clover Park Technical College and its Foundation have assisted thousands of individuals to successfully obtain their educational and career goals. The Foundation was established in 1993 and has assisted the college in becoming the destination for training people for today's work place. Our programs focus on emerging industry needs and our students are preparing for a place in today's green economy.

Clover Park Technical College aspires to produce graduates who seek to positively affect the way communities are built and governed, the way children are inspired through teaching, the way health care is advanced and delivered, and the way information and technology are used to improve the quality of life for people around the globe. We are changing lives and building futures each day. Our student's stories of triumph over challenge are the example of ways in which we transform lives at Clover Park Technical College.

## Board of Trustees

The Clover Park Technical College Board of Trustees is comprised of five community college district residents who are appointed by the governor to a five-year term. The board sets policy for the institution and delegates administrative authority to the president of the college.

**Dr. Robert Lenigan**, Chair  
**Bruce Lachney**, Vice Chair  
**Mark Martinez**  
**Mary Moss**  
**Shauna Weatherby**

## Clover Park Technical College Foundation Board of Directors

The Clover Park Technical College Board of Trustees is Comprised of local business and community leaders who volunteer their time and donate their talents and resources to raise friends and funds for the College. The funds raised through their efforts support the College and students through student scholarships and emergency grants, acquisition of state-of-the-art equipment and technology, and faculty and staff professional development awards.

### Officers

**Steven Crosby**, president  
**Joyce Oubré**, vice president  
**Michael Block**, past president  
**Mary Green**, treasurer  
**Matt Lane**, secretary  
**David Harkness**, director-at-large  
**Ty Cordova**, director-at-large

### Directors

**Mike Stevenson**  
**Steve Brewer**  
**Harley Moberg**  
**Coy Anglin**  
**Sheila Winston**

### Ex Officio Directors

**John Walstrum**, college president  
**Debbie Ranniger**, executive director for resource development

## College Advisory Council

The College Advisory Council (CAC) provides advice and approves the college's annual Worker Retraining Plan. It serves as a liaison between Clover Park Technical College and the business community, government, public agencies, organized labor, military installations, community-based organizations, other educational institutions, and advocates on behalf of the college. They also make recommendations to the President to strengthen the effectiveness in providing quality educational opportunities and services for the community.



## Aerospace Composite Technician Certificate.

For more info [www.cptc.edu/catalog](http://www.cptc.edu/catalog) or call 253-589-5800.



## Becoming a Student

Getting Started 8  
How to Register 10  
Getting Support 14

Paying for College 16  
Financial Aid 17  
International Students 21

Campus Life and Services 22  
Child Care/Early Care and  
Education/Parent Programs 24

# Getting Started

Our staff is here to help you succeed at Clover Park Technical College.

## Step 1 PAYING FOR COLLEGE / APPLY FOR FINANCIAL AID

Create a financial plan on how to pay for college, and apply early for possible financial aid, including scholarships, grants and loans.

- Apply for financial aid
- Financial Aid Information & Deadlines  
[www.cptc.edu/money](http://www.cptc.edu/money) and [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

## Step 2 LEARN ENROLLMENT PROCESS / SELECT A PROGRAM OF STUDY

- Review career training programs at [www.cptc.edu/careers](http://www.cptc.edu/careers)
- Schedule a free career interest assessment.  
Call (253) 583-8765
- Attend a New Student Advising Workshop  
Every Wednesday at 2:00 p.m., Lakewood Campus  
Questions? Call (253) 589-5548
- Attend a Program Information Session  
Most 2nd & 4th Wednesdays of each month at 3:00 p.m.  
in the facility or classroom of where the programs are taught.  
For more info [www.cptc.edu/advising](http://www.cptc.edu/advising)

## Step 3 ESTABLISH COLLEGE PLACEMENT

- New to College? Take the college placement COMPASS assessment. Cost \$19.00.  
Go to [www.cptc.edu/compass](http://www.cptc.edu/compass) or call (253) 589-5800 for more information
- Have College Transcripts? Submit Official Transcripts to Student Records:  
Attention: Transcript Evaluator  
Clover Park Technical College  
4500 Steilacoom Blvd SW  
Lakewood, WA 98499  
Fax: (253) 589-5852

## Step 4 MEET WITH A COUNSELOR / ADVISOR FOR AN EDUCATION PLAN

- Come prepared, bring:
  - Official COMPASS scores taken in the past two years, or
  - College transcripts from any Washington State college, or
  - Transfer Report from CPTC Transcript Evaluator for out-of-state transcripts
- Schedule an appointment with Counseling & Advising, (253) 589-5548.
- Advising & Counseling Office Hours:
  - M, T, Th 8:00 a.m. - 5:00 p.m.
  - W 8:00 a.m. - 7:30 p.m.
  - F 9:30 a.m. - 4:30 p.m.

## Step 5 APPLY FOR ADMISSION

- Submit completed Admission Form to Student Records/Registration, Building 17
- Pay the \$50.00 admission fee.

## Step 6 REGISTER FOR CLASSES / PAY TUITION

- Obtain the Quarterly Course Schedule online at [www.cptc.edu/register](http://www.cptc.edu/register)
- Students with a Student ID number and PIN can register Online -or-
- Register for classes in person at Registration & Records in the lobby of Building 17
- Student Kiosk Services Available Online:
  - Schedule planning: [www.cptc.edu/schedule](http://www.cptc.edu/schedule)
  - Registration: [www.cptc.edu/register](http://www.cptc.edu/register)
  - Student Schedule: [www.cptc.edu/myschedule](http://www.cptc.edu/myschedule)
  - View Waiting List: [www.cptc.edu/waitlist](http://www.cptc.edu/waitlist)
  - Pay Fees: [www.cptc.edu/pay](http://www.cptc.edu/pay)
- Purchase Books & Supplies for your Courses at bookstore building 23.

## Assessment

Students entering technical programs that have general education classes are required to take the COMPASS test.

COMPASS (Computerized-Adaptive Placement Assessment and Support System) is un-timed but generally takes approximately two hours to complete. There is a non-refundable testing fee of \$19.00. Assessment results are used to place students in the appropriate English, Math, and Psychology courses.

Assessment testing is not required prior to being admitted to the College unless the technical program selected requires that a minimum level score be obtained for admission. Do not delay. Allow ample time for assessment, educational planning, and registration in general education prior to the beginning of a quarter.

COMPASS testing is conducted on a drop-in basis. No appointment is necessary. Pay the testing fee in the cashier's office located in Building 17, Room 102, and then present the receipt and picture I.D. to the Assessment Center staff on the second floor in room 210. To obtain a testing schedule go to: [www.cptc.edu/assessment](http://www.cptc.edu/assessment) or visit the College's main campus.

If an assessment test has been taken within the past 24 months at another college or special agency, the test results can be placed on file in the Assessment Center and evaluated by Advising/Counseling. Students without a High School diploma or GED are required to complete the entire assessment in one sitting, and must wait 90 days prior to retesting.

Advisors and Counselors are available in Building 17, Room 150, to evaluate assessment results by appointment or on a walk-in basis.

## Program Admission

Program admissions applications are available at program information sessions, in the Counseling/Advising office, and in Student Records.

The program admissions fee is:

- a. non-refundable
- b. non-transferable
- c. good for one career program only
- d. good for one year from the first target start date available at the time of payment.

**Some programs have mandatory advising prior to admissions as well as additional entrance requirements and fees, which can be found in the program description section of this catalog.**

All members of the community are eligible for program admission to Clover Park Technical College if they:

1. Are competent to profit from the curricular offerings of the College; and
2. Are eighteen years of age or older; or
3. Are a high school graduate (diploma or GED certificate); or
4. Have applied for program admission under the provisions of Running Start, Elective High School, or other local enrollment option programs.

Exceptions: Those students aged 16 and over who meet the provision of Title III-Adult Education Programs may enroll in certain adult basic education classes. Individuals admitted into such classes will be allowed to continue as long as they are able to demonstrate, through measurable academic progress, an ability to benefit.

Persons not meeting the eligibility criteria for program admission may appeal for special program admission on a course-by-course basis. Criteria for granting an appeal are: competency at an appropriate academic level and/or artistic or technical skill level, as well as ability to participate in an adult learning environment. The College does not desire to replace or duplicate the functions of the local public schools. Appeals may be filed with the vice president for instruction or designee.

# When To Register

Registration/Student Records: (253) 589-5666. Located in the lobby of Building 17.

Hours of Operation: Mon, Tues, Thurs 7:30 a.m. - 5:00 p.m., Wed 7:30 a.m. - 7:30 p.m. and Fri 9 a.m. - 5 p.m.

## 2011-2012 Quarterly Registration Dates

	Summer 2011	Fall 2011	Winter 2012	Spring 2012	Summer 2012
Running Start, Elective HS & Adult High School Advising	N/A	Aug 3 - 5	Nov 9 - 10	Feb 8 - 10	N/A
Continuing Students Registration	May 9 - 13	Aug 8 - 12	Nov 14 - 18	Feb 13 - 17	May 14 - 18
Admitted Student Registration	May 16 - 20	Aug 15 - 18	Nov 21 - 23	Feb 21 - 23	May 21 - 24
Open Registration	May 23 - June 29	Aug 19 - Sept 27	Nov 28 - Jan 4	Feb 24 - March 29	May 25 - July 3

Students can go online to register, pay fees, withdraw, print unofficial transcript, view automated waiting lists, check their class schedule and more. Go to the CPTC web site at [www.cptc.edu](http://www.cptc.edu) and select Current Students then use your CPTC Student ID number and Student PIN to log in. *Note: Student PIN numbers are typically your six digit birth date in this format: (MMDDYY).*

## 2011-2012 Tuition and Fee Payment Due Dates

	Summer 2011	Fall 2011	Winter 2012	Spring 2012	Summer 2012
<b>*TUITION &amp; FEES DUE DATES</b>	<b>May 26</b>	<b>Aug 25</b>	<b>Dec 1</b>	<b>March 1</b>	<b>May 31</b>
Last day to withdraw with 100% refund	June 27	Sept 25	Jan 2	March 27	June 30
<b>FIRST DAY OF THE QUARTER</b>	<b>June 28</b>	<b>Sept 26</b>	<b>Jan 3</b>	<b>March 28</b>	<b>July 2</b>
Last day to withdraw with 80% refund	July 5	Sept 30	Jan 9	April 3	July 9
Last day to withdraw with 40% refund	July 18	Oct 14	Jan 23	April 16	July 23
Graduation Application due date	July 26	Oct 24	Jan 31	April 25	July 30
Last day to withdraw with W grade	Aug 16	Nov 15	Feb 22	May 15	Aug 17
<b>LAST DAY OF THE QUARTER</b>	<b>Aug 30</b>	<b>Dec 15</b>	<b>March 21</b>	<b>June 14</b>	<b>Aug 31</b>
Quarterly grades available online	Sept 2	Dec 20	March 24	June 19	Sept 6

**\*Tuition & Fees Payment Due Dates:** All students with unpaid charges after the fee due date for the quarter will be automatically dropped from courses and open registration will continue with fees due at the time of registration.

## Student Registration Dates are Scheduled on The Basis of Their Enrollment/Admission Status

**Continuing Student Registration:** Currently enrolled students are given priority for their next quarter online.

**Admitted Student Registration:** Students admitted with a targeted start date in their program for the next quarter register online.

**Open Registration:** Students that have completed the appropriate admission/educational planning process who are:

- on standby status seeking to register for technical career program courses to attempt to fill any openings or be put on the automatic waitlist for courses for that quarter, or
- seeking to register for General Education courses (English, Math, Social Science, etc.) for the first time, or
- Nursing Assistant - Certified (NA-C) Students register during open registration for each quarter.

**Continuing Education Courses:** Students may register for Continuing Education courses as soon as the quarterly class schedule is available. For questions about specific Continuing Education courses, contact Continuing Education Department (253) 589-5575.

## 2011-2012 Financial Aid Due Dates

	Summer 2011	Fall 2011	Winter 2012	Spring 2012	Summer 2012
<b>CPTC Financial Aid Application Process Due Dates</b>	<b>May 6</b>	<b>August 19</b>	<b>Dec 2</b>	<b>Feb 24</b>	<b>TBA</b>

Students must complete the CPTC 5-step Financial Aid application process by the due dates listed above. The Financial Aid application process information is available online at: [www.cptc.edu/financialaid](http://www.cptc.edu/financialaid).

## Agency Funded Students

Persons who qualify for assistance from the Division of Vocational Rehabilitation of the State of Washington or neighboring states, the Department of Labor and Industries, the Washington State Department of Social and Health Services, Work Source or the Employment Security Department may attend programs at Clover Park Technical College. Enrollment qualifications for training will be determined by the College. Funded students must have their agency contract approved and mailed or faxed to the cashiering office at the College before starting class. If an agency is paying the assessment fee and/or the program admission fee, the student should take their contract to cashiering prior to testing. The student accounts representative is available to answer your questions from 7:30 to 4:30 Monday through Friday in the cashier's office in Building 17 or may be reached at (253) 589-5663.

## Continuing Education

Clover Park Technical College offers a wide variety of credit and non-credit classes through Continuing Education in the following areas:

- Business Workshops and Seminars
- Computer and Technology Training classes
- Distance Education online classes
- Health & Wellness
- Community Education
- Short-term job training classes
- 50+ classes
- Skill Development classes

Skill development classes are offered in various technical areas including telecommunications, HVAC, environmental, medical, and computer software skills. Courses are frequently changed as they are offered based upon local industry and employment needs.

The majority of the classes are offered on a part-time basis, scheduled in the evening or on weekends. For a copy of the latest class schedule, please call (253) 589-5575 or find Continuing Education at [www.cptc.edu/ContinuingEd](http://www.cptc.edu/ContinuingEd).

## Dual Credit for High School Students

Dual credit may be accepted for high school learning experience where formal articulation agreements are in place. Contact Student Records at (253) 589-6003 or Pierce County Careers Connection at (253) 692-4796. Courses that have Dual Credit Articulation agreements with the Pierce County Careers Connection are marked with an asterisk (\*) in both program and course description.

## Northwest Career & Technical High School

(253) 589-5770

Northwest Career and Technical High School is a school of choice on the Clover Park Technical College campus that provides a rigorous educational program combined with career guidance and high quality career and technical education. Students:

- Earn a high school diploma from Northwest Career and Technical High School.
- Earn a certificate of initial competencies in their chosen career path.
- Are prepared to articulate into postsecondary education and training opportunities.
- Students who enroll in the Elective High School option can earn a certificate or a degree.

## Adult High School Completion

(253) 589-5770

Adult High School classes are offered for persons 20 years of age or older, who are not enrolled in a regular high school and who want to earn an Adult High School diploma. These classes are academic in nature and meet Washington State requirements for high school completion. Students enrolled in a regular high school may take Adult High School classes with the permission of their high school counselor; however, they must pay all class costs including full tuition. More information is available from the Northwest Career and Technical High School at (253) 589-5770 or stop in Building 14.

## Running Start

(253) 589-5701

CPTC works closely with area high school counselors to plan appropriate educational experiences. Running Start is a statewide community / technical college program that was developed for academically qualified High School Juniors and Seniors who wish to enroll in courses that fulfill high school graduation requirements. If you have chosen a career direction and can benefit from college instruction, Running Start at Clover Park Technical College may be right for you.

Please note that Running Start students are held to the same expectations as all other college students. Attendance, participation, behaviors and quality of work are to meet college standards.

The Running Start program is designed for high school students who are ready for college-level work, want to get a start on their career training, and want to receive both college and high school credit while attending high school. High school students between the ages of 16 and 21 may be eligible to attend CPTC under the Running Start program.

Qualified students (juniors or seniors enrolled in area high schools) enroll in tuition-free programs, but are required to pay a Running Start fee for books, tools, laboratory fees, consumables, and transportation (subject to revision due to pending legislation).

High school students who attend during the summer quarter will pay adult tuition and fees. Interested students must meet with the Running Start advisor to receive appropriate paperwork prior to enrolling.

If you meet the following criteria you may be eligible for Running Start.

- Be between the age of 16 and 21
- Be identified as a Junior or Senior
- Meet minimum COMPASS testing scores
- Be identified as eligible by your school

## Veterans

(253) 589-5581

Most programs offered by Clover Park Technical College are fully approved for benefits under the following Veterans Administration regulations: Chapter 31 (Vocational Rehabilitation), Chapter 30 (GI Bill), Chapter 32 (VEAP), Chapter 33 Post 9/11 (GI Bill), Chapter 35 (Survivors & Dependents) and Chapter 1606/1607 (Reserves) of Title 38, U.S. Code. For questions regarding eligibility, call the VA at 1-888-442-4551. Contact the Clover Park Technical College VA clerk at (253) 589-5581 for questions about your certification with the College.

## Workfirst

(253) 589-5503

WorkFirst participants are parents receiving Temporary Assistance to Needy Families (TANF) from the Washington State Department of Social and Health Services. Workfirst students can participate in job skills training by:

- GED Prep Courses & High School completion
- enrolling in Customized Job Skills Training programs
- enrolling in High Wage High Demand career training
- Vocational Education training

To get started, call the WorkFirst Office or stop by the WorkFirst office on the main campus in Building 16, Monday through Friday from 8:00 a.m. to 5:00 p.m.

## Worksource Affiliate Site (Career Center)

(253) 589-5548

The Career Center offers a self-service resource room and job search activities. One-on-one consultation on career interests as well as the use of computers and other career resources are available in Building 19, Room 260.

## Worker Retraining Grant

(253) 589-5548

Worker Retraining (WRT) is funding dispersed by the Washington State Legislature to provide retraining opportunities for dislocated and unemployed workers in the state of Washington. The Advising Center determines eligibility and the Financial Aid Department awards the funds.

### Am I eligible?

- I am being laid off from my job and may have a WARN notice.
- I am currently receiving Washington State unemployment benefits.
- I exhausted my Washington State unemployment benefits in the past 24-months.
- I am a displaced homemaker who has been dependent on the income of another family member, but I am no longer supported by that income.
- I am a veteran who has separated from the armed services within the last 24 months and has been honorably discharged.
- I am a vulnerable worker; underemployed
- I am a self-employed worker

### What programs are covered?

Programs listed as Demand Occupation on the Eligible Training provider list; this list can be found at: <http://www.wilma.org/wdclists/>

### The 2011/2012 WRT Plan has targeted the programs below for funding. Programs specifically targeted by the WRT grant this year are:

- Residential Construction
- Sustainable Building Science
- Computer Information Systems
- Material Science Technology – Non-destructive Testing
- Aerospace Composite Technician
- Nursing Assistant – Certified
- Hemodialysis Technician

*All the above programs also qualify for Opportunity Grant funding*

### What does the funding cover?

100% of tuition and fees and funding for books and supplies may be awarded for the first quarter. (The Program Fee List for the applicable program reflects the 1st Quarter of books with an asterisk (\*).

Funding for subsequent quarters should be directed to the Advising Center after the student has registered. If approved, an additional quarter of tuition and funding for books and supplies, not to exceed the total cost of required books and supplies as shown on the Program Fee list for that quarter, may be awarded.

### How do I apply?

If you are a dislocated worker, transitioning veteran or vulnerable worker and have registered for classes, you can make an appointment or walk in to the advising center to complete the intake process.

If you are receiving Washington State unemployment benefits, you will need to provide your most recent Unemployment Insurance stub; if you are a veteran you will need a UI stub and/or your DD 214. Please contact advising at 253.589.5548 if you have any questions.

If you are Self-Employed you will need to provide supporting documentation to the Financial Aid office; W2's ; current employment pay stubs. If you have questions please contact Financial Aid at 253.589.5660

If you are a Displaced Homemaker you will need to provide the following documentation to the Financial Aid Office; Divorce decree, or separation agreement, death certificate, and joint tax returns /W2's. In the event that you do not have tax returns or W2's, you will need to provide a statement about financial circumstances.

# Getting Support

## Explore Your Future at the Career Center

(253) 583-8765 or 253-589-5548

The Career Center, a WorkSource Affiliate site, brings a variety of services to students and potential students. The center offers valuable resources such as a free CareerScope assessment to help you choose a program of study, labor market and occupational information, career-job search tools, job search assistance, interviewing tips, access to job postings, interest tests and one-on-one conversation. Staff are available to interpret assessment results and help you explore career options and appropriate educational opportunities. Contact the Advising/Counseling Center on the main campus in Building 17, (253) 589-5548, for hours of operation.

## Counseling/Advising Center

(253) 589-5548

In addition to admissions counseling and academic advising, brief personal counseling is also available in the Advising & Counseling Office located at the Lakewood Campus Building 17, room 150. Walk-ins are welcome but to schedule an appointment call (253) 589-5548.

If you have a mental health emergency and need assistance please contact the Pierce County Crisis Line at 1-800-576-7764 or the King County Crisis Center at 1-800-244-5767

## New Student Advising Workshop

(253) 589-5548

Workshops held most Wednesdays at 2:00, Lakewood Campus

Come learn about CPTC and the enrollment process, program information, campus support services and worker retraining. Questions? Call (253) 589-5548 for location.

### Topics covered at this workshop:

- College enrollment/admission process
- Career exploration resources
- Federal Student Financial Aid application process (FAFSA)
- Scholarships & Educational Resources
- COMPASS Assessment process
- Cost for tuition/fees

## Disabilities Accommodations

(253) 589-5767 or (253) 589-5826 TTY

Clover Park Technical College wants to help all students succeed. We are committed to providing reasonable accommodations, including core services, to qualified students with disabilities. TDD services are available in Human Resources.

Appropriate adjustment and reasonable accommodations will be provided to qualified students with disabilities for recruitment, the application process, enrollment, registration, financial aid, course/module work, counseling, programs and services. A request for accommodations must be made and medical documentation of disability is required.

To arrange accommodations, students should contact the Student Disability Specialist at (253) 589-5767. Requests for accommodations should be received by the College six weeks prior to the beginning of the program for which the request is made. Lack of advance notice may delay the availability of an accommodation. The complete Clover Park Technical College Policies and Procedures for Reasonable Accommodations for Students with Disabilities under ADA/504 is available in Building 17, Room 250.

## Multicultural Student Services

(253) 589-5766

The program promotes cultural pluralism throughout the campus. The Multicultural Student Services program offers academic advising, educational planning, career and personal counseling, and financial opportunities to meet the needs of students of color. The program promotes cultural pluralism throughout the campus with activities that provide awareness of the African American, Asian/Pacific Islander, Hispanic, Native American and the cultures of international communities. The program is in Building 17, Room 200.



## Adult Basic Skills

(253) 589-5760/5702

The Adult Basic Skills program offers classes in Adult Basic Education (ABE), English as a Second Language (ESL) and GED preparation. Goals include offering basic skills and literacy programs that enhance career, educational and personal opportunities for individuals. The program offers math, reading, and writing skills development for a GED, college admission, and/or career changes. The curriculum is based on the Washington State Learning Standards, and works within the framework of Equipped for the Future (EFF).

ABE/ESL students must take the CASAS Test and are asked to complete a writing sample before enrolling in GED preparation and ABE classes. Testing sessions are scheduled throughout the quarter and serve students on a first come, first served basis. There is no fee for testing. More information is available in Building 37 or call (253) 589-5702 for more information. There is a \$25.00 program fee for each student enrolled in the ABE, GED and ESL classes per quarter.

## Tutoring Services

(253) 589-5744/5702

The College offers free tutoring to help students be more successful in their pre-college and college-level academic courses. The Tutoring Center is located in Building 15 (close to the Library). It's open Monday through Friday with some extended evening and Saturday hours. No appointment is needed. For tutoring assistance, go directly to the Center or send a message to [tutoring.center@cptc.edu](mailto:tutoring.center@cptc.edu). CPTC students also have access to eTutoring's free 24/7 online tutoring services in a variety of subject areas. Go to [www.etutoring.org](http://www.etutoring.org) or enter through CPTC's home page. For maximum benefit, students are encouraged to seek tutoring help early in the quarter.

## GED Preparation Classes

### What do I need to do to enroll in GED preparation classes?

Call or stop by to sign up for Tools for Success, the orientation class for new students. This 4-day class allows students to become familiar with the learning environment as well as to complete the assessments necessary to enroll into the program. New students must complete all four days to be eligible for registration. Day and evening sessions are available.

**Adult Basic Education, Building 37**  
253.589.5760 or 253.589.5702

## GED Testing

**For accommodated testing or questions about GED Testing, (253) 589-6045**

**To schedule a test, (253) 589-5760 or (253) 589-6045**

GED Testing is administered on a set schedule several times each month. The exam consists of five tests: Writing (including an essay: suggested length of 200-250 words), Reading, Social Studies, Science, and Math (through Algebra and Geometry). At least three sessions are necessary to complete all tests. There is a fee for the GED exam. Examinees must present approved photo ID and be 19 years of age or older (or have the appropriate release form if between 16 and 18 years old).

GED Orientation/Pre-Registration is mandatory for all new examinees. No appointment required for orientation. Appointment is **REQUIRED** for GED testing.

Bring a valid picture ID:  
Driver's License, State ID, Military ID, Passport

## GED Tests

Test	Time
Language Arts, Reading	1 hour, 5 min
Language Arts, Writing I & II	2 hours
Mathematics I & II	1 hour, 30 min
Science	1 hour, 20 min
Social Studies	1 hour, 10 min

# Paying for College

## Washington State & the Cost of Education

The State of Washington contributes approximately 62 percent of the cost of students' education through an allocation to the College. Students are responsible for the remaining 38 percent. Eligible students may also receive state-supported financial aid. Certain targeted programs mentioned above also help students pay for college and job training. Furthermore, federal, state, and foundation support is available. Please see Financial Aid, below.

## Tuition and Fees

### TUITION FOR THE 2011-2012 ACADEMIC YEAR FOR STATE-SUPPORTED COURSES

1-10 credits	\$89.08 per credit
11-18 credits	\$63.73 per credit
19-25 credits	no tuition charge for these credits
26 credits and up	\$65.45 per credit

### INTERNATIONAL EDUCATION TUITION

1-10 credits	\$188.18 per credit
11-18 credits	\$186.06 per credit
19-25 credits	no tuition charge for these credits
26 credits and up	\$187.71 per credit

### ONE-TIME FEES

Program admission fee:	\$50.00 non-refundable
Assessment fee:	\$19.00 non-refundable
Graduation Award fee:	\$20.00 non-refundable

### QUARTERLY FEES

Student activities fee:	\$5.50 per credit to a maximum \$66.00 per quarter
Parking fee:	83 cents per credit to a maximum of \$10.00 per quarter
ASG building fee:	\$3.75 per credit to a maximum of \$45.00 per quarter
State building fee:	\$4.57 for credits 1-10 per quarter \$3.79 for credits 11-18 per quarter

### ADDITIONAL FEES

Additional fees may be charged for a specific class and are listed at the end of the course descriptions in the Quarterly Class Schedule.

Students under age 21 who enroll under the provisions of Running Start or Elective High School do not pay tuition or an admission fee. Qualifying students are expected to pay the Assessment Fee and a quarterly Laboratory/Supply Fee of \$63.43 in addition to paying for consumables, books, tools and transportation costs required for the program (subject to revision due to pending legislation). The College may require students to pay a refundable deposit for tools loaned to them. Once a student graduates from high school, he or she is no longer eligible for these programs and will be required to pay the full tuition and fees.

Self Support Classes are 100 percent funded through student fees and information on offerings is available in the quarterly class schedule. Fees vary by course.

A current fee list for each career program is available on Clover Park Technical College's website, [www.cptc.edu](http://www.cptc.edu), or by calling (253) 589-5548. Students should obtain all tuition and fee information prior to registration.

Acceptable payment methods are check, cash, money order, Visa or MasterCard. If an agency or scholarship is paying a student's tuition, the payment authorization must be on file at Clover Park Technical College in order to complete the registration process. Failure to meet financial obligations to the College will result in withdrawal from classes as well as the withholding of degrees and transcripts.

Tuition rates are set by the College in accordance with state law, and are subject to change for all enrolled students at the time of the change.

### COLLECTION FEES

Students are responsible for all collection fees, attorney fees and court fees in accordance with RCW 28B.10.293 and RCW 19.16.500 should they default on any financial obligations to CPTC.

## Refund Policy

1. The Assessment Test Fee is non-refundable.
2. All program admission fees are non-refundable.
3. For State-funded classes, the tuition and laboratory/supply/computer use fee will be refunded for a payment period upon official withdrawal according to the following schedule:
  - 100% Prior to the first day of instruction.
  - 80% First through fifth day of instruction.

40% On or after the sixth day of instruction through the twentieth calendar day following the beginning of instruction.

0% Twenty-first calendar day through the end of the payment period.

Financial aid recipients are subject to the Title IV Return of Funds policy stated in this catalog.

4. For Self-Support classes, the following schedule will apply:

100% If the College cancels the class.

100% When you withdraw from the class on or before one business day prior to the first day of class. To officially withdraw from the class, you may come to the college in person, call registration at 253-589-5666, fax your request to be withdrawn to 253-589-5852, or withdraw online at [www.cptc.edu/drop](http://www.cptc.edu/drop). The college must receive the fax on or before one business day prior to the first day of class.

0% When you register but do not attend the class. No refunds are available after the class has started.

Self-support classes are indicated in the quarterly class schedule by an SS at the end of the class title, just above the description.

5. Programs cancelled by the College will be refunded at 100 % of the fees paid but unused as of the cancellation date.
6. Refunds will not be granted for students withdrawn for disciplinary reasons.
7. Students called for military active duty will be granted a refund of tuition and laboratory/supply/computer use fees paid for the current payment period, subject to the rules and regulations of their respective funding sources and payment methods. Presentation of written confirmation is required.
8. Students who do not attend the first two class sessions and/or comply with the established attendance policy for the class or program may forfeit the right to continue and may be subject to administrative withdrawal without refund.
9. The graduation fee is non-refundable.
10. Upon official withdrawal, refunds will be made by mail to the student or his or her respective funding agencies.

## Refund Exception

Exceptions to the refund policy must be requested in writing to the Director of Enrollment Services before the last day of the quarter in which payment was made. A Petition for Refund Exception form is available in the Student Records Office. Eligible requests will have detailed information and supporting documentation attached at the time of submission.

## Financial Aid

Clover Park Technical College believes that every individual should have the opportunity to achieve his or her educational goals. The Financial Aid Office provides financial assistance to students who would otherwise not be able to attend school.

Financial assistance may be available to you from various sources in the form of grants, scholarships, loans and employment. Aid is awarded according to federal, state and institutional guidelines. No student will be denied aid on the basis of race, color, national origin, sex, sexual orientation, disability or age.

All prospective students are encouraged to apply for aid. Financial aid staff will discuss opportunities with you and help you with the application process. Eligibility is determined through a careful assessment of your financial situation, taking into account your and/or your family's income, assets, debts, number of dependents, and the estimated cost of attending Clover Park Technical College.

## Eligibility

The following programs are NOT eligible for traditional financial aid: Adult Basic Education (ABE), general education classes below 80 (example Math 60 and Engl 79), GED prep, Quick Start programs, personal enrichment continuing education, Running Start or high school completion.

To qualify for financial aid, a student must:

- be enrolled or accepted for enrollment in an eligible degree or certificate program
- have a high school diploma, GED, or demonstrate the ability to benefit through the assessment process.
- be a U.S. citizen or an eligible non-citizen.
- be registered with the Selective Service (if required to do so).
- not owe any repayments on previous Title IV assistance and not be in default on any federal student loans.
- demonstrate a need for financial assistance.

Financial aid is normally awarded based on full-time enrollment (12 credits or more). If you plan to enroll in fewer than 12 credits for any quarter, you must give the financial aid office advance notification to allow for your award to be revised.

## How to Apply/Application Deadlines

**We strongly recommend that you submit your FAFSA to the Federal Processor 3 MONTHS PRIOR TO OUR DEADLINE DATES or at a minimum, 2 weeks before the deadline dates below.**

To apply for all available federal, state, and institutional financial assistance, you must complete steps 1- 5 of Clover Park's financial aid application process. Read the instructions carefully. Students who complete the application process prior to the deadline for a quarter will have their applications reviewed prior to the start of the quarter. The 5 step application instructions are available at the Financial Aid Office and at [www.cptc.edu/financialaid](http://www.cptc.edu/financialaid).

1. New students must apply for Admission to a specific degree or certificate program.
2. Apply for a federal PIN number at [www.pin.ed.gov](http://www.pin.ed.gov).  
A federal PIN number allows you to sign your FAFSA on the Web or Renewal FAFSA on the Web (see Step 3) electronically. If you are required to put your parents' information on your FAFSA, one of your parents will need to apply for a PIN also.
3. Complete one of the following and submit it to the Federal Processor:

2011-2012 FAFSA on the Web [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or

2011-2012 Renewal FAFSA on the Web [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or

2011-2012 Paper FAFSA (call 1-800-4FED-AID to request a paper FAFSA) **\*\*not recommended\*\***

(You do not need to wait to file a tax return to complete the FAFSA, income estimator is available)

After your FAFSA is processed, the Federal Processor will send you either a paper Student Aid Report (SAR), an electronic SAR, or a SAR Information Acknowledgement, depending on how you submitted your FAFSA and whether or not you provided a valid e-mail address on your FAFSA. If you do not receive your SAR within 2 weeks of submitting your application, call the Federal Processor at 1-800-4FED-AID to check on the status of your application.

4. Continuing and new students must submit all additional required documents by the deadline.

After the Federal Processor sends the Financial Aid Office a copy of your processed FAFSA data, we will send you a letter explaining what additional documents we need to complete your file and/or what actions you must take. (i.e. CPTC Data sheet, 2010 Income Tax Return, Verification Worksheets). If you don't receive notification from our office within 2 weeks of having your FAFSA processed by the Federal Processor, come to the Financial Aid Office. Please make sure to update your mailing address with both Registration and Financial Aid.

Submit all additional required documents/take care of all required actions as instructed by the following deadline dates to ensure your application is reviewed prior to

the start of the quarter you begin classes. If all required documentation is not submitted by the deadline dates below, this may result in a delay of financial aid and you will be required to pay your tuition, fees, books and supplies until the next quarter.:

<b>Summer Quarter 2011</b>	<b>May 6, 2011</b>
<b>Fall Quarter 2011</b>	<b>August 19, 2011</b>
<b>Winter Quarter 2012</b>	<b>December 2, 2011</b>
<b>Spring Quarter 2012</b>	<b>February 24, 2012</b>

5. Complete Direct Stafford Loan application online (Required for LPN and RN pre-requisites).

Continuing students must re-new the Master Promissory Note every new academic year starting with summer quarter. If you would like to be considered for student loans, you must complete the loan application process (Entrance Counseling and Master Promissory Note) on-line from the college's website [www.cptc.edu/financialaid](http://www.cptc.edu/financialaid). Click read more under the "Federal Direct Stafford Loan" link. Continuing students must renew master promissory note every academic year, starting summer quarter.

Students taking nursing (LPN or RN) academic pre-requisites who want financial assistance must apply for a student loan as they do not qualify for grant assistance. They qualify for student loans only, and only for a period of 12 consecutive months. (Nursing Assistant program is not eligible for federal student loans.)

Financial Aid Office: 4500 Steilacoom Blvd. SW  
Lakewood, WA 98499-4098  
(253) 589-5660, Fax: (253) 589-5618  
School code: 015984

## Cost of Attending College

The following budget figures have been approved by the Washington Financial Aid Association and Clover Park Technical College. They are provided as a guide to estimate what it would cost to attend Clover Park Technical College for nine-months (three quarters.)

	<b>DEPENDENT Living with Parent/Relative</b>	<b>INDEPENDENT Living with Parent/Relative</b>	<b>RESIDENT Living Independently</b>
Tuition & Fees	\$4,341	\$4,341	\$4,341
Books & Supplies	\$972	\$972	\$972
Room & Board	\$3,006	\$7,014	\$9,000
Transportation	\$1,272	\$1,488	\$1,224
Personal	\$1,530	\$1,830	\$1,704
<b>TOTAL</b>	<b>\$11,121</b>	<b>\$15,645</b>	<b>\$17,241</b>

## Determining Financial Need

The amount of assistance students receive is based on their demonstrated need.

Cost of attending college – Expected family contribution = Need

Financial need is defined as the difference between educational expenses (tuition, fees, books, tools, supplies, room and board, personal and transportation) and the amount the student and his/her family can afford to pay as determined by the information on the Free Application for Federal Student Aid (FAFSA).

## Timelines

Students must apply for financial aid once every year. For financial aid purposes, the year starts in summer and ends in spring. The FAFSA application is available every January 1st for the following academic year.

## Description of Aid Programs

### FEDERAL AND STATE GRANTS

Clover Park offers both federal grants (Pell Grant, Supplemental Educational Opportunity Grant, and Academic Competitiveness Grant) and state grants (Washington State Need Grant). Grants are considered a form of gift aid because they do not have to be repaid provided students attend their classes, do not reduce their enrollment on or before the 5th business day of the quarter; do not make a 100% withdrawal, do not stop attending their classes, and do not complete zero credits for a quarter.

### WORK-STUDY

Federal and State work-study programs offer students the opportunity to gain valuable work experience while earning money for college. Both on-campus and off-campus positions are available.

Students receive their work-study funds in the form of a paycheck from their employer based on their hourly wage and the number of hours they have worked in any given pay period. Because work-study funds must be earned, they are not available at the beginning of the quarter to help students pay their tuition and fees or purchase their books.

### STUDENT LOANS

**Federal Direct Subsidized Stafford Loans** are need-based loans. The term subsidized means the federal government pays interest on the loan on the student's behalf until the student enters repayment.

**Federal Direct Unsubsidized Stafford Loans** are non-need based loans. The term unsubsidized means the federal government does not pay interest on the loan until the student enters repayment. Students are responsible for paying all accrued interest. Interest can be paid while the student is in school, or it can be deferred until the student enters repayment. If deferred, the unpaid interest that accrues is added to the loan amount the student borrowed, a process known as capitalization.

## SCHOLARSHIPS

Many businesses, service, and professional organizations, as well as individuals in the community, contribute funds to be used as grants (awards based on need) or as scholarships (awards based on merit, need or other criteria). Applications are accepted at various times throughout the year. Eligibility criteria and application procedures are posted on the Scholarship Board located outside of the Financial Aid Office in Building 17 or [www.washboard.org](http://www.washboard.org), [www.fastweb.com](http://www.fastweb.com).

Scholarships are also available from the Clover Park Technical College Foundation. For more information, visit the Foundation website at <http://foundation.cptc.edu>.

## AGENCY FUNDING

Persons who qualify for assistance from the Division of Vocational Rehabilitation of the State of Washington or neighboring states, the Department of Labor and Industries, WorkSource, the Washington State Department of Social and Health Services, or the Employment Security Department should contact and work with their funding agencies before and throughout the enrollment process.

## OPPORTUNITY GRANT

(253) 589-5957

The Opportunity Grant allows low-income students to earn up to 45 credits in a job training program that is high wage and high demand with money to help cover tuition, books, and some additional financial support depending on need. Students also participate in personal and professional development workshops. Contact the Opportunity Grant Coordinator in Building 17, Room 130.

The career pathways covered under the Opportunity Grant are:

- Accounting
- Aviation Maintenance
- Computer Networking & Information System Security
- Early Care & Education
- Environmental Science
- Dental Administrative Specialist
- Dental Assistant
- Health Unit Coordinator
- Hemodialysis
- Human Services
- IBEST Chemical Dependency Specialist
- Histology Technician
- Landscape Management/Horticulture
- Licensed Practical Nurse
- Material Science Nondestructive Testing
- Material Science Composites
- Medical Assistant
- CAD I-BEST
- Nursing Assistant Certification/IBEST NAC
- Registered Nurse
- Residential Construction
- Surgical Technician
- Sustainable Building Science

## WORKER RETRAINING

Worker Retraining is a Washington State program that targets dislocated/unemployed workers, displaced homemakers, or vulnerable workers and veterans honorably discharged within the last 24 months.

## WORKFIRST

WorkFirst is a program that provides funding and support to students receiving Temporary Aid to Needy Families (TANF). The WorkFirst office is located in building 16. Please call (253) 589-5503 for assistance getting started.

## Notification

Students awarded Financial Aid will receive a Financial Aid award letter that will indicate the amount and the type of aid offered.

## Rights & Responsibilities

As a financial aid recipient, students have the following rights:

1. Access to accurate and timely information on financial aid deadlines and procedures.
2. Access to personal financial aid records and information as defined by the Buckley Amendment of 1974.
3. The choice of accepting all or only part of the assistance offered.
4. Access to a review of the award package should the student's financial situation change. Included in this right is the opportunity to appeal.

Along with these rights students have the following responsibilities:

1. To provide accurate information to be used in the aid process. Misrepresenting information is a violation of the law and could result in indictment under the U.S. Criminal Code.
2. To inform the Financial Aid Office of any significant changes to a student's financial situation (scholarships, gifts, earnings, funding, etc.) in excess of \$200 that were not listed in the application, or any other change in circumstances such as a change in student status, or marital status which may influence the award. Failure to report these changes can result in federal legal action to recover aid funds.
3. To understand the loan obligation. With a loan as part of the student's package, future earnings are pledged to pay present school costs. Loan conditions should be read carefully; ask questions.
4. To maintain satisfactory progress and toward the completion of degree/certificate program.

5. To repay any financial aid received when students were not eligible.
6. To continue receiving financial aid, students must reapply each academic year.

## Satisfactory Academic Progress

Federal and state financial aid regulations require schools to set minimum standards for satisfactory academic progress and to hold students accountable for meeting the standards. Satisfactory Academic Progress is checked prior to awarding aid, even if students did not receive financial aid in past quarters. It is also checked at the end of every quarter aid is received.

The Satisfactory Academic Progress policy includes the following:

1. Credit completion requirement
2. Cumulative Grade Point Average requirement of 2.00 or greater
3. Credit limit requirement.

The credit completion requirement is different for State Need Grant (SNG) than for other types of aid.

Copies of the complete Satisfactory Academic Progress policy are sent to students with their financial aid award letters, are available on the Financial Aid Office web site at [www.cptc.edu/financialaid](http://www.cptc.edu/financialaid), and are available at the Financial Aid Office front counter.

## Withdrawal & Repayment Policies

Students who either withdraw from all classes, stop attending all classes, or a combination of both before completing 60% of the quarter (measured in calendar days), or students who complete zero credits, may be required to repay a portion of the financial aid they received for that quarter. This applies to grant funds as well as student loans. Repayments are computed in accordance with federal and state regulations. Repayments can be owed to the college, the U.S. Department of Education, and/or the State Higher Education Coordinating Board. Students who owe a repayment are notified in writing. The complete repayment policy can be found on the Financial Aid Office web site at [www.cptc.edu/financialaid](http://www.cptc.edu/financialaid).

The first day that students can drop to zero (either withdraw from all classes, stop attending all classes, or a combination of both) without owing a repayment as a result are:

<b>Summer 2011</b>	<b>8/5/2011</b>
<b>Fall 2011</b>	<b>11/13/2011</b>
<b>Winter 2012</b>	<b>2/18/2012</b>
<b>Spring 2012</b>	<b>5/14/2012</b>

# International Students

We welcome students from many countries to Clover Park Technical College. We offer airport pick-up, free internet access and free tutoring to our international students.

Our international website, [www.cptc.edu/international](http://www.cptc.edu/international), has detailed information in English, Japanese, Korean, Chinese, Thai, Turkish, and Vietnamese.

## Admissions

To start your application process, please contact us and take the first step towards a bright future. Join other American and international students who have discovered the outstanding programs at Clover Park Technical College.

You can become an international student at Clover Park Technical College by following these easy steps:

1. Fill out the Admissions Application and the Financial Responsibility forms:
  - a. Available online at [www.cptc.edu/international](http://www.cptc.edu/international), or
  - b. Request an application by mail at:
 

International Education Programs  
4500 Steilacoom Blvd SW  
Lakewood WA USA 98499
  - c. Email us at [International@cptc.edu](mailto:International@cptc.edu) and we will send digital copies of the documents.
  - d. Request an application by fax at: (253) 589-6054
2. Send the Admission Application and the Financial Responsibility forms, along with other required documents, by mail with your \$50.00 non-refundable application fee, payable by personal check, money order (in U.S. dollars), or credit card.
3. Attach a passport-size color photo to the top right corner of the application.

**English Language Requirement:** No TOEFL is required for admission, if you study ESL at Clover Park Technical College. Completion of an approved English Language Program would waive the ESL requirement. Please contact us regarding our English Language Requirement.

Once we receive the above items and you meet all the admissions criteria, we will mail your I-20 Form to you. Take the I-20 Form with you to the U.S. Consulate in your country and apply for a student visa. If you have questions about the application process, please contact our office at: Email: [International@cptc.edu](mailto:International@cptc.edu) or Tel: (253) 589-6089.

## Transfer of Clover Park Technical College Credits

Credits earned at Clover Park Technical College may transfer to other two-year colleges, and to some four-year colleges and universities. Please discuss your educational goals with the International Office staff.

## Dates to Remember

- \*Fall Quarter begins September 26, 2011
- Winter Quarter begins January 3, 2012
- \*Spring Quarter begins March 28, 2012
- Summer Quarter begins June 27, 2012
- Graduation is Saturday, June 16, 2012

*\*Please note that some programs have fall and spring start dates only.*

Plan to arrive a few days before the quarter begins to rest and recuperate. For Winter quarter, plan to arrive after Christmas day (December 26-28).

## Cost of Tuition & Fees

2011-2012 fees coming soon. Fees do not change until Fall quarter 2011.

1-10 credits	\$188.18 per credit
11-18 credits	\$186.06 per credit
19-25 credits	no tuition charge for these credits
26 credits and up	\$187.71 per credit

- International Student Health Insurance is \$258.75 per quarter (3 months) — subject to change.
- Computer Use Fee of \$4.55 per credit to a maximum of \$54.60 per quarter (depending on the program).
- Additional fees may be charged for a specific class and are listed at the end of the course descriptions in the Quarterly Class Schedule.

Tuition and fees may change based upon State of Washington legislative guidelines.

- Parking fee of 83 cents per credit to a maximum of \$10.00 per quarter (if driving a car to college).
- Housing and other College fees are not inclusive.
- Non-refundable Clover Park Technical College admissions application fee is \$50.00.
- Books and supplies vary by program.

## Intensive English Programs for International Students & Professionals

Clover Park Technical College offers Intensive English courses for international students and professionals who are interested in learning English for academic, business purposes, or for leisure and fun.

- Small classes for students preparing for academic and professional technical programs at college
- Study English 20 hours per week for ten weeks
- Use of the computer lab with software for self-paced, hands-on English learning

## Cost of Tuition & Fees for Intensive English (I-ESL)

- Tuition per quarter is \$3,123.50, at time of catalog printing. The course is ten weeks long and includes cultural and career-related field trips and activities. Check with the International Office for the most recent tuition amount for I-ESL.

## Housing Services

Clover Park Technical College works with Abode Homestay as its housing manager. For details or further information, contact Abode Homestay at [www.abodehomestay.com](http://www.abodehomestay.com).

## American Host Family

You may live with an American family who will provide you with a private room and three meals a day. They will also pick you up from the airport, help you with your initial settling-in needs (banking, ID, orientation to community, etc.)

There is a \$250.00 placement fee (payable to ABODE), and a \$100.00 deposit (applied toward 1st month's Homestay fee).

**Costs, as determined by Abode Homestay at the time this catalog was printed, are:**

- Option A: Traditional Homestay - \$550.00 a month for 3 meals / 7 days a week.
- Option B: Bed & Breakfast Homestay - \$425.00 a month for 1 meals / 7 days a week and 3 meals / weekends.

**Verify expenses with Abode Homestay when requesting a U.S. host family.**

Housing placements are managed through Abode Homestay. Contact them at [www.abodehomestay.com](http://www.abodehomestay.com) for the most recent fees and policies. Fees are subject to change.

## Independent Living in Apartments Near the College

Cost: One bedroom apartments average \$500.00 per month and two bedrooms average at \$600.00 per month, plus food and utilities, depending on location, size and amenities.

- Housing and other College fees are not inclusive. The students who need assistance in finding apartments need to pay a \$100.00 housing application fee payable to CPTC.

Costs are subject to change based on the local housing market.

## For Additional International Information

Contact the International Education Office at:

Tel: (253) 589-6089

Fax (253) 589-6054

Email: [international@cptc.edu](mailto:international@cptc.edu)

Mail: Clover Park Technical College  
International Education Programs  
4500 Steilacoom Blvd SW  
Lakewood WA USA 98499

Website: [www.cptc.edu/international](http://www.cptc.edu/international)

# Campus Life & Services

## Associated Student Government

(253) 589-5644

Associated Student Government (ASG) is the official governing organization for students at Clover Park Technical College. Serving on ASG gives student the opportunity to maximize their involvement and participation in the college. The ASG is organized as follows:

### STUDENT COUNCIL

This council is composed of students who are selected by their peers to represent the entire student body in the positions of President, Vice President, Secretary and Student Activities Chair. Council meetings, which are open to the public, are held on a regular basis while CPTC is in session.

### PROGRAMMING BOARD

The programming board primary function is to provide students with programs and activities that enhance their learning outside of the classroom. These programs include but are not limited to student involvement days, diversity and cultural events, lectures and workshops, concerts, welcome days, movie nights and more.



## CLUBS & ORGANIZATIONS

The ASG coordinates the management of student clubs, which operate specifically to promote individual programs with respective industries and related professional organizations within the community.

For more information about Student Programs, call or stop by the Student Center, Building 23, Room 207. Students can meet with their student officers in Building 23, Room 209 or take a break in the game or TV areas in Rooms 214 or 215.

## Student Center

(253) 589-5644

The Sharon McGavick Student Center is where students and the campus community connect via student services such as entertaining and educational programs and services that both enhance the quality of college life and complement the educational experience at CPTC. Students can enjoy open access to a game room; TV room; microwaves; study spaces; food service and coffee shop; retail shops; meeting and event spaces; and student leadership and involvement opportunities.

## Bookstore

(253) 589-5614

In addition to textbooks, the Bookstore carries supplies, tools, and many other needed items for training. The bookstore also carries logo clothing and gift items, backpacks and rolling book bags, snack items and assorted beverages. The Bookstore also carries a selection of lunch items such as sandwiches, lunchables, microwaveable burritos, pizza, hot sandwich items and soups. The Bookstore is in the Student Center, Building 23, has extended hours at the beginning of each quarter and may run on a reduced schedule during all College breaks.

## Food Services

Breakfast, lunch and snacks are served daily on campus when the College is in session at the Cascade Café and the Clover Park Bistro in Building 23. The Clover Park Technical College Culinary Arts students offer lunch in the Rainier room in Building 31, Wednesday through Friday, from 11:15 a.m. to 12:45 p.m. (offered periodically during the quarter).

## Health Services

The Advising and Counseling Office is home to the wellness committee that promotes safety and health issues. There are no health services on the campus. Referrals are made to local clinics.

## Identification

(253) 589-5557

Student photo identification cards are available and can be purchased from Security (Building 23, Room 211) on Tuesdays and Thursdays from 2 to 4 p.m. The cost for a student identification card is \$5.00. Replacement cards cost \$5.00. Pay in advance at the Cashiers Office, Building 17, Room 102. Bring your receipt and completed application to Building 23, Room 211. You must have a picture ID and your Student ID number to be issued a Clover Park Technical College identification card.

## Insurance

Clover Park Technical College provides information regarding accident and health insurance to interested students. Contact your program faculty or the Advising/Counseling Office in Building 17 for a brochure.

## Parking & Transportation

(253) 589-5557

Pierce Transit Buses 202 and 3 stop at the College on a regular basis.

Students who park on College property must register their vehicle and display a current decal, which is issued annually and is valid from September to September. Parking applications are available from the Security Office, Building 22, Room 127; Cashiering, Building 17, Room 102; and at Student Registration, Building 17, Lobby. Decals are available in Building 23, Room 211. Bring picture identification, student identification number and proof of class registration. Hours of operation are: Tuesday and Thursday, 2-4 p.m.. Your first decal is included in your tuition expense, there is a \$7 charge for additional decals. If you are driving a temporary vehicle please come to the Security Office between 7:30 a.m. and 4 p.m. to receive a temporary parking slip.

The white striped areas are designated for student parking. Yellow striped areas are restricted to the following: carpool, disabled, authorized staff, and visitors. The campus speed limit is 10 miles per hour, unless otherwise posted. Vehicles improperly parked on campus are subject to a \$15 fine for each offense and/or towed at the owner's expense. Students are also subject to a \$15 fine for each offense for non-registered vehicles, parking in unauthorized areas, blocking or obstructing traffic, parking in fire lanes and tow-away zones. Parking in a designated handicapped space without a state-issued handicapped parking permit carries a campus fine of \$75 or \$280 if cited by the Lakewood Police Department.

Students who violate driving or parking rules may be required to leave their vehicles off campus. Clover Park Technical College is not responsible for damage or loss to vehicles parked on the campus.

## Library & Computer Labs

(253) 589-5544 for hours

(253) 589-5628 or (253) 589-6067 for Library Skills classes and individual orientations to library resources

The Clover Park Technical College Library and Hayes Computer Lab is located in the F.V. Miner Resource Center, Building 15. The library/computer lab is open from 7:00 a.m. to 7:00 p.m. Monday through Thursday, 7:00 a.m. to 4:00 p.m. on Fridays, and 9:30 a.m. to 2:30 p.m. on Saturdays.

The library provides a variety of print, audiovisual and online resources to students, faculty, and staff. The general collection of books, reference materials, magazines and multi-media resources support Clover Park Technical College's instructional programs. In addition, the library/computer lab has a collection of electronic resources including online reference databases, electronic journals, computer applications, Internet access, and a variety of assistive technologies.

Other services include a coin-operated copy machine, fee-based fax machine, and study areas. For after-hours convenience, there is an outside book return on the east end of Building 15. Library/computer labs staff are available to give individual assistance.

All currently enrolled students are eligible to use the library/computer labs for College-related activities. A variety of software and hardware is available to help students with assignments and to accommodate students with special needs.

## Security

(253) 589-5682

Security personnel are on campus to assure your safety. They will deal with emergency situations and will assist with some vehicle problems, such as a dead battery.

## Early Care & Education

### Affiliated Child Care Center Program

(253) 589-4516

Early Care and Education offers on-site instruction and customized courses focusing on Early Childhood Education to affiliated child care centers.

Staff at child care centers are eligible to combine on-site training, attendance at on-campus classes, workshops and courses to earn college credit or meet STARS continuing education requirements. These services are currently provided to more than 50 child care centers.

Clover Park Technical College is authorized by the Council For Early Childhood Professional Recognition to provide instruction for the Child Development Associate (CDA) Professional Preparatory Program and Direct Assessment Program. Students interested in the process for earning a CDA from the National Credentialing Program can call the council at 1-800-424-4310.

## On-Campus Child Care

(253) 589-5531 or 589-5511

Hayes Child Development Center is located in Building 20.

Daytime Care Provides services for ages 12 months to 12 years old Hours of operation are 6:00 a.m. to 6:30 p.m. A full time schedule is required. There is a discounted rate available for students and staff of Clover Park Technical College. The center is also available to community members not enrolled or working at the college. We do accept D.S.H.S payments.

We are proud to be a N.A.E.Y.C accredited facility.

If you have question about Hayes Child Development Center please call 253-589-5531 or email [angela.johnson@cptc.edu](mailto:angela.johnson@cptc.edu).

## Project Head Start

(253) 589-5721

CPTC offers a full-day Head Start program to eligible families with children three and four years old.

The four major components of this locally administered program are education, health, parent involvement, and social services.

Parents are involved in parent education and program planning/operating activities. They also may serve as members of the policy council and committees. Project Head Start has played a major role in focusing the attention of the nation on the importance of early childhood development, especially in the first five years of life. Since 1965, Head Start has sought to provide comprehensive developmental services for children from low-income families. Registration information is available from the head start family advocate.

# Everything I am doing at UW Tacoma I started at Clover Park.

**Jerremmy Miller**, Environmental Sciences & Technology program graduate,  
University of Washington, Tacoma Senior



## Programs & Courses

Degree and Certificate Programs	26
Short-Term Programs	75
Course Descriptions	77

# Program Descriptions

**Prerequisites:** Some programs have unique Prerequisites.

If Prerequisites are required, they are listed with each program in the pages that follow and are in addition to college entrance requirements.

A core of academic classes is an integral part of all CPTC preparatory programs. Students may waive classes below the 100 level by meeting the Prerequisite COMPASS or SLEP score. For course descriptions, see page 77.

Credits listed for each program are college quarter credit hour equivalents.

Program completion is dependent on satisfactory progress and successful achievement of all course requirements and student outcomes with an overall GPA of 2.0 or greater. It should be recognized that the number of quarters and hours identified for each program on the following pages is approximate; some students may need additional quarters to meet graduation requirements.

## Accounting

### Associate of Applied Technology Degree Associate in Applied Science – T Degree

Prepares students for careers in Accounting with starting positions such as a junior-level accountant, entry-level accounting supervisor, full charge bookkeeper, fiscal technician, accounting assistant, or various other entry-level accounting clerks. Participate in realistic training through a student-operated accounting office and internships. Technical course curriculum is based on current industry standards.

This program is approximately six quarters in length, depending on the time students need to satisfactorily complete all graduation requirements. All courses must be completed with a minimum C grade to graduate.

In addition to the program course requirements, students must also complete the general education requirements for the degree they seek to obtain. The two degree options in this program are the Associate of Applied Technology (AAT) or the Associate of Applied Science–T (AAS-T). The different requirements for each degree are listed below.

#### AAT Degree General Education Requirements (15 credits):

ENGL& 101 English Composition or CMST& 220 (or higher). MAT 105 Math for Industrial Professions (or higher). PSYC& 100 General Psychology (or other social science or humanities class).

#### AAS-T Degree general education requirements (20 credits):

All AAS-T degrees must have a minimum of 20 credits of transferable general education. These credits replace the academic courses required for the AAT degree. Required credits include: 5 credits in Communication: ENGL& 101. 5 credits in quantitative reasoning: MATH 110, MATH& 141, MATH& 142, MATH& 146 or MATH& 151. 10 credits in social science, humanities, or science (choose two from the following): PSYC& 100, PSYC& 200, PSY 210, PSYC& 220, SOC& 101, ART& 100, MUS& 105, ASL& 121, BIOL 118, BIOL& 241, BIOL& 242, CHEM& 121, CHEM& 110, GEOL& 110, PHYS& 121, ECON 101, ECON& 201 or ECON& 202.

Students pursuing an AAT or AAS-T degree must complete all college degree requirements prior to graduation. This includes courses that meet the capstone project, diversity, and computer literacy requirements.

**Prerequisites:** COMPASS Reading 68 and Writing 33, or successful completion of ENG 82, and successful completion of MAT 91 during first quarter.

**Admission Dates:** Recommended Fall and Spring quarters or by Instructor permission. Course delivery varies between live, hybrid, and online methods. Students with prior learning or experience should contact the Instructor prior to enrolling for individual start dates, class schedule, and options.

#### AAT PROGRAM REQUIREMENTS

#### Credits

ACTG 110*	Bookkeeping I.....	4
ACTG 115*	Bookkeeping II.....	4
ACTG 120*	Electronic Business Math.....	2
ACTG 135	Accounting Spreadsheets I.....	5
ACTG 141	Quickbooks I.....	2
ACTG 143	Quickbooks II.....	3
ACTG 160	Payroll & Business Taxes.....	5
ACCT& 201	Principles of Accounting I.....	5
BUS& 201	Business Law.....	5
ACCT& 202	Principles of Accounting II.....	5
ACTG 222	Fundamentals of Individual Income Tax Accounting.....	4
ACCT& 203	Principles of Accounting III.....	5
ACTG 224	Fundamentals of Governmental/Nonprofit Accounting.....	5
ACTG 211	Principles of Accounting I Lab.....	2
ACTG 212	Principles of Accounting II Lab.....	3
ACTG 213	Principles of Accounting III Lab.....	3
ACTG 235	Accounting Spreadsheets II.....	4
ACTG 241	Quickbooks III.....	4
ACTG 260	Business Office I.....	5
ACTG 262 <sup>CAP</sup>	Business Office II.....	5
ACTG 271	Internship I.....	5
CAS 120	MS Word I.....	2
CAS 140	MS PowerPoint.....	2
CAS 150	MS Access.....	2
Plus one option (Below).....		10

Technical Course Requirements (Total).....	101
General Education Requirements (See listing above).....	15

TOTAL CREDITS FOR COMPLETION OF AAT DEGREE ..... 116

\* Articulated courses with High Schools for Dual Enrollment

#### AAS-T PROGRAM REQUIREMENTS

#### Credits

Technical Course Requirements (Same as AAT).....	101
General Education Requirements (See listing above).....	20

TOTAL CREDITS FOR COMPLETION OF AAS-T DEGREE ..... 121

#### Option 1

ACTG 291	Individual Income Tax Accounting.....	5
ACTG 293	Individual Income Tax Accounting Lab.....	5
ACTG 295	Individual Income Tax Preparation.....	5

#### Option 2

ACTG 281	Specialized Accounting I.....	5
ACTG 283	Specialized Accounting I Lab.....	5

## Accounting Bookkeeping Clerk

### Certificate

(253) 589-5621 or (253) 589-5691

Prepares students for employment as accounts receivable, accounts payable, payroll clerks, or other bookkeeping clerk positions. Introduces bookkeeping and accounting theory complimented with Microsoft Office applications and automated accounting software. Enhances the skills of an office clerk. Technical course curriculum is based on current industry standards.

This program is approximately three quarters in length, depending on the time students need to satisfactorily complete all graduation requirements. All courses must be completed with a minimum C grade to graduate.

**Prerequisites:** COMPASS Reading 68 and Writing 33, or successful completion of ENG 82, and successful completion of MAT 82.

**Admission Dates:** Recommended Fall and Spring quarters or by Instructor permission. Course delivery varies between live, hybrid, and online methods. Students with prior learning or experience should contact the Instructor prior to enrolling for individual start dates.

PROGRAM REQUIREMENTS	Credits
ACTG 110* Bookkeeping I	4
ACTG 115* Bookkeeping II	4
ACTG 120* Electronic Business Math	2
ACTG 135 Accounting Spreadsheets I	5
ACTG 141 Quickbooks I	2
ACTG 143 Quickbooks II	3
ACTG 160 Payroll & Business Taxes	5
ACCT& 201 Principles of Accounting I	5
ACTG 211 Principles of Accounting I Lab	2
ACTG 235 Accounting Spreadsheets II	4
CAS 120 <sup>cl</sup> MS Word I	2
CAS 140 MS PowerPoint	2

TOTAL CREDITS FOR COMPLETION ..... 40

## Architectural Engineering Design

Associate of Applied Technology Degree

Associate of Applied Science - T Degree

Prepares students for employment in the field of residential design or a related technical field such as drawing for product manufacturers, engineering, or design firms.

Prior graduates have entered engineering technician positions in computer-aided drafting and design (CAD), project management assisting, residential design and site planning and developing, assisting with GIS mapping, and performing structural calculations and computations for engineering of wood beams and joints. Students participate in realistic training activities as a part of their educational experience.

This program is approximately seven quarters in length, depending on the time students need to satisfactorily complete all graduation requirements. A full-time evening degree is also available.

In addition to the program course requirements, students must also complete the general education requirements for the degree they seek to obtain. The two degree options in this program are the Associate of Applied Technology (AAT) or the Associate of Applied Science-T (AAS-T). The different requirements for each degree are listed below.

### AAT Degree General Education Requirements (15 credits):

ENGL& 101 English Composition or CMST& 220 (or higher). MAT 105 Math for Industrial Professions (or higher). PSYC& 100 General Psychology (or other social science or humanities class).

### AAS-T Degree general education requirements (20 credits):

All AAS-T degrees must have a minimum of 20 credits of transferable general education. These credits replace the academic courses required for the AAT degree. Required credits include: 5 credits in Communication: ENGL& 101. 5 credits in quantitative reasoning: MATH 110, MATH& 141, MATH& 142, MATH& 146 or MATH& 151. 10 credits in social science, humanities, or science (choose two from the following): PSYC& 100, PSYC& 200, PSY 210, PSYC& 220, SOC& 101, ART& 100, MUS& 105, ASL& 121, BIOL 118, BIOL& 241, BIOL& 242, CHEM& 121, CHEM& 110, GEOL& 110, PHYS& 121, ECON 101, ECON& 201 or ECON& 202.

Students pursuing an AAT or AAS-T degree must complete all college degree requirements prior to graduation. This includes courses that meet the capstone project, diversity, and computer literacy requirements.

**Admission Dates:** Fall and Spring quarters for day program; Winter and Summer quarters for evening program

PROGRAM REQUIREMENTS	Credits
ARC 121 Architectural Drafting & Design	5
ARC 123 Civil Engineering Site Design	5
ARC 125 Residential Design & Drafting	5
ARC 141 Architectural Reporting	3
ARC 143 Architectural Reporting II	2
ARC 145 Architectural Reporting III	2
ARC 152 Construction Material Research	2
ARC 153 Construction Materials Research II	1
ARC 162 Sketching I	3
ARC 163 Sketching II	2
ARC 171 Drafting Technologies I	5
ARC 173 Drafting Technologies II	5
ARC 181 Introduction to AutoCAD	5
ARC 191 Engineering Mechanics of Materials	5
ARC 221 Detailing & Light Commercial	5
ARC 223 Design Project I	5
ARC 225 <sup>cap</sup> Design Project II	5
ARC 227 Special Intern Project OR	
ARC 229 Special Design Project	5
ARC 231 Cost Estimating I	3
ARC 233 Cost Estimating II	2
ARC 236 Energy Analysis I	1
ARC 238 Energy Analysis II	1
ARC 251 Construction Materials Research III	1
ARC 253 Employment Research	2
ARC 261 Sketching III	1
ARC 281 Intermediate AutoCAD	5
ARC 284* <sup>cl</sup> Applied AutoCAD	5
ARC 293 Engineering Statics	5
GEO 210 Introduction to ArcGIS@1	2
GEO 215 GPS Technologies	2

### AAT PROGRAM REQUIREMENTS

	Credits
Technical Course Requirements (Total)	100
General Education Requirements (See listing above)	15
<b>TOTAL CREDITS FOR COMPLETION OF AAT DEGREE</b>	<b>115</b>

### AAS-T PROGRAM REQUIREMENTS

	Credits
Technical Course Requirements (Same as AAT)	100
General Education Requirements (See listing above)	20
<b>TOTAL CREDITS FOR COMPLETION OF AAS-T DEGREE</b>	<b>120</b>

Additional required lab time arranged with Instructor.

## Architectural Engineering Design

### Architectural: CAD Drafting

#### Certificate

Prepares students for entry-level careers in computer-aided drafting within the architectural field. Students will learn to create drawings and plans that show the technical details of an architectural structure from all angles.

CAD drafters use information provided by engineers, architects, and clients to develop technical drawings that visually present the project and included essential details.

This 3-quarter certificate is specifically developed to provide students with assistance in gaining the skills they will need to be successful in the industry. In addition to the technical courses listed below, this program offers a basic skills component to help prepare students for success. The certificate is a pathway to the Architectural Engineering Design associate degree program.

**Prerequisite:** Student must be screened using CASAS assessment to meet eligibility requirements. Call (253) 589-5524 for more information.

**Admission Dates:** Summer and Winter quarters.

#### PROGRAM REQUIREMENTS

	Credits
ARC 121 Architectural Drafting & Design.....	5
ARC 141 Architectural Reporting I.....	3
ARC 143 Architectural Reporting II.....	2
ARC 152 Construction Materials Research I.....	2
ARC 162 Sketching I.....	3
ARC 171 Drafting Technologies I.....	5
ARC 173 Drafting Technologies II.....	5
ARC 181 Introduction to AutoCAD.....	5
ARC 231 Cost Estimating.....	3
ARC 281 Intermediate AutoCAD.....	5
ARC 253 Employment Research.....	2

TOTAL CREDITS FOR COMPLETION .....40

## Automotive Collision Technician

#### Certificate

Skilled automotive collision technicians may be employed in new car dealerships, independent auto collision shops, and industrial and government agency motor pools. Graduates of this program may enter the trade with considerable practical skills gained through actual hands-on repair experience throughout the program.

Included in this program are academic courses in communication, quantitative reasoning, and social sciences that provide knowledge and abilities upon which technical skills are built and personal development enhanced.

This program is approximately four quarters in length, depending on the time students need to satisfactorily complete all graduation requirements.

**Admission Dates:** Fall, Winter, Spring, and Summer quarters

#### PROGRAM REQUIREMENTS

	Credits
ACT 102 Fundamentals of Collision Repair.....	3
ACT 106 Body Shop Equipment.....	3
ACT 110 Welding, Heat, & Cutting.....	4
ACT 115 Plastic/SMC Repair.....	4
ACT 120* Glass, Trim, & Hardware.....	5
ACT 125 Introduction to Metal Straightening.....	3
ACT 132 Panel Replacement.....	6
ACT 133 Panel Repair.....	6

ACT 134 Auto Collision Major Repairs.....	5
ACT 140 Auto Systems Repair (Winter quarter only).....	4
ACT 145 Collision Estimating.....	5
ACT 151 Refinish Equipment Preparation.....	6
ACT 154 Topcoat Refinishing.....	8
ACT 156 Pre-Prime Preparation.....	5
ACT 157 Post-Prime Preparation.....	5
ACT 166 Surface Imperfections/Exterior Trim.....	5
ACT 171 Plastic Refinishing.....	5
ENG& 101 English Composition (or higher) or CMST& 220.....	5
MAT 105 Math for Industrial Professions (or higher).....	5
PSYC& 100 General Psychology (or other social science or humanities class).....	5

TOTAL CREDITS FOR COMPLETION ..... 97

\*Articulated courses with High Schools for Dual Enrollment

## Automotive Collision Refinishing Technician

#### Certificate

Skilled automotive collision refinishing technicians may be employed in new car dealerships, independent auto collision shops, as well as industrial and government agency motor pools.

Graduates of this program will enter the trade with considerable practical skills gained through hands-on repair experience throughout the program.

This program is approximately two quarters in length, depending on the time students need to satisfactorily complete all graduation requirements.

**Admission Dates:** Fall, Winter, Spring, and Summer quarters.

#### PROGRAM REQUIREMENTS

	Credits
ACT 140 Auto Systems Repair (Winter quarter only).....	4
ACT 145 Collision Estimating.....	5
ACT 151 Refinish Equipment Preparation.....	6
ACT 154 Topcoat Refinishing.....	8
ACT 156 Pre-Prime Preparation.....	5
ACT 157 Post-Prime Preparation.....	5
ACT 166 Surface Imperfections/Exterior Trim.....	5
ACT 171 Plastic Refinishing.....	5

TOTAL CREDITS FOR COMPLETION .....43

## Automotive Collision Structure Repair Technician

#### Certificate

Skilled automotive collision structure technicians may be employed in new car dealerships, independent auto collision shops, and industrial and government agency motor pools. Graduates of this program will enter the trade with considerable practical skills gained through actual hands-on repair experience throughout the program.

This program is approximately two quarters in length, depending on the time students need to satisfactorily complete all graduation requirements.

**Admission Dates:** Fall, Winter, Spring, and Summer quarters

#### PROGRAM REQUIREMENTS

	Credits
ACT 102 Fundamentals of Collision Repair.....	3
ACT 106 Body Shop Equipment.....	3
ACT 110 Welding, Heat, & Cutting.....	4
ACT 115 Plastic/SMC Repair.....	4
ACT 120* Glass, Trim, & Hardware.....	5
ACT 125 Introduction to Metal Straightening.....	5
ACT 132 Panel Replacement.....	6

ACT 133	Panel Repair .....	6
ACT 134	Auto Collision Major Repairs .....	5
ACT 140	Auto Systems Repair (Winter quarter only) .....	4
<b>TOTAL CREDITS FOR COMPLETION .....</b>		<b>43</b>

\*Articulated courses with High Schools for Dual Enrollment

## Automotive Restoration & Customization - Finishing

### Certificate

Focuses on exterior repair and restoration, customization, preparation for paint, stock, and/or custom finishing, and stock and/or custom interior carpet, upholstery, and trim. Designed to provide entry-level knowledge and skills necessary to restore and/or customize vehicles.

Students will participate in realistic training activities as part of their educational experience and/or will work on their own projects.

Included in this program are academic courses in communication, quantitative reasoning, and social sciences that provide knowledge and abilities upon which technical skills are built and personal development enhanced.

This program is approximately four to six quarters in length, after meeting prerequisite, depending on the time students need to satisfactorily complete all graduation requirements and prerequisites and master the skills and techniques covered and finish a capstone project.

**Prerequisites:** AUG 103-111, Introduction to Automotive Upholstery & Glass and Bench Seats I and II, and ACT 102-125, Automotive Collision Technician, or equivalent.

**Admission Dates:** Fall, Winter, Spring, and Summer quarters, by Instructor permission only

PROGRAM REQUIREMENTS	Credits
ARCF 103 Fundamentals & Shop Equipment .....	3
ARCF 109 Welding & Metal Skills .....	4
ARCF 114 Basic Repairs & Assembly .....	8
ARCF 119 Custom Fabrication .....	6
ARCF 124 Refinishing Equipment .....	4
ARCF 129 Refinish Preparation .....	7
ARCF 134 Custom Refinishing .....	6
ARCF 141 Surface Imperfections/Show & Shine .....	4
ARCF 149 Custom Seat Upholstery .....	7
ARCF 154 Automotive Restoration & Customization Finishing Lab .....	9
ARCF 156 Custom Headliner & Side Panel Upholstery .....	5
ARCF 161 Custom Carpet Fabrication & Installation .....	5
ARCF 164 Custom Glass Patterning & Installation .....	4
ARCF 166 Custom Upholstery Design & Installation .....	3
ARCF 167 Custom Paint Application .....	3
ARCF 168 Applied Metal Skills .....	3
ENG& 101 English Composition (or higher) or CMST& 220 .....	5
MAT 105 Math for Industrial Professions (or higher) .....	5
PSYC& 100 General Psychology (or other social science or humanities class) .....	5
<b>TOTAL CREDITS FOR COMPLETION .....</b>	<b>96</b>

### Recommended Electives

ARCF 130 Advanced Paint Applications .....	4-6
ARCF 133 Fiberglass Composites Techniques .....	4-6
ARCF 159 Metal Straightening & Shaping .....	4-6
ARCF 160 Custom Upholstering – Advanced Panels .....	4-6
ARCF 162 Custom Upholstering – Advanced Bench Seats .....	4-6
ARCF 163 Custom Upholstering – Advanced Bucket Seats .....	4-6
ARCF 165 Custom Upholstering – Convertible Tops .....	4-6
ARCF 169 Custom Upholstering – Vinyl Tops .....	4-6
ARCF 170 Custom Refinishing – Special Projects .....	4-6

## Automotive Restoration & Customization - Finishing

### Assessment & Research

#### Certificate

Designed to provide knowledge and entry-level skills necessary for preservation of automobiles. Targets assessment, maintenance, and development of a plan for restoration and preservation of vintage vehicles using historical information found on Internet and other sources.

Students will participate in realistic training activities as part of their educational experience. This program is one quarter in length.

**Admission Dates:** Fall, Winter, Spring, and Summer quarters

PROGRAM REQUIREMENTS	Credits
ARCF 200 Vehicle Assessment .....	7
ARCF 210 Vehicle Research Techniques .....	7
ARCF 220 Vehicle Maintenance .....	5

<b>TOTAL CREDITS FOR COMPLETION .....</b>	<b>19</b>
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## Automotive Technician

### Associate of Applied Technology Degree

This ASE-certified program prepares students for entry-level positions as automotive technicians. Students participate in realistic training experiences that prepare them for pre-apprenticeship training and ASE certification. Cooperative work experience is available with Instructor permission. Credits will depend on time spent in co-op.

Included in this program are academic courses in communication, quantitative reasoning, and social sciences that provide knowledge and abilities upon which technical skills are built and personal development enhanced.

This program is approximately six quarters in length, depending on the time students need to satisfactorily complete all graduation requirements. Must have required tools and textbooks.

Students pursuing an AAT degree must complete all college degree requirements prior to graduation. This includes courses that meet the capstone project, diversity, and computer literacy requirements.

**Admission Dates:** Fall and Spring quarters, or Summer and Winter quarters with Instructor permission

PROGRAM REQUIREMENTS	Credits
AUT 120 Automotive Basics .....	2
AUT 132 Automotive Welding .....	4
AUT 147** Automotive Brakes .....	6
AUT 149** Automotive Brakes, Suspension, Steering, & Wheel Alignment .....	7
AUT 156** Automotive Brakes, Suspension, Steering, & Wheel Alignment, Lab .....	5
AUT 174** Engine Minor Mechanical Repair .....	6
AUT 175** Engine Major Mechanical Repair .....	7
AUT 178** Engine Mechanical Lab .....	3
AUT 203** Electrical Systems .....	11
AUT 209** Electronic Systems .....	7
AUT 217** Automotive Ignition Systems .....	7
AUT 223** Automotive Fuel Systems .....	7
AUT 236** <sup>CAP</sup> Automotive Emissions Systems .....	7
AUT 239 Clutches & Manual Transmissions .....	9
AUT 243 Automotive Axles, Drivelines, Differentials, & Transfer Cases .....	6
AUT 246 Manual Drive Trains & Axles Lab .....	4
AUT 247 Automatic Transmissions .....	7
AUT 250 Automatic Transaxles .....	7

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AUT 251 <sup>CAP</sup>	Automatic Transmission / Transaxle Lab.....	4
AUT 255***	Air-Conditioning, Heating, & Ventilation.....	6
ENG& 101	English Composition (or higher) or CMST& 220.....	5
MAT 105	Math for Industrial Professions (or higher).....	5
PSYC& 100	General Psychology (or other social science or humanities class).....	5

TOTAL CREDITS FOR COMPLETION ..... 137

\*Articulated courses with High Schools for Dual Enrollment

\*\*These courses must be taken in consecutive order.

\*\*\*Must take AUT 203 and AUT 209 prior to AUT 255

### Optional

AUT 295	On-the-Job Training/Work-Based Learning.....	1-12
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### Optional Electives

Students may also choose to take any course in the following programs as an optional elective for this program: Auto Collision, Auto Restoration and Customization, and Auto Upholstery.

## Automotive Technician

### Ford Maintenance & Light Repair Technician

#### Certificate

Designed by Ford Motor Company to prepare the student with the basic skills needed to gain employment as maintenance and light repair technician. In addition to Ford training, students receive hands-on experience working with Ford vehicles and using the latest Ford diagnostic tools.

Also, the program is designed to prepare students for entry-level positions as Automotive Technicians. Students participate in realistic training experiences that prepare them for pre-apprenticeship training and ASE certification.

This program is approximately three quarters in length, depending on the time students need to satisfactorily complete all graduation requirements. Students transferring to the degree program may need to withdraw for one or two quarters to finish their program of study.

**Admission Dates:** Fall, Winter, Spring quarters

PROGRAM REQUIREMENTS		Credits
AUT 120	Automotive Basics.....	2
AUT 144	Ford Basic Electrical System Diagnosis & Testing.....	6
**AUT 147*	Automotive Brakes.....	6
**AUT 149*	Automotive Brakes, Suspension, Steering, & Wheel Alignment.....	7
**AUT 156*	Automotive Brakes, Suspension, Steering, Wheel Alignment, Lab.....	5
AUT 172	Ford Base Steering, Suspension, & Align.....	7
AUT 179	Automotive General Maintenance & Tires.....	7
AUT 185	Ford Brake Systems Diagnosis.....	2
AUT 203	Electrical Systems.....	11
AUT 209	Electronic Systems.....	7
AUT 255	Air-Conditioning, Heating, & Ventilation.....	7
ENGL& 101	English Composition (or higher) or CMST& 220.....	5
MAT 105	Math for Industrial Professions (or higher).....	5
PSYC& 100	General Psychology (or other social science or humanities course).....	5

TOTAL CREDITS FOR COMPLETION ..... 81

\*Articulated courses with High Schools for Dual Enrollment

\*\*These courses must be taken in consecutive order

## Automotive Technician

### Hybrid & Alternative Fuel Vehicle Technician

#### Associate of Applied Technology Degree

#### Associate of Applied Science - T Degree

This ASE-certified program prepares students for entry-level positions as automotive technicians. This degree builds upon the Automotive Technician program by providing an additional quarter of study focused specifically on hybrid and alternative fuel vehicles. Students participate in a realistic training experience that prepares them for employment and ASE certification.

This program is approximately seven quarters in length, depending on the time students need to satisfactorily complete all graduation requirements. Must have required tools and textbooks.

#### AAT Degree General Education Requirements (15 credits):

ENGL& 101 English Composition or CMST& 220 (or higher). MAT 105 Math for Industrial Professions (or higher). PSYC& 100 General Psychology (or other social science or humanities class).

#### AAS-T Degree general education requirements (20 credits):

All AAS-T degrees must have a minimum of 20 credits of transferable general education. These credits replace the academic courses required for the AAT degree. Required credits include: 5 credits in Communication: ENGL& 101. 5 credits in quantitative reasoning: MATH 110, MATH& 141, MATH& 142, MATH& 146 or MATH& 151. 10 credits in social science, humanities, or science (choose two from the following): PSYC& 100, PSYC& 200, PSY 210, PSYC& 220, SOC& 101, ART& 100, MUS& 105, ASL& 121, BIOL 118, BIOL& 241, BIOL& 242, CHEM& 121, CHEM& 110, GEOL& 110, PHYS& 121, ECON 101, ECON& 201 or ECON& 202.

Students pursuing an AAT or AAS-T degree must complete all college degree requirements prior to graduation. This includes courses that meet the capstone project, diversity, and computer literacy requirements.

**Admission Dates:** Fall and Spring quarters, or Summer and Winter quarters with Instructor permission. Hybrid courses are taught Summer Quarter only.

#### PROGRAM REQUIREMENTS

#### Credits

AUT 120	Automotive Basics.....	2
AUT 132	Automotive Welding.....	4
AUT 147**	Automotive Brakes.....	6
AUT 149**	Automotive Brakes, Suspension, Steering, & Wheel Alignment.....	7
AUT 156**	Automotive Brakes, Suspension, Steering, & Wheel Alignment, Lab.....	5
AUT 174**	Engine Minor Mechanical Repair.....	6
AUT 175**	Engine Major Mechanical Repair.....	7
AUT 178**	Engine Mechanical Lab.....	3
AUT 203**	Electrical Systems.....	11
AUT 209**	Electronic Systems.....	7
AUT 217**	Automotive Ignition Systems.....	7
AUT 223**	Automotive Fuel Systems.....	7
AUT 236** <sup>CAP</sup>	Automotive Emissions Systems.....	7
AUT 239	Clutches & Manual Transmissions.....	9
AUT 243	Automotive Axles, Drivelines, Differentials, & Transfer Cases.....	6
AUT 246	Manual Drive Trains & Axles Lab.....	4
AUT 247	Automatic Transmissions.....	7
AUT 250	Automatic Transaxles.....	7
AUT 251 <sup>CAP</sup>	Automatic Transmission / Transaxle Lab.....	4
AUT 255***	Air-Conditioning, Heating, & Ventilation.....	6
AUTH 105	Hybrid/Alternate Fuel Introduction & Safety.....	2
AUTH 110	Alternate Fuel Vehicle Systems.....	2
AUTH 115	Toyota Hybrid System Overview.....	2
AUTH 120	Toyota Prius Hybrid System.....	2
AUTH 125	Honda Hybrid System Overview.....	2



AUTH 130	Honda Civic IMA Hybrid System .....	2
AUTH 135	Ford Escape/Mercury Mariner Hybrid System Overview .....	2
AUTH 140	General Motors & Other Hybrid System Overview .....	2
AUTH 145	Advanced Lab & Final Exam .....	2

Technical Course Requirements (Total)..... 140

**AAT PROGRAM REQUIREMENTS**

Technical Course Requirements (Total).....	140
General Education Requirements (See listing above).....	15

TOTAL CREDITS FOR COMPLETION OF AAT DEGREE ..... 155

**AAS-T PROGRAM REQUIREMENTS**

Technical Course Requirements (Same as AAT) .....	140
General Education Requirements (See listing above).....	20

Total Credits for Completion of AAS-T Degree..... 160

\*Articulated courses with High Schools for Dual Enrollment  
 \*\*These courses must be taken in consecutive order.  
 \*\*\*Must take AUT 203 and AUT 209 prior to AUT 255

**Optional Electives**

Students may also choose to take any course in the following programs as an optional elective for this program: Auto Collision, Auto Restoration and Customization, and Auto Upholstery.

**Automotive Technician  
 Hybrid & Alternative Fuel  
 Vehicle Maintenance**

**Certificate**

This ASE-certified program prepares students for entry-level positions as automotive technicians. History and evolution of hybrid, electric and alternate fuel vehicles will be covered as well as general safety precautions and procedures and required and recommended tools for servicing. It is designed to give students the theory and hands-on experience needed to safely and confidently service this growing vehicle population.

This program is approximately two quarters in length, depending on the time students need to satisfactorily complete all graduation requirements. Must have required tools and textbooks.

**Prerequisites:** Graduation from an ASE/NATEF certified program or two years' industry experience with instructor's permission. Must have approved safety glasses, coveralls, and high voltage gloves.

**Admission Dates:** Hybrid courses are taught summer quarter only. Quarterly admission to the Automotive Technician program.

**PROGRAM REQUIREMENTS** Credits

AUTH 105	Hybrid/Alternate Fuel Introduction & Safety .....	2
AUTH 110	Alternate Fuel Vehicle Systems .....	2
AUTH 115	Toyota Hybrid System Overview .....	2
AUTH 120	Toyota Prius Hybrid System .....	2
AUTH 125	Honda Hybrid System Overview.....	2
AUTH 130	Honda Civic IMA Hybrid System .....	2
AUTH 135	Ford Escape/Mercury Mariner Hybrid System Overview.....	2
AUTH 140	General Motors & Other Hybrid System Overview.....	2
AUTH 145	Advanced Lab & Final Exam.....	2

Students will take a *minimum* of 18 credits of Automotive Technician courses..... 18

TOTAL CREDITS FOR COMPLETION ..... 36

\*Articulated courses with High Schools for Dual Enrollment

**Automotive Technician  
 Drive Train Technician**

**Certificate**

This ASE-certified program is designed to prepare students for entry-level positions as automotive technicians. Students participate in realistic training experiences that prepare them for pre-apprenticeship training and ASE certification. This program is approximately two quarters in length, depending on the time students need to satisfactorily complete all graduation requirements.

**Admission Dates:** Fall, Winter, Spring, and Summer quarters

**PROGRAM REQUIREMENTS** Credits

AUT 239	Clutches & Manual Transmissions.....	9
AUT 243	Automotive Axles, Drivelines, Differentials, & Transfer Cases .....	6
AUT 246	Manual Drive Trains & Axles Lab .....	4
AUT 247	Automatic Transmissions .....	7
AUT 250	Automatic Transaxles .....	7
AUT 251 <sup>CAP</sup>	Automatic Transmission / Transaxle Lab .....	4

TOTAL CREDITS FOR COMPLETION ..... 37

**Automotive Technician  
 Electrical, Electronics  
 & AC/Heating Technician**

**Certificate**

This ASE-certified program is designed to prepare students for entry-level positions as automotive technicians. Students participate in realistic training experiences that prepare them for pre-apprenticeship training and ASE certification.

This program is approximately one quarter in length, depending on the time students need to satisfactorily complete all graduation requirements.

**Admission Dates:** Fall and Spring quarters

**PROGRAM REQUIREMENTS** Credits

AUT 203	Electrical Systems.....	11
AUT 209	Electronic Systems.....	7
AUT 255	Air-Conditioning, Heating, & Ventilation.....	6

TOTAL CREDITS FOR COMPLETION ..... 24

**Automotive Technician  
 Engine Repair & Engine  
 Performance Technician**

**Certificate**

This ASE-certified program is designed to prepare students for entry-level positions as automotive technicians. Students participate in realistic training experiences that prepare them for pre-apprenticeship training and ASE certification.

Included in this program are academic courses in communication, quantitative reasoning, and social sciences that provide knowledge and abilities upon which technical skills are built and personal development enhanced.

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This program is approximately three quarters in length, depending on the time students need to satisfactorily complete all graduation requirements.

**Admission Dates:** By Instructor approval.

PROGRAM REQUIREMENTS	Credits
AUT 174** Engine Minor Mechanical Repair.....	6
AUT 175** Engine Major Mechanical Repair .....	7
AUT 178** Engine Mechanical Lab.....	3
AUT 203** Electrical Systems.....	11
AUT 209** Electronic Systems.....	7
AUT 217** Automotive Ignition Systems .....	7
AUT 223** Automotive Fuel Systems.....	7
AUT 236** <sup>CAP</sup> Automotive Emissions Systems.....	7
ENGL& 101 English Composition (or higher) or CMST& 220 .....	5
MAT 105 Math for Industrial Professions (or higher).....	5
PSYC& 100 General Psychology (or other social science or humanities course).....	5
<b>TOTAL CREDITS FOR COMPLETION .....</b>	<b>70</b>

\*Articulated courses with High Schools for Dual Enrollment

\*\*These courses must be taken in consecutive order

## Automotive Technician

### Front End & Brakes

#### Certificate

This ASE-certified program is designed to prepare students for entry-level positions as automotive technicians. Students participate in realistic training experiences that prepare them for pre-apprenticeship training and ASE certification.

This program is approximately one quarter in length, depending on the time students need to satisfactorily complete all graduation requirements.

**Admission Dates:** Fall and Spring quarters

PROGRAM REQUIREMENTS	Credits
AUT 120 Automotive Basics .....	2
**AUT 147* Automotive Brakes .....	6
**AUT 149* Automotive Brakes, Suspension, Steering, & Wheel Alignment.....	7
**AUT 156* Automotive Brakes, Suspension, Steering, & Wheel Alignment Lab.....	5
<b>TOTAL CREDITS FOR COMPLETION .....</b>	<b>20</b>

\*Articulated courses with High Schools for Dual Enrollment

\*\*These courses must be taken in consecutive order.

## Aerospace Composite Technician

#### Certificate

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The Aerospace Composite Technician certificate is a two-quarter program designed to prepare students to fabricate, assemble, and repair composite materials on aircraft.

The knowledge and skills gained through this program are those required for entry-level positions as composite technicians. The certificate also provides an opportunity for existing aircraft mechanics and service technicians to expand their education in the field of composite assembly and repair.

This certificate is offered from 4:00 p.m. to 8:15 p.m. Monday through Friday at the South Hill Campus in Puyallup. Courses in this certificate are not FAA approved.

**Admission Dates:** Fall and Spring quarters

PROGRAM REQUIREMENTS	Credits
ACM 120 Composite Fabrication .....	4
ACM 125 Composite Assembly .....	4
ACM 130 Composite Repair.....	4
ACM 145 Special Projects .....	3
AMT 104 Basic Mathematics, Basic Physics, & Weight & Balance.....	5
AMT 119 Materials & Processes .....	5
AMT 137 Non-metallic Structures.....	4
<b>TOTAL CREDITS FOR COMPLETION .....</b>	<b>29</b>

## Aviation Maintenance Technician

### Associate of Applied Technology Degree

### Associate in Applied Science – T Degree

This FAA-approved program is designed to prepare students for entry-level positions in the aircraft maintenance industry. Graduates will meet Federal Aviation Administration (FAA) requirements for the issuance of Airframe and Powerplant certificates. Aviation maintenance technicians are qualified to perform service or make repairs on all types and sizes of private and commercial aircraft, including airplanes, helicopters, and their propulsion systems. Related fields include aircraft and component manufacturing. Students are eligible for FAA certification upon completion of required technical credits.

Future employment may include major and regional airlines, aircraft and rotorcraft repair and maintenance facilities, airline and corporate jet refurbishing repair stations, and aircraft and component manufacturing.

This program is approximately eight quarters in length, depending on the time students need to satisfactorily complete all graduation requirements. Courses are offered at the South Hill Campus in Puyallup.

In addition to the program course requirements, students must also complete the general education requirements for the degree they seek to obtain. The two degree options in this program are the Associate of Applied Technology (AAT) or the Associate of Applied Science–T (AAS-T) the different requirements for each degree are listed below:

#### AAT Degree General Education Requirements (15 credits):

ENGL& 101 English Composition or CMST& 220 (or higher). MAT 105 Math for Industrial Professions (or higher). PSYC& 100 General Psychology (or other social science or humanities class).

#### AAS-T Degree general education requirements (20 credits):

All AAS-T degrees must have a minimum of 20 credits of transferable general education. These credits replace the academic courses required for the AAT degree. Required credits include: 5 credits in Communication: ENGL& 101. 5 credits in quantitative reasoning: MATH 110, MATH& 141, MATH& 142, MATH& 146 or MATH& 151. 10 credits in social science, humanities, or science (choose two from the following): PSYC& 100, PSYC& 200, PSY 210, PSYC& 220, SOC& 101, ART& 100, MUS& 105, ASL& 121, BIOL 118, BIOL& 241, BIOL& 242, CHEM& 121, CHEM& 110, GEOL& 110, PHYS& 121, ECON 101, ECON& 201 or ECON& 202.

Students pursuing an AAT or AAS-T degree must complete all college degree requirements prior to graduation. This includes courses that meet the capstone project, diversity, and computer literacy requirements.

**Note:** AMT 142, AMT 239, and the general education courses are required by the college for completion of the Associate of Applied Technology degree, but are not subject to approval by the FAA. Graduates must meet FAA literacy requirements and complete technical credits for FAA certification.

**Admission Dates:** Fall, Winter, Spring, and Summer quarters

**AAT PROGRAM REQUIREMENTS**

AMT 104	Basic Mathematics, Basic Physics, & Weight & Balance	5
AMT 109	Basic Electricity	4
AMT 116	Aircraft Drawings, Cleaning & Corrosion Control, Ground Operations & Servicing, & Fluid Lines & Fittings	5
AMT 119	Materials & Processes	5
AMT 125	Advanced Electricity	4
AMT 127	Maintenance Forms & Records, Publications, & Mechanics, Privileges & Limitations	4
AMT 131	Wood Structures, Coverings, & Aircraft Finishes	3
AMT 133	Aircraft Fuel Systems, Ice & Rain Control Systems, & Fire Protection Systems	4
AMT 135	Sheet Metal Structures	4
AMT 136	Welding, Position & Warning Systems	3
AMT 137	Non-metallic Structures	4
AMT 138	Aircraft Inspections	4
AMT 139	Assembly & Rigging	4
AMT 140	Aircraft Landing Gear	3
AMT 141	Hydraulic & Pneumatic Power Systems	3
AMT 142	Hangar Operations & Maintenance	3
AMT 143	Airframe Electrical Systems	5
AMT 144	Engine Electrical Systems	5
AMT 145	Cabin Atmosphere Control Systems	3
AMT 146	Aircraft Instrument, Communication, & Navigation Systems	3
AMT 208	Helicopter Operations & Maintenance Practices	4
AMT 210	Basic Rotor Systems Maintenance & Repair	4
AMT 212	Advanced Rotor Systems Maintenance & Repair	4
AMT 215	Helicopter Systems	4
AMT 217	FAA Testing & Turbine Engines	7
AMT 219	Engine Lubrication Systems	4
AMT 221	Engine Instrument Systems	4
AMT 224	Powerplant Reciprocating Engine Theory	6
AMT 225	Powerplant Maintenance & Operation	6
AMT 226	Engine Fuel System & Fire Protection	1
AMT 228	Engine Fuel Metering Systems	5
AMT 229 <sup>CAP</sup>	Propellers & FAA Final Testing	4
AMT 231	Engine Inspection	4
AMT 233	Engine Ignition & Starting Systems	4
AMT 235	Induction, Airflow, Cooling, & Exhaust Systems	3
AMT 239	Advanced Hangar Operations & Maintenance	3

Technical Course Requirements (Total)	145
General Education Requirements (See listing above)	15

**TOTAL CREDITS FOR COMPLETION OF AAT DEGREE** ..... 160

**AAS-T PROGRAM REQUIREMENTS** **Credits**

Technical Course Requirements (Same as AAT)	145
General Education Requirements (See listing above)	20

**TOTAL CREDITS FOR COMPLETION OF AAS-T DEGREE** ..... 165

**Aviation Maintenance Technician  
Airframe Maintenance Technician**

**Certificate**

This FAA-approved program is designed to prepare students for entry-level positions in the aircraft maintenance industry. Graduates will meet Federal Aviation Administration requirements for the issuance of an Airframe certificate. Aviation maintenance technicians are qualified to perform service or make repairs on all types and sizes of private and commercial aircraft, including airplanes and helicopters. Related fields include aircraft and component manufacturing. Students are eligible for FAA certification upon completion of required technical credits.

Included in this program are academic courses in communication, quantitative reasoning, and social sciences that provide knowledge and

abilities upon which technical skills are built and personal development enhanced.

This program is approximately five quarters in length, depending on the time students need to satisfactorily complete all graduation requirements.

**Note:** Graduates must meet FAA literacy requirements and complete technical credits for FAA certification.

**Admission Dates:** Fall, Winter, Spring, and Summer quarters

**PROGRAM REQUIREMENTS** **Credits**

AMT 104	Basic Mathematics, Basic Physics, & Weight & Balance	5
AMT 109	Basic Electricity	4
AMT 116	Aircraft Drawings, Cleaning & Corrosion Control, Ground Operations & Servicing, & Fluid Lines & Fittings	5
AMT 119	Materials & Processes	5
AMT 125	Advanced Electricity	4
AMT 127	Maintenance Forms & Records, Publications & Mechanics, Privileges & Limitations	4
AMT 131	Wood Structures, Coverings, & Aircraft Finishes	3
AMT 133	Aircraft Fuel Systems, Ice & Rain Control Systems, & Fire Protection Systems	4
AMT 135	Sheet Metal Structures	4
AMT 136	Welding & Position & Warning Systems	3
AMT 137	Non-metallic Structures	4
AMT 138	Aircraft Inspections	4
AMT 139	Assembly & Rigging	4
AMT 140	Aircraft Landing Gear	3
AMT 141	Hydraulic & Pneumatic Power Systems	3
AMT 142	Hangar Operations & Maintenance	3
AMT 143	Airframe Electrical Systems	5
AMT 145	Cabin Atmosphere Control Systems	3
AMT 146	Aircraft Instrument, Communication, & Navigation Systems	3
AMT 208	Helicopter Operations & Maintenance Practices	4
AMT 210	Basic Rotor Systems Maintenance & Repair	4
AMT 212	Advanced Rotor Systems Maintenance & Repair	4
AMT 215	Helicopter Systems	4
ENGL& 101	English Composition (or higher) or CMST& 220	5
MAT 105	Math for Industrial Professions (or higher)	5
PSYC& 100	General Psychology (or other social science or humanities course)	5

**TOTAL CREDITS FOR COMPLETION** ..... 104

**Aviation Maintenance Technician  
Powerplant Technician**

**Certificate**

This FAA-approved program is designed to prepare students for entry-level positions in the Aviation Engine maintenance industry. Graduates will meet Federal Aviation Administration requirements for the issuance of a Powerplant certificate. Aviation maintenance technicians are qualified to perform service or make repairs on all types and sizes of private and commercial aircraft propulsion systems. Related fields include aircraft and component manufacturing. Students are eligible for FAA certification upon completion of required technical credits.

Included in this program are academic courses in communication, quantitative reasoning, and social sciences that provide knowledge and abilities upon which technical skills are built and personal development enhanced.

This program is approximately five quarters in length, depending on the time students need to satisfactorily complete all graduation requirements.

**Note:** Graduates must meet FAA literacy requirements and complete technical credits for FAA certification.

**Admission Dates:** Fall, Winter, Spring, and Summer quarters

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### PROGRAM REQUIREMENTS

### Credits

AMT 104	Basic Mathematics, Basic Physics, & Weight & Balance .....	5
AMT 109	Basic Electricity .....	4
AMT 116	Aircraft Drawings, Cleaning & Corrosion Control, Ground Operations & Servicing, & Fluid Lines & Fittings .....	5
AMT 119	Materials & Processes .....	5
AMT 125	Advanced Electricity .....	4
AMT 127	Maintenance Forms & Records, Publications, & Mechanics Privileges & Limitations .....	4
AMT 142	Hangar Operations & Maintenance .....	3
AMT 144	Engine Electrical Systems .....	5
AMT 217	FAA Testing & Turbine Engines .....	7
AMT 219	Engine Lubrication Systems .....	4
AMT 221	Engine Instrument Systems .....	4
AMT 224	Powerplant Reciprocating Engine Theory .....	6
AMT 225	Powerplant Maintenance & Operation .....	6
AMT 226	Engine Fuel System & Fire Protection .....	1
AMT 228	Engine Fuel Metering Systems .....	5
AMT 229 <sup>CAP</sup>	Propellers & FAA Final Testing .....	4
AMT 231	Engine Inspection .....	4
AMT 233	Engine Ignition & Starting Systems .....	4
AMT 235	Induction, Airflow, Cooling, & Exhaust Systems .....	3
ENGL& 101	English Composition (or higher) or CMST& 220 .....	5
MAT 105	Math for Industrial Professions (or higher) .....	5
PSYC& 100	General Psychology (or other social science or humanities course) .....	5
<b>TOTAL CREDITS FOR COMPLETION .....</b>		<b>98</b>

Note: Transfer students will have their transcripts evaluated by the Aviation Maintenance staff in accordance with FAR Part 147 to determine their qualification and placement in any of the Aviation Maintenance Technician programs.

## Central Service/Sterile Processing

### Certificate

Graduates of this program are educated and trained in CS/SP technology, under the guidelines of the International Association of Healthcare Central Service Materiel Management and the local Healthcare Advisory Committee.

The structured curriculum of basic sciences, infection control, and sterilization, plus human relations and necessary job skills, combines with clinical internships in area healthcare facilities.

There is a major emphasis on care and preparation of surgical instruments. Classroom instruction and clinical internship prepare the student to assume the role of a CS/SP technician in a variety of healthcare delivery settings.

This program is a combination of classroom, laboratory and clinical experience, approximately two quarters in length, depending on the time students need to satisfactorily complete all graduation requirements.

Each student is required to carry personal health/medical insurance throughout their clinical rotations. Quarterly based insurance for students may be purchased; further information is available through the counseling office.

No student will be allowed at clinical site without proof of insurance.

Upon graduation, students are eligible to sit for the International Association of Central Service/Materiel Management Certification Exam, which is honored throughout the world.

**Prerequisites:** COMPASS Reading 68 and Writing 33, or successful completion of ENG 82. BASIC COMPUTER SKILLS RECOMMENDED. This occupation requires the ability to lift 50 pounds and be able to work on your feet for up to 8 hours. Students must be able to meet these physical requirements in order to be assigned to a clinical rotation and meet employment demands.

In order to participate in the clinical aspect of the program, students must receive a No Record On File report from the Washington State Patrol (there are some exceptions; contact instructor for details), and students must have current immunizations or laboratory verification of immune status. This could include, but may not be limited to, Hepatitis B series, Tetanus/Diphtheria, 2-Step Tuberculosis test, Measles/Mumps/Rubella, Varicella, and seasonal flu shot as required by contracts with clinical facilities.

Must be a high school graduate or have a GED. Must complete CPR for Healthcare Professionals (Adult, Child, Infant and AED).

**Admission Dates:** Fall and Spring quarters. (Summer clinical internship will extend 10 days beyond the end of the quarter to obtain required hours for certification.)

### PROGRAM REQUIREMENTS

### Credits

MMN 103	Introduction to the Program and Health Care .....	3
MMN 108	Anatomy & Physiology/Medical Terminology .....	3
MMN 113	Microbiology/Infection Control .....	3
MMN 124	Surgical Instrumentation .....	4
MMN 126	Principles & Methods of Cleaning and Disinfecting .....	6
MMN 129	Principles & Practices of Sterilization .....	6
MMN 131	Materiel Management, Central Service Applications .....	4
MMN 213	Clinical Internship I .....	6
MMN 215	Clinical Internship II .....	6
MMN 216	Job Skills .....	3

**TOTAL CREDITS FOR COMPLETION .....** 44

## Computer Information Technology

### Associate of Applied Technology Degree

(253) 589-5580 or (253) 589-5712

This program is designed to prepare students for Computer Information Technology positions with concentrations in web programming, database programming, or application programming. The coursework prepares individuals for positions such as web administrators, web programmers, application programmers, programmers/analysts, computer consultants, and application system & database designers and implementers, as well as other related information technology positions. Employers may include business and industrial firms, banks and other financial institutions, government agencies, consulting firms, software developers, and internet service providers.

Included in this program are academic courses in communication, quantitative reasoning, and social sciences that provide knowledge and abilities upon which technical skills are built and enhance personal development. Students must take all the academic and programming core courses and complete an area of specialization. They also have the option of selecting a couple of elective classes to make up the required number of credit hours, furthering their specialization, or perhaps completing an internship to develop professional work experience.

Classes will be offered with sufficient frequency that with reasonable schedule planning, this program may be completed in six quarters of full-time effort. It may take longer, depending on the student's prior educational preparation, and the time it takes to satisfactorily complete all graduation requirements.

**Program prerequisites:** COMPASS Reading 68, Writing 33, Algebra 32 basic competencies with personal computers and Windows-based word processing and spreadsheet software. Touch typing proficiency of 35 words per minute is recommended.

**Admission Dates:** Fall, Winter, Spring and Summer quarters.

PROGRAM REQUIREMENTS Credits

Academic Core Courses

ENGL& 101	English Composition (or higher)	5
MAT 141	PreCalculus - I (or higher)	5
PSYC& 100	or other social science or humanities class	5

ACADEMIC CORE CREDITS TOTAL..... 15

Programming Core Courses

CIT 101	Programming Fundamentals	5
CIT 105*	Fundamentals of Information Technology	5
CIT 142	Java Object-Oriented Programming I	5
CIT 150	Principles of Relational Databases	5
CIT 161	HTML & CSS	5
CIT 151	MySQL	5

Programming Core Credits Total..... 30

Choose one of the following two specialization sections and 25 credits from other specializations or interest electives:

Web Programming

CIT 163	Client-side Web Programming	5
CIT 164	Server-side Web Programming	5
CIT 167	XML & Web Services	5
CIT 265	ASP.Net	5
CIT 250	User Interface Design	5
CIT 298	Special Projects	5

Specialization Credits Total..... 30

.Net Programming

CIT 153	Sql Server	5
CIT 248	Visual Basic.Net	5
CIT 224	C++.Net	5
CIT 234	C#.Net	5
CIT 265	ASP.Net	5
CIT 298	Special Projects	5

Specialization Credits Total..... 30

Interest Electives

CIT 180	Introduction to Game Programming	5
CIT 185	Introduction to Robotics	5
CIT 143	Java Object-Oriented Programming II	5
CIT 205	Object-Oriented Analysis & Design	5
CIT 245	Data and Logic Structures	5
CIT 252	Phone Programming	5
CIT 297	Special Topics	5
CIT 298	Special Projects	5
CIT 299	Internship	5

Elective Courses (see below) ..... 5

TOTAL CREDITS FOR COMPLETION ..... 100

\*Articulated courses with High Schools for Dual Enrollment

\*\* Students may also choose to take one course outside the Computer Information Technology program by instructor permission and space availability.

Computer Information Technology

Associate in Applied Science – T Degree

(253) 589-5580 or (253) 589-5712

This program is designed to prepare students planning to continue their education at a college or university offering a Bachelor degree in Computer Science, Information Systems Management, or Computing & Software Systems. Institutions currently accepting this degree are: University of Washington-Tacoma, The Evergreen State University, Embry-Riddle University, and University of Phoenix.

In addition to the program course requirements, students must also complete the general education requirements for the degree they seek to obtain. The two degree options in this program are the Associate of Applied Technology (AAT) or the Associate of Applied Science–T (AAS-T) the different requirements for each degree are listed below.

AAT Degree General Education Requirements (15 credits):

ENGL& 101 English Composition or CMST& 220 (or higher). MAT 105 Math for Industrial Professions (or higher). PSYC& 100 General Psychology (or other social science or humanities class).

AAS-T Degree general education requirements (20 credits):

All AAS-T degrees must have a minimum of 20 credits of transferable general education. These credits replace the academic courses required for the AAT degree. Required credits include: 5 credits in Communication: ENGL& 101. 5 credits in quantitative reasoning: MATH 110, MATH& 141, MATH& 142, MATH& 146 or MATH& 151. 10 credits in social science, humanities, or science (choose two from the following): PSYC& 100, PSYC& 200, PSY 210, PSYC& 220, SOC& 101, ART& 100, MUS& 105, ASL& 121, BIOL 118, BIOL& 241, BIOL& 242, CHEM& 121, CHEM& 110, GEOL& 110, PHYS& 121, ECON 101, ECON& 201 or ECON& 202.

Students pursuing an AAST degree for transfer to the University of Washington Tacoma are required to take additional core academic classes that may or may not be offered at Clover Park Technical College. Please see your instructor for the latest articulation requirements.

Prerequisites: COMPASS Reading 68, Writing 33, Algebra 32. Basic competencies with personal computers and Windows- based word processing and spreadsheet software. Touch typing proficiency of 35 words per minute is recommended.

Admission Dates: Fall, Winter, Spring and Summer quarters.

PROGRAM REQUIREMENTS Credits

Academic Core Credits

ASL& 121	American Sign Language	5
ENGL& 101	English Composition	5
ENGL& 235	Technical Writing	5
MATH& 141	Pre-Calculus I	5
MATH& 142	Pre-Calculus II	5
MATH& 146	Introduction to Statistics	5
MUSC& 105	Introduction to Music	5
	or ART& 100 Introduction to Art	5
PHY 121	or Any Lab based Science	5
PSYC& 100	General Psychology	5

Academic Core Credits..... 45

COMPUTER TECHNOLOGY

continued from previous page

### Programming Transfer Courses

CIT 142	Java Object-Oriented Programming I	5
CIT 143	Java Object-Oriented Programming II	5

Programming Transfer Credits ..... 10

### Programming Vocational/Technical Courses

CIT 101	Programming Fundamentals	5
CIT 105*	Fundamentals of Information Technology	5
CIT 153	Sql Server	5
CIT 161	HTML & CSS	5
CIT 167	XML & Web Services	5
CIT 205	Object-Oriented Analysis & Design	5
CIT 245	Data and Logic Structures	5
CIT 224	C++.Net	5
CIT 248	Visual Basic.Net	5

Programming Vocational/Technical Credits ..... 45

TOTAL CREDITS FOR COMPLETION ..... 100

## Computer Information Technology

### Computer Programmer

#### Certificate

(253) 589-5580 or (253) 589-5712

This certificate program prepares students for positions as junior computer programmers, computer consultants, PC applications support specialists as well as other related entry-level information technology positions. Employers may include business and industrial firms, banks and other financial institutions, government agencies, consulting firms, software developers, and internet service providers.

Included in this program are academic courses in communication, quantitative reasoning, and social sciences that provide knowledge and abilities upon which technical skills are built and enhance personal development. Students must take all the academic core courses and the programming core courses to receive a certificate.

Classes will be offered with sufficient frequency, that with reasonable schedule planning, this program may be completed in five quarters of full-time effort. It may take longer, depending on the student's prior educational preparation, and the time it takes to satisfactorily complete all graduation requirements.

**Prerequisites:** COMPASS Reading 68, Writing 33, Intermediate Algebra 32. Basic competencies with personal computers and Windows-based word processing and spreadsheet software. Touch typing proficiency of 35 words per minute is recommended.

**Admission Dates:** Fall, Winter, Spring and Summer quarters..

#### PROGRAM REQUIREMENTS

Credits

##### Academic Core Courses

ENG& 101	English Composition (or higher) or CMST& 220	5
MAT 141	or higher	5
PSYC& 100	or other social science or humanities class	5

Academic Core Credits ..... 15

#### Programming Core Courses

CIT 101	Programming Fundamentals	5
CIT 105*	Fundamentals of Information Technology	5
CIT 234	C#.Net	5
CIT 151	MySQL	5
CIT 142	Java Object-Oriented Programming I	5
CIT 143	Java Object-Oriented Programming II	5
CIT 150	Principles of Relational Databases	5
CIT 153	SQL Server	5
CIT 161	HTML & CSS	5
CIT 205	Object-Oriented Analysis & Design	5
CIT 245	Data and Logic Structures	5
CIT 248	Visual Basic.Net	5

Programming Core Credits ..... 60

TOTAL CREDITS FOR COMPLETION ..... 75

## Computer Information Technology

### .Net Developer

#### Certificate

(253) 589-5580 or (253) 589-5712

This certificate program prepares students with professional programming experience or prior training in computer programming for positions as .Net Developers. It is directed towards enabling them to refresh and extend their job skills to advance their career or to qualify for new employment opportunities. Employers may include business and industrial firms, banks and other financial institutions, government agencies, consulting firms, software developers, and internet service providers.

Classes will be offered with sufficient frequency, that with reasonable schedule planning, this program may be completed in three quarters of full-time effort. It may take longer, depending on the student's prior educational and professional experience, and the time it takes to satisfactorily complete all graduation requirements.

**Prerequisites:** Instructor approval required.

**Admission Dates:** Fall, Winter, Spring, and Summer quarters.

#### PROGRAM REQUIREMENTS

Credits

CIT 150	Principles of Relational Databases	5
CIT 153	SQL Server	5
CIT 161	HTML & CSS	5
CIT 248	Visual Basic.Net	5
CIT 224	C++.Net	5
CIT 234	C#.Net	5
CIT 265	ASP.Net	5
CIT 298	Special Projects	5

TOTAL CREDITS FOR COMPLETION ..... 40

## Computer Information Technology Web Developer

### Certificate

(253) 589-5580

This certificate program prepares students with professional programming experience or prior training in computer programming for positions as web developers. It is directed towards enabling them to refresh and extend their job skills to advance their career or to qualify for new employment opportunities. Employers may include business and industrial firms, banks and other financial institutions, government agencies, consulting firms, software developers, and internet service providers.

Classes will be offered with sufficient frequency, that with reasonable schedule planning, this program may be completed in two quarters of full-time effort. It may take longer, depending on the student's prior education and professional experience, and the time it takes to satisfactorily complete all graduation requirements.

**Prerequisites:** Instructor approval required.

**Admission Dates:** Fall, Winter, Spring and Summer quarters.

#### PROGRAM REQUIREMENTS

#### Credits

CIT 151	MySQL .....	5
CIT 161	HTML & CSS .....	5
CIT 163	Client-side Web Programming.....	5
CIT 164	Server-side Web Programming .....	5
CIT 167	XML & Web Services .....	5
CIT 264	JSP & Servlets.....	5
CIT 298 <sup>CAP</sup>	Special Projects .....	5

TOTAL CREDITS FOR COMPLETION ..... 35

## Computer Networking & Information Systems Security

### Associate of Applied Technology Degree

### Associate in Applied Science – T Degree

Prepares students for careers involving the protection of information on computers and networks against unauthorized access or modification of information, and against the denial of service to authorized users. Includes those security measures, both physical and virtual, necessary to detect, document, and counter such threats. Curriculum content includes basic and advanced computer and networking skills, physical and virtual security processes and procedures, and introduction to security management, planning, and recovery.

The AAT or AAS-T degree is earned by completing technical core requirements, general education requirements, and choosing one specialty option (Option 1: Cisco Network Design & Security; or Option 2: Computer & Communications Security; or Option 3: Microsoft Network Administration & Security).

The program includes preparing students for the CompTIA A+, Network+, Server+, Security+ and Linux+; Cisco CCENT and CCNA; and Microsoft MCTS & MCITP certification examinations and internship work experience.

Employers include business and industrial firms, financial institutions, government agencies, consulting firms, software developers, health providers, and Internet service providers. Innovations in computer technology continue to rapidly change and expand the computer security field. Therefore, the following courses of study may be subject to change in order to offer students training based on current industry standards.

The CNISS program is certified for cyber-security skills education through the National Security Agencies (NSA), Committee on National Systems Security. The program has been awarded CNSS 4011 National Training Standards for Information Systems Security Professionals and is currently working on the CNSS 4013 National Training Standard for System Administrators in Information Systems Security.

This program is approximately six quarters in length, depending on the time students need to satisfactorily complete all graduation requirements. Program hours are from 8 a.m. to 3 p.m.

In addition to the program course requirements, students must also complete the general education requirements for the degree they seek to obtain. The two degree options in this program are the Associate of Applied Technology (AAT) or the Associate of Applied Science-T (AAS-T). The different requirements for each degree are listed below:

#### AAT Degree General Education Requirements (15 credits):

ENGL& 101 English Composition or CMST& 220 (or higher). MAT 105 Math for Industrial Professions (or higher). PSYC& 100 General Psychology (or other social science or humanities class).

#### AAS-T Degree general education requirements (20 credits):

All AAS-T degrees must have a minimum of 20 credits of transferable general education. These credits replace the academic courses required for the AAT degree. Required credits include: 5 credits in Communication: ENGL& 101. 5 credits in quantitative reasoning: MATH 110, MATH& 141, MATH& 142, MATH& 146 or MATH& 151. 10 credits in social science, humanities, or science (choose two from the following): PSYC& 100, PSYC& 200, PSY 210, PSYC& 220, SOC& 101, ART& 100, MUS& 105, ASL& 121, BIOL 118, BIOL& 241, BIOL& 242, CHEM& 121, CHEM& 110, GEOL& 110, PHYS& 121, ECON 101, ECON& 201 or ECON& 202.

Students pursuing an AAT or AAS-T degree must complete all college degree requirements prior to graduation. This includes courses that meet the capstone project, diversity, and computer literacy requirements.

**Prerequisites:** COMPASS Reading 68 and Writing 33, or successful completion of ENG 82. Prior to completion of first quarter, student must provide documentation of a background check with the Washington State Patrol.

**Admission Dates:** Fall, Winter, Spring, and Summer quarters

continued from previous page

AAT PROGRAM REQUIREMENTS		Credits
NSS 101*	IT Essential I .....	5
NSS 105* <sup>cl</sup>	IT Essential II .....	4
NSS 110*	Networking Fundamentals I .....	4
NSS 115	Law & Ethics in the Workplace .....	4
NSS 120	MS Desktop Support I .....	5
NSS 125	MS Desktop Support II .....	4
NSS 130	Server Fundamentals .....	4
NSS 135	Implementing System Security .....	4
NSS 140	Introduction to Data Analysis .....	5
NSS 150	Internet Basics .....	4
NSS 155	Computer Security Concepts .....	4
NSS 160	Introduction to Linux .....	5
NSS 165	Contingency Planning .....	4
NSS 170	Telecom Security .....	5
NSS 201	Advanced Linux .....	4
NSS 211	Server Administration .....	5
<b>Total Technical Course Requirements</b> .....		<b>70</b>
<b>General Education Requirements (See listing above)</b> .....		<b>15</b>
<b>Program Option 1, 2, or 3 (See listing below)</b> .....		<b>28-33</b>

TOTAL CREDITS FOR COMPLETION OF AAT DEGREE ..... 113-118

AAS-T PROGRAM REQUIREMENTS		Credits
Technical Course Requirements (Same as AAT) .....		70
General Education Requirements (See listing above) .....		20
Program Option (See listing below) .....		28-33

TOTAL CREDITS FOR COMPLETION OF AAS-T DEGREE ..... 118-123

For an AAT or AAS-T degree, students must complete one of the specialty options listed below. These options may also be taken as a stand-alone certificate for those not pursuing a degree.

#### Option 1: Cisco Network Design & Security

NSS 180 <sup>CAP</sup>	Internship I .....	2
NSS 250 <sup>CAP</sup>	Internship II .....	2
NSSC 200*	Cisco Networking I .....	5
NSSC 201*	Cisco Networking II .....	5
NSSC 203*	Cisco Networking III .....	5
NSSC 205*	Cisco Networking IV .....	5
<b>Subtotal</b> .....		<b>24</b>

#### Option 2: Computer & Communications Security

NSS 180 <sup>CAP</sup>	Internship I .....	2
NSS 250 <sup>CAP</sup>	Internship II .....	2
NSSB 201	Overview of Hacking, Phreaking, & Cracking .....	5
NSSB 215	Computer Forensics .....	4
NSSB 225	Communications Best Practices .....	5
NSSB 231	Web Security .....	5
NSSB 238	Viruses, Worms, & Hazardous Software .....	5
NSSB 245	Scripting .....	5
<b>Subtotal</b> .....		<b>33</b>

#### Option 3: Microsoft Network Administration & Security

NSS 180 <sup>CAP</sup>	Internship I .....	2
NSS 250 <sup>CAP</sup>	Internship II .....	2
NSSD 251	Securing Network Infrastructure .....	6
NSSD 254	Active Directory Configuration .....	6
NSSD 257	Implementing Application Services .....	6
NSSD 260	Mail Server Administration .....	6
<b>Subtotal</b> .....		<b>28</b>

\*Articulated courses with High Schools for Dual Enrollment

## Computer Networking & Information Systems Security

### Cisco Network Design & Security

#### Certificate

Designed to provide foundational networking knowledge, practical experience, opportunities for career exploration, and soft skills development to help students prepare for entry-level careers in IT and networking. Learn the technical skills needed to succeed in networking professions such as network installer, help desk technician, pre-sales support technician, or network technician. In addition, the certificate prepares students for two different Cisco industry recognized certification exams, CCENT and CCNA. The Cisco CCENT certifies that students have developed the practical skills required for entry-level networking support positions and is the first step toward earning the Cisco CCNA certification, which is the foundational IT certification for networking careers.

This certificate program is approximately two quarters in length, depending on the time students need to satisfactorily complete all requirements. The Cisco Networking Academy curriculum (Cisco I, II, III, and IV) is used and two additional lab courses prepare student for the CCENT and CCNA industry certification exams. All the courses in this certificate count toward the Computer Networking & Information Systems Security (CNISS) AAT or AAS-T degree program.

**Prerequisites:** Students who enroll in the Cisco Network Design & Security certificate program are not expected to have any previous technical skills or knowledge, aside from basic PC skills.

**Admission Dates:** Fall, Winter, Spring, and Summer quarters

PROGRAM REQUIREMENTS		Credits
NSSC 200*	Cisco Networking I .....	5
NSSC 201*	Cisco Networking II .....	5
NSSC 203*	Cisco Networking III .....	5
NSSC 205*	Cisco Networking IV .....	5
NSSC 207	Cisco Learning Lab I .....	3
NSSC 210	Cisco Learning Lab II .....	3
<b>TOTAL CREDITS FOR COMPLETION</b> .....		<b>26</b>

\*Articulated courses with High Schools for Dual Enrollment

## Computer Networking & Information Systems Security

### Computer & Communications Security

#### Certificate

Introduces Computer and Communications Security in an every changing environment where viruses, worms, and hazardous software that compromise data integrity and create multiple issues with today's computer and network systems. Analysis and understanding of security risks involved in operating a web site and developing appropriate levels of security will be covered. Additionally, students will be introduced to common techniques used to commit communications fraud, and be introduced to the history of hacking and its various forms.

This program is approximately two quarters long, depending on the time students need to satisfactorily complete all graduation requirements. Program hours are from 8 a.m. to 12 p.m., Monday through Friday.



**Prerequisites:** Students are required to have completed NSS 101, 105, 110 or its equivalent, or have obtained A+ and Net+ certifications. A meeting with the program instructor prior to enrollment is necessary for assessment purposes. Prior to completion, students must provide documentation of a background check with the Washington State Patrol. All the courses in this certificate count towards the Computer Networking & Information Systems Security (CNISS) AAT or AAS-T degree program.

**Admission Dates:** Fall, Winter, Spring, and Summer quarters

PROGRAM REQUIREMENTS		Credits
NSSB 201	Overview of Hacking, Phreaking, & Cracking	5
NSSB 215	Computer Forensics	4
NSSB 225	Communications Best Practices	5
NSSB 231	Web Security	5
NSSB 238	Virus, Worms, & Hazardous Software	5
NSSB 245	Scripting	5
<b>TOTAL CREDITS FOR COMPLETION</b>		<b>29</b>

## Computer Networking & Information Systems Security

### Computer Networking & Information System Security Professional

#### Certificate

This certificate is designed to prepare students for entry-level careers involving the protection of computers, networks, and information systems against unauthorized access or modification of information, and against the denial of service to authorized users. Includes those security measures, both physical and virtual, necessary to detect, document, and counter such threats. Curriculum content includes basic computer and networking skills, physical and virtual security processes and procedures, and introduction to security management, planning, and recovery.

The program includes preparing students for the A+, Network+, Server+, Security+, and Linux+ certification examinations and cooperative work experience. Employers include business and industrial firms, financial institutions, government agencies, consulting firms, software developers, health providers, and Internet service providers.

This program is approximately four quarters in length, depending on the time students need to satisfactorily complete all graduation requirements.

**Prerequisites:** COMPASS Reading 68 and Writing 33, or successful completion of ENG 82. Prior to completion of first quarter, student must provide documentation of a background check with Washington State Patrol.

**Admission Dates:** Fall, Winter, Spring, Summer quarters

PROGRAM REQUIREMENTS		Credits
NSS 101*	IT Essential I	5
NSS 105* <sup>cl</sup>	IT Essential II	4
NSS 110*	Networking Fundamentals I	4
NSS 115	Law & Ethics in the Workplace	4
NSS 120	MS Desktop Support I	5
NSS 125	MS Desktop Support II	4
NSS 130	Server Fundamentals	4
NSS 135	Implementing System Security	4
NSS 140	Introduction to Data Analysis	5
NSS 150	Internet Basics	4
NSS 155	Computer Security Concepts	4
NSS 160	Introduction to Linux	5
NSS 165	Contingency Planning	4
NSS 170	Telecom Security	5
NSS 201	Advanced Linux	4
NSS 211	Server Administration	5
ENGL& 101	English Composition (or higher) or CMST& 220	5
MAT 105	Math for Industrial Professionals (or higher)	5
PSYC& 100	General Psychology (or other social science or humanities course)	5
<b>TOTAL CREDITS FOR COMPLETION</b>		<b>85</b>

## Computer Networking & Information Systems Security

### Microsoft Network Admin & Security

#### Certificate

Develop the knowledge and skills necessary to deploy and support Windows desktop and server operating systems in a variety of stand-alone and network operating system environments. Discuss, analyze, and develop the skills to support a secure Windows networking environment. This certificate program is approximately two quarters in length, depending on the time students need to satisfactorily complete all certificate requirements. Program hours are from 8 to 11 a.m. or 12 p.m. to 3 p.m. All the courses in this certificate count toward the Computer Networking & Information Systems Security (CNISS) AAT or AAS-T degree program.

**Prerequisites:** Students are required to have completed A+ and Net+ certification course, have obtained A+ and Net+ certification, or Instructor permission. Prior to completion of first quarter, student must provide documentation of a background check with the Washington State Patrol.

**Admission Dates:** Fall, Winter, Spring, and Summer quarters

PROGRAM REQUIREMENTS		Credits
NSSD 251	Securing Network Infrastructure	6
NSSD 254	Active Directory Configuration	6
NSSD 257	Implementing Application Services	6
NSSD 260	Mail Server Administration	6
<b>TOTAL CREDITS FOR COMPLETION</b>		<b>24</b>

## Cosmetology

### Certificate

Trains students in all elements of professional cosmetology. Successful graduates are prepared for the Washington State Department of Licensing Cosmetology examination, and upon licensing will be qualified for positions as cosmetologists. Students will participate in realistic training in the student-operated salon.

As an authorized member school of Pivot Point International, Clover Park Technical College utilizes an interactive DVD module system of training to support student learning. Pivot Point\*, considered a world leader in beauty education, provides innovative, high-quality educational systems that promote excellence in the hair and beauty industry. A new addition to our training... an "Exclusive Online" Learning Experience only available to Pivot Point Member Schools.

Included in this program are academic courses in communication (English composition, speech), quantitative reasoning (math) and social sciences (psychology, sociology) that provide knowledge and abilities upon which technical skills are built and personal development enhanced.

This program is approximately five and one-half quarters in length, depending on the time students need to satisfactorily complete all graduation requirements.

**Admission Dates:** Fall, Winter, Spring, and Summer quarters

**Evening class:** Fall and Winter quarters

A mandatory orientation is required before admission to the program.

### PROGRAM REQUIREMENTS

	Credits
COSMO 111 Salon Ecology.....	3
COSMO 113 Trichology .....	6
COSMO 119 Design Decisions .....	3
COSMO 126 Hair Design .....	9
COSMO 134 Hair Sculpting .....	13
COSMO 143 Chemical Texturizing .....	5
COSMO 156 Hair Coloring.....	6
COSMO 161 Lab Clinic I.....	6
COSMO 166 Lab Clinic II.....	7
COSMO 170 Lab Clinic III.....	9
COSMO 178 Artificial Hair.....	2
COSMO 179 Study of Nails.....	3
COSMO 186 Study of Skin.....	3
COSMO 224 Advanced Hair Coloring.....	10
COSMO 228 State Board Practical Preparation.....	3
COSMO 230 Lab Clinic IV.....	9
COSMO 235 State Board Written Test Review .....	4
COSMO 242 Clover Park Practical Boards .....	6
COSMO 247 Design Forum .....	1
ENGL& 101 English Composition (or higher) or CMST& 220 .....	5
MAT 105 Math for Industrial Professions (or higher).....	5
PSYC& 100 General Psychology (or other social science or humanities class).....	5

**TOTAL CREDITS FOR COMPLETION** ..... 123

To qualify for a Cosmetologist license from the Washington State Department of Licensing, a student must successfully complete the technical courses offered in the program, complete 1600 hours of technical instruction, and pass both the written and practical exams for the Department of Licensing.

Students who have not met the 1600 hour technical instruction requirement will take one of the following internship courses:

COSMO 248 Industry Internship I.....	1
COSMO 250 Industry Internship II.....	2
COSMO 252 Industry Internship III.....	3
COSMO 254 Industry Internship IV.....	4
COSMO 256 Industry Internship V.....	5

\*Pivot Point is a registered service mark and trademark owned by Pivot Point International, Inc.

## Culinary Arts

### Associate of Applied Technology Degree

### Associate in Applied Science – T Degree

Graduates are prepared to enter the fast-paced and exciting culinary field as entry-level cooks, lead cooks, or kitchen station supervisors. Emphasizes fine dining food production skills combined with professional service training and food management techniques. Food production course emphasize quality food preparation.

Potential employers include fine dining establishments, hotels, resorts, catering kitchens, clubs, and executive dining services. In combination with additional study and experience, this degree can place graduates on a career ladder that could lead to positions such as restaurant manager, catering/banquet manager, sous-chef, and executive chef.

Students train in aspects of culinary arts food service operations and management. The program emphasizes preparation of food for healthy lifestyles and is designed to exceed the standards set by the American Culinary Federation and the National Restaurant Association's Professional Management Development Program. The program combines classroom study and work site learning in college restaurant operations.

This program is approximately five quarters in length, depending on the time students need to satisfactorily complete all graduation requirements. In addition to the program course requirements, students must also complete the general education requirements for the degree they seek to obtain.

The two degree options in this program are the Associate of Applied Technology (AAT) or the Associate of Applied Science–T (AAS-T) the different requirements for each degree are listed below.

#### AAT Degree General Education Requirements (15 credits):

ENGL& 101 English Composition or CMST& 220 (or higher). MAT 105 Math for Industrial Professions (or higher). PSYC& 100 General Psychology (or other social science or humanities class).

#### AAS-T Degree general education requirements (20 credits):

All AAS-T degrees must have a minimum of 20 credits of transferable general education. These credits replace the academic courses required for the AAT degree. Required credits include: 5 credits in Communication: ENGL& 101. 5 credits in quantitative reasoning: MATH 110, MATH& 141, MATH& 142, MATH& 146 or MATH& 151. 10 credits in social science, humanities, or science (choose two from the following): PSYC& 100, PSYC& 200, PSY 210, PSYC& 220, SOC& 101, ART& 100, MUS& 105, ASL& 121, BIOL 118, BIOL& 241, BIOL& 242, CHEM& 121, CHEM& 110, GEOL& 110, PHYS& 121, ECON 101, ECON& 201 or ECON& 202.

Students pursuing an AAT or AAS-T degree must complete all college degree requirements prior to graduation. This includes courses that meet the capstone project, diversity, and computer literacy requirements.

**Admission Dates:** Fall, Winter, Spring, and Summer quarters

**AAT PROGRAM REQUIREMENTS**

	Credits
CUL 104 Sanitation in Food Service Operations.....	3
CUL 107 Professional Cooking I.....	7
CUL 109 Cooking Methods I.....	7
CUL 111 Food Preparation I.....	3
CUL 113 Introduction to Baking.....	3
CUL 117 Professional Cooking II.....	7
CUL 119 Food Preparation II.....	3
CUL 123 Cooking Methods II.....	7
CUL 127 Professional Cooking III.....	7
CUL 132 American Regional Cuisine.....	3
CUL 135 Food Preparation III.....	3
CUL 139 Cooking Methods III.....	7
CUL 241 Advanced Restaurant Baking.....	3
REST 107 Kitchen and Dining Management.....	3
REST 109 Marketing/Public Relations.....	3
REST 112 Restaurant Dining.....	7
REST 115 Catering Production.....	3
REST 103 Food & Beverage Cost Control.....	4
REST 119 Operations Management.....	4
REST 122 Food Service Nutrition.....	4
REST 126 Finance and Accounting.....	4
REST 131 Business Plan Development.....	4
REST 133 Beverage Service Management.....	4
<hr/>	
Technical Course Requirements (Total).....	103
General Education Requirements (See listing above).....	15
<hr/>	
TOTAL CREDITS FOR COMPLETION OF AAT DEGREE.....	118

**AAS-T PROGRAM REQUIREMENTS**

	Credits
Technical Course Requirements (Same as AAT).....	103
General Education Requirements (See listing above).....	20
<hr/>	
TOTAL CREDITS FOR COMPLETION OF AAS-T DEGREE.....	123

**Culinary Arts**

**Basic Cooking Skills**

**Certificate**

Designed to train students in basic cooking skills, this certificate program includes portions of the Culinary Arts degree program.

This program is approximately three quarters in length, depending on the time students need to satisfactorily complete all graduation requirements. Included in this program are academic courses in communication, quantitative reasoning, and social sciences that provide knowledge and abilities upon which technical skills are built and personal development enhanced.

**Admission Dates:** Fall, Winter, Spring, and Summer quarters

**PROGRAM REQUIREMENTS**

	Credits
CUL 104 Sanitation in Food Service Operations.....	3
CUL 107 Professional Cooking I.....	7
CUL 109 Cooking Methods I.....	7
CUL 111 Food Preparation I.....	3
CUL 113 Introduction to Baking.....	3
CUL 117 Professional Cooking II.....	7
CUL 119 Food Preparation II.....	3
CUL 123 Cooking Methods II.....	7
CUL 127 Professional Cooking III.....	7
CUL 132 American Regional Cuisine.....	3
CUL 135 Food Preparation III.....	3
CUL 139 Cooking Methods III.....	7
ENGL& 101 English Composition (or higher) or CMST& 220.....	5
MAT 105 Math for Industrial Professions (or higher).....	5
PSYC& 100 General Psychology (or other social science or humanities course).....	5
<hr/>	
TOTAL CREDITS FOR COMPLETION.....	75

**Culinary Arts**

**Restaurant Management**

**Certificate**

Prepares student for management careers within the food and beverage industry. Coursework is based on the professional management development program endorsed by the National Restaurant Association.

This program is approximately two quarters in length, depending on the time students need to satisfactorily complete all graduation requirements.

**Admission Dates:** Fall, Winter, Spring, Summer quarters, based on seat availability

**PROGRAM REQUIREMENTS**

	Credits
REST 103 Food and Beverage Cost Control.....	4
REST 107 Kitchen and Dining Management.....	3
REST 109 Marketing/Public Relations.....	3
REST 112 Restaurant Dining.....	7
REST 115 Catering Production.....	3
REST 119 Operations Management.....	4
REST 122 Food Service Nutrition.....	4
REST 126 Finance and Accounting.....	4
REST 131 Business Plan Development.....	4
REST 133 Beverage Service Management.....	4
REST 137 Hospitality Law.....	4

TOTAL CREDITS FOR COMPLETION.....44

**Culinary Arts**

**Pastry Arts**

**Associate of Applied Technology Degree**

**Associate in Applied Science – T Degree**

The Pastry Arts program at Clover Park Technical College offers a five-quarter Associate of Applied Science degree, as well as a three-quarter certificate program for students seeking entry into or career advancement in the pastry arts job market, specifically as a Pastry Arts Chef.

Prepares students for careers in areas such as baker, pastry chef, and other pastry art positions. Students already working in the culinary arts field can select a study path that will expand their skills and further their employment potential. The Pastry Arts degree is designed to provide hands-on training that will prepare students for careers in pastry arts.

The two degree options in this program are the Associate of Applied Technology (AAT) or the Associate of Applied Science–T (AAS-T), and the different requirements for each degree are listed below.

**AAT Degree General Education Requirements (15 credits):**

ENGL& 101 English Composition or CMST& 220 (or higher). MAT 105 Math for Industrial Professions (or higher). PSYC& 100 General Psychology (or other social science or humanities class).

**AAS-T Degree general education requirements (20 credits):**

All AAS-T degrees must have a minimum of 20 credits of transferable general education. These credits replace the academic courses required for the AAT degree. Required credits include: 5 credits in Communication: ENGL& 101. 5 credits in quantitative reasoning: MATH 110, MATH& 141, MATH& 142, MATH& 146 or MATH& 151. 10 credits in social science, humanities, or science (choose two from the following): PSYC& 100, PSYC& 200, PSY 210, PSYC& 220, SOC& 101, ART& 100, MUS& 105, ASL& 121, BIOL 118, BIOL& 241, BIOL& 242, CHEM& 121, CHEM& 110, GEOL& 110, PHYS& 121, ECON 101, ECON& 201 or ECON& 202.

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Students pursuing an AAT or AAS-T degree must complete all college degree requirements prior to graduation. This includes courses that meet the capstone project, diversity, and computer literacy requirements.

**Admission Dates:** Fall, Winter, Spring, and Summer quarters

PROGRAM REQUIREMENTS	Credits
CUL 104 Sanitation in Food Service Operations.....	3
BAKE 105 Chocolate I (Confections).....	5
BAKE 108 Chocolate II.....	4
BAKE 111 Decorating.....	3
BAKE 112 Cakes I (Fillings and Icings).....	7
BAKE 114 Dessert Alternatives (Sugar Free, Gluten Free, Vegan).....	3
BAKE 117 Frozen Desserts.....	3
BAKE 120 Yeast Breads.....	7
BAKE 125 Baking Techniques and Ingredients.....	3
BAKE 130 Pies, Tarts, Custards, and Fillings.....	5
BAKE 134 Quick Breads, Cookies, Brownies.....	3
BAKE 140 Restaurant (Individual) Desserts and Petit Fours.....	5
BAKE 153 Sugar Work.....	3
BAKE 156 Wedding Cakes.....	7
BAKE 160 Retail and Customer Service.....	4
BAKE 210 Cakes II.....	3
REST 103 Food and Beverage Cost Control.....	4
REST 107 Kitchen & Dining Management.....	3
REST 109 Marketing/Public Relations.....	3
REST 115 Catering Production.....	3
REST 119 Operations Management.....	4
REST 122 Food Service Nutrition.....	4
REST 126 Finance & Accounting.....	4
REST 131 Business Plan Development.....	4
REST 133 Beverage Service.....	4
REST 137 Hospitality Law.....	4

Technical Course Requirements ..... 105

AAT REQUIREMENTS	Credits
Technical Course Requirements.....	105
General Education Requirements (See listing above).....	15

TOTAL CREDITS FOR COMPLETION OF AAT DEGREE ..... 120

AAS-T REQUIREMENTS	Credits
Technical Course Requirements.....	105
General Education Requirements (See listing above).....	20

TOTAL CREDITS FOR COMPLETION OF AAS-T DEGREE ..... 125

## Culinary Arts

### Pastry Arts

#### Certificate

This program prepares students with the basic skills and knowledge required for entry-level positions in the baking and pastry industry. Students gain hands-on experience and theoretical training as they produce quality bakery products from scratch.

The program is approximately three quarters in length, depending on the time students need to satisfactorily complete all graduation requirements.

Included in this program are academic courses in communication, quantitative reasoning, and social sciences that provide knowledge and abilities upon which technical skills are built and personal development enhanced.

**Admission Dates:** Fall, Winter, Spring, and Summer quarters

## PROGRAM REQUIREMENTS

## Credits

CUL 104 Sanitation in Food Service Operations.....	3
BAKE 105 Chocolate I (Confections).....	5
BAKE 108 Chocolate II.....	4
BAKE 111 Decorating.....	3
BAKE 112 Cakes I (Fillings and Icings).....	7
BAKE 114 Dessert Alternatives (Sugar Free, Gluten Free, Vegan).....	3
BAKE 117 Frozen Desserts.....	3
BAKE 120 Yeast Breads.....	7
BAKE 125 Baking Techniques and Ingredients.....	3
BAKE 130 Pies, Tarts, Custards, and Fillings.....	5
BAKE 134 Quick Breads, Cookies, Brownies.....	3
BAKE 140 Restaurant (Individual) Desserts and Petit Fours.....	5
BAKE 153 Sugar Work.....	3
BAKE 156 Wedding Cakes.....	7
BAKE 210 Cakes II.....	3
ENGL& 101 English Composition (or higher) or CMST& 220.....	5
MAT 110 Math for Non-science Majors.....	5
PSYC& 100 General Psychology.....	5

TOTAL CREDITS FOR COMPLETION ..... 79

## Dental Assistant

### Associate of Applied Technology Degree

Designed to prepare students for positions in the dental field, including both front office and dental assistant career tracks. Graduates of the program will have a foundation of knowledge of dental sciences, dental assisting skills, dental materials, dental laboratory procedures, radiography, infection control, and dental business office management skills. Students will develop an understanding of the role of the dental assistant and dental business office assistant within the dental care team. Graduates are qualified for entry-level positions as expanded duties dental assistants and coordinating assistants, as well as dental business office assistants within a dental office.

This program is accredited through the American Dental Association (ADA). The last Friday in each of the final three quarters of study, students will be required to take one of the three components of the Dental Assistant National Board (DANB) Certification Examination. Completion of the appropriate component of the exam will be a prerequisite for continuation into the third and fourth quarters of study in the Dental Office Specialist program.

In addition, successful completion of the first component (Infection Control), completed at the end of the second quarter of study, is a prerequisite to entering the fourth quarter, clinical experience. The third component of the exam is a requirement for graduation from the program and when successfully completed, will result in the student receiving his or her national certification from DANB entitling him or her to use the title of Certified Dental Assistant.

Included in this program are academic courses in communication (English composition, speech), quantitative reasoning (math) and social sciences (psychology, sociology) that provide knowledge and abilities upon which technical skills are built and enhance personal development.

Each student is strongly encouraged to carry personal health/medical insurance throughout their clinical rotations. Quarterly based insurance for students may be purchased; further information is available through the counseling office.

This program is approximately four quarters in length, depending on the time students need to satisfactorily complete all graduation requirements.

Students pursuing an AAT or AAS-T degree must complete all college degree requirements prior to graduation. This includes courses that meet the capstone project, diversity, and computer literacy requirements.

**Prerequisites:** In order to participate in the externship, students must receive a No Record On File report from the Washington State Patrol, related to Crimes Against Persons. Students must be at least 18 years of age and have a high school diploma or GED (per ADA standards). Students must have a current Basic Life Support (CPR) card for health care providers and a First Aid card.

In order to participate in the program, students must have current immunizations or laboratory verification of immune status. This includes, but is not limited to, Hepatitis B series including a positive titer, Tetanus/ Diphtheria, Tuberculosis Test, Measles/ Mumps/Rubella, and Varicella as required by contracts with clinical facilities and CDC recommendations.

To enter the program, a student must be eligible to take Math 91 during the first quarter of the program, the prerequisite for college-level English, and psychology or another social science or humanities course.

**Admission Dates:** Fall, Spring, Summer quarters

**PROGRAM REQUIREMENTS**

**Credits**

DAS 103	General Studies.....	2
DAS 101	Biomedical Sciences .....	5
DAS 109	Dental Sciences I.....	7
DAS 111	Dental Assisting Skills I.....	7
DAS 210	Dental Sciences II .....	5
DAS 212	Dental Specialties .....	8
DAS 214	Dental Assisting Skills II .....	10
DAS 240 <sup>CAP</sup>	Clinical Experience I.....	10
DAS 245 <sup>CAP</sup>	Clinical Experience II.....	7
DBOA 104	Dental Terminology & Procedures.....	5
DBOA 111	Dental Charting, Scheduling and Recall Management.....	5
DBOA 118	Dental Correspondence and Employment Skills .....	9
	Students will take a minimum of 4 credits of computer skills courses Recommended Electives below .....	4
ENGL& 101	English Composition (or higher) or CMST& 220 .....	5
MAT 105	Math for Industrial Professions (or higher).....	5
PSYC& 100	General Psychology (or other social science or humanities course).....	5
<b>TOTAL CREDITS FOR COMPLETION .....</b>		<b>99</b>

**Recommended Electives**

CAH 105	Computer Applications.....	3
CAS 105	Keyboarding .....	3
CAS 115	Introduction to Computing.....	3
CAS 120	Word I.....	2
CAS 125	Word II .....	3
CAS 130	Excel I.....	3
CAS 135	Excel II.....	3
CAS 140 <sup>CI</sup>	Powerpoint.....	2
CAS 145	Publisher.....	5

**Dental Assistant Certificate**

Designed to prepare students for positions in the dental assistant field. Provides a foundation of knowledge of dental sciences, dental assisting skills, dental materials, dental laboratory procedures, radiography, infection control, and office management skills. Students will develop an understanding of the role of the dental assistant within the dental care team. Graduates are qualified for entry-level positions, expanded-duties dental assistants, and coordinating assistants in the dental office.

This program is accredited through the American Dental Association (ADA). The last Friday in each of the three quarters of study, dental assistant students will be required to take one of the three components of the Dental Assistant National Board (DANB) Certification Examination. Completion of the appropriate component of the exam will be a prerequisite for continuation into the second and third quarters of study in the Dental Assistant program.

In fact, successful completion of the first component (Infection Control), completed at the end of the first quarter of study, is a prerequisite to entering the third quarter clinical experience. The third component of the exam is a requirement for graduation from the program, and when successfully completed, will result in students receiving their national certification from DANB, entitling them to use the title of Certified Dental Assistant.

Included in this program are academic courses in communication (English Composition, Speech), quantitative reasoning (Math) and social sciences (Psychology, Sociology) that provide knowledge and abilities upon which technical skills are built and personal development enhanced.

Each student is strongly encouraged to carry personal health/medical insurance throughout their clinical rotations. Quarterly-based insurance for students may be purchased; further information is available through the Advising and Counseling Office.

This program is approximately three quarters in length, depending on the time students need to satisfactorily complete all graduation requirements.

**Prerequisites:** Students must be 18 years of age and have a high school diploma or GED (per ADA standards). Students must have a current Basic Life Support (CPR) card for healthcare providers and a First Aid card. Students must have current immunizations or laboratory verification of immune status. This includes, but is not limited to, Hepatitis B series, including a positive titer, Tetanus/ Diphtheria, Tuberculosis Test, Measles/ Mumps/Rubella, and Varicella, as required by contracts with clinical facilities and CDC recommendations. To enter the program, a student must be eligible to take Math 91, college level English and psychology or another social science or humanities course during the first quarter of the program.

In order to participate in the externship, students must receive a No Record on File report from the Washington State Patrol, related to Crimes Against Persons.

To enter the program, a student must be eligible to take Math 91 during the first quarter of the program, the prerequisite for college-level English, and psychology or another social science or humanities course.

**Admission Dates:** Fall, Spring, and Summer quarters

**PROGRAM REQUIREMENTS**

**Credits**

DAS 103	General Studies.....	2
DAS 101	Biomedical Sciences .....	5
DAS 109	Dental Sciences I.....	7
DAS 111	Dental Assisting Skills I.....	7
DAS 210	Dental Sciences II .....	5
DAS 212	Dental Specialties .....	8
DAS 214	Dental Assisting Skills II .....	10
DAS 240 <sup>CAP</sup>	Clinical Experience I.....	10
DAS 245 <sup>CAP</sup>	Clinical Experience II.....	7
ENGL& 101	English Composition (or higher) or CMST& 220 .....	5
MAT 105	Math for Industrial Professions (or higher).....	5
PSYC& 100	General Psychology (or other social science or humanities course).....	5
<b>TOTAL CREDITS FOR COMPLETION .....</b>		<b>76</b>

## Dental Administrative Specialist

### Certificate

Designed to prepare students for entry-level positions in dental office administration. These positions may include receptionists, treatment coordinators, financial coordinators, or dental office managers. Students will receive online instruction and a community-based internship experience with a local dental office or clinic.

Receive training in administration, including greeting and scheduling patients, handling billing and insurance claims, collecting payments, arranging treatment plans, and managing business documents.

Included in this program are academic courses in communication, quantitative reasoning, and social sciences that provide knowledge and abilities upon which technical skills are built and personal development enhanced.

This program is approximately three quarters in length, depending on the time students need to satisfactorily complete all graduation requirements. The courses in this program are offered in an online format.

**Prerequisites:** Students must receive a No Record on File report from the Washington State Patrol related to Crimes Against Persons.

Basic keyboarding skills, general computer fundamentals training, and efficiency in using the Microsoft word processing program is recommended.

All courses are taught online; students need to have an up-to-date computer with internet access. To be fully self sustaining at home you will also need a printer with fax, copy and scan abilities. The CPTC library has these technologies available for student usage during open business hours.

To enter the program, a student must be eligible to take Math 91 during the first quarter of the program, the prerequisite for college-level English, and psychology or another social science or humanities course.

**Admission Dates:** Fall, Winter, Spring, and Summer quarters

### PROGRAM REQUIREMENTS

### Credits

ACTG 110	Bookkeeping I .....	4
ACTG 141	QuickBooks I .....	2
DBOA 104	Dental Terminology & Procedures .....	5
DBOA 111	Dental Charting, Scheduling and Recall Management .....	5
DBOA 118	Dental Correspondence and Employment Skills.....	9
DBOA 120	Dental Insurance .....	6
DBOA 121	Fiscal Management .....	6
DBOA 126	Professional Communications.....	4
DBOA 128	Dental Law & Ethics .....	5
DBOA 132	Work-Based learning Experience.....	6
	Students will take a minimum of 4 credits of computer skills courses.	
	Recommended Electives below .....	4
ENGL& 101	English Composition (or higher).....	5
MAT 107	Business Math (or higher).....	5
PSY 100 or SOC 100	General Psychology (or higher) .....	5

**TOTAL CREDITS FOR COMPLETION** .....71

### Recommended Electives

CAH 105	Computer Applications.....	3
CAS 105	Keyboarding .....	3
CAS 115	Introduction to Computing.....	3
CAS 120	Word I.....	2
CAS 125	Word II .....	3
CAS 130	Excel I.....	3
CAS 135	Excel II .....	3
CAS 140 <sup>CL</sup>	Powerpoint.....	2
CAS 145	Publisher.....	5

## Early Care & Education

### Associate of Applied Technology Degree

### Associate in Applied Science – T Degree

Prepares students for careers in the Early Care & Education field as child care directors, teachers, leads, and assistant child care providers.

To obtain the degree, a student will complete the required courses and elective credits. Students participate in practicum experiences at the campus Child Development Center or in an approved local child care center.

Students will complete four practicum experiences. The fourth practicum will be in an area of the student's choice: Leadership in ECE, Child Development -- Infant/Toddler, Child Development -- Preschool, Child Development -- School Age, Family Childcare Professional, or Special Needs. Degree candidates may petition for credits based on possession of a current CDA credential.

Students are required to develop a program portfolio to be completed and presented prior to graduation.

This program is approximately eight to ten quarters in length, depending on the time students need to satisfactorily complete all graduation requirements and hours of enrollment. All courses must be completed with a minimum of C grade to graduate. The Foundation Certificate and Specialist Certificate are embedded in the degree program so the student may earn stepping stone credentials on their way to completing an Associate degree.

Proficiency in reading, writing, and an understanding of the English language is required. ENGL& 101 must be completed by the end of the fourth quarter. Students are required to take the COMPASS test before entry into the program and meet with an ECE faculty advisor. All degree students must fulfill portfolio requirements, which are to be completed by the time of graduation from the program.

In addition to the program course requirements, students must also complete the general education requirements for the degree they seek to obtain. The two degree options in this program are the Associate of Applied Technology (AAT) or the Associate of Applied Science-T (AAS-T). The different requirements for each degree are listed below.

### AAT Degree General Education Requirements (15 credits):

ENGL& 101 English Composition or CMST& 220 (or higher). MAT 105 Math for Industrial Professions (or higher). PSYC& 100 General Psychology (or other social science or humanities class).

### AAS-T Degree general education requirements (20 credits):

All AAS-T degrees must have a minimum of 20 credits of transferable general education. These credits replace the academic courses required for the AAT degree. Required credits include: 5 credits in Communication: ENGL& 101. 5 credits in quantitative reasoning: MATH 110, MATH& 141, MATH& 142, MATH& 146 or MATH& 151. 10 credits in social science, humanities, or science (choose two from the following): PSYC& 100, PSYC& 200, PSY 210, PSYC& 220, SOC& 101, ART& 100, MUS& 105, ASL& 121, BIOL 118, BIOL& 241, BIOL& 242, CHEM& 121, CHEM& 110, GEOL& 110, PHYS& 121, ECON 101, ECON& 201 or ECON& 202.

Students pursuing an AAT or AAS-T degree must complete all college degree requirements prior to graduation. This includes courses that meet the capstone project, diversity, and computer literacy requirements.

**Prerequisites:** COMPASS Reading 68 and Writing 33, or successful completion of ENG 82.

**Admission Dates:** Fall, Winter, Spring, Summer quarters

**AAT PROGRAM REQUIREMENTS**

**Credits**

ECE 120	Interpersonal Skills for the ECE Professional	2
ECE 141	ECE Curriculum: Math	2
ECE 142	ECE Curriculum: Science and Technology	2
ECE 175	Curriculum & Environment for Infant/Toddler	2
ECE 235	Creating A Quality Environment	3
ECE 240	Literacy in Early Childhood Education	5
ECE 245	Diversity Awareness and Curriculum Development	3
ECS 102*	Basic Child Care Training (STARS)	2
ECS 106	Overview of Early Childhood Education I	3
ECS 107	Overview of Early Childhood Education II	3
ECS 110 <sup>cl</sup>	Computer Essentials for the ECE Professional	4
ECS 146	Child Development Infant/Toddler	2
ECS 150	Child Development Ages 3-12 years	3
ECS 156	ECE Curriculum: Health/Nutrition	3
ECS 160	ECE Curriculum: Music/Movement/Creativity	5
ECS 181	ECE Practicum I	5
ECS 182	ECE Practicum II	5
ECS 183	ECE Practicum III	5
ECS 235	Issues & Trends	2
ECS 264	Partnerships with Families	3
ECS 277	Professionalism & Ethics	2
ECS 292	Theories of Child Development	3
ECS 284	Guiding Young Children	3
ECS 279	Observations & Applications in ECE	2

Subtotal Credits for Completion.....74

Students must choose one of the following Practicum IV Courses:

ECS 217	ECE Practicum IV Infant/Toddler	3
ECS 230	ECE Practicum IV School-Age	3
ECS 286	ECE Practicum IV Leadership	3
ECS 287	ECE Practicum IV Child Development	3
ECS 288	ECE Practicum IV Family Child Care	3
ECS 297	ECE Practicum IV Special Needs	3
ECS 190	ECE Practicum IV Green	3
ECS 194	ECE Practicum IV The Emotionally Intelligent Child	3
ECS 198	ECE Practicum IV Working with Families	3

Subtotal Credits for Completion..... 77

Students must complete a minimum of 6 elective credits:

ECE 102	Introduction to Apprenticeship	1
ECE 125	Just for the Fun of it: Preschool	1
ECE 132	Raising an Emotionally Intelligent Child	1
ECE 133	Emotionally Intelligent Parenting	1
ECE 135	School Age Math, Science, and Technology	3
ECE 136	Raising a Physically and Nutritionally Intelligent Child	1
ECE 156	From Seed to Table: Gardening with Children	2
ECE 230	Inclusion in ECE	3
ECE 290	Portfolio Adventure	2
ECS 266	Leadership in ECE	4
ECS 270	Introduction to Early Childhood Management	3
ECS 290	Mentoring in ECE	1
ECS 206	Signing with Infant & Toddler	2
ECS 202	Preschool Activities	2
ECS 220	Curriculum for School Age	2
ECS 225	School Age Environment	2
ECS 260	Curriculum for Family Child Care	2
ECS 295	DAP-Special Needs	2
ECE 126	Nature & the Outdoor Classroom	2
ECE 143	Just for the Green of It	1
ECE 157	Just Recycle It	1
ECE 149	ECE Curriculum – Health, Safety, Nutrition, & Cooking Lab	4

**PARA Electives (can be taken for ECE elective credit)**

PARA 105	Intro to Education	5
PARA 133	Augmented & Alternative Communication	4
PARA 140	Strategies for Teaching Reading	4
PARA 124	Intro to Exceptional Children	5
PARA 201	Core Competencies Portfolio	5

Subtotal Technical Course Requirements .....83

General Education Requirements (See listing above)..... 15

TOTAL CREDITS FOR COMPLETION OF AAT DEGREE ..... 98

**AAS-T PROGRAM REQUIREMENTS**

**Credits**

Technical Course Requirements (Same as AAT) .....83

General Education Requirements (See listing above)..... 20

TOTAL CREDITS FOR COMPLETION OF AAS-T DEGREE ..... 103

**Early Care & Education  
Childhood Foundation**

**Certificate**

This program is offered only to CPTC-affiliated centers in the community. It prepares students for entry-level positions in the Early Care & Education field. Students participate in experiential learning in an approved local child care center. ECS 102 provides students with the basic 20-hour S.T.A.R.S. certification. ECS 111-117 prepare students for the CDA assessment. The program is designed for students to earn a certificate while working in the field.

This program is approximately two quarters in length, depending on the time students need to satisfactorily complete all graduation requirements and depending on hours of enrollment.

Prerequisites: Proficiency in reading, writing, and understanding the English language is required. Students are required to take the COMPASS test before entry into the program.

**Admission Dates:** Fall, Winter, Spring, Summer quarters

**PROGRAM REQUIREMENTS**

**Credits**

ECE 120	Interpersonal Skills for the ECE Professional	2
ECS 102*	Basic Child Care Training (STARS)	2
ECS 111	Introduction to Early Childhood Profession	2
ECS 112	Ways Children Grow & Learn	2
ECS 113	Safe & Healthy Environment (dual credit)	2
ECS 114	Children's Social/Emotional Development	2
ECS 115	Physical/Intellectual Competence	2
ECS 116	Family Relationships	2
ECS 117	Early Childhood Professional	2
ECS 181	ECE Practicum I	5
ECS 182	ECE Practicum II	5

TOTAL CREDITS FOR COMPLETION ..... 28

\*Articulated courses with High Schools for Dual Enrollment Classes

## Early Care & Education Childhood Leadership

### Certificate

Designed for experienced early care and education teachers who are seeking leadership positions in their career field. Classes are offered in the evenings with an arranged practicum experience.

This program is approximately two to four quarters in length, depending on the starting quarter and on the time students need to satisfactorily complete all graduation requirements.

**Prerequisites:** COMPASS Reading 68 and Writing 33, or successful completion of ENG 82.

**Admission Dates:** Fall, Winter, Spring, Summer quarters

### PROGRAM REQUIREMENTS

	Credits
ECS 235 Issues & Trends .....	2
ECS 264 Partnerships with Families .....	3
ECS 266 Leadership in ECE .....	4
ECS 270 Introduction to Early Childhood Management .....	3
ECS 277 Professionalism & Ethics .....	2
ECS 286 ECE Practicum IV—Leadership .....	3
ECS 290 Mentoring in ECE .....	1

TOTAL CREDITS FOR COMPLETION ..... 18

## Early Care & Education Childhood Specialist

### Certificate

Prepares students for careers in the Early Care & Education field as lead and assistant childcare providers. Students participate in experiential learning at the Hayes Child Development Center or in approved local child care centers. ECS 102 provides students with the basic 20-hour S.T.A.R.S. certification. The program is designed for students to earn a certificate while working in the field.

Included in this program are academic courses in communication, quantitative reasoning, and social sciences that provide knowledge and abilities upon which technical skills are built and enhance personal development.

This program is approximately four to six quarters in length, depending on the time students need to satisfactorily complete all graduation requirements and depending on hours of enrollment. All courses must be completed with a minimum of C grade to graduate.

**Prerequisites:** Proficiency in reading, writing, and understanding the English language is required. Students are required to take the COMPASS test before entry into the program. COMPASS Reading 68 and Writing 33, or successful completion of ENG 82.

**Admission Dates:** Quarterly start dates

### PROGRAM REQUIREMENTS

	Credits
ECE 120 Interpersonal Skills for the ECE Professional .....	2
ECS 102* Basic Child Care Training (STARS) .....	2
ECS 106 Overview of Early Childhood Education I .....	3
ECS 107 Overview of Early Childhood Education II .....	3
ECS 110 Computer Essentials for the EC Professional .....	4
ECE 141 ECE Curriculum: Math .....	2
ECE 142 ECE Curriculum: Science and Technology .....	2
ECS 146 Child Development Infant/Toddler .....	2
ECS 150 Child Development: 3-12 years .....	3
ECS 156* ECE Curriculum: Health, Safety & Nutrition .....	3
ECS 160 ECE Curriculum—Music, Movement & Dramatics .....	5
ECS 181 ECE Practicum I .....	5
ECS 182 ECE Practicum II .....	5
ECS 183 ECE Practicum III .....	5
ENGL& 101 English Composition (or higher) or CMST& 220 .....	5
MAT 105 Math for Industrial Professions (or higher) .....	5
PSYC& 100 General Psychology (or other social science or humanities course) .....	5

TOTAL CREDITS FOR COMPLETION ..... 61

\*Articulated courses with High Schools for Dual Enrollment

## Early Care & Education Creating a Green Classroom

### Certificate

Designed for beginning and experienced Early Care and Education teachers who are eager to increase their skill in creating and maintaining sustainable (green) practices in their work with children of all abilities.

Classes are offered in the evenings with an arranged practicum experience.

This program is approximately four quarters in length, depending on the time students need to satisfactorily complete graduation requirements. All courses must be completed with a minimum of C grade to graduate.

**Prerequisites:** COMPASS Reading 68 and Writing 33, or successful completion of ENG 82.

**Admission Dates:** Fall, Winter, Spring, Summer quarters.

### PROGRAM REQUIREMENTS

	Credits
ECE 126 Nature and the Outdoor Classroom .....	2
ECE 134 Issues & Trends Green .....	2
ECE 142 ECE Curriculum: Science & Technology .....	3
ECE 143 Just for the Green of it! .....	1
ECS 149 ECE Curriculum: Health, Safety, & Nutrition + Cooking Lab .....	4
ECE 156 From Seed to Table .....	2
ECE 157 Just Recycle it! .....	1
ECE 235 Creating a Quality Environment for Children .....	3

TOTAL CREDITS FOR COMPLETION ..... 18



## Early Care & Education School-Age Out-of-School Program

### Certificate

Designed for staff/teachers of school-age children who are seeking a certificate for quality out-of-school programs.

This program is approximately four quarters in length, depending on the time students need to satisfactorily complete all graduation requirements.

**Prerequisites:** COMPASS, Reading 68, and Writing 33, or successful completion of ENG 82.

**Admission Dates:** Fall, Winter, Spring, and Summer quarters

PROGRAM REQUIREMENTS		Credits
ECS 150	Child Development – Ages 3 to 12 years.....	3
ECS 220	Curriculum for School-Age.....	2
ECS 225	School-Age Environment.....	2
ECS 230	Practicum IV School-Age.....	3
ECS 264	Partnerships with Families.....	3
ECS 279	Observation & Application in ECE.....	2
ECS 284	Guiding Young Children.....	3
ECS 292	Theories of Child Development.....	3
ECE 135	School Age Math, Science, and Technology.....	3
<b>TOTAL CREDITS FOR COMPLETION</b> .....		<b>24</b>

## Early Care & Education Special Needs

### Certificate

Designed for experienced Early Care and Education teachers who are eager to increase their skill in working with children of all abilities. Explores the many facets of leadership positions, how to lead staff, and advocate for the needs of young children.

This program is approximately four quarters in length, depending on the time students need to satisfactorily complete graduation requirements. All courses must be completed with a minimum of C grade to graduate.

**Prerequisites:** COMPASS Reading 68 and Writing 33, or successful completion of ENG 82. Students are required to take the COMPASS test before entry into the program.

**Note general education requirement:** ASL& 121 American Sign Language requires a student to be at college-level English to enter that course.

**Admission:** Classes are offered in the evenings with an arranged practicum experience.

PROGRAM REQUIREMENTS		Credits
ECE 120	Interpersonal Skills for the ECE Professional.....	2
ECE 230	Inclusion in ECE.....	3
ECS 146	Child Development: Infant/Toddler.....	2
ECS 150	Child Development: 3-12 years.....	3
ECS 206	Signing with Infants and Toddlers.....	2
ECS 235	Issues & Trends in ECE.....	2
ECS 264	Partnerships with Families.....	3
ECS 277	Professionalism & Ethics in ECE.....	2
ECS 279	Observations & Applications in ECE.....	2
ECS 284	Guiding Young Children.....	3
ECS 295	DAP Special Needs.....	2
ECS 297	Practicum 4: Special Needs.....	3
ASL& 121	American Sign Language 1.....	5
<b>TOTAL CREDITS FOR COMPLETION</b> .....		<b>34</b>

## Early Care & Education Sustaining a Green Program

### Certificate

Designed for beginning and experienced Early Care and Education teachers who are seeking or are in leadership positions in the field.

Classes are designed to promote awareness and increase skill in creating and maintaining sustainable (green) practices in teachers' programs. (Note this certificate can be taken on its own or as a follow-up to the Creating a Green Classroom Certificate.)

This program is approximately four quarters in length, depending on the time students need to satisfactorily complete graduation requirements. All courses must be completed with a minimum of C grade to graduate.

**Prerequisites:** COMPASS Reading 68 and Writing 33, or successful completion of ENG 82.

**Admission Dates:** Classes are offered in the evenings with an arranged practicum experience.

PROGRAM REQUIREMENTS		Credits
ECE 126	Nature and the Outdoor Classroom.....	2
ECE 134	Issues & Trends Green.....	2
ECE 190	Practicum 4: Green.....	3
ECE 235	Creating a Quality Environment for Children.....	3
ECS 149	ECE Curriculum: Health, Safety, & Nutrition + Cooking Lab.....	4
ECS 270	Intro to ECE Management.....	3
ECS 277	Professionalism & Ethics in ECE.....	2
<b>TOTAL CREDITS FOR COMPLETION</b> .....		<b>19</b>

## Electrician Low Voltage Fire/Security Associate of Applied Technology Degree

Prepares students for positions as Low Voltage Electrician apprentices, service technicians, or installers in the Electronic Fire/Security Industry.

Participate in hands-on training with advanced equipment, techniques, and programming related to burglar alarms, fire alarms, card access, and closed-circuit TV to prepare for careers as alarm system installers and service technicians.

Included in this program are academic courses in communication (English Composition, Speech), quantitative reasoning (Math), and social sciences (Psychology, Sociology), that provide knowledge and abilities upon which technical skills are built and personal development enhanced.

This program is approximately five quarters in length depending on the time students need to satisfactorily complete all graduation requirements.

The Electrician Low Voltage Fire/Security Degree Program is approved as a Limited Energy (06) specialty electrical training program in the State of Washington. Upon successful completion of the program, graduates applying to become a Limited Energy (06) specialty electrician can be credited with 1,815 hours of work experience.

Students pursuing an AAT or AAS-T degree must complete all college degree requirements prior to graduation. This includes courses that meet the capstone project, diversity, and computer literacy requirements.

**Prerequisites:** Successful completion of the Electrician Low Voltage Fire Security certificate, or by Instructor permission.

**Admission Dates:** Fall, Winter, Spring, and Summer quarters

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PROGRAM REQUIREMENTS		Credits
EFS 105	AC/DC Electricity: Basic Theory, Fractions, & Ohms Law .....	7
EFS 106	AC/DC Electricity: Series, Parallel, & Combination Circuits.....	7
EFS 107	AC/DC Electricity: Electrical Power & Power Application .....	7
EFS 108	National Electrical Code Print Reading.....	7
EFS 109	National Alarm Installer Training Program.....	7
EFS 110	CCTV Application & Design.....	7
EFS 118	National Electrical Codes.....	6
EFS 119	National Fire Codes.....	6
EFS 121	CCTV Field Service & Installation .....	7
EFS 124	Washington Administrative Codes.....	2
EFS 207	Addressable Fire SLC Systems/Design .....	7
EFS 211	Biometrics Access.....	7
EFS 216	Advanced Voice Evacuation Fire Systems.....	7
EFS 221	Fire Codes, NICET, NFPA.....	7
EFS 226	High Security Structured Cabling .....	7
EFS 231	CCTV Digital Network Solutions .....	7
ENGL& 101	English Composition (or higher) or CMST& 220 .....	5
MAT 105	Math for Industrial Professions (or higher) .....	5
PSYC& 100	General Psychology (or other social science or humanities class) .....	5
<b>TOTAL CREDITS FOR COMPLETION .....</b>		<b>120</b>

## Electrician Low Voltage Fire/Security Certificate

Prepares students for positions as Low Voltage Electrician apprentices specializing in the Electronic Fire/Security Industry as alarm system installers and service technicians. Students participate in realistic hands-on training in the classroom on burglar alarms, fire alarms, card access, and closed circuit TV.

Included in this program are academic courses in communication (English composition, speech), quantitative reasoning (math), and social sciences (psychology, sociology) that provide knowledge and abilities upon which technical skills are built and personal development enhanced.

This certificate program is approximately three quarters in length, depending on the time students need to satisfactorily complete all graduation requirements.

The Electrician Low Voltage Fire/Security Certificate Program is approved as a Limited Energy (06) specialty electrical training program in the State of Washington.

Upon successful completion of the program, graduates applying to become a Limited Energy (06) specialty electrician can be credited with 1,089 hours of work experience.

**Admissions dates:** Fall, Winter, Spring, and Summer quarters

PROGRAM REQUIREMENTS		Credits
EFS 105	AC/DC Electricity: Basic Theory, Fractions, & Ohm's Law.....	7
EFS 106	AC/DC Electricity: Series, Parallel & Combination Circuits.....	7
EFS 107	AC/DC Electricity: Electrical Power & Power Application .....	7
EFS 108	National Electrical Code Print Reading.....	7
EFS 109	National Alarm Installer Training Program .....	7
EFS 110	CCTV Application & Design.....	7
EFS 118	National Electrical Codes.....	6
EFS 119	National Fire Codes.....	6
EFS 121	CCTV Field Service & Installation .....	7
EFS 124	Washington Administrative Codes.....	2
ENGL& 101	English Composition (or higher) or CMST& 220 .....	5
MAT 105	Math for Industrial Professions (or higher) .....	5
PSYC& 100	General Psychology (or other social science or humanities class) .....	5
<b>TOTAL CREDITS FOR COMPLETION .....</b>		<b>78</b>

## Environmental Sciences & Technology

### Associate of Applied Technology Degree

### Associate in Applied Science – T Degree

Provides the necessary skills for a wide range of positions in the Environmental Science Field. Students have the opportunity to perform hands-on water quality monitoring; soil, water, and air sampling; mineral identification; wetland delineation and restoration; geographic information system mapping; and simulated hazardous waste site cleanup operations.

Careers are available in both natural resource conservation and urban/remediation fields. This program will assist students in preparing for a position with public or private sector employers. Potential job titles: environmental technician, natural resource technician, remediation worker, hazardous material handler, fisheries technician, and storm water remediation operator.

This program is approximately six quarters in length, depending on the time students need to satisfactorily complete all graduations requirements.

In addition to the program course requirements, students must also complete the general education requirements for the degree they seek to obtain. The two degree options in this program are the Associate of Applied Technology (AAT) or the Associate of Applied Science–T (AAS-T) the different requirements for each degree are listed below.

#### AAT Degree General Education Requirements (15 credits):

ENGL& 101 English Composition or CMST& 220 (or higher). MAT 105 Math for Industrial Professions (or higher). PSYC& 100 General Psychology (or other social science or humanities class).

#### AAS-T Degree general education requirements (20 credits):

All AAS-T degrees must have a minimum of 20 credits of transferable general education. These credits replace the academic courses required for the AAT degree. Required credits include: 5 credits in Communication: ENGL& 101. 5 credits in quantitative reasoning: MATH 110, MATH& 141, MATH& 142, MATH& 146 or MATH& 151. 10 credits in social science, humanities, or science (choose two from the following): PSYC& 100, PSYC& 200, PSY 210, PSYC& 220, SOC& 101, ART& 100, MUS& 105, ASL& 121, BIOL 118, BIOL& 241, BIOL& 242, CHEM& 121, CHEM& 110, GEOL& 110, PHYS& 121, ECON 101, ECON& 201 or ECON& 202.

Students pursuing an AAT or AAS-T degree must complete all college degree requirements prior to graduation. This includes courses that meet the capstone project, diversity, and computer literacy requirements.

**Admission Dates:** Fall, Winter, Spring, and Summer quarters

AAT PROGRAM REQUIREMENTS		Credits
ENV 109	Introduction to Ecology.....	4
ENV 134	Hazardous Waste Site Operations .....	7
ENV 141	Orientation to Environmental Science .....	4
ENV 152	Mapping & Surveying.....	2
ENV 153	Environmental Sampling Methods.....	2
ENV 157	Environmental Site Assessment .....	4
ENV 161	Environmental Law I .....	5
ENV 162	General Chemistry .....	6
ENV 163	Environmental Chemistry.....	6
ENV 230	Rural Technologies.....	4
ENV 231	Issues in the Urban Environment .....	5
ENV 240 <sup>CAP</sup>	Internship .....	10
ENV 245 <sup>CL</sup>	Environmental Law II.....	5
ENV 246	Environmental Science Capstone.....	2

ENV 248	Hydrology .....	6
ENV 250	Introduction to Air Pollution .....	3
ENV 251	Environmental Critical Areas .....	7
ENV 260	Introduction to Soils .....	5
ENV 261	Watershed Analysis .....	4
ENV 270	Hazardous Materials Transportation .....	3
GEOL& 110	Environmental Geology .....	5
GEO 215	GPS Technologies .....	2

Technical Course Requirements (Total).....	101
General Education Requirements (See listing above).....	15
<b>TOTAL CREDITS FOR COMPLETION .....</b>	<b>116</b>

**AAS-T PROGRAM REQUIREMENTS** **Credits**

Technical Course Requirements (Same as AAT) .....	101
General Education Requirements (See listing above).....	15

<b>TOTAL CREDITS FOR COMPLETION OF AAS-T DEGREE .....</b>	<b>116</b>
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Note: 5 Credits of Social Science required (PSYC& 100 OR SOC& 101). CHEM& 121, CHEM& 110 and GEOL& 110 fulfill an AAS-T science requirement; therefore, only 15 additional credits of general education courses are required for the AAS-T degree.

**Esthetic Sciences**

**Associate of Applied Technology Degree**

The program prepares students for entry-level positions in salons, day spas or medical settings such as medi-spas, dermatologist, or plastic surgery centers. Future employment may include esthetician, esthetic instructor, sales representative for product lines, or make-up artists.

Students participate in realistic training through the student-operated clinic on campus. Students perform services on live models. Services performed include facials, temporary hair removal, makeup, body wrap techniques, chemical peels, electricity therapies, and microdermabrasion. Curriculum includes all related first aid, safety, and sanitation procedures.

This program is approximately four quarters in length, depending on the time students need to satisfactorily complete all graduation requirements.

Included in this program are academic courses in communication, quantitative reasoning, and social sciences that provide knowledge and abilities upon which technical skills are built and personal development enhanced.

Students pursuing an AAT or AAS-T degree must complete all college degree requirements prior to graduation. This includes courses that meet the capstone project, diversity, and computer literacy requirements.

**Prerequisite:** High School Diploma or GED required

**Admission Dates:** Fall, Winter, Spring, and Summer quarters

**PROGRAM REQUIREMENTS** **Credits**

ES 103	Skin Physiology & Histology I .....	4
ES 106	Facial Procedures I .....	4
ES 112	Temporary Hair Removal I .....	3
ES 115	Makeup Application Techniques I .....	2
ES 117	Skin Care & Body Wraps I .....	3
ES 121	Skin Physiology & Histology II .....	4
ES 129	Makeup Application Techniques II .....	2
ES 109	Machine Facials, Electricity, & Light Therapy .....	4
ES 122	Salon Management & State Laws I .....	2
ES 124	Facial Procedures II .....	4
ES 127	Temporary Hair Removal II .....	4
ES 131	Skin Care & Body Wraps II .....	3
ES 147	Salon Management & State Laws II .....	2
ES 199	Chemistry for Esthetics .....	3

ES 201	Pharmacology for Estheticians.....	3
ES 205	Introduction to Esthetic Medical Office Procedures .....	4
ES 211	Infection Control for Medical Estheticians.....	1
ES 216	Camouflage Makeup .....	2
ES 221	Medical Esthetics Procedures.....	6
ES 227	Medical Esthetic Machinery .....	4
ES 230	Patient Education .....	1
ES 236	Independent Research Project for Medical Esthetics .....	2
ES 240	Business Skills & Professional Development for Medical Esthetics.....	5
ES 242	Laser Theory.....	4
ES 252	Advanced Cosmetic Chemistry .....	2
ES 256 <sup>CAP</sup>	Clinical Laboratory for Medical Esthetics .....	10
CMST& 220	Public Speaking .....	5
MAT 105	Math for Industrial Professions (or higher) .....	5
PSYC& 100	General Psychology (or other social science or humanities class) .....	5
BIOL 118	Human Anatomy & Physiology for Non-Science Majors .....	5

<b>TOTAL CREDITS FOR COMPLETION .....</b>	<b>108</b>
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**Esthetic Sciences**

**Esthetics**

**Certificate**

Prepares the student for entry-level positions as an esthetician at a salon, day spa, or at a destination spa.

Successful graduates are prepared to take the Washington State Esthetics Licensing Examination. Students participate in realistic training through the student-operated clinic on campus.

Students perform 25 percent of services on live models as indicated by state law. Services performed include facials, temporary hair removal, makeup, and body wrap techniques. Curriculum includes all related first aid and safety and sanitation procedures.

This program is approximately two quarters in length, depending on the time students need to satisfactorily complete all graduation requirements. The foundation knowledge of our basic program provides students with excellent academic and practical preparation for the Medical Esthetics curriculum.

**Prerequisite:** High School Diploma or GED required.

**Admission Dates:** Fall, Winter, Spring, and Summer quarters

**PROGRAM REQUIREMENTS** **Credits**

ES 103	Skin Physiology & Histology I .....	4
ES 106	Facial Procedures I .....	4
ES 112	Temporary Hair Removal I .....	3
ES 115	Makeup Application Techniques I .....	2
ES 117	Skin Care & Body Wraps I .....	3
ES 121	Skin Physiology & Histology II .....	4
ES 129	Makeup Application Techniques II .....	2
ES 109	Machine Facials, Electricity & Light Therapy .....	4
ES 122	Salon Management & State Laws I .....	2
ES 124	Facial Procedures II .....	4
ES 127	Temporary Hair Removal II .....	4
ES 131	Skin Care & Body Wraps II .....	3
ES 147	Salon Management & State Laws II .....	2
ES 199	Chemistry for Esthetics .....	3

<b>TOTAL CREDITS FOR COMPLETION .....</b>	<b>44</b>
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Note: Students in the Esthetics program over a summer quarter will receive 600 hours of instruction during their two-quarter certificate program.

## Esthetic Sciences

### Medical Esthetics

#### Certificate

Prepares for entry-level positions as a medical esthetician in medical offices, plastic surgery centers, as well as dermatology offices. Participate in realistic training through the student-operated clinic on campus.

Perform services on live models. Services performed include chemical peels, micro-current, and micro-dermabrasion. Curriculum includes all related first aid, safety, and sanitation procedures. Lectures on laser physics and contraindications to services are included.

This program is approximately two quarters in length, depending on the time students need to satisfactorily complete all graduation requirements.

**Prerequisite:** Current Esthetics license issued by Washington State Department of Licensing - High School Diploma or GED required

**Admission Dates:** Summer and Winter quarters

PROGRAM REQUIREMENTS		Credits
ES 201	Pharmacology for Estheticians .....	3
ES 205	Introduction to Esthetic Medical Office Procedures .....	4
ES 211	Infection Control for Medical Estheticians .....	1
ES 216	Camouflage Makeup .....	2
ES 221	Medical Esthetics Procedures .....	6
ES 227	Medical Esthetic Machinery .....	4
ES 230	Patient Education .....	1
ES 236	Independent Research Project for Medical Esthetics .....	2
ES 240	Business Skills & Professional Development for Medical Esthetics .....	5
ES 242	Laser Theory .....	4
ES 252	Advanced Cosmetic Chemistry .....	2
ES 256	Clinical Laboratory for Medical Esthetics .....	10
<b>TOTAL CREDITS FOR COMPLETION .....</b>		<b>44</b>

## Graphic Technologies

### Associate of Applied Technology Degree - AAT

### Associate in Applied Science – T Degree - AAS-T

Prepares students for careers with commercial printing companies, pre-press imaging companies, quick print and copy shops, in-plant shops, specialty printing companies, advertising agencies, and newspaper and magazine offices. Participate in work-based learning activities.

Innovations in computer technology continue to rapidly change and expand the field of graphic technologies. Therefore, the following courses of study may be subject to change in order to offer training based on current industry standards.

This program is approximately five quarters in length, depending on the time students need to satisfactorily complete all graduation requirements.

In addition to the program course requirements, students must also complete the general education requirements for the degree they seek to obtain. The two degree options in this program are the Associate of Applied Technology (AAT) or the Associate of Applied Science–T (AAS-T). The different requirements for each degree are listed below:

#### AAT Degree General Education Requirements (15 credits):

ENGL& 101 English Composition or CMST& 220 (or higher). MAT 105 Math for Industrial Professions (or higher). PSYC& 100 General Psychology (or other social science or humanities class).

#### AAS-T Degree general education requirements (20 credits):

All AAS-T degrees must have a minimum of 20 credits of transferable general education. These credits replace the academic courses required for the AAT degree. Required credits include: 5 credits in Communication: ENGL& 101. 5 credits in quantitative reasoning: MATH 110, MATH& 141, MATH& 142, MATH& 146 or MATH& 151. 10 credits in social science, humanities, or science (choose two from the following): PSYC& 100, PSYC& 200, PSY 210, PSYC& 220, SOC& 101, ART& 100, MUS& 105, ASL& 121, BIOL 118, BIOL& 241, BIOL& 242, CHEM& 121, CHEM& 110, GEOL& 110, PHYS& 121, ECON 101, ECON& 201 or ECON& 202

Students pursuing an AAT or AAS-T degree must complete all college degree requirements prior to graduation. This includes courses that meet the capstone project, diversity, and computer literacy requirements.

**Admission Dates:** Fall and Spring quarters

#### AAT PROGRAM REQUIREMENTS

AAT PROGRAM REQUIREMENTS		Credits
GTC 110	Art, Design, & Visual Thinking .....	5
GTC 123 <sup>CL</sup>	Macintosh Operations & Image Acquisition .....	5
GTC 130	Digital Imaging I: Photoshop .....	5
GTC 143	Electronic Publishing & Layout .....	5
GTC 149	Digital Imaging II: Photoshop .....	5
GTC 164	Prepress I .....	5
GTC 169	Intro to Vector-Based Illustration Software .....	5
GTC 174	InDesign I .....	5
GTC 203	Preflight .....	5
GTC 209	Advanced Vector Digital Illustration .....	5
GTC 210	Digital Imaging III: Photoshop .....	5
GTC 223	Prepress II .....	5
GTC 233	QuarkXPress .....	5
GTC 254 <sup>CAP</sup>	Capstone Class .....	5
GTC 264	Paper, Pricing, & Estimating .....	5
GTC 276	InDesign II .....	5

**Subtotal..... 80**

Select at least 20 credits from the following approved elective course list to fulfill degree requirements.

#### Elective Courses

MDP 103	Fundamentals of Drawing .....	5
MDP 119	Digital Photography .....	5
MDP 133	Introduction to Dreamweaver I .....	5
MDP 231	Independent Study Project.....	5
MDP 239	Internship .....	5
MDPW 111	Web Development Languages I - XHTML & CSS .....	5
MDPW 123	Web Design Principles .....	5
MDPW 134	Web Animation I - Flash .....	5
MDPW 211	Web Animation II - Flash .....	5
MDPW 216	Open Source Development Tools - PHP I .....	5
MDPW 231	Databases for the Web - MySQL .....	5
MDPW 265	Emerging Technologies - Search Engine Optimization .....	5
MDPW 271	Graphic Design for the Web - Dreamweaver II .....	5

**Technical Course Requirements .....** 80

**General Education Requirements (See listing above).....** 15

**Elective Credits.....** 20

**TOTAL CREDITS FOR COMPLETION OF AAT DEGREE .....** 115

#### AAS-T PROGRAM REQUIREMENTS

AAS-T PROGRAM REQUIREMENTS		Credits
Technical Course Requirements (Same as AAT) .....		80
General Education Requirements (See listing above).....		20
Elective credits .....		20

**TOTAL CREDITS FOR COMPLETION OF AAS-T DEGREE .....** 120

\* Course assignments for summer are adjusted to accommodate a 9-week quarter.

## Graphic Technologies

### Graphic Design

#### Certificate

Provides instruction in areas of graphic design and digital layout to prepare for entry-level positions as graphic designers or related positions in commercial printing companies.

Prepares the student for a career with prepress imaging companies, quick print and copy shops, in-plant shops, specialty printing companies, advertising agencies, and newspaper and magazine offices.

Innovations in computer technology continue to rapidly change and expand the field of graphic technologies. Therefore, the following courses of study may be subject to change in order to offer training based on current industry standards.

Included in this program are academic courses in communication, quantitative reasoning, and social sciences that provide knowledge and abilities upon which technical skills are built and personal development enhanced.

This program is approximately four quarters in length, depending on the time students need to satisfactorily complete all graduation requirements.

**Admission Dates:** Fall and Spring quarters

#### PROGRAM REQUIREMENTS

	Credits
GTC 110 Art, Design, & Visual Thinking .....	5
GTC 123 <sup>cl</sup> Macintosh Operations & Image Acquisition.....	5
GTC 130 Digital Imaging I: Photoshop.....	5
GTC 143 Electronic Publishing & Layout.....	5
GTC 149 Digital Imaging II: Photoshop.....	5
GTC 164 Prepress I.....	5
GTC 169 Intro to Vector-Based Illustration Software.....	5
GTC 174 InDesign I.....	5
GTC 203 Preflight.....	5
GTC 210 Digital Imaging III: Photoshop.....	5
GTC 233 QuarkXPress.....	5
GTC 264 Paper, Pricing, & Estimating.....	5
GTC 276 InDesign II.....	5
MDPW 123 Web Design Principles.....	5
*MDPW 134 Web Animation I – Flash.....	5
ENGL& 101 English Composition (or higher) or CMST& 220.....	5
MAT 105 Math for Industrial Professions (or higher).....	5
PSYC& 100 General Psychology (or other social science or humanities course).....	5

**TOTAL CREDITS FOR COMPLETION** ..... 95

- \* Course assignments for summer are adjusted to accommodate a 9-week quarter.
- \* Elective courses may be taken or substituted for select program requirements of equal credits with the approval of the Instructor.

#### Elective Courses

MDP 103 Fundamentals of Drawing .....	5
MDP 119 Digital Photography .....	5
MDPW 271 Graphic Design for the Web – Dreamweaver II.....	5
MDPW 111 Web Development Languages I - XHTML & CSS.....	5
MDPW 211 Web Animation II - Flash.....	5
MDPW 216 Open Source Development Tools - PHP I.....	5
MDPW 231 Databases for the Web – MySQL.....	5
MDPW 265 Emerging Technologies – Search Engine Optimization .....	5

## Graphic Technologies

### Prepress Operations

#### Certificate

Provides instruction in all areas of prepress operations to prepare students for entry-level positions in commercial printing companies, prepress imaging companies, quick print and copy shops, in-plant shops, specialty printing companies, advertising agencies, and newspaper and magazine offices.

Upon completion of required core courses, students may enroll in advanced courses in the specialization area.

Innovations in computer technology continue to rapidly change and expand the field of graphic technologies. Therefore, the following courses of study may be subject to change in order to offer training based on current industry standards.

Included in this program are academic courses in communication, quantitative reasoning, and social sciences that provide knowledge and abilities upon which technical skills are built and personal development enhanced.

This certificate is approximately four quarters in length, depending on the time students need to satisfactorily complete all graduation requirements.

**Admission Dates:** Fall and Spring quarters

#### PROGRAM REQUIREMENTS

	Credits
GTC 110 Art, Design, & Visual Thinking .....	5
GTC 123 <sup>cl</sup> Macintosh Operations & Image Acquisition.....	5
GTC 130 Digital Imaging I: Photoshop.....	5
GTC 143 Electronic Publishing & Layout.....	5
GTC 149 Digital Imaging II: Photoshop.....	5
GTC 164 Prepress I.....	5
GTC 169 Advanced Vector Digital Illustration.....	5
GTC 174 InDesign I.....	5
GTC 203 Preflight.....	5
GTC 209 Advanced Vector Digital Illustration.....	5
GTC 210 Digital Imaging III: Photoshop.....	5
GTC 223 Prepress II.....	5
GTC 233 QuarkXPress.....	5
GTC 254 <sup>cap</sup> Capstone Class .....	5
GTC 264 Paper, Pricing, & Estimating.....	5
GTC 276 InDesign II.....	5
ENGL& 101 English Composition (or higher) or CMST& 220.....	5
MAT 105 Math for Industrial Professions (or higher).....	5
PSYC& 100 General Psychology (or other social science or humanities course).....	5

**TOTAL CREDITS FOR COMPLETION** ..... 95

- \* Course assignments for summer are adjusted to accommodate a 9-week quarter.

## Health Unit Coordinator

### Certificate

Prepares the student for a position as a coordinator of activities at the nursing unit desk.

Program objectives to achieve this goal give the student the competencies needed in communications, human relations, anatomy and physiology, medical terminology, health unit coordinator tasks, and unit management. As the communicator for the hospital unit, it is essential that the student has the ability to read, write, understand and speak English.

The student will participate in realistic training in the classroom and clinical settings in practicing the responsibilities of the health unit coordinator. Skills include transcription of physician's orders, scheduling diagnostic studies and appointments for follow-up care, ordering and maintaining supplies, and maintaining clerical and patient records.

Successful graduates are eligible to take the certification exam by the National Association of Health Unit Coordinators.

This program is approximately two quarters in length, depending on the time students need to satisfactorily complete all graduation requirements.

**Prerequisites:** Students must obtain a current CPR card for healthcare providers. In order to participate in the clinical aspect of the program, students must receive, during HUC 104 course, a No Record On File report from the Washington State Patrol, related to Crimes Against Persons, and students must have current immunizations or laboratory verification of immune status. Immunizations could include, but not limited to, Hepatitis B series, Tetanus/ Diphtheria, Tuberculosis Test, Measles/ Mumps/Rubella, and Varicella and yearly flu as required by contracts with clinical facilities and CDC recommendations.

Each student is required to carry personal health/medical insurance throughout the program and their clinical rotations. Quarterly based insurance for students may be purchased; further information is available through the counseling office.

No student will be allowed at clinical site without proof of insurance. Proof of immunizations should be submitted the first week of class unless arrangements have been made with instructor. Some hospitals may require a drug screen test before the student is permitted to practice in the hospital. Most clinical sites enforce a No Smoking Policy. Smoking at a clinical site may hinder completion of the program.

Must be a High School graduate or have a GED by completion of program. Students must be at least 17½ years of age to begin the program.

### Admission Dates:

Fall and Spring quarters - Lakewood campus Day Program

Winter and Summer quarters - Lakewood campus Evening Program

Check with the Advising and Counseling Office for specific information.

### PROGRAM REQUIREMENTS

	Credits
CAH 105 Computer Applications .....	2
HUC 104 Orientation/Introduction to Health Unit Coordinating/ Introduction to Automation .....	5
HUC 106 Anatomy & Physiology for Health Unit Coordinator .....	3
HUC 109 Unit Coordinator Task & Procedures I .....	8
HUC 112 Unit Coordinator Task & Procedures II .....	4
HUC 115 Communications Application in the Health Unit Coordinator Role .....	3
HUC 120 Unit Management I .....	3
HUC 122 Unit Management II .....	3
HUC 126 Legal/Ethical Aspects of Unit Coordinating .....	2
HUC 132 Clinical Experience .....	7
HUC 204 ECG Monitor Technician .....	3

TOTAL CREDITS FOR COMPLETION .....43

## Heating & Air Conditioning/ Refrigeration Service Technician

### Associate of Applied Technology Degree

Prepares students for positions in the heating, air conditioning, and refrigeration industry. Graduates will be prepared for entry-level positions as service technicians, building maintenance technicians, equipment assemblers, and start-up residential and light commercial installers. Students will participate in work-based training through realistic training activities on campus.

Included in this program are academic courses in communication, quantitative reasoning, and social sciences that provide knowledge and abilities upon which technical skills are built and personal development enhanced.

This program is approximately four quarters in length, depending on the time students need to satisfactorily complete all graduation requirements.

This program is approved as an HVAC/Refrigeration (06A) specialty electrical training program in the State of Washington.

Upon successful completion of the program, graduates applying to become an HVAC/Refrigeration (06A) specialty electrician and can be credited with an estimated 1,178 hours of work experience. This program is not applicable to any other electrical specialty or sub-category.

Students pursuing an AAT or AAS-T degree must complete all college degree requirements prior to graduation. This includes courses that meet the capstone project, diversity, and computer literacy requirements.

**Admission Dates:** Fall, Winter, Spring, Summer quarters

### PROGRAM REQUIREMENTS

	Credits
*HAC 102 Basic Electricity .....	5
*HAC 105 Electrical Circuits .....	4
*HAC 120 Advanced Controls & Troubleshooting .....	4
*HAC 160 Siemens Controls .....	2
*HAC 162 Electric Motors & Their Applications .....	4
*HAC 164 Electric Motors & Troubleshooting Motors .....	3
HAC 167 Green Awareness .....	3
HAC 170 Heating I .....	7
HAC 175 Heating Lab I .....	5
HAC 181 Heating II .....	6
HAC 183 Heating Lab II .....	4
HAC 201 Advanced Refrigeration Systems .....	10
HAC 230 EPA Refrigerant Recovery Certification .....	1
HAC 237 Basic Refrigeration I .....	7
HAC 242 Basic Refrigeration Lab I .....	5
HAC 246 Basic Refrigeration II .....	6
HAC 249 Job Readiness .....	5
HAC 255 Basic Refrigeration Lab II .....	3
HAC 256 Commercial Heat Pumps .....	7
ENGL& 101 English Composition (or higher) or CMST& 220 .....	5
MAT 105 Math for Industrial Professions (or higher) .....	5
PSYC& 100 General Psychology (or other social science or humanities class) .....	5

TOTAL CREDITS FOR COMPLETION ..... 106

\*Prerequisites for Heating & Refrigeration

### Highly Recommended Class

(class could be taken while waiting to start the program.)

CAS 105 Keyboarding (or Orientation to Computers and MS Office) ..... 3

## Heating & Air Conditioning/ Refrigeration Service Technician

### Basic HVAC/Refrigeration Service Technician

#### Certificate

Provides students with the knowledge and skills necessary for entry-level employment in HVAC service and maintenance.

Included in this program are academic courses in communication, quantitative reasoning, and social sciences that provide knowledge and abilities upon which technical skills are built and personal development enhanced.

This program is approximately three quarters in length, depending on the time students need to satisfactorily complete all graduation requirements.

**Admission Dates:** Fall, Winter, Spring, Summer quarters

#### PROGRAM REQUIREMENTS

#### Credits

*HAC 102	Basic Electricity.....	5
*HAC 105	Electrical Circuits.....	4
*HAC 120	Advanced Controls & Troubleshooting.....	4
*HAC 162	Electric Motors & their Applications.....	4
*HAC 164	Electric Motors & Troubleshooting Motors.....	3
*HAC 160	Siemens Controls.....	2
HAC 167	Green Awareness.....	3
HAC 170	Heating I.....	7
HAC 175	Heating Lab I.....	5
HAC 181	Heating II.....	6
HAC 183	Heating Lab II.....	4
HAC 230	EPA Refrigerant Recovery Certification.....	1
HAC 237	Basic Refrigeration I.....	7
HAC 242	Basic Refrigeration Lab I.....	5
HAC 246	Basic Refrigeration II.....	6
HAC 255	Basic Refrigeration Lab II.....	3
ENGL& 101	English Composition (or higher) or CMST& 220.....	5
MAT 105	Math for Industrial Professions (or higher).....	5
PSYC& 100	General Psychology (or other social science or humanities course).....	5

**TOTAL CREDITS FOR COMPLETION** ..... 84

\*Prerequisites for Heating & Refrigeration

## Hemodialysis Technician

#### Certificate

Prepares the successful graduate for employment as a hemodialysis technician in outpatient settings such as a hospital or dialysis center. Focuses on the hemodialysis technician's role of providing basic renal care for clients under the supervision of a registered nurse or physician.

Students participate in theoretical and practical preparation in the duties and responsibilities of a hemodialysis technician. A practicum in a dialysis facility is included in the program to provide students an opportunity to develop and practice the skills of the hemodialysis technician and participate as a team.

Clinical hours vary, depending on the facility assigned; students may be assigned to day or evening shifts.

This program is approximately two quarters in length depending on the time students need to satisfactorily complete all graduation requirements.

**Prerequisites:** Provide documentation of negative blood test for active Hepatitis B and negative two-step tuberculosis test (TB). Immunization requirements may change based on CDC guidelines and/or clinical facility policies. Proof of Hepatitis B and TB tests will be submitted to the Instructor the first day of class unless prior arrangements have been made.

Each student is required to carry personal health/medical insurance throughout their clinical rotations. Quarterly-based insurance for students may be purchased; further information is available through the Advising/Counseling Office. No student will be allowed at clinical site without proof of insurance.

Must have a high school diploma or GED certificate. COMPASS Reading 68 and Writing 33, or successful completion of ENG 82. Compass score for Pre-Algebra 37.

In order to participate in the clinical aspects of the program, the student must receive a No Record on File report from the Washington State Patrol, related to Crimes Against Persons.

**Physical Activity:** This occupation requires medium physical activity and lifting/handling objects weighing 10-25 pounds (occasionally up to 50 pounds). Technicians are often standing for long periods of time. For safety and protection of patients, the student technician must be able to perform basic cardiac life support, including CPR, and function in stressful and/or emergency situations. Must be able to safely assist a patient in moving from bed to a chair, commode, or cart.

**Admission Date:** Fall and Spring quarters.

#### PROGRAM REQUIREMENTS

#### Credits

HDT 105	Law & Ethics for the Hemodialysis Technician.....	3
HDT 113	Phlebotomy Fundamentals.....	4
HDT 116	Computer Applications/Keyboarding.....	2
HDT 122	Hemodialysis Terms/Anatomy/Physiology.....	6
HDT 125	First Aid/CPR/HIV.....	1
HDT 131	Hemodialysis Principles & Procedures.....	4
HDT 138	Machine Setup/Maintenance.....	4
HDT 141	Water Treatment.....	3
HDT 149	Vascular Access.....	3
HDT 151	Professional Interaction.....	3
HDT 161	Clinical Practicum.....	6
HDT 163	Field Study.....	1
MAT 072	Medical Math.....	4

**TOTAL CREDITS FOR COMPLETION** ..... 44

## Human Services

### Associate of Applied Technology Degree

### Associate in Applied Science – T Degree

Prepares students for a variety of mid-level positions within the field of human services that are focused on helping others gain the skills to help themselves. Students will participate in both classroom instruction and a community-based internship experience with a local human services provider. Students interning at these agencies serve a variety of populations, including mentally ill and/or developmentally disabled, seniors, persons living with HIV/AIDS, homeless, corrections, juveniles at risk, foster families, persons with substance abuse issues, and numerous other specialty areas.

Students are responsible for choosing their own internship placement and are primarily eligible for employment in the area in which they choose and complete their internship experience.

This accelerated associate degree program can be completed in as few as four quarters.

Students attend courses on the main campus in Lakewood as well as at community-based internship sites throughout the program. Students receiving a C- or below must repeat the class in order to satisfy the Human Services program requirements for graduation.

In addition to the program course requirements, students must also complete the general education requirements for the degree they seek to obtain. The two degree options in this program are the Associate of Applied Technology (AAT) or the Associate of Applied Science–T (AAS-T). The different requirements for each degree are listed below:

#### AAT Degree General Education Requirements (20 credits):

ENGL& 101 English Composition and CMST& 220 (or higher). MAT 107 Business Mathematics. PSYC& 100 General Psychology.

#### AAS-T Degree general education requirements (25 credits):

All AAS-T degrees must have a minimum of 20 credits of transferable general education. These credits replace the academic courses required for the AAT degree. Required credits include: 5 credits in Communication: ENGL& 101. 5 credits in quantitative reasoning: MATH 110, MATH& 141, MATH& 142, MATH& 146 or MATH& 151. 10 credits in social science, humanities, or science (choose two from the following): PSYC& 100, PSYC& 200, PSY 210, PSYC& 220, SOC& 101, ART& 100, MUS& 105, ASL& 121, BIOL 118, BIOL& 241, BIOL& 242, CHEM& 121, CHEM& 110, GEOL& 110, PHYS& 121, ECON 101, ECON& 201 or ECON& 202. CMST& 220 Public Speaking.

Students pursuing an AAT or AAS-T degree must complete all college degree requirements prior to graduation. This includes courses that meet the capstone project, diversity, and computer literacy requirements.

**Prerequisites:** Students must attend a mandatory orientation/advising meeting with the Instructors. Must be a High School graduate or have a GED to enter the program. Students must consent to and receive a No Record on File report related to Crimes Against Persons. Students must have an internship site secured no later than the third day of the quarter for the Internship I, II and III courses.

**Admission Dates:** Fall and Spring quarters

## PROGRAM REQUIREMENTS

## Credits

CMST& 220	Public Speaking	5
CAH 105 <sup>CL</sup>	Computer Applications for Allied Health	3
HS 115	Therapeutic Communication Skills	5
HS 123	HIV/AIDS & Blood-Borne Pathogens	1
HS 127	Introduction to Human Services	5
HS 151	Internship I	5
HS 220	Theories of Counseling	5
HS 221	Family Systems	3
HS 224	Dynamics of Violence	5
HS 225	Survey of Community Resources	3
HS 226	Mental Health Assessment & Evaluation	5
HS 227	Behavioral Health & Wellness	5
HS 229	Introduction to Gang Culture	3
HS 230	Case Management	5
HS 235 <sup>DI</sup>	Culturally Competent Practice	5
HS 237	Law & Ethics for Human Services	3
HS 244	Internship II	5
HS 246	Group Process	3
HS 258 <sup>CAP</sup>	Internship III	5
ENGL& 101	English Composition	5
MAT 107	Math 107 (or higher)	5
PSYC& 100	General Psychology	5

Total Core Credits .....94

Students will take a minimum of 8 credits of electives from the options below:

SOC& 101	Introduction to Sociology	5
PSYC& 220	Abnormal Psychology	5
PSYC& 200	Lifespan Psychology	5
ASL& 121	Sign Language	5
HS 238	Special Projects	3-5
HS 239	Selected Topics	3-5
HS 130	Family Development	3
HS 132	Culturally Responsive Case Management	3
HS 134	Counseling Techniques for Gang Involved Youth & Families	3
HS 136	Prevention, Early Intervention, & Assessment	4
LEADR 100	Leadership I	1-6
LEADR 101	Leadership II	1-6
LEADR 102	Leadership III	1-6
LEADR 103	Leadership IV	1-6
Any Biology course		5
Any HSCD course		5

Total Elective Credits..... 8

TOTAL CREDITS FOR COMPLETION ..... 102

## Human Services: Chemical Dependency

### Associate of Applied Technology Degree

### Associate in Applied Science – T Degree

Prepares students for a variety of mid-level positions within the human services chemical dependency field. As the demand for Chemical Dependency Professionals has grown in the human services profession; we have tailored this program's hours for the working professional. This option is for those students who have extensive work experience and/or credits in chemical dependency or already have a degree. It is ideally suited for the working human services professional. For those students who do not have a degree or extensive work experience, they should choose the Human Services Generalist Degree and add on the Chemical Dependency Certificate.

Students are introduced to basic concepts related to chemical dependency prevention and treatment.



Students will participate in day, evening, online classroom instruction and a community-based internship experience with a local chemical dependency services provider. Students are responsible for choosing their own internship placement and primarily eligible for employment in the area in which they choose and complete their internship experience.

This accelerated associates degree program can be completed in as few as four quarters, but may take up to eight quarters in length, depending on the time students need to satisfactorily complete all graduation requirements. Students attend courses on the main campus in Lakewood as well as at community-based internship sites throughout the program.

The Human Services Chemical Dependency courses are offered Wednesday evenings from 5:00 p.m. to 10:00 p.m. and online. A grade of C- or below means the student must repeat the class in order to satisfy the Human Services program requirements for graduation.

The required degree coursework covers most of the content areas required for the chemical dependency professional credential issued by the Washington State Department of Health (See RCW 246.811 Washington Administrative Code [WAC] Chapter 246-811).

In addition to the program course requirements, students must also complete the general education requirements for the degree they seek to obtain. The two degree options in this program are the Associate of Applied Technology (AAT) or the Associate of Applied Science–T (AAS-T) the different requirements for each degree are listed below:

**AAT Degree General Education Requirements (20 credits):**

ENGL& 101 English Composition and CMST& 220 (or higher). MAT 107 Business Mathematics. PSYC& 100 General Psychology.

**AAS-T Degree general education requirements (25 credits):**

All AAS-T degrees must have a minimum of 20 credits of transferable general education. These credits replace the academic courses required for the AAT degree. Required credits include: 5 credits in Communication: ENGL& 101. 5 credits in quantitative reasoning: MATH 110, MATH& 141, MATH& 142, MATH& 146 or MATH& 151. 10 credits in social science, humanities, or science (choose two from the following): PSYC& 100, PSYC& 200, PSY 210, PSYC& 220, SOC& 101, ART& 100, MUS& 105, ASL& 121, BIOL 118, BIOL& 241, BIOL& 242, CHEM& 121, CHEM& 110, GEOL& 110, PHYS& 121, ECON 101, ECON& 201 or ECON& 202. CMST& 220 Public Speaking.

Students pursuing an AAT or AAS-T degree must complete all college degree requirements prior to graduation. This includes courses that meet the capstone project, diversity, and computer literacy requirements.

**Prerequisites:** Students must attend a mandatory orientation/advising meeting with the Instructors. Must be a High School graduate or have a GED to enter the program.

Students must consent to and receive a No Record on File related to Crimes Against Persons.

**Admission Dates:** Fall and Spring quarters

**PROGRAM REQUIREMENTS**

	Credits
ENGL& 101 English Composition .....	5
CMST& 220 Public Speaking .....	5
MAT 110 Math for Non-science Majors ( or higher) .....	5
PSYC& 100 General Psychology.....	5
HSCD 135 Introduction to Chemical Dependency.....	3
HSCD 140 Ethics for Chemical Dependency.....	2
HSCD 145 Physiological Actions of Alcohol & Drugs.....	3
HSCD 155 Chemical Dependency & Counseling I: Individuals & Groups.....	5
HSCD 215 Case Management & Recordkeeping for the CDP.....	5
HSCD 226 Chemical Dependency Assessment & Evaluation.....	2
HSCD 228 Chemical Dependency & the Law .....	2
HSCD 249 Chemical Dependency & Counseling II: Adolescents & Family .....	5
HSCD 251 Relapse Prevention.....	3
HS 123 HIV/AIDS & Blood-Bourne Pathogens .....	1

HS 237 Law & Ethics for Human Services .....	3
HS 225 Survey of Community Resources .....	3
Any CAS Computer Applications Elective.....	2
HS 220 Theories of Counseling.....	5
HS 150 <sup>CAP</sup> Internship I .....	5
HS 227 Behavioral Health & Wellness .....	5
HS 229 Introduction to Gang Culture .....	3
HS 235 <sup>DIV</sup> Culturally Competent Practice .....	5
HS 224 Dynamics of Violence .....	5
PSYC& 220 Abnormal Psychology .....	5
PSYC 200 Lifespan Psychology.....	5

**Total Core Credits** ..... 94

Students will take a minimum of 5 credits of electives from the options below:

Any Human Services course not listed above .....	5
LEADR 100 Leadership I.....	5
LEADR 101 Leadership II.....	5
LEADR 102 Leadership III .....	5
LEADR 103 Leadership IV.....	5
HSCD 256 Selected Projects.....	3-5
HSCD 259 Special Topics .....	3-5
HS 130 Family Development.....	3
HS 132 Culturally Responsive Case Management .....	3
HS 134 Counseling Techniques for Gang Involved Youth & Families .....	3
HS 136 Prevention, Early Intervention, & Assessment .....	4

**Total Elective Credits**..... 5

**TOTAL CREDITS FOR COMPLETION** ..... 99

**Human Services**

**Chemical Dependency Specialist**

**Certificate**

Introduces students to basic concepts related to chemical dependency prevention and treatment.

The certificate will provide students with the academic background to understand content, models, theories and research relevant to working with chemically dependent persons and their families and prepare them for entry level employment. It is ideal for working professionals who already have a degree but are in need of the specific coursework to obtain state credentials. The required certificate coursework covers most of the content areas required for the chemical dependency professional credential issued by the Washington State Department of Health (See RCW 246.811 Washington Administrative Code [ WAC] Chapter 246-811). This accelerated certificate program is approximately three quarters in length, depending on the time students need to satisfactorily complete all graduation requirements.

This certificate has an I-BEST enrollment option. The Integrated Basic Education and Skills Training (I-BEST) option is designed specifically for adults at the basic skills level. Initial eligibility is determined by qualifying CASAS scores of 221 – 255 in Reading and/or Math and a minimum of 221 in CASAS Listening for English Language Learners. For detailed information contact the I-BEST Program Specialist 253-589-5524.

**Prerequisites:** Students must attend a mandatory orientation/advising meeting with the Instructors. Must be a High School graduate or have a GED by completion of the program. Students must consent to and receive a No Record On File report, related to Crimes Against Persons. Note: PSYC& 100 is a prerequisite to PSYC& 200 and 220.

**Admission Dates:** Fall, Winter, Spring, and Summer quarters

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PROGRAM REQUIREMENTS		Credits
PSYC& 220	Abnormal Psychology .....	5
PSYC& 200	Lifespan Psychology.....	5
HSCD 135	Introduction to Chemical Dependency.....	3
HSCD 140	Ethics for Chemical Dependency.....	2
HSCD 145	Physiological Actions of Alcohol & Drugs.....	3
HSCD 155	Chemical Dependency & Counseling I: Individuals & Groups.....	5
HSCD 215	Case Management & Recordkeeping for the CDP.....	5
HSCD 226	Chemical Dependency & Assessment .....	2
HSCD 228	Chemical Dependency & the Law .....	2
HSCD 249	Chemical Dependency & Counseling II: Adolescents & Family .....	5
HSCD 251	Relapse Prevention.....	3
*CAH 105	Computer Applications.....	5
*COLL 105	Career Development.....	2
<b>TOTAL CREDITS FOR COMPLETION .....</b>		<b>40-44</b>

\*This is a required course for students enrolled in the I-BEST option.

## Human Services

### Gang Intervention Specialist

#### Certificate

Students will gain knowledge about gang culture and become skilled at case management techniques and community service interventions. Courses are delivered through online instruction for this 16-credit certificate.

This certificate is ideally suited for professionals working in human services, school systems, criminal justice, and correction fields. Participants take part in a 55-hour internship within their community.

**Prerequisites:** Students must take part in a mandatory online orientation/advising meeting with the Instructors. Must be a High School graduate or have a GED by completion of the program. Students must consent to and receive a No Record on File report related to Crimes Against Persons.

**Admission Dates:** Fall, Winter, Spring, and Summer quarters

PROGRAM REQUIREMENTS		Credits
HS 229	Introduction to Gang Culture.....	3
HS 132	Culturally Responsive Case Management.....	3
HS 134	Counseling Techniques for Gang Involved Youth & Families.....	3
HS 130	Family Development .....	3
HS 136	Prevention, Early Intervention, & Assessment.....	4
<b>TOTAL CREDITS FOR COMPLETION .....</b>		<b>16</b>

## Interior Design

### Associate of Applied Technology Degree

### Associate in Applied Science – T Degree

Prepares students for positions with interior designers, architects, home furnishing venues, contractors, and builders.

Students will have the opportunity to serve in internship positions in industry and/or realistic training opportunities through given design projects and will compile a portfolio of their work in preparation for the job search process. This program is approximately six quarters in length, depending on the time students need to satisfactorily complete all graduation requirements.

In addition to the program course requirements, students must also complete the general education requirements for the degree they seek to obtain. The two degree options in this program are the Associate of Applied Technology (AAT) or the Associate of Applied Science–T (AAS-T). The different requirements for each degree are listed below:

#### AAT Degree General Education Requirements (15 credits):

ENGL& 101 English Composition or CMST& 220 (or higher). MAT 105 Math for Industrial Professions (or higher). PSYC& 100 General Psychology (or other social science or humanities class).

#### AAS-T Degree general education requirements (20 credits):

All AAS-T degrees must have a minimum of 20 credits of transferable general education. These credits replace the academic courses required for the AAT degree. Required credits include: 5 credits in Communication: ENGL& 101. 5 credits in quantitative reasoning: MATH 110, MATH& 141, MATH& 142, MATH& 146 or MATH& 151. 10 credits in social science, humanities, or science (choose two from the following): PSYC& 100, PSYC& 200, PSY 210, PSYC& 220, SOC& 101, ART& 100, MUS& 105, ASL& 121, BIOL 118, BIOL& 241, BIOL& 242, CHEM& 121, CHEM& 110, GEOL& 110, PHYS& 121, ECON 101, ECON& 201 or ECON& 202

A Kitchen and Bath option is offered every spring quarter. A Green Design option is offered every summer quarter. New students or continuing program students may enroll for either option.

Students pursuing an AAT or AAS-T degree must complete all college degree requirements prior to graduation. This includes courses that meet the capstone project, diversity, and computer literacy requirements.

**Admission Dates:** Fall quarter

#### AAT PROGRAM REQUIREMENTS

AAT PROGRAM REQUIREMENTS		Credits
DSN 105	Drafting I .....	6
DSN 119	Interior Design & the Creative Design Process.....	4
DSN 121	Drafting II.....	5
DSN 123	Materials Methods & Techniques of Interior Design.....	4
DSN 124	Color Theory.....	4
DSN 132	Lighting.....	5
DSN 136	Introduction to Drawing and Rendering.....	4
DSN 140	Textiles .....	4
DSN 145	Residential Planning, Design, & Exterior Spaces.....	5
DSN 152	Furniture & Cabinet Design.....	2
DSN 153	Drafting III.....	4
DSN 158	History of Interiors .....	4
DSN 159	Intro to Technology for Interior Designers.....	3
DSN 204	Intro to Commercial Interior Design .....	4
DSN 216	CAD I .....	5
DSN 225	Design I.....	5
DSN 227	Commercial Specifications.....	4
DSN 231	20th Century & Current Design Philosophies & Significant Works.....	3
DSN 236	Design II.....	7
DSN 239 <sup>CL</sup>	CAD II.....	5
DSN 241	Business Practices.....	4

DSN 245	Internship or Alternative Study .....	4
DSN 251	Contract Furniture .....	3
DSN 266 <sup>CAP</sup>	Portfolio/Professional Presentation .....	7
<b>Technical Course Requirements (Total).....</b>		<b>105</b>
<b>General Education Requirements (See listing above).....</b>		<b>15</b>
<b>TOTAL CREDITS FOR COMPLETION OF AAT DEGREE .....</b>		<b>120</b>

<b>AAS-T PROGRAM REQUIREMENTS</b>		<b>Credits</b>
Technical Course Requirements (Same as AAT) .....		105
General Education Requirements (See listing above).....		20
<b>TOTAL CREDITS FOR COMPLETION OF AAS-T DEGREE .....</b>		<b>125</b>

**Optional Electives**

DSN 202	Elements of Kitchen and Bath Design .....	5
DSN 206	20/20 Drafting.....	5
DSN 208	Materials and Estimating .....	4
DSN 211	Business Procedures and Sales.....	4
DSN 214	Green Design: An Overview .....	5
DSN 219	A Closer Look at Living Green.....	4
DSN 221	Building the Green Life: Materials and Estimating .....	5
DSN 223	Project Green: Developing a Green Design.....	5
DSN 265	Independent Study.....	3
DSN 270	Independent Study.....	4
DSN 275	Independent Study.....	5

## Interior Design Kitchen & Bath

### Certificate

This certificate program covers the principles and elements of design for kitchen and bathroom interiors.

**Prerequisites:** None

**Admission Dates:** Spring quarter

<b>PROGRAM REQUIREMENTS</b>		<b>Credits</b>
DSN 202	Elements of Kitchen and Bath Design .....	5
DSN 206	20/20 Drafting.....	5
DSN 208	Materials and Estimating.....	4
DSN 211	Business Procedures and Sales.....	4
<b>TOTAL CREDITS FOR COMPLETION .....</b>		<b>18</b>

## Interior Design Green Design

### Certificate

This certificate program covers sustainable design topics of the built environment with a focus on interiors.

**Prerequisites:** None

**Admission Dates:** Summer quarter

<b>PROGRAM REQUIREMENTS</b>		<b>Credits</b>
DSN 214	Green Design: An Overview .....	5
DSN 219	A Closer Look at Living Green.....	4
DSN 221	Building the Green Life: Materials and Estimating .....	5
DSN 223	Project Green: Developing a Green Design.....	5
<b>TOTAL CREDITS FOR COMPLETION .....</b>		<b>19</b>

## Manufacturing Technologies

### Associate of Applied Technology Degree

Provides students with the knowledge and skills necessary for employment in the manufacturing/metalworking industry as a machinist, machinist apprentice, or machinist helper.

Responsible for setting up and operating conventional machine tools and CNC (Computer Numerical Control) machine tools.

Advanced students will be proficient in programming, setting up, and operating CNC machining centers. Students will develop proficiency in blueprint reading, shop math, precision measuring, CAD/CAM (Computer-Aided Drawing & Computer-Aided Machining), and CNC (Computer Numerical Control) turning centers and milling machines.

Included in this program are academic courses in communication, quantitative reasoning, and social sciences that provide knowledge and abilities upon which technical skills are built and personal development enhanced.

This program is approximately six quarters in length, depending on the time students need to satisfactorily complete all graduation requirements.

Students pursuing an AAT degree must complete all college degree requirements prior to graduation. This includes courses that meet the capstone project, diversity, and computer literacy requirements.

**Admission Dates:** Fall, Winter, Spring, and Summer quarters, or by Instructor permission

<b>PROGRAM REQUIREMENTS</b>		<b>Credits</b>
MCH 101	Orientation/Machine Shop Safety .....	2
MCH 105*	Shop Math/Blueprint I .....	6
MCH 107	Shop Math/Blueprint II.....	6
MCH 109	Shop Math/Blueprint III.....	6
MCH 111	Shop Machines & Tools.....	6
MCH 117*	Lathes I.....	6
MCH 121*	Mills I.....	6
MCH 122	Lathes & Mills II.....	8
MCH 125	Lathes & Mills III.....	10
MCH 126	Lathes & Mills IV.....	8
MCH 129	Surface Grinding.....	4
MCH 133	Tool & Cutter Grinding .....	5
MCH 202	Introduction to CNC .....	7
MCH 211	Intermediate CNC.....	10
MCH 216	Advanced CNC.....	12
MCH 219	Career Opportunities .....	4
MCH 223	Inspection Techniques .....	6
MCH 229	Metallurgy & Heat Treatment.....	4
MCH 231	Manufacturing Resources & Research.....	4
ENGL& 101	English Composition (or higher) or CMST& 220 .....	5
MAT 105	Math for Industrial Professions (or higher).....	5
PSYC& 100	General Psychology (or other social science or humanities class) .....	5
<b>TOTAL CREDITS FOR COMPLETION .....</b>		<b>135</b>

\*Articulated courses with High Schools for Dual Enrollment

### Optional Course

MCH 240	Training & Practice.....	1-10
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## Manufacturing Technologies

### Machinist Apprentice

#### Certificate

Provides students with the knowledge and skills necessary for employment in the manufacturing/metal working industry as a machinist apprentice.

Responsible for setting up and operating conventional machine tools and CNC (Computer Numerical Control) machine tools.

Students will develop proficiency in blueprint reading, shop math, precision measuring, conventional lathes and mills, surface and tool cutter grinding, general shop machines, CAD/CAM (Computer-Aided Drawing & Computer-Aided Machining), and CNC (Computer Numerical Control) turning centers and milling machines.

Included in this program are academic courses in communication, quantitative reasoning, and social sciences that provide knowledge and abilities upon which technical skills are built and personal development enhanced.

This program is approximately four quarters in length, depending on the time students need to satisfactorily complete all graduation requirements.

**Admission Dates:** Fall, Winter, Spring, and Summer quarters, or by Instructor permission

#### PROGRAM REQUIREMENTS

#### Credits

MCH 101	Orientation/Machine Shop Safety .....	2
MCH 105*	Shop Math/Blueprint I .....	6
MCH 107	Shop Math/Blueprint II .....	6
MCH 109	Shop Math/Blueprint III .....	6
MCH 111	Shop Machines & Tools .....	6
MCH 117*	Lathes I .....	6
MCH 121*	Mills I .....	6
MCH 122	Lathes & Mills II .....	8
MCH 125	Lathes & Mills III .....	10
MCH 126	Lathes & Mills IV .....	8
MCH 129	Surface Grinding .....	4
MCH 133	Tool & Cutter Grinding .....	5
MCH 202	Introduction to CNC .....	7
ENGL& 101	English Composition (or higher) or CMST& 220 .....	5
MAT 105	Math for Industrial Professions (or higher) .....	5
PSYC& 100	General Psychology (or other social science or humanities class) .....	5

**TOTAL CREDITS FOR COMPLETION** ..... 95

\*Articulated courses with High Schools for Dual Enrollment

#### Optional Course

MCH 240	Training & Practice .....	1-10
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## Manufacturing Technologies

### Machinist Helper

#### Certificate

Provides students with the knowledge and necessary skills for employment in the manufacturing/metalworking industry. Students may enter the industry as a machinist helper. Responsible for helping set up and operate conventional machine tools.

Students will develop proficiency in blueprint reading, shop math, precision measuring, conventional lathes and mills, surface, tool, and cutter grinding, and general shop machines.

This program is approximately one quarter in length, depending on the time students need to satisfactorily complete all graduation requirements.

**Admission Dates:** Fall, Winter, Spring, and Summer quarters, or by Instructor permission

#### PROGRAM REQUIREMENTS

#### Credits

MCH 101	Orientation/Machine Shop Safety .....	2
MCH 105*	Shop Math/Blueprint I .....	6
MCH 111	Shop Machines & Tools .....	6
MCH 117*	Lathes I .....	6
MCH 121*	Mills I .....	6

**TOTAL CREDITS FOR COMPLETION** ..... 26

\*Articulated courses with High Schools for Dual Enrollment

#### Optional Course

MCH 240	Training & Practice .....	1-10
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## Massage Studies

### Associate of Applied Technology Degree

Prepares successful students for employment and practice in a variety of workplace settings. Graduates from this program are employed in spas, clinics, hospitals, and successful private practices. Students develop a strong foundation in Swedish massage and deep tissue techniques. Clinical massage students benefit from advanced training in treatment applications and assessment. Teaching techniques are varied, addressing a wide variety of learning styles.

All students enrolled in the program are required to participate in the exchange of applied massage techniques in a supervised and professional setting. Participation in the student-operated massage clinic allows students to gain experience in the profession while under supervision of an Instructor.

Topics covered include, but are not limited to: massage theory and practice; anatomy; physiology; pathology; kinesiology; orthopedic assessment; pregnancy massage; sports massage; deep tissue; myofascial techniques; lymphatic drainage; on-site seated massage; hydrotherapy; hot stone massage; and mini-spa applications.

Business classes introduce the skills and theories necessary for successful employment, such as: professional ethics, goal setting, business planning, insurance billing, networking, and communicating with healthcare professionals, marketing, job networking, résumés, and interviewing.

Included in the Associate Degree program are academic courses in communication (English composition, speech), quantitative reasoning (math) and social sciences (psychology, sociology) that provide knowledge and abilities upon which technical skills are built and personal development enhanced. These classes are offered at various times outside the regular Massage program hours.

The Associate Degree program may take two years, depending on the time students need to satisfactorily complete all graduation requirements.

Students pursuing an AAT or AAS-T degree must complete all college degree requirements prior to graduation. This includes courses that meet the capstone project, diversity, and computer literacy requirements.

Upon successful completion of the program, the graduate is eligible to sit for the National Certification Examination or Federation of State Massage Board Examination and apply for licensure in Washington State.

A Washington State Patrol background check will be conducted to screen for prior convictions prior to State licensing. Persons with some types of criminal convictions may not be eligible for licensure.

**Prerequisites:** A medical statement of health status from a primary care provider stating the student is able to safely participate in all aspects of the class is required to enter the program. That statement must be submitted to the Instructor on the first day of class.

Potential students entering the program must test at college level in reading on the COMPASS Assessment test or have completed English 94. Documentation of training in standard first aid and CPR and a four-hour HIV/AIDS/Blood-borne pathogens class, and a Washington State Patrol background check is required to progress to the second quarter. Some results from the background check may prevent individuals from participating in certain classes.

**Admission Dates:**

- Fall quarter - Lakewood day class
- Spring quarter - Lakewood evening class

**PROGRAM REQUIREMENTS**

**Credits**

MASST 110	Anatomy, Physiology, & Pathology I	5
MASST 111	Anatomy, Physiology, & Pathology II	5
MASST 114	Swedish Massage Theory	5
MASST 115	Clinical Massage Techniques	4
MASST 116	Complementary Massage Modalities I	3
MASST 117	Swedish Massage Practice	4
MASST 123	Clinical Application of Massage Therapy	4
MASST 126	Kinesiology: Upper Extremity	2
MASST 130	Kinesiology: Trunk	1
MASST 131	Assessment and Treatment of the Back	2
MASST 133	Deep Tissue Massage Theory	4
MASST 134	Deep Tissue Massage Practice	4
MASST 136	Complementary Massage Modalities II	2
MASST 137	Kinesiology: Head and Neck	1
MASST 139	Clinical Massage Business and Ethics I	1
MASST 143	Massage Business and Ethics I	2
MASST 144	Massage Business and Ethics II	2
MASST 145	Orthopedic Assessment	4
MASST 146	Kinesiology: Lower Extremity	2
MASST 147	Clinical Massage Anatomy and Physiology I	3
MASST 149	Clinical Massage Theory: Special Populations	5
MASST 151 <sup>DIV</sup>	Clinical Massage Practice: Special Populations	3
MASST 153	Assessment and Treatment: Upper Extremity	2
MASST 155	Assessment and Treatment: Lower Extremity	2
MASST 157	Assessment and Treatment: Head and Neck	2
MASST 158	Practicum I	3
MASST 159	Clinical Massage Business and Ethics II	1
MASST 160 <sup>CAP</sup>	Practicum II	3
MASST 162	Student Clinic	2
MASST 163	Clinical Massage Anatomy and Physiology II	3
ENGL& 101	English Composition (or higher) or CMST& 220	5
MAT 105	Math for Industrial Professions (or higher)	5
PSYC& 100	General Psychology (or other social science or humanities class)	5

TOTAL CREDITS FOR COMPLETION ..... 101

**Massage Studies**

**Clinical Massage Practitioner**

**Certificate**

This certificate, approximately two quarters in length (may take longer to complete), provides advanced study for licensed massage practitioners and students who have completed the Swedish Practitioner portion of the Massage Studies program.

Successful students will graduate with a firm understanding of the injury and disease process, as well as possessing the knowledge and treatment techniques to assess and effectively treat their clients.

**Prerequisites:** Successful completion of the Swedish Massage Practitioner program, completion of a similar program from another accredited institution, or currently a Washington State licensed massage practitioner.

**Admission Dates:**

- Lakewood campus - Day Class: Begins each Spring Quarter.
- Lakewood campus - Evening Class: Begins each Winter Quarter. Not all classes are offered in the evening.

**PROGRAM REQUIREMENTS**

**Credits**

MASST 115	Clinical Massage Techniques	4
MASST 123	Clinical Application of Massage Therapy	4
MASST 131	Assessment and Treatment of the Back	2
MASST 139	Clinical Massage Business and Ethics I	1
MASST 145	Orthopedic Assessment	4
MASST 158	Practicum I	3
MASST 147	Clinical Massage Anatomy and Physiology I	3
MASST 149	Clinical Massage Theory: Special Populations	5
MASST 151 <sup>DIV</sup>	Clinical Massage Practice: Special Populations	3
MASST 153	Assessment and Treatment: Upper Extremity	2
MASST 155	Assessment and Treatment: Lower Extremity	2
MASST 157	Assessment and Treatment: Head and Neck	2
MASST 159	Clinical Massage Business and Ethics II	1
MASST 160 <sup>CAP</sup>	Practicum II	3
MASST 163	Clinical Massage Anatomy and Physiology II	3

TOTAL CREDITS FOR COMPLETION ..... 42

**Massage Studies**

**Swedish Practitioner**

**Certificate**

The Swedish Practitioner certificate prepares the successful student to enter the massage profession with the knowledge and skills to perform full-body Swedish massage and deep tissue massage. Completion of this certificate satisfies the Washington Department of Health hours and content requirement, allowing the graduate to take the certification exam and apply for Washington State licensure.

This certificate can be completed in just over two terms for those students in our day (full-time) section, or three terms for our evening students. In addition to massage theory and practice, we will also be covering all the systems in the body, with emphasis on the muscular system, and successful business practices.

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**Prerequisites:** A medical statement of health status from a primary care provider stating the student is able to safely participate in all aspects of the class is required to enter the program. That statement must be submitted to instructor on the first day of class.

Potential students entering the program must test at college level in reading on the COMPASS Assessment test or have completed English 94. Documentation of training in standard first aid and CPR and a four-hour HIV/AIDS/Blood-borne pathogens class, and a background check from the Washington State Patrol is required to progress to the second quarter; some results may prevent individuals from participating in certain classes.

**Admission Dates:**

Fall quarter - Lakewood day class

Spring quarter - Lakewood evening class

**PROGRAM REQUIREMENTS**

**Credits**

MASST 110	Anatomy, Physiology & Pathology I	5
MASST 111	Anatomy, Physiology & Pathology II	5
MASST 114	Swedish Massage Theory	5
MASST 116	Complementary Massage Modalities I	3
MASST 117	Swedish Massage Practice	4
MASST 126	Kinesiology: Upper Extremity	2
MASST 130	Kinesiology: Trunk	1
MASST 133	Deep Tissue Massage Theory	4
MASST 134	Deep Tissue Massage Practice	4
MASST 136	Complementary Massage Modalities II	2
MASST 137	Kinesiology: Head and Neck	1
MASST 143	Massage Business and Ethics I	2
MASST 144	Massage Business and Ethics II	2
MASST 146	Kinesiology: Lower Extremity	2
MASST 162	Student Clinic	2

**TOTAL CREDITS FOR COMPLETION** .....44

## Material Science

### Composites

#### Associate of Applied Science - T

The Material Science – Composites program at Clover Park Technical College prepares students for careers in composites manufacturing. In this program, students learn to fabricate, assemble, repair, test, and troubleshoot composite materials.

This program is approximately eight quarters in length, depending on the time students need to satisfactorily complete all graduation requirements.

Students pursuing an AAT or AAS-T degree must complete all college degree requirements prior to graduation. This includes courses that meet the capstone project, diversity, and computer literacy requirements.

**Prerequisites:** COMPASS Reading 68 and Writing 33, or successful completion of ENG 82, and successful completion of MAT 82 by the end of the first quarter of the program or Instructor approval. Students pursuing a degree in Material Science: Composites are encouraged to complete the Aerospace Composite Technician certificate prior to taking the Material Science degree.

**Admission Dates:** Fall and Spring quarters

**PROGRAM REQUIREMENTS**

**Credits**

MS 110	Blueprint Reading and Sketching	4
MS 115	Intro to Report Forms Writing	3
MS 120	Introduction to Codes & Specifications	2
MS 125	Fundamentals of Metallurgy	5
MS 130	Manufacturing Processes	5
MS 135	Principles of Troubleshooting	3

MS 140	Statistics for Material Engineering Technicians	3
MS 145	Fundamentals of Composites	4
NDT 135	NDI for Composite Structures	3
NDT 150	Ultrasonic Testing I	5
NDT 160	Radiographic Testing I	5
NDT 180	Ultrasonic Testing II	5
NDT 190	Radiographic Testing II	5
NDT 220	Ultrasonic Testing III	5
NDT 230	Radiographic Testing III	5
NDT 240 <sup>CAP</sup>	Capstone Project	3
ENGL& 101	English Composition	5
MAT 110 or	MATH& 141 Math for Non-Science Majors or Pre-Calculus I	5
PSYC& 100	General Psychology (or other social science course)	5
PHYS& 121	General Physics I	5
Electives	10	

**TOTAL CREDITS FOR DEGREE** ..... 110

**Electives**

NDT 250	NDT Internship	1-11
NDT 255	NDT Special Projects	1-3
Other Material Science courses as approved by Instructor.		

## Material Science

### Nondestructive Testing

#### Associate of Applied Science - T

The Material Science – Nondestructive Testing (NDT) program at Clover Park Technical College provides training in a variety of analysis techniques used in industry to evaluate the properties of a material or structure without causing damage. Because NDT does not impair the usefulness of the object being inspected, it is a valuable process that is used in fields such as construction, manufacturing, civil engineering, and transportation. Nondestructive testing techniques are used to examine structures or vehicles such as aircraft, trains, nuclear reactors, bridges, dams, and pipelines.

This program prepares graduates to become active and successful professionals in nondestructive testing in a wide range of industries. Students will explore and receive hands-on technical training in blueprint reading, report form writing, codes and specifications, composite fabrication, assembly and repair, metallurgy, the manufacturing process as well as magnetic particle and liquid Penetrant, radiographic testing, ultrasonic and eddy current. Successful graduates are prepared with technical skills for entry level positions such as quality control technicians, NDT technicians, engineering technicians, and NDT equipment representatives.

This program is approximately eight quarters in length, depending on the time students need to satisfactorily complete all graduation requirements.

Students pursuing an AAT or AAS-T degree must complete all college degree requirements prior to graduation. This includes courses that meet the capstone project, diversity, and computer literacy requirements.

**Prerequisites:** COMPASS Reading 68 and Writing 33, or successful completion of ENG 82, and successful completion of MAT 82 by the end of the first quarter of the program or Instructor approval.

**Admission Dates:** Fall and Spring quarters

**PROGRAM REQUIREMENTS**

**Credits**

ACM 120	Composite Fabrication	4
ACM 125	Composite Assembly	4
ACM 130	Composite Repair	4
ACM 135	Special Projects	3
MS 110	Blueprint Reading and Sketching	4
MS 115	Intro to Report Forms Writing	3
MS 120	Introduction to Codes & Specifications	2

MS 125	Fundamentals of Metallurgy	5
MS 130	Manufacturing Processes	5
MS 135	Principles of Troubleshooting	3
MS 140	Statistics for Material Engineering Technicians	3
MS 145	Fundamentals of Composites	4
NDT 110	Introduction to NDT	3
NDT 115	NDT Welding	3
NDT 120	Visual and Optical Testing	5
NDT 125	Magnetic Particle Testing	5
NDT 130	Liquid Penetrant Testing	5
NDT 140	Eddy Current Testing I	5
NDT 150	Ultrasonic Testing I	5
NDT 160	Radiographic Testing I	5
NDT 170	Eddy Current Testing II	5
NDT 180	Ultrasonic Testing II	5
NDT 190	Radiographic Testing II	5
NDT 210	Eddy Current Testing III	5
NDT 220	Ultrasonic Testing III	5
NDT 230	Radiographic Testing III	5
NDT 240 <sup>CAP</sup>	Capstone Project	3
NDT 250	NDT Internship	1-11
NDT 255	NDT Special Projects	1-3
ENGL& 101	English Composition	5
MAT 110 or	MATH& 141 Math for Non-Science Majors or Pre-Calculus I	5
PSYC& 100	General Psychology (or other social science course)	5
PHYS& 121	General Physics I	5

**TOTAL CREDITS FOR DEGREE** ..... 118

**Electives**

ACM 120	Composite Fabrication	4
ACM 125	Composite Assembly	4
ACM 130	Composite Repair	4
ACM 135	Special Projects	3
NDT 250	NDT Internship	1-11
NDT 255	NDT Special Projects	1-3

**Material Science**

**Eddy Current Testing**

**Certificate**

This certificate provides students with foundational knowledge related to nondestructive testing (NDT) and offers the opportunity to gain hands-on training in the NDT method eddy current inspection. Eddy current inspection applies electrical currents to an object to create electromagnetic fields. This type of testing can detect manufacturing defects and corrosion damage or cracking for many nonmagnetic metals and alloys.

The certificate program is two to three quarters in length, depending on the time students need to satisfactorily complete all graduation requirements.

**Prerequisites:** COMPASS Reading 68 and Writing 33, or successful completion of ENG 82, and successful completion of MAT 82 by the end of the first quarter of the program or Instructor approval.

**Admission Dates:** Fall and Spring quarters

**PROGRAM REQUIREMENTS**

**Credits**

MS 115	Intro to Report/Forms Writing	3
MS 120	Introduction to Codes & Specifications	2
MS 125	Fundamentals of Metallurgy	5
MS 130	Manufacturing Processes	5
MS 135	Principles of Troubleshooting	3
MS 145	Fundamentals of Composites	4
NDT 110	Introduction to NDT	3
NDT 140	Eddy Current Testing I	5
NDT 170	Eddy Current Testing II	5
NDT 210	Eddy Current Testing III	5
NDT 240	Capstone Project	3

**TOTAL CREDITS FOR CERTIFICATE** ..... 43

**Material Science**

**Magnetic Particle & Liquid Penetrant Testing**

**Certificate**

Provides foundational knowledge related to nondestructive testing (NDT) and offers the opportunity to gain hands-on training in the NDT methods of magnetic particle inspection, liquid penetrant inspection, and visual inspection.

The certificate program is two to three quarters in length, depending on the time students need to satisfactorily complete all graduation requirements.

**Prerequisites:** COMPASS Reading 68 and Writing 33, or successful completion of ENG 82, and successful completion of MAT 82 by the end of the first quarter of the program or Instructor approval.

**Admission Dates:** Fall and Spring quarters

**PROGRAM REQUIREMENTS**

**Credits**

MS 115	Intro to Report Forms Writing	3
MS 120	Introduction to Codes & Specifications	2
MS 125	Fundamentals of Metallurgy	5
MS 130	Manufacturing Processes	5
MS 135	Principles of Troubleshooting	3
NDT 110	Introduction to NDT	3
NDT 115	NDT Welding	3
NDT 120	Visual and Optical Testing	5
NDT 125	Magnetic Particle Testing	5
NDT 130	Liquid Penetrant Testing	5
NDT 240	Capstone Project	3

**TOTAL CREDITS FOR CERTIFICATE** ..... 42

**Material Science**

**Radiographic Testing**

**Certificate**

Provides foundational knowledge related to nondestructive testing (NDT) and offers the opportunity to gain hands-on training in the NDT method of radiographic inspection. Radiography uses x-rays or gamma rays to show defects which might otherwise be invisible. A vast array of material can be examined in this efficient and reliable way, ranging from tiny electronic components to 20-foot freestanding concrete slabs.

The certificate program is two to three quarters in length, depending on the time students need to satisfactorily complete all graduation requirements.

**Prerequisites:** COMPASS Reading 68 and Writing 33, or successful completion of ENG 82, and successful completion of MAT 82 by the end of the first quarter of the program or Instructor approval.

**Admission Dates:** Fall and Spring quarters

**PROGRAM REQUIREMENTS**

**Credits**

MS 115	Intro to Report Forms Writing	3
MS 120	Introduction to Codes & Specifications	2
MS 125	Fundamentals of Metallurgy	5
MS 130	Manufacturing Processes	5
MS 135	Principles of Troubleshooting	3
MS 145	Fundamentals of Composites	4
NDT 110	Introduction to NDT	3
NDT 160	Radiographic Testing I	5
NDT 190	Radiographic Testing II	5
NDT 230	Radiographic Testing III	5
NDT 240	Capstone Project	3

**TOTAL CREDITS FOR CERTIFICATE** ..... 43

## Material Science

### Ultrasonic Testing

#### Certificate

Provides students with foundational knowledge related to nondestructive testing (NDT) and offers the opportunity to gain hands-on training in the NDT method of ultrasonic testing. With this method, NDT inspectors need access to only one side of a material. A transducer sends the ultrasound through the sample and the inner wall of a defect surface will send the wave bouncing back. Ultrasonic testing is a portable and efficient way to measure thickness, detect corrosion, and examine groove welds in many materials.

The certificate program is two to three quarters in length, depending on the time students need to satisfactorily complete all graduation requirements.

**Prerequisites:** COMPASS Reading 68 and Writing 33, or successful completion of ENG 82, and successful completion of MAT 82 by the end of the first quarter of the program or Instructor approval.

**Admission Dates:** Fall and Spring quarters

PROGRAM REQUIREMENTS		Credits
MS 115	Intro to Report Forms Writing.....	3
MS 120	Introduction to Codes & Specifications .....	2
MS 125	Fundamentals of Metallurgy .....	5
MS 130	Manufacturing Processes.....	5
MS 135	Principles of Troubleshooting .....	3
MS 145	Fundamentals of Composites .....	4
NDT 110	Introduction to NDT.....	3
NDT 150	Ultrasonic Testing I .....	5
NDT 180	Ultrasonic Testing II .....	5
NDT 220	Ultrasonic Testing III.....	5
NDT 240	Capstone Project.....	3
<b>TOTAL CREDITS FOR CERTIFICATE.....</b>		<b>43</b>

## Media Design & Production

### Associate of Applied Technology Degree Associate in Applied Science – T Degree

New Media, Motion Graphics, Video and Web Design, prepares students for careers in corporate, government, or private media centers and production facilities. Future employment may include project developers, script writers, video editors, web designers, and web computer graphics designer. Provides exposure to the technique and tools of new media. Core studies in new media provide a strong foundation for the specialized courses in Digital Video Production and Post Production, Motion Graphics and Web Design.

Innovations in computer technology continue to rapidly change and expand the multimedia field. Therefore, the following courses of study may be subject to change in order to offer training based on current industry standards.

This program is approximately four quarters in length, depending on the time students need to satisfactorily complete all graduation requirements.

In addition to the program course requirements, students must also complete the general education requirements for the degree they seek to obtain. The two degree options in this program are the Associate of Applied Technology (AAT) or the Associate of Applied Science –T (AAS-T). The different requirements for each degree are listed below:

#### AAT Degree General Education Requirements (15 credits):

ENGL& 101 English Composition or CMST& 220 (or higher). MAT 105 Math for Industrial Professions (or higher). PSYC& 100 General Psychology (or other social science or humanities class).

#### AAS-T Degree general education requirements (20 credits):

All AAS-T degrees must have a minimum of 20 credits of transferable general education. These credits replace the academic courses required for the AAT degree. Required credits include: 5 credits in Communication: ENGL& 101. 5 credits in quantitative reasoning: MATH 110, MATH& 141, MATH& 142, MATH& 146 or MATH& 151. 10 credits in social science, humanities, or science (choose two from the following): PSYC& 100, PSYC& 200, PSY 210, PSYC& 220, SOC& 101, ART& 100, MUS& 105, ASL& 121, BIOL 118, BIOL& 241, BIOL& 242, CHEM& 121, CHEM& 110, GEOL& 110, PHYS& 121, ECON 101, ECON& 201 or ECON& 202

Students pursuing an AAT or AAS-T degree must complete all college degree requirements prior to graduation. This includes courses that meet the capstone project, diversity, and computer literacy requirements.

**Prerequisites:** Basic competency with personal computers and MS Office software applications. To enroll in electives, students must have a cumulative 2.0 GPA or Instructor permission.

**Admission Dates:** Fall and Spring quarters. Part-time admission into individual courses permitted any quarter, based on seat/room availability (Instructor permission required).

#### AAT PROGRAM REQUIREMENTS

AAT PROGRAM REQUIREMENTS		Credits
GTC 130	Digital Imaging I: Photoshop.....	5
MDP 103	Fundamentals of Drawing OR .....	
MDPW 134	Web Animation I – Flash .....	5
MDP 121	Photoshop: Compositing & Retouching .....	5
MDP 119	Digital Photography .....	5
MDP 133	Introduction to Dreamweaver.....	5
MDP 146	Digital Video & Audio Editing – Premiere Pro .....	5
MDP 171	Designing with Illustration Software.....	5
MDP 189	Camera & Lighting: Portraits/Products .....	5
MDP 251 <sup>CAP</sup>	Multimedia Capstone Project.....	5
MDPA 114	3D Fundamentals .....	5
MDPA 151	3D Animation .....	5
MDPV 115	Introduction to Compositing.....	5
MDPV 214	Intermediate Compositing .....	5
MDPV 257	Field & Studio Production Techniques I .....	5
MDPW 123	Web Design Principles.....	5
MDPW 211	Web Animation II – Flash.....	5
MDPW 246	Advanced Digital Illustration .....	5

Technical Course Requirements (Total)..... 85  
General Education Requirements (See listing above)..... 15

**TOTAL CREDITS FOR COMPLETION OF AAT DEGREE ..... 100**

#### AAS-T PROGRAM REQUIREMENTS

Technical Course Requirements (Same as AAT) ..... 85  
General Education Requirements (See listing above)..... 20

**TOTAL CREDITS FOR COMPLETION OF AAS-T DEGREE ..... 105**

#### Media Substitute

Electives: can be substituted for other classes, Instructor approval

MDP 231	Independent Study .....	5
MDP 239	Internship .....	5
MDPV 260	Field & Studio Video Production Tech II .....	5
MDP 245	Photoshop: Special Effects & Techniques .....	5
MDPA 139	Modeling I.....	5
MDPW 219	Web Animation III .....	5



## Media Design & Production

### Web Design & Open Source Web Development

#### Certificate

The Web Design & Open Source Web Development Certificate program focuses on using open source web development languages to create Internet documents according to industry standards.

Current design and interactive/ authoring software are used to create products that effectively communicate with the intended audience.

Coursework combines lecture, lab applications, individual and group projects, potential internship opportunities, and a final website portfolio. Classes are planned to emphasize practical production techniques and allow individual lab time for personal portfolio building.

Included in this program are academic courses in communication (English composition, speech), quantitative reasoning (math) and social sciences (psychology, sociology) that provide knowledge and abilities upon which technical skills are built and personal development enhanced.

This certificate program is approximately four quarters in length, depending on the time students need to satisfactorily complete all graduation requirements.

**Prerequisites:** Basic competency with personal computers and MS Office software applications.

**Admission Dates:** Fall Quarter. Part-time admission into individual courses permitted any quarter based on room availability and prior experience (Instructor permission required).

Want more information? Visit the Instructor's web page.

#### PROGRAM REQUIREMENTS

#### Credits

GTC 130	Digital Imaging: Photoshop .....	5
MDP 133	Introduction to Dreamweaver.....	5
MDP 171	Designing with Illustration Software.....	5
MDP 251	Multimedia Capstone Project.....	5
MDPW 111	Web Development Languages I – XHTML & CSS.....	5
MDPW 123	Web Design Principles.....	5
MDPW 134	Web Animation I – Flash.....	5
MDPW 211	Web Animation II – Flash.....	5
MDPW 216	Open Source Development Tools – PHP I.....	5
MDPW 219	Web Animation III.....	5
MDPW 231	Databases for the Web – MySQL.....	5
MDPW 241	Open Source Development Tools – PHP II.....	5
MDPW 246	Advanced Digital Illustration Software.....	5
MDPW 249	Web Development Languages II – Java Script.....	5
MDPW 265	Emerging Technologies.....	5
MDPW 271	Graphic Design for the Web – Dreamweaver II.....	5
ENGL& 101	English Composition (or higher) or CMST& 220.....	5
MAT 105	Math for Industrial Professions (or higher).....	5
PSYC& 100	General Psychology (or other social science or humanities class).....	5
8 Electives	.....	30

TOTAL CREDITS FOR COMPLETION ..... 125

## Medical Assistant

#### Certificate

Medical Assistant Program (MAP) graduates may assume positions as multi-skilled allied health professionals who perform a wide range of duties in physicians' offices, clinics, and other outpatient healthcare settings.

This program is accredited through the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Upon successful completion of the MAP, students will receive a Certificate of Completion and be eligible to take the national certification exam to become a Certified Medical Assistant (CMA).

The MAP curriculum includes anatomy and physiology, medical terminology, medical law and ethics, oral and written communication, administrative procedures, financial record keeping, mathematics, insurance billing and medical coding, basic office diagnostic procedures, principles of pharmacology and medication administration, venipuncture, basic asepsis, and microbiology.

Students are trained in administrative and clinical procedures performed in physicians' offices, and the curriculum meets the requirement for certification as a Health Care Assistant, State of Washington, categories A, C, and E. Training will also include professional telephone techniques, scheduling appointments, interviewing and instructing patients, making arrangements for patient admission to a hospital, maintaining financial records and files, completing insurance forms, preparing and maintaining employees' payroll records, assisting patients in preparing for examinations, cleaning and sterilizing instruments and equipment, collecting specimens, performing electrocardiograms, and assisting physicians with treatments and surgeries.

Included in this program are general education courses in math, public speaking, and sociology, providing knowledge and abilities upon which technical skills are built and personal development enhanced. Additional courses included in the MAP consist of the following: CAH 102 Medical Terminology, CAH 103 Introduction to Health Professions, and CAH 105 Computer Applications for Allied Health Professionals. There is an acceptable replacement course for MAP 168.

This program is approximately five quarters in length, depending on the time students need to satisfactorily complete all graduation requirements.

Students will receive HIV/AIDS and HIPPA certifications from the program, but must obtain a First Aid/CPR for Health Professionals/ Providers card external to the program and prior to externship. Externship hours will vary and will be completed during the day hours for both day and evening students. Students, with the assistance of the Instructors and/or clinical placement coordinator, will have the opportunity to secure their own externship site. Upon completion of the MAP, students will graduate with a Certificate of Completion.

**Prerequisites:** Students must attend a mandatory orientation/advising meeting with the Instructors in order to register in the program. Students are required to show proof of a high school diploma or GED upon entry into the MAP. All MAP courses in quarters one through four, including general education courses, must be successfully completed before entering the fifth quarter. See course descriptions for other course prerequisites.

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Before entering the Invasive course, students must have current immunizations or laboratory verification of immune status. This includes, but is not limited to, Tetanus/Diphtheria, Hepatitis B, Measles/Mumps/Rubella, and Varicella, as required by contracts with clinical facilities and Centers for Disease Control (CDC) recommendations. Tuberculosis skin testing is also required.

In order to participate in the externship, students must receive a No Record on File report related to Crimes against Persons from the Washington State Patrol. Each student is required to carry personal health/medical insurance throughout their clinical rotations.

Quarterly-based insurance for students may be purchased; further information is available through the Advising and Counseling Office. No student will be allowed at a clinical site without proof of insurance.

**Admission Dates:** Summer and Winter quarter start dates for the day program and Fall and Spring quarter start dates for the evening program. Once a student begins in either the day or evening program section, they will be unable to change sections without authorization from an Instructor.

### Program Accreditation

The Medical Assistant Program at Clover Park Technical College is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs  
1361 Park Street, Clearwater, FL 33756  
(727) 210-2350

### PROGRAM REQUIREMENTS

### Credits

CAH 102	Medical Terminology .....	5
CAH 103	Introduction to Health Professions .....	5
CAH 105	Computer Applications for Allied Health Professions .....	5
MAP 105	Introduction to Medical Assisting .....	4
MAP 125	Medical Assistant Theory & Applications I .....	7
MAP 130	Medical Assistant Theory & Applications II .....	7
MAP 149	Medical Assistant Theory & Applications III .....	7
MAP 143	Medical Office Procedures .....	6
MAP 148	Health Insurance, Coding Practices, and Billing & Collecting .....	4
MAP 162	Automated Computer Applications .....	3
MAP 167	Preparation for Externship .....	2
MAP 168	Basic Collecting & Financing Practices or ACTG 110 .....	6
MAP 221	Invasive Procedures .....	5
MAP 222	Community Employment Opportunities & Loc .....	1
MAP 232	Externship .....	10
CMST& 220	Public Speaking .....	5
MAT 108	Math for Health Occupations (or higher required) .....	5
SOC& 101	Introduction to Sociology (or other social science or humanities class) .....	5

TOTAL CREDITS FOR COMPLETION .....92

## Medical Histology Technician

Associate of Applied Technology Degree  
Associate in Applied Science – T Degree

Trains the student to prepare thin sections of human tissue for microscopic examination. Prepares students for entry level employment as medical histology technicians in clinical, veterinary, and research laboratories. It also serves as a pathway for career advancement and specialized areas in the medical histotechnology profession.

The program stresses practical application and the development of job skills as well as medical histotechnology theory.

Designed to enhance the ability of students to reason, understand, and apply correct principles of medical histotechnology by teaching analytical and critical thinking skills, this course prepares students to sit for the National Board Certification Exam.

New entrants into the field, as well as incumbent workers who have not had the advantage of receiving a strong theoretical foundation, will find this course of study beneficial. Students will be involved in classroom/lab work for the first three quarters of the program with the remaining time spent in a clinical rotation.

This program is approximately four quarters in length, depending on the time students need to satisfactorily complete all graduation requirements.

Each student is required to carry personal health/medical insurance throughout their clinical rotations. Quarterly insurance for students may be purchased; further information is available through the Advising and Counseling Office. No student will be allowed at a clinical site without proof of insurance.

**Prerequisites:** Before starting the program, students must have a high school diploma or GED.

In order to participate in the clinical aspect of the program, students must receive a No Record on File Report related to Crimes Against Persons from the Washington State Patrol. They must obtain CPR certification, and must have current immunizations or laboratory verification of immune status, which could include, but is not limited to, Hepatitis B series, Tetanus/Diphtheria, Tuberculosis Test, Measles/Mumps/Rubella, and Varicella, as required by contracts with clinical facilities and CDC recommendations. Proof of immunizations is required by the last day of class in Fall quarter, without exception.

**Note:** This program requires that three of the general education courses be taken prior to beginning the HISTO course sequence. Therefore, BIOL 118, CHEM& 110, and ENGL& 101 need to be taken prior to Fall quarter when the HISTO courses begin.

### AAT Degree General Education Requirements (15 credits):

ENGL& 101 English Composition and CMST& 220 (or higher). MAT 105 Math for Industrial Professions (or higher). PSYC& 100 General Psychology (or other social science or humanities class).

### AAS-T Degree general education requirements (20 credits):

All AAS-T degrees must have a minimum of 20 credits of transferable general education. These credits replace the academic courses required for the AAT degree. Required credits include: 5 credits in Communication: ENGL& 101. 5 credits in quantitative reasoning: MATH 110, MATH& 141, MATH& 142, MATH& 146 or MATH& 151. 10 credits in social science, humanities, or science (choose two from the following): PSYC& 100, PSYC& 200, PSY 210, PSYC& 220, SOC& 101, ART& 100, MUS& 105, ASL& 121, BIOL 118, BIOL& 241, BIOL& 242, CHEM& 121, CHEM& 110, GEOL& 110, PHYS& 121, ECON 101, ECON& 201 or ECON& 202

Students pursuing an AAT or AAS-T degree must complete all college degree requirements prior to graduation. This includes courses that meet the capstone project, diversity, and computer literacy requirements.

**Admission Date:** Fall quarter

This program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences, 5600 N. River Road, Suite 720, Rosemont, IL 60018 (773) 714-8880.

**AAT PROGRAM REQUIREMENTS**

**Credits**

BIOL 118	Anatomy & Physiology.....	5
CAH 102	Medical Terminology.....	5
CAH 105 <sup>CA</sup>	Computer Applications.....	5
CHEM& 110	Chemical Concepts w/Lab.....	5
CMST& 220	Public Speaking.....	5
ENGL& 101	English Composition I.....	5
HISTO 105	Orientation to the Histology Laboratory.....	2
HISTO 110	Histotechnology I.....	10
HISTO 115	Histotechnology Lab I.....	5
HISTO 120	Histotechnology II.....	10
HISTO 125	Histotechnology Lab II.....	5
HISTO 130	Math Applications for Histology.....	3
HISTO 135	Histotechnology III.....	10
HISTO 140	Histotechnology Lab III.....	5
HISTO 145	Immunohistochemistry.....	5
HISTO 150 <sup>CAP</sup>	Histology Internship.....	10
HISTO 160	Histology Seminar.....	5

Technical Course Requirements (Total).....100

General Education Requirements (See listing above).....10

**TOTAL CREDITS FOR COMPLETION.....110**

**AAS-T PROGRAM REQUIREMENTS**

**Credits**

Technical Course Requirements (Same as AAT).....100

General Education Requirements (See listing above).....15

**TOTAL CREDITS FOR COMPLETION OF AAS-T DEGREE.....115**

Note: In addition to BIO 118 and CHEM& 110, 10 credits of social science, humanities, or science are needed to complete the AAS-T degree.

**Medical Laboratory Technician**

**Associate of Applied Technology Degree**

Prepares students to work in clinical laboratories performing routine analyses on blood and body fluids.

This program is four quarters in length, offered in two phases: 23 weeks of academics and 19 weeks of clinical experience.

During the academic phase (Spring and Summer quarters, and three weeks of Fall quarter), students are on campus in a simulated clinical laboratory, and study focuses on the theory of laboratory testing of body fluids.

Basic skills, normal values, the significance of abnormal values, and quality control are emphasized. Normal human anatomy and physiology, and the changes that occur in disease states are also studied.

During the clinical phase (Fall and Winter quarters), students are assigned to affiliated clinical laboratories in the Puget Sound area. Each student rotates through all the departments of the clinical laboratory, spending appropriate lengths of time in each.

Eight-hour day shifts are assigned by the affiliated laboratory during the clinical phase. Upon successful completion, graduates are eligible to take a certification examination qualifying them for employment as a Laboratory Technician or a Medical Laboratory Technician with professional recognition of having achieved MLT (ASCP) status.

Included in this program are academic courses in communication (English composition, speech), quantitative reasoning (math), and social sciences (psychology) that provide knowledge and abilities upon which technical skills are built and personal development enhanced.

This program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences:

5600 N. River Road, Suite 720, Rosemont IL 60018-5119  
(847) 939-3547

Each student is required to carry personal health/medical insurance throughout their clinical rotations. Quarterly-based insurance for students may be purchased; further information is available through the Advising and Counseling Office. No student will be allowed at a clinical site without proof of insurance.

Students pursuing an AAT or AAS-T degree must complete all college degree requirements prior to graduation. This includes courses that meet the capstone project, diversity, and computer literacy requirements.

**Prerequisites:** High School diploma, or GED, as well as college-level courses in both Biology with a lab, and Chemistry with a lab completed within five years, with a grade of B or better, prior to admission into the program. Speaking, understanding, and writing the English language are required. To enter the program, a student must meet the prerequisites for college-level reading, writing, and math. In order to participate in the clinical aspect of the program, students must receive a No Record on File report related to Crimes Against Persons from the Washington State Patrol and students must have current immunizations or laboratory verification of immune status. This includes, but is not limited to, Hepatitis B series, Tetanus/Diphtheria, Tuberculosis Test, Measles/ Mumps/ Rubella, and Varicella as required by contracts with clinical facilities and CDC recommendations. Proof of immunizations is required by the last day of class in Spring quarter, without exception. CPR certification from the American Heart Association with the designation Health Care Provider is required prior to commencing clinical rotation.

**Admission Date:** Spring quarter

**PROGRAM REQUIREMENTS**

**Credits**

MLT 110	Introduction to the Laboratory.....	2
MLT 203	Hematology.....	10
MLT 204	Hemostasis.....	5
MLT 208	Phlebotomy/Processing.....	2
MLT 210	Immunology.....	7
MLT 214	Immunohematology.....	6
MLT 216	Clinical Blood Banking.....	5
MLT 217	Microbiology.....	10
MLT 218	Urinalysis.....	3
MLT 221	Body Fluids.....	1
MLT 227	Clinical Chemistry.....	8
MLT 232	Clinical Experience I.....	11
MLT 235	Clinical Experience II.....	9
MLT 236 <sup>CAP</sup>	Clinical Experience III.....	7
ENGL& 101	English Composition (or higher) or CMST& 220.....	5
MAT& 141	Precalculus I.....	5
PSYC& 100	General Psychology (or other social science or humanities course).....	5

**TOTAL CREDITS FOR COMPLETION..... 101**

**Optional Electives:**

Students may also choose to take any course in the Hemodialysis Technician program as an optional elective for this program.

## Nursing

### Nursing Assistant

#### Certificate

The Certificate program prepares students for employment as Nursing Assistants under the supervision of professional licensed nurses, such as a Registered Nurse or Licensed Practical Nurse.

This program prepares the student for employment to provide care for long-term care residents per the Omnibus Budget Reconciliation Act (OBRA) federal law. The Washington State Department of Health guidelines (nurse aide competency minimum requirements) for licensure are based on this law. Upon completion of this course, the student will be eligible to sit for the State Certification Examination - the National Nurse Aide Assessment Program Exam (NNAAP).

The total number of hours to complete the course is 168 hours. There are three sections which must be completed per grade and skill proficiency. NAC 101 involves 65 hours of Nursing Assistant theory, which includes HIV/AIDS and CPR. NURS 104 includes 43 hours of Nursing Skill Fundamentals. NAC 103 includes 60 hours of Unit-Based Clinical Rotation, which involves professionally supervised shifts with hands-on care provided to residents in a long-term care facility, using the knowledge and skills acquired from NAC 101 and NURS 104. Scheduling of the Clinical portion of class is determined by facility availability. Attendance at all clinical instruction days is mandatory.

**Prerequisites:** Students must have current immunizations or laboratory verification of immune status. This includes Hepatitis B series plus positive titer, Tetanus or T-dap within last 10 years, 2-step TB screening, Measles/ Mumps/Rubella (2 injections or 1 injection and positive titer) and verification of immunity to Varicella. Immunization requirements may change based on CDC guidelines and / or clinical facility policies. Immunizations must be presented on the first day of class.

In order to participate in the program, the student must receive a No Record on File report from the Washington State Patrol and DSHS.

Each student is required to carry personal health/medical insurance throughout their clinical rotations. Quarterly-based insurance for students may be purchased; further information is available through the Advising and Counseling Office. No student will be allowed at a clinical site without proof of health insurance.

**Physical Activity:** This occupation requires medium physical activity and lifting/handling objects weighing up to 50 pounds. Nursing Assistants are often standing for long periods of time.

For safety and protection of patients, the student nurse must be able to perform basic cardiac life support, including CPR, and function in stressful and/or emergency situations. Students must be able to safely assist a patient in moving from bed to a chair, commode, or cart.

**Admission Dates:** Fall, Winter, Spring, and Summer quarters

Application packets are available in Advising and Counseling Office. For additional information, contact Program Coordinator at (253) 589-5885.

**Orientation:** For additional information contact Program Coordinator at (253) 589-5885.

#### PROGRAM REQUIREMENTS

	Credits
NAC 101 Nursing Assistant Theory.....	6
NAC 103 Unit Based Clinical Experience .....	3
NURS 104 Nursing Skill Fundamentals.....	4

TOTAL CREDITS FOR COMPLETION ..... 13

## Nursing

### Nursing Assistant (I-BEST)

#### Certificate

Prepares the student for employment as a Nursing Assistant, functioning under the supervision of professional licensed providers such as a Registered Nurse or Licensed Practical Nurse.

The student must successfully complete classroom theory, nursing laboratory, and unit-based clinical instruction. The integrated nursing assistant program combines basic skills instruction with the healthcare curriculum. Upon completion of this course, the student will be eligible to sit for the State Certification Examination - the National Nurse Aide Assessment Program Exam (NNAAP).

Structured classroom curriculum includes introduction to long-term care, the role of the nursing assistant, working environment/safety, infection control/HIV/AIDS, special needs of the elderly and chronically ill, end of life issues and care, CPR, emergency care, basic nursing, restorative care, body systems which includes but not limited to review of cardiovascular, respiratory, integumentary, musculoskeletal, digestive, endocrine, nervous, immune, and lymphatic systems. Additionally students develop computer skills and prepare for employment search in the health field. The second quarter includes the Nursing Lab and Unit Based Clinical Experience. During the laboratory experience, students will learn and be expected to practice and demonstrate all skills taught. The Unit Based Clinical instruction gives the opportunity to continue to practice the skills received in classroom theory and laboratory environment. The Unit Based Clinical instruction, involves 60 hours of supervised instruction at a long-term care facility. Mandatory attendance is required for all Nursing Laboratory and clinical days. Scheduling of the Unit Based Clinical portion of class is determined by facility availability.

This program is approximately two quarters in length, depending on the time students need to satisfactorily complete all graduation requirements.

Each student is required to carry personal health/medical insurance throughout their clinical rotations. Quarterly-based insurance for students may be purchased; further information is available through the Advising and Counseling Office. No student will be allowed at clinical sites without proof of health insurance, all required immunizations, and evidence that the student has applied for the Nursing Assistant—Registered license through the Washington State Department of Health.

**Prerequisites:** Students must pass a criminal background check performed by the Washington State Patrol and DSHS and have a No Record on File report.

Students must have current immunizations or laboratory verification of immune status. This could include, but is not limited to, Measles/ Mumps/Rubella, Hepatitis B series, Tetanus/Diphtheria (within the last 10 years), TWO-PPD/Tuberculosis Tests (the second PPD should occur 10-14 days after the reading of the first PPD), and Varicella, as required by contracts with clinical facilities and CDC recommendations. Proof of immunizations should be submitted the first day of class, unless arrangements have been made with the Instructor.

The student must have ability to lift up to 50 pounds. The student must be screened, using the CASAS assessment to meet eligibility requirements.

**Admission Dates:** Spring and Fall quarters

**PROGRAM REQUIREMENTS**

**Credits**

NAC 119	Nursing Assistant Theory I.....	6
NAC 129	Nursing Assistant Theory II.....	3
NAC 139	Unit-Based Clinical Experience I-BEST.....	3
NURS 106	Nursing Skill Fundamentals I-BEST.....	6
CAH 105	Computer Applications.....	3
COLL 105	Career Development.....	3

TOTAL CREDITS FOR COMPLETION .....24

**Nursing  
Practical Nursing**

**Certificate**

Prepares the graduate for employment as a Licensed Practical Nurse.

This program includes classroom instruction and laboratory experience. Clinical experiences provide students with the opportunity to care for a variety of clients in acute, long-term, mental health, and outpatient facilities. The program focuses on the practical nursing role of providing basic care for clients under the supervision of the registered nurse or physician.

The practical nurse assists in implementing the nursing process and health teaching. Satisfactory completion qualifies the graduate to apply for licensure as a practical nurse in the State of Washington and take the NCLEX-PN exam.

Clinical hours vary, depending on the facility assigned; student may be assigned to day, evening, and/or weekend shifts.

All students entering the practical nurse program must have completed a state approved nursing assistant program, successfully passed the state exam, and maintained their nursing assistant license without any restrictions on their license.

This program is approximately four quarters in length, depending on the time students need to satisfactorily complete all graduation requirements.

**Prerequisites:** Student must have a high school transcript or GED certificate, completed all academic prerequisites, successfully passed the state nursing assistant exam and maintain an unencumbered/unrestricted license, completed American Heart Association CPR for the Health Care Provider, and completed all immunizations.

Before applying to the Practical Nurse program, students must complete: (1) general education courses, (2) certifications, and (3) all immunizations.

**Successful completion of General Education courses:**

ENGL& 101 English composition: (5 credits) or ENGL& 235 Technical Writing (5 credits); MAT 108 Math for Health Occupations (5 credits) or MATH& 141 Pre-Calculus I (5 credits), or MATH& 146 Introduction to Statistics (5 credits); PSYC& 100 General Psychology: (5 credits); BIOL 118 Human Anatomy/Physiology: (5 credits) with B grade or better prior to applying for the program. If the student is taking prerequisites at CPTC, students must meet COMPASS scores required for placement into the core academic courses.

If the student is taking or has taken prerequisite courses at another educational institution, (s)he must have credits evaluated prior to submitting the application. The student must request an official college transcript be sent to CPTC Student Records for evaluation and complete a transfer credit request form. Your transcripts will be evaluated and a report will be mailed to you. The Evaluation Transfer Report MUST accompany your application.

**Certifications:** Documentation of current CPR training for the Healthcare Provider that includes adult, child, and infant, under the guidelines of the American Heart Association. Online CPR courses are not accepted.

**Documentation of immunizations:** which include Hepatitis B series plus positive titer, Tetanus/Diphtheria, TB: (1) 2-step TB screening, OR (2) Quantiferum Gold TB test, or (3) history of past three years TB testing. Also required: Measles/ Mumps/Rubella (2 injections or 1 injection and positive titer) and verification of immunity to Varicella. Seasonal flu and H1N1 are also required. Immunization requirements may change, based on CDC guidelines and/or clinical facility policies.

**Note:** Students entering the Practical Nurse Program in the Fall quarter 2011, or later must have taken a state-approved NAC course, passed the state exam, and be currently licensed as an NAC. Students may apply for admission to the program when the general education prerequisites, certifications, and immunizations are complete. Students will be given a tentative admit date, however, students may not start the Practical Nurse program until completing the NAC course, exam, and licensure.

Each student is required to carry personal health/medical insurance throughout their clinical rotations. Quarterly-based insurance for students may be purchased; further information is available through the Advising and Counseling Office. No student will be allowed at clinical sites without proof of insurance.

In order to participate in the program, the student must receive a No Record on File Report Related to Crimes Against Persons from the Washington State Patrol.

**Physical Activity:** This occupation requires medium physical activity and lifting/handling objects weighing 10-25 pounds (occasionally up to 50 pounds). Nurses are often standing for long periods of time. For safety and protection of patients, the student nurse must be able to perform basic cardiac life support, including CPR, and function in stressful and/or emergency situations. Students must be able to safely assist a patient in moving from bed to a chair, commode, or cart. Students must sign an affidavit that they meet the physical requirements before they can be placed in a clinical setting.

**Admission Dates:** Fall and Spring quarters

Download the LPN Admissions Packet now and fill it out. Applications are also available in-person in the Advising and Counseling Department, Building 17. The student may submit the application once all prerequisites and requirements have been completed. We do not have an application deadline. Applications are accepted year-round. Once a completed application is received and approved, you will be placed on a wait list.

**PROGRAM REQUIREMENTS**

**Credits**

NURS 102	Issues & Trends in Nursing.....	3
NURS 109	Basic Nutrition for Nursing.....	3
NURS 112	Lab & Clinical I.....	4
NURS 113	Essentials of Nursing.....	3
NURS 115	Health Assessment and Promotion.....	3
NURS 119	Dosage Calculation for Nurses.....	2
NURS 120	Medical Surgical Nursing I.....	3
NURS 124	Mental Health Nursing.....	3
NURS 125	Pharmacology in Nursing.....	3
NURS 128	Contemporary Maternity Nursing.....	3
NURS 130	Nursing of Children.....	3
NURS 132	Lab & Clinical II.....	4
NURS 135	Geriatric Nursing.....	3
NURS 136	Medical-Surgical Nursing II.....	6
NURS 144	Medical-Surgical Nursing III.....	6
NURS 147	Clinical Practicum I.....	12
NURS 154	Issues & Trends in Nursing II.....	2
NURS 158	Clinical Practicum II.....	12

TOTAL CREDITS FOR COMPLETION .....78

## Nursing

### RN Option

Associate Degree in Nursing

Associate in Applied Science - T Degree

(253) 589-6013 or (253) 589-6022

Graduates of this program are educated in Nursing as a Registered Nurse with duties and responsibilities in accordance with the Washington Administrative Code. The nursing programs at CPTC are (1) accredited by the Northwest Commission on Colleges and Universities, (2) has program approval through the Washington State Nursing Care Quality Assurance Commission Nursing Program Approval Panel (allowing all graduates to be eligible to take the NCLEX-RN exam) and (3) has been granted candidate status from the National League of Nursing and are therefore eligible for national accreditation. CPTC courses with an & in the course name are seamlessly transferable to other Washington State educational institutions. Upon successful completion of university prerequisites, the CPTC nursing graduate with an unrestricted and current RN license can pursue a BSN. Students applying to this program are advised to check with the nursing program for updated course and prerequisite information.

The program is designed to meet needs of practicing LPNs who desire additional education to progress to the role of a Registered Nurse. The combination of previous experience and further education via lecture and clinical practice prepares the student to assume the role of a Registered Nurse in a variety of clinical settings. The student will receive the AAS-T degree upon successful completion of all prerequisites, nursing courses, and general educational courses required. After receiving the degree, the student is eligible to take the NCLEX-RN exam.

RN Option program complies with all the guidelines set forth in WAC 246-840-575. The curriculum contains theory and clinical experiences in the areas of medical/surgical nursing, obstetric nursing, nursing of children, and psychiatric nursing. Clinical experiences will include opportunities for students to have direct involvement in and accountability for nursing care for patients with acute and chronic illnesses. Clinical experiences will include opportunities for the student to demonstrate assessment, planning, implementation, and evaluation of nursing care of diverse individuals and groups. Finally, history, trends, and legal and ethical issues pertaining to the nursing profession will be presented as a separate course; however, the concepts will be incorporated throughout.

This four quarter program is a combination of classroom, laboratory, and clinical experience. A capstone clinical experience with a practicing Registered Nurse as preceptor will allow immersion into the role of the RN during a regular working schedule.

Each student is required to carry personal health/medical insurance throughout their clinical rotations. Quarterly-based insurance for students may be purchased; further information is available through the Advising and Counseling Office. No student will be allowed at clinical sites without proof of insurance.

**Prerequisites:** Before applying to the RN program students must complete: (1) General education courses  
(2) Certifications and background check  
(3) All immunizations

**General educational courses:** Students must receive a grade of B or better in the following required prerequisite courses:

- ENGL& 101 English Composition
- BIOL& 241 Anatomy and Physiology I with lab and BIOL& 242 Anatomy and Physiology II with a lab
- BIOL 260 General Microbiology
- PSYC& 100 General Psychology
- PSYC& 200 Lifespan Psychology (developmental psychology)
- CHEM& 121
- And one of the following math courses: MATH& 141 Precalculus I, or MATH& 146 Introduction to Statistics
- Speaking, understanding, and writing the English language is required

**Certifications and background check:** The student must have an active, unrestricted LPN license in Washington State and 500 hours of employment experience as an LPN, verified by either documented work hours or employee's supervisor signature. Students must have a criminal background check performed by the Washington State Patrol with a result of No Record on File in order to be accepted into the program. Students must have current CPR for the Healthcare Provider training that includes adult, child, and infant, and AED under the guidelines of the American Heart Association (online CPR course not accepted). Documentation of Immunizations, including Hepatitis B series plus positive titer, Tetanus/Diphtheria, TB: (1) 2-step TB screening, OR (2) Quantiferum Gold TB test, or (3) history of past three years TB testing, or (4) negative chest X-ray with annual system free Physician note. Measles/ Mumps/Rubella (2 injections or 1 injection and positive titer), and verification of immunity to Varicella. Seasonal flu and H1N1 are also required. Immunization requirements may change, based on CDC guidelines and/or clinical facility policies.

#### AAS-T Degree general education requirements (20 credits):

All AAS-T degrees must have a minimum of 20 credits of transferable general education. These credits replace the academic courses required for the AAT degree. Required credits include: 5 credits in Communication: ENGL& 101. 5 credits in quantitative reasoning: MATH 110, MATH& 141, MATH& 142, MATH& 146 or MATH& 151. 10 credits in social science, humanities, or science (choose two from the following): PSYC& 100, PSYC& 200, PSY 210, PSYC& 220, SOC& 101, ART& 100, MUS& 105, ASL& 121, BIOL 118, BIOL& 241, BIOL& 242, CHEM& 121, CHEM& 110, GEOL& 110, PHYS& 121, ECON 101, ECON& 201 or ECON& 202

Students pursuing an AAT or AAS-T degree must complete all college degree requirements prior to graduation. This includes courses that meet the capstone project, diversity, and computer literacy requirements.

**Admission Dates:** Fall quarter

#### PROGRAM REQUIREMENTS

#### Credits

NURS 211	Physical Assessment with lab .....	7
NURS 208	Pharmacology for Professional Nursing.....	5
NURS 214 <sup>CI</sup>	Transitioning to Professional Nursing I.....	1
NURS 215 <sup>CI</sup>	Transitioning to Professional Nursing II.....	1
NURS 212 <sup>DIV</sup>	Caring for Women and the Childbearing Family.....	4
NURS 218	Caring for the Pediatric Patient.....	3
NURS 217	Client Care: Management Practice I.....	4
NURS 222 <sup>DIV</sup>	Care of the Adult with Chronic Health Problems.....	4
NURS 224	Mental Health Nursing.....	4
NURS 226	Client Care: Management Practice II.....	5
NURS 232	Perspectives in Professional Nursing.....	3
NURS 234	Care of the Adult with Acute Health Problems.....	4
NURS 237 <sup>CAP</sup>	Capstone Clinical.....	4
NURS 241	Independent Study (Optional).....	1-3

TOTAL CREDITS FOR COMPLETION ..... 49-51

## Pharmacy Technician

### Associate of Applied Technology Degree

Pharmacy technicians process prescriptions, prepare intravenous drugs, order and stock medications, prepare billing, and operate and trouble shoot automated drug dispensing systems.

Successful graduates of this program are educated and trained in Pharmacy Technician duties and responsibilities, under the guidelines of the American Society of Health-System Pharmacists.

The structured classroom curriculum includes customer service, communication, prescription processing, aseptic technique, human relations, and pharmacy calculations. The clinical component of the program gives the student a chance to practice the skills received in the classroom and laboratory environment. This prepares the student to assume the role of a pharmacy technician in a variety of pharmacy settings.

Included in this program are academic courses in communication, quantitative reasoning, and social sciences that provide knowledge and abilities upon which technical skills are built and personal development enhanced.

This program is a combination of classroom, laboratory and clinical experience. Daytime and part-time evening options are available.

Each student is required to carry personal health/medical insurance throughout their clinical rotations. Quarterly-based insurance for students may be purchased; further information is available through the Advising/Counseling Office. No student will be allowed at clinical sites without proof of insurance.

Students pursuing an AAT or AAS-T degree must complete all college degree requirements prior to graduation. This includes courses that meet the capstone project, diversity, and computer literacy requirements.

**Prerequisites:** Before starting the program a student must have a high school diploma or GED.

To enter the program, students must meet the prerequisite for college level reading, writing, and math. They must have completed a college-level math course and CAH 105 Computer Applications or equivalent. Students must also complete Medical Terminology by the end of the first quarter. Students must maintain a B or above in all technical and general education courses to continue in the program.

Students will have a criminal background check performed by the Washington State Patrol and the Washington State Board of Pharmacy prior to their clinical rotation. Students must have current immunizations or laboratory verification of immune status. This could include, but not be limited to, Measles/Mumps/Rubella, Hepatitis B series, Tetanus/Diphtheria, Tuberculosis Test, and Varicella, as required by contracts with clinical facilities and CDC recommendations.

Students must have current CPR for the Healthcare Professional. Proof of immunizations should be submitted the first day of class unless arrangements have been made with Instructor.

For licensed pharmacy technicians who have been trained and certified on the job in a retail setting, we offer a hospital training course (PT 149 & PT 159). The course includes IV admixture, unit dosing, automated dispensing machines, cart fill, and more. You will receive a certificate of completion at the end of the course. This course is offered in the evening during Winter and Spring quarters.

**Admission Dates:** The full-time day Pharmacy Technician course sequence begins Summer and Winter quarters. The part-time evening Pharmacy Technician course sequence begins Fall quarter. The college level math class and Computer Applications need to be completed prior to entry. Medical Terminology must be completed by the end of the first quarter of PT classes. Students may take the General Education and Core Allied Health (CAH) courses at any time.

#### AAT PROGRAM REQUIREMENTS

#### Credits

BIOL 118	Anatomy & Physiology .....	5
CAH 102	Medical Terminology.....	5
CAH 105 <sup>CL</sup>	Computer Applications .....	5
CMST& 220	Public Speaking.....	5
ENGL& 101	English Composition I .....	5
MAT 107	Business Mathematics OR .....	5
MAT 108	Math for Health Occupations (Preferred) OR.....	5
MAT& 141	Precalculus I.....	5
PSYC& 100	General Psychology (or higher) .....	5
SOC& 101 <sup>DM</sup>	Introduction to Sociology.....	5
PT 121	Introduction to Pharmacy & Pharmacy Law .....	5
PT 124	Pharmacology Part I .....	5
PT 128	Pharmacology Part II.....	5
PT 129	Community Pharmacy Practice .....	5
PT 143	Generic Drug Names Part I .....	2
PT 147	Clinical Capstone Research .....	3
PT 149	Hospital Practice.....	5
PT 152	Generic Drug Names Part II.....	2
PT 156	Pharmaceutical Calculations .....	2
PT 159	Sterile Parenteral Product Preparation .....	3
PT 163 <sup>CAP</sup>	Community Pharmacy Clinical Capstone.....	7
PT 165	Institutional Clinical Capstone.....	7

TOTAL CREDITS FOR COMPLETION ..... 91

## Pharmacy Technician

### Certificate

Successful graduates of this program are educated and trained in Pharmacy Technician duties and responsibilities under the guidelines of the American Society of Health-System Pharmacists.

The structured classroom curriculum includes customer service, communication, prescription processing, aseptic technique, along with human relations, and pharmacy calculations. The clinical component of the program gives the student a chance to practice the skills received in the classroom and laboratory environment. This prepares the student to assume the role of a pharmacy technician in a variety of pharmacy settings.

Included in this program are academic courses in communication, quantitative reasoning, and social sciences that provide knowledge and abilities upon which technical skills are built and personal development enhanced.

This program is a combination of classroom, laboratory, and clinical experience. Daytime and part-time evening options are available for students.

Each student is required to carry personal health/medical insurance throughout their clinical rotations. Quarterly-based insurance for students may be purchased; further information is available through the Counseling and Advising Office.

No student will be allowed at clinical sites without proof of insurance.

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**Prerequisites:** Before starting the program, a student must have a high school diploma or GED. To enter the program, a student must meet the prerequisite for college level reading, writing, and math. They must have completed a college-level math course. They must also have completed CAH 105 Computer Applications or the equivalent. Students must also complete Medical Terminology by the end of the first quarter. Students must maintain a B or above in all technical and general education courses to continue in the program.

Students will have a criminal background check performed by the Washington State Patrol and the Washington State Board of Pharmacy prior to their clinical rotation. Students must have current immunizations or laboratory verification of immune status. This could include, but not be limited to, Measles/Mumps/Rubella, Hepatitis B series, Tetanus/Diphtheria, Flu, Tuberculosis Test, and Varicella, as required by contracts with clinical facilities and CDC recommendations.

Students must have current CPR for the Healthcare Professional. Proof of immunizations should be submitted the first day of class, unless arrangements have been made with instructor.

For licensed pharmacy technicians who have been trained and certified on the job in a retail setting, we offer a hospital training course (PT 149 & PT 159). The course includes IV admixture, unit dosing, automated dispensing machines, cart fill, and more. You will receive a certificate of completion at the end of the course. This course is offered in the evening during Winter and Spring quarters.

**Admission Dates:** The full-time day Pharmacy Technician course sequence begins Summer and Winter quarters. The part-time evening Pharmacy Technician course sequence begins Fall quarter.

#### PROGRAM REQUIREMENTS

#### Credits

CAH 105 <sup>CA</sup>	Computer Applications.....	5
ENGL& 101	English Composition I.....	5
MAT 107	Business Mathematics OR	
MAT 108	Math for Health Occupations (Preferred) OR	
MAT& 141	Precalculus I.....	5
PSYC& 100	General Psychology (or higher).....	5
CAH 102	Medical Terminology or MAP 125.....	5
PT 121	Introduction to Pharmacy & Pharmacy Law.....	5
PT 124	Pharmacology Part I.....	5
PT 128	Pharmacology Part II.....	5
PT 129	Community Pharmacy Practice.....	5
PT 143	Generic Drug Names Part I.....	2
PT 147	Clinical Capstone Research.....	3
PT 149	Hospital Practice.....	5
PT 152	Generic Drug Names Part II.....	2
PT 156	Pharmaceutical Calculations.....	2
PT 159	Sterile Parenteral Product Preparation.....	3
PT 163 <sup>CAP</sup>	Community Pharmacy Clinical Capstone.....	7
PT 165	Institutional Clinical Capstone.....	7

TOTAL CREDITS FOR COMPLETION .....76

## Professional Pilot

### Associate of Applied Technology Degree

A professional pilot possesses a commercial pilot certificate issued by the Federal Aviation Administration (FAA). Students graduating from this course usually begin their careers as flight instructors. After working as a flight instructor for one to two years, most progress into charter flight, corporate flying, and commuter or major commercial airlines.

This program is approximately eight quarters in length, depending on the time students need to satisfactorily complete all graduation requirements.

In addition to the program course requirements, students must also complete the general education requirements for the degree they seek to obtain. The two degree options in this program are the Associate of Applied Technology (AAT) or the Associate of Applied Science -T (AAS-T) the different requirements for each degree are listed below.

#### AAT Degree General Education Requirements (15 credits):

ENGL& 101 English Composition or CMST& 220 (or higher). MAT 105 Math for Industrial Professions (or higher). PSYC& 100 General Psychology (or other social science or humanities class).

#### AAS-T Degree general education requirements (20 credits):

All AAS-T degrees must have a minimum of 20 credits of transferable general education. These credits replace the academic courses required for the AAT degree. Required credits include: 5 credits in Communication: ENGL& 101. 5 credits in quantitative reasoning: MATH 110, MATH& 141, MATH& 142, MATH& 146 or MATH& 151. 10 credits in social science, humanities, or science (choose two from the following): PSYC& 100, PSYC& 200, PSY 210, PSYC& 220, SOC& 101, ART& 100, MUS& 105, ASL& 121, BIOL 118, BIOL& 241, BIOL& 242, CHEM& 121, CHEM& 110, GEOL& 110, PHYS& 121, ECON 101, ECON& 201 or ECON& 202

Students pursuing an AAT or AAS-T degree must complete all college degree requirements prior to graduation. This includes courses that meet the capstone project, diversity, and computer literacy requirements.

**Prerequisites:** Must be at least 16 1/2 years of age. Must comply with FAA licensing standards, and must obtain a second-class FAA medical examination prior to the first day of class. Please contact Instructor for details.

The Transportation Security Administration (TSA) requires that U.S. citizens prove citizenship status before beginning flight training by providing a current passport or birth certificate and driver's license. Non-U.S. students must submit to a background and fingerprint check from the TSA prior to beginning training. Contact Instructor for details.

**Admission Dates:** Fall, Winter, Spring, and Summer quarters



**AAT PROGRAM REQUIREMENTS**

**Credits**

AVP 105*	Private Pilot I.....	4
AVP 110*	Private Pilot II.....	4
AVP 115	Private Pilot III.....	4
AVP 125	Private Pilot IV.....	4
AVP 130	Private Pilot V.....	4
AVP 135 <sup>CAP</sup>	Private Pilot VI.....	4
AVP 140	Instrument Pilot I.....	4
AVP 145	Instrument Pilot II.....	4
AVP 150	Instrument Pilot III.....	4
AVP 155	Instrument Pilot IV.....	4
AVP 160	Instrument Pilot V.....	4
AVP 170 <sup>CAP</sup>	Instrument Pilot VI.....	4
AVP 175	Commercial Pilot I.....	4
AVP 180	Commercial Pilot II.....	4
AVP 185	Commercial Pilot III.....	4
AVP 210	Commercial Pilot IV.....	4
AVP 215	Commercial Pilot V.....	4
AVP 220	Commercial Pilot VI.....	4
AVP 230	Commercial Pilot VII.....	4
AVP 235	Commercial Pilot VIII.....	4
AVP 240	Commercial Pilot IX.....	4
AVP 245	Commercial Pilot X.....	4
AVP 250	Commercial Pilot XI.....	4
AVP 255 <sup>CAP</sup>	Commercial Pilot XII.....	4
<b>Technical Course Requirements (Total).....</b>		<b>96</b>
<b>General Education Requirements (See listing above).....</b>		<b>15</b>

**TOTAL CREDITS FOR COMPLETION OF AAT DEGREE ..... 111**

\*Articulated courses with High Schools for Dual Enrollment

**AAS-T PROGRAM REQUIREMENTS**

**Credits**

Technical Course Requirements (Same as AAT).....	96
General Education Requirements (See listing above).....	20

**TOTAL CREDITS FOR COMPLETION OF AAS-T DEGREE ..... 116**

Note: Students complete the Professional Pilot Program requirements at different rates due to their own skills and abilities, availability of planes, and weather conditions that can alter scheduled flying times. Thus, the number of quarters needed to satisfactorily complete all graduation requirements may exceed those listed above. Students must meet FAA flight time requirements prior to graduation.

**Optional Training**

AVP 260	Certified Flight Instructor I.....	4
AVP 265	Certified Flight Instructor II.....	4
AVP 268	Instrument Flight Instructor.....	4

**Optional Elective Courses**

AVP 118	Private Pilot Practical Test Standards I.....	4
AVP 138	Private Pilot Practical Test Standards II.....	4
AVP 152	Instrument Pilot Practical Test Standards III.....	4
AVP 172	Instrument Pilot Practical Test Standards IV.....	4
AVP 223	Commercial Pilot Practical Test Standards V.....	4
AVP 257	Commercial Pilot Practical Test Standards VI.....	4

**Professional Pilot  
Commercial Pilot**

**Certificate**

The Commercial Pilot Certificate allows the holder to fly for hire in a variety of pilot positions. Content of the course includes advanced aircraft performance maneuvers and cross-country flight. Students receive advanced training in aircraft systems, meteorology, and aircraft performance.

Included in this program are academic courses in communication (English Composition, Speech), quantitative reasoning (Math), and social sciences (Psychology, Sociology) that enhance personal development and provide knowledge and abilities upon which technical skills are built.

This certificate program is approximately four quarters in length, depending on the time students need to satisfactorily complete all graduation requirements.

**Prerequisites:** Must be at least 17 years of age. Must comply with FAA licensing standards and possess an FAA private pilot certificate and FAA instrument rating. Second class FAA medical certificate required prior to the first day of class. Please contact Instructor for details.

The Transportation Security Administration (TSA) requires that U.S. citizens prove citizenship status before beginning flight training by providing a current passport or birth certificate and driver's license. Non-U.S. students must submit to a background and fingerprint check from the TSA prior to beginning training. Contact Instructor for details.

**Admission Dates:** Fall, Winter, Spring, and Summer quarters

**PROGRAM REQUIREMENTS**

**Credits**

AVP 175	Commercial Pilot I.....	4
AVP 180	Commercial Pilot II.....	4
AVP 185	Commercial Pilot III.....	4
AVP 210	Commercial Pilot IV.....	4
AVP 215	Commercial Pilot V.....	4
AVP 220	Commercial Pilot VI.....	4
AVP 230	Commercial Pilot VII.....	4
AVP 235	Commercial Pilot VIII.....	4
AVP 240	Commercial Pilot IX.....	4
AVP 245	Commercial Pilot X.....	4
AVP 250	Commercial Pilot XI.....	4
AVP 255 <sup>CAP</sup>	Commercial Pilot XII.....	4
ENGL& 101	English Composition (or higher) or CMST& 220.....	5
MAT 105	Math for Industrial Professions (or higher).....	5
PSYC& 100	General Psychology (or other social science or humanities course).....	5

**TOTAL CREDITS FOR COMPLETION ..... 63**

**Optional Elective Courses**

AVP 223	Commercial Pilot Practical Test Standards V.....	4
AVP 257	Commercial Pilot Practical Test Standards VI.....	4

Note: Students often complete their program requirements at different rates due to their own skills and abilities and the availability of aircraft and suitable weather. Thus, the number of quarters needed to satisfactorily complete all of the requirements may exceed those listed above in some cases.

## Professional Pilot Flight Instructor

### Certificate

The flight instructor certificate allows a commercial and instrument-rated pilot to train flight students in acquiring their private and commercial pilot certificates. The instrument flight instructor rating allows the holder to train students working toward their instrument rating. Flight instructors can also teach aviation ground schools.

This certificate program is approximately one quarter in length, depending on the time students need to satisfactorily complete all graduation requirements.

**Prerequisites:** Must be at least 18 years of age. Must comply with FAA licensing standards and possess an FAA Commercial certificate with Instrument Rating. Second class FAA medical certificate required prior to first day of class. Please contact Instructor for details.

The Transportation Security Administration (TSA) requires that U.S. citizens prove citizenship status before beginning flight training by providing a current passport or birth certificate and driver's license. Non-U.S. students must submit to a background and fingerprint check from the TSA prior to beginning training. Contact Instructor for details.

**Admission Dates:** Fall, Winter, Spring, and Summer quarters

PROGRAM REQUIREMENTS		Credits
AVP 260	Certified Flight Instructor I.....	4
AVP 265	Certified Flight Instructor II.....	4
AVP 268	Instrument Flight Instructor.....	4
TOTAL CREDITS FOR COMPLETION .....		12

Note: Students often complete their program requirements at different rates due to their own skills and abilities and the availability of aircraft and suitable weather. Thus, the number of quarters needed to satisfactorily complete all of the requirements may exceed those listed above in some cases.

## Professional Pilot Instrument Pilot

### Certificate

The Instrument Rating is added to either a private or commercial pilot Certificate. It allows the holder to fly in clouds and weather navigating and controlling the aircraft exclusively by reference to the aircraft flight instruments.

Content includes basic attitude instrument flying, advanced radio-navigation, instrument approaches, and cross-country flight.

This certificate program is approximately two quarters in length, depending on the time students need to satisfactorily complete all graduation requirements.

**Prerequisites:** Must be at least 17 years of age. Must comply with FAA licensing standards and possess an FAA private pilot certificate or FAA commercial certificate. Second class FAA medical certificate required prior to the first day of class. Please contact Instructor for details.

The Transportation Security Administration (TSA) requires that U.S. citizens prove citizenship status before beginning flight training by providing a current passport or birth certificate and driver's license. Non-U.S. students must submit to a background and fingerprint check from the TSA prior to beginning training. Contact Instructor for details.

**Admission Dates:** Fall, Winter, Spring, and Summer quarters.

PROGRAM REQUIREMENTS		Credits
AVP 140	Instrument Pilot I.....	4
AVP 145	Instrument Pilot II.....	4
AVP 150	Instrument Pilot III.....	4
AVP 155	Instrument Pilot IV.....	4
AVP 160	Instrument Pilot V.....	4
AVP 170 <sup>CAP</sup>	Instrument Pilot VI.....	4
TOTAL CREDITS FOR COMPLETION .....		24

### Optional Elective Courses

AVP 152	Instrument Pilot Practical Test Standards III.....	4
AVP 172	Instrument Pilot Practical Test Standards IV.....	4

## Professional Pilot Private Pilot

### Certificate

Private pilots are able to fly with passengers aboard an aircraft and have no limitations on where they can fly. This is the first FAA certificate a student obtains if (s)he eventually wants to upgrade to higher certificates and ratings. Content includes basic maneuvering flight, take-offs, landings, and cross-country flying. Ground training includes in-depth training on meteorology, aerodynamics, national airspace structure and navigation, and aircraft systems.

This certificate program is approximately two quarters in length, depending on the time students need to satisfactorily complete all graduation requirements.

**Prerequisites:** Must be at least 16 1/2 years of age. Must comply with FAA licensing standards and obtain a second-class FAA medical certificate with student pilot certificate prior to the first day of class. Please contact Instructor for details.

The Transportation Security Administration (TSA) requires that U.S. citizens prove citizenship status before beginning flight training by providing a current passport or birth certificate and driver's license. Non-U.S. students must submit to a background and fingerprint check from the TSA prior to beginning training. Contact Instructor for details.

**Admission Dates:** Fall, Winter, Spring, and Summer quarters

PROGRAM REQUIREMENTS		Credits
AVP 105	Private Pilot I.....	4
AVP 110	Private Pilot II.....	4
AVP 115	Private Pilot III.....	4
AVP 125	Private Pilot IV.....	4
AVP 130	Private Pilot V.....	4
AVP 135 <sup>CAP</sup>	Private Pilot VI.....	4
TOTAL CREDITS FOR COMPLETION .....		24

### Optional Elective Courses

AVP 118	Private Pilot Practical Test Standards I.....	4
AVP 138	Private Pilot Practical Test Standards II.....	4

Note: Students often complete their Program Requirements at different rates due to their own skills and abilities and the availability of aircraft and suitable weather. Thus, the number of quarters needed to satisfactorily complete all of the requirements may exceed those listed above in some cases.

## Surgical Technology

### Associate of Applied Technology Degree

Prepares students to work with a team of surgeons and registered nurses in the operating room. Successful graduates of this program are educated in surgical technology under the guidelines of the Association of Surgical Technologists.

The structured curriculum includes basic sciences, patient care, surgical procedures, and human anatomy, combined with clinical rotations in area health care facilities. Classroom instruction, lab, and clinical internship prepare the student to assume the role of a perioperative team member in a variety of healthcare delivery settings.

Included in this program are academic courses in communication, quantitative reasoning, and social sciences that provide knowledge and abilities upon which technical skills are built and personal development enhanced.

This program is a combination of classroom, laboratory, and clinical experience and is six quarters in length, depending on the time students need to satisfactorily complete all graduation requirements.

Each student is required to carry personal health/medical insurance throughout their clinical rotations. Quarterly-based insurance for students may be purchased; further information is available through the Advising and Counseling Office. No student will be allowed at a clinical site without proof of insurance.

**Prerequisites:** Students must achieve COMPASS test scores indicating they are eligible to enroll in college-level math, sociology, and English, or have had appropriate college classes to meet the prerequisites.

**Degree Students:** Must have a high school diploma or GED per governing body (AST). In order to participate in the clinical aspect of the program, students must pass multiple background checks. Students must have current American Heart Association CPR for the Healthcare Provider and immunizations or laboratory verification of immune status.

This includes, but is not limited to, Hepatitis B series, Tetanus/Diphtheria, Tuberculosis Test, Measles/Mumps/Rubella, and Varicella, as required by contracts with clinical facilities and CDC recommendations.

This occupation requires the ability to stand, sit, and walk for extended periods of time and to lift and hold 50 pounds. Students must be able to meet these physical requirements in order to complete lab requirements, be assigned to a clinical rotation, and get a job in this field.

Proof of immunizations and CPR should be completed by the first day of class of the 3rd quarter of the SURG courses. No student will be allowed at a clinical site without completion of immunizations.

A physical is required for each student prior to clinical rotation.

Must be at least 18 years of age by the time clinical experience starts, usually in September and April.

**Note:** This program requires that all General Education courses: CAH 102, CAH 103, CAH 105, BIO 118, or higher A&P, SOC 101, ENG 101, MAT 108, or higher math, be completed prior to beginning the first quarter of SURG courses.

Students must maintain a B or better in all General Education and Core Allied Health courses to start the SURG courses.

Students pursuing an AAT or AAS-T degree must complete all college degree requirements prior to graduation. This includes courses that meet the capstone project, diversity, and computer literacy requirements.

**Admission Dates:** Summer and Winter quarters

### PROGRAM REQUIREMENTS

### Credits

BIOL 118	Human Anatomy & Physiology for Non-Science Majors	5
CAH 102	Medical Terminology I	5
CAH 103	Introduction to Health Professions	5
CAH 105 <sup>CL</sup>	Computer Applications	5
ENGL& 101	English Composition (or higher) or CMST& 220	5
MAT 108	Math for Health Occupations	5
SOC& 101 <sup>DIV</sup>	Introduction to Sociology	5
SURG 126	Patient Care Theory I	5
SURG 127	Pharmacology & Anesthesia	5
SURG 130	Patient Care Theory II	5
SURG 136	Operating Room Theory I	8
SURG 137	Introduction to Surgery	5
SURG 138	Introduction to Asepsis & Instrumentation	5
SURG 141	Operating Room Theory II	8
SURG 146	Surgical Lab I	5
SURG 151	Surgical Lab II	5
SURG 206	Operating Room Theory III	8
SURG 207	Microbiology	5
SURG 211	Surgical Lab III	5
SURG 215	Clinical Applications I	5
SURG 220	Clinical Applications II	5
SURG 225	Clinical Applications III	5
SURG 230	Clinical Applications IV	5
SURG 235	Seminar I	3
SURG 240 <sup>CAP</sup>	Seminar II	3

TOTAL CREDITS FOR COMPLETION ..... 130

## Sustainable Building Science

### Associate in Applied Science - T Degree

This program is designed to train construction professionals and facilities managers for building applications and systems that consume a minimal amount of non-renewable resources and contribute to environmental and personal health.

This program will prepare graduates for careers in resource energy management, indoor air quality, solar installation, home energy rating systems, and other specialties that support the design, building, and maintenance of sustainable living environments.

Participants will receive a solid foundation in applied mathematics, applied physics, and communication, as well as receive training in industry-specific applications using energy efficiency technology to diagnose building deficiencies. Advanced training in sustainable systems, solar (photovoltaic) systems, resource conservation management, and weatherization will prepare graduates for a variety of careers within the construction and utilities industries, including resource conservation managers, energy auditors, weatherization specialists, solar energy specialists and home energy raters.

This program is approximately five quarters in length, depending on the time students need to satisfactorily complete all graduation requirements.

Students pursuing an AAT or AAS-T degree must complete all college degree requirements prior to graduation. This includes courses that meet the capstone project, diversity, and computer literacy requirements.

### PROGRAM REQUIREMENTS

### Credits

CONST 105	Measurement, Tools, & Safety	2
CONST 108	Site Leveling, Plans, Codes, & Materials	2
CONST 112	Footings and Foundations	3
CONST 116	Floor Framing	3
CONST 120	Wall Framing, Sheeting, & Ceilings	5
CONST 122	Roof Framing	5
CONST 126	Roofing Materials & Installation	3
CONST 134	Exterior Finish	3

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SBS 105	Introduction to Sustainability.....	3
SBS 110	Green Building Design.....	4
SBS 115	Sustainable Materials in Construction.....	4
SBS 120	Survey of Energy Ratings.....	4
SBS 125	Alternative Energy Systems.....	4
SBS 140	Insulation Basics.....	4
SBS 145	Building Envelope.....	5
SBS 150	Moisture Mitigation.....	3
SBS 155	Solar Basics.....	4
SBS 170	Diagnostics and Testing.....	3
SBS 175	Indoor Air Testing.....	3
SBS 180	Thermography.....	3
SBS 185 <sup>CAP</sup>	Service Learning Project.....	3
CMST& 220	Public Speaking.....	5
ENGL& 101	English Composition.....	5
MATH 105	Math for Industrial Professions.....	5
MATH& 141	Pre-calculus I.....	5
PSYC& 100	General Psychology (or other social science or humanities class).....	5
Transferable Biology, Chemistry, Geology, or Physics.....		5

Technical Course Requirements (Total).....	73
General Education Requirements.....	20

TOTAL CREDITS FOR COMPLETION ..... 103

#### Optional Electives

CONST 130	Stairway Construction.....	4
CONST 138	Interior Finish I.....	3
CONST 142	Interior Finish II.....	4
CONST 146	Deck Construction.....	3
CONST 150	Carpentry Trades.....	1

## Sustainable Building Science Residential Construction

### Certificate

This pre-apprentice program prepares students with the knowledge and skills necessary for employment in the residential construction industry. Safety, hand and power tools use, math, carpentry trades, plan reading, foundation form work, floor systems and framing, wall and roof framing, leveling and aligning, and sheeting are covered in the first quarter. Second quarter expands into residential exterior and interior finish, including window and door installation, exterior siding, trim, stair construction, roofing application, interior and exterior trim and cabinet installation.

This program is approximately two quarters in length, depending on the time students need to satisfactorily complete all graduation requirements.

**Admission Dates:** Fall, Winter, Spring, and Summer quarters

#### PROGRAM REQUIREMENTS

	Credits	
CONST 105	Measurement, Tools, & Safety.....	2
CONST 108	Site Leveling, Plans, Codes, & Materials.....	2
CONST 112	Footings & Foundation.....	3
CONST 116	Floor Framing.....	3
CONST 120	Wall Framing, Sheeting, & Ceilings.....	5
CONST 122	Roof Framing.....	5
CONST 126	Roofing Materials & Installation.....	3
CONST 130	Stairway Construction.....	4
CONST 134	Exterior Finish.....	3
CONST 138	Interior Finish I.....	3
CONST 142	Interior Finish II.....	3
CONST 146	Deck Construction.....	3
CONST 150	Carpentry Trades.....	1

TOTAL CREDITS FOR COMPLETION ..... 40

\*Articulated courses with High Schools for Dual Enrollment

## Welding Technology

### Certificate

#### (253) 589-5641 - Day Program

Designed to develop the technical knowledge and skills required for entry-level employment in welding, metal fabrication, and related occupations. Graduates may qualify for several types of positions in industries such as machine manufacturing, industrial maintenance, construction, marine transportation, and many others.

Students will develop skills in a variety of welding and metal cutting processes common to industry and are also able to gain practical experience through realistic projects.

Included in this program are academic courses in communication, quantitative reasoning, and social sciences that provide knowledge and abilities upon which technical skills are built and personal development enhanced.

This program is approximately five quarters in length, depending on the time students need to satisfactorily complete all graduation requirements.

**Admission Dates:** Fall, Winter, Spring, and Summer quarters, or by Instructor permission

#### PROGRAM REQUIREMENTS

#### Credits

WLD 105	Welding Theory I.....	5
WLD 110	Thermal Cutting & Gouging.....	3
WLD 112	Oxyacetylene Welding & Brazing.....	4
WLD 116	Shielded Metal Arc Welding I.....	7
WLD 120	Shielded Metal Arc Welding II.....	7
WLD 124	Shielded Metal Arc Welding III.....	7
WLD 135	Shielded Metal Arc Welding IV.....	7
WLD 142	Welding Theory II.....	5
WLD 144	Print Reading for Welders.....	5
WLD 152	Gas Metal Arc Welding.....	7
WLD 156	Metallurgy.....	2
WLD 168	Flux Cored Arc Welding I.....	7
WLD 172	Flux Cored Arc Welding II.....	7
WLD 177	Preparation for Welding Certification.....	2
WLD 179	Fabrication.....	3
WLD 210	Gas Tungsten Arc Welding I.....	7
WLD 213	Gas Tungsten Arc Welding II.....	7
ENGL& 101	English Composition (or higher) or CMST& 220.....	5
MAT 105	Math for Industrial Professions (or higher).....	5
PSYC& 100	General Psychology (or other social science or humanities class).....	5

TOTAL CREDITS FOR COMPLETION ..... 107

#### Optional Electives

WLD 215	Cooperative Work Experience.....	1-5
WLD 217	Special Projects.....	1-5

# Short-Term Training Programs

Students interested in part-time training may choose from a wide variety of short-term training programs, courses, and workshops. Courses may be offered in a traditional classroom environment, online, or in a blended format. Some short-term training programs are composed of a course or series of courses mapped to an industry-recognized certification, such as A+ certification. Such courses often use curriculum and materials specified by industry associations and assist students to prepare for proctored certification examinations.

Other short-term training programs include training for the skills necessary for specific entry-level job opportunities such as office assistant, and medical billing. Programs are usually offered 3-4 evenings per week for 8-11 weeks. The menu of courses changes frequently as labor market demands change and may not be offered every quarter.

Additional short-term training courses vary in length from 4 to 40 hours in length, change quarterly, and often may be applied to various industry requirements for continuing education or professional development. The college offers a variety of courses in healthcare, human resources, information technology, hospitality & food and construction trades. Consult the quarterly class schedule for short-term options.

**A+ Certification.....Credits – 4**  
Covers aspects of troubleshooting, preventative maintenance, hardware installation, configuration, diagnostics and repair. Hands-on training in a realistic environment will help to prepare students for the (CompTIA) certification exams.

**ANEW (Apprenticeship & Non-Traditional Employment for Women).....Credits – 43**  
Provides entry level basics of construction readiness training to transition students into construction trades apprenticeship programs. Offers hands-on training at job sites as well as rotations through training sites run by various trades unions, coupled with safety, trades math, tool use and maintenance and fitness training.

**Medical Billing Specialist Certificate.....Credits – 15**  
Students who complete this certificate seek employment at hospitals, medical clinics, private doctors' offices, insurance companies, health care facilities, third-party billing and collection agencies. To receive your Medical Insurance Billing Certificate you must complete both Medical Terminology I & II and the Medical Insurance Billing courses.

**Brownfields Job Training .....Credits – 13**  
Prepares participants for entry-level jobs involving the handling and site clean-ups of hazardous waste materials. An eleven week evening program providing graduates with CPR/First Aid/OSHA Safety and HAZWOPER 40 certification cards.

**Dietary Manager Program Certificate.....Credits – 12**  
Students train in aspects of normal and therapeutic nutrition, diet therapy, including guidelines for diet management and symptoms of deficiency and excess, management of food service operations including procurement, storage, production and presentation of food items. Sanitation – including HACCP regulations, equipment use, food preparation techniques, quality assurance, staffing and job assignments, including human relations and human resource development. Completion of 150 hours of work experience in a health care or other institutional food service facility, with satisfactory evaluation from a Registered Dietitian who has acted as a preceptor, is required to qualify for the National Credentialing Examination offered by the Dietary Managers Association. Student should be currently employed.

**Emergency Call Taker Certificate.....Credits – 12**  
This course will provide the knowledge and basics for entry level positions in 911 Emergency Call Taking. Prerequisites: Typing 25 wpm, No Record on File with the Washington State Patrol for crimes against persons, interview with instructor. High school/GED.

**Forklift Certificate .....Credits – 4**  
Covers all aspects of forklift operation with a strong emphasis on safety. Card presented at end of class.

**Human Resources Generalist Certificate.....Credits – 9**  
This Certificate program is designed to provide practical, hands-on training in the day-to-day operations of human resource departments of all sizes. It is geared towards those already employed in the HR field or those planning to enter the field. Upon successful completion of all 8 modules, the student will receive a Human Resources Generalist Certificate.

**Human Resources Management Certification ..... Credits – 14**

This online program is for those currently employed in human resource management or certified by the Human Resource Certification Institute and/or SHRM. All courses must be completed to earn the certificate.

**Flagger Training ..... Credits – 0.8**

Flaggers direct traffic for road construction crews, set up cones, barrels, barricades and signs to warn drivers that a construction zone is ahead and to merge traffic into specified lanes. Flaggers are employed in the construction industry. To receive your flagger certification you must complete our 8hr training course. Certification is valid for three years.

**MCSE Certificate ..... Credits – 18**

Develop the skills required to design, install, configure, and troubleshoot a network system infrastructure based on the Microsoft Windows 2003 platform. By earning the premiere MCSE credential, individuals are demonstrating that they have the skills necessary to lead most organizations in the successful design, implementation, and administration of the most advanced Microsoft Windows platform and Microsoft server products.

**Medical Transcription Certificate ..... Credits – 22**

Covers radiology, nuclear medicine, radiation therapy, pharmacology, psychiatry, digestion, and urinary systems. For persons in an allied health or court reporting field, a medical office, or a business office which presents learning activities that will develop and/or refine transcription skills to a competitive level.

**Network+ Certification ..... Credits – 3**

Students will learn networking fundamentals on how to identify and understand the components of a Local Area Network, Wide Area Network, peer-to-peer and client-server network environments. Students will also learn the technical components and concepts of network architectures, network protocols, and media used in different network communications. This lecture course helps prepare students for the CompTIA exam.

**Nursing Assistant Certificate ..... Credits – 13**

Prepare students for employment as basic care providers under the supervision of licensed providers. Both parts must be successfully completed to be eligible to take the State Certification Test. Clinical rotations are professionally supervised eight-hour day/evening shifts and hands-on nursing assistant skills and tasks in local long-term care, assisted living and residential care facilities. Attendance of all clinical hours is mandatory for course completion.

Must have current required immunizations, no limitations in ability to lift, and a Washington State Patrol background with no record on file for crimes against children or vulnerable persons. Must register as a Washington State Nursing Assistant.

**Security+ Certification Preparation ..... Credits – 4**

Introduces students to the world of computer security in a vendor neutral environment. Provides broad-based knowledge necessary to prepare students for entry into a specialized security field. Lecture and hands-on labs will expose students to the purpose and goals of network security policies and outlines various security threats. Students will be introduced to several authentication and encryption methods used in today's networking environment for securing a Local Area Network. Helps prepare students for the CompTIA Security+ exam. Prerequisite: A+ certification or successful completion of an A+ course.

# Course Descriptions

## ACCOUNTING

### ACTG 110 BOOKKEEPING I 4CR

Introduces fundamental principles of full cycle, double-entry accounting, including maintaining journals, ledgers, and banking records to prepare basic financial statements for service and retail businesses organized as sole proprietorships or partnerships. Covers basics of payroll accounting and payroll tax reports. Explores the concepts and terminology required to perform specific accounting functions accurately.

**Prerequisite:** COMPASS score equivalent to completion of MAT 82 and ENG 82 or higher, or Instructor approval.

### ACTG 115 BOOKKEEPING II 4CR

Introduces continued principles of full cycle, double-entry accounting. Covers specialty issues such as uncollectible accounts, depreciation, inventory, notes, interest, accruals, and end-of-period work for corporations. Explores concepts and terminology required to perform specific accounting functions accurately.

**Prerequisite:** ACTG 110

### ACTG 120 ELECTRONIC BUSINESS MATH 2CR

Covers business math applications to include payroll, percents, merchandising, consumer credit, simple and compound interest, prorating, stocks and bonds, and the metric system, using the keyboard functions and the touch method of electronic calculator operation.

**Prerequisite:** COMPASS score equivalent to completion of MAT 82 and ENG 82 or higher, or Instructor approval.

### ACTG 135 ACCOUNTING SPREADSHEETS I 5CR

Introduces electronic spread sheets (Microsoft Office-Excel). Covers creating business forms and spreadsheets to prepare financial statements.

**Prerequisite:** CAS 105 or Instructor approval.  
Concurrent with ACTG 110 or Instructor approval.

### ACTG 141 QUICKBOOKS I 2CR

Covers principal applications, basic operating commands, and functions necessary to use Quickbooks automated accounting software. Basic applications include, but are not limited to, vendor, customer and banking activities, and creating files.

**Prerequisite:** ACTG 110 or Instructor approval.

### ACTG 143 QUICKBOOKS II 3CR

Covers continued applications for vendor and customer activities using Quickbooks automated accounting software. Also covers starting up companies, inventory management, sales tax, payroll, and working with balance sheet accounts.

**Prerequisite:** ACTG 115 and ACTG 141 or Instructor approval.

### ACTG 160 PAYROLL & BUSINESS TAXES 5CR

Provides practice in all payroll operations, the recording of accounting entries involving payroll, and the preparation of payroll and business tax returns that are required of business. Covers the concepts, laws, and terminology required to perform specific payroll accounting functions.

**Prerequisite:** ACTG 110 or Instructor approval.

### ACTG 211 PRINCIPLES OF ACCOUNTING I LAB 2CR

Provides instructional activities that support material covered in ACCT& 201 in a supervised lab environment.

**Concurrent with:** ACCT& 201.

### ACTG 212 PRINCIPLES OF ACCOUNTING II LAB 3CR

Provides instructional activities that support material covered in ACCT& 202 in a supervised lab environment.

**Concurrent with:** ACCT& 202.

### ACTG 213 PRINCIPLES OF ACCOUNTING III LAB 3CR

Provides instructional activities that support material covered in ACCT& 203 in a supervised lab environment.

**Concurrent with:** ACCT& 203.

### ACTG 222 FUNDAMENTALS OF INDIVIDUAL INCOME TAX ACCOUNTING 4CR

Introduces the fundamentals of individual income tax accounting theory and practice, including a study of the rules and regulations for preparation of the most common forms and schedules, a brief review of the history of income taxation, tax laws in the United States, and the differences between GA AP and income tax accounting.

**Prerequisite:** ACTG 115 or Instructor approval.

### ACTG 224 FUNDAMENTALS OF GOVERNMENTAL/NONPROFIT ACCOUNTING 5CR

Introduces the fundamentals of accounting theory and practice of governmental/non-profit accounting, including a study of the accounting methods, the reasons for and the use of the various funds, the purpose and use of budgets in this field of accounting, and the differences between GA AP, GASB Standards, and fund/governmental accounting.

**Prerequisite:** ACTG 115 and ACCT& 201 or Instructor approval.

### ACTG 235 ACCOUNTING SPREADSHEETS II 4CR

Provides advanced instruction in electronic worksheets, various business spread sheets, 3-D worksheets, various functions, including the conditional function and accounting schedules.

**Prerequisite:** ACTG 135 or Instructor approval.

### ACTG 241 QUICKBOOKS III 4CR

Covers advanced accounting activities using Quickbooks automated accounting software. Topics focus on starting up companies in mid-cycle of the fiscal period. Covers setting up prior balances with accounts receivable, accounts payable, checking, inventory, payroll, and fixed assets.

**Prerequisite:** ACTG 143, ACCT& 201 or Instructor approval.

### ACTG 260 BUSINESS OFFICE I 5CR

Provides an opportunity for students to experience and participate in a realistic office environment by providing financial statements, completing financial examinations, preparing payroll, and furnishing other similar financial accounting work products to the public.

**Prerequisites:** ACTG 143, ACTG 235, CAS 120, and ACCT& 201, or Instructor approval.

### ACTG 262 BUSINESS OFFICE II 5CR

Provides an opportunity for students to experience and participate in a realistic office environment by providing financial statements, completing financial examinations, preparing payroll, and furnishing other similar financial accounting work products to the public.

**Prerequisite:** ACCTG 260

**ACTG 271  
INTERNSHIP I 5CR**

Provides students with on-the-job practical field experience. Program offers students a way to combine classroom study with related work experience under the supervision of an employer. Work experience must be related to the educational and career objective of the student. Must be approved by the Instructor and includes a weekly seminar component.

**Prerequisite:** Instructor approval.

**ACTG 281  
SPECIALIZED ACCOUNTING I 5CR**

Introduces the theory and practice of governmental/nonprofit or managerial accounting. This includes a study of the accounting methods, concepts, and the purpose and use of budgets in this field of accounting. Independent study is to be arranged with the Instructor.

**Prerequisite:** ACCT& 201, ACTG 224, ACTG 235, and CAS 120, or Instructor approval.

Concurrent with: ACTG 283, ACTG 271 may be completed.

**ACTG 283  
SPECIALIZED  
ACCOUNTING I LAB 5CR**

Continues with theory and practice of governmental/nonprofit or managerial accounting. This includes a study of the accounting methods, concepts, and the purpose and use of budgets in this field of accounting. Independent study is to be arranged with the Instructor.

**Prerequisites:** ACTG 281 or Instructor approval. Concurrent with, or immediately following, completion of ACTG 281, and ACTG 271 must be completed.

**ACTG 291  
INDIVIDUAL INCOME TAX  
ACCOUNTING 5CR**

Continues the study of the fundamentals of individual income tax accounting theory and practice, including a detailed study of the rules and regulations for preparation of the most common forms and schedules, preparation of these forms and schedules, tax laws in the United States, and the differences between GA AP and income tax accounting.

**Prerequisite:** ACTG 222 and ACCT& 201, or Instructor approval. Concurrent with ACTG 293.

**ACTG 293  
INDIVIDUAL INCOME TAX  
ACCOUNTING LAB 5CR**

Provides a supervised setting, with instructional support, to apply understanding of federal individual income tax rules and regulations to specific tax problems.

**Prerequisite:** ACTG 222 and ACCT& 201, or Instructor approval. Concurrent with ACTG 291.

**ACTG 295  
INDIVIDUAL INCOME TAX  
INTERNSHIP 5CR**

Provides on-the-job practical field experience. Program offers the student a way to combine classroom study with related work experience under the supervision of an employer. Work experience must be related to the educational and career objective of the student. Must be approved by the Instructor and includes a weekly seminar component.

**Prerequisite:** ACTG 291 and 293 or Instructor approval.

**ACCT& 201  
PRINCIPLES OF ACCOUNTING I 5CR**

Covers fundamentals of accounting theory and practice, including a study of the accounting cycle, and the use of special journals. Focus is on double entry accounting system and financial statement preparation. Covers transactions for a business organized as a sole proprietorship and their effects on balance sheet accounts.

**Prerequisite:** ACTG 115 or Instructor approval.

**ACCT& 202  
PRINCIPLES OF ACCOUNTING II 5CR**

Covers fundamentals of accounting theory and practice continued from ACCT& 201. Focus is on issues related to businesses organized as a partnership or corporation and their effects on balance sheet accounts. Also covers investment, dissolution, and distribution of income.

**Prerequisite:** ACCT& 201.

**ACCT& 203  
PRINCIPLES OF ACCOUNTING III 5CR**

Introduces the theory of cost accounting and an analysis of accounting data as a part of the managerial process of planning, decision-making, and control. Emphasis is given to job order, process and standard cost accounting data, and the preparation and use of budgets and internal control reports necessary for making economic decisions for manufacturing businesses.

**Prerequisite:** ACCT& 201

**ADULT BASIC  
EDUCATION****ABE 001  
ABE TOOLS FOR SUCCESS**

Orients new students to the Basic Skills Programs and resources available at the college. Develop educational and personal goals, develop self-awareness and learning strategies and identify ways that will help meet with success in the Basic Skills Program.

**Prerequisites:** Required of all new students.

**ABE 022  
ABE MATH II**

Learn to process, estimate and average whole number operations in addition subtraction, multiplication, and division to solve real-life word problems.

**Prerequisites:** Students must receive a score of 201-210 on the CASAS placement test.

**ABE 033  
ABE READING III**

Learn to read with understanding, focusing on real-life material on familiar subjects related to personal family, citizen/community or worker roles.

**Prerequisites:** Students must receive a score of 211-220 on the CASAS placement test.

**ABE 043  
ABE WRITING III**

Focus on writing skills and increasing complexity of sentences and paragraphs. Practice applying these skills to a variety of life situations.

**Prerequisites:** Students must receive a score of 211-220 on the CASAS placement test. In addition, students will be asked to complete a writing sample.

**ABE 023  
ABE MATH III**

Learn to apply mathematical concepts and procedures to make an estimate, solve a problem, and carry out a task involving decimals and fractions in situations related to life roles.

**Prerequisites:** Students must successfully complete ABE Math II or receive a score of 211-220 on the CASAS placement test.

**ABE 034  
ABE READING IV**

Learn to read with understanding expository writing, a variety of periodicals and non-technical journals on common topics, common legal forms, and library reference material.

**Prerequisites:** Students must successfully complete ABE III or receive a score 221-235 on the CASAS placement.

**ABE 044  
ABE WRITING IV**

Learn to convey ideas in writing using several connected paragraphs with correct mechanics, usage, and varied sentence structure.

**Prerequisites:** Students must successfully complete ABE III or receive a score of 221-235 on the CASAS placement test. In addition, students will be asked to complete a writing sample.

**ABE 024  
ABE MATH IV**

Learn to apply mathematical concepts and procedures to make estimates, solve problems, and carry out tasks involving percent, ratio and proportion, simple formulas, measurements, and tables and graphs in personally realistic situations.

**Prerequisites:** Students must successfully complete ABE Math III or receive a score of 221-235 on the CASAS placement test.



**GED 030****GED BASICS READING**

Learn to comprehend, explain and analyze information from a variety of literacy works, including primary source materials and professional journals. Use context cues and higher order processes to interpret meaning of technical information, complex manuals and some college level books.

**Prerequisites:** Students must successfully complete ABE level IV or receive a score of 236-245 on the CASAS placement test.

**GED 040****GED BASICS WRITING**

Learn to write with clearly expressed ideas supported by relevant detail, and use varied and complex sentence structure with few mechanical errors.

**Prerequisites:** Students must successfully complete ABE level IV or receive a score of 236-245 on the CASAS placement test. In addition, students will be asked to complete a writing sample.

**GED 020****GED BASICS MATH**

Learn to make mathematical estimates of time and space; apply principles of geometry to measure angles, lines and surfaces; and also apply trigonometric functions.

**Prerequisites:** Students must successfully complete ABE Math IV or receive a score of 236-245 on the CASAS placement test.

**GED 031****GED ADVANCED READING**

Focus on fine-tuning reading and skills necessary to successfully complete the reading and social studies sections of the GED.

**Prerequisites:** Students must successfully complete GED Basics. Reading or receive a score of 246 or higher on the CASAS placement.

**GED 041****GED ADVANCED WRITING**

Focus on fine-tuning reading and writing skills necessary to successfully complete the reading sections of the GED.

**Prerequisites:** Students must successfully complete GED Basics. Writing or receive a score of 246 or higher on the CASAS placement test. In addition, students will be asked to complete a writing sample.

**GED 021****GED ADVANCED MATH**

Focus on fine-tuning skills necessary to successfully complete the math section of the GED.

**Prerequisites:** Students must successfully complete GED Basics. Math or receive a score of 246 or higher on the CASAS placement test.

**GED 012****GED JUMP START**

Continuous enrollment self-paced class designed to help students focus on strengthening math, reading, and writing skills to prepare for the five sections of the GED Test. Special focus on writing clear concise essays.

**Prerequisites:** CASAS Reading 211 CASAS

## ARCHITECTURAL ENGINEERING DESIGN

**ARC 121****ARCHITECTURAL DRAFTING & DESIGN 5CR**

Overview of floor plans, line types, and line weights, introduction to media, computer-aided drafting, codes, basic design concepts, and presentation drawings and techniques.

**Prerequisites:** English reading with comprehension, composition, and basic verbal skills.

**ARC 123****CIVIL ENGINEERING SITE DESIGN 5CR**

Overview of site design and planning, lot, subdivision and road layouts, contouring, slopes and profiles, and zoning regulations.

**Prerequisites:** ARC 121

**ARC 125****RESIDENTIAL DESIGN & DRAFTING 5CR**

Overview of basic residential design and specialized floor plans, exterior and interior elevations.

**Prerequisites:** ARC 123

**ARC 141****ARCHITECTURAL REPORTING I 3CR**

Includes investigation, research, and report preparation on materials, methods, and trends in construction.

**Prerequisites:** English reading with comprehension, composition, and basic verbal skills, and computer keyboarding skills of 30 wpm.

**ARC 143****ARCHITECTURAL REPORTING II 2CR**

Includes investigation, research, diagrams, and report preparation on basic framing systems in house construction.

**Prerequisites:** ARC 141

**ARC 145****ARCHITECTURAL REPORTING III 2CR**

Includes investigation, research, and report preparation on construction materials and an actual ArcView GIS project using word processing skills to prepare a report on ArcView and a detailed technical specification section.

**Prerequisites:** ARC 143

**ARC 152****CONSTRUCTION MATERIALS RESEARCH I 2CR**

Requires research of manufacturers and suppliers information, and assembly of Construction Specifications Institute (CSI) materials Divisions 1 through 14.

**Prerequisites:** English reading with comprehension, composition, and basic verbal skills.

**ARC 153****CONSTRUCTION MATERIALS RESEARCH II 1CR**

Requires research of manufacturers and suppliers information, and assembly of Construction Specifications Institute (CSI) materials three sub-groups.

**Prerequisites:** ARC 151

**ARC 162****SKETCHING I 3CR**

Basic line weights, proportions, and sketches of residential projects.

**Prerequisites:** English reading with comprehension, composition, and basic verbal skills.

**ARC 163****SKETCHING II 2CR**

Covers intermediate concepts and sketches of residential projects.

**Prerequisites:** ARC 162

**ARC 171****DRAFTING TECHNOLOGIES I 5CR**

Basic manual drafting skills, orthographics, isometrics, and roof plans for basic design and construction necessary for residential design and printing completed drawings on industry standard hardware.

**Prerequisites:** English reading with comprehension, composition, and basic verbal skills.

**ARC 173****DRAFTING TECHNOLOGIES II 5CR**

Basic manual drafting skills for civil engineering and profile for subdivisions and basic design drawings necessary for residential design and printing completed drawings on industry standard hardware.

**Prerequisites:** ARC 171

**ARC 181****INTRODUCTION TO AUTOCAD 5CR**

Use Windows based AutoCAD applications to produce basic design and production drawings and details, and to save and print drawings on industry standard hardware.

**Prerequisites:** English reading with comprehension, composition, and basic verbal skills and basic keyboarding skills, 30 wpm, ARC 171 or Instructor permission.

**ARC 191****ENGINEERING MECHANICS OF MATERIALS 5CR**

Analysis of loading conditions and selection of wood member sizes and materials for house design. Material stress and strain are computed.

**Prerequisites:** ARC 125, MAT 99 or higher

**ARC 221****DETAILING & LIGHT COMMERCIAL 5CR**

Overview of specialized floor plan types, framing, sections, detailing, and specifications for light-framing and commercial buildings.

**Prerequisites:** ARC 125

**ARC 223  
DESIGN PROJECT I 5CR**

Project management and design of basic architectural drafting project. Project includes one-story house and placement on a subdivision lot, conforming to regulatory codes and established schedules. Production of a complete set of computer-drafted and engineered construction drawings. Give effective oral reports of progress.

**Prerequisites:** ARC 173, ARC 181.

**ARC 225  
DESIGN PROJECT II 5CR**

Project management and design of an intermediate architectural drafting project. Project conforms to regulatory codes, hypothetical client needs, and established schedules. Producing a complete set of computer-drafted and engineered construction drawings. Give effective oral reports of progress.

**Prerequisites:** ARC 223, ARC 281

**ARC 227  
SPECIAL INTERN PROJECT 5CR**

Complete the written Work-Based Learning Experience Plan.

**Prerequisites:** Instructor permission required.

**ARC 229  
SPECIAL DESIGN PROJECT 5CR**

Complete special design project as approved by the Instructor to aid in realistic training.

**Prerequisites:** ARC 225, ARC 231, ARC 281.

**ARC 231  
COST ESTIMATING I 3CR**

Completion of a computerized, detailed cost estimate for one-story house with site development.

**ARC 233  
COST ESTIMATING II 2CR**

Completion of a computerized, detailed cost estimate for two-story house.

**Prerequisites:** ARC 231

**ARC 236  
ENERGY ANALYSIS I 1CR**

Completion of two computerized energy analyses for a one-story house.

**ARC 238  
ENERGY ANALYSIS II 1CR**

Completion of two computerized energy analyses for a two-story house.

**Prerequisites:** ARC 236

**ARC 251  
CONSTRUCTION MATERIALS RESEARCH III 1CR**

Requires research of manufacturers and suppliers information, and assembly of Construction Specifications Institute (CSI) materials Divisions 1 - 14 for green certified products.

**Prerequisites:** ARC 153

**ARC 253  
EMPLOYMENT RESEARCH 2CR**

Basic job-seeking skill activities, including résumé preparation, employer contacts, and employment opportunities.

**ARC 261  
SKETCHING III 1CR**

Advanced concepts and sketches of residential projects using Google Sketch-Up.

**Prerequisites:** ARC 162, ARC 181

**ARC 281  
INTERMEDIATE AUTOCAD 5CR**

Use Windows based AutoCAD applications to produce intermediate design and production drawings and details, and saving and printing drawings on industry standard hardware.

**Prerequisites:** ARC 181

**ARC 284  
APPLIED AUTOCAD 5CR**

Use Windows based AutoCAD applications to a complete set of design and production drawings and details for a design project, and saving and printing drawings on industry standard hardware.

**Prerequisites:** ARC 281

**ARC 293  
ENGINEERING STATICS 5CR**

Beam loading, shear and moment diagrams, analysis, calculations, and selection of wood members for light framing. Material stress is computed.

**Prerequisites:** ARC 125, MAT 105 or higher.

**AMERICAN SIGN LANGUAGE****ASL& 121  
AMERICAN SIGN LANGUAGE I 5CR**

Informs students about deafness, deaf culture, the deaf community, and American Sign Language. Learn to communicate both expressively and receptively in American Sign Language in basic conversation situations.

**Prerequisite:** Appropriate COMPASS/SLEP placement score or successful completion of ENG 094.

**ASL& 122  
AMERICAN SIGN LANGUAGE II 5CR**

An expansion of ASL& 121 working towards mastery of American Sign Language. Course focuses on deeper insights into vocabulary, grammar, receptive/expressive skills and history with increased knowledge of Deaf communities and culture.

**Prerequisite:** Successful completion of ASL& 121

**ART****ART& 100  
ART APPRECIATION 5CR**

Introduce to the diversity of the art world from ancient civilizations to contemporary society. A discussion of art terminology and methods will be covered in an overview of artist's materials, techniques.

**AUTOMOTIVE COLLISION TECHNICIAN****ACT 102  
FUNDAMENTALS OF COLLISION REPAIR 3CR**

Explore career safety, industry certifications, vehicle construction, and an overview of the career field.

**ACT 106  
BODY SHOP EQUIPMENT 3CR**

Covers operating hand tools, power tools, and shop equipment. Explore air systems and their design and function.

**ACT 110  
WELDING, HEATING, & CUTTING 4CR**

Covers the skills of welding, heating, and cutting as it relates to the Collision Industry.

**ACT 115  
PLASTICS/SMC REPAIR 4CR**

Explore plastic, fiberglass, and SMC repairs as they relate to the Collision Industry.

**ACT 120  
GLASS, TRIM, & HARDWARE 5CR**

Covers the practical skills used to repair/replace door locks and windows and to repair water leaks on car and truck bodies, interior parts, and door skin repair.

**ACT 125  
INTRODUCTION TO METAL STRAIGHTENING 3CR**

Introduces basic body panel straightening techniques.

**ACT 132  
PANEL REPLACEMENT 6CR**

Covers the fundamentals of replacing hoods, bumpers, fenders, grilles, lids, and other bolted-on panels.

**ACT 133  
PANEL REPAIR 6CR**

Covers metal straightening fundamentals, including proper tool usage, application of fillers, and sanding for proper size, shape and texture.

**ACT 134  
AUTO BODY MAJOR COLLISION  
REPAIR 5CR**

Introduces vehicle damage measuring systems, straightening auto body structure, and replacing structural components.

**ACT 140  
AUTOMOTIVE SYSTEMS REPAIR 4CR**

Explores basic mechanical repairs, wheel alignments, electrical repairs, and restraint system repairs (available Winter quarter only).

**ACT 145  
COLLISION ESTIMATING 5CR**

Covers collision damage estimating, reviewing work orders, and acquiring work skills for job success.

**ACT 151  
REFINISH EQUIPMENT  
PREPARATION 6CR**

Covers paint shop equipment and painting fundamentals.

**ACT 154  
TOP COAT REFINISHING 8CR**

Covers color matching, final masking, surface cleaning, and topcoat finishing.

**ACT 156  
PRE-PRIME PREPARATION 5CR**

Explores corrosion protections and vehicle refinish preparation.

**ACT 157  
POST-PRIME PREPARATION 5CR**

Explores final preparations, blocking, and final sanding for application of topcoat.

**ACT 166  
SURFACE IMPERFECTIONS/  
EXTERIOR TRIM 5CR**

Covers paint application problem-solving, final detailing, decals, and trimming.

**ACT 171  
PLASTIC REFINISHING 5CR**

Covers paint shop equipment and painting fundamentals as it relates to plastics.

**AUTOMOTIVE  
RESTORATION &  
CUSTOMIZATION-  
FINISHING**

**ARCF 103  
FUNDAMENTALS  
& SHOP EQUIPMENT 3CR**

Covers shop safety, fundamentals of tool use, and proper use of shop equipment.

**ARCF 109  
WELDING & METAL SKILLS 4CR**

Covers welding, heating, and cutting techniques, using MIG and Oxyacetylene equipment. Students will learn safe handling and correct metal forming techniques of sheet metal.

**ARCF 114  
BASIC REPAIRS & ASSEMBLY 8CR**

Covers basic repair and assembly procedures for bolt-on body components.

**ARCF 119  
CUSTOM FABRICATION 6CR**

Explores basic customizing techniques used on original factory parts, as well as fabrication of custom parts.

**ARCF 124  
REFINISHING EQUIPMENT 4CR**

Explores refinishing equipment use and maintenance.

**ARCF 129  
REFINISH PREPARATION 7CR**

Explores corrosion protection and vehicle refinish preparation.

**ARCF 130  
ADVANCED PAINT APPLICATION 6CR**

Covers application of advanced masking, topcoat shading, and graphics on a restoration or custom project.

**ARCF 133  
FIBERGLASS/COMPOSITES  
TECHNIQUES 6CR**

Further develop skills in customizing techniques used on original factory parts, as well as fabrication of custom parts.

**ARCF 134  
CUSTOM REFINISHING 6CR**

Covers top coat, clear coat, and custom refinishing.

**ARCF 141  
SURFACE IMPERFECTIONS/  
SHOW & SHINE 4CR**

Covers paint application problem solving and show detailing.

**ARCF 149  
CUSTOM SEAT UPHOLSTERY 7CR**

Introduces custom interior upholstery.

**ARCF 154  
AUTOMOTIVE RESTORATION  
& CUSTOMIZATION  
FINISHING LAB 9CR**

Finish projects and competencies in restoration and/or customizing. 9 credits in Summer quarter; variable credit, other three quarters.

**ARCF 156  
CUSTOM HEADLINER  
& SIDE PANEL UPHOLSTERY 5CR**

Fabricate and install custom upholstery of doors, quarter panel trim, and headliners.

**ARCF 159  
METAL STRAIGHTENING  
& SHAPING 6CR**

Metal straightening and shaping techniques on a custom or restoration project.

**ARCF 160  
CUSTOM UPHOLSTERY  
ADVANCED PANELS 6CR**

Develop skills in custom and/or restoration techniques in designing, patterning, removing, and fabricating advanced interior panels.

**ARCF 161  
CUSTOM CARPET  
FABRICATION & INSTALLATION 5CR**

Fabricate and install custom carpet and other automotive floor coverings.

**ARCF 162  
CUSTOM UPHOLSTERY  
ADVANCED BENCH SEATS 6CR**

Develop skills in advanced and/or specialized techniques in designing, patterning, removing, and fabricating bench seats and headrest covers on a restoration or custom project.

**ARCF 163  
CUSTOM UPHOLSTERY  
ADVANCED BUCKET SEATS 6CR**

Develop skills in custom and/or specialized techniques in designing, patterning, removing, and fabricating advanced bucket seats and headrest covers.

**ARCF 164  
CUSTOM GLASS PATTERNING  
& INSTALLATION 4CR**

Covers patterning and installation of custom automotive glass.

**ARCF 165  
CUSTOM UPHOLSTERY  
CONVERTIBLE TOPS 6CR**

Develop skills in custom and/or restoration techniques to repair or replace a convertible top for a custom or restoration project.

**ARCF 166  
CUSTOM UPHOLSTERY  
DESIGN & INSTALLATION 3CR**

Explores upholstery design & installation as it relates to the student, project work.

**ARCF 167  
CUSTOM PAINT APPLICATION 3CR**

Covers application of custom masking, topcoat shading, and graphics.

**ARCF 168  
APPLIED METAL SKILLS 3CR**

Covers application of previously acquired metal skills as they relate to the student's project work.

**ARCF 169**  
**CUSTOM UPHOLSTERING**  
**VINYL TOPS** 6CR  
 Develop skills in custom and/or restoration techniques to replace a vinyl top for a custom or restoration project.

**ARCF 170**  
**CUSTOM REFINISHING**  
**SPECIAL PROJECTS** 6CR  
 Develop skills in advanced custom and/or restoration techniques. Students will have the opportunity to apply knowledge to projects of personal interest, as assigned, and/or job shadowing.

**ARCF 200**  
**VEHICLE ASSESSMENT** 7CR  
 Designed for assessment of vehicle's mechanical and cosmetic condition. Develop a plan for restoration or preservation of a vehicle's historical significance. Use historical data and mechanical and cosmetic condition to develop a complete assessment of a vehicle for its historical, financial, or ownership notoriety value.

**ARCF 210**  
**VEHICLE RESEARCH**  
**TECHNIQUES** 7CR  
 Research a vehicle's history, build rates, explore options, and research designers. Use the Internet, library, and other resources to produce a capstone research project that includes a class presentation with a story board and/or PowerPoint presentation.

**ARCF 220**  
**VEHICLE MAINTENANCE** 5CR  
 Diagnose and maintain a vehicle's mechanical and cosmetic condition. Perform mechanical and cosmetic maintenance in order to complete assessment of vehicle.

## AUTOMOTIVE TECHNICIAN

**AUT 120**  
**AUTOMOTIVE BASICS** 2CR  
 Provides information on basic shop safety, hazardous material handling, industry trends and opportunities, tools and fasteners. Upon completion of this course, the student will be familiar with safety, hazardous material handling and disposal procedures, the future of the industry, and employment potential. The student will also be familiar with automotive tools, fasteners, and their usage.  
**Prerequisites:** Must have required textbooks, coveralls, and eye protection.

**AUT 132**  
**AUTOMOTIVE WELDING** 4CR  
 Provides the knowledge and skill for industry standard requirements in welding, brazing, and soldering within the automotive industry. Also included in the course is instruction in oxygen/acetylene and wire feed welding.  
**Prerequisites:** Must have required textbooks, coveralls, and eye protection.

**AUT 144**  
**FORD BASIC ELECTRICAL**  
**SYSTEMS DIAGNOSIS**  
**AND TESTING** 6CR  
 Diagnose and repair automotive electrical systems using the Symptom-to-System-to-Component-to-Cause process. Use special tools and service equipment associated with electrical diagnosis and repair. Use all service publications in their available formats to obtain needed information for diagnosis. Perform diagnosis test procedures. Perform repair procedures. Students will become familiar with the tools, terminology, basic theory, diagnostics, removal, and installation procedures used during common service operations and have the opportunity to practice procedures identified as priority task in the NATEF (ASE) task list.  
**Prerequisites:** Must have required textbooks, coveralls, and eye protection.

**AUT 147**  
**AUTOMOTIVE BRAKES** 6CR  
 Theory and troubleshooting of hydraulic systems, disc brake systems, drum brake systems, power booster systems, and antilock brake systems.  
**Prerequisites:** Must have required tools and textbooks.

**AUT 149**  
**AUTOMOTIVE BRAKES,**  
**SUSPENSION, STEERING,**  
**& WHEEL ALIGNMENT** 7CR  
 Theory and troubleshooting of front suspension systems, steering systems, rear suspension systems, and computer-controlled systems. This course will also cover basic wheel alignment including two- and four-wheel alignment.  
**Prerequisites:** Must successfully complete AUT 147, and have required tools and textbooks.

**AUT 156**  
**AUTOMOTIVE BRAKES,**  
**SUSPENSION, STEERING,**  
**& WHEEL ALIGNMENT LAB** 5CR  
 Repair automotive brakes, steering, and suspension systems by applying knowledge attained in required courses. This is a hands-on class, utilizing live projects.  
**Prerequisites:** Must successfully complete AUT 147, 149, and have required tools and textbooks.

**AUT 174**  
**ENGINE MINOR**  
**MECHANICAL REPAIR** 6CR  
 Diagnose and repair general engine mechanical, lubrication, and cooling system problems. Upon completion of this course, the student will be familiar with the terminology, basic theory, diagnostics and minor engine mechanical service and repair procedures.  
**Prerequisites:** Must have required tools and textbooks.

**AUT 175**  
**ENGINE MAJOR**  
**MECHANICAL REPAIR** 7CR  
 Diagnose and repair engine blocks, heads, and valve trains. Upon completion of this course, the student will be familiar with the terminology, basic theory, diagnostics, and removal and installation procedures to successfully diagnose and repair automobiles and light truck engines.  
**Prerequisites:** Must have successfully completed AUT 174 and have required tools and textbooks.

**AUT 178**  
**ENGINE MECHANICAL LAB** 3CR  
 Repair engine components by applying knowledge attained in required courses. This is a hands-on class, utilizing live projects. Upon completion of this course, the student will be familiar with diagnosis, maintenance, and repair of automobiles and light truck engines.  
**Prerequisites:** Must have successfully completed AUT 174, 175 and have required tools and textbooks.

**AUT 203**  
**ELECTRICAL SYSTEMS** 11CR  
 Diagnose and repair automotive electrical systems and study basic application of computerized electronic control systems. Upon completion of this course, the student will be familiar with the terminology, basic theory, diagnostics, removal, and installation procedures used on automobiles and light trucks.  
**Prerequisites:** Must have required tools and textbooks.

**AUT 209**  
**ELECTRONIC SYSTEMS** 7CR  
 Diagnose and repair automotive electronic systems and study basic application of computerized electronic control systems. Upon completion of this course, the student will be familiar with the terminology, basic theory, diagnostics, removal, and installation procedures used on automobiles and light trucks.  
**Prerequisites:** Must successfully complete AUT 203 and must have required tools and textbooks.

**AUT 217  
AUTOMOTIVE IGNITION  
SYSTEMS 7CR**

Diagnose and repair electronic and computer controlled automotive ignition systems. Upon completion of this course, the student will be familiar with the terminology, basic theory, diagnostic, and repair procedures used on automobiles and light trucks.

**Prerequisites:** Must successfully complete courses AUT 174, 175, 178, 203, 209 and must have required tools and textbooks.

**AUT 223  
AUTOMOTIVE FUEL SYSTEMS 7CR**

Diagnose and repair fuel management systems. Upon completion of this course, the student will be familiar with the terminology, basic theory, diagnostic, and repair procedures used on automobiles and light trucks.

**Prerequisites:** Must successfully complete courses AUT 174, 175, 178, 203, 209, 217, and must have required tools and textbooks.

**AUT 236  
AUTOMOTIVE EMISSIONS  
SYSTEMS 7CR**

Diagnose and repair emissions control systems. Upon completion of this course, the student will be familiar with the terminology, basic theory, diagnostic, and repair procedures used on automobiles and light trucks.

**Prerequisites:** Must successfully complete courses AUT 174, 175, 178, 203, 209, 217, 223 and have required tools and textbooks.

**AUT 239  
AUTOMOTIVE CLUTCHES  
& MANUAL TRANSMISSIONS 9CR**

Provides the student with the knowledge and skills to competently repair automotive clutches and manual transmissions/transaxles. Upon completion of the course, the student will be familiar with the terminology, basic theory, diagnostics, maintenance, and repair of automobile/light truck clutches and manual transmissions/transaxles.

**Prerequisites:** Must have required tools and textbooks.

**AUT 243  
AUTOMOTIVE AXLES,  
DRIVELINES, DIFFERENTIALS  
& TRANSFER CASES 6CR**

Provides the student with the knowledge and skills to competently repair automotive axles, drivelines, differentials, and transfer cases. Upon completion of the course, the student will be familiar with the terminology, basic theory, diagnostics, maintenance, and repair of automobile/light truck axles, drivelines, differentials, and transfer cases.

**Prerequisites:** Must successfully complete AUT 239 and have required tools and textbooks.

**AUT 246  
MANUAL DRIVE TRAINS  
& AXLES LAB 4CR**

This course is designed to teach the student to competently repair drive train components by applying knowledge attained in required courses. This is a hands-on class, utilizing live projects. Upon completion of this course, the student will be familiar with diagnosis, maintenance, and repair of automobile/light truck manual drive trains.

**Prerequisites:** Must successfully complete courses AUT 239, 243, and must have required tools and textbooks.

**AUT 247  
AUTOMATIC TRANSMISSIONS 7CR**

This course provides the student with the knowledge and skills to competently repair automatic transmissions. Upon completion of the course, the student will be familiar with the terminology, basic theory, diagnostics, maintenance, and repair of automobile/light truck automatic transmissions.

**Prerequisites:** Must have required tools and textbooks.

**AUT 250  
AUTOMATIC TRANSAXLES 7CR**

This course provides the student with the knowledge and skills to competently repair automatic transaxles. Upon completion of the course, the student will be familiar with the terminology, basic theory, diagnostics, maintenance, and repair of automobile transaxles.

**Prerequisites:** Must successfully complete AUT 247 and have required tools and textbooks.

**AUT 251  
AUTOMATIC TRANSMISSION/  
TRANSAXLE LAB 4CR**

This course is designed to teach the student to competently repair automatic transmission/transaxle assemblies by applying knowledge attained in required courses. This is a hands-on class, utilizing live projects. Upon completion of this course, the student will be familiar with diagnosis, maintenance, and repair of automobile/light truck drive trains by applying academic knowledge to hands-on projects.

**Prerequisites:** Must successfully complete courses AUT 247, 250, and must have required tools and textbooks prior to entering this course.

**AUT 255  
AUTOMOTIVE  
AIR CONDITIONING,  
HEATING, & VENTILATION 6CR**

Theory, troubleshooting, and repair of automotive air conditioning systems, heating systems, and ventilation systems. Also covers recovery and recycling of both R-12 and R134A refrigerants.

**Prerequisites:** Must successfully complete AUT 203, 209, and have required tools and textbooks.

**AUT 295  
ON-THE-JOB TRAINING/  
WORK BASED LEARNING 1-12CR**

Provides advanced students with realistic training at work site. Dates and times will be determined.

**Prerequisites:** Instructor permission required.

**AUTH 105  
HYBRID /ALTERNATE FUEL  
INTRODUCTION & SAFETY 2CR**

This course will cover the history, evolution & general safety precautions for servicing.

**Prerequisites:** Students must have completed a NATEF/ASA certified automotive training program or Instructor's permission with two years automotive experience.

**AUTH 110  
TOYOTA HYBRID  
SYSTEM OVERVIEW 2CR**

This course will cover the Toyota systems in use today with a focus on the Prius model.

**Prerequisites:** Students must have completed a NATEF/ASA certified automotive training program or Instructor's permission with two years automotive experience.

**AUTH 115  
TOYOTA PRIUS HYBRID SYSTEM 2CR**

This course will cover the Toyota systems in use today with a focus on the Prius model.

**Prerequisites:** Students must have completed a NATEF/ASA certified automotive training program or Instructor's permission with two years automotive experience.

**AUTH 120  
HONDA HYBRID  
SYSTEM OVERVIEW 2CR**

This course will cover the Honda Hybrid systems in use today with a focus on the Civic model.

**Prerequisites:** Students must have completed a NATEF/ASA certified automotive training program or Instructor's permission with two years automotive.

**AUTH 125  
HONDA CIVIC IMA  
HYBRID SYSTEM 2CR**

This course will cover the Honda Civic Integrated Motor Assist systems in use today.

**Prerequisites:** Students must have completed a NATEF/ASA certified automotive training program or Instructor's permission with two years automotive.

**AUTH 130  
FORD ESCAPE/MERCURY MARINER  
HYBRID SYSTEM OVERVIEW 2CR**

This course will cover the Ford Escape/Mercury Mariner Hybrid systems in use today with a focus on the Escape model.

**Prerequisites:** Students must have completed a NATEF/ASA certified automotive training program or Instructor's permission with two years automotive.

**AUTH 135  
GENERAL MOTORS  
& OTHER HYBRID SYSTEMS 2CR**

This course will cover the General Motors & other systems in use today with a focus on the G.M. Dual Mode model system.

**Prerequisites:** Students must have completed a NATEF/ASA certified automotive training program or Instructor's permission with two years automotive.

**AUTH 140  
ALTERNATE FUEL  
VEHICLE SYSTEMS 2CR**

This course will cover diesel, e84, CNG, and hydrogen systems in use today.

**Prerequisites:** Students must have completed a NATEF/ASA certified automotive training program or Instructor's permission with two years automotive experience.

**AUTH 145  
ADVANCED LAB  
& FINAL EXAM PREPARATION 2CR**

This course will give the student a hands-on opportunity for preparation for the final exam.

**Prerequisites:** Students must have completed a NATEF/ASA certified automotive training program or Instructor's permission with two years automotive experience.

## AUTOMOTIVE UPHOLSTERY & GLASS TECHNICIAN

**AUG 103  
INTRODUCTION TO AUTOMOTIVE  
UPHOLSTERY & GLASS I 4CR**

Perform to a required standard in the following skill areas: school policies, departmental practice and procedures, sewing machine technology, and acceptable business practice.

**AUG 104  
INTRODUCTION TO AUTOMOTIVE  
UPHOLSTERY & GLASS II 4CR**

Perform to a required standard in the following skill areas: sewing, hand tools and shop equipment, fabrics and materials, and measuring and estimating.

**Prerequisite:** AUG 103

**AUG 107  
INTERIOR UPHOLSTERING  
BENCH SEATS I 5CR**

Perform to a required standard in removal of a bench seat, preparing it for upholstery, and creating a pattern.

**Prerequisite:** AUG 104

**AUG 111  
INTERIOR UPHOLSTERING  
BENCH SEATS II 5CR**

Perform to a required standard in bench seat and headrest fabrication and re-installation.

**Prerequisite:** AUG 104, 107

## AVIATION MAINTENANCE TECHNICIAN

**AMT 104  
BASIC MATHEMATICS, BASIC  
PHYSICS, & WEIGHT & BALANCE 5CR**

Perform all of the mathematical computations required in the Aviation Maintenance Technician curriculum. Understand the scientific principles that apply to the operation of aircraft, engines and the equipment that the aviation maintenance technician will be in daily contact with. Develop a comprehensive understanding of the importance of weight and balance to aircraft safety, and make all of the required calculations for weight and balance checks, equipment changes, extreme loading checks, and the addition of ballast.

**AMT 109  
BASIC ELECTRICITY 4CR**

Direct current circuits, series, and parallel circuit arrangements and their application, understanding the relationship of voltage, current, resistance, and power, calculating and measuring these values, and understand the operation of the multimeter and its use in troubleshooting.

**AMT 116  
AIRCRAFT DRAWINGS, CLEANING  
& CORROSION CONTROL, GROUND  
OPERATIONS & SERVICING, & FLUID  
LINES & FITTINGS 5CR**

Sketch aircraft repairs and alterations and understand information presented on typical aircraft blueprints, graphs, and charts. Recognize types of corrosion and know their causes, identify and use the proper materials and processes to remove corrosion by-products, treat corroded areas, and apply proper protection. Gain a thorough understanding of the importance of safe ground handling procedures, aircraft movement and storage, and identify aviation fuels. Identify fluid line components, fabricate rigid and flexible fluid lines, and properly install fluid lines on aircraft.

**AMT 119  
MATERIALS & PROCESSES 5CR**

Learn about identification and selection of non-destructive testing methods, dye-penetrant, eddy current, ultra-sound, and magnetic particle inspections, as well as basic heat-treated processes, aircraft hardware, and materials. Inspect and check welds. Perform precision measurements.

**AMT 125  
ADVANCED ELECTRICITY 4CR**

Understand the effect of resistance, capacitance, and inductance in AC circuits, and understand transformers. Learn about basic semi-conductor devices (diodes and transistors), and be able to explain their function in simple circuits.

**AMT 127  
MAINTENANCE FORMS & RECORDS,  
PUBLICATIONS, & MECHANICS  
PRIVILEGES & LIMITATIONS 4CR**

Utilize maintenance records and entries, maintenance forms, and inspection reports. Requires reading, comprehension, and application of information from FAA and manufacturer's maintenance specifications, data sheets, manuals, publications, related FAA regulations, airworthiness directives, and advisory material. Apply mechanic privileges within the limitations prescribed by FAR Part 65.

**AMT 131  
WOOD STRUCTURES,  
COVERINGS, & AIRCRAFT  
FINISHES 3CR**

Covers wood aircraft construction, repair, and inspection. Students will select, apply, inspect, test, and repair aircraft fabric and fiberglass covering materials. Become familiar with types of aircraft protective coatings, trim applications, markings, finish problems, and the inspection of finishes.

**AMT 133  
AIRCRAFT FUEL SYSTEMS,  
ICE & RAIN CONTROL SYSTEMS,  
& FIRE PROTECTION SYSTEMS 4CR**

Covers principles of operation and configuration of warning systems, electrical brake controls, anti-skid systems, and landing gear position indicating and warning systems. Learn the effects of ice and rain on aircraft during operations in inclement weather, the equipment and materials used to counter ice and rain, and the maintenance of this equipment. Explore components and operation of fire detection and extinguishing equipment, as well as smoke and toxic gas detection systems.

**AMT 135  
SHEET METAL STRUCTURES 4CR**

Inspection and repair of all types of sheet metal. Information regarding the fabrication, construction, and repair of sheet metal aircraft structures.

**AMT 136  
WELDING, POSITION  
& WARNING SYSTEMS 3CR**

Principles regarding the fabrication, construction, and repair of welded aircraft structures. Principles of operation of speed and configuration warning systems, electrical brake controls, anti-skid systems, and landing gear position indicating and warning systems.

**AMT 137  
NON-METALLIC STRUCTURES 4CR**

Covers inspection and repair of all types of non-metallic and composite structures, including transparent plastic enclosures and interiors.

**AMT 138  
AIRCRAFT INSPECTIONS 4CR**

Lecture, demonstration, and practical application are used to train the student in the methods and techniques of all phases of aircraft inspections, federal aviation regulations, maintenance record entries, and disposition of those records.

**AMT 139  
ASSEMBLY & RIGGING 4CR**

Covers basic information regarding the assembly of aircraft, components, rigging of all flight control surfaces, balancing and inspection of flight controls, alignment of aircraft structures, and jacking of aircraft.

**AMT 140  
AIRCRAFT LANDING GEAR 3CR**

Inspect, check, service, and repair landing gear retraction systems, shock struts, brakes, wheels, tires, and steering systems.

**AMT 141  
HYDRAULIC & PNEUMATIC  
POWER SYSTEMS 3CR**

Inspect, check, service, troubleshoot, and repair hydraulic and pneumatic power systems and components. Identify and select hydraulic fluids.

**AMT 142  
HANGAR OPERATIONS  
& MAINTENANCE  
(NOT FAA APPROVED) 3CR**

Perform maintenance on items of shop equipment used in the day-to-day operation of the aircraft maintenance hangar, calibrate precision tools as needed, and assist in repair station operations. Note: Offered during Winter quarter.

**AMT 143  
AIRFRAME ELECTRICAL  
SYSTEMS 5CR**

Learn about operation of AC and DC electrical systems used on large and small aircraft, generating and starting systems, AC and DC electric motors, wiring, controls, switches, indicators, and protective devices, and constant speed and integrated drive generators.

**AMT 144  
ENGINE ELECTRICAL SYSTEMS 5CR**

Develop an understanding of the operation of generators, alternators, DC motors, and AC motors, and their repair and overhaul. Learn the special requirements of electrical components operating in high temperature areas and how to install wiring, controls, switches, and indicators, and to protect them from its effects.

**AMT 145  
CABIN ATMOSPHERE  
CONTROL SYSTEMS 3CR**

Physiological aspects of flight. Inspection and maintenance of oxygen, pressurization, heating, cooling, and air conditioning systems.

**AMT 146  
AIRCRAFT INSTRUMENT,  
COMMUNICATION & NAVIGATION  
SYSTEMS 3CR**

Learn principles of operation of common aircraft instruments, air or vacuum driven gyros, pilot-static systems, and static system leak tests. Gain operating principles of common avionics equipment, antennas, autopilots, servos, approach coupling systems, interphones, static discharge devices, and ground proximity warning systems. Inspect and repair antennas and electronic equipment.

**AMT 208  
HELICOPTER OPERATIONS &  
MAINTENANCE PRACTICES 4CR**

Covers history, operations, regulations, publications, records, special use equipment, and basic maintenance fundamentals, as they relate to rotorcraft.

**AMT 210  
BASIC ROTOR SYSTEMS  
MAINTENANCE & REPAIR 4CR**

Covers history of rotorcraft and principles of flight; types and function of rotor systems; overhaul of rotor hub assemblies; installation and static balancing of rotors; types and function of anti-torque control systems; inspection of rotor blades using manufacturer's data.

**AMT 212  
ADVANCED ROTOR SYSTEMS  
MAINTENANCE & REPAIR 4CR**

Covers vibration analysis; installation and dynamic balancing of rotor systems; tracking of helicopter rotor blades; principles of helicopter autorotation and adjustment of autorotation RPM for power off operations.

**AMT 215  
HELICOPTER SYSTEMS 4CR**

Covers helicopter powerplants and controls; fuel systems, turbine fuels, and fuel system components; oil systems and types of oils; mechanical drives, clutches, drive shafts, freewheeling units, and transmissions; flight controls, hydraulic, and instrument systems; rotor rpm, engine out, and master caution and warning systems; electrical systems, Nicad batteries, and starter generators; fuselage structures, and landing gear.

**AMT 217  
FAA TESTING  
& TURBINE ENGINES 7CR**

Covers preparation for and completion of FAA certification examinations. FAA written examinations are accomplished outside of CPTC at an FAA Designated Written Examination Center. After successful completion of written examinations, students must pass an oral and practical examination administered by an FAA Designated Maintenance Examiner (DME). Students are charged a fee for these examinations. Note: Fees for these examinations are not included in the college tuition or lab fees. The remaining 120 hours of training concentrate on turbine engines to include: the history, different types, the theory of operation of turbine engines, the Brayton cycle, Bernoulli's theory, and turbine engine air flow characteristics. Learn the theory of operation of different types of compressors, combustion chamber, turbines, turbine stator vanes (nozzles), and exhaust sections maintenance of turbine engines to include: turbine engine removal, overhaul, inspection, and repair procedures. Learn to install turbine engines, make adjustments, troubleshoot, test and check run procedures; become familiar with regulations, publications, and records for turbine engines.

**AMT 219  
ENGINE LUBRICATION SYSTEMS 4CR**

Covers the components of and the operation of engine lubrication systems. Introduction to the requirements and characteristics of engine lubricants and lubrication systems.

**AMT 221  
ENGINE INSTRUMENT SYSTEMS 4CR**

Covers the theory and principal of operation of electrical and mechanical fluid rate of flow indicating systems, and electrical and mechanical temperature, pressure, and RPM indicating systems.

**AMT 224  
POWERPLANT RECIPROCATING  
ENGINE THEORY 6CR**

Covers the history of aircraft engines, principles of energy transformation, theory of operation, engine requirements and configuration, and overhaul of horizontally opposed engines.

**AMT 225  
POWERPLANT MAINTENANCE  
& OPERATION 6CR**

Powerplant maintenance and operation consists of theory of operation, engine requirements and configuration and installation, troubleshooting and removal of horizontally opposed engines.

**AMT 226**  
**ENGINE FUEL SYSTEM**  
**& FIRE PROTECTION** **1CR**

Fuel systems and fire protection consists of transformation of energy, chemistry of combustion and thermal efficiency of fuel air mixtures. Fire protection covers the components and the operation of fire detection and extinguishing equipment.

**AMT 228**  
**ENGINE FUEL**  
**& METERING SYSTEMS** **5CR**

Fuel metering consists of the principles of fuel metering for float carbs, pressure carb, fuel injection, and detonate injection, turbine fuel controls, and electronic engine fuel controls.

**AMT 229**  
**PROPELLERS & FAA FINAL**  
**TESTING SYSTEMS** **4CR**

Propellers consist of the theory of operation and nomenclature. Propeller controls and instrumentation. Fixed pitch, controllable pitch, constant speed, and feathering propellers. Governors, anti-ice, phasing, and synchronization systems. Inspection, maintenance, and repairs to propellers and related systems. Familiarization of unducted fan engines. Included at the end of the course, 6 hours devoted to preparation for FAA certification examinations. FAA written examinations are accomplished at an FAA Designated Written Examination Center. After successful completion of written examinations, students must pass an Oral and Practical Examination administered by an FAA Designated Mechanics Examiner (DME). Students are charged a fee for these examinations administered by FAA designated examiners and centers. Note: Fees for these examinations are not included in the college tuition or lab fees systems.

**AMT 231**  
**ENGINE INSPECTION** **4CR**

Engine inspection consists of detailed work with the Federal Aviation Regulations, types of inspections, conformance to type certificate data sheets and major alterations, airworthiness directives, and maintenance record entries.

**AMT 233**  
**ENGINE IGNITION**  
**& STARTING SYSTEMS** **4CR**

Covers the operation, maintenance, and overhaul of magnetos and ignition, harnesses, the inspection, servicing, troubleshooting, and repair of reciprocating and turbine engine ignition system, components and turbine engine electrical and pneumatic starting systems.

**AMT 235**  
**INDUCTION, AIRFLOW, COOLING,**  
**& EXHAUST SYSTEMS** **3CR**

Learn about the maintenance of carburetors and fuel-injected, naturally-aspirated, turbo-charged, and super-charged induction systems. Learn about maintenance of ice and rain control systems as well as principles of air-cooled engines and problems that can occur with an air-cooled engine. Study the history and development of exhaust systems, and their function to safely remove exhaust gasses. Students will describe, inspect, maintain, troubleshoot, and repair components of exhaust systems. Learn principles of operation of turbine engine reversing systems and power recovery turbines.

**AMT 239**  
**ADVANCED HANGAR OPERATIONS**  
**& MAINTENANCE**  
**(NOT FAA APPROVED)** **3CR**

Advanced hangar operations and maintenance is designed for the students currently enrolled in the helicopter and powerplant classes. It includes servicing and repair of shop equipment, calibration of precision tools, and assisting in the repair station operations. Note: This course work is only offered during Winter quarter.

## AEROSPACE COMPOSITE TECHNICIAN

**ACM 120**  
**COMPOSITE FABRICATION** **4CR**

Learn manufacturing methods and processes commonly utilized for the fabrication of composite materials. Instruction includes material choices, fabrication techniques, material handling, and safety procedures.

**ACM 125**  
**COMPOSITE ASSEMBLY** **4CR**

Identify and utilize appropriate materials and processes to assemble structures made of composite materials. Includes the lay-up, vacuum bagging, and cure processing of wet laminating techniques and preimpregnated materials.

**ACM 130**  
**COMPOSITE REPAIR** **4CR**

Inspect, test, and repair composite structures. This course explains how imperfections affect composite properties and provides hands-on training for the repair of defects.

**ACM 145**  
**SPECIAL PROJECTS** **3CR**

Develops skills in print reading, project planning, layout, distortion control, fixturing, and other fabrication techniques. Students will have the opportunity to apply knowledge to projects of personal interest and/or as assigned.

## BIOLOGY

**BIOL 100**  
**BIOLOGY FOR NON-MAJORS** **5CR**

Explores how life expresses itself from a cellular and molecular level in an online approach that will help the student better understand the many current biological issues such as cancer, genetic disease, evolution, and human impact on the environment. Other related issues including stem cell research, genetic manipulation of embryos and genetically modified crops will be addressed. Laboratory component included.

**BIOL 118**  
**HUMAN ANATOMY**  
**& PHYSIOLOGY** **5CR**

An in-depth approach to body systems, emphasizing the relationship between structure and functions. A non-laboratory course appropriate for non-science majors or for students beginning study in life sciences.

**Prerequisites:** Appropriate COMPASS/SLEP placement score or Instructor permission.

**BIOL& 241**  
**ANATOMY & PHYSIOLOGY I** **5CR**

Provides students with the first course of the two-quarter study of body structure and related physiology on cellular through system levels. Includes an in-depth study of cells and tissues; integumentary, skeletal, muscular, nervous and sensory systems. Laboratory component included.

**Prerequisites:** BIOL 118 with a grade of C or 2.0 or better and CHEM& 110 with a grade of C or 2.0 or better or evidence of basic knowledge of chemistry.

**BIOL& 242**  
**ANATOMY & PHYSIOLOGY II** **5CR**

Provides students with the second course of the two quarter study of body structure and related physiology on cellular through system levels. Includes an in-depth study of body organization and physiological processes of cardiovascular lymphatic includes immunology, respiratory, digestive includes metabolism, excretory, reproductive and endocrine systems. Laboratory component included.

**Prerequisites:** Successful completion of BIOL& 241 or grade of C or 2.0 or better

**BIOL& 260**  
**MICROBIOLOGY** **5CR**

Provides students with the content of diversity, structure, and physiology of beneficial and harmful microbes. Laboratory practice in identification of microbial species through culturing, staining, and biochemical testing. Includes laboratory.

**Prerequisites:** BIOL 118 with a grade of C or 2.0 or better and CHEM& 110 with a grade of C or 2.0 or better.



## BUSINESS

### BUS& 201

#### BUSINESS LAW

5CR

Introduces students to Business law as it applies to the business world through the Uniform Commercial Code. Examines legal institutions and processes, legal reasoning, and the interaction of law and business. Laws pertaining to business contracts, sales, bailments, commercial paper, employment, agency, business organization, insurance and property are reviewed.

**Prerequisite:** ACTG 115 or instructor approval.

## CENTRAL SERVICE/ STERILE PROCESSING

### MMN 103

#### INTRODUCTION TO THE PROGRAM & THE HEALTH CARE INDUSTRY

3CR

Covers overall program content, including policies, procedures, philosophy, and terminal objectives. The history and evolution of the central service profession, human relations, legal issues, and regulatory agencies affecting the field are explored. Web enhanced.

### MMN 108

#### ANATOMY & PHYSIOLOGY/ MEDICAL TERMINOLOGY

3CR

Explore the overall makeup of the human body, its systems and functions, related medical, and surgical terminology. Surgical instrumentation is introduced. Web enhanced.

**Prerequisite:** Completion of MMN 103.

### MMN 113

#### MICROBIOLOGY/ INFECTION CONTROL

3CR

Examination of human pathogens in microbiology. Students will learn about infection control as it relates to the sterilization process. Safety issues in the healthcare environment are covered. Web enhanced.

**Prerequisite:** MMN 103, 108.

### MMN 124

#### SURGICAL INSTRUMENTATION

4CR

Students learn to identify basic and complex surgical instruments. They will demonstrate thorough knowledge of the manufacture, care, and processing of surgical, endoscopic and power instruments. In addition, students will have an understanding of special protocols required with loaner instruments.

**Prerequisite:** MMN 103, 108, 113

### MMN 126

#### PRINCIPLES AND METHODS OF CLEANING & DISINFECTING

6CR

Classroom and laboratory experience in the fundamentals of cleaning and disinfection. Topics include water quality issues, water purification systems, chemical cleaning and disinfecting agents, handling and transporting of patient care equipment, and general cleaning protocols for instruments. The proper and safe handling of infectious waste is also included.

**Prerequisite:** MMN 103, 108, 113, 124.

### MMN 129

#### PRINCIPLES AND PRACTICES OF STERILIZATION

6CR

Classroom and laboratory experience in the packaging, assembly, and sterilization of procedural trays, instrument sets, and sterile supplies. Major topics include methods of high and low temperature sterilization, sterilization chemicals, and packaging materials. Guidelines for point of use processing are discussed. Operations, parameters, and maintenance of various sterilizers is included, as well as monitoring of the sterilization process and quality control. Proper storage and storage concerns for sterile supplies are included.

**Prerequisite:** MMN 103, 108, 113, 124, 126.

### MMN 131

#### MATERIEL MANAGEMENT/ CENTRAL SERVICE APPLICATIONS

4CR

Overview of the handling and distribution of materials in a medical facility. Inventory management, replenishment methods, and tracking systems are included. Students become familiar with quality assurance measures and techniques.

**Prerequisite:** MMN 103, 108, 113, 124, 126, 129.

### MMN 213

#### CLINICAL INTERNSHIP I

6CR

Provides the student with the opportunity to apply the theories and principles of Central Service learned in the classroom to the actual work experience in a central service or distribution department. The role of the CS technician in a hospital central service department will be the focus. In order to participate in the clinical aspect of the program, students must receive a No Record on File report from the Washington State Patrol, re: Crimes Against Persons, have proof of current immunizations, complete CPR for health care professionals, be able to lift 50 pounds, and be able to work on their feet for up to 8 hours.

**Prerequisite:** Completion of MMN 103, 108, 113, 124, 126, 129, 131.

### MMN 215

#### CLINICAL INTERNSHIP II

6CR

Continued participation in the clinical setting at local facilities allows the student to gain a variety of experiences in Central Service and Materiel Management. Requirements are the same as MMN 213.

**Prerequisite:** Successful completion of MMN 213.

### MMN 216

#### JOB SKILLS MATHEMATICS

3CR

Utilizing the online classroom, this self-paced hybrid course will guide the student to prepare a resume, cover letter, and application. Interviewing tips and techniques will be covered, as well as the online application process. Students will return to the classroom the last 2-3 days of the class to demonstrate clear understanding of the process and be given job search information. Hybrid.

**Prerequisite:** Completion of MMN 103, 108, 113, 124, 126, 129, 131.

## CHEMISTRY

### CHEM& 110

#### CHEMICAL CONCEPTS W/LAB

5CR

An introduction to chemistry intended for non-science majors. This course looks at how models of atoms, bonding and the structures of materials provide an understanding of common chemical properties and reactions.

**Corequisites:** Students who have not completed MAT 99 or achieved a COMPASS score of 76 or higher on College Algebra must take MAT 99 concurrently with this course.

### CHEM& 121

#### INTRO TO CHEMISTRY

5CR

Understanding the metric system, atomic theory, bonding, quantitative relationships, solutions, gases, acids and bases, salts, and nuclear chemistry. Lab included.

**Prerequisite(s):** CHEM& 110 or High School Chemistry; Corequisite: MATH 99 or higher OR appropriate COMPASS placement concurrently with this course.

### CHEM& 161

#### GENERAL CHEMISTRY WITH LAB I

5CR

Course covers methods and measurements including significant figures and scientific notation, states of matter, atomic structure, the periodic table, ionic and covalent bonding, and calculations and chemical equations including the mole.

**Prerequisite:** MAT& 141 and 1 year of high school chemistry or CHEM& 121, ENV 153, or other college-level chemistry class.

**CHEM& 162****GENERAL CHEMISTRY WITH LAB II****5CR**

A continuation of General Chemistry with instruction in properties of solutions, calculation of solution concentrations, thermodynamics, acids and bases, oxidation and reduction, and radioactivity. Also the structure, properties and nomenclature of organic molecules are covered. The course requires completions of General Chemistry or acceptable equivalent.

**Prerequisite:** CHEM& 161 Computer Applications courses (with a CAS prefix) are listed in the Business Support Services section of the course descriptions.

**COLLEGE SUCCESS****COLL 101****FOUNDATION FOR STUDENT SUCCESS****2CR**

Provides students with skills to be successful in college. Topics include study skills, learning styles, communication skills, time management, campus resources, test taking strategies and diversity. This program is required for certificate and degree seeking students with COMPASS placement at or below Math 82 and/or English 82 and is available to any students that would benefit from the course.

**COLL 105****CAREER DEVELOPMENT****Variable Credit - 2, 3 or 5CR**

Explore career options and educational pathways related to the medical field. Develop an educational plan and timelines to achieve the pathway goal. Refine job acquisition skills and workplace communication skills related to targeted employment field.

**SVL 101****SERVICE LEARNING****3CR**

Participate in organized service that addresses local community needs – specifically, the issue of poverty - while developing academic and professional skills. Work directly with community partners to link community activities and projects to academic growth and self-discovery through reflection. Relate service experience to local and global social issues and broaden knowledge of chosen profession. Requires a minimum of 20 hours of community service work in addition to class assignments and activities.

**COMPUTER APPLICATIONS****CAH 105****COMPUTER APPLICATIONS****5CR**

Provides training in the uses of Microsoft Windows and related programs. Students will use computers to develop touch control and proper keyboarding and 10-key techniques.

**CAS 105****KEYBOARDING****3CR**

Use computers to develop touch control and proper keyboarding techniques; introduction to basic word processing functions.

**CAS 115****INTRODUCTION TO COMPUTING****3CR**

Explore personal computer concepts from a user's perspective. In this introductory course, learn computer terminology; run programs; save, retrieve, and search for files; use help; and perform computer maintenance. Develop basic skills in word processing, Internet, e-mail, and PowerPoint.

**CAS 120****WORD I****2CR**

Utilize beginning word processing techniques while creating and editing business documents. Create tables, columns, Web pages, envelopes, and mailing labels. Work with special features to track and review changes and compare documents.

**CAS 125****WORD II****3CR**

Explore advanced word processing with Microsoft Word. Perform mail merges; create styles; use advanced graphics tools; create basic forms with formulas; and utilize advanced report functions including indexes. Create macros and modify the Word environment.

**Prerequisite:** CAS 120

**CAS 130****EXCEL I****3CR**

Create and analyze professionally formatted spreadsheets. Enter data, formulas, and functions. Create charts and insert graphics. Sort and filter lists.

**Prerequisite:** Math 82 skills preferred.

**CAS 135****EXCEL II****3CR**

Use advanced spreadsheet features and functions to analyze and project data. Learn how to use what-if analysis tools such as scenarios and solver. Create macros; validate data; link worksheets/books; use pivot tables; find errors; and share, merge, and protect workbooks.

**Prerequisite:** CAS 130.

**CAS 140****POWERPOINT****2CR**

Create professionally formatted presentations that include animation and transitions. Insert and format charts, graphics, diagrams, and pictures. Save presentations for various delivery options including Web pages.

**CAS 145****PUBLISHER****5CR**

Explore desktop publishing in this project-based class. Create and edit flyers, newsletters, brochures, logos, calendars, Web pages, and various business publications. Use mail merge to create letters and labels. Use tools to edit text, colors, graphic design objects, and logos. Prepare files for commercial printing.

**CAS 150****ACCESS I****2CR**

Develop basic relational databases as you create, edit, format, and print tables, queries, forms, and reports. Copy records and import tables from another Access database. Define field properties and create relationships. Run, sort, and filter queries. Use comparison and logical operators, and perform calculations. Explore the basics of creating a cohesive database.

**COMPUTER INFORMATION TECHNOLOGY****CIT 101****PROGRAMMING FUNDAMENTALS****5CR**

Introduction to programming concepts while enforcing good programming style and logical thinking. Designed for students with little or no programming language experience, it begins with basic general programming concepts and key concepts of structure. Course then progresses to the intricacies of decision-making, looping, array manipulation, and methods.

**CIT 105****FUNDAMENTALS OF****INFORMATION TECHNOLOGY****5CR**

Explore computer concepts and their application in today's world. Learn about the most current information on computers, software, hardware, the Internet, and emerging issues and technologies. Tailored to prepare students for the rest of the program to identify their interests and talents.

**CIT 107**  
**OPERATING SYSTEMS**  
**FUNDAMENTALS** **5CR**

Designed to explore and expand on core knowledge and skills pertaining to what operating systems are, what they do, and how they are designed and constructed. Learn about process, memory, and storage management. Identify reasons for protection and security of operating systems, and learn about distributed and special-purpose systems.

**CIT 141**  
**PROGRAMMING**  
**FUNDAMENTALS JAVA LAB** **5CR**

Practice programming computer solutions in Java to solve small-scale to medium-scale computing world problems, using procedural design and programming techniques. Design, code, compile, execute, and debug programs that satisfy provided functional specifications.

**CIT 142**  
**JAVA OBJECT-ORIENTED**  
**PROGRAMMING I** **5CR**

Construct a foundation of procedural programming concepts and skills requisite for professional object-oriented software development. Use Java, a modern structured, object-oriented language, to develop your problem-solving and algorithm formulation skills.

**Prerequisite:** CIT 101.

**CIT 143**  
**JAVA OBJECT-ORIENTED**  
**PROGRAMMING II** **5CR**

Build your problem-solving skills with the fundamental concepts and techniques of Object-Oriented Java programming in analyzing, designing, and implementing computer programs. Practice problem-solving methods and algorithm development to analyze, design, implement, modify, verify, and document computer programs that solve real-world problems. Develop a good conceptual understanding of data and functional abstraction.

**Prerequisite:** CIT 142.

**CIT 150**  
**PRINCIPLES OF**  
**RELATIONAL DATABASES** **5CR**

Delve into the fundamental concepts, terminologies, methodologies, and system organizations of database management systems. Develop the theoretical foundation of understanding necessary to design, implement, optimize, query, and maintain a database system. Propose, design, and develop a database, using Microsoft Access to reinforce the theoretical concepts.

**CIT 151**  
**MYSQL** **5CR**

Apply your understanding of relational database theory, and gain practical experience designing and implementing data-driven business applications using MySQL in a client-server environment. Learn to administer MySQL, create and maintain data using the database. Query and run scripts using SQL using the database.

**Prerequisite:** CIT 150.

**CIT 153**  
**SQL SERVER** **5CR**

Learn SQL commands, such as how and where to type an SQL query; and how to create, populate, alter, and delete tables; customize SQL server's settings; and learn about SQL server's functions; create joins, a common database mechanism for combining tables; perform query development, the use of views, and other derived structures and simple set operations; and write subqueries, aggregate functions, and correlated subqueries, as well as indexes and constraints that can be added to tables in SQL server.

**Prerequisite:** CIT 150.

**CIT 161**  
**HTML & CSS** **5CR**

Learn basic programming and graphical user interface techniques for developing effective and useful web sites. Utilize HyperText Markup Language (HTML and XHTML) and Cascading Style Sheets (CSS) to present static text and graphic content in an appealing, organized, and informative manner.

**CIT 163**  
**CLIENT-SIDE**  
**WEB PROGRAMMING** **5CR**

Enliven your web pages by adding client-side scripting to your professional skill set. Develop your understanding of the tools necessary to create Dynamic Hypertext Markup Language (DHTML) applications that effectively manipulate and put some life into static web pages.

**Prerequisite:** CIT 161.

**CIT 164**  
**SERVER-SIDE**  
**WEB PROGRAMMING** **5CR**

Activate your web pages by learning how to add server-side scripting to your work. Explore the possibilities of the Common Gateway Interface (CGI) that brings your static web pages to life. By linking your web page to a server-side program that generates web pages on the fly, you can develop dynamic web-based applications that can query databases or do just about anything to respond to user requests.

**Prerequisite:** CIT 163.

**CIT 167**  
**XML & WEB SERVICES** **5CR**

Advance into the future of web programming by discovering how to integrate HTML-accessible web services in processing XML encapsulated data. Find out how to use XML in leveraging applications developed remotely on the world wide web.

**Prerequisite:** CIT 161.

**CIT 180**  
**INTRODUCTION TO**  
**GAME PROGRAMMING** **5CR**

Experience the ultimate challenge of computer gaming: designing and creating your own computer games. Develop an introductory academic understanding of the various aspects of the game development process, while at the same time, applying basic object-oriented programming techniques to create your own tangible first product.

**Prerequisite:** CIT 143.

**CIT 185**  
**INTRODUCTION TO ROBOTICS** **5CR**

Project yourself into the robotic future of computing, wherein programmed automations are able to do more than just process data. Design, build, and program real, functional robots, while applying basic object-oriented programming skills.

**Prerequisite:** CIT 143.

**CIT 205**  
**OBJECT-ORIENTED**  
**ANALYSIS & DESIGN** **5CR**

Explore methodologies and technologies used in analyzing, designing and developing object-oriented software systems intended to solve real-world problems. Build on the Systems Development Life Cycle (SDLC) model initially presented in the CIT 101 course to model and design systems using tools such as CRC cards, and the Unified Modeling Language (or UML, which includes class, use case, and sequence diagrams). Discuss the theoretical and practical aspects of object orientation.

**Prerequisite:** CIT 143.

**CIT 224**  
**C++ .NET** **5CR**

Study the mother tongue of modern object-oriented computer languages to not only develop programming skills in a widely-used commercial programming language, but to also gain an understanding of the origins and use of more current object-oriented technologies, such as Java and C#.

**Prerequisite:** CIT 143.

**CIT 234**  
**C# .NET** **5CR**

Leverage your success in CIT 143 to learn C#, a commercially successful and important object-oriented computer language. Whether you consider it a completely new language or just a derivative of Java, acquiring the ability to program in C# opens the door to developing professional Windows applications on the Microsoft .Net platform. Develop a basic problem-solving tool set for working in this environment comparable to the one you have acquired with Java, and in the process, extend your understanding and ability to apply the fundamental concepts and techniques of Object-Oriented Programming.

**Prerequisite:** CIT 143.

**CIT 245**  
**DATA & LOGIC STRUCTURES** **5CR**

Expand your understanding of object-oriented programming techniques by implementing abstract data types as data structures in solving complex computing problems. Study the fundamental algorithms of computer science while using mathematical principles to analyze the efficiency of their implementation.

**Prerequisite:** CIT 143.

**CIT 248**  
**VISUAL BASIC.NET** **5CR**

Advance your object-oriented design and programming skills into the practical realm of moderately complex professional business applications. Develop forms, procedures, functions, classes using Visual Basic.Net. Work with databases using the same language.

**Prerequisite:** CIT 143.

**CIT 250**  
**USER INTERFACE DESIGN** **5CR**

Covers the concepts involved with programming on the phone – source control, phone emulators, phone apis, and deployment.

**Prerequisite:** CIT 161

**CIT 252**  
**PHONE PROGRAMMING** **5CR**

Covers the concepts involved with programming on the phone – source control, phone emulators, phone apis, and deployment.

**Prerequisite:** CIT 143

**CIT 254**  
**SQL SERVER ADMINISTRATION** **5CR**

Develop a strong understanding of the concepts and skills necessary to perform the duties of a Database Administrator (DBA) in departments and enterprises using medium to large relational databases. Install, configure, manage and tune Microsoft SQL Server to ensure that data is consistently and reliably available throughout an organization. Learn how to manage SQL Server databases, files, and users, and troubleshoot operating and performance problems.

**Prerequisite:** CIT 153.

**CIT 257**  
**ORACLE** **5CR**

Apply your understanding of relational database theory, and gain practical experience designing and implementing data-driven business applications using Oracle in a client-server environment. Throughout the course we will identify and discuss the PL/SQL extensions, but practice the SQL standard.

**Prerequisite:** CIT 150.

**CIT 264**  
**JSP & SERVLETS** **5CR**

Qualify for professional experience in analyzing, designing, and developing active, commercial web applications for the open source Apache web server using Java Server Pages (.JSP) and Java servlets, connecting to open source client-server MySQL relational database management systems. Design and produce a professional e-commerce web application.

**Prerequisite:** CIT 142.

**CIT 265**  
**ASP.NET** **5CR**

Earn professional experience in analyzing, designing, developing active, commercial web applications for the Microsoft web server using Microsoft ASP.Net with C#, connecting to Microsoft relational database management systems.

**Prerequisite:** CIT 142.

**CIT 280**  
**JAVA GAME PROGRAMMING** **5CR**

Exercise and apply your Java programming skills to creating real computer games, learning advanced Java capabilities, and exploring exciting and challenging programming issues. This advanced programming elective is more than just creating a practical computer program, or obtaining a programming job -it is an invitation to consider the possibilities of computer programming as a profession and a life-long pursuit.

**Prerequisite:** CIT 180.

**CIT 282**  
**C# GAME PROGRAMMING** **5CR**

Explore the available tools for developing computer games on Microsoft Windows and Xbox 360 platforms while applying and expanding your C# programming skills. This course is an advanced programming elective that is focused on applying and expanding technical skills, as well as introducing some of the most exciting challenges of computer science.

**Prerequisite:** CIT 180.

**CIT 285**  
**JAVA ROBOTICS**  
**PROGRAMMING LAB** **5CR**

Stretch your Java programming skills to create and program real robots that perform potentially useful functions. By utilizing the leJOS NXJ open source Java virtual machine in this advanced programming elective course, you can open your mind to all kinds of incredibly practical and exciting ways to apply your computer programming skills, and direct your career.

**Prerequisite:** CIT 185.

**CIT 297**  
**SPECIAL TOPICS IN COMPUTER**  
**INFORMATION TECHNOLOGY**  
**(REPEATABLE, VARIABLE 1-5CR)**

Study an advanced or specialized subject in the field of Computer Information Technology (CIT). This course provides an opportunity for in-depth study of an emerging or specialized topic not yet included in this catalog. The offering is a normal college class taught by an instructor, with the usual textbook, written assignments, lab exercises, and examinations. Course topics offered are announced in the quarterly schedule. May be repeated for a maximum of 15 credits of different topics.

**Prerequisite:** Instructor's permission.

**CIT 298**  
**SPECIAL PROJECTS IN COMPUTER**  
**INFORMATION TECHNOLOGY**  
**(REPEATABLE, VARIABLE 1-10CR)**

Pursue Computer Information Technology (CIT) subjects above and beyond regular course offerings, demonstrating your ability to apply knowledge and utilize mastered skills in solving real-world problems on a schedule. This course provides an opportunity for in-depth study of topics of special interest to advanced students through directed readings, independent study, experimental research, or creative exercise. You may propose a special projects course by developing a detailed plan, including course outline, faculty consultation plan, learning objectives, study materials, measurable results, and evaluation standards. This proposal may be arbitrarily accepted or rejected subject to faculty discretion; however, if accepted, the burden of completing the proposed study project within the agreed-upon timeline falls completely upon you, the student. May be repeated for a maximum of 15 credits of different projects.

**Prerequisite:** Instructor's permission.

**CIT 299**  
**PROFESSIONAL WORK EXPERIENCES**  
**IN COMPUTER INFORMATION**  
**TECHNOLOGY** **5CR**

Earn college credit by applying learned technical skills in professional work experiences directly related to your studies in Computer Information Technology. Perform 165 hours of part-time or full-time labor as an intern with a public or private enterprise, as a paid employee or as a volunteer. Study and practice in résumé building, interviewing, and job search skills by actually identifying and then applying for an intern position. Your performance will be jointly evaluated by work site supervisor and CIT faculty.

**Prerequisite:** Instructor's permission.

**COMPUTER**  
**NETWORKING &**  
**INFORMATION**  
**SYSTEMS SECURITY**  
**(CNISS)**

**NSS 101**  
**IT ESSENTIALS I** **5CR**

Introduces students to the knowledge and skills necessary to competently install, build, configure, upgrade, troubleshoot, and repair PC compatible hardware, including troubleshooting basic networks and Internet connectivity. Additionally, this course will cover the latest memory, bus, peripherals, and wireless technologies.

**NSS 105**  
**IT ESSENTIALS II** **4CR**

Introduces students to the knowledge and skills necessary to competently use, install, configure, upgrade, and troubleshoot current operating systems technologies.

**Prerequisites:** NSS 101 or equivalent knowledge and skills.

**NSS 110**  
**NETWORKING**  
**FUNDAMENTALS I** **4CR**

Study components of a local area network, wide area network, peer-to-peer and client-server network environments. Introduces students to UNIX operating systems and to the network technologies it supports. Learn technical components and concepts of network architectures, network protocols, and media used in different network communications. Topics include networking technologies, layers, TCP/IP, networking practices, installation, support, and troubleshooting.

**NSS 115**  
**LAW & ETHICS IN**  
**THE WORKPLACE** **4CR**

Liability and litigation can arise from many situations, including misuse and abuse of computer databases, bulletin boards, e-mail, web pages, electronic funds transfer systems, and proprietary computer programs. Recommended business practices for policies, codes of conduct, and communications are examined.

**NSS 120**  
**MS DESKTOP SUPPORT I** **5CR**

Introduces students to the knowledge, skills, and tasks necessary to troubleshoot basic problems computer users will face while running a desktop operating system.

**NSS 125**  
**MS DESKTOP SUPPORT II** **4CR**

Introduces students to the knowledge, skills, and tasks necessary to troubleshoot basic problems computer users will face related to configuring and maintaining applications running on a desktop operating system.

**Prerequisites:** NSS 120 or equivalent knowledge and skills.

**NSS 130**  
**SERVER FUNDAMENTALS** **4CR**

Understand server installation, configuration, upgrading, maintenance, troubleshooting, and disaster recovery in a vendor neutral environment. Topics include advanced hardware issues, such as RAID, SCSI, multiple CPUs, SANs, server types, system bus architectures, disaster recovery, upgrading, and security concepts.

**NSS 135**  
**IMPLEMENTING**  
**SYSTEM SECURITY** **4CR**

Capstone course of general security concepts, communications security, infrastructure security, basics of cryptography, and organizational security. Includes access, attacks, auditing, vulnerabilities, devices, algorithms protocols, disaster recover, and documentation.

**NSS 140**  
**INTRODUCTION TO**  
**DATA ANALYSIS** **5CR**

Introduces the use of software to perform recovery of deleted or corrupted data. Techniques will be used to demonstrate the use of statistical analysis practices to predict or show trends involving security issues of access, crime, or loss prevention.

**NSS 150**  
**INTERNET BASICS** **4CR**

Learn technical knowledge of Internet, intranet and extranet technologies independent of specific internet-related career roles. Topics include Internet networking technologies, OSI layers, TCP/IP, Internet clients, development, networking and infrastructure, security, and business concepts.

**NSS 155**  
**COMPUTER SECURITY**  
**CONCEPTS** **4CR**

Basic concepts of computer and information systems security and a conceptual model of a total security program comprised of high technology, classical security practices, and common sense. An overview of the CISS program and its utility in today's work environment.

**NSS 160**  
**INTRODUCTION TO LINUX** **5CR**

Introduces the fundamentals of the UNIX operating system, concepts, architecture, and administration. The student will practice these basic concepts and approaches using LINUX.

**NSS 165**  
**CONTINGENCY PLANNING** **4CR**

Course consists of five linked modules, which build on each other. The first module, Situation Assessment, consists of steps for situation assessment; provides situation assessment job aids. The second module, Hazard Analysis, presents methods for conduction of a hazard analysis and developing a risk index; provides job aids for performing these tasks. The third module, Basic Plan Development, addresses procedures for developing the basic plan; provides job aids for developing or revising a basic plan. The fourth module, Finalizing the Plan, presents an opportunity to develop an action plan for completing the contingency plan; provides a job aid for doing so. Module five, Long Range Contingency Planning, provides basic concepts and a recommended process for long-range contingency planning.

**NSS 170**  
**TELECOM SECURITY** **4CR**

Telecommunications systems, including voice, video, and data services. The basic network structures, services, and methods of communication are described, including: commercial carrier, value added carrier, the LATA, LEC, CLEC, and the toll-switching hierarchy. Common telephone services fraud, abuse, and theft are introduced, along with common countermeasures.

**NSS 175****NETWORK FUNDAMENTALS II 4CR**

Introduction to networking fundamentals with a focus on Cisco equipment, including network protocols, switching, routing, security, IPX, mapping, monitoring, and configuration.

**NSS 180****INTERNSHIP I 2CR**

On-the-job practical field experience combining classroom study with related work experience under the supervision of an employer. Includes scheduled seminars.

**NSS 201****ADVANCED LINUX 5CR**

Advanced fundamentals of the Linux operating system, the operating system of the Internet, servers, and desktop computers. This course is a hands-on, practical approach to the advanced abilities and usage of Linux system concepts, architecture, and administration.

**Prerequisites:** Successful completion of NSS 160.

**NSS 211****SERVER ADMINISTRATION 5CR**

Introduces knowledge, skills and tasks necessary to deploy, support, and secure windows server network operating systems in a variety of stand-alone and enterprise network environments. Provides extensive hands-on training for Information Systems Security professionals responsible for managing accounts and resources, maintaining server resources, monitoring server performance, safeguarding data, and securing Windows Server network operating system.

**NSS 250****INTERNSHIP II 2CR**

This course provides practical field experience in a security-related specialty area. Includes a scheduled seminar.

**NSSB 201****OVERVIEW OF HACKING, PHREAKING & CRACKING 5CR**

Introduces the history of hacking, its various forms and some examples of the latest attacks, tools, and techniques employed by today's hackers as well as countermeasures that illustrate how to protect against these devastating maneuvers.

**Prerequisites:** NSS 135.

**NSSB 215****COMPUTER FORENSICS 4CR**

Basic practices and techniques used in computer forensics. This course introduces the chain of custody and determination of the sequence of events when a misuse or crime is suspected. Topics include: evidence collection and analysis, interpretation of clues from mail messages, news posting, and file signatures on hard drives and other computer storage media.

**Prerequisites:** NSS 140.

**NSSB 225****COMMUNICATION BEST PRACTICES 5CR**

Introduces students to common techniques used to commit communications fraud in the work-place. Includes a review of the history of fraud and common practices. Additionally, counter-measures are reviewed on how to protect the corporate network from being exploited by communications fraud.

**NSSB 231****WEB SECURITY 5CR**

Analyze the risks involved and determine what level of security is needed to operate a web site. Topics include how to protect a web setup from intrusion, sabotage, eavesdropping and tampering, and view the website with existing tools and techniques of hackers. Develop a secure website plan to select, secure, configure, and set up firewalls, as well as secure an extended and distributed enterprise network or Virtual Private Network.

**NSSB 238****VIRUS, WORMS & HAZARDOUS SOFTWARE 5CR**

Introduction to viruses, worms, and hazardous software that comprise a data integrity and access issue with today's computer use. Several types of hazardous software will be examined, along with common tools, techniques, and procedures to detect, clean, and prevent spreading.

**NSSB 245****INTRODUCTION TO SCRIPTING 5CR**

Scripting languages are often used for oncoff programming jobs and for prototyping. Scripting is also used in some large generic applications as a flexible way to configure and secure generic software components to fit specialist requirements. Today, a bewildering variety of scripting languages offer a range of powerful features. This class will illustrate some practical applications of scripting and provide an introduction to some of the most widely-used scripting languages.

**NSSC 200****CISCO NETWORKING I 5CR**

The first of four courses in the Cisco Networking Academy curriculum, which teaches networking concepts by applying them to a type of network students may encounter in a home or small office.

**NSSC 201****CISCO NETWORKING II 5CR**

The second of four courses in the Cisco Networking Academy curriculum, which teaches networking concepts by applying them to a type of network students may encounter on the job in a small-to-medium business or ISP.

**Prerequisites:** Successful completion of NSSC 200.

**NSSC 203****CISCO NETWORKING III 5CR**

The third of four courses in the Cisco Networking Academy curriculum, which familiarizes students with the equipment, applications, and protocols installed in enterprise networks, with a focus on switching, routing, IP addressing, WAN technologies, and security.

**Prerequisites:** Successful completion of NSSC 201

**NSSC 205****CISCO NETWORKING IV 5CR**

The last of four courses in the Cisco Networking Academy curriculum, which takes the student through a variety of case studies and role playing exercises, which include gathering requirements, designing basic networks, establishing proof-of-concept, and performing project management.

**Prerequisites:** Successful completion of NSSC 203

**NSSC 207****CISCO LEARNING LAB I 3CR**

Provides opportunities for students to gain the knowledge, skills, and hands-on experience needed to prepare for the Cisco CCENT certification exam.

**Prerequisites:** Concurrently enrolled in NSSC 200 (Cisco Networking I) & NSSC 201 (Cisco Networking II).

**NSSC 210  
CISCO LEARNING LAB II 3CR**

Provides opportunities for students to gain the knowledge, skills, and hands-on experience needed to prepare for the Cisco CCNA certification exam.

**Prerequisites:** Concurrently enrolled in NSSC 203 (Cisco Networking III) & NSSC 205 (Cisco Networking IV).

**NSSD 251  
SECURING NETWORK  
INFRASTRUCTURE 6CR**

Introduces knowledge, skills, and tasks necessary to deploy, support, and secure a Windows network infrastructure. Provides extensive hands-on training for Information Systems Security professionals responsible for implementing, managing, and securing a variety of enterprise networking technologies.

**Prerequisites:** NSS 211 or equivalent knowledge and skills.

**NSSD 254  
ACTIVE DIRECTORY  
CONFIGURATION 6CR**

Introduces knowledge, skills, and tasks necessary to deploy, support, and secure a Windows active directory environment. Provides extensive hands-on training for Information Systems Security professionals responsible for managing accounts and resources and securing a Windows Server Active Directory Network.

**Prerequisites:** NSS 211 or equivalent knowledge and skills.

**NSSD 257  
IMPLEMENTING APPLICATION  
SERVICES 6CR**

Introduces knowledge, skills and tasks necessary to deploy, support and secure a Windows applications infrastructure in a variety of stand-alone and enterprise network environments.

**Prerequisites:** NSS 211 or equivalent knowledge and skills

**NSSD 260  
MAIL SERVER  
ADMINISTRATION 6CR**

Introduces students to the knowledge and skills of installing, configuring and troubleshooting an E-Mail Server Environment. Provides hands-on training for Information Technology (IT) professionals responsible for installing, configuring, upgrading, maintaining, securing, and troubleshooting for E-Mail servers. Helps prepares student for industry certification exams.

**Prerequisites:** NSS 211 or equivalent knowledge and skills

**CONSTRUCTION  
RESIDENTIAL****CONST 105  
MEASUREMENT,  
TOOLS & SAFETY 2CR**

Introduction to residential and light construction applications and trades. Explores and applies safety standards to the use of various hand and power tools associated with the carpentry field.

**CONST 108  
SITE LEVELING, PLANS,  
CODES & MATERIALS 2CR**

Introduction to use and operation of a builder level, including leveling and squaring a building site. Covers building plans, codes and inspections, and construction materials.

**CONST 112  
FOOTING & FOUNDATION 3CR**

Introduction to the methods of construction footing and foundation forms, terminology, and inspections for the typical residential home.

**CONST 116  
FLOOR FRAMING 3CR**

Introduction to the construction procedures and terminology used in framing a residential wood floor.

**CONST 120  
WALL FRAMING,  
SHEETING & CEILINGS 5CR**

Introduction to wall framing construction procedures and terminology, the application of ceiling and/or two-story framing, inspections, sheeting, and aligning.

**CONST 122  
ROOF FRAMING 5CR**

Introduction to roof framing and the use of a framing square, including both truss roof and stick-built residential roofs.

**CONST 126  
ROOFING MATERIALS  
& INSTALLATION 3CR**

Introduction to various roofing materials, including proper installation techniques.

**CONST 130  
STAIRWAY CONSTRUCTION 4CR**

Introduction to basic stair construction, including the application of building codes, stairway arrangements, component, and layout.

**CONST 134  
EXTERIOR FINISH 3CR**

Introduction to the installation of exterior trim, siding, window and door installation, or the equivalent of typical residential homes.

**CONST 138  
INTERIOR FINISH I 3CR**

Introduction to interior wall and ceiling finish, interior doors and hardware, cabinet and counter top installation, interior trim, and finish flooring.

**CONST 142  
INTERIOR FINISH II 3CR**

Continuation of interior wall and ceiling finish, interior doors and hardware, cabinet and counter top installation, interior trim, and finish flooring.

**CONST 146  
DECK CONSTRUCTION 3CR**

Introduction to outside deck construction, including types, code requirements, and safety.

**CONST 150  
CARPENTRY TRADES 1CR**

Introduction to trade regulations, other building trades workers, industry and standards organization, and entering the carpentry trade.

**CORE ALLIED HEALTH****CAH 102  
MEDICAL TERMINOLOGY I 5CR**

Provides students with the basic techniques of medical word building using basic word elements. The class will be organized according to specific body systems and will include key terms and the introduction of anatomical, physiological, and pathological terms.

**CAH 103  
INTRODUCTION TO  
HEALTH PROFESSIONS 5CR**

Provides an overview of Law & Ethics a student should know to help provide competent, compassionate care to patients.

**CAH 105  
COMPUTER APPLICATIONS 5CR**

Provides training in the uses of Microsoft Windows and related programs. Students will use computers to develop touch control and proper keyboarding and 10-key techniques.

## COSMETOLOGY

### COSMO 111 SALON ECOLOGY 3CR

Salon Ecology presents the concepts of microbiology, infection control, first aid, and safety. It is the foundation for safe infection control practices and procedures, including proper disinfecting of tools and work stations, safe handling of chemicals to protect stylist and client, and first aid in case of cuts or minor chemical burns or irritation. Topics include safe handling of tools, proper dispensing of chemicals, and how to prevent the spread of bacteria in a school, clinic, or salon atmosphere.

### COSMO 113 TRICHOLOGY 6CR

Trichology includes concepts of hair theory, hair care and draping, shampooing and scalp massage. Phases of hair growth, proper cleansing of the scalp and hair, recognition of hair and scalp disorders, parasites, and how to refer clients for medical attention are also covered in this course.

**Prerequisite:** Successful completion of COSMO 111.

### COSMO 119 DESIGN DECISIONS 3CR

Design decisions are an important concept in beginning a consultation with your client. Topics include client's body style and proportions, hair type, client's personality, lifestyle, all points to consider when consulting with a client for hair sculpting and design work. Use of design principles of repetition, alternation, progression, and contrast are covered to assist in understanding hair sculpting.

**Prerequisite:** Successful completion of COSMO 113.

### COSMO 126 HAIR DESIGN 9CR

This hair styling course serves as a foundation in the art of dressing and arranging hair to create temporary changes to hair. Hair Design covers wet styling, thermal styling, air forming, and long hair design utilizing form and texture combined with direction and movement to create hairstyles. The practice of infection control and safety practices required by salon standards and state board regulations are also presented.

**Prerequisite:** Successful completion of COSMO 111, COSMO 113, COSMO 119, and COSMO 134.

### COSMO 134 HAIR SCULPTING 13CR

The fundamentals of this class assist the student in sculpting of hair. Concepts covered are safe tool usage (including shears, taper shear, razor, and clippers), areas of the head, and cutting techniques. The four basic forms of haircutting, solid, graduated, increase layer, uniform, and combination, are practiced on mannequins.

**Prerequisite:** Successful completion of COSMO 119.

### COSMO 143 CHEMICAL TEXTURIZING 5CR

This course presents the three main concepts of chemical texturizing: perming, chemical relaxing, and curl reforming. It covers the theory of perming, tool use to achieve desired effect, infection control, safety and first aid, client consultation, and patterns of perming.

**Prerequisite:** Successful completion of COSMO 166 and COSMO 247.

### COSMO 156 HAIR COLORING 6CR

Covers concepts of basic color theory, identifying existing hair color, and changing existing hair color. Students will study the law of color, the color wheel, fields, tone, and levels of hair color. Related topics include coloring techniques, safe and sanitary application of color, infection control, and techniques to achieve desired results of hair coloring.

**Prerequisite:** Successful completion of COSMO 111, COSMO 113, COSMO 119 and COSMO 134.

### COSMO 161 LAB CLINIC I 6CR

Hands-on learning experience in Clover Park Technical College's student clinic. The learner will practice the skills of Design Decisions, Hair Sculpting, and various hair styling techniques on clients. All related safety and sanitation measures will be followed.

**Prerequisite:** Successful completion of COSMO 111, COSMO 114, COSMO 119 and COSMO 134.

### COSMO 166 LAB CLINIC II 7CR

Hands-on learning experience in Clover Park Technical College's student clinic. The learner will continue skills applied in Lab Clinic I in addition to hair color and design skills.

**Prerequisite:** Successful completion of COSMO 161 and COSMO 156.

### COSMO 170 LAB CLINIC III 9CR

Hands-on learning experience in Clover Park Technical College's student clinic. The learner will continue skills applied in Lab Clinic I and II, in addition to advanced design services.

**Prerequisite:** Successful completion of COSMO 166 and COSMO 224.

### COSMO 178 ARTIFICIAL HAIR 2CR

This course introduces different types of artificial hair and their applications and removal techniques. Infection control and safety related to artificial hair services are also covered.

**Prerequisite:** Successful completion of COSMO 161.

### COSMO 179 STUDY OF NAILS 3CR

An introduction to the fundamental principles of manicuring and nail care. Topics include basic nail theory, nail disease and disorder, and anatomy of the hands.

**Prerequisite:** Successful completion of COSMO 166.

### COSMO 186 STUDY OF SKIN 3CR

An introduction to the principles of esthetics. Topics include temporary hair removal, basic skin care, skin diseases and disorders, physiology and histology of the skin, and waxing services.

**Prerequisite:** Successful completion of COSMO 166.

### COSMO 224 ADVANCED HAIR COLORING 10CR

Covers the advanced skills and the many techniques of the chemical and physical process of hair coloring. Safety precautions, sanitation, and first aid will be applied throughout the course.

**Prerequisite:** Successful completion of COSMO 156 and COSMO 161.

### COSMO 228 STATE BOARD PRACTICAL PREPARATION 3CR

Prepares the student to take the Washington State practical skills exam. Topics of safety and sanitation, hair design, hair sculpting, chemical texturizing, hair coloring, skin care, and nail care will be reviewed.

**Prerequisite:** Successful completion of COSMO 170.

### COSMO 230 LAB CLINIC IV 9CR

Hands-on learning experience in Clover Park Technical College's student clinic. The learner will continue skills applied in Lab Clinic 1, 2, and 3, in addition to artificial hair services, advanced hair sculpture and advanced chemical texturizing techniques.

**Prerequisite:** Successful completion of COSMO 170.

### COSMO 235 STATE BOARD WRITTEN TEST REVIEW 4CR

Prepares the student to take the written component of the Washington State skills exam. Industry vocabulary, practices, and procedures will be reviewed in the areas of trichology, salon ecology, hair design, hair sculpting, chemical texturizing and hair coloring, skin, and nail care.

**Prerequisite:** Successful completion of COSMO 228.

### COSMO 242 CLOVER PARK PRACTICAL BOARDS 6CR

Reviews basic, intermediate, and advanced technical skills taught in quarters 1 through 5 in Clover Park Technical College's Cosmetology Program. Students demonstrate skill, proficiency, and knowledge retention prior to completion of the program.

**Prerequisite:** Successful completion of COSMO 235.



**COSMO 247**  
**DESIGN FORUM** 1CR

This course utilizes Pivot Point's Design Forum and additional concepts to present current trends in hair design. Students will learn step-by-step procedures for cutting, coloring, and styling the hair to create specific looks.

**Prerequisite:** Successful completion of COSMO 126, 156, 161.

**COSMO 248**  
**INDUSTRY INTERNSHIP I** 1CR

Provides on-the-job experience for students in the field of cosmetology. This is an optional 33-hour course for students desiring an internship experience or who need additional hours to meet the state licensing requirements.

**Prerequisite:** Successful completion of COSMO 230.

**COSMO 250**  
**INDUSTRY INTERNSHIP II** 2CR

Provides on-the-job experience for students in the field of cosmetology. This is an optional 66-hour course for students desiring an internship experience or who need additional hours to meet the state licensing requirements.

**Prerequisite:** Successful completion of COSMO 230.

**COSMO 252**  
**INDUSTRY INTERNSHIP III** 3CR

Provides on-the-job experience for students in the field of cosmetology. This is an optional 99-hour course for students desiring an internship experience or who need additional hours to meet the state licensing requirements.

**Prerequisite:** Successful completion of COSMO 230.

**COSMO 254**  
**INDUSTRY INTERNSHIP IV** 4CR

Provides on-the-job experience for students in the field of cosmetology. This is an optional 132-hour course for students desiring an internship experience or who need additional hours to meet the state licensing requirements.

**Prerequisite:** Successful completion of COSMO 230.

**COSMO 256**  
**INDUSTRY INTERNSHIP V** 5CR

Provides on-the-job experience for students in the field of cosmetology. This is an optional 160-hour course for students desiring an internship experience or who need additional hours to meet the state licensing requirements.

**Prerequisite:** Successful completion of COSMO 230.

## CULINARY ARTS

**CUL 104**  
**SANITATION IN FOOD SERVICE OPERATIONS** 3CR

Presents the principles of food microbiology, food borne illness and the standards that are enforced by regulatory agencies. Applied measures for the prevention of food borne illness and other microbiological factors are incorporated. National Restaurant Association ServSafe Certification.

**CUL 107**  
**PROFESSIONAL COOKING I** 7CR

Provides the student with a general understanding of the professional kitchen. Topics include kitchen safety, dishwasher procedures, how to handle food in a safe environment, selection and caring of knives, understanding of how a professional kitchen is organized and the rationale, cleaning, and function of kitchen equipment. Students will learn to cut foods in a variety of shapes as well as recognize and use a variety of herbs and spices.

**CUL 109**  
**COOKING METHODS I** 7CR

Introduces students to the experience of preparing and cooking meals for restaurant service. Students will be given assignments and will rotate through restaurant stations throughout the quarter. Students will learn dish washing and basic food preparation, to read and follow standardized recipes, deli operations, and station organization.

**CUL 111**  
**FOOD PREPARATION I** 3CR

Practice and apply the skills of a restaurant cook. Students will learn the importance of organizing and planning their work stations as well as preparing items needed prior to actual cooking. Topics include fruit and vegetable varieties, uses, and preparation.

**CUL 113**  
**INTRODUCTION TO BAKING** 3CR

Introduces culinary students to the fundamentals of baking and to scientific principles. Students will learn different mixing and production methods in producing quick breads, pastries, cakes, pies, soufflés, mousses, and custards.

**CUL 117**  
**PROFESSIONAL COOKING II** 7CR

Covers the procedures and techniques of sauces and stocks. Students will learn how to prepare a variety of classic hot and cold sauces, use thickening agents properly, recognize and classify sauces, and prepare a variety of stocks.

**CUL 119**  
**FOOD PREPARATION II** 3CR

Provides practice in the fundamental techniques related to hot food cooking. Students will perform specific competencies to develop their proficiency in techniques and the science of cooking. Topics that will be covered are pasta, potatoes, and grain cookery.

**CUL 123**  
**COOKING METHODS II** 7CR

Introduces the experience of preparing and cooking meals for restaurant service. Students will be given assignments and will rotate through restaurant stations throughout the quarter. They will be expected to practice a high level of previously learned competencies in knife skills, sanitation, proper handling and storage of product, and working under stringent time guidelines.

**Prerequisite:** CUL109.

**CUL 127**  
**PROFESSIONAL COOKING III** 7CR

Introduces students to basic meat cooking procedures, breakfast cookery, and dairy products. Students will learn the composition of meats, eggs, and dairy products and apply various cooking methods.

**CUL 132**  
**AMERICAN REGIONAL CUISINE** 3CR

Explores the history and styles of food from specific regions: Pacific Northwest, California, Southwest, New England, and Florida. Students will create regionally-inspired dishes with continued emphasis on solid cooking methodologies.

**CUL 135**  
**FOOD PREPARATION III** 3CR

Focuses on beef, chicken, and fish cookery and fabrication. Instruction will center on understanding the structure and composition of meats, being able to identify a variety of fish and shellfish, use of proper storage, and application of various cooking methods.

**CUL 139**  
**COOKING METHODS III** 7CR

Introduces students to the experience of preparing and cooking meals for restaurant service. Students will be given assignments and will rotate through restaurant stations throughout the quarter. Students will be expected to practice a high level of previously learned competencies in knife skills, sanitation, proper handling and storage of product, and working under stringent time guidelines.

**Prerequisite:** CUL123

**CUL 241**  
**ADVANCED RESTAURANT BAKING** 3CR

Teaches individual-style desserts for the student-run restaurant. This course will cover technique in breads, puff pastry, cakes, and tortes, basic decoration, and dessert sauces.

**Prerequisite:** CUL113

**REST 103**  
**FOOD & BEVERAGE**  
**COST CONTROL** **4CR**

Outlines the fundamentals of food costing in relation to menu writing. Students will be responsible for pricing out each item on the menu as well as preparing yield tests and standardizing recipes.

**REST 107**  
**KITCHEN & DINING**  
**MANAGEMENT** **3CR**

Learn how to communicate, lead, and manage different types of people. This entails how to hire and fire, inventory control, writing job descriptions, and creating performance reviews for both front and back of the house.

**Prerequisite:** REST 112

**REST 109**  
**MARKETING/**  
**PUBLIC RELATIONS** **3CR**

Learn how to create a marketing concept for your restaurant. Learn to define your target market and understand the importance of effective marketing in the industry. We will also look at current market trends, consumer behavior, market segmentation, and positioning of your business in the market to get the desired results.

**REST 112**  
**RESTAURANT DINING** **7CR**

Familiarizes the student with all aspects of running a casual-style dining room which is open to the public. Included are opening/closing procedures, table set-up, customer service techniques, leadership, sanitation, and safety procedures.

**REST 115**  
**CATERING PRODUCTION** **3CR**

Emphasis will focus on buffet preparation and presentation. Students will receive hands-on experience creating and executing catering requisitions. Students will explore designing menus for various events, functions, and price limits.

**REST 119**  
**OPERATIONS MANAGEMENT** **4CR**

Explore all aspects of running a successful operation in the hospitality industry. Students will learn how to create a positive work environment, team building, and leadership skills. Students will also learn how to recruit new team members, hiring procedures, how to organize and implement systems and controls, as well as how to handle issues that arise on a daily basis. Students will also explore how to use Excel programs and the benefits of using Excel for restaurants.

**REST 122**  
**FOOD SERVICE NUTRITION** **4CR**

Learn the basics of food service nutrition for culinary professionals. This class will teach students about the biological process that occurs as you eat, what constitutes a healthy diet, and gain an understanding of the structure and functions of food.

**REST 126**  
**FINANCE & ACCOUNTING** **4CR**

Prepares students to understand, interpret, and analyze financial statements, budgeting, cash flow, and cash management. This gives students a chance to become familiar with financial statements prior to entering the work force so they have a working knowledge in this area.

**REST 131**  
**BUSINESS PLAN DEVELOPMENT** **4CR**

Develop a restaurant concept from start to finish, including a hands-on look at how to develop a business plan to present to possible investors. Students will practice decision-making and problem-solving skills through creating and planning their own concept.

**REST 133**  
**BEVERAGE SERVICE**  
**MANAGEMENT** **4CR**

Learn to set up and manage a beverage service operation successfully. Includes the history of bar service, beverage making ingredients and processes, safety, and sanitation in the bar.

**REST 137**  
**HOSPITALITY LAW** **4CR**

Learn about laws affecting the hospitality industry on both a national and state level. This class will look at operating an establishment according to government regulations regarding sales, civil rights, liability, administration issues, and organization.

## DENTAL ASSISTANT

**DAS 101**  
**BIOMEDICAL SCIENCES** **5CR**

Designed to provide the necessary information to accurately identify each of the body's systems, functions, and how they interact with each other. The student will explore the structures of the head and oral cavity, as this is valuable information in a variety of applications in dentistry. The student will furthermore, be able to demonstrate how to prevent disease transmission and the proper handling of infectious and hazardous materials.

**DAS 103**  
**GENERAL STUDIES** **2CR**

Introduces the student to the dental profession, including the knowledge to correctly recognize and identify the various occupations within the dental field, as well as the terminology necessary to complete all other courses.

**DAS 109**  
**DENTAL SCIENCES I** **7CR**

Covers the process of exposing and processing dental radiographs. In addition, the student will explore information which will assist in accurately identifying oral anatomy, oral embryology, histology, and key elements of personal oral hygiene and nutrition.

**DAS 111**  
**DENTAL ASSISTING SKILLS I** **7CR**

Introduces the student to the dental treatment room. This includes the proper names, description, use, and care of dental instruments and equipment used in restorative dental procedures. In addition, the course will cover techniques that will enable them to successfully achieve the goal of proper moisture control to provide better visibility of the operating field and reduce the transmission of infectious diseases. Students will learn to take alginate impressions, pour and trim diagnostic study casts, perform coronal polish and fluoride treatments, and be able to accurately record vital signs, including blood pressure, pulse and respiration. Students will be able to accurately identify dental charting symbols.

**DAS 210**  
**DENTAL SCIENCES II** **5CR**

Explores the general characteristics and uses of dental materials, pharmacology and pain control as they apply to dentistry and cover oral pathology conditions in the oral cavity. This course introduces the student to accommodations for the medically and physically compromised patient in regards to dental treatment and the recognition and management of a medical or dental emergency in the dental office.

**Prerequisite:** Student must successfully complete DAS 103, DAS 101, DAS109, DAS111 prior to continuing in the Dental Assisting Program.

**DAS 212**  
**DENTAL SPECIALTIES** **8CR**

Explores in depth the dental specialties, including endodontics, removable and fixed prosthodontics, oral and maxillofacial surgery, including implants, pediatric dentistry, orthodontics and periodontics. This course introduces the students to the expanded functions of pit and fissure sealants, construction and placement of temporary crowns, retraction cord placement, construction of vital bleach trays and periodontal charting.

**Prerequisite:** Student must successfully complete DAS 103, DAS 101, DAS109, DAS111 prior to continuing in the Dental Assisting Program.

**DAS 214**  
**DENTAL ASSISTING SKILLS II 10CR**

Covers the theory and practice of chairside assisting, including oral evacuation and instrument exchange. Students are introduced to advanced chairside instruments and tray systems, and rubber dam application. During this course, students will be required to complete an employment packet to include a résumé, cover letter, thank you letter, and personal reference list. Students will demonstrate their ability to participate in a professional job interview. This course will cover the assembly and placement of matrix systems. The culminating projects in this course cover the operator preparation for various dental procedures and assisting during restorative procedures.

**Prerequisite:** Student must successfully complete DAS 103, DAS 101, DAS109, DAS111 prior to continuing in the Dental Assisting Program.

**DAS 240**  
**CLINICAL EXPERIENCE I 10CR**

Provides Dental Assistant students with the opportunity to utilize the skills and information acquired in DAS 101 -214. Students will spend the final quarter rotating through two or more private offices and/or dental clinics.

**Prerequisite:** Successful completion of DAS 103, 101, 109, 111, 210, 212, 214, the Infection Control component of the DANB Exam, and completion of the Radiation Health & Safety component.

**DAS 245**  
**CLINICAL EXPERIENCE II 7CR**

Provides Dental Assistant students with the opportunity to utilize the advanced skills and information acquired in DAS 101-214. Students will spend the final quarter, 330 hours, rotating through two or more private offices or dental clinics.

**Prerequisite:** Successful completion of DAS 103, 101, 109, 111, 210, 212, 214, the Infection Control component of the DANB Exam and completion of the Radiation Health & Safety component.

**DENTAL ADMINISTRATIVE SPECIALIST**

**DBOA 104**  
**DENTAL TERMINOLOGY & PROCEDURES 5CR**

Introduces information to correctly recognize and identify various occupations within the dental environment. Terminology necessary to complete all other courses. Information provided to accurately identify the names and numbers of teeth in the primary and permanent dentition.

**DBOA 111**  
**DENTAL CHARTING, SCHEDULING AND RECALL MANAGEMENT 5CR**

Explores dental charting symbols and treatment descriptions. Develop, decipher and present a comprehensive treatment plan. Covers the necessary information to accurately develop a patient recall system, maintain productive and effective patient scheduling.

**Prerequisite or Corequisite:** DBOA 104

**DBOA 118**  
**DENTAL CORRESPONDENCE & EMPLOYMENT SKILLS 9CR**

Introduces the various types of written communication for the dental office. Explores a wide variety of dental office forms and development of simple manual and computerized filing and inventory systems. Covers the information and tools necessary to successfully seek a work based learning experience and employment. Organizational skills are the primary emphasis of this course.

**Prerequisite or Corequisite:** DBOA 104

**DBOA 120**  
**DENTAL INSURANCE 6CR**

Covers the process of accurately processing dental insurance claim forms, making financial arrangements, and collecting on past-due accounts. Students will receive Health Insurance Portability & Accountability Act (HIPAA) training. Provides students with the information to accurately operate an electronic calculator.

**Prerequisite or Corequisite:** DBOA 104

**DBOA 121**  
**FISCAL MANAGEMENT 6CR**

Covers the financial management of a dental office. Students will complete computerized bookkeeping processes and make banking arrangements as they apply to the dental office.

**Prerequisite or Corequisite:** DBOA 104

**DBOA 126**  
**PROFESSIONAL COMMUNICATIONS 4CR**

Designed to introduce students to the professional phone skills that are necessary in the dental environment. Covers the different types of interpersonal communication used in the dental profession, explores different problem-solving techniques, and teaches students about team and personal strategies for providing exceptional patient care. Introduces various types of organizational conflicts, barriers to communication, and appropriate resolution styles.

**DBOA 128**  
**DENTAL LAW & ETHICS 5CR**

Designed to familiarize students with the state and federal laws as they apply to dentistry. Students will become acquainted with OSHA guidelines for infection control and risk management for the dental office. This course includes activities and discussions related to cultural diversity.

**Prerequisite or Corequisite:** DBOA 104

**DBOA 132**  
**CLINICAL PRACTICE 6CR**

Provides the Dental Administrative Specialist student the opportunity to utilize the skills and information acquired in the previous courses and to participate in all aspects of training in the dental business office. Emphasis is placed on performance of duties and utilization of skills to the satisfaction of the Work Station Supervisor who will complete the student evaluation at the end of the 330 hours of work-based experience.

**Prerequisite:** Completion of DBOA 104, 111, 118, 120, 121, 126, 128, ACTG: 110, & 141, and elective computer skills courses.

**EARLY CARE & EDUCATION**

**ECE 102**  
**INTRODUCTION TO APPRENTICESHIP 1CR**

Introduces beginning apprentices to apprenticeship training, state requirements, apprentice responsibilities, and professional and ethical conduct in the workplace.

**ECE 120**  
**INTERPERSONAL SKILLS FOR THE ECE PROFESSIONAL 2CR**

Covers human relations roles and workplace skills. Information on balancing individual technical skills with human relations and competencies will be discussed.

**ECE 125**  
**JUST FOR THE FUN OF IT: PRESCHOOL 1CR**

Students will explore the use and development of age-appropriate curriculum, creative ideas, projects, and activities that will make planning for the individual child and group fun and exciting! A fun hands-on class that will inspire you and enrich the lives of children in your program. \*\*\*Meets STARS continuing education requirements.

**ECE 126**  
**NATURE & OUTDOOR 2CR**

Gain skills and knowledge on the components of an outdoor classroom. Ways to incorporate creativity while supporting children as they explore nature in the environment will be included, as well as sustainable practices for young children.

**ECE 132**  
**RAISING AN EMOTIONALLY INTELLIGENT CHILD** 1CR

This course will focus on teaching parents, teachers, and providers how to use emotion coaching techniques that foster emotional intelligence in children.

**ECE 133**  
**EMOTIONALLY INTELLIGENT PARENTING** 1CR

Examine the developmental needs across all domains from conception through infancy. Explore parenting/caregiving skills, how they are formed from prior experiences, and how they are affected by a deeper understanding of the child and oneself.

**ECE 134**  
**ISSUES & TRENDS GREEN** 2CR

Research current issues and trends in the ECE field in relation to sustainable “green” practices. Student will explore how to implement researched practices. Student will explore how to implement researched practices in their current work with children, families and peers.

**ECE 135**  
**SCHOOL AGE MATH, SCIENCE, & TECHNOLOGY** 3CR

Explore the different aspects of the School Age curriculum in Science, Math, and Technology.

**ECE 136**  
**RAISING A PHYSICALLY & NUTRITIONALLY INTELLIGENT CHILD** 1CR

Explore different aspects of health and nutrition in young children.

**ECE 141**  
**ECE CURRICULUM: MATH** 2CR

Explore the different aspects of early childhood curriculum in mathematics.

**ECE 142**  
**ECE CURRICULUM: SCIENCE & TECHNOLOGY** 2CR

Explore the different aspects of early childhood curriculum in science and technology.

**ECE 143**  
**JUST FOR THE GREEN OF IT** 1CR

Student will explore the use of developing sustainable “green” curriculum ideas that are age appropriate, creative projects and activities to use in your work with young children. They will make planning for the individual child and group fun and exciting! A fun hands on class that will inspire you and enrich the lives of children in your program.

**ECE 149**  
**ECE CURRICULUM: HEALTH, SAFETY, NUTRITION & COOKING LAB** 4CR

Explore the different aspects of early childhood curriculum in health, safety and nutrition as well as cooking with young children!

**ECE 150**  
**CHILD DEVELOPMENT 3-12 YEARS** 3CR

Covers development levels in children three to twelve years of age. Topics include diversity and the importance of play.

**ECE 156**  
**FROM SEED TO TABLE: GARDENING WITH CHILDREN** 2CR

Discover how important connecting with nature and caring for living plants can be for children. Students will learn techniques to create plantings and cooking items grown to serve at the snack table.

**ECE 157**  
**JUST RECYCLE IT!** 1CR

Student will explore the use of developing sustainable “green” curriculum ideas that utilize recyclable materials to make creative projects and activities to use in your work with young children.

**ECE 175**  
**CURRICULUM & ENVIRONMENT FOR INFANTS/TODDLERS** 2CR

Focuses on curriculum and environment suitable for the development of infants and toddlers.

**ECE 190**  
**PRACTICUM 4: GREEN** 3CR

Provides the student with the opportunity for practical field experience with a sustainable practices or “green” specialization. Includes a seminar component.

**ECE 194**  
**PRACTICUM 4: THE EMOTIONALLY INTELLIGENT CHILD** 3CR

Provides the student with the opportunity for practical field experience with an “emotional intelligence” specialization. Includes a seminar component.

**ECE 198**  
**PRACTICUM 4: WORKING WITH FAMILIES** 3CR

Provides the student with the opportunity for practical field experience with a “working with families” specialization. Includes a seminar component.

**ECE 230**  
**INCLUSION IN ECE** 3CR

Introduction to including children with special needs in the ECE field.

**ECE 235**  
**CREATING A QUALITY ENVIRONMENT FOR CHILDREN** 3CR

Designed to assist in creating an enriching environment for infants, toddlers, preschool, and school-aged children. There will be a strong emphasis on the psychological effects of environment, and using an innovative, creative approach to designing indoor and outdoor spaces for children.

**ECE 240**  
**LITERACY IN EARLY CHILDHOOD EDUCATION** 4CR

Exploration of emergent literacy and curriculum development within the context of developmentally-appropriate practice to include children’s picture books, language development, writing, and reading.

**ECE 245**  
**DIVERSITY AWARENESS & CURRICULUM DEVELOPMENT** 3CR

Exploring our own cultural awareness supports our work with diverse populations and is paramount to planning for and interacting with young children and their families. In this course, you will explore the various aspects of bias to develop strategies and an anti-bias approach within the Early Childhood Curriculum.

**ECE 268**  
**INCLUSION IN ECE** 2CR

Introduction to including children with special needs in the ECE field.

**ECE 275**  
**CURRICULUM & ENVIRONMENT FOR INFANTS/TODDLERS** 2CR

Focuses on curriculum and environment suitable for the development of infants and toddlers.

**ECE 290**  
**PORTFOLIO ADVENTURE** 2CR

Provides the student with the opportunity to compile their Early Care and Education degree portfolio. The portfolio adventure is an opportunity for the student to establish self marketing goals in the field as well as produce an end product which reflects the student’s best practice, passion, and experience to date in the program and field. Students will receive instructor guidance and feedback as well as participate in the ECE Portfolio Review process prior to graduation.

**ECS 102**  
**BASIC CHILD CARE TRAINING (S.T.A.R.S.)** 2CR

Covers the elements and criteria to satisfy the required 20-hour basic training for child care providers required by S.T.A.R.S (State Training and Registry System). Curriculum is based on the STARS core competencies.

**ECS 106**  
**OVERVIEW OF EARLY CHILDHOOD EDUCATION I** 3CR  
 Introduction to the Early Childhood Education field. Will include all areas of development: physical, intellectual, and social/emotional. Planning, curriculum development, and application to the children will also be covered.

**ECS 107**  
**OVERVIEW OF EARLY CHILDHOOD EDUCATION II** 3CR  
 Introduction to the Early Childhood Education field. Will include all areas of development: physical, intellectual and social/emotional. Planning, curriculum development, and application to the children will also be covered.

**ECS 110**  
**COMPUTER ESSENTIALS FOR THE ECE PROFESSIONAL** 4CR  
 Covers the essential computer tools and techniques necessary for the ECE professional. Designing forms, parent newsletters, flyers, brochures, and other materials needed for the smooth running of the child care center.

**ECS 111\***  
**INTRODUCTION TO THE EARLY CHILDHOOD PROFESSION** 2CR  
 Examines the personal characteristics, responsibilities, and rewards for individuals working with young children.

**ECS 112\***  
**WAYS TO STUDY HOW CHILDREN GROW/LEARN** 2CR  
 Covers introductory research and theory, sequential stages of growth and development for children from birth to five years of age, and planning individual and developmentally appropriate curriculum.

**ECS 113\***  
**SAFE, HEALTHY ENVIRONMENT** 2CR  
 Covers ways to provide a safe environment that promotes good health and nutrition practices. Students will use space and materials as resources for constructing an interesting and enjoyable environment that encourages play and exploration.

**ECS 114**  
**SOCIAL/EMOTIONAL DEVELOPMENT** 2CR  
 Topics will include how to help children know, accept, and take pride in themselves.

**ECS 115\***  
**PHYSICAL, INTELLECTUAL COMPETENCE** 2CR  
 Covers equipment, activities, and opportunities to promote the physical development of children. Activities and opportunities will be presented that encourage curiosity, exploration, and problem-solving appropriate to the developmental levels and learning styles of children.

**ECS 116\***  
**FAMILY RELATIONSHIPS** 2CR  
 Covers knowledge and skills needed to establish positive and productive relationships with families. Ideas to help support each child's relationship with her or his family and ways to encourage family involvement.

**ECS 117\***  
**EARLY CHILDHOOD PROFESSIONAL** 2CR  
 Covers knowledge and skills needed to manage resources to ensure an effective early childhood program. Regulatory, legislative, and workforce issues and how they affect the welfare of young children will be covered.

**ECS 146**  
**CHILD DEVELOPMENT INFANT/TODDLER** 2CR  
 Covers development levels in children birth to three years of age. Topics include diversity and the importance of play.

**ECS 156**  
**ECE CURRICULUM HEALTH/NUTRITION** 3CR  
 Explore the different aspects of the early childhood curriculum in health and nutrition.

**ECS 160**  
**CREATIVE ART CURRICULUM FOR CHILDREN MUSIC, MOVEMENT & CREATIVITY** 5CR  
 Explore the different aspects of the early childhood curriculum in creative art, music, movement, and creativity.

**ECS 181**  
**ECE PRACTICUM I** 5CR  
 Provides the student with practical field experience. Students will work at community child care centers or the campus Hayes Child Development Center, allowing them to apply classroom study to the on-the-job situations. Includes a scheduled seminar.

**ECS 182**  
**ECE PRACTICUM II** 5CR  
 Provides the student with practical field experience. Students will work at community Child Care Centers or the campus Hayes Child Development Center, allowing them to apply classroom study to the on-the-job situations. Includes a scheduled seminar.

**ECS 183**  
**ECE PRACTICUM III** 5CR  
 Provides the student with practical field experience. Students will work at community child care centers or the campus Hayes Child Development Center, allowing them to apply classroom study to the on-the-job situations. Includes a scheduled seminar.

**ECS 202**  
**PRESCHOOL ACTIVITIES** 2CR  
 Covers developmentally-appropriate activities for preschoolers. This is a hands-on class that will provide a chance for making and sharing samples.

**ECS 206**  
**SIGNING WITH INFANTS & TODDLERS** 2CR  
 Signing for basic communication with infants and toddlers with an emphasis on working with children who exhibit language delays.

**ECS 217**  
**ECE PRACTICUM IV INFANTS/TODDLERS** 3CR  
 Provides the student with the opportunity for practical field experience with specialization in infants and toddlers.

**ECS 220**  
**CURRICULUM FOR SCHOOL AGE** 2CR  
 Focuses on curriculum suitable for the development of school-age children.

**ECS 225**  
**SCHOOL AGE ENVIRONMENT** 2CR  
 Focuses on the environment suitable for the development of school-age children.

**ECS 230**  
**ECE PRACTICUM IV SCHOOL AGE** 3CR  
 Provides the student with the opportunity for practical field experience with school age specialization.

**ECS 235**  
**ISSUES & TRENDS** 2CR  
 Research that covers some of the current issues and trends in the ECE field.

**ECS 260**  
**CURRICULUM FOR FAMILY CHILD CARE** 2CR  
 A focus on developmentally-appropriate curriculum for children in family child care settings with multiple ages.

**ECS 264**  
**PARTNERSHIPS WITH FAMILIES** 3CR  
 Develop effective staff-parent involvement through exploration of various methods of communication and program activities.

**ECS 266**  
**LEADERSHIP IN EARLY CHILDHOOD EDUCATION** 4CR  
 Designed for leaders in the early childhood field. Essential skills for effective leadership will be covered: creating a shared vision, team building, managing change, personal development, communication, conflict management, staff development, and empowerment strategies.

**ECS 270**  
**INTRODUCTION TO EARLY CHILDHOOD MANAGEMENT 3CR**

Covers the historical development of child care, responsibilities of child care staff positions, administrative policies, and organizational structures in the business.

**ECS 277**  
**PROFESSIONALISM & ETHICS 2CR**

Examines NAEYC's Code of Ethical Conduct. Includes determining an Early Childhood professional's responsibilities to children, families, colleagues, and the community, utilizing frameworks for ethical decision-making and exploration of personal and professional growth.

**ECS 279**  
**OBSERVATION & APPLICATIONS IN ECE 3CR**

Cover different systematic observation techniques, developmental milestones. Discover how to plan appropriate activities for children and how to establish appropriate expectations for guiding children's behavior and learning.

**ECS 284**  
**GUIDING YOUNG CHILDREN 3CR**

Presents factors, which influence behaviors and relationships. Included will be guidance techniques and emotional-social development of young children birth through school age.

**ECS 286**  
**PRACTICUM IV LEADERSHIP 3CR**

Provides the student with the opportunity for a practical field experience with a leadership specialization. Includes a seminar component and observations. There is a focus on emotional intelligence and conducting meetings.

**ECS 287**  
**PRACTICUM IV PRESCHOOL 3CR**

Provides the student with the opportunity for a practical field experience with a preschool specialization. Includes a seminar component and observations.

**ECS 288**  
**PRACTICUM IV FAMILY CHILDCARE PROFESSIONAL 3CR**

Provides the student with the opportunity for a practical field experience with a Family Childcare specialization. Includes a seminar component and observations.

**ECS 290**  
**MENTORING IN E.C.E 1CR**

Learn fundamental skills needed for early childhood mentors who practice as trainers and coaches. Covers concepts of adult learning, communication, observation, feedback, and conflict resolution. Also offered online.

**ECS 292**  
**THEORIES OF CHILD DEVELOPMENT 3CR**

Exploration of child development theories and their application to the education of young children.

**ECS 295**  
**DEVELOPMENTALLY APPROPRIATE PRACTICES SPECIAL NEEDS 2CR**

Designed for caregivers of children with special needs. Specific techniques for working with these children and how their cognitive, physical, social, and emotional development are affected. Impact on the family and attempts at regular classroom inclusion will also be covered.

**ECS 297**  
**PRACTICUM IV SPECIAL NEEDS 3CR**

Provides the student with the opportunity for a practical field experience with specialization in special needs. Includes a seminar component.

**PARA 105**  
**INTRODUCTION TO EDUCATION 5CR**

Explores teaching as a profession as well as the history and philosophy of education. Includes classroom procedures, reports and research.

**PARA 124**  
**INTRODUCTION TO EXCEPTIONAL CHILDREN**

Focuses on human development risk factors and early intervention. Includes cultural perspectives and family dynamics. Covers specific disability information.

**PARA 133**  
**AUGMENTED & ALTERNATIVE COMMUNICATION 4CR**

Assist special needs learners with various educational software programs designed to improve basic skills. Discusses best practices in CAI.

**PARA 140**  
**STRATEGIES FOR TEACHING READING 4CR**

Techniques to aid the special needs child's reading comprehension and the gifted child's ability to elevate to a higher level of comprehension. Covers general principles for teaching reading.

**PARA 201**  
**CORE COMPETENCIES PORTFOLIO 5CR**

Students prepare portfolios documenting completion for the 14 Washington State Core Competencies required for para-educators working with special needs children.

## ECONOMICS

**ECON 101**  
**PRINCIPLES OF ECONOMICS 5CR**

An overview of both micro and macroeconomics. Topics include organization and operation of the U.S. economy including unemployment, inflation, and GDP issues; fiscal and monetary policies; supply and demand; market structures; determination of prices in a market economy; and income distribution.

**Prerequisites:** Appropriate COMPASS/SLEP placement score or successful completion of MAT 99.

**ECON& 201**  
**MICROECONOMICS 5CR**

Study of scarcity; the allocation of resources; supply and demand; production; market structures; determination of output and prices with emphasis on a market economy; labor and capital markets; role of government in a market economy; comparative advantage; international trade; and distribution of income.

**Prerequisites:** Appropriate COMPASS/SLEP placement score or successful completion of MAT 99.

**ECON& 202**  
**MACROECONOMICS 5CR**

Study of the organization and operation of the U.S. economy including unemployment, inflation and GDP issues; the business cycle and long run growth; national income accounting; aggregate supply and aggregate demand; government spending, taxation, and budget deficit/surplus; fiscal policy; the monetary system, the Federal Reserve Banking System; monetary policy; interest rates; and international trade.

**Prerequisites:** Appropriate COMPASS/SLEP placement score or successful completion of MAT 99.

## ELECTRICIAN LOW VOLTAGE FIRE/ SECURITY

**EFS 105**  
**AC/DC ELECTRICITY; BASIC THEORY, FRACTIONS, & OHMS LAW 7CR**

Introduces basic theory of electricity, electrical measurements of circuits, fractions, ohm's law, decimals, and decimal fractions. Formulas in electrical work, positive and negative numbers, exponents, powers of ten, and solving ohm's law formulas.

**EFS 106**  
**AC/DC ELECTRICITY:  
 SERIES PARALLEL  
 & COMBINATION CIRCUITS** 7CR  
 Introduces the student to voltage, current, and resistance in a series circuit, total values, and control of current in a series circuit. Introduction to parallel circuits, current and resistance, and voltage in a parallel circuit.  
**Prerequisites:** EFS 105, or Instructor's permission.

**EFS 107**  
**AC/DC ELECTRICITY:  
 ELECTRICAL & POWER  
 APPLICATIONS** 7CR  
 Introduces electric power in electric circuits, solving the power formula for current and voltage. Algebra for complex electric circuits. Resistance of wire of different sizes and length, sizing wire for a given load. Instantaneous values, maximum values and phase angles of an AC sine wave.  
**Prerequisites:** EFS 106, or Instructor's permission.

**EFS 108**  
**NATIONAL ELECTRICAL  
 PRINT READING** 7CR  
 Introduces the student to practical print reading as it applies to the National Electrical Code.  
**Prerequisites:** EFS 105, EFS 106, and EFS 107, or Instructor's permission.

**EFS 109**  
**NATIONAL ALARM INSTALLER  
 TRAINING PROGRAM** 7CR  
 Introduces the student to basic alarm by completing the comprehensive lessons, viewing video, and completing lesson tests. With final test, the student will have a thorough exposure to alarm systems.  
**Prerequisites:** EFS 105, EFS 106, and EFS 107, or Instructor's permission.

**EFS 110**  
**CCTV APPLICATION & DESIGN** 7CR  
 Introduces the student to basic of CCTV systems design and applications. Through individual lessons, the student will be exposed to the basics of CCTV systems design, and applications.  
**Prerequisites:** EFS 105, EFS 106, and EFS 107, or Instructor's permission.

**EFS 118**  
**NATIONAL ELECTRICAL CODES** 6CR  
 Introduces National Electrical Codes. Through individual tests, the student will be able to research applicable electrical codes.  
**Prerequisites:** EFS 108, EFS 109, and EFS 110, or Instructor's permission.

**EFS 119**  
**NATIONAL FIRE CODES** 6CR  
 Introduces the National Fire Codes. Through individual tests, the student will be able to research applicable fire codes.  
**Prerequisites:** EFS 108, EFS 109, and EFS 110, or Instructor's permission.

**EFS 121**  
**CCTV FIELD SERVICE  
 & INSTALLATION** 7CR  
 Introduces basic systems service and installation of CCTV systems. Through individual lessons, the student will be exposed to the basics of CCTV field service and installation.  
**Prerequisites:** EFS 108, EFS 109, and EFS 110, or Instructor's permission.

**EFS 124**  
**WASHINGTON  
 ADMINISTRATIVE CODES** 2CR  
 Introduces the student to the Washington Administrative Codes pertaining to industrial safety and the administrative code pertaining to electrical installations in the state of Washington.  
**Prerequisites:** EFS 108, EFS 109, and EFS 110, or Instructor's permission.

**EFS 207**  
**ADDRESSABLE FIRE  
 SLC SYSTEMS/DESIGN** 7CR  
 Introduces Addressable and Intelligent Fire Alarm Systems using SLC Circuits (Signaling Line Circuits). Includes comprehensive lessons, lecture, and hands-on practical application and design.  
**Prerequisites:** Successful completion of the 78-Credit Hour Electrician Low Voltage Fire/Security Certificate Program, or Instructor's permission.

**EFS 211**  
**BIOMETRICS ACCESS** 7CR  
 Introduces Biometrics Access Control. Various biometrics systems are explored, as well as computer programmed access control systems. Includes comprehensive lessons, lecture, as well as hands-on practical application, installation, and design.  
**Prerequisites:** EFS 207 or Instructor's permission.

**EFS 216**  
**ADVANCED VOICE EVACUATION  
 FIREALARM SYSTEMS** 7CR  
 Introduces Advanced Voice Evacuation Fire Alarm Systems as used in high rise applications. Includes comprehensive lessons, lecture, and hands-on practical application, installation, and design.  
**Prerequisites:** EFS-211 or Instructor's permission.

**EFS 221**  
**FIRE CODES, NICET, NFPA** 7CR  
 Introduces Fire Codes, AHJ (Authority Having Jurisdiction), NICET (National Institute for Certification of Engineering Technologies), and NFPA (National Fire Protection Association). Includes comprehensive lessons, lecture, as well as hands-on practical application, installation, and design.  
**Prerequisites:** EFS-216 or Instructor's permission.

**EFS 226**  
**HIGH SECURITY  
 STRUCTURED CABLING** 7CR  
 Introduces High Security Structured Cabling in residential and commercial applications. Explores cabling as a total package. Includes most applications of security and low voltage needs. Includes comprehensive lessons, lecture, as well as hands-on practical application, installation, and design.  
**Prerequisites:** EFS-221 or Instructor's permission.

**EFS 231**  
**CCTV DIGITAL NETWORK  
 SOLUTIONS** 7CR  
 Introduces CCTV (Closed Circuit Television) Digital Network Solutions. Explores applications that require the camera to be recorded and viewed digitally and or remotely via various networks. Includes comprehensive lessons, lecture, as well as hands-on practical application, installation, and design.  
**Prerequisites:** EFS-226 or Instructor's permission.

## ENGLISH

**CMST& 220**  
**PUBLIC SPEAKING** 5CR  
**AN OPEN COURSE LIBRARY CLASS;**  
 inexpensive course materials. Assists students in developing real world oral communication skills. Capture the dynamics of today's business realities and see the benefits of effective communication. Selection of topics, library research, analysis, oral style, use of visual aids, and preparation and delivery of various types of speeches and oral presentations are included. The Internet, e-mail, community interaction, and other practical tools support students learning and increase their public speaking skills.  
**Prerequisite:** Appropriate COMPASS/SLEP placement score or successful completion of ENG 094.

**ENG 079**  
**BASIC READING & WRITING  
 PREPARATION** 5CR  
 Designed for students who have a high school diploma or GED and place below English 082 on the COMPASS placement test. Remedial instruction is provided in writing and reading skills necessary for pre college English courses. Content includes basic grammatical and mechanical concepts as they apply to writing clear and concise sentences, vocabulary building, study skills and skill building necessary to succeed in pre college level reading and writing courses.

**ENG 082**  
**BASIC READING & WRITING 5CR**

Introduces and develops basic reading and writing skills. Focus in on writing proper sentences and sound paragraphs which express a main idea clearly and fully with a minimum of errors in sentence structure, punctuation and spelling. Coursework emphasizes writing from observation as well as writing in response to reading. Helps refine reading comprehension and increase vocabulary for college level reading requirements.

**Prerequisite:** Appropriate COMPASS/SLEP placement score.

**ENG 094**  
**ADVANCED READING & WRITING 5CR**

Enhances writing ability with emphasis on organization, unity, coherence, and adequate development of short essays. Introduction to various types of paragraphs and essays and review of the rules and convention of standard written English. Both paper and electronic communication tools will be used.

**Prerequisite:** Appropriate COMPASS/SLEP placement score or successful completion of ENG 082.

**ENG 102**  
**COMPOSITION: ARGUMENTATION & RESEARCH 5CR**

Continues to develop writing skills practiced in English 101 with an emphasis on writing the research paper and writing analytical essays about literature. Through lecture, discussion, research, reading and writing, become familiar with the literary genres of prose, poetry and drama.

**Prerequisite:** Successful completion of ENGL& 101.

**ENG 104**  
**BUSINESS WRITING 5CR**

Review structure, content, & usage as applied to Business correspondence. Emphasis will be placed on writing clear, effective written communication, including memoranda, email, letters, resumes, & feasibility reports. Compile a portfolio. Researching & documenting data using electronic databases & the Internet will be required.

**Prerequisite:** Appropriate COMPASS/SLEP placement score or successful completion of ENG 094.

**ENGL& 101**  
**ENGLISH COMPOSITION I 5CR**

Introduction to expository writing where emphasis is placed upon unified, coherent essays. Learn to generate essays that support a thesis and to use the rhetorical modes of development (narration, description, comparison/contrast, cause and effect, persuasion) appropriately. Recognize writing as a process and use secondary MLA/ APA documentation styles to support critical thinking and writing.

**Prerequisite:** COMPASS Score of Writing 77 AND Reading 86. Placement score or successful completion of ENG 094. (revised 11/30/09)

**ENGL& 235**  
**TECHNICAL WRITING 5CR**

Focuses upon technical writing skills and projects for industry and professions. Strong emphasis will be placed on principles of good writing and research techniques. Students will use appropriate technology and research to prepare letters, resumes, reports, proposals, newsletters, specifications, and other writing tasks typically required in a technical work setting. Discovery and knowledge of workplace ethics and guidelines as it pertains to writing will be researched, discussed, and used to enhance research. Use of technology including, but not limited to, computers, printers, and scanners will be required.

**Prerequisite:** Successful completion of ENGL& 101.

**ENGLISH AS A SECOND LANGUAGE****ESL 001**  
**ESL EDUCATIONAL INTERVIEW**

Orients new students to the Basic Skills Programs and resources available at the college. Develop educational and persona goals develop self-awareness and learning strategies and identify ways that will help with success in the Basic Skills Program.

**Prerequisite:** Required of all new students.

**ESL 010**  
**ESL I LITERACY**

Designed for those with little to no knowledge of the English language. Learn English skills for basic survival needs. BASIC reading, writing, speaking and listening skills will be covered.

**Prerequisite:** Students must receive a score of <180 on the CASAS placement test.

**ESL 012**  
**ESL II BEGINNING**

Designed for those with very basic knowledge of the English language. In ESL II, Learn English skills for basic everyday activities in the community. Begin to develop reading, writing, speaking and listening skills necessary to participate in family, community, and employment related activities.

**Prerequisite:** Students must successfully complete ESL I or receive a score of 181-200 on the CASAS placement test.

**ESL 013**  
**ESL III LOW INTERMEDIATE**

Designed for those with an intermediate level of English language skills. In ESL III real-life materials on familiar subjects related to family, citizen/community or worker roles are studied. The course focuses on more complex reading, writing, speaking, listening skills and application of these skills to a variety of life situations.

**Prerequisite:** Students must successfully complete ESL II or receive a score of 201-210 on the CASAS placement test.

**ESL 014**  
**ESL IV HIGH INTERMEDIATE**

Designed for those with a high intermediate level of English language skills. In ESL IV, learn to listen actively and participate in conversations about everyday activities and subjects. Continue to read more complex material including descriptions and narratives. Begin to convey ideas through writing and learn to edit their own work.

**Prerequisite:** Students must successfully complete ESL III or receive a score of 211-220 on the CASAS placement test.

**ESL 015**  
**ESL V LOW ADVANCED**

Designed for those with an advanced level of English language skills. In ESL V, learn to actively participate in conversations related to everyday activities, work and social situations. Practice reading and interpreting real-life materials including charts, graphs and tables. Learn to convey complex ideas in writing and complete lengthy forms and applications. Work on critical thinking skills such as separating fact from opinion, drawing conclusions and predicting outcomes.

**Prerequisite:** Students must successfully complete ESL IV or receive a score of 221-235 on the CASAS placement test.

**ESL 016**  
**ESL VI HIGH ADVANCED**

Designed for those high advanced levels of English language skills. In ESL VI, learn to participate independently in complex conversations and organize and relay information effectively. Learn to monitor comprehension when reading difficult materials and write using complex grammatical structures.

**Prerequisite:** Students must successfully complete ESL V or receive a score of 236 or higher on the CASAS placement.

**ESL 017**  
**ESL COMMUNICATION CIVICS LEVELS III-IV**

Develop oral and written language skills through classroom activities related to employment, health, family, education, community and civic activities. Fosters becoming a more active member of the local community.

**Prerequisite:** Students must score between 201 and 220 on the CASAS placement test and be registered in ESL II, or III

**ESL 018**  
**ESL COMMUNICATION LEVELS V-VI**

Develop oral and written language skills through classroom activities related to employment, health, family, education, community and civic activities. Fosters becoming a more active member of the local community.

**Prerequisite:** Students must receive a minimum score of 221 on the CASAS placement test or complete ESL III, and registered in ESL IV, V or VI.



**ESL 019**  
**FOCUS ON FLUENCY I**

Focuses on conversation and strengthening English language and skills.

**Prerequisite:** Students must receive a score of 201-220 on CASAS placement test and be currently enrolled in levels 3-4.

**ESL 020**  
**FOCUS ON FLUENCY 2**

focuses on conversation and strengthening English language and skills.

**Prerequisite:** Students must receive a score of 221+ on CASAS placement test and be currently enrolled in levels 5-6.

**ESL 021**  
**ESL WRITING IMPROVEMENT**

Improvement personal writing skills while learning to use MS Word to create and edit written work. Students practice keyboarding skills and learn to use the basic editing features of MS Word to facilitate their written communications. Students plan, write and edit various types of documents including personal and business letters. Students develop descriptive and opinion paragraphs.

**Prerequisites:** CASAS range of 211-220 or instructor permission.

**ESL 022**  
**ESL TRANSITIONS**

Students practice reading and interpreting real life materials, work on critical thinking skills and convey complex ideas in writing in preparation for transitioning to higher level academic classes and/or employment or career advancement.

**Prerequisites:** CASAS range of 211-220 or instructor permission.

**ESL 031**  
**ESL FOR HEALTH CAREERS**

Designed for English language learners who want to increase language fluency and vocabulary related to the health care professions. This is a recommended course prior to enrolling in a medical IBEST program.

**Prerequisites:** CASAS range of 211-220 or instructor permission. Should be interested in a health career.

**ENVIRONMENTAL  
SCIENCES &  
TECHNOLOGY****ENV 109**  
**INTRODUCTION TO ECOLOGY 4CR**

Covers the basic topics of Ecology, including population biology, plant and animal species characterization, and habitat restoration.

**ENV 134**  
**HAZARDOUS WASTE SITE  
OPERATIONS 7CR**

Training provided in accordance with 29 CFR 1910.120 HAZWOPER Standard and WAC 296-843-20010. Training includes theory and application of incident management/command structures, response operation, toxicology, and planning, in addition to statutory requirements.

**ENV 141**  
**ORIENTATION TO  
ENVIRONMENTAL SCIENCE 4CR**

Survey the wide range of duties and career choices available to the environmental technician.

**ENV 152**  
**MAPPING & SURVEYING 2CR**

Provides students with a wide variety of mapping skills necessary for many phases of environmentally-related investigations. This will be accomplished utilizing guided hands-on training with a wide variety of map resources and texts.

**ENV 153**  
**ENVIRONMENTAL  
SAMPLING METHODS 2CR**

Basic principles of environmental sampling of both water and soil will be covered. Students will practice sampling techniques and learn procedural requirements for defensible sampling methods.

**ENV 157**  
**ENVIRONMENTAL SITE  
ASSESSMENT 4CR**

Includes studying potential liability associated with property transfers. Students learn and implement historical research, site investigation, liability assessment, and regulatory assessment.

**ENV 158**  
**ENVIRONMENTAL CHEMISTRY 5CR**

This is a continuation of ENV 160 General Chemistry or CHEM&161 General Chemistry with lab I with progressive instruction in laboratory methods, chemical calculations, properties of solutions, acids and bases and an introduction to organic chemistry.

**ENV 160**  
**GENERAL CHEMISTRY 5CR**

This course provides the basic concepts, principles and applications of inorganic chemistry germane to the environmental field. Related instruction includes mathematics used in designing, conducting and interpreting analytical procedures.

**ENV 161**  
**ENVIRONMENTAL LAW I 5CR**

Provides an overview of the American legal system and how the branches of government work together to create and enforce laws. Focuses on environmental legislation and case law.

**ENV 162**  
**GENERAL CHEMISTRY  
WITH LAB 6CR**

This course provides the basic concepts, principles and applications of inorganic chemistry germane to the environmental field. Related instruction includes mathematics used in designing, conducting and interpreting analytical procedures. Laboratory methods, chemical calculations, properties of solutions, and properties of acids and bases are also covered.

**ENV 163**  
**ENVIRONMENTAL CHEMISTRY  
WITH LAB 6CR**

This is a continuation of ENV 162 General Chemistry with progressive instruction in laboratory methods, chemical calculations, properties of solutions, acids and bases and an introduction to organic chemistry

**ENV 230**  
**RURAL TECHNOLOGIES 4CR**

Explore potential job areas in which the student might seek employment. The rural aspect examines agriculture, forestry, fish, and wildlife.

**Prerequisite:** Successful completion of all ENV 100-level courses, except ENV 134.

**ENV 231**  
**ISSUES IN THE URBAN  
ENVIRONMENT 5CR**

Course explores a variety of urban environmental issues. Storm water management, sewage treatment, drinking water treatment, and waste disposal.

**Prerequisite:** Successful completion of all ENV 100 -level courses, except ENV 134.

**ENV 237**  
**URBAN TECHNOLOGIES 4CR**

Course explores a variety of urban environmental issues. Storm water management, sewage treatment, drinking water treatment, and waste disposal.

**Prerequisite:** Successful completion of all ENV 100 level courses except ENV 134.

**ENV 240**  
**INTERNSHIP 10CR**

All students finishing the program are required to complete an internship. This is a temporary full-time position in the public or private sector where the student gains confidence and experience in a chosen area of employment. Students experience on-the-job opportunities as well as making a skilled contribution to the internship provider. Opportunities to find internships are provided, but the student is in charge of finding his or her own internship.

**Prerequisite:** Successful completion of 4th quarter courses, or Instructor permission.

**ENV 245  
ENVIRONMENTAL LAW II 5CR**

Course places an emphasis on correct, accurate interpretation of environmental regulations and their applications. Students will be able to research, interpret, and utilize a variety of regulations upon completion. Regulations include RCRA, CERCLA, CWA, Washington Drinking Water Rules, Washington State Water Quality regulations, SDWA, and other applicable state, federal and local regulations. Course also covers Federal Energy Policy, including development of fossil fuels and alternative energy sources.

**Prerequisite:** Successful completion of all ENV 100-level courses, except ENV 134.

**ENV 246  
ENVIRONMENTAL SCIENCE  
CAPSTONE 2CR**

This course accompanies ENV 240 Internship. The Capstone Project integrates the CPTC Core Abilities with the Internship and identification of how the Core Abilities apply in the workforce.

**ENV 248  
HYDROLOGY 6CR**

Provides the basic principles of applied surface water hydrology, ground water hydrology, and water quality. Emphasis is placed on a watershed-based approach that utilizes water quality standards to regulate surface water quality. The concepts and principles of biologically-based water quality standards are also introduced. The occurrence, movement, and quality of water beneath the earth's surface, aquifers, well testing methods, and sampling techniques are also covered.

**Prerequisite:** Successful completion of all ENV 100-level courses, except ENV 134.

**ENV 250  
INTRODUCTION TO  
AIR POLLUTION 3CR**

Provides a basic knowledge of the sources, mechanisms, and health effects of noise and atmospheric air pollution, and its interaction with the weather and other climatological conditions. Methods of regulatory-required air monitoring, sampling, and data interpretation will also be introduced.

**Prerequisite:** Successful completion of all ENV 100-level courses, except ENV 134.

**ENV 251  
ENVIRONMENTAL  
CRITICAL AREAS 7CR**

Environmental critical areas, including wetlands, wildlife conservation areas, aquifer recharge areas, flood hazard, and landslide areas are covered. Focus is on wetland delineation and reporting. Appropriate sections of federal, state, and local regulations are addressed. Field trips to local sites. Delineation project on the campus wetland.

**ENV 260  
INTRODUCTION TO SOILS 5CR**

Course focuses on basic physical, biological, and chemical concepts of soil science. Practical exercises and projects will be utilized to demonstrate how soil data is commonly used in regulatory, legal, and scientific land use interpretations and decisions.

**Prerequisite:** Successful completion of all ENV 100-level courses, except ENV 134.

**ENV 261  
WATER SHED ANALYSIS 4CR**

Focuses on issues associated with timber, fish, and wildlife watershed analysis. Study various modules and make an in-depth presentation to the class, using visual aids. Monitoring and analytical skills will be covered and demonstrated through the collection of field data in remote areas. Willingness to be outdoors in rough terrain is a consideration.

**Prerequisite:** Successful completion of all ENV 100-level courses, except ENV 134.

**ENV 265  
ADVANCED LABORATORY  
TECHNIQUES 3CR**

Course covers basic applied environmental chemistry useful for both indoor and outdoor lab settings. Instrumentation useful in sample analysis is demonstrated, including spectrometry and chromatography. Students will develop basic techniques/skills used in industrial and municipal laboratories.

**Prerequisite:** Successful completion of all ENV 100 level courses except ENV 134.

**ENV 270  
HAZARDOUS MATERIALS  
TRANSPORTATION 3CR**

Covers the requirements associated with transportation of hazardous materials as defined in Title 49 Code of Federal Regulations (49CFR) and 171.8 (not including radioactive). Meets the Hazmat Employee training requirements found in 49 CFR 172 Subpart H.

**ESTHETIC SCIENCES****ES 103  
SKIN PHYSIOLOGY  
& HISTOLOGY I 4CR**

Explore the skin's cellular structure and skeletal, muscular, and nervous systems as they pertain to facials and body treatments. Basic skin diseases and disorders are covered, preparing the student for identification of the composition of skin to determine treatment protocol for facials and body treatments. All related first aid, safety, and sanitation are also covered.

**ES 106  
FACIAL PROCEDURES I 4CR**

Cleansing, exfoliation, manipulation techniques, and treatment masks for beautifying the skin of the face and body. Determine the type of treatment and basic treatment protocol for all skin types. First aid, safety, and sanitation are also covered.

**Prerequisite:** ES 103.

**ES 109  
MACHINE FACIALS, ELECTRICITY  
& LIGHT THERAPY 4CR**

Covers equipment used in facial salon treatments, including steamers, magnifying lamps, galvanic and high frequency current machines. Learn the benefits of electric current machines vs. manual facial manipulations and when it is appropriate to incorporate electrical treatments. First aid, safety, and sanitation are also covered.

**Prerequisite:** ES 106.

**ES 112  
TEMPORARY HAIR REMOVAL I 3CR**

Covers temporary hair removal used in the salon atmosphere, including tweezing, hot and cold wax, and cream depilatories. Also covered are all contraindications with waxing and related first aid, safety, and sanitation.

**Prerequisite:** ES 109.

**ES 115  
MAKEUP APPLICATION  
TECHNIQUES I 2CR**

Explore color theory as it relates to the skin, psychology of color, and basic makeup application techniques. First aid, safety, and sanitation are also covered.

**Prerequisite:** ES 112.

**ES 117  
SKIN CARE & BODY WRAPS I 3CR**

Skin care to include masque and scrub applications and technique, lash and brow tinting. Body treatment protocol to include client comfort foot soaks and draping techniques, as well as discussion of various body treatments in today's market.

**Prerequisite:** ES 103.

**ES 121  
SKIN PHYSIOLOGY  
& HISTOLOGY II 4CR**

Examine advanced skin cell structure, genetic or hereditary skin disorders, and acquire the ability to identify skin type through analysis. First aid, safety, and sanitation are covered.

**Prerequisite:** ES 103

**ES 122  
SALON MANAGEMENT  
& STATE LAWS I 2CR**

Washington State Department of Licensing laws and regulations regarding sanitation, safety, and licensing requirements for salon management and ownership are covered. Examine reception desk duties, including handling of money, balancing the till, tracking services, retail sold customer service, and marketing techniques. Course hours do not apply toward Washington State licensing requirements.

**ES 124  
FACIAL PROCEDURES II 4CR**

Covers advanced facial techniques and treatments, enzyme therapy, and facial massage techniques, including pressure point. All related first aid, safety, and sanitation are covered.

**Prerequisite:** ES 106

**ES 127  
TEMPORARY HAIR REMOVAL II 4CR**

Advanced hair removal techniques such as speed waxing through proper application techniques. All related first aid, safety, and sanitation are covered.

**Prerequisite:** ES 112

**ES 129  
MAKEUP APPLICATION  
TECHNIQUES II 2CR**

Photography makeup techniques, including color, black and white photography, shading and contouring, and artificial lash application. First aid, safety, and sanitation are covered.

**Prerequisite:** ES 115

**ES 131  
SKIN CARE & BODY WRAPS II 3CR**

Holistic skin care, hydrotherapy, nutrition, herbal and aromatherapy for skin and body treatments. First aid, safety, and sanitation are covered.

**Prerequisite:** ES 117

**ES 147  
SALON MANAGEMENT  
& STATE LAWS II 2CR**

Bookkeeping and records management, résumé writing, inventory control, marketing, and Guild Attendance are covered.

**Prerequisite:** ES 122. Course hours do not apply toward Washington State licensing requirements.

**ES 199  
CHEMISTRY FOR ESTHETICS 3CR**

Fundamentals of chemistry, including differences between organic and inorganic matter, simple chemical reactions, pH for estheticians, and composition of, as well as indications for, commonly-used products for esthetic salon services.

**ES 201  
PHARMACOLOGY FOR  
ESTHETICIANS 3CR**

Covers common drugs used to treat skin conditions, indications, and contraindications. Information also given on skin reactions possible with medications.

**Prerequisites:** Successful completion of ES 205 and state-approved entry-level esthetic program and proof of esthetic license from Washington State.

**ES 205  
INTRODUCTION TO  
MEDICAL ESTHETICS  
OFFICE PROCEDURES 4CR**

Develop skills necessary to work efficiently in a medical office. Includes ethics, professionalism, records management, chart writing, patient intake, post-surgical care skills, first aid, CPR, and BBP. Medical terminology as it pertains to esthetic medical procedures will also be covered.

**Prerequisites:** Successful completion of state-approved entry-level esthetic program and proof of esthetic license from Washington State.

**ES 211  
INFECTION CONTROL FOR  
MEDICAL ESTHETICIANS 1CR**

Provides students with the skills necessary to implement proper infection control and bio-hazardous waste disposal. Sanitation, disinfection, and autoclaving instruments and equipment are covered. Review of bacteriology and spread of disease, OSHA and blood-borne pathogens will be covered, in addition to HIV/AIDS/HEPATITIS for patient and esthetician safety and protection.

**Prerequisite:** ES 205 and successful completion of state-approved entry-level esthetic program and proof of esthetic license from Washington State.

**ES 216  
CAMOUFLAGE MAKEUP 2CR**

Introduces the theory and application of makeup services used in dermatology or plastic surgery offices. Tips on how to apply to cover bruising, scarring, or redness, in addition to reducing pain during application on post-surgical clients.

**Prerequisites:** Successful completion of ES 221 and state-approved entry-level esthetic program and proof of esthetic license from Washington State.

**ES 221  
MEDICAL ESTHETICS  
PROCEDURES 6CR**

Theory of all medical esthetic procedures to include such topics as: microdermabrasion, cellulite reduction, micro current, bio-toning, IPL, manual and mechanical lymphatic drainage. Safety, sanitation, first aid and contraindications for each procedure are also included.

**Prerequisite:** ES 227 and successful completion of state-approved entry-level esthetic program and proof of esthetic license from Washington State.

**ES 227  
MEDICAL ESTHETIC  
MACHINERY 4CR**

Includes theory and hands-on demonstrations of machinery and equipment used in medical esthetic offices. Safety, sanitation, first aid, and contraindication theory will be covered.

**Prerequisite:** ES 221 and successful completion of state-approved entry-level esthetic program and proof of esthetic license from Washington State.

**ES 230  
PATIENT EDUCATION 1CR**

Incorporates effective strategies and marketing skills to educate patients on their home care and treatment plans.

**Prerequisite:** ES 227 and successful completion of state-approved entry-level esthetic program and proof of esthetic license from Washington State.

**ES 236  
INDEPENDENT RESEARCH  
PROJECT FOR MEDICAL  
ESTHETICS 2CR**

Research any medical esthetic topic or treatment modality, to include, but not limited to, microdermabrasion, laser treatments, lymphatic drainage, chemical peels, surgical care, etc.

**Prerequisite:** Successful completion of ES 205 and state-approved entry-level esthetic program and proof of esthetic license from Washington State.

**ES 240  
BUSINESS SKILLS & PROFESSIONAL  
DEVELOPMENT FOR MEDICAL  
ESTHETICS 5CR**

Covers business skills necessary for the medical esthetician to succeed, incorporating résumé writing, cover letters, how to develop a business plan, and how to negotiate a salary.

**Prerequisite:** All courses included in first quarter of Medical Esthetics and successful completion of state-approved entry level esthetic program and proof of esthetic license from Washington State.

**ES 242  
LASER THEORY 4CR**

Covers necessary theory of laser and laser physics, types and styles of lasers, and what laser should be used for each skin type and condition. Includes first aid and safety.

**Prerequisite:** All courses included in first quarter of Medical Esthetics and successful completion of state-approved entry-level esthetic program and proof of esthetic license from Washington State.

**ES 252  
ADVANCED COSMETIC  
CHEMISTRY 2CR**

In-depth study of cosmetic chemicals and product knowledge. Research papers will be produced consisting of chemical products, ingredients, and contraindications that may occur during a medical esthetic treatment.

**Prerequisite:** All courses included in first quarter of Medical Esthetics and successful completion of state-approved entry-level esthetic program and proof of esthetic license from Washington State.

**ES 256**  
**CLINICAL LABORATORY FOR**  
**MEDICAL ESTHETICS** **10CR**

Participate in practical application of medical esthetic skills and services while working with clients in the student-run clinic. Includes all machinery covered in ES 227. Also includes all safety, sanitation, first aid, and contraindications.

**Prerequisite:** All courses included in first quarter of Medical Esthetics and successful completion of state-approved entry-level esthetic program and proof of esthetic license from Washington State.

## GEOLOGY

**GEOL& 110**  
**GEOLOGY** **5CR**

Focus on the geological impacts associated with human activities, hence, environmental geology. Emphasis includes internal and surface processes, and the basic formation of the earth. Also covers conflicts associated with resource development and human responses to natural hazards.

## GEOGRAPHY

**GEO 210**  
**INTRODUCTION TO ARCGIS 1** **2CR**

Introduces ESRI's ArcGIS software. Includes basic GIS (Geographic Information System) functionality, how to use view and use maps composed of data frames, tables, charts and layouts.

**Note:** ESRI and ArcView are trademarks of Environmental Systems Research Institute, Inc.

**GEO 215**  
**GPS TECHNOLOGIES**  
**GRAPHIC TECHNOLOGIES** **2CR**

Use global positioning system equipment to create maps and to create files for use in ArcGIS (geographic information system). Focuses Trimble GPS technologies. Analysis tools and layout features for map creation are covered.

## GRAPHIC TECHNOLOGIES

**GTC 110**  
**ART, DESIGN**  
**& VISUAL THINKING** **5CR**

Introduction to visual arts and design principles. Stresses the components of visual thinking and visual language underlying design for digital media. A series of real-life case studies and exercises applies the design process and use of basic elements of design, typography, images, color, and layout.

**GTC 123**  
**MACINTOSH OPERATIONS**  
**& IMAGE ACQUISITION** **5CR**

Introduction to Macintosh computer operations and file management. Covers image acquisition and archiving from Internet and analog sources.

**GTC 130**  
**DIGITAL IMAGING I:**  
**PHOTOSHOP** **5CR**

Introduces the fundamentals of Photoshop to include basic tools, image editing, painting, and the creation, use, and management of layers and channels.

**GTC 143**  
**ELECTRONIC PUBLISHING**  
**& LAYOUT** **5CR**

Apply typographic terms, vocabulary, and concepts; examine type identification and explore the relationships or essence of typographic design. Apply and solve mathematical problems common to typography. Apply basic page layout and create files. Explore proofreading and correcting copy changes.

**GTC 149**  
**DIGITAL IMAGING II:**  
**PHOTOSHOP** **5CR**

Builds on the fundamentals of Photoshop and introduces advanced imagery to include blending, advanced layers, advanced selections, vector tools, filters, and tonal correction.

**Prerequisite:** GTC 133 or Instructor approval.

**GTC 164**  
**PREPRESS I** **5CR**

Students will learn to create, edit, and manipulate PDF files, to combine files into portfolios, and to secure PDF documents. They will also learn how to work with many of the advanced features of Adobe Acrobat 9 to include: OCR text recognition, pre-flight, print production tasks, touch up and commenting, proofing, live review, and collaboration.

**GTC 169**  
**INTRO TO VECTOR-BASED**  
**ILLUSTRATION SOFTWARE** **5CR**

Vector-based software, tools and features will be used to create text and logos, apply image effects, and design web graphics. The course incorporates branding and identifiers when designing products and enables students to design for both Print and Web.

**GTC 174**  
**INDESIGN I** **5CR**

Perform techniques of the application on the Macintosh computer. Create files for electronic output, create documents using color and color separations for creating ads, brochures, menus and other documents. Explore PDF files, EPS files and production work.

**Prerequisite:** GTC 143 or Instructor approval.

**GTC 203**  
**PREFLIGHT** **5CR**

Use applications on the Macintosh computer to create high-level graphics, images, logos, projects in color. Perform graphic manipulation, computer output, PDF formats and postscript files.

**Prerequisites:** GR 223, GTC 276 or Instructor approval.

**GTC 209**  
**ADVANCED VECTOR**  
**DIGITAL ILLUSTRATION** **5CR**

Perform advanced techniques using Adobe Illustrator; create documents using Color Swatches and color separations for a variety of projects. Explore the abilities of different tools/Panels, Effects and filters, Integrate Adobe Acrobat Pro as soft proofing software from within Illustrator and prepare files for electronic output ready for a service provider.

**GTC 210**  
**DIGITAL IMAGING III:**  
**PHOTOSHOP** **5CR**

Building on a solid knowledge of Photoshop's basic functions, this course explores advanced color theory and utilization of Photoshop for color correction. Efficient use of layers, masks, and channels for photo retouching and special effects. Optimization for production, importing and exporting of images is also included.

**Prerequisite:** GTC 154 or Instructor approval.

**GTC 223**  
**PREPRESS II** **5CR**

Covers the digital production of printing jobs through the use of Adobe PDF and raster image processing.

**Prerequisite:** GTC 164 or Instructor approval.

**GTC 233**  
**QUARKXPRESS I** **5CR**

Explore and apply page layout techniques using QuarkXpress software on the Macintosh computer for creating files. Examine the software and its use for electronic pre-flight. Explore EPS exporting and formats along with production skills, image creation and project development using the software.

**Prerequisite:** GTC 143 or Instructor approval.

**GTC 254**  
**CAPSTONE CLASS** **5CR**

Preparation of portfolio, covering all aspects of student's chosen specialty within the Graphic Technologies Program.

**Prerequisite:** GTC 223, 243 or Instructor approval.

**GTC 264**  
**PAPER, PRICING & ESTIMATING** **5CR**

Explore paper choices and cost within the printing industry. Estimate both materials and time for various printing processes.

**GTC 276****INDESIGN II****5CR**

Perform advanced techniques with InDesign, create documents, and use color and color separations for a variety of projects, and prepare files for electronic output.

**Prerequisite:** GTC 174 or Instructor approval.

## HEALTH UNIT COORDINATOR

**HUC 104**
**ORIENTATION/  
INTRODUCTION TO HEALTH UNIT  
COORDINATING/ INTRODUCTION  
TO AUTOMATION**
**7CR**

Focus is on orientation and introduction to campus policies and rules of conduct. This course will also introduce the student to program policies, dress code, attendance, classroom, work place rules of conduct, program goals, and grading system. Instruction and demonstration will explore the use of various communication devices in the hospital.

**HUC 106**
**MEDICAL TERMINOLOGY/  
ANATOMY & PHYSIOLOGY I**
**3CR**

Introduces basic word elements that are used in building medical terminology and identifies the different types of word elements present in each medical term by name. Introduces medical terms, body structure, and pathology in relation to each body system: integumentary, musculoskeletal, sensory, circulatory, nervous, endocrine, and digestive systems.

**Prerequisite:** HUC 104

**HUC 109**
**UNIT COORDINATOR TASKS  
& PROCEDURES I**
**8CR**

Enables identification of the forms commonly used in the patient's chart, explain the purpose of a patient's chart, and recognize the charting responsibilities for each healthcare team member. Presents instruction and procedures for scheduling appointments by telephone, computer, and written requests. Also focuses on students' performance in the computer skill laboratory, demonstrating their cognitive knowledge for maintaining medical records; ordering laboratory and diagnostic exams; accurately transcribing physicians' orders; recognizing treatment orders; ordering nursing supplies; identifying abbreviations, symbols, and terms used in a medication order; and charting information accurately to the appropriate forms and the Kardex for their pseudo patients.

**Prerequisites:** HUC104; enrollment in HUC106.

**HUC 112**
**UNIT COORDINATOR TASKS  
& PROCEDURES II**
**5CR**

Focuses on cognitive knowledge and performance skills in the computer laboratory. The student will demonstrate performance skills for maintaining medical records, accurately transcribing physicians' orders to the appropriate chart forms and Kardex, as well as completion of pseudo patient charts.

**Prerequisite:** HUC 109; completion of 104, 106, 115, and 120

**HUC 115**
**COMMUNICATION APPLICATION  
IN THE HEALTH UNIT  
COORDINATOR ROLE**
**3CR**

Enables the student to describe and utilize good listening skills as a means of preventing and/or solving conflicts with a variety of people in different situations. The focus also will be to develop skills for the role of the communicator for the nursing unit. The student will also be given the tools for developing and practicing assertive communication, interpersonal relationships, and confidentiality skills.

**Prerequisite:** HUC 104.

**HUC 120**
**UNIT MANAGEMENT I**
**3CR**

Covers management responsibilities for the nursing unit, including time management and identification of possible fire and safety hazards on the nursing unit.

**Prerequisite:** HUC 104; enrollment in HUC 106, 109, and 115.

**HUC 122**
**UNIT MANAGEMENT II**
**3CR**

Focus is on cognitive knowledge for managing the nursing unit and developing communication skills using verbal and written communication. The student will develop leadership and performance skills by practicing classroom management.

**Prerequisites:** Completion of HUC 115 and 120

**HUC 126**
**LEGAL/ETHICAL ASPECTS  
OF UNIT COORDINATING**
**2CR**

Enables the student to identify legal elements that are necessary in regard to preparing legal documents, discussing hospital and patient confidentiality, or witnessing signatures on consents for treatment. The ethics of this profession will be explored and how to apply these ethics in professional behaviors. AIDS education, blood-borne pathogens, HIPPA, and hepatitis information will also be covered.

**Prerequisites:** Completion of HUC 104, 106, 109, 115, and 120; enrollment in HUC 107, 111, and 122.

**HUC 132**
**CLINICAL EXPERIENCE**
**8CR**

Enables the student to utilize the cognitive and performance objectives that were presented in courses, HUC 103 through 126, in the clinical setting. The focus is on preparation of a résumé, employment application, and an employment interview. In order to participate in the clinical aspect of the program, must receive a No Record on File report from the Washington State Patrol regarding Crimes Against Persons. Clinical hours vary from 6 to 8 hours per day, 4 days a week. Students unable to complete course HUC 131 will have the option of completing clinical rotation with the next available program, on approval from the Instructors, within 6 months.

**Prerequisite:** Completion of HUC 104, 106, 109, 115, 120, 107, 112, 122, and 126.

## HEATING & AIR CONDITIONING SERVICE TECHNICIAN (HVAC)

**HAC 102**
**BASIC ELECTRICITY**
**5CR**

Discusses the structure of matter, movement, electrons, conductors, insulators, direct and alternating current, and electrical units of measurement. The electrical circuit will also be studied along with making electrical measurements, Ohm's law, series and parallel circuits, and electrical power. Magnetic fields, inductance, transformers, capacitance, impedance, sine waves, and using electrical measuring instruments are also included.

**HAC 105**
**ELECTRICAL CIRCUITS**
**4CR**

Discusses types of automatic control devices that respond to thermal change, the bimetal device, control by fluid expansion, the thermocouple, and electronic sensing devices. Space temperature controls, (both high and low voltage), sensing temperature of solids, pressure sensing devices, oil pressure safety controls, air pressure controls, devices that control fluid flow, and maintenance of mechanical and electromechanical controls are covered.

**HAC 120  
ADVANCED CONTROLS  
& TROUBLE SHOOTING 4CR**

Control terminology, applications, and electronic control circuits are covered. Pneumatic controls and direct digital controls are also explored, along with programmable thermostats. Also covers procedures for troubleshooting basic and complex circuits, thermostats, and high voltage circuits controlled by thermostats. Describes procedures for measuring amperage and voltage in low voltage circuits and discusses pictorial and line diagrams.

**HAC 160  
SIEMENS CONTROLS 2CR**

Serves as an introduction to the concepts of direct digital controls (DDC training). The course is a generic approach to understanding DDC terminology, the fundamentals of today's new building control systems, how they work, features, and troubleshooting. Improve your control of HVAC systems, fire, security, access, control, lighting, and energy management.

**HAC 162  
ELECTRIC MOTORS  
& THEIR APPLICATIONS 4CR**

Types of electric motors are discussed, along with starting and running components and characteristics, motor speeds, and power supplies. Specific topics also included are single and split phase motors, the centrifugal switch, electronic replay, capacitor start motors, capacitors run motors, permanent split capacitor motors, shaded pole motors, and single phase hermetic motors, positive temperature coefficient motors, and variable speed motors. Discussions will take place pertaining to various characteristics and insulations, bearings, mountings, and motor drives.

**HAC 164  
ELECTRIC MOTORS  
& TROUBLE SHOOTING 3CR**

Discusses mechanical and electrical motor troubleshooting. This includes drive assemblies, belt tension, pulley alignment, open and shorted windings, shorts to ground, capacitor problems, wiring and connectors, and troubleshooting hermetic motors.

**HAC 166  
SIEMENS CONTROLS 3CR**

The DDC training course serves as an introduction to the concepts of direct digital controls. The course is a generic approach to understand DDC terminology and the fundamentals of today's new building control systems. Improve your control of HVAC Systems, Fire, Security and Access, control, lighting, and energy Management. The focus is on DDC fundamentals, how they work, features and troubleshooting.

**HAC 167  
GREEN AWARENESS 3CR**

When it comes to HVAC/R Electrical, "Green" means maximizing the energy efficiency of existing equipment, specifying the most efficient systems available for the application and the available budget using renewable and sustainable fuel sources and conserving water. Those items along with the core knowledge of Energy management and Analysis, Green Heating, Ventilation, Air Conditioning, and Refrigeration, Electrical Generation and Consumption, and "Green" Plumbing will be discussed in the course.

**HAC 168  
PLC PROGRAMMING 2CR**

This class is the beginning instruction for the student or trades worker wanting to enter the field of Programmable Logic Controllers. Industrial and commercial demands for safe and productive automated facilities require that electricians, maintenance technicians and other industry personnel possess a thorough understanding of programmable logic controllers.

**HAC 170  
HEATING I 7CR**

Covers controls, thermal physics, electrical, and equipment for residential and light commercial heating system installation and servicing with emphasis on gas heating.

**Prerequisite:** HAC 102 - 167.

**HAC 175  
HEATING LAB I 5CR**

Will teach students to competently troubleshoot and repair gas burning appliances. Also covers thermal physics and equipment for heating systems' analysis and efficiency, as well as pipe threading and silver brazing. This is a hands-on class utilizing live projects.

**Prerequisite:** Must have required hand tools of the trade and be enrolled in Heating.

**HAC 181  
HEATING II 6CR**

Covers controls, thermal physics, and equipment for residential and light commercial heating system installation and servicing with emphasis on electric, oil, and hydronic heating.

**HAC 183  
HEATING LAB II 4CR**

Will teach students to competently troubleshoot and repair electric, oil, and hydronic heating equipment. Also covers thermal physics and equipment for heating systems analysis and efficiency. This is a hands-on class utilizing live projects.

**Prerequisite:** Must have required hand tools of the trade and be enrolled in Heating.

**HAC 201  
ADVANCED REFRIGERATION 10CR**

Troubleshoot and repair refrigeration equipment, thermal physics and equipment for refrigeration systems analysis and efficiency.

**HAC 230  
EPA REFRIGERANT  
CERTIFICATION 1CR**

Mandatory course designed to provide EPA nationally recognized certification required for purchasing, removing and recycling of refrigerants. The class is a 12-hour training session with the certification test upon completion and is taught by a registered proctor.

**HAC 237  
BASIC REFRIGERATION I 7CR**

Introduction to controls, thermal physics, and equipment for air conditioning system installation and servicing.

**Prerequisites:** HAC 101 through 168 and must be registered in HAC 237, 242, 246, and 255.

**HAC 242  
BASIC REFRIGERATION LAB I 5CR**

Hands-on experience with introduction to controls, thermal physics, and equipment for air conditioning system installation and servicing.

**Prerequisites:** Must have required hand tools of the trade and must be enrolled in the Basic Refrigeration course.

**HAC 246  
BASIC REFRIGERATION II 6CR**

Introduction to controls, thermal physics, and equipment for air-conditioning system installation and servicing.

**HAC 249  
JOB READINESS 5CR**

Covers résumé writing, cover letter preparation, Internet job search, Work Source job readiness workshop, and tips on filling out job applications.

**HAC 255  
BASIC REFRIGERATION LAB II 3CR**

Hands-on experience with introduction to controls, thermal physics, and equipment for air conditioning system installation and servicing.

**HAC 256  
COMMERCIAL HEAT PUMPS 7CR**

Troubleshoot & repair residential and commercial heat pumps through study material and DVD format. Heat pump fundamentals, heat pump electrical, and heat pump charging are explored.

**Prerequisites:** Must be enrolled in HAC 201, 249, 256

**HEMODIALYSIS****HDT 105  
LAW & ETHICS FOR THE  
HEMODIALYSIS TECHNICIAN 3CR**

Covers the aspects of the legal relationship between the Hemodialysis Technician and patient with an emphasis on the principles of medical ethics, standards of conduct, and patient confidentiality. Includes an overview of HIPA A and OSHA regulations, national and state governmental structure, and the legal system as it relates to medical facilities.

**HDT 113  
PHLEBOTOMY FUNDAMENTALS 4CR**

Develop the skills necessary to draw blood specimens for analysis in a laboratory. Includes an introduction to the structure and function of a clinical laboratory. Safety procedures and universal precautions are included. Hands-on practice in phlebotomy skills will be provided.

**HDT 116  
COMPUTER APPLICATIONS/  
KEYBOARDING 2CR**

Students will use computers to develop touch control and proper keyboarding and keypad techniques with emphasis on alpha/numeric data entry. Course includes keyboarding alphabetic, figure, symbol keys, and skill building; continued keyboarding drills and practice to develop a minimum speed and accuracy of 25 wpm. Introduction to MS Office Suite for basic business correspondence. Internet navigation will be used for student research projects.

**HDT 122  
HEMODIALYSIS TERMS/  
ANATOMY & PHYSIOLOGY 6CR**

Provides the basic techniques of medical word building to be applied in acquiring an extensive medical vocabulary. Introduces anatomical, physiological, and pathological terms relating to body systems and medical abbreviations.

**HDT 125  
FIRST AID/CPR/HIV 1CR**

Adult CPR, First Aid and rescue breathing for adult patients. Includes history, causes, virility of blood borne pathogens, bodily substance isolation, and personal protection devices relating to dealing with HIV/Aids patients. Proper lifting techniques and body mechanics will be covered.

**HDT 131  
HEMODIALYSIS PRINCIPLES  
& PROCEDURES 4CR**

Defines the basic principals of diffusion, filtration, fluid dynamics and osmosis relating to the dialysis process. Overviews of the dialysis environment and kidney functions. Patient vitals and monitoring the treatment, including normal and abnormal values. Perform laboratory tests and utilize patient documentation procedures. Identify causes, signs, and symptoms, preventions and interventions for medical and technical complications that may occur during dialysis. Includes patient dietary and nutrition requirements.

**HDT 138  
MACHINE SETUP/  
MAINTENANCE 4CR**

Covers use and setup of hemodialysis machines. Instruction focuses on organizing and setting up the dialysis machine and equipment, priming and dry machine stringing. Various testing equipment commonly used in dialysis units are studied, as well as preparation and mixing of hemodialysis concentrates. Includes standard precautions and aseptic techniques. Prepares student to initiate monitor and terminate a routine hemodialysis treatment.

**HDT 141  
WATER TREATMENT FOR  
HEMODIALYSIS 3CR**

Basic concepts of water treatment and dialyzer reuse are covered, including instruction on the varied devices used in hemodialysis. Also studied are advantages and disadvantages of filters, carbon tanks, dionizers, ultraviolet light, and reverse osmosis in the treatment of water for dialysis. Students will prepare a typical water treatment-monitoring schedule.

**HDT 149  
VASCULAR ACCESS 3CR**

The history and importance of vascular access are reviewed, including the major types of permanent and temporary vascular access. Use of appropriate needle insertion for arteriovenous fistulae and grafts. Instruction in catheter care and connections. Utilize the four types of anastomosis used for internal arteriovenous fistulae. Management of thrombosis, infection, hematoma, bleeding, steal syndrome, aneurysm, and catheter dislodgment.

**HDT 151  
PROFESSIONAL INTERACTION 3CR**

Explores the relationship and psychological boundaries between the technician, the patient, and the renal facility. Includes concepts of patient education. Basic interpersonal verbal and non-verbal communication are covered, with a focus on adapting to an individual's special needs or cultural orientation. Students will be given the tools to develop listening skills by practicing assertive communication, and developing appropriate interpersonal relationships using the concepts of patient confidentiality. Covers body mechanics and proper lifting techniques. Includes information on sexual harassment.

**HDT 161  
CLINICAL PRACTICUM 6CR**

During the clinical experience, the student will participate in a dialysis facility as a member of the healthcare team in applying principles of hemodialysis, standard precautions, fluid management, initiating and concluding a dialysis treatment, patient and equipment monitoring, and treatment of routine hemodialysis problems in accordance with the standard dialysis procedures and policies of the facilities.

**HDT 163  
FIELD STUDY 1CR**

Familiarizes the student with various dialysis companies in the greater Puget Sound area. The student will be partnered with another student and required to contact four of the companies in the area in order to conduct an interview with a staff member. The information gathered will be collected into a notebook to be submitted at the end of the class. Information to be included: interview notes, locations of individual dialysis units, maps to each unit, contact person for each of the units, size of the company, etc. The notebook will be a reference for the student when seeking a dialysis technician position at the end of the course.

**HUMAN SERVICES/  
CHEMICAL  
DEPENDENCY****HS 115  
THERAPEUTIC  
COMMUNICATION SKILLS 5CR**

Acquaints students with the basic methods of therapeutic communication. Emphasis is placed upon building basic active listening skills. Students will demonstrate mastery of theory through classroom activities, including mock interviews and videotaping.

**HS 123  
HIV/AIDS & BLOOD  
BOURNE PATHOGENS 1CR**

Increases students' knowledge of HIV/AIDS & blood-borne pathogens. Students will gain knowledge of the history of HIV/AIDS and related issues. Provides ten hours of HIV/AIDS training in the areas of transmission, occupational safety, and standard precautions.

**HS 127  
INTRODUCTION TO  
HUMAN SERVICES 5CR**

Introduces students to human services as a profession and will include a historical and philosophical framework of human service delivery. Contemporary roles and the human service worker will be covered, including areas such as typical duties and tasks of human service workers, income, maintenance, children's services, family services, aging, substance abuse, mental health, services for persons with disabilities, and the sociocultural aspects of providing services in a multi-culturally diverse society. Students will also examine the competencies and qualifications required to become an effective human service worker, as well as the occupational and educational alternatives for graduates.

**HS 130  
FAMILY DEVELOPMENT 3CR**

Provides the student with a clear definition and understand of family development, the stages of family development and the impact of gang involved youth and adults on the family systems. Special attention will be given to how the family system evolves and the generational impact that occurs in a gang involved family. Students will learn how to educate and implement change and provide culturally sensitive counseling services to support affected families.

**Prerequisites:** High school diploma or GED and successful completion or concurrent enrollment in Introduction to Gang Culture is required.

**HS 134  
CULTURALLY RESPONSIVE  
CASE MANAGEMENT 3CR**

Culturally responsive case management examines cultural strengths, diversity and delivery of services within the family system. Students will learn to identify and apply culturally responsive techniques to individuals and family systems involved in gang culture.

**Prerequisites:** High school diploma or GED and successful completion or concurrent enrollment in Introduction to Gang Culture is required.

**HS 136  
PREVENTION EARLY  
INTERVENTION  
& ASSESSMENT 4CR**

Provides students with the opportunity to accompany professionals into the field and provide assessments to gang involved youth and families. Students will learn prevention and early intervention techniques that can be applied within the community, take part in community educational forums and provide case management services to youth and families. Students will be responsible for obtaining a 55 hour field study placement in their local community.

**Prerequisites:** High school diploma or GED and successful completion or concurrent enrollment in Introduction to Gang Culture is required.

**HS 150  
INTERNSHIP I 5CR**

Students will participate in on-the-job training in the human services field of their choice. Duties and tasks are supervised. Students perform relevant job duties and tasks within their agency of choice, attend supervision meetings, identify community resources that are applicable, and perform other job duties as assigned. Instructor permission is required for site choice.

**HS 220  
THEORIES OF COUNSELING 5CR**

Increases student knowledge of a variety of counseling theories, theorists, and techniques from both a historical and contemporary viewpoint. Students will explore the practical application and appropriate uses of these theories in the human services system.

**HS 221  
FAMILY SYSTEMS 3CR**

Explores the dynamics of healthy and unhealthy family systems in both traditional and alternative families. Students will study a variety of approaches to assist families in managing and coping with the stressors of family life in contemporary society. Introduces family intervention strategies and the development of human service skills to service families.

**HS 223  
INTERVIEWING  
& ASSESSMENT SKILLS 5CR**

Expands knowledge and provides a theoretical background and specific interviewing skills and techniques. Students will examine a variety of interviews used in human service agencies, and demonstrate proficiency with documentation procedures associated with client interviews and assessments. An overview of the Diagnostic and Statistical Manual will be presented. Students will examine symptoms associated with a variety of mental disorders.

**HS 224  
DYNAMICS OF VIOLENCE 5CR**

Presents an overview of the dynamics of violence in relationships to both the perpetrator and the victim. Areas of emphasis include child neglect, child sexual and physical abuse, missing and exploited children & adolescents, domestic violence, the cycle of violence, elder abuse, and the impact on the family system. Strategies for treatment and community intervention are explored.

**HS 225  
SURVEY OF  
COMMUNITY RESOURCES 3CR**

Introduces students to a variety of community-based human service agencies through examination of their services, functions, and service populations. The class will participate in field visits, guest lectures, and exercises designed to assist them in understanding the relevance of each service component to the whole community, regional, and state system.

**HS 226  
MENTAL HEALTH ASSESSMENT  
& EVALUATION 5CR**

Explores current perspectives of mental health in the helping professions by focusing on the identification, definition, diagnostic criteria, and the assessment and evaluation of psychological disorders. An emphasis will be placed on the continuum that exists between normal and abnormal behavior by examining biological, psychological and socio-cultural causal factors as they relate to adults and children.

**HS 227  
BEHAVIORAL HEALTH  
& WELLNESS 5CR**

Introduces students to the dimensions of wellness, including physical, emotional, social, and spiritual components. Students explore strategies for personal behavioral health & wellness, including coping strategies, personal boundaries, self awareness and how to avoid burnout on the job.

**HS 229  
INTRODUCTION TO  
GANG CULTURE 3CR**

This culturally-sensitive course clearly describes the historical foundations of gangs and the gang culture that currently exists in the United States. Students will learn to identify gang symbols, attire, language, and culture. Social change agents such as educational awareness programs, parent programs, parent awareness programs, and community awareness programs will also be examined.

**Prerequisites:** High school diploma or GED.



**HS 230  
CASE MANAGEMENT 5CR**

This course introduces students to the fundamentals of case management practice. Students will review different models of case management and learn about common case management functions such as outreach, engagement, assessment, planning, accessing resources, coordination, and advocacy.

**HS 235  
CULTURALLY COMPETENT PRACTICE 5CR**

Provides students with an awareness of the historical, cultural, socio-economic, biological, and psycho-social influences that define diversity. Examines culturally competent standards that influence best practice standards for human services workers. Students will explore culture, guidelines for culturally-sensitive practices, the impact of inequality on a variety of service populations, racism, prejudice, and inclusion strategies.

**HS 237  
LAW & ETHICS FOR HUMAN SERVICES 3CR**

Presents an overview of the ethical and professional issues that human services workers will face in the field. Included are such topics as ethical decision making, professional responsibilities, liability, confidentiality, records and rights of clients, professional codes of ethics, core values and personal issues, supervision, leadership, and the legal system.

**HS 238  
SPECIAL PROJECTS 3-5CR**

Students will be responsible for formulating and implementing ideas to complete a special project related to the human services field. Students must obtain authorization from the Instructor for the project prior to enrolling in the course.

**HS 239  
SELECTED TOPICS 3-5CR**

Students will be responsible for performing either a literature review and/or research on a human services-related topic. Students must obtain authorization from the Instructor for the project prior to enrolling in the course.

**HS 244  
INTERNSHIP II 5CR**

Students will participate in on-the-job training in the human services field of their choice. Duties and tasks are supervised. Students perform relevant job duties and tasks within their agency of choice, attend supervision meetings, identify community resources that are applicable, and perform other job duties as assigned. Instructor permission is required for site choice. Successful completion of Internship I is required.

**HS 246  
GROUP PROCESS 3CR**

An introduction to the dynamics of group interaction with emphasis upon the student's firsthand experience as a group leader and member. The factors involved in problems of communication, effective emotional responses, and personal growth will be highlighted. Emphasis will be placed on group process as a means of changing behavior. This course is designed to assist human services students who will function as group leaders and co-leaders.

**HS 258  
INTERNSHIP III 5CR**

Students will participate in on-the-job training in the human services field of their choice. Duties and tasks are supervised. Students perform relevant job duties and tasks within their agency of choice, attend supervision meetings, identify community resources that are applicable, and perform other job duties as assigned. Instructor permission is required for site choice. Successful completion of Internship II is required.

**HSCD 135  
INTRODUCTION TO CHEMICAL DEPENDENCY 3CR**

Introduction to the field of chemical dependency with emphasis on the roles and responsibilities of the addiction paraprofessional counselor, ethical issues, pharmacology, family dynamics, dual diagnosis, intervention techniques, self-help groups, levels of care, symptom identification, and conducting alcohol/drug histories. Interactive work stressed.

**HSCD 140  
ETHICS FOR CHEMICAL DEPENDENCY PROFESSIONALS 2CR**

Focuses on understanding the obligations to adhere to ethical and behavioral standards of conduct in the helping relationship as well as the importance of supervision and continuing education.

**HSCD 145  
PHYSIOLOGICAL ACTIONS OF DRUGS & ALCOHOL 3CR**

Students will learn to identify the physiological effects of psychoactive substances on the user. Management of chronic and acute conditions and drug interactions are covered.

**HSCD 155  
CHEMICAL DEPENDENCY & COUNSELING I: INDIVIDUALS & GROUPS 5CR**

Focuses on learning a collaborative process that facilitates the client's progress toward mutually determined treatment goals and objectives. Students will learn counseling competencies that include: sensitivity to the client's individual characteristics and culture, the role of the counselor, approaches to counseling & addiction disorders, use of warmth, respect, genuineness, concreteness, empathy, and the therapeutic use of power and authority. Group dynamics and strategies will also be covered.

**HSCD 215  
CASE MANAGEMENT & RECORD-KEEPING FOR THE CDP 5CR**

Focuses on the basic case management skills of service coordination, referral practices, community services, ongoing evaluation of treatment progress, client needs, and learning documentation standards and applicable laws.

**HSCD 226  
CHEMICAL DEPENDENCY ASSESSMENT & EVALUATION 2CR**

Includes learning how to use screening, evaluation, and assessment techniques, as well as being able to determine a client's readiness for treatment and change, and determining an appropriate level of care for the client.

**HSCD 228  
CHEMICAL DEPENDENCY & THE LAW 2CR**

Examine the federal & state laws that pertain to chemical dependency for individuals and facilities. Students also become familiar with the criminal, civil, and juvenile court systems.

**HSCD 238  
SPECIAL PROJECTS 3-5CR**

Students will be responsible for formulating and implementing idea to complete a special project related to the chemical dependency field. Students must obtain authorization from the instructor for the project prior to enrolling in the course

**HSCD 249  
CHEMICAL DEPENDENCY & COUNSELING II: ADOLESCENTS & FAMILIES 5CR**

Become familiar with culturally competent models of diagnosis and intervention for families and adolescents, as well as build an understanding for the dynamics among family members.

**HSCD 251  
RELAPSE PREVENTION 3CR**

Become familiar with the basic philosophy and techniques of relapse prevention for substance abuse and the ongoing process that involves all aspects of the person's wellness and culture. Learn to recognize the warnings signs for relapse, the 12-step approach to recovery, and general wellness concepts.

**HSCD 256  
SPECIAL PROJECTS 3-5CR**

Students will be responsible for formulating and implementing idea to complete a special project related to the human services field. Students must obtain authorization from the instructor for the project prior to enrolling in the course

**HSCD 259  
SELECTED TOPICS 3-5CR**

Students will be responsible for performing a either a literature review and/or research on a human services related topic. Students must obtain authorization from the instructor for the project prior to enrolling in the course.

**INTERIOR DESIGN****DSN 105  
DRAFTING I 6CR**

This course introduces students to the fundamental skills and concepts necessary for interior design planning and drawing to include: use of drafting tools, exercise in line weight and line type quality, architectural scale, dimensioning and architectural lettering.

**DSN 119  
INTERIOR DESIGN & THE  
CREATIVE DESIGN PROCESS 4CR**

This course is an introduction to inspiration, identification, conceptualization, communication, the elements and principles of design and trendspotting.

**DSN 121  
DRAFTING II 5CR**

This course introduces students to the fundamental principles needed to create an as-built plan set to include: Floor Plan, Reflected Ceiling Plan, Power/Mechanical Plan, and Elevation. Field surveys, symbols and graphics, and formatting of drawings will be introduced.

**Prerequisites:** DSN 105

**DSN 123  
MATERIALS, METHODS,  
& TECHNIQUES OF  
INTERIOR DESIGN 4CR**

This course is an introduction to the fundamental design materials and applications for interior environments to include: hard and resilient flooring, soft flooring, paint, wall coverings, cladding, acoustics, metal, plaster, glass and millwork. Students will also learn to visually present material selections in a professional manner.

**DSN 124  
COLOR THEORY 4CR**

An introduction to color, color systems, color theories, coloring agents, dimensions of color in compositions, the influence of color and exercises of putting color to use.

**DSN 132  
LIGHTING 5CR**

This course introduces students to the fundamental skills and concepts of lighting design. It is an approach to quality lighting with a primary focus on the design process. Areas covered are: basic lighting, human factors, sustainability, products and design fundamentals.

**DSN 136  
INTRODUCTION TO  
DRAWING & RENDERING 4CR**

Introduction to Drawing and Rendering is a beginning look at some of the drawing methods and materials used by Interior Designers. This course begins with the fundamental concepts of freehand sketching and gaining the ability to think three-dimensionally. It is also an introduction for methods to communicate your design vision through hand drawn renderings. This is shown by the use of shade, shadow, texture, pattern, color and material qualities.

**DSN 140  
TEXTILES 4CR**

A comprehensive coverage of the textile products available for use in residential design. An emphasis is made on window, upholstery, and the selection of materials.

**DSN 145  
RESIDENTIAL PLANNING,  
DESIGN & EXTERIOR SPACES 5CR**

Completion of this course will provide students with the understanding of interior space planning basics and concepts using diagrams, residential codes, planning guidelines and presentation techniques. Students will also learn exterior elements and finishes that help to enclose the space.

**Prerequisites:** DSN 105, 121

**DSN 152  
FURNITURE & CABINET DESIGN 2CR**

This course covers the fundamentals of custom furniture and cabinet design. Based on the study of furniture design theory, function, social use, materials and fabrication, students will design a unique custom piece of furniture.

**DSN 153  
DRAFTING III 5CR**

Completion of this course will provide students with an understanding of typical planning dimensions and guidelines for residential interiors, as well as proper techniques to combine cabinetry, appliances and applied measurements for graphic presentation standards.

**Prerequisites:** DSN 121.

**DSN 158  
HISTORY OF INTERIORS 4CR**

A comprehensive overview of art, the history of interiors, and furniture from antiquity to the present day.

**DSN 159  
INTRODUCTION TO  
TECHNOLOGY FOR  
INTERIOR DESIGNERS 3CR**

This course covers basic computer skills for interior designers. Contents include computer use for file management, spreadsheet creation, internet research, as well as Google SketchUp and other graphics media for design presentations.

**DSN 202  
ELEMENTS OF KITCHEN  
& BATH DESIGN 5CR**

This course is an introduction to the principles and elements of design for kitchens and bathrooms including: basic components, mechanical and lighting systems, color theory and construction applications.

**DSN 204  
INTRODUCTION TO COMMERCIAL  
INTERIOR DESIGN 4CR**

This course provides an introduction to commercial interiors. Contents include areas of practice, ADA and code compliance, as well as commercial design case studies.

**DSN 206  
20/20 DRAFTING 5CR**

Learn through computer aided drafting methods to design kitchen and bath spaces using 20-20 Design software. Skills learned will include the execution of floor plans, elevation drawings, rendered perspectives, and specification sheets.

**DSN 208  
MATERIALS & ESTIMATING 4CR**

This course is an introduction to recommending and calculating quantities for cabinetry, appliances, plumbing fixtures, lighting, hardware and surfacing materials for kitchens and bathrooms.

**DSN 211  
BUSINESS PROCEDURES  
AND SALES 4CR**

Completion of this course will provide students with the understanding of business practices generally conducted by interior designers. The study will acquaint students with the basic procedures, documents, ethical conduct, associations and certification requirements within various business formats. This course is designed to address current topics on interior design and help prepare the student for a professional job search.

**DSN 214  
GREEN DESIGN: AN OVERVIEW 5CR**

Learn the basic fundamentals of green design. What is this new concept of living? When did it begin, and how far have we come? How can it benefit our lives and our planet? In this brief overview, students will study relevant vocabulary and examine the basics of sustainable design.

**DSN 216  
CAD I 5CR**

Introduction to CAD (Computer Aided Drafting). The successful student will learn the basic functions and commands to produce basic drawings for interior design construction.

**DSN 219  
A CLOSER LOOK AT  
LIVING GREEN 4CR**

Live a greener life. Students will learn the Seven Paths to a Good Green Home and take a closer look at what the interior design field can do for the green cause by studying the text and reporting on local case studies.

**DSN 221  
BUILDING THE GREEN LIFE:  
MATERIALS & ESTIMATING 5CR**

Finding and specifying the right green products for your project will benefit both your client and your planet. Students will become familiar with green resources, as well as when and where to specify green products for their projects.

**DSN 223  
PROJECT GREEN:  
DEVELOPING A GREEN DESIGN 5CR**

Design and present a green space. Spend class time developing a green design based on knowledge obtained throughout the quarter, and present them to the class in preparation for real-life interior design proposals.

**DSN 225  
DESIGN I 5CR**

Utilizing provided programming information, students will be introduced to space planning for commercial interiors to include: programming, design schematics, ADA standards for accessibility, and code considerations.

**Prerequisites:** DSN 216.

**DSN 227  
COMMERCIAL SPECIFICATIONS 4CR**

The Commercial Specifications course covers general notes used within construction documents, the specification of products, fabrication, and applications for commercial interior design. It also covers the liabilities of the designer in regard to specification writing for codes, standards, and federal regulations which are an essential part of designing building interiors.

**Prerequisites:** DSN 225.

**DSN 231  
20TH CENTURY & CURRENT  
DESIGN PHILOSOPHIES  
& SIGNIFICANT WORKS 3CR**

Includes the study of historically significant 20th and 21st century designers and architects, their philosophies, and the role of their significant historic works.

**DSN 236  
DESIGN II 7CR**

Using codes and standards simulating parts of the NCIDQ Examination, students will complete three unique exercises that focus on the following areas of commercial design: space planning, lighting design and egress.

**Prerequisites:** DSN 225.

**DSN 239  
CAD II 5CR**

This course includes the intermediate level use of 2-dimensional CAD (computer aided drafting). To develop increased knowledge, speed, and accuracy, following demonstration and in class exercises, the student will use AutoCAD software to develop advanced layouts in paper space.

**Prerequisites:** DSN 216.

**DSN 241  
BUSINESS PRACTICES 4CR**

Completion of this course will provide students with the understanding of business practices generally conducted by interior designers. The study will acquaint students with the basic procedures, documents, ethical conduct, associations and certification requirements within various business formats. This course is designed to address current topics on interior design and help prepare the student for a professional job search.

**DSN 245  
INTERNSHIP OR  
ALTERNATIVE STUDY 4CR**

Interact with established businesses or related businesses of interior design by going to a place of business and working in the field. An alternative option for students would be to participate in a specific design project approved by the instructor. Students will arrange to work with a sponsor, and will observe and assist the sponsor with meaningful design activities for a total of 80 hours.

**DSN 251  
CONTRACT FURNITURE 3CR**

This course provides an introduction to the various types of furniture used in commercial design. We will concentrate on the selection and specification and use of furnishings as well as contracts, documents, and the procurement of contract furniture.

**DSN 265  
INDEPENDENT STUDY 3CR**

Explore or expand knowledge of interior design within an independent study format. With guidance and instructor approval, the student will select a meaningful project within an area of interest to strengthen their range of abilities. The student will fulfill several pre-approved objectives at the conclusion of the course where they will complete a self-assessment and final presentation to the instructor.

**DSN 266  
PORTFOLIO/PROFESSIONAL  
PRESENTATION 7CR**

Students will create and present a professional portfolio of their work illustrating the level of design and technical skills they are capable of achieving. Students will learn to present themselves and their work professionally, as well as how to develop a professional resume, cover letter, and business card appropriate for the interior design industry.

**DSN 270  
INDEPENDENT STUDY 4CR**

Explore or expand knowledge of interior design within an independent study format. With guidance and instructor approval, the student will select a meaningful project within an area of interest to strengthen their range of abilities. The student will fulfill several pre-approved objectives at the conclusion of the course where they will complete a self-assessment and final presentation to the instructor.

**DSN 275  
INDEPENDENT STUDY 5CR**

Explore or expand knowledge of interior design within an independent study format. With guidance and instructor approval, the student will select a meaningful project within an area of interest to strengthen their range of abilities. The student will fulfill several pre-approved objectives at the conclusion of the course where they will complete a self-assessment and final presentation to the instructor.

**MANUFACTURING  
TECHNOLOGIES****MCH 101  
ORIENTATION/  
MACHINE SHOP SAFETY 2CR**

Provides an overview of the program, orientation to shop procedures, and the responsibilities associated with personal safety and the safety of others.

**Prerequisite:** Instructor's permission.

**MCH 105  
SHOP MATH/BLUEPRINT I 6CR**

Provides a review of basic arithmetic, using addition, subtraction, fractions, and decimal fractions. Study of drawings and prints, and an overview of basic measuring tools.

**Prerequisite:** Instructor's permission and MCH 101.

**MCH 107  
SHOP MATH/BLUEPRINT II 6CR**

Provides study of basic geometry concepts and introduction to calculators. Advanced study of prints and reading of machine details.

**Prerequisite:** Instructor's permission and MCH 101.

**MCH 109  
SHOP MATH/BLUEPRINT III 6CR**

An introduction to trigonometric functions, practical machine mathematical applications, the Cartesian coordinate system, geometric dimensioning, and tolerancing.

**Prerequisite:** Instructor's permission and MCH 101.

**MCH 111  
SHOP MACHINES & TOOLS 6CR**

Use and care of hand and machine tools used in measurement, layout, and inspection. Beginning machine tool operation of pedestal grinders, drill presses, and power saws.

**Prerequisite:** Instructor's permission and MCH 101.

**MCH 117  
LATHES I 6CR**

Progressively difficult operations on lathes with emphasis on setups, speeds and feeds, turning, facing, grooving, threading, and tapers. Actual turning jobs from industry may be utilized.

**Prerequisite:** Instructor's permission and MCH 101.

**MCH 121  
MILLS I 6CR**

Progressively difficult operations on milling machines, with emphasis on setups, speeds and feeds, end milling, side milling, shell milling, drilling, and tapping. Actual machining jobs from industry may be utilized.

**Prerequisite:** Instructor's permission and MCH 101.

**MCH 122  
LATHES & MILLS II 8CR**

Intermediate calculations and machining operations with emphasis on accessories for lathes and milling machines. Actual machining jobs from industry may be utilized.

**Prerequisite:** Instructor's permission and MCH 101.

**MCH 125  
LATHES & MILLS III 10CR**

Progressively advanced turning and milling techniques with emphasis placed on precision setup using geometric dimensioning and tolerancing. Actual machining jobs from industry may be utilized.

**Prerequisite:** Instructor's permission and MCH 101.

**MCH 126  
LATHES & MILLS IV 8CR**

Progressively advanced turning and milling techniques with emphasis placed on the use of all shop equipment to complete advanced precision projects. Actual machining jobs from industry may be utilized.

**Prerequisite:** Instructor's permission and MCH 101.

**MCH 129  
SURFACE GRINDING 4CR**

Progressively difficult grinding operations with emphasis on surface grinding, mounting, dressing, and truing grinding machine wheels.

**Prerequisite:** Instructor's permission and MCH 101

**MCH 133  
TOOL & CUTTER GRINDING 5CR**

Progressively difficult tool and cutter grinding with emphasis on milling cutters, reamers, and form tools.

**Prerequisite:** Instructor's permission and MCH 101.

**MCH 202  
INTRODUCTION TO CNC 7CR**

Introduction to CNC programming software and setups using CAD/CAM interfacing and project milling, drilling, and lathe turning. Actual machining jobs from industry may be utilized.

**Prerequisite:** Instructor's permission and MCH 101.

**MCH 211  
INTERMEDIATE CNC 10CR**

Understanding and operating Computer Numerical Control (CNC) machinery. Writing programs and manual data input. Actual machining jobs from industry may be utilized.

**Prerequisite:** Instructor's permission and MCH 101.

**MCH 216  
ADVANCED CNC 12CR**

Progressively advanced CNC machining techniques with emphasis placed on program troubleshooting, and increased production. Actual machining jobs from industry may be utilized.

**Prerequisite:** Instructor's permission and MCH 101.

**MCH 219  
CAREER OPPORTUNITIES 4CR**

Covers writing a résumé, researching employers, and job search techniques.

**Prerequisite:** Instructor's permission and MCH 101.

**MCH 223  
INSPECTION TECHNIQUES 6CR**

Proper use of inspection tools and equipment. Emphasis is on applied use of geometric dimensioning and tolerancing, with use of granite layout surfaces.

**Prerequisite:** Instructor's permission and MCH 101.

**MCH 229  
METALLURGY  
& HEAT TREATMENT 4CR**

Provides insight into the study of the properties and compositions of metals. Emphasis is on heat treatment of metals.

**Prerequisite:** Instructor's permission and MCH 101.

**MCH 231  
MANUFACTURING  
RESOURCES & RESEARCH 4CR**

Study of resources for machining information with emphasis on methods of research.

**Prerequisite:** Instructor's permission and MCH 101.

**MCH 240  
TRAINING & PRACTICE 1-10CR**

Special instruction to suit the individual's needs. Repeated enrollment ensures progressively advanced training. The number of times one may enroll is based on the student's needs, and is at the Instructor's advisement.

**Prerequisite:** Instructor's permission and MCH 101.

**MESSAGE STUDIES****MASST 110  
ANATOMY, PHYSIOLOGY  
& PATHOLOGY I 5CR**

Introduces the student to anatomy and physiology, cytology, integumentary, osteology, mycology, and nervous system.

**MASST 111  
ANATOMY, PHYSIOLOGY  
& PATHOLOGY II 5CR**

Explores endocrinology, cardiovascular, digestive, and respiratory systems.

**Prerequisite:** Successful completion of MASST 110

**MASST 114**  
**SWEDISH MASSAGE THEORY 5CR**

Introduces the learner to the history, application, and principles of Swedish massage. This includes not only the massage strokes, but also client safety, communication, and charting of results.

**Prerequisite:** The student will have submitted a medical statement of health from a primary care provider verifying their ability to safely participate in all aspects of the program prior to admission. MASST 114 must be taken concurrently with MASST 117

**MASST 115**  
**CLINICAL MASSAGE TECHNIQUES 4CR**

Covers a variety of massage techniques used in clinical massage. Students will learn and practice when and how to employ these techniques in order to safely and effectively treat their clients.

**Prerequisite:** Successful completion of the Swedish Massage Practitioner Program, completion of a similar program from another accredited institution, or currently a Washington State Licensed Massage Practitioner.

**MASST 116**  
**COMPLEMENTARY MASSAGE MODALITIES I 3CR**

Introduces the student to a variety of massage modalities that can be safely integrated into a massage practice. Modalities covered include fascial techniques, acupressure, seated massage and side-lying. Indications, contra-indications and treatment modifications will be identified.

**Prerequisite:** Successful completion of MASST 114 and MASST 117.

**MASST 117**  
**SWEDISH MASSAGE PRACTICE 4CR**

Apply knowledge and techniques taught in Swedish Massage Theory. This class prepares the learner to practice safe, relaxing, therapeutic, and effective Swedish Massage. In addition to proper use and application of Swedish Massage strokes, the learner will also practice proper self-care techniques, and learn how to care for their equipment.

**Prerequisite:** MASST 117 must be taken concurrently with MASST 114.

**MASST 123**  
**CLINICAL APPLICATION OF MASSAGE THERAPY 4CR**

Introduces and prepares the learner to recognize, assess, and effectively treat common musculoskeletal pathologies. Other information covered is scope of practice, tissue healing, defining causes of injury, stages of rehabilitation, and common errors that massage therapists make.

**Prerequisite:** Successful completion of Swedish Practitioner course or equivalent, or currently a Washington State licensed massage practitioner.

**MASST 126**  
**KINESIOLOGY: UPPER EXTREMITY 2CR**

Introduces students to the study of movement. Presents the beginning principles and skills for locating and identifying bony landmarks and muscles of the upper extremity using palpation techniques, movement, and anatomical terminology.

**MASST 130**  
**KINESIOLOGY: TRUNK 1CR**

Continue the study of movement. This course builds upon the principles and skills for locating and identifying bony landmarks and muscles of the trunk using palpation techniques, movement, and anatomical terminology.

**Prerequisite:** Successful completion of MASST 126

**MASST 131**  
**ASSESSMENT & TREATMENT OF THE BACK 2CR**

Detailed and extensive review of the structure and function of the back. Students will explore common musculoskeletal and neurological pathologies that can affect the back, and formulate a treatment plan to safely and effectively assess and treat those conditions.

**Prerequisite:** Successful completion of MASST 115 and MASST 123

**MASST 133**  
**DEEP TISSUE MASSAGE THEORY 4CR**

Introduces the student to a variety of massage treatment techniques, providing groundwork for clinical massage applications. Indications, contraindications, and treatment modifications will be identified and discussed.

**Prerequisite:** Successful completion of MASST 114 and MASST 117. MASST 133 must be taken concurrently with MASST 134.

**MASST 134**  
**DEEP TISSUE MASSAGE PRACTICE 4CR**

Building on the massage techniques learned in Swedish massage theory and practice, students become proficient in a variety of deep tissue techniques.

**Prerequisite:** Completion of MASST 114 and MASST 117. MASST 134 must be taken concurrently with MASST 133

**MASST 136**  
**COMPLEMENTARY MASSAGE MODALITIES II 2CR**

Introduces the student to a variety of massage modalities that can safely integrated into a massage practice. Modalities covered include pregnancy massage, sports massage, and hydrotherapy, including hot stone massage. Indications, contraindications, and treatment modifications will be identified.

**Prerequisite:** Successful completion of MASST 114 and MASST 117.

**MASST 137**  
**KINESIOLOGY: HEAD AND NECK 1CR**

Continue the study of movement. This course builds upon the principles and skills for locating and identifying bony landmarks and muscles of the head and neck, using palpation techniques, movement, and anatomical terminology.

**Prerequisite:** Successful completion of MASST 126.

**MASST 139**  
**CLINICAL MASSAGE BUSINESS & ETHICS I 1CR**

Prepares the learner to communicate with other healthcare practitioners through proper and thorough documentation.

**Prerequisite:** Successful completion of Swedish Massage Practitioner program, completion of a similar program from another accredited institution, or currently a Washington State Licensed Massage Practitioner.

**MASST 143**  
**MASSAGE BUSINESS & ETHICS I 2CR**

Introduces the learner to important business knowledge, skills, and professional ethics vital to the successful practice of massage therapy after licensure. Students know and follow professional ethics as related to massage, will learn and practice universal safety precautions, utilize and understand common medical terms, research the different avenues of employment available, and begin the process of building a successful massage business.

**MASST 144**  
**MASSAGE BUSINESS & ETHICS II 2CR**

Learn and demonstrate a variety of successful business strategies, from marketing to record keeping, in addition to becoming knowledgeable regarding state and local laws that govern massage therapy in Washington State.

**Prerequisite:** Successful completion of MASST 143

**MASST 145**  
**ORTHOPEDIC ASSESSMENT 4CR**

Detailed analysis of joints, ligaments, and how movements are affected by surrounding structures. Integrating basic assessment and treatment of common musculoskeletal injuries and conditions.

**Prerequisite:** Successful completion of MASST 126, MASST 130, MASST 137 and MASST 146 or currently a Washington State licensed massage practitioner.

**MASST 146**  
**KINESIOLOGY: LOWER EXTREMITY 2CR**

Continue the study of movement. This course builds upon the principles and skills for locating and identifying bony landmarks and muscles of the lower extremity using palpation techniques, movement, and anatomical terminology.

**Prerequisite:** Successful completion of MASST 126.

**MASST 147**  
**CLINICAL MASSAGE**  
**ANATOMY & PHYSIOLOGY I** 3CR

Explores body systems with an emphasis on the common pathologies of those systems. In addition to covering the cause and effect of those pathologies, the learner will also be presented with the common allopathic treatment(s) their clients may be receiving for those conditions. Pharmacology will include effects and side-effects of the medications, and how those relate to the indications and contraindications of massage.

**Prerequisite:** Successful completion of Swedish Massage Practitioner program, completion of a similar program from another accredited institution, or currently a Washington State licensed massage practitioner.

**MASST 149**  
**CLINICAL MASSAGE THEORY:**  
**SPECIAL POPULATIONS** 5CR

Explores how massage can be modified to safely and effectively treat individuals who have unique situations that could include physical, emotional, and health-related challenges. Indications and contraindications will be discussed as they apply to each population. To be taken concurrently with MASST 151.

**Prerequisite:** Successful completion of Swedish Massage Practitioner program, completion of a similar program from another accredited institution, or currently a Washington State licensed massage practitioner.

**MASST 151**  
**CLINICAL MASSAGE PRACTICE:**  
**SPECIAL POPULATIONS** 3CR

Practice techniques and positioning to adapt massage to safely and effectively treat individuals who have unique situations that could include physical, emotional, and health-related challenges. Indications and contraindications will be discussed as they apply to each population. To be taken concurrently with MASST 149.

**Prerequisite:** Successful completion of Swedish Massage Practitioner program, completion of a similar program from another accredited institution, or currently a Washington State licensed massage practitioner.

**MASST 153**  
**ASSESSMENT & TREATMENT:**  
**UPPER EXTREMITY** 2CR

Detailed and extensive review of the structure and function of the upper extremity. Students will explore common musculoskeletal and neurological pathologies that can affect the arm and shoulder, and how to safely and effectively assess and treat those conditions.

**Prerequisite:** Completion of MASST 115 and MASST 123, or currently a Washington State licensed massage practitioner.

**MASST 155**  
**ASSESSMENT & TREATMENT:**  
**LOWER EXTREMITY** 2CR

Detailed and extensive review of the structure and function of the lower extremity. Students will explore common musculoskeletal and neurological pathologies that can affect the lower extremity, and how to safely and effectively assess and treat those conditions.

**Prerequisite:** Successful completion of MASST 115 and MASST 123, or currently a Washington State licensed massage practitioner.

**MASST 157**  
**ASSESSMENT & TREATMENT:**  
**HEAD & NECK** 2CR

Detailed and extensive review of the structure and function of the head and neck. Students will explore common musculoskeletal and neurological pathologies that can affect the head and neck and formulate a treatment plan to safely and effectively assess and treat those conditions.

**Prerequisite:** Successful completion of MASST 115 and MASST 123, or currently a Washington State licensed massage practitioner.

**MASST 158**  
**PRACTICUM I** 3CR

Allows the student to choose and pursue individual workplace experience opportunities. This opportunity may be in a supervised internship setting, on-site events, and/or practice in Clover Park Technical College's student-run massage clinic.

**Prerequisite:** Successful completion of Swedish Massage Practitioner program, completion of a similar program from another accredited institution, or currently a Washington State licensed massage practitioner.

**MASST 159**  
**CLINICAL MASSAGE**  
**BUSINESS & ETHICS II** 1CR

Prepares the learner to communicate with and leads the learner through the process of billing insurance companies for services, from codes to filling out forms and follow-up.

**Prerequisite:** Successful completion of MASST 139, or currently a Washington State licensed massage practitioner.

**MASST 160**  
**PRACTICUM II** 3CR

Allows the student to choose and pursue individual workplace experience opportunities. This opportunity may be in a supervised internship setting, on-site events, and/or practice in Clover Park Technical College's student-run massage clinic.

**Prerequisite:** Successful completion of Swedish Massage Practitioner program, completion of a similar program from another accredited institution, or currently a Washington State licensed massage practitioner.

**MASST 162**  
**STUDENT CLINIC** 2CR

Gain first-hand knowledge and experience by running a massage clinic. In addition to providing relaxation and deep tissue massage, each student will also have an opportunity to experience the more administrative positions in a clinic by rotating through the positions of receptionist, cashier, and scheduling manager.

**Prerequisite:** Successful completion of MASST 114 and MASST 117. Student must have current First Aid/CPR certification, as well as having completed a minimum of four hours HIV-AIDS training, and a report from the Washington State Patrol. Some results from the background check may prevent individuals from participating in the Student Clinic.

**MASST 163**  
**CLINICAL MASSAGE ANATOMY &**  
**PHYSIOLOGY II** 3CR

Continues the exploration of body systems with an emphasis on the common pathologies of those systems started in MASST 147. In addition to covering the cause and effect of those pathologies, the learner will also be presented with the common allopathic treatment(s) their clients may be receiving for those conditions. Pharmacology will include effects and side-effects of the medications, and how those relate to the indications and contraindications of massage.

**Prerequisite:** Successful completion of MASST 147.

## MATERIAL SCIENCE

**MS 110**  
**BLUEPRINT READING**  
**AND SKETCHING** 4CR

Introduces principals, terms, and definitions of reading and understanding blueprints.

**MS 115**  
**INTRO TO REPORT/**  
**FORMS WRITING** 3CR

Introduces the student to the technical style of report and test procedure and writing commonly used in nondestructive testing.

**MS 120**  
**INTRO TO CODES**  
**& SPECIFICATIONS** 2CR

Introduces codes and specifications terms, definitions, and applications. Learn how to use and interpret in specific applications in field situations.

**MS 125**  
**FUNDAMENTALS OF**  
**METALLURGY** 5CR

Provides an overview of metallurgy and its application in industry. Topics covered include metallographic sample preparation, hardness and tensile testing, fundamentals of physical metallurgy and heat treating.

**MS 130**  
**MANUFACTURING PROCESSES 5CR**  
 Provides an overview of manufacturing processes. Topics include material properties, machining, joining, casting, forming, heat treating, and finishing. Emphasis is placed on fundamental parameters of each process, advantages, limitations, and factors that should be considered when choosing a manufacturing process.

**MS 135**  
**PRINCIPLES OF TROUBLESHOOTING 3CR**  
 Gain knowledge and understanding of troubleshooting processes and procedures. Identifies thought process utilized when troubleshooting and allows each student the opportunity to put theory into practice.

**MS 140**  
**STATISTICS FOR MATERIAL ENGINEERING TECHNICIANS 3CR**  
 Apply statistical concepts to the principles of material testing. Topics in statistics include analysis of data, measures of central tendency and dispersion, probability and theoretical frequency distributions, confidence intervals and hypothesis testing for means and proportions of samples, correlation and regression, and statistical process control.

**MS 145**  
**FUNDAMENTALS OF COMPOSITES 4CR**  
 Learn the fundamental construction of composites, advantages of composites over traditional materials, manufacturing methods, fabrication and assembly, testing and quality assurance, damage control and repair.

**NDT 110**  
**INTRODUCTION TO NDT 3CR**  
 Introduction to terms, definitions, and method overview of nondestructive testing. Methods include: eddy current liquid penetrant, magnetic particle, radiography, and ultrasonic testing.

**NDT 115**  
**NDT WELDING 3CR**  
 Presents structural profile and dimensional discontinuities as they relate to the oxyacetylene process for welding, brazing, and cutting. Shielded Metal Arc Welding (SMAW) exercises are also included as they relate to visual inspection for Nondestructive Testing Technology.

**NDT 120**  
**VISUAL AND OPTICAL TESTING 5CR**  
 Visual inspection is the most widely used method of nondestructive testing. Learn to detect various discontinuities that are related to the power plant industry, structural steel fabrication and construction industry, aerospace industry, petro-chemical industry, and manufacturing processes. Exercises are performed using many visual inspection tools.

**NDT 125**  
**MAGNETIC PARTICLE TESTING 5CR**  
 Learn proper magnetization techniques, evaluate indications, interpret accept/reject standards, and implement quality control techniques. Students develop and write procedures and inspect welds, castings, and machined components. Includes extensive hands-on training in the magnetic particle lab.

**NDT 130**  
**LIQUID PENETRANT TESTING 5CR**  
 Covers principles and practices of liquid penetrant inspection. Learn why and when to use various types of penetrant materials, and the proper techniques necessary for reliable inspection. Addresses the evaluation of liquid penetrant indications, interpreting standards and specifications, and checking penetrant system quality. Review fundamental liquid penetrant principles and techniques; develop and write procedures; and inspect welds, castings, forgings, and machined components. Parts are evaluated according to relevant codes and/or standards.

**NDT 135**  
**NDI FOR COMPOSITE STRUCTURES 3CR**  
 Learn theory, principles, techniques and applications of NDT methods for composite structures. Students will inspect numerous composite structures and components utilizing NDT practices.

**NDT 140**  
**EDDY CURRENT TESTING I 5CR**  
 Covers the theory of the production of eddy currents, including electrical concepts. The calibration and operation of eddy current machines will be covered, along with the applications of eddy current testing.

**NDT 150**  
**ULTRASONIC TESTING I 5CR**  
 Introduces ultrasonic principles of sound wave propagation and term definitions. Introduces the student to the calibration ultrasonic equipment and the various straight beam testing methods. Also covers linearity and immersion testing, Snells law, and angle beam calibration and testing.

**NDT 160**  
**RADIOGRAPHIC TESTING I 5CR**  
 Introduces radiographic principals, terms, definitions, and basic theory. Basics covered give an understanding of how an X-ray tube generates X-radiation and how the use of radiation will provide a finished product. Explores basic use of X-ray film, film speed, and film processing. Introduction to finished film quality and interpretation. Introduction to procedures using radiographic standards and codes. Introduces film interpretation for welds, castings, and nonmetallic materials, teaching accept-reject criteria.

**NDT 170**  
**EDDY CURRENT TESTING II 5CR**  
 Presents advanced theory and application as it relates to depth of penetration, characteristic frequency, and flaw characteristics. Lab exercises prove and reinforce these advanced theories.

**NDT 180**  
**ULTRASONIC TESTING II 5CR**  
 Covers the use of angle beam testing to locate and size welding flaws. Immersion inspection of composite materials will also be covered. At the completion of this course, the student will be given Level I General, Specific, and Practical Tests.

**NDT 190**  
**RADIOGRAPHIC TESTING II 5CR**  
 Covers radiographic techniques commonly used in industrial testing. The student will make radiographs using X-ray machines and Iridium 192 isotope sources. Focuses on the safety aspect of working with radioisotopes and equipment used in isotope radiography.

**NDT 210**  
**EDDY CURRENT TESTING III 5CR**  
 Presents the student with advanced eddy current inspection techniques. Advanced applications will include multi-frequency inspection, nuclear tubing inspection, and many aircraft inspection techniques.

**NDT 220**  
**ULTRASONIC TESTING III 5CR**  
 Covers the application of advanced ultrasonic techniques, procedures, codes, and specifications as they apply to industry. Advanced applications will be performed using normal beam testing, angle beam testing, and immersion techniques. Techniques will be applied to a variety of industries, such as power, construction, manufacturing, and aircraft inspection. Also exposes students to computerized ultrasonic applications.

**NDT 230**  
**RADIOGRAPHIC TESTING III 5CR**  
 Covers radiographic techniques used by the American Society of Mechanical Engineers, American Welding Society Structural Welding Code, American Petroleum Institute, and other codes used in industry. The student will do radiographic inspection and evaluation to each code, computer enhanced real-time radiography, and Cobalt 60 isotope radiography.

**NDT 240**  
**CAPSTONE PROJECT 3CR**  
 Designed to synthesize and integrate the knowledge gained in all previous courses and demonstrate the application of theory and practice through a project.

**NDT 250  
NDI INTERNSHIP 1-11CR**

Provides on-the-job practical experience under the supervision of an employer. Instructor permission is required for the site choice.

**Prerequisite:** Advanced standing and Instructor's permission.

**NDT 255  
NDT SPECIAL PROJECTS 1-3CR**

Strengthen technical skills in NDT topics by applying knowledge to projects of personal interest and/or assigned.

**Prerequisite:** Advanced standing with Instructor's permission.

**MATHEMATICS****MAT 060  
FUNDAMENTALS OF  
ARITHMETIC 5CR**

Comprehensive instruction in basic arithmetic including whole numbers, fractions, decimals, ratio, proportion and percentages. Math vocabulary and problem solving strategies and approaches are taught.

**Prerequisite:** Appropriate COMPASS placement score is required.

**MAT 072  
MEDICAL MATH APPLICATIONS 3CR**

Emphasis on fractions, combined percentages, metric, apothecary measurements and conversions, roman numerals and dosage calculation formulas. Self-paced lab. (For Hemodialysis students only).

**Prerequisite:** Appropriate COMPASS placement score is required.

**MAT 082  
PREALGEBRA 5CR**

Covers basic operations with whole numbers, fractions, decimals, percentages, ratio and proportion, signed numbers, algebraic expressions, linear equations, order of operations, basic geometry, units of measurements, and introduction to statistics.

**Prerequisite:** Appropriate COMPASS placement score or successful completion of MAT 60 is required.

**MAT 089  
INTRODUCTION TO  
ALGEBRA PART I 5CR**

Designed for students with no algebra background. Reviews basic operations and order of operations with real numbers. Develops algebraic topics including solving linear equations, and graphing linear equations.

**Prerequisite:** COMPASS placement score of 32 or higher or successful completion of MAT 82.

**MAT 090  
INTRODUCTION TO  
ALGEBRA PART II 5CR**

Continuation of a course designed for students with no algebra background. Develops algebraic topics including systems of equations, polynomials, factoring and rational expressions.

**Prerequisite:** Successful completion of MAT 89.

**MAT 091  
INTRODUCTION TO ALGEBRA 5CR**

Develops algebraic topics including algebraic expressions, solving linear equations and inequalities, coordinate graphing, systems of equations, polynomials, factoring and introduction to rational expressions.

**Prerequisite:** Appropriate COMPASS placement score; or successful completion of MAT 82 is required.

**MAT 098  
INTRODUCTORY  
& INTERMEDIATE ALGEBRA 5CR**

Designed for students who have an extensive algebra background and only need a refresher before moving to college level work. Develops algebraic topics including solving equations and inequalities, graphing of linear and nonlinear equations, solving systems of equations, polynomials, factoring, rational expressions, roots and radicals, solving absolute value equations and inequalities, solving quadratic, exponential and logarithmic equations, and introduction to functions.

**Prerequisite:** COMPASS score of 50 or higher AND instructor permission.

**MAT 104  
INTRODUCTORY COMPUTER  
MATHEMATICS 5CR**

Develops techniques in discrete mathematics common to computers, electronic communications, and digital electronics. Discusses scientific notation, introductory trigonometry, logarithms, analog to digital conversion; decimal, binary, octal, and hexadecimal number systems; introductory Boolean algebra, and binary arithmetic as core elements.

**Prerequisite:** COMPASS placement score 62 algebra or 40 college algebra, or successful completion of MAT 91 is required

**MAT 105  
MATHEMATICS FOR  
INDUSTRIAL PROFESSIONS 5CR**

Develops elements of algebra, geometry, metric measure, and trigonometry to calculate areas, volumes, and angles for polygonal objects, objects with smooth curves, and composite objects; with applications to material strength, tapers, pulleys, gears, screw threads, and elementary engines. Scientific calculator required.

**Prerequisite:** Appropriate COMPASS placement score or successful completion of MAT 91 is required.

**MAT 106  
MATH FOR ELECTRONICS 5CR**

Covers elements of algebra, geometry, and trigonometry; trigonometric, exponential, and logarithmic functions; and current, voltage, resistance, power, reactance, capacitance, and inductance, focusing on DC and AC electronics; introduces logic gates and Boolean algebra as applied to logic controllers. Scientific calculator required.

**Prerequisite:** Appropriate COMPASS placement score or successful completion of MAT 91 is required.

**MAT 107  
BUSINESS MATHEMATICS 5CR**

Develops elements of algebra applied to percentages, markup and markdown, discounts, payroll, and simple and compound interest. Scientific calculator required.

**Prerequisite:** Appropriate COMPASS placement score or successful completion of MAT 91 is required.

**MAT 108  
MATH FOR  
HEALTH OCCUPATIONS 5CR**

Develops elements of algebra including quadratic equations with real roots; unit conversion processes applied to U. S. and metric measure, calculation of dosages, and intravenous infusions; covers solutions and dilutions, elementary chemical calculations, and elementary non-linear functions. Scientific calculator required.

**Prerequisite:** Appropriate COMPASS placement score or successful completion of MAT 91 is required.

**MAT 110  
MATH FOR  
NON-SCIENCE MAJORS 5CR**

Covers a variety of topics including probability, statistics, finance, modeling, sets and counting, matrix operations, and exponential and logarithmic functions. Graphing calculator required.

**Prerequisite:** Appropriate COMPASS placement score or successful completion of MAT 99 is required.

**MAT 210  
DISCRETE MATHEMATICS 5CR**

Develop tools for reasoning about discrete mathematical objects. Topics include counting and combinations, laws of logic, methods of proof, set theory, cardinality, proof by induction, recursion and relations/functions.

**Prerequisite:** COMPASS college algebra of at least 53 or successful completion of MATH& 141.

**MAT 99  
INTERMEDIATE ALGEBRA 5CR**

Expands on algebraic topics including solving equations and inequalities, graphing of linear and nonlinear equations, and rational expressions. Develops topics including roots and radicals, solving absolute value equations and inequalities, solving quadratic, exponential and logarithmic equations, and introduction to functions.

**Prerequisite:** Appropriate COMPASS placement score or successful completion of MAT 91 is required.



**MATH& 141**  
**PRE-CALCULUS I,**  
**COLLEGE ALGEBRA** 5CR

Covers linear, quadratic, polynomial, rational, absolute value, exponential, logarithmic, and inverse functions and equations, composite functions, linear and quadratic inequalities, graphs of functions, relations, and inequalities; and graphic transformations. Introduces limits, linear and quadratic curve fitting, and mathematical modeling including exponential growth and decay. Graphing calculator required.

**Prerequisite:** Appropriate COMPASS placement score or successful completion of MAT 99 is required.

**MATH& 142**  
**PRE-CALCULUS II,**  
**FUNCTIONAL TRIGONOMETRY** 5CR

Covers circular, trigonometric, and inverse-trigonometric functions and graphs, trigonometric and inverse trigonometric identities, trigonometric equations, vectors and elementary vector operations, De Moivre's theorem and equations with complex solutions, and polar and parametric equations and their graphs. Graphing calculator required.

**Prerequisite:** Appropriate COMPASS placement score or successful completion of MATH& 141 or equivalent is required.

**MATH& 146**  
**INTRODUCTION TO STATS** 5CR

Descriptive and inferential statistics, including measures of central tendency, dispersion or variation, and skewness. The student is introduced to basic concepts in probability, as well as discrete and continuous probability distribution functions. Statistical inference includes sampling, elementary experimental design, and hypothesis testing using normal, student-t, and F distributions, linear regression and correlation, and the Chi-square distribution. Graphing calculator is required.

**Prerequisite:** Appropriate COMPASS placement score or successful completion of MAT 99 is required.

**MATH& 151**  
**CALCULUS I** 5CR

Algebraic and transcendental functions, continuity, limits (including indeterminate forms), derivatives and differentials of algebraic and transcendental functions (e.g., exponential, logarithmic, and trigonometric forms), applications of differential calculus, and an introduction to antiderivatives or indefinite integrals. Graphing calculator is required.

**Prerequisite:** Successful completion of MATH& 142 or equivalent is required.

**MEDIA DESIGN & PRODUCTION****MDP 103**  
**FUNDAMENTALS OF DRAWING** 5CR

Drawing is broken down into methods of observing the world around you and capturing it on paper. Examine simple and complex objects in terms of contour, proportions, weight, negative space and light. Gain a heightened awareness and understanding of form.

**MDP 107**  
**VISUAL ART, DESIGN**  
**& STORYBOARDING** 5CR

Introduction to visual arts and storytelling, stressing the components of visual thinking and visual language underlying design for digital media. The basic elements of art; line, form, shape, texture, value, and color are practiced throughout the course. Using a variety of techniques and media, creative and practical skills are developed in order to understand more about the visual world.

**MDP 119**  
**DIGITAL PHOTOGRAPHY** 5CR

Digital images are captured using technical control of the digital camera's depth fields, light, clarity, motion, and memory requirements. The selection of image content and application of composition principles are determined based on the photography objectives of the final multimedia project.

**MDP 121**  
**PHOTOSHOP:**  
**COMPOSITING & RETOUCHING** 5CR

Builds on the fundamentals of Photoshop to enhance, alter, combine, and integrate photos, images, type, and graphics using advanced techniques in retouching, color and tone adjustments, selections, blending options, filtration, masking, sharpening, etc.

**Prerequisite:** GTC 130.

**MDP 124**  
**DIGITAL PORTFOLIO:**  
**RESUME, DVD, WEB FLASH** 5CR

Design and develop a personal portfolio and resume using DVD/BLUE RAY/WEB-FLASH authoring software and Web Development. Create professional interactive presentations that exhibit and display employable skills through various media.

**MDP 133**  
**INTRODUCTION TO**  
**DREAMWEAVER** 5CR

Use Dreamweaver and PhotoShop to create and manage a 12-page interface-based XHTML website, which will be posted on the Internet. Introduces Dreamweaver's ability to write clean Cascading Style Sheet code and JavaScript to add functionality and beauty to a website.

**MDP 146**  
**DIGITAL VIDEO**  
**& AUDIO EDITING** 5CR

Experience digital video editing using Adobe Premiere CS5. Perform nested and multiple sequencing and real-time multi-point and single-frame editing for export to DVD, YouTube and other formats. Add transitions, motion paths, and titling, manage color, key frames, and audio.

**MDP 171**  
**DESIGNING WITH**  
**ILLUSTRATION SOFTWARE** 5CR

Vector-based software, tools, and features will be used to create text and logos, apply image effects, build vector graphics, and incorporate branding and identifiers when designing products. Special attention will be given to developing skill with the Pen tool.

**MDP 189**  
**CAMERA & LIGHTING:**  
**PORTRAITS & PRODUCTS** 5CR

Explore design lighting in a studio controlled environment for digital still capture of portraits and products to use in multimedia projects. Some basic PhotoShop compositing of the studio photos will be required.

**Prerequisite:** MDP 119 and GTC 130.

**MDP 231**  
**INDEPENDENT STUDY PROJECT** 5CR

Students prepare a project for their portfolio, practicing all aspects of their specialization area.

**Prerequisite:** instructor permission.

**MDP 239**  
**INTERNSHIP** 5CR

On-the-job practical field experience. Apply classroom study to actual work applications and assignments related to area of specialization. Internships may be paid or non-paid assignments and occur at on or off-campus locations. Includes an arranged seminar.

**Prerequisite:** Instructor permission.

**MDP 245**  
**PHOTOSHOP: SPECIAL EFFECTS**  
**& TECHNIQUES** 5CR

Building on a solid knowledge of Photoshop's basic functions, this course explores advanced texturing and special effects using layers, masks, channels, blending modes, filters, styles, painting modes, etc.

**Prerequisite:** GTC 130.

**MDP 249**  
**MULTIMEDIA**  
**CAPSTONE PROJECT 5CR**

Provides the practical experience of developing one of the following from concept to completion: a fully functional website, video production, 2D/3D motion graphic project, or other multimedia project, as approved by Instructor. Students are expected to employ their entire knowledge base in defining, designing, and implementing their Capstone Project.

**Prerequisite:** GTC 130, MDP 103, MDP 133, MDPW 123, MDP 119, MDPW 134, MDPA 114, MDPV 115, MDPW 211, MDP 171, MDP 189, MDPV 214, MDP 146, MDPV 257 and Instructor approval.

**MDP 250**  
**ADVANCED MULTIMEDIA**  
**TEAM PROJECT 5CR**

Explore and take part in a program wide team project that will bring together all aspects of the program. The students will be working on a common project that will have all aspects of what they have learned over the years that have been in the program. The project will involve Video, 3D and Motion Graphics, It will also call on the talents of other students in other areas such as Photoshop and DVD authoring. The goal of the project is to create a client based video applying each students area of expertise.

**Prerequisite:** Instructor Approval.

**MDPA 114**  
**3D FUNDAMENTALS 5CR**

Explore the basic areas of 3D. Areas covered will include UI, Modeling, UVW Mapping, Animation, Materials, Lighting, Rendering, Workflow, and Scene Management.

**Prerequisite:** MDP 103

**MDPA 139**  
**MODELING I 5CR**

Explores 3DS Max modeling techniques such as Box Modeling, learn about Sub Division surfaces and how to create objects for both games and production work.

**Prerequisite:** MDPA 114

**MDPA 151**  
**ANIMATION I 5CR**

Bring life to your 3D objects with basic animation techniques. Use modifiers to control animation, combine modifiers to create great animations. Explore 3D animation features such as key frames, track view, function curves, animation constraints, and controllers.

**Prerequisite:** MDPA 114.

**MDPV 115**  
**INTRODUCTION TO**  
**COMPOSITING 5CR**

We will explore the UI of Adobe After Effects CS5. Explore how to create Keyframe animations using multiple layers from Photoshop files and video layers. Create a Typography animation using dialog or music and much more.

**MDPV 214**  
**INTERMEDIATE COMPOSITING 5CR**

The theory, procedures, and practices of multimedia video compositing. Students create training and marketing video packages.

**Prerequisite:** MDPV 110.

**MDPV 257**  
**FIELD & STUDIO VIDEO**  
**PRODUCTION TECHNIQUES I 5CR**

Conduct video field production and in-studio video productions. Use professional equipment, including cameras, 3 point lighting and microphones, etc. Video projects will be developed from concept script to production and completion using digital video editing software Adobe Premiere CS5.

**Prerequisite:** MDP 146, MDP 189.

**MDPV 260**  
**FIELD & STUDIO VIDEO**  
**PRODUCTION TECHNIQUES II 5CR**

Build intermediate skills in conducting field production on location and studio video production in the CPTC Digital Studio while mastering hands-on expertise of professional equipment. Video projects will be developed from concept script to production and completion using digital video editing software.

**Prerequisite:** MDP 146, MDP 189, MDPV 257.

**MDPV 261**  
**FIELD & STUDIO VIDEO**  
**PRODUCTION TECHNIQUES II 5CR**

Design and develop video and audio production encoded for internet streaming delivery with Real Media, Quicktime, and Windows Media codecs.

**MDPW 111**  
**WEB DEVELOPMENT**  
**LANGUAGES I XHTML & CSS 5CR**

Provides demonstrations and practical exercises for using XHTML and CSS to create attractive and well-formed web documents.

**Prerequisite:** MDPW 123, MDP 133.

**MDPW 123**  
**WEB DESIGN PRINCIPLES 5CR**

Explores how the web works and methods and limitations of delivering content on the web. Examines usability issues such as page layout, optimizing graphics, and navigation. Students will build a 4-page website using Notepad and PhotoShop and post it to the Internet.

**MDPW 134**  
**WEB ANIMATION I FLASH 5CR**

Explore the basic tool set while creating nine animated movies. Use movie clips, graphic symbols, and buttons to add interactivity to the movie. Use Actionscript 3 to control interactivity and the movement of the playhead along the timeline. Create, import, and animate graphics, audio, and video onto the stage.

**MDPW 211**  
**WEB ANIMATION II FLASH 5CR**

Offers intermediate experience using Adobe Flash. Topics covered include: building an all Flash website featuring Actionscript 3-based slide-in page transitions, drop down and dangle slide show effects, importing .flv videos, and loading images with components. The bone tool will be covered while converting a static Adobe Illustrator manikin to a dancing manikin.

**Prerequisite:** MDPW 134.

**MDPW 216**  
**OPEN SOURCE**  
**DEVELOPMENT TOOLS PHP I 5CR**

Introduction to PHP scripting, one of the most popular development tools on the web. This course demonstrates using this tool to create dynamic web-based applications. Provides experience using sessions, cookies, and web forms to build easily maintainable, interactive and e-commerce enabled sites.

**Prerequisite:** MDPW 123.

**MDPW 219**  
**WEB ANIMATION III 5CR**

Explores Advanced Macromedia Flash. Students will build a series of increasingly complex animation projects utilizing vector, pixel, and video-based imagery. Use in-depth object oriented programming (OOP) in Actionscript 3 to create image viewers, both still and video, with gravity and magnetic navigation systems. Build interactive animated games and banner ads.

**Prerequisite:** MDPW 211.

**MDPW 231**  
**DATABASES FOR**  
**THE WEB MYSQL 5CR**

Provides experience with data modeling and relational database design for use in dynamic web applications. Presents concepts of normalization, entity relationships, and data integrity. Introduces writing SQL queries to retrieve and store data from database management systems such as MySQL.

**Prerequisite:** MDPW 216

**MDPW 241**  
**OPEN SOURCE**  
**DEVELOPMENT TOOLS PHP II 5CR**

Combines further studies using PHP scripting and MySQL, one of the most popular open source database management systems on the web. Explores back-end functionality, interacting with databases, and creating dynamic web pages.

**Prerequisite:** MDPW 216, MDPW 231

**MDPW 246**  
**ADVANCED DIGITAL**  
**ILLUSTRATION SOFTWARE 5CR**

Explores the advanced use of vector-based software to create professional-quality graphics for multimedia.

**MDPW 249**  
**WEB DEVELOPMENT**  
**LANGUAGES II JAVASCRIPT 5CR**  
 Introduces the fundamentals of working with JavaScript. Applies variables, objects, arrays, strings, conditional statements, and external data to create DHTML web pages.

**Prerequisite:** MDPW 111.

**MDPW 265**  
**EMERGING TECHNOLOGIES 5CR**  
 Introduces emerging technologies such as Search Engine Optimization (SEO), Search Engine Marketing (SEM). New technologies are always changing, and therefore, the material is subject to change, based on Instructor discretion.

**Prerequisite:** MDPW 123, MDP 133.

**MDPW 271**  
**GRAPHIC DESIGN FOR THE WEB**  
**DREAMWEAVER II 5CR**  
 Designed to improve visual presentation skills needed to create attractive and functional websites. Using Photoshop, Notepad, and Dreamweaver, students will build a series of working web page interfaces, exploring the all-CSS approach to web design. Students will also address accessibility and designing for Search Engine Optimization (SEO).

## MEDICAL ASSISTANT

**MAP 105**  
**INTRODUCTION TO**  
**MEDICAL ASSISTING 4CR**  
 Learn and demonstrate asepsis and infection control, assist with minor office surgery. Perform anthropometric measurements and vital signs, physical examination, identify instruments and equipment, and operate the autoclave. Instruction and discussion also includes the overall function of the medical assistant within the healthcare team, including legal responsibilities and limitations. College and program policies and procedures are extensively discussed. This course must be successfully completed in order to proceed in the program.

**Prerequisite:** Successful completion of CAH 102, CAH 103, & CAH 105, or taken along with CAH 102, CAH 103, & CAH 105.

**MAP 125**  
**MEDICAL ASSISTANT**  
**THEORY & APPLICATION I 7CR**  
 Learn to care for patients with disorders of the blood and of the reproductive, endocrine, sensory, and immune systems. Instruction will include anatomy and physiology, pathophysiology, pharmacology, and terminology. Instruction and practical includes breast self-exam, blood glucose monitoring, care and use of the microscope, blood typing, cell identification and staining, along with practicing care and usage of the otoscope, ear/eye exams, and audiometry.

**Prerequisites:** Successful completion of all Quarter 1 courses.

**MAP 130**  
**MEDICAL ASSISTANT**  
**THEORY & APPLICATION II 7CR**  
 Learn to care for patients with disorders of the integumentary, musculoskeletal, and respiratory systems. Instruction will include anatomy and physiology, pathophysiology, pharmacology, and terminology. Learn wound and burn care, assisting with sutures, and suture removal. The course also includes hands-on experience with fiberglass construction and cast removal, and assisting with cast application. Students will learn to use peak flow meters and small volume nebulizers. Learn and demonstrate asepsis and infection control, assist with minor office surgery and assessment of pediatric patients.

**Prerequisites:** Successful completion of all Quarter 1 courses.

**MAP 143**  
**MEDICAL OFFICE PROCEDURES 6CR**  
 Emphasis on customer service, within the health care field, while projecting and promoting a positive image of the profession and the office. This course also includes telephone techniques, chart management, business correspondence for the medical office, including preparation of cover letter and resume. Define law and ethics relating to the healthcare field focusing on components specific to medical assistants.

**Prerequisites:** Successful completion of all Quarter 1 courses.

**MAP 148**  
**HEALTH INSURANCE,**  
**CODING PRACTICES &**  
**BILLING & COLLECTING 4CR**  
 Acquire information regarding private and public insurance programs. Practice the fundamental skills relating to ICD-9 and CPT coding. Included are billing and introduction of manual procedures for accounts receivable management for both private patients and insurance companies.

**Prerequisites:** Successful completion of all Quarter 1 courses.

**Corequisite:** MAP 162.

**MAP 149**  
**MEDICAL ASSISTANT**  
**THEORY & APPLICATION III 7CR**  
 Learn to care for patients with disorders of the nervous, cardiovascular, lymph, digestive, and urinary systems. Includes anatomy and physiology, pathophysiology, pharmacology, and terminology. Perform and mount ECG's, physician and chemical urinalysis, and perform UA slide preparation.

**Prerequisites:** Successful completion of all Quarter 1 courses.

**MAP 162**  
**AUTOMATED COMPUTER**  
**APPLICATIONS 3CR**  
 Practice fundamental skills relating to ICD9 and CPT coding, utilizing the computer. Included are computerized patient scheduling, and procedures for accounts receivable management for both private patients and insurance companies.

**Prerequisite:** Successful completion of all Quarter 1 courses and completion of MAP 148.

**Corequisite:** MAP 148.

**MAP 167**  
**PREPARATION FOR**  
**EXTERNSHIP 2CR**  
 Demonstrate competencies of basic skills acquired throughout the Medical Assistant Program. Each student will perform and must pass the following skills; urinalysis, hematocrit, blood pressure, work-ups, blood glucose check, audio and visual exam, electrocardiogram and telephone techniques.

**Prerequisites:** Successful completion of all Quarter 1 courses through MAP 168, excluding MAP 221, 222, and 232. This course must be taken the quarter immediately prior to taking MAP 221.

**MAP 168**  
**BASIC COLLECTING**  
**& FINANCIAL PRACTICES 6CR**  
 Covers basics of accounting, bookkeeping, and banking procedures. Provides the foundation for the management of accounts payable, financial records, and methods of preparation for employee payroll and business taxes. Includes expanded discussion on manual procedures for accounts receivable management for both private patients and insurance companies.

**Prerequisite:** Successful completion of all Quarter 1 courses. Recommend students meet prerequisites for college-level math.

**MAP 221**  
**INVASIVE PROCEDURES 5CR**  
 Introduction of intramuscular, subcutaneous, and intradermal injections as well as phlebotomy and microbiology. Also includes calculation of dosages.

**Prerequisites:** Successful completion of all Quarter 1 courses through MAP 168, including general education courses and compliance with the MAP immunization policy and health insurance policy.

**Corequisites:** MAP 222 and 232.

**MAP 222**  
**COMMUNITY EMPLOYMENT**  
**OPPORTUNITIES & LOCATIONS 1CR**  
 Locate the major medical employers (including hospitals) in the student's community, along with their human resource department. This course also includes updating the résumé and methods of applying for employment through a variety of sources.

**Prerequisites:** Successful completion of all MAP courses, excluding MAP 232.

**MAP 232****EXTERNSHIP MEDICAL HISTOLOGY TECHNICIAN 10CR**

Capstone course gives students practical experiences in physician offices and clinics.

**Prerequisites:** Successful completion of all MAP courses, excluding MAP 222.

## MEDICAL HISTOLOGY TECHNICIAN

**HISTO 105****ORIENTATION TO THE HISTOLOGY LABORATORY 2CR**

Introduces laboratory and chemical safety as well as universal precautions. Covers basic overview of standard histology instrumentation, quality control procedures, specimen accessioning, record keeping, and documentation. Explores laboratory and personnel certification requirements.

**Prerequisites:** Successful completion of BIOL 118, CHEM& 110, and ENGL& 101.

**HISTO 110****HISTOTECHNOLOGY I 10CR**

Explores the theory and principles of fixation, processing, embedding, sectioning, and coverslipping of tissue sections.

**Prerequisites:** Successful completion of BIOL 118, CHEM& 110, and ENGL& 101.

**HISTO 115****HISTOTECHNOLOGY LAB I 5CR**

Explores work in a simulated histology laboratory located on the campus. During this course, students will have hands-on training in basic grossing techniques, as well as in-depth training in processing, embedding, and cutting of tissue sections. Students will also learn to identify basic tissue structures using a light microscope.

**HISTO 120****HISTOTECHNOLOGY II 10CR**

Covers and expands upon the knowledge and skills learned in Histotechnology I. Students will begin to learn the theory and principles of hematoxylin and eosin staining, as well as the basic principles and procedures of carbohydrate stains.

**HISTO 125****HISTOTECHNOLOGY LAB II 5CR**

Expands upon the knowledge and skills learned in Histotechnology Lab I. Students continue to increase their skills in embedding and tissue sectioning, including the cutting and staining of frozen tissue specimens. Students learn to do carbohydrate and Amyloid stains.

**HISTO 130****MATH APPLICATIONS FOR HISTOLOGY 3CR**

Introduces laboratory mathematics with an emphasis on solution preparation.

**HISTO 135****HISTOTECHNOLOGY III 10CR**

Covers theory and techniques learned in Histotechnology I and II. Students will study more complicated special stains, focusing on methods used for microorganisms, pigments, minerals, the nervous system, connective tissue, and muscle stains.

**HISTO 140****HISTOTECHNOLOGY LAB III 5CR**

Expands upon the knowledge and techniques learned in HistoTechnology Lab I and II. Students perform more complicated special stains focusing on methods used to demonstrate microorganisms, pigments, and minerals. Students also perform special stains commonly run on brain, muscle, and connective tissue.

**HISTO 145****IMMUNOHISTO CHEMISTRY 5CR**

Covers basic immunohistochemistry theory and techniques.

**HISTO 150****HISTOLOGY INTERNSHIP 10CR**

Covers the clinical phase of working in an affiliated histology laboratory. Students are directly supervised by the staff of the affiliated laboratory. A report of No Record on File Regarding Crimes Against Persons from the Washington State Patrol is required for participation in this class.

**HISTO 160****HISTOLOGY SEMINAR MEDICAL LABORATORY TECHNICIAN 5CR**

Covers what students have learned while working in an affiliated histology laboratory. Students will also review for their certification exam.

## MEDICAL LABORATORY TECHNICIAN

**MLT 110****INTRODUCTION TO THE LABORATORY 2CR**

Orients the student to the campus, the program, and the laboratory field. School and program policies, the metric system, basic techniques, microscopy, physiological processes, medical terminology, and laboratory organization are covered. A large block of time is dedicated to a discussion of laboratory safety and standard precautions, HIPAA, and professionalism. These topics are then integrated into the applied academic courses for the remainder of the program. This course is presented in Spring quarter.

**Prerequisites:** Completion of a college course in biology and a college course in chemistry within the last five years, with a grade of C or better.

**MLT 203****HEMATOLOGY 10CR**

Explores the role of the circulatory system and heart, before beginning an in-depth study of blood cells: Erythrocytes and Leukocytes. For each cell group, principles of production, function, normal numbers, and associated diseases are covered. Laboratory practice includes manual and automated counting of all cell types, and routine procedures associated with each. This course is offered in the Spring quarter.

**Prerequisite:** MLT 110.

**MLT 204****HEMOSTASIS 5CR**

Covers the processes involved in coagulation (hemostasis), both primary and secondary, and fibrinolysis. Normal coagulation activity, as well as coagulation deficiencies, are presented, and routine coagulation procedures are performed in the student laboratory. This course is presented in the Spring quarter.

**Prerequisite:** MLT 203.

**MLT 208****PHLEBOTOMY/PROCESSING 2CR**

Learn to collect both venous and capillary blood specimens, as well as to separate plasma or serum from cells, when necessary for testing. The color-coding of evacuated tubes, the specimen requirements for major procedures, and, particularly, the practice of standard precautions are all stressed throughout the course. This course is presented during the Spring quarter, and skills development continues through Summer and Fall quarters prior to the clinical experience.

**Prerequisite:** MLT 203.

**MLT 210****IMMUNOLOGY 7CR**

Covers the immune process in terms of active-versus-passive, innate-versus-acquired, and humoral-versus-cell-mediated immunities. Laboratory procedures employing a variety of in vitro demonstrations of antigen-antibody reactions are performed. This course is presented in the Spring quarter.

**Prerequisite:** MLT 204.

**MLT 214****IMMUNOHEMATOLOGY 6CR**

Applies the principles of antigens and antibodies covered in MLT 210 to red blood cell antigens and antibodies, with emphasis on blood banking procedures, and culminating in performance of pre-transfusion cross matching. This course is offered during the Summer quarter.

**Prerequisite:** MLT 210.

**MLT 216  
CLINICAL BLOOD BANKING 5CR**

Experience a mock clinical training rotation in blood banking under the direction of a currently practicing blood banking specialist. Building on the procedures mastered in MLT 214, students will solve real-world blood banking problems, including identification of antibodies; they will deal with daily inventory and temperature record-keeping, perform quality assurance procedures, and receive and complete stat orders. This course is presented during the Summer quarter.

**Prerequisite:** MLT 214.

**MLT 217  
MICROBIOLOGY 10CR**

Begin with an introduction to bacterial growth, culture requirements, sterilization procedures, and biochemical activity. This introductory material is followed by detailed study of the gram positive cocci, the gram negative cocci, the enterobacteriaceae, and the non-fermentative gram negative bacilli; particular attention is paid to human pathogenic versus normal flora organisms, depending on body site. Identification by classical and packaged systems is followed by susceptibility studies. Brief presentations on anaerobes, parasitology, and mycology conclude the course. This course is offered during Summer quarter.

**Prerequisite:** MLT 214.

**MLT 218  
URINALYSIS 3CR**

Perform the routine urine analysis, both macroscopic and microscopic, with attention to abnormal results and their possible cause. Laboratory practice is accompanied by an overview of the anatomy and physiology of the excretory system, and the normal and abnormal constituents of urine. This course is presented during Summer quarter.

**Prerequisite:** MLT 217.

**MLT 221  
BODY FLUIDS 1CR**

Introduces the production, collection, and analyses of various body fluids, including Cerebro-Spinal and Synovial fluids. This lecture-only course is presented on Wednesday afternoons during the Fall quarter clinical phase.

**Prerequisite:** MLT 218

**MLT 227  
CLINICAL CHEMISTRY 8CR**

Beginning with an overview of the digestive system, students will study the relationship between blood levels of many substances and normal-versus-abnormal physiology. In the student laboratory, manual and semi-automated procedures are performed for the assay of many commonly-measured blood components. Preventative maintenance of instruments, troubleshooting, and quality assurance are stressed throughout the course. This course is offered Fall quarter.

**Prerequisite:** MLT 223.

**MLT 232  
CLINICAL EXPERIENCE I 11CR**

Begin the clinical phase of training in an affiliated laboratory. During this course, students will complete eight weeks of the experience. In the next courses (MLT 235 and 236), they will continue training for eleven more weeks. Over the course of the nineteen weeks of clinical training, the students will rotate through all departments and perform current routine procedures by state-of-the-art methodologies. Appropriate amounts of time are spent working in each particular discipline; to accomplish this, some students rotate through two or three different laboratories. Students are directly supervised by staff of the affiliated laboratory; there is ongoing contact with the Instructor in the form of weekly site-visits and Wednesday afternoon class sessions. A report of No Record on File regarding crimes against persons from the Washington State Patrol is required for participation in this training. This course is offered during Fall quarter.

**Prerequisite:** MLT 218

**MLT 235  
CLINICAL EXPERIENCE II 9CR**

Continues the clinical training begun in MLT 232. Students continue for six weeks of training (five eight-hour days each week), rotating through those departments not yet experienced, and continuing to meet objectives listed in the MLT 232 syllabus. As in MLT 232, students are directly supervised by staff of the affiliated laboratory, and there is ongoing contact with the Instructor in the form of weekly site visits, as well as Wednesday afternoon class sessions. This course is offered during Winter quarter.

**Prerequisite:** MLT 232

**MLT 236  
CLINICAL EXPERIENCE III 7CR**

Complete the clinical training begun in MLT 232 and 235. Students complete five more weeks of training (five eight-hour days each week), completing the remainder of the objectives in the MLT 232 syllabus. This course is offered during Winter quarter.

**Prerequisite:** MLT 235

**MUSIC****MUSC& 105  
MUSIC APPRECIATION 5CR**

Learn about elements of music, that is, the building blocks: pitch, melody, harmony, rhythm, texture, timbre and dynamics and study the evolution of music through the ages. This will not be a music history class, but rather an investigation of how music changed through time.

**Prerequisite:** Appropriate COMPASS/SLEP score; or successful completion of ENG 094 is required.

**NURSING****NAC 101  
NURSING ASSISTANT THEORY 6CR**

The Nursing Assistant Certified Program prepares students for employment as a basic patient care provider under the supervision of a professional licensed provider such as a Registered Nurse. This course is an introduction to the role and responsibilities of being a Nursing Assistant and includes the following topics: resident/work environment, infection control, HIV/AIDS training, special needs of the elderly, communication and interpersonal skills, body systems (including introduction to key anatomical, physiological, and pathological terms), CPR training, documentation responsibilities, residents rights, long-term care setting, legal/ethical issues, stages of death and dying and HIPAA training. This course will meet the didactic portion of Washington State and Omnibus Budget Reconciliation Act (OBRA) requirements for Nursing Assistant training prerequisites: documentations of required immunizations, ability to lift up to 50 pounds, and no record on file for crimes against children or vulnerable adults from the Washington State Patrol and DSHS.

**NAC 103  
UNIT BASED CLINICAL EXPERIENCE 3CR**

Prepares students for employment as a basic patient care provider under the supervision of professional licensed providers such as a Registered Nurse. The course includes content describing principles of documentation, accurate observation, reporting of residents' conditions, and philosophy of restorative nursing as well as clinical practice experience under the supervision of the NAC instructor. Students must demonstrate skills at an acceptable or exceeds standard level to pass this course. Students must correctly demonstrate 100% of the steps for each skill tested. Students will not be allowed to participate in the final skills exam unless attendance for all clinical hours has been fulfilled.

**Prerequisites:** Documentations of required immunizations, ability to lift up to 50 pounds, and a no record on file for crimes against children or vulnerable adults from the Washington State Patrol and DSHS. Successful completion of NAC 101 and NURS 104.

**NAC 105**  
**INTRODUCTION TO**  
**LONG TERM CARE I** **2CR**

Content focuses in describing the long-term care setting and Omnibus Budget Reconciliation Act (OBRA) requirements for nursing assistant training. The Integrated/Nursing Assistant Program (Nursing Assistant Program for ESL) combines oral and written English language skills and basic health care concepts specific to long-term care and the role of the nursing assistant.

**NAC 113**  
**WORKING ENVIRONMENT /**  
**SAFETY/INFECTION CONTROL** **3CR**

Emergency and accident prevention, combines oral and written English language skills and basic safety and infection control skills specific to long-term care and the responsibility of the nursing assistant in that environment.

**NAC 116**  
**SPECIAL NEEDS OF THE**  
**ELDERLY & CHRONICALLY III:**  
**PART I** **4CR**

Philosophy of care and rehabilitation, psychological aspects of aging, understanding the needs of resident and changes associated with aging, common causes and care of residents with cancer, and understanding end of life issues and the differences in cultural responses by residents are studied. Combines oral and written English language skills and basic care issues specific to long-term care and the responsibility of the nursing assistant in that environment.

**NAC 119**  
**NURSING ASSISTANT THEORY I** **6CR**

Introduction to the role and responsibilities of a Nursing Assistant. Includes the following topics: resident/work environment, infection control, special needs of the elderly, communication and interpersonal Skills, body systems (introduction to key anatomical, physiological and pathological terms), documentation responsibilities, residents' rights, long-term care setting, legal/ethical Issues, stages of death and dying. This course will meet the didactic portion of Washington State and Omnibus Budget Reconciliation Act (OBRA) requirements for Nursing Assistant Training.

**NAC 123**  
**BODY SYSTEM REVIEW /**  
**RESTORATIVE NURSING** **6CR**

Functions of systems and age-related changes specific to: integumentary, muscular, skeletal, digestion, urinary, nervous and endocrine systems and restorative nursing are studied. Combines oral and written English language skills and basic care issues specific to long-term care and the responsibility of the nursing assistant in that environment.

**NAC 129**  
**NURSING ASSISTANT THEORY II** **3CR**

Covers infection control, documentation responsibilities, First Aid & CPR training, HIPAA, and HIV training. This course will meet the didactic portion of Washington State and Omnibus Budget Reconciliation Act (OBRA) requirements for Nursing Assistant Training.

**NAC 132**  
**SPECIAL NEEDS OF THE ELDERLY &**  
**CHRONICALLY III CARDIOVASCULAR /**  
**RESPIRATORY CPR/EMERGENCY**  
**CARE PART 2** **3CR**

The course include content describing functions of systems and age related changes specific to cardiovascular and respiratory, types of services provided in a subacute unit and identification of life-threatening emergencies. Students must participate in the CPR class. The Integrated/Nursing Assistant Program (Nursing Assistant Program for ESL) combines oral and written English language skills and basic care issues specific to longterm care and the responsibility of the nursing assistant in that environment.

**NAC 139**  
**UNIT BASED CLINICAL**  
**EXPERIENCE I-BEST** **3CR**

Prepares students for employment as a basic patient care provider under the supervision of professional licensed providers such as Registered Nurses. The course includes content describing principles of documentation, accurate observation, and reporting of resident's conditions and philosophy of restorative nursing program as well as clinical practice experience under the supervision of the NAC instructor. Students must demonstrate skills at an acceptable or exceeds-standard level to pass this course. Students must correctly demonstrate at least 100% of the steps for each skill tested. Students will not be allowed to participate in the final skills exam unless attendance for all clinical hours has been fulfilled.

**Prerequisites:** Documentation of required immunizations, ability to lift up to 50 lbs, a No Record on File report from the Washington State Patrol and DSHS, successful completion of NAC 119, NAC 129 and NURS 106.

**NURS 102**  
**ISSUES & TRENDS IN NURSING** **3CR**

Explores the healthcare system and the profession of nursing with emphasis on care of clients in a multicultural environment. The student will develop an understanding of the legal and ethical issues in nursing, levels of nursing education, and the functions and role of the practical nurse. The nurse-client relationship is also discussed. The student will utilize research and writing skills to discuss a nursing-related topic.

**Prerequisites:** Admission to Nursing program.

**NURS 103**  
**FUNDAMENTALS OF NURSING** **5CR**

Presents basic nursing concepts and skills utilized in client care. Focus is on assisting clients with needs for safety, comfort, nutrition, and elimination using the nursing process. Emphasis is placed on communication, professional conduct, documentation, legal issues and nursing as an art and a science.

**Prerequisite:** Admission to Practical Nursing program.

**NURS 104**  
**NURSING SKILLS**  
**FUNDAMENTALS** **4CR**

Prepares students for employment as a basic patient care provider under the supervision of professional licensed providers such as a Registered Nurse. The course includes content describing principles of providing basic patient care and includes the minimum requirements for skill competencies as required under the Washington State and Omnibus Budget Reconciliation Act (OBRA) requirements for the Nursing Assistant Training. Students must correctly return demonstrate all skills taught prior to advancing to NAC 103 Unit Based Clinical Rotation. Mandatory attendance is required for this course.

**Prerequisites:** Documentation of required immunizations, ability to lift up to 50 pounds, and no record on file from the Washington State Patrol and DSHS. Successful completion of NAC 101.

**NURS 105**  
**NURSING LAB I** **4CR**

Provides opportunity of laboratory demonstration and supervised practice of nursing skills discussed in NURS 103 and 111. The student will demonstrate competence in performance of selected skills utilizing principles taught. During laboratory practice, student utilize simulated equipment and classmates as patients.

**Prerequisite:** Admission to Practical Nursing program.

**NURS 106**  
**NURSING SKILL**  
**FUNDAMENTALS I-BEST** **6CR**

Prepares students for employment as a basic patient care provider under the supervision of a professional licensed provider such as a Registered Nurse. Explore the principles of providing basic patient care; includes the minimum requirements for skill competencies as required under the Washington State and Omnibus Budget Reconciliation Act (OBRA) requirements for the Nursing Assistant Training, as well as those fundamental skills required by the Licensed Practical Nurse program. Students must correctly demonstrate 100% of the steps for each of the skills tested.

**Prerequisites:** Documentation of required immunizations, ability to lift up to 50 lbs., and a No Record on File from the Washington State Patrol and DSHS.

**NURS 107**  
**MENTAL HEALTH NURSING 3CR**

Focuses on the continuum between mental health and illness and the therapeutic nurse-client relationship. Selected mental disorders will be discussed with emphasis on nursing interventions, common interdisciplinary treatments and services available for clients in inpatient and outpatient settings.

**Prerequisite:** NURS 102, 103, 105, 109, 111, 119.

**NURS 109**  
**NUTRITION FOR NURSING 3CR**

Focuses on basic nutritional concepts. The student is introduced to the role of nutrition in promoting, achieving, and maintaining healthy lifestyles. The course emphasizes the use of the nursing process to provide teaching for clients with consideration of developmental stages, cultures, lifestyles, and socioeconomic status.

**Prerequisite:** Admission to Practical Nursing program.

**NURS 111**  
**MEDICAL/SURGICAL NURSING I 5CR**

Focuses on the utilization of the nursing process in care of clients with selected health disturbances. Emphasis is given to psychological, sociocultural, and developmental factors. Pharmacologic and nutritional considerations and client teaching are integrated. This course includes AIDS Education as required by the WAC. The nursing process, nursing assessment, and data collection are introduced.

**Prerequisite:** Admission to Practical Nursing program.

**NURS 112**  
**LAB & CLINICAL I 4CR**

Provides opportunity of laboratory demonstration and supervised practice of nursing skills discussed in NURS 110 and 113. The student will demonstrate competence in performance of selected skills, utilizing principles taught. During laboratory practice, student utilize simulated equipment and classmates as patients.

**Prerequisite:** Admission to Practical Nursing program.

**NURS 113**  
**ESSENTIALS OF NURSING 3CR**

Introduces the beginning LPN student to the essential nursing concepts of therapeutic communication, infection control, the nursing process, principles of caring, promoting comfort, and patient safety.

**Prerequisite:** Admission to Practical Nursing program.

**NURS 115**  
**HEALTH ASSESSMENT AND PROMOTION 3CR**

Focuses on the acquisition of skills needed to obtain a complete physical health assessment of a client. The importance of therapeutic communication in performing a health assessment is emphasized. The nursing process and its relationship to the prevention and early detection of disease are also emphasized.

**NURS 119**  
**DOSAGE CALCULATION FOR NURSES 2CR**

Prepares the student for calculation of drug dosages in order to accurately prepare and administer medications to a varied client population. Basic principles for client safety are reviewed.

**Prerequisites:** Admission to Practical Nursing.

**NURS 120**  
**MEDICAL/SURGICAL NURSING I 3CR**

Focuses on the use of the nursing process in care of clients with selected health disturbances. Emphasis is given to psychological, sociocultural, and developmental factors. Nursing interventions, pharmacological considerations and client teaching are integrated.

**Prerequisites:** 102, 109, 112, 113, 115, 119.

**NURS 124**  
**MENTAL HEALTH NURSING 3CR**

Focuses on the continuum between mental health and illness and the therapeutic nurse-client relationship. Selected mental disorders will be discussed with emphasis on nursing interventions, common interdisciplinary treatments, and services available for clients in inpatient and outpatient settings.

**Prerequisite:** NURS 102, 109, 112, 113, 115, 119.

**NURS 125**  
**PHARMACOLOGY IN NURSES 3CR**

Presents pharmacological concepts and principles for preparation and administration of medications along with related client assessment and teaching. The role and responsibility of the practical nurse in drug therapy is emphasized. The student is prepared to participate safely and effectively in medication therapy.

**Prerequisites:** NURS 102, 109, 112, 113, 115, 119.

**NURS 128**  
**CONTEMPORARY MATERNITY NURSING 3CR**

Focuses on the care of childbearing women and their families through all stages of pregnancy and childbirth as well as the first six weeks after birth.

**Prerequisites:** NURS 102, 109, 112, 113, 115, 119.

**NURS 130**  
**NURSING OF CHILDREN 3CR**

Presents the principles necessary for the student to care for clients throughout the age continuum with special emphasis on developmental stages and how they impact self care. Common diseases and disorders related to each developmental stage are explored.

**Prerequisites:** NURS 102, 109, 112, 113, 115, 119.

**NURS 132**  
**LAB & CLINICAL II 4CR**

Students will demonstrate competence in selected nursing skills using simulation equipment or other nursing students as clients. Students will also have a clinical experience focusing on safe nursing practice, nursing process, communication, documentation and client teaching.

**Prerequisites:** NURS 102, 109, 112, 113, 115, 119

**NURS 135**  
**GERIATRIC NURSING 3CR**

Provides a review of issues related to aging. Topics covered include demographics, attitudes toward aging, development of the older adult, biological theories of aging, normal physiological changes, problems of special populations, cultural considerations, and nursing management in care of the older adult. End of life care is also included.

**Prerequisites:** NURS 102, 109, 112, 113, 115, 119.

**NURS 136**  
**MEDICAL/SURGICAL NURSING II 6CR**

Focuses on use of the nursing process in care of clients with selected health disturbances. Emphasis is given to psychological, sociocultural, and developmental factors. Pharmacologic and nutritional consideration and client teaching are integrated.

**Prerequisites:** NURS 102, 109, 112, 113, 115, 119, 120, 125, 128, 130, 132, 135.

**NURS 139**  
**NURSING LAB II 3CR**

Provides opportunity for lab demonstration and supervised practice of skills discussed in NURS 125, 129, and 136. The student will demonstrate safe preparation and administration of medications by varied routes. This course also includes a clinical experience at a long-term care facility or hospital. This experience focuses on providing basic client care and beginning experience with client assessment and the nursing process.

**Prerequisites:** NURS 102, 103, 105, 109, 111, 119

**NURS 141  
INTERIM MEDICAL/  
SURGICAL NURSING 6CR**

Focuses on the utilization of the nursing process in care of clients with selected health disturbances. Emphasis is given to psychological, sociocultural, and developmental factors. Pharmacologic and nutritional considerations and client teaching are integrated. Introduction to the upcoming clinical experience is included.

**Prerequisites:** NURS 102, 103, 105, 109, 125, 128, 130, 135, 136, 139.

**NURS 144  
MEDICAL/SURGICAL  
NURSING III 6CR**

Focuses on the utilization of the nursing process in care of clients with selected health disturbances. Emphasis is given to psychological, sociocultural, and developmental factors. Pharmacologic and nutritional considerations and client teaching are integrated.

**Prerequisites:** NURS 102, 109, 112, 113, 115, 119, 120, 125, 128, 130, 132, 135, 136, 147.

**NURS 147  
CLINICAL PRACTICUM I 12CR**

Provides an opportunity for the student to provide care to clients in long-term care, acute, and community settings. Experience involves direct client care, nursing procedures, and administration of medications to diverse clients of every stage of life. Focus is on safe nursing practice, nursing process, communication, documentation, and client teaching.

**Prerequisites:** NURS 102, 109, 112, 113, 115, 119, 120, 125, 128, 130, 132, 135.

**NURS 154  
ISSUES & TRENDS  
IN NURSING II 2CR**

Prepares the student for entry into nursing practice. Emphasis is on concepts of leadership, role of the practical nurse, and nursing laws governing practice. Career opportunities, preparation for licensure, and opportunities for further education in nursing are explored.

**Prerequisites:** NURS 102, 109, 112, 113, 115, 119, 120, 125, 128, 130, 132, 135, 136, 147.

**NURS 158  
CLINICAL PRACTICUM II 12CR**

Provides an opportunity for the student to provide care to clients in long-term care, acute, and community settings. Experience involves direct client care, nursing procedures, and administration of medication to diverse clients of every stage of life. Focus is on safe nursing practiced, nursing process, communication, practice in providing complete care for 2 or more clients.

**Prerequisites:** NURS 102, 109, 112, 113, 115, 119, 120, 125, 128, 130, 132, 135, 136, 147.

**NURS 203  
PHYSICAL ASSESSMENT 5CR**

Focuses on the acquisition of skills needed to obtain a complete physical health assessment of a client. The importance of therapeutic communication in performing a health assessment is emphasized. The nursing process and its relationship to the prevention and early detection of disease are also emphasized.

**NURS 208  
PHARMACOLOGY FOR  
PROFESSIONAL NURSING 5CR**

Examines the nursing process as it relates to pharmacology. Basic math skills necessary for safe dosage calculation are reviewed. Course includes pharmacology principles, drug action, interaction, adverse effects, and legal considerations. Nursing implications of drug classifications are emphasized.

**NURS 210  
TRANSITIONING TO  
PROFESSIONAL NURSING 2CR**

Introduces the practicing Licensed Practical Nurse (LPN) to the role differentiation between the LPN and the Registered Nurse (RN). This course provides the foundations of critical thinking, the change process, role transition, and provides further knowledge of the nursing process. Introduction to the concept of the RN as provider of care, manager of care, and member of a professional discipline.

**Prerequisites:** Student must be a Washington State LPN with an unrestricted license, and must have completed 500 hours of employment as an LPN. Academic prerequisites for the RN program (with a B or better): Engl& 101, Biol& 241, Biol& 242, Biol& 260, Chem& 121, Math& 141 or Math& 146, Psych& 100, and Psych& 200.

**NURS 212  
CARING FOR WOMEN  
& THE CHILDBEARING FAMILY 4CR**

Focuses comprehensively on the family-centered approach to maternal and newborn care through the continuum of Women's Health, using cognitive analytical skills, applying culturally diverse concepts, identifying evidence-based practice, and using contemporary theories.

**Prerequisites:** Student must be a Washington State LPN with an unrestricted license, and must have completed 500 hours of employment as an LPN. Academic prerequisites for the RN program (with a B or better): Engl& 101, Biol& 241, Biol& 242, Biol& 260, Chem& 121, Math& 141 or Math& 146, Psych& 100, and Psych& 200.

**NURS 217  
CLIENT CARE:  
MANAGEMENT PRACTICE I 4CR**

Provides the opportunity to examine and evaluate current clinical experiences and competencies, and through the process of portfolio development, expand clinical nursing expertise within the community.

**Prerequisites:** Acceptance into RN program. Student must be a Washington State LPN with an unrestricted license, and must have completed 500 hours of employment as an LPN. Academic prerequisites for the RN program (with a B or better): Engl& 101, Biol& 241, Biol& 242, Biol& 260, Chem& 121, Math& 141 or Math& 146, Psych& 100, and Psych& 200.

**NURS 218  
CARING FOR THE  
PEDIATRIC PATIENT 3CR**

Focuses on care of the pediatric patient from infancy through adolescence. Emphasis is on health assessment and promotion with consideration given to cultural perspectives and perspectives of the individual, family, and community. Definitions of health and quality of life issues are discussed.

**Prerequisites:** Acceptance into RN program. Student must be a Washington State LPN with an unrestricted license, and must have completed 500 hours of employment as an LPN. Academic prerequisites for the RN program (with a B or better): Engl& 101, Biol& 241, Biol& 242, Biol& 260, Chem& 121, Math& 141 or Math& 146, Psych& 100, and Psych& 200.

**NURS 222  
CARE OF THE ADULT WITH  
CHRONIC HEALTH PROBLEMS 4CR**

Didactic course that focuses on nursing care of patients experiencing chronic physical disorders across the lifespan. Content areas include, but are not exclusive to, the Institute of Medicine's top 15 priority conditions. Principles of the nursing process, growth and development, nutrition, cultural sensitivity, pharmacology, patient and family education, caring, and communication are integrated throughout the curriculum.

**Prerequisites:** NURS 210, NURS 212, NURS 217, NURS 218.

**NURS 224  
MENTAL HEALTH NURSING 4CR**

Focuses on mental health throughout the lifespan with integration of multicultural beliefs and practices.

**Prerequisites:** NURS 210, 212, 217, 218.

**NURS 226  
CLIENT CARE:  
MANAGEMENT IN PRACTICE II 5CR**

Provides an opportunity to examine and evaluate current experience, determine clinical proficiencies, and, through the process of portfolio development, expand clinical expertise in the community.

**Prerequisites:** NURS 210, NURS 212, NURS 217, NURS 218.



**NURS 232**  
**PERSPECTIVES IN**  
**PROFESSIONAL NURSING** 3CR

Focuses on professional role development and contemporary issues in nursing, such as licensure and legal aspects of nursing practice, ethical issues in professional relationships, professional development through participation in professional organizations, and advocacy through political activism. Theories and concepts of leadership and management, as well as issues of quality and cost effectiveness of care, interdisciplinary collaboration, and emerging care delivery models.

**Prerequisites:** NURS 210, NURS 212, NURS 217, NURS 218, NURS 222, NURS 224, NURS 226.

**NURS 234**  
**CARE OF THE ADULT WITH**  
**ACUTE HEALTH PROBLEMS** 4CR

Didactic course that focuses on nursing care of patients experiencing acute, complex health problems across the lifespan. Content areas include, but are not exclusive to patients with major injuries, disease, and/or multi-systems failure. Principles of the nursing process, growth and development, nutrition, disease prevention, cultural sensitivity, pharmacology, patient and family education, caring, and communication are integrated throughout the curriculum.

**Prerequisites:** NURS 210, NURS 212, NURS 217, NURS 218, NURS 222, NURS 224, NURS 226.

**NURS 237**  
**CAPSTONE CLINICAL** 4CR

An individual immersion assignment intended to strengthen the student's clinical skills and make possible the final transition from LPN to RN. The clinical objectives will be determined by careful assessment of the collective work experience as an LPN, the further education acquired within this program, the Nurse Practice Act, and documented skill standards.

**Prerequisites:** NURS 210, NURS 212, NURS 217, NURS 218, NURS 222, NURS 224, NURS 226. Office Technology courses (CAS or OFCT prefixes) are listed in the Business Support Services section.

**NURS 241**  
**INDEPENDENT STUDY:**  
**SELECTED TOPIC** 1-3CR

Develop an independent study plan that will enhance learning of patient-related topics, or enhance understanding and demonstration of the registered nurse role. Conduct an in-depth literature review with a written synthesis paper, or complete additional preceptorship hours. Students must submit a plan for the independent study to include objectives and grading criteria to the Instructor and/or Director for approval prior to registering for the class.

## PASTRY ARTS

**BAKE 105**  
**CHOCOLATE I (CONFECTIONS)** 5CR

Explores the different types of chocolate used in making assorted treats, candies and garnishes. Various methods of tempering, chocolate decorating, fudges, truffles and other candies will be identified.

**BAKE 108**  
**CHOCOLATE II** 4CR

Explores proper tempering techniques, chocolate molds, fillings, and cooling techniques. Students will demonstrate how to make chocolate display pieces and boxes.

**BAKE 111**  
**DECORATING** 3CR

Introduces students to cake and pastry decorating. Techniques in assembling, masking, tooling handling and piping skill will be addressed. More elaborate cakes using color design along with reinforcement of structure will be used.

**BAKE 112**  
**CAKES I (FILLINGS AND ICINGS)** 7CR

Introduces students to the mixing methods, their ingredients and function in cake baking. Correct scaling, portioning, baking and determining doneness of assorted cakes. Fillings and icings will be introduced in the presentation of basic cakes.

**BAKE 114**  
**DESSERT ALTERNATIVES**  
**(SUGAR FREE, GLUTEN FREE)** 3CR

Covers how to make sugar free, vegan, and gluten free desserts. Students explore how to develop use special ingredients, techniques and methods when making desserts not using standard ingredients such as eggs, butter, white flour, and milk.

**BAKE 117**  
**FROZEN DESSERTS** 3CR

Explores the world of frozen desserts. Students will develop recipes for various frozen desserts such as gelato, sorbets, parfaits and ice creams along with savory desserts with the use of herbs, spices and vegetables.

**BAKE 120**  
**YEAST BREADS** 7CR

Introduces students to the techniques used with starters and yeasts. Students will demonstrate how to cultivate yeast, proper proofing and baking techniques along with completing a variety of yeast breads.

**BAKE 125**  
**BAKING TECHNIQUES**  
**AND INGREDIENTS** 3CR

Introduces students to the ingredients, ingredient function, mixing methods, terminology, and the use of hand tools, equipment and kitchen procedures.

**BAKE 130**  
**PIES, TARTS, CUSTARDS**  
**AND FILLINGS** 5CR

Introduces students to a variety of pie crust and the preparation of assorted fruit fillings. Tarts, custards and pastry cream will also be explored.

**BAKE 134**  
**QUICK BREADS,**  
**COOKIES, BROWNIES** 3CR

Introduces students to the ingredients and function in preparation of quick breads and cookies. Students will explore the assorted dough's shapes, baking and finishing methods.

**BAKE 140**  
**RESTAURANT (INDIVIDUAL)**  
**DESSERTS AND PETIT FOURS** 5CR

Introduces students to the challenges of creating individual desserts for restaurants. Students will make individual desserts for the college restaurant and learn the detailed art of the Petit Fours.

**BAKE 153**  
**SUGAR WORK** 3CR

Introduces students to the stages of sugar work. Students will demonstrate how to make various sugar based candies and pulled sugar items. The coloring and handling of sugar flowers and ribbons will also be demonstrated in this course.

**BAKE 156**  
**WEDDING CAKES** 7CR

Covers elaborate techniques used in the composition, design, and execution of wedding cakes. The use of gum paste, fondant, and modeling chocolate will be explored. Students will develop a cake rendering on the spot with a customer.

**BAKE 210**  
**CAKES II** 3CR

Introduces students to advanced cakes such as high ratio, chiffon cakes and torts along with buttercream icings and fondant. Temperature and environmental factors in cake making will also be covered.

## PHARMACY TECHNICIAN

### PT 121 INTRODUCTION TO PHARMACY & PHARMACY LAW 5CR

Orients students to the work of pharmacy technicians and the context in which technicians' work is performed. Study of pharmacy law, as it pertains to the practice of pharmacy in the state of Washington, compared to the United States as a whole.

**Prerequisites:** High school diploma or GED. Computer literate. Ability to speak, read, and write the English language. Successful completion of Math 107, 108, or 109, or higher. Successful completion of Medical Terminology or have tested into Medical Terminology. Concurrent with this quarter. Successful completion of CAH 105 Computer Applications. All courses must be completed with a B or above.

### PT 124 PHARMACOLOGY, PART I 5CR

Explores drug action mechanisms, the routes of administration, and the effects on body systems. Emphasis on the uses, effects, and side effects of the major drug classes.

**Prerequisite:** Same as PT 121

### PT 128 PHARMACOLOGY PART II 5CR

Continues the exploration of drug action mechanisms, the routes of administration, and the effects on body systems. Emphasis on the uses, effects, and side effects of the major drug classes and the systems they are used on.

**Prerequisite:** Successful completion of PT 121, PT 124, PT 129, PT 143 and CAH 102 or equivalent (Medical Terminology) with a grade of B or above.

### PT 129 COMMUNITY PHARMACY PRACTICE 5CR

Introduces the retail pharmacy experience. All aspects of community pharmacy practice, including keyboarding, prescription filling, and compounding, are explored in this course. Customer service is explored as well.

**Prerequisite:** Same as PT 121.

### PT 143 GENERIC DRUG NAMES PART I 2CR

Introduces the top 200 drugs prescribed in the United States each year.

**Prerequisites:** Same as PT 121.

### PT 147 CLINICAL CAPSTONE RESEARCH 3CR

Discover local pharmacies and the requirements for internship. Explore professional conduct and appearance.

**Prerequisite:** Successful completion of PT 121, PT 124, PT 129, PT 143 and CAH 102 or equivalent (Medical Terminology) with grades of B or above in all courses.

### PT 149 HOSPITAL PRACTICE 5CR

Introduces students to formularies, manual and electronic distribution systems, and procedures for hospital practice.

**Prerequisite:** Successful completion of PT 121, PT 124, PT 129, PT 143 and CAH 102 or equivalent (Medical Terminology) with grades of B or above in all courses.

### PT 152 GENERIC DRUG NAMES PART II 2CR

Continues the exploration of the top 200 drugs prescribed in the United States each year, adding the component of drugs used specifically in the hospital setting.

**Prerequisite:** Successful completion of PT 121, PT 124, PT 129, PT 143 and CAH 102 or equivalent (Medical Terminology) with a grade of B or above.

### PT 156 PHARMACEUTICAL CALCULATIONS 2CR

Math specific to the practice of pharmacy will be explored.

**Prerequisite:** Successful completion of PT 121, PT 124, PT 129, PT 143 and CAH 102 or equivalent (Medical Terminology) with grades of B or above in all courses.

### PT 159 STERILE PARENTERAL PREPARATION 3CR

Apply the techniques learned to make intravenous admixture and chemotherapy products.

**Prerequisite:** Successful completion of PT 121, PT 124, PT 129, PT 143 and CAH 102 or equivalent (Medical Terminology) with grades of B or above in all courses.

### PT 163 COMMUNITY PHARMACY CLINICAL CAPSTONE 4CR

Clinical training in retail, hospital, and/or long-term pharmacies. This is the first of three clinical rotations in local pharmacies where the student is directly supervised by a pharmacist preceptor and the pharmacist preceptor's staff, with ongoing contact with the Instructor in the form of site visits and seminars.

**Prerequisite:** Successful completion of all in-class pharmacy technician requirements with grades of B or above in all courses.

### PT 165 INSTITUTIONAL CLINICAL CAPSTONE 4CR

Clinical training in retail, hospital, and/or long-term pharmacies. This is the second of three clinical rotations in local pharmacies where the student is directly supervised by a pharmacist preceptor and the pharmacist preceptor's staff, with ongoing contact with the Instructor in the form of site visits and seminars.

**Prerequisite:** Successful completion of all in-class pharmacy technician requirements with grades of B or above in all courses.

### PT 173 CLINICAL CAPSTONE EXPERIENCE PART 1-B 6CR

Clinical training in retail, hospital and/or long term pharmacies. This is the first of four clinical rotations in local pharmacies where students are directly supervised by a pharmacist preceptor and their staff, with ongoing contact with the instructor in the form of site visits and seminars.

**Prerequisite:** Successful completion of all in-class pharmacy technician requirements except PT 183 with grades of B in all courses.

### PT 175 CLINICAL CAPSTONE EXPERIENCE PART 2-B 6CR

Clinical training in retail, hospital and/or long term pharmacies. This is the second of four clinical rotations in local pharmacies where students are directly supervised by a pharmacist preceptor and their staff, with ongoing contact with the instructor in the form of site visits and seminars.

**Prerequisite:** Successful completion of all in-class pharmacy technician requirements except PT 183 with grades of B in all courses.

### PT 183 ENTERING THE WORKPLACE 2CR

Students will investigate and practice resume writing and interview skills. Discussions of clinical experiences will take place, along with National Exam studies.

**Prerequisite:** Successful completion of all other in-class pharmacy technician requirements with a grade of B or above.

## PHYSICS

### PHYS& 121 GENERAL PHYSICS I 5CR

Covers problem-solving concepts in physics including, vectors & motion, force, momentum, work, energy, rotational motion, simple machines, universal gravitation, matter, fluids, temperature and heat transfer.

**Prerequisites:** MED 167-168 or MATH 099

## PROFESSIONAL PILOT

### AVP 105 PRIVATE PILOT I 4CR

Training in basic aircraft control, aircraft systems, airport procedures, and traffic pattern operations.

**Prerequisite:** FAA Class II Medical with Student Pilot Certificate prior to the first day of class.

### AVP 110 PRIVATE PILOT II 4CR

Covers aircraft control, establishing and maintaining specific flight attitudes, and ground reference maneuvers.

**Prerequisite:** AVP 105 or equivalent.

**AVP 115  
PRIVATE PILOT III 4CR**

Basic performance maneuvers, traffic pattern procedures, and takeoffs and landings. Upon successful completion, the student shall solo the aircraft.

**Prerequisite:** AVP 110 or equivalent.

**AVP 118  
PRIVATE PILOT  
PRACTICAL TEST STANDARDS I**

Receive additional flight and ground training as required to meet pilot certification requirements.

**AVP 125  
PRIVATE PILOT IV 4CR**

Introduces knowledge, skill, and aeronautical experience necessary to successfully complete the navigation and cross country flight portion of flight training.

**Prerequisite:** Grade of "C" or better in AVP 115 or equivalent.

**AVP 130  
PRIVATE PILOT V 4CR**

Provides the knowledge, skill, and aeronautical experience necessary to read and understand disseminated weather reports and forecasts. Meets the requirements for cross country navigation and basic instrument flight.

**Prerequisite:** AVP 125 or equivalent.

**AVP 135  
PRIVATE PILOT VI 4CR**

Gain the proficiency to meet the requirements necessary for FAA Private Pilot Certification with an Airplane Category and Single-Engine Class Rating.

**Prerequisite:** AVP 130 or equivalent.

**AVP 138  
PRIVATE PILOT  
PRACTICAL TEST STANDARDS II 4CR**

Receive additional flight and ground training as required to meet pilot certification requirements.

**AVP 140  
INSTRUMENT PILOT I 4CR**

Introduces skills that will establish a strong foundation in basic attitude instrument flying and basic instrument navigation.

**Prerequisite:** FAA Private Pilot Certificate.

**AVP 145  
INSTRUMENT PILOT II 4CR**

Perform precision attitude instrument flight, including advanced navigation techniques and procedures.

**Prerequisite:** AVP 140 or equivalent.

**AVP 150  
INSTRUMENT PILOT III 4CR**

Apply advanced navigation techniques and perform holding pattern entry procedures.

**Prerequisite:** AVP 145 or equivalent.

**AVP 152  
INSTRUMENT PILOT  
PRACTICAL STANDARDS III**

Receive additional flight and ground training as required to meet pilot certification requirements.

**AVP 155  
INSTRUMENT PILOT IV 4CR**

Perform holding patterns and instrument approach procedures.

**Prerequisite:** Grade of "C" or better in AVP 150 or equivalent.

**AVP 160  
INSTRUMENT PILOT V 4CR**

Perform x-country flight, utilizing advanced navigation procedures. Utilize ATC communication procedures and conduct instrument departures, arrivals, and approaches.

**Prerequisite:** AVP 155 or equivalent.

**AVP 170  
INSTRUMENT PILOT VI 4CR**

Acquire the flight and aeronautical knowledge proficiency required for the issuance of the FAA Instrument-Airplane Rating.

**Prerequisite:** AVP 160 or equivalent.

**AVP 172  
INSTRUMENT PILOT  
PRACTICAL STANDARDS IV 4CR**

Receive additional flight and ground training as required to meet pilot certification requirements.

**AVP 175  
COMMERCIAL PILOT I 4CR**

Acquire initial VFR cross-country flight training. Pilotage, dead-reckoning, and radio navigation will be covered.

**Prerequisite:** FAA Private Pilot Certificate, Instrument-Airplane Rating.

**AVP 180  
COMMERCIAL PILOT II 4CR**

Receive additional VFR cross-country flight training. Additional flight training will encompass mountain flying techniques and local night flight operations.

**Prerequisite:** AVP 175 or equivalent.

**AVP 185  
COMMERCIAL PILOT III 4CR**

Receive final training in VFR cross-country flight and night operations. The necessary cross-country flight hours required for Commercial Pilot Certification will be completed.

**Prerequisite:** AVP 180 or equivalent.

**AVP 210  
COMMERCIAL PILOT IV 4CR**

Receive initial flight and ground training in high performance Commercial Pilot Certification maneuvers. Flight maneuver training includes chandelles, lazy eights, steep power turns, and accuracy landings.

**Prerequisite:** Grade of "C" or better in AVP 185 or equivalent.

**AVP 215  
COMMERCIAL PILOT V 4CR**

Gain additional aeronautical knowledge and flying skills necessary for the performance of advanced precision flight maneuvers.

**Prerequisite:** AVP 210 or equivalent.

**AVP 220  
COMMERCIAL PILOT VI 4CR**

Receive advanced training in all of the required Commercial Pilot Certification maneuvers. Flying proficiency in these maneuvers will meet the requirements set forth in the FAA Practical Test Standards.

**Prerequisite:** AVP 215 or equivalent.

**AVP 223  
COMMERCIAL PILOT  
PRACTICAL STANDARDS V**

Receive additional flight and ground training as required to meet pilot certification requirements.

**AVP 230  
COMMERCIAL PILOT VII 4CR**

Operate a high-performance aircraft with retractable landing gear and constant speed propeller. Basic flight maneuvers and aircraft systems will be covered.

**Prerequisite:** Grade of "C" or better in AVP 220 or equivalent.

**AVP 235  
COMMERCIAL PILOT VIII 4CR**

Operate a high-performance aircraft with retractable landing gear and constant speed propeller. Advanced flight maneuvers as well as emergency procedures will be mastered.

**Prerequisite:** AVP 230 or equivalent.

**AVP 240  
COMMERCIAL PILOT IX 4CR**

Operate a high-performance aircraft with retractable landing gear and constant speed propeller. Increase proficiency in advance flight maneuvers and emergency procedures. Obtain logbook endorsement for the operation of High Performance Airplanes.

**Prerequisite:** AVP 235 or equivalent.

**AVP 245  
COMMERCIAL PILOT X 4CR**

Receive initial preparative training to increase aeronautical skills and experience to meet the requirements for the issuance of a Commercial Pilot Certificate.

**Prerequisite:** Grade of "C" or better in AVP 240 or equivalent.

**AVP 250  
COMMERCIAL PILOT XI 4CR**

Receive additional preparative training to increase aeronautical skills and experience to meet the requirements for the issuance of a Commercial Pilot Certificate.

**Prerequisite:** AVP 245 or equivalent.

**AVP 255**  
**COMMERCIAL PILOT XII 4CR**

Receive final advanced preparative training to increase aeronautical skills and experience to meet the requirements for the issuance of a Commercial Pilot Certificate.

**Prerequisite:** AVP 250 or equivalent.

**AVP 257**  
**COMMERCIAL PILOT PRACTICAL STANDARDS VI 4CR**

Receive additional flight and ground training as required to meet pilot certification requirements.

**AVP 260**  
**CERTIFIED FLIGHT INSTRUCTOR I 4CR**

Receive initial training in teaching and learning theory as well as overall review of commercial pilot aeronautical knowledge subject areas. Student will be trained to fly the aircraft from the right seat to Commercial Pilot Practical Test Standards.

**Prerequisite:** FAA Commercial Pilot; Airplane Certificate and Instrument Airplane Rating.

**AVP 265**  
**CERTIFIED FLIGHT INSTRUCTOR II 4CR**

Master proper teaching techniques from the right seat of the training aircraft. Develop proficiency in conducting aeronautical knowledge briefings. Successful completion will result when knowledge and proficiency meet and/or exceed FAA Practical Test Standards.

**Prerequisite:** AVP 260 or equivalent.

**AVP 268**  
**CERTIFIED INSTRUMENT FLIGHT INSTRUCTOR PSYCHOLOGY 4CR**

Acquire the aeronautical knowledge, skills, and experience necessary to obtain an FAA Instrument Flight Instructor Rating added to their Certified Flight Instructor Certificate.

**Prerequisite:** FAA Commercial Pilot Airplane Certificate with Instrument Airplane Rating Certified Flight Instructor-Airplane Certificate.

## PSYCHOLOGY

**PSY 112**  
**PSYCHOLOGY OF THE WORKPLACE 5CR**

Introduces general psychological principles and their application to the workplace emphasizing critical thinking with regard to self-awareness, interpersonal relations, motivation, and teamwork.

**Prerequisite:** Appropriate COMPASS/SLEP placement score or successful completion of ENG 094.

**PSY 210**  
**PSYCHOLOGY OF ADJUSTMENT 5CR**

Emphasis is placed on the practical application of knowledge and techniques within various theoretical frameworks. These frameworks are applied to normal adjustment situations in human lifespan, such as gender role development, love, sex, relationships, work, marriage, separation and divorce, and death and loss. Students will explore methods of effecting change in their lives.

**Prerequisite:** Successful completion of PSYC& 100 or PSY 112.

**PSYC& 100**  
**GENERAL PSYCHOLOGY 5CR**

Surveys the knowledge and methods of the discipline of psychology. Abroad view of the subject is presented and establishes the foundation for further study of the discipline. Emphasis will be placed upon the application of psychological knowledge to daily situations, and upon accessing and assessing information about behavior from a variety of sources. Skills in scientific reasoning and critical thinking will be developed.

**Prerequisite:** Appropriate COMPASS/SLEP placement score or successful completion of ENG 094.

**PSYC& 200**  
**LIFESPAN PSYCHOLOGY 5CR**

This course provides an introduction to the milestones of human development from conception to death. It describes physical, cognitive, and social growth of people, with special attention to various cultural contexts of development and the rich diversity of individuals. The content is drawn from research and theories in developmental psychology. Students are expected to integrate their personal experiences, knowledge of psychology, and their observations of human development with the content of this course. Implications for parenting, education, and social policy making will be discussed so that the student may apply course information to meaningful problems.

**Prerequisite:** Successful completion of PSYC& 100.

**PSYC& 220**  
**ABNORMAL PSYCHOLOGY 5CR**

A study of the development and symptoms of mental health disorders. Topics covered include schizophrenia, mood disorders, anxiety disorders, personality disorders, psychosomatic disorders, sexual deviation, organic disorders, and the process of adjustment to stress. Attention is given to biosocial, cognitive, and cultural factors and their role in mental health.

**Prerequisite:** Successful completion of PSYC& 100 or PSY 112.

## SOCIOLOGY

**SOC& 101**  
**INTRODUCTION TO SOCIOLOGY 5CR**

Focuses on understanding and applying the sociological perspective, which stresses the importance of the impact of social forces external to the individual in shaping people's lives and experiences. Topics studied will include socialization, social interaction, culture, groups, social structure, deviance, social inequality, social class, race, gender, institutions (political, economic, educational, family, and religious), collective behavior and social change. Students will be asked to learn the basic concepts, theories, and perspectives of sociology, to see how these operate in terms of social processes, structures, and events, and to apply this knowledge to better understand the social world.

**Prerequisite:** Appropriate COMPASS/SLEP placement score or successful completion of ENG 094.

## SURGICAL TECHNOLOGY

**SURG 126**  
**PATIENT CARE THEORY I 5CR**

Covers surgical attire, instrument groups, OR preparation and equipment, case selection, patient transfer, positioning, skin preparation and draping concepts, patient identification, and consent.

**Prerequisites:** Successful completion of SURG 136, 137, 138, 146.

**SURG 127**  
**PHARMACOLOGY & ANESTHESIA 5CR**

Introduces the student to basic surgical-related pharmacologic and anesthetic principles, including drug classification, proper medication labeling and handling, aseptic medication preparation, and usage principles of anesthesia administration and monitoring, including complications and intervention.

**Prerequisites:** Successful completion of SURG 136, 137, 138, 146.

**SURG 130**  
**PATIENT CARE THEORY II 5CR**

Develops the student's understanding of the surgical patient, the needs of special patient populations, and basic biomedical science.

**Prerequisites:** Successful completion of SURG 126, 127, 141, 151.

**SURG 136  
OPERATING ROOM THEORY I 8CR**

Introduces the student to the OR environment, aseptic principles and practices, scrubbing, gowning, gloving, and preparation of the sterile field, abdominal incisions, ob-gyn, general, ophthalmic, and genitourinary surgeries.

**Prerequisites:** Successful completion of BIOL 118, CAH 102, 103, 104, and SOC& 101.

**SURG 137  
INTRODUCTION TO SURGERY 5CR**

Orients the student to the field of surgical technology, including history, working conditions, personal characteristics, professionalism, healthcare facilities, standards of conduct, the physical environment, and safety standards.

**Prerequisites:** Successful completion of BIOL 118, CAH 102, 103, 104, and SOC& 101.

**SURG 138  
INTRODUCTION TO ASEPSIS & INSTRUMENTATION 5CR**

Orients the student to the principles of asepsis and sterile technique, surgical case management, instrumentation, supplies, wound healing related to sutures, needles, and stapling devices.

**Prerequisites:** Successful completion of BIOL 118, CAH 102, 103, 104, and SOC& 101.

**SURG 141  
OPERATING ROOM THEORY II 8CR**

Classroom and lab presentations of surgical specialties to include otorhinolaryngologic, orthopedic, oral/maxillofacial, plastic/reconstructive procedures, and surgical anatomy.

**Prerequisites:** Successful completion of SURG 136, 137, 138,146.

**SURG 146  
SURGICAL LAB I 5CR**

Introduces students to the OR environment, aseptic principles and practices, scrubbing, gowning, gloving, and preparation of the sterile field, abdominal incisions, ob-gyn, general, ophthalmic, and genitourinary surgeries.

**Prerequisites:** Successful completion of BIOL 118, CAH 102, 103, 104, and SOC& 101.

**SURG 151  
SURGICAL LAB II 5CR**

Lab presentations and practice of surgical procedures to include otorhinolaryngologic, oral/maxillofacial, and plastic/reconstructive procedures.

**Prerequisites:** Successful completion of SURG 136, 137, 138, 146.5.

**SURG 206  
OPERATING ROOM THEORY III 8CR**

Classroom and lab presentations of surgical procedures to include cardiothoracic, peripheral vascular, neurosurgical procedures, and surgical anatomy.

**Prerequisites:** Successful completion of SURG 126, 127, 141, 151.

**SURG 207  
MICROBIOLOGY 5CR**

Students will discuss the historical background of microbiology and be able to identify basic equipment used to identify microorganisms. We will go into many aspects of microbiology, including the description of structure and characteristics of different microorganisms, conditions that affect the life and the death of microorganisms, the relationships between humans and pathogenic and nonpathogenic bacteria, and factors that enable pathogens to invade a host and cause a disease.

**Prerequisites:** Successful completion of SURG 126, 127, 141,151.

**SURG 211  
SURGICAL LAB III 1CR**

Lab presentations and practice of surgical procedures to include cardiothoracic, peripheral vascular, laparoscopic, emergent, and neurosurgical procedures.

**Prerequisites:** Successful completion of SURG 126, 127, 141,151.

**SURG 215  
CLINICAL APPLICATIONS I 5CR**

Provides the framework for the student to receive experience in the operating room. Through one-on-one training in a perioperative setting, the student will develop the professional attitude, behavior, and skills to reinforce their role as a member of the perioperative team.

**Prerequisites:** Successful completion of SURG 130, 206, 207, 211.

**SURG 220  
CLINICAL APPLICATIONS II 5CR**

See Clinical Applications.

**Prerequisites:** Successful completion of SURG 130, 206, 207, 211, 215.

**SURG 225  
CLINICAL APPLICATIONS III 5CR**

See Clinical Applications.

**Prerequisites:** Successful completion of SURG 215, 220, 235.

**SURG 230  
CLINICAL APPLICATIONS IV 5CR**

See Clinical Applications.

**Prerequisites:** Successful completion of SURG 215, 220, 225, 235.

**SURG 235  
SEMINAR I 3CR**

Classroom presentations on health and wellness, and death and dying. Classroom preparation for the NBSTSA exam.

**Prerequisites:** Successful completion of SURG 130, 206, 207, 211.

**SURG 240  
SEMINAR II 3CR**

Classroom presentations of employability skills, preoperative routines, and transportation. Classroom preparation for the NBSTSA Certification Exam.

**Prerequisites:** Successful completion of SURG 215, 220, 235.

**SUSTAINABLE BUILDING SCIENCE**

**SBS 105  
INTRODUCTION TO SUSTAINABILITY 3CR**

A survey of economic, environmental, and human health principles behind the different approaches to sustainability in the workforce.

**SBS 110  
GREEN BUILDING DESIGN 4CR**

Overview of sustainable green building models, with a focus on energy, indoor health, natural resources, and other environmental impact.

**SBS 115  
SUSTAINABLE MATERIALS IN CONSTRUCTION 4CR**

Introduction to the construction materials used in sustainable building design and their impact on a structure's initial and long term costs, as well as considerations for the local environment and economy.

**SBS 120  
SURVEY OF ENERGY RATINGS 4CR**

An overview of the current and emerging efficiency standards for measuring energy usage and consumption, including, but not limited to, Energy Star, BPI, LEED, Built Green, etc.

**SBS 125  
ALTERNATIVE ENERGY SYSTEMS 4CR**

An overview of existing and emerging approaches to energy production for use in residential and commercial structures, including, but not limited to, solar/photovoltaics, wind, geothermal, biofuels, etc.

**SBS 140  
INSULATION BASICS 4CR**

Introduction to the different types of insulation commonly used in homes and businesses, with comparisons for their respective costs and levels of energy efficiency.

**SBS 145  
BUILDING ENVELOPE 5CR**

Introduction to the principles of heat, light, sound, moisture, and air movement within a residential structure, including an overview of external factors which impact a building's energy integrity.

**SBS 150  
MOISTURE MITIGATION 3CR**

Introduction to practices in construction that prevent moisture intrusion, as well as techniques for maintaining healthy living environments free from the destructive impacts of moisture.

**SBS 155  
SOLAR BASICS 4CR**

Introduction to the basic concepts, components, and uses of photovoltaic technology, as well as costs, benefits, and drawbacks in sustainable construction.

**SBS 170  
DIAGNOSTICS & TESTING 3CR**

Overview of the equipment, technology, systems, and software used to measure a building's energy usage and loss.

**SBS 175  
INDOOR AIR TESTING 3CR**

An introduction to understanding and diagnosing environmental problems in residential structures, and the means for mitigating those issues.

**SBS 180  
THERMOGRAPY 3CR**

Introduction to infrared thermography, its principles, and the proper operations of IR camera equipment for diagnosing problems that lead to energy loss in a building.

**SBS 185  
SERVICE LEARNING PROJECT 3CR**

A capstone project that gives students an opportunity to apply their sustainable building science knowledge in a real life setting, focusing on helping nonprofit organizations achieve sustainability in the buildings where they live, work, and serve the public.

**WELDING****WLD 105  
WELDING THEORY I 5CR**

Introduces the tools and equipment used in welding. Includes safety considerations, electrical principles, weld quality, and technical orientation for select welding and cutting processes.

**Corequisites:** WLD 110 and WLD 112.

**WLD 110  
THERMAL CUTTING & GOUGING 3CR**

Develops the knowledge and skill for manual and machine-guided oxyfuel cutting, manual plasma arc cutting, and carbon arc gouging.

**Corequisite:** WLD 105.

**WLD 112  
OXYACETYLENE  
WELDING & BRAZING 4CR**

Develops the knowledge and skill for welding, brazing, and braze welding various joint designs using oxyacetylene equipment.

**Corequisite:** WLD 105.

**WLD 116  
SHIELDED METAL ARC WELDING I 7CR**

Introduces the shielded metal arc welding (SMAW) process with emphasis on skill development, using deep penetrating electrodes in the flat and horizontal positions.

**Prerequisite:** Completion of or Concurrent enrollment in WLD 105.

**WLD 120  
SHIELDED METAL  
ARC WELDING II 7CR**

Builds further skill with SMAW deep penetrating electrodes by welding various joints in the vertical and overhead positions.

**Prerequisite:** WLD 105.

**WLD 124  
SHIELDED METAL  
ARC WELDING III 7CR**

Develops understanding of the applications and techniques for using low hydrogen SMAW electrodes in the flat and horizontal positions.

**Prerequisite:** WLD 105.

**WLD 135  
SHIELDED METAL  
ARC WELDING IV 7CR**

Develops further skill with SMAW low hydrogen electrodes by welding various joint designs in the vertical and overhead positions.

**Prerequisite:** WLD 105.

**WLD 142  
WELDING THEORY II 5CR**

Explores methods of weld inspection and testing, and continues the technical orientation to select welding processes.

**Prerequisite:** WLD 105.

**WLD 144  
PRINT READING FOR WELDERS 5CR**

Develops the ability to interpret prints used in welding and fabrication. Introduction to sketching, lines, views, visualization, dimensioning, applied math, and welding symbols.

**Prerequisite:** WLD 105.

**WLD 152  
GAS METAL ARC WELDING 7CR**

Develops the ability to use the gas metal arc welding process to join carbon steels and aluminum with various joint designs in all positions.

**Prerequisite:** Completion of or concurrent enrollment in WLD 142.

**WLD 156  
METALLURGY 2CR**

Examines metal identification and classification, mechanical properties, crystalline structures, heat treatments, and metallurgical effects of welding.

**Prerequisite:** WLD 142.

**WLD 168  
FLUX CORED ARC WELDING I 7CR**

Develops the ability to use gas-shielded flux cored arc welding electrodes to join carbon steels with various joint designs in all positions.

**Prerequisite:** Completion of or concurrent enrollment in WLD 142.

**WLD 172  
FLUX CORED ARC WELDING II 7CR**

Develops the ability to use self-shielded flux

cored arc welding to join carbon steels with various joint designs in all positions.

**Prerequisite:** Completion of or concurrent enrollment in WLD 142.

**WLD 177  
PREPARATION FOR  
WELDING CERTIFICATION 2CR**

Develops skill in preparation for employer, Washington Association of Building Officials (WABO), or similar welder qualification tests.

**Prerequisite:** WLD 142 or Instructor's permission.

**WLD 179  
FABRICATION 3CR**

Develops knowledge in project planning, layout methods, fixturing, distortion control, and the use of tools and equipment for metal fabrication.

**Prerequisite:** WLD 144.

**WLD 210  
GAS TUNGSTEN ARC WELDING I 7CR**

Develops the ability to use the gas tungsten arc welding process to join carbon and stainless steels with various joint designs in all positions.

**Prerequisite:** Completion of or concurrent enrollment in WLD 142.

**WLD 213  
GAS TUNGSTEN  
ARC WELDING II 7CR**

Develops the ability to use the gas tungsten arc welding process to join aluminum alloys with various joint designs in all positions.

**Prerequisite:** Completion of or concurrent enrollment in WLD 142.

**WLD 215  
COOPERATIVE  
WORK EXPERIENCE 1-5CR**

Provides on-the-job practical experience under the supervision of an employer. Instructor permission is required for site choice.

**Prerequisite:** Advanced standing with Instructor's permission.

**WLD 217  
SPECIAL PROJECTS 1-5CR**

Develops skill in print reading, project planning, layout, distortion control, and other fabrication techniques. Students will have the opportunity to apply knowledge to projects of personal interest and/or as assigned.

**Prerequisite:** Advanced standing with Instructor's permission.

## Northwest Career & Technical High School Nursing Assistant Certificate Program.

For more info [www.cptc.edu/catalog](http://www.cptc.edu/catalog) or call 253-589-5800.



## Policies & Procedures

Academic Standards	134
Student Records	143
Student Code of Conduct	144

Campus Policies	148
Academic Calendar	150

# Academic Standards

Clover Park Technical College is committed to facilitating the academic success of students. The primary purpose of Academic Standards is to provide guidance in academic processes and procedures, which govern student progress through programs of study.

## Student Academic Responsibilities

Program admission to Clover Park Technical College carries with it the understanding that students will conduct themselves as responsible members of the college community. This includes an expectation that students will obey appropriate laws, will comply with the rules of the college and its departments, and will maintain a high standard of integrity and honesty.

1. Dishonesty: Honest assessment of student performance is of crucial importance to all members of the college community. Acts of dishonesty are serious breaches of honor and shall be dealt with in the following manner:
  - a It is the responsibility of the college administration and faculty to provide reasonable and prudent security measures designed to minimize opportunities for acts of dishonesty that occur at the college.
  - b Any student who, for the purpose of fulfilling any assignment or task required by a staff member as part of the student's program of study, shall knowingly tender any work product that the student fraudulently represents to the staff member as the student's work product, shall be deemed to have committed an act of dishonesty. Acts of dishonesty shall be cause for disciplinary action and be subject to the processes described on page 145 of the catalog.
  - c Any student who aids or abets the accomplishment of an act of dishonesty, as described in sub-paragraph b) above, shall be subject to disciplinary action.
  - d This section shall not be construed as preventing an instructor from taking immediate disciplinary action when the instructor is required to act upon such breach of dishonesty in order to preserve order and prevent disruptive conduct in the classroom. This section shall also not be construed as preventing an instructor from adjusting the student's grade on a particular project, paper, test, or class grade for dishonesty.
1. Classroom Conduct: Instructors have the authority to take whatever summary actions may be necessary to maintain order and proper conduct in the classroom and to maintain the effective cooperation of the class in fulfilling the objectives of the course.
2. Any student who substantially disrupts any college class by engaging in conduct that renders it difficult or impossible to maintain the decorum of the class shall be subject to disciplinary action.

## Attendance Policy

The student is expected to attend all classes for which the student is registered in order to gain the maximum benefit. The instructor may establish an attendance policy for the program. It is the responsibility of the student to know and comply with the policy. Programs having established attendance policies will include relevant information in course syllabi. Financial aid recipients are subject to the Student Progress Policy as stated in the financial aid section of this catalog.

A student who does not attend the first two class sessions and/or comply with the established attendance policy for the class or program may forfeit the right to continue and may be subject to administrative withdrawal.

## Grades

The quality of a student's performance is measured by a grading system using grades A through F. The grade for a course is calculated into a student's GPA as 4 to 0 grade points. Faculty may choose to utilize or not utilize the + or - designation with grades.

Each individual program establishes criteria for achieving each grade based on percentage scores and specific assessment criteria as listed in the course syllabi.

The grade points allotted to each grade are as follows:

A	4.0	C	2.0
A-	3.7	C-	1.7
B+	3.3	D+	1.3
B	3.0	D	1.0
B-	2.7	D-	0.7
C+	2.3	F	0.0

Some programs require that the student complete each individual course with a C (2.0) or better grade in order to progress in the program. Programs with this requirement will have it noted in the course description section of the catalog and in the course syllabus. Financial aid recipients are subject to the Student Progress Policy on page 140 of this catalog.

## Other Grade Indicators

\* Course not graded. No grade point assigned.

- I Incomplete. An incomplete grade indicates that the student completed most of the course requirements at a passing level and intends to complete missing course work. Prior to the last day of the quarter, the instructor must complete a Clover Park Technical College Agreement for Incomplete Grades form indicating the work to be completed and the expected completion date, not to exceed one academic quarter from the date of issue. The form must be signed by both the



instructor and the student. A grade of I reverts to the grade F if work has not been satisfactorily completed by the end of the following quarter.

- N Audit Course. No grade point assigned.
- P Pass. No grade point assigned. A P grade indicates passing with a C (2.0) in courses designated as pass/fail. Courses graded with P may not meet program requirements for graduation.
- R Repeated Courses. The R will be placed next to the lowest grade, and only the highest grade received for the course will be used in the calculation for the GPA.
- V Unofficial Withdrawal. No grade point assigned. Instructor-initiated, a V appears on the transcript when an instructor withdraws a student who has never attended (No Show) or has discontinued participation without initiating official withdrawal.
- W Official Withdrawal. No grade point assigned. Student-initiated, a W appears on the transcript when a student officially withdraws from a course in accordance with the college Drop/Withdrawal procedure.
- X Prior Experiential Learning. No grade point assigned. Instructor-initiated, an X appears on the transcript after the student successfully demonstrates mastery of program competencies.

## Course Numbering

Courses numbered below 100 are not considered college level and do not meet degree/certification requirements.

## Criterion for Good Standing

A student is in good academic standing when the quarterly grade point average remains at or above 2.0. Financial aid recipients are subject to the Student Progress Policy as stated on page 140 of this catalog.

## Grade Changes

Students who believe that an error has been made in the grade received for a course should contact the instructor as soon as possible to discuss the issue. Requests for grade changes will be accepted no later than one quarter from the date the grade was issued. Appeals will be addressed through the Academic Appeal Process described in this catalog.

## Adding a Course

Students may add courses online through the second day of the quarter without faculty permission. After that date, faculty permission is required. Add/Drop forms are available in the Student Records Office.

## Withdrawing From a Course

Students dropping or withdrawing from any course or program must complete an official Add/Drop Form in Student Records on their last day in class. If an emergency occurs preventing the student from coming to the college, withdrawals may be made by telephone at (253) 589-5666, by fax at (253) 589-5852, or on the web at www.cptc.edu/drop. Failure by the student to officially withdraw will affect grades and possible refunds. Financial Aid recipients are subject to the Student Progress Policy as stated on page 140 of this catalog and should contact the Financial Aid Office prior to withdrawing from a program or course.

Withdrawals through the 5th class day after the start of a course or program will be considered a drop and will not appear on the student transcript.

Withdrawals after the 5th class day, and through the 35th class day of a quarter may receive a W grade. Students withdrawing after the end of the 35th class day of a quarter will receive the grade earned for the quarter at the time of withdrawal.

Students re-enrolling in a course or program for which a W, E, or V was assigned must begin the course or program in the first week of the quarter and in accordance with established prerequisites.

## Administrative Withdrawal

Clover Park Technical College reserves the right to administratively withdraw students under the following conditions:

- 1 Student has not attended the first two class sessions and/or complied with the established attendance policy for the class or program.
- 2 Student has not successfully fulfilled the prerequisites for the class or program. Student will be notified of the withdrawal and provided registration options.
- 3 If a student violates the Student Code of Conduct, an administrative withdrawal may be done. Student will be notified of this action.

## Auditing a Course

A student may enroll to audit a course with permission of the program faculty. The auditing student is expected to pay tuition and fees but is not required to take examinations and will not receive credit for the course. A grade of N will be listed on the student's transcript and will not be computed in the GPA.

Registration status changes from audit to credit or from credit to audit are not allowed after the start of the course.

## Repeating a Course

Students may repeat a course in which they have not received a passing grade, unless prohibited by program policy. To repeat a course, a student must register for the course on a space available basis, complete a Course Repeat form at the time of registration, and pay all necessary fees.

*Repeating a Course continues on next page*

*Repeating a Course continued*

A course may be repeated no more than twice (this is defined as two repeats in addition to the original enrollment). All courses and earned grades will remain on the student's transcript, with only the highest grade received for a repeated course used in the calculation of the GPA.

Financial aid recipients and veterans should check with the Financial Aid and Student Records (veteran's) offices regarding funding for repeated courses.

Other colleges may not accept a grade earned in a repeated course.

## General Education

All degree or certificate programs of 45 credits or longer require a minimum of five credits each in three college-level (100 level or above) General Education areas: communication, quantitative reasoning (math), and social sciences. Students are responsible for registering and completing these courses prior to graduation. Specific courses are identified in the program descriptions. General Education courses are offered at convenient hours throughout the day each quarter.

Students must earn a grade of C (2.0) in all development courses in order to advance to the next level course or any 100 level course.

## Core Abilities

Clover Park Technical College has identified four core abilities that all certificate- and degree-seeking students should possess upon completion of their program. These competencies represent workplace skills that will prepare graduates to be valued employees and will contribute to their success.

**Communication:** Students will receive and deliver written, spoken, and visual information clearly and accurately.

**Critical Thinking/Problem Solving:** Students will apply principles and strategies of purposeful, active, organized thinking.

**Personal/Professional Responsibility:** Students will apply effective work habits and attitudes within an organizational setting and to work successfully with others as part of the total team, both inside and outside the workplace.

**Information/Technological Literacy:** Students will use modern electronic and industrial devices to accomplish tasks in today's workplace.

## College Success Course

A course entitled College 101 – Foundations for Student Success is recommended for all students entering the educational arena and required for those with a COMPASS placement at or below of English 82 or Math 82. The course should be completed during the first quarter of study at CPTC.

## Additional Degree Requirements

To receive an Associate of Applied Technology (AAT) or Associate of Applied Science – T (AAS-T) degree at Clover Park Technical College, the following degree requirements must be met:

- Successful completion of the technical and General Education courses required for your program.
- Completion of a high school diploma or GED. Students who do not have a high school diploma or GED may request one at the time that they apply for their degree.
- Completion of a capstone project course. Courses that satisfy the degree requirement for a capstone project are identified in the catalog with a CAP postscript following the course number.
- Completion of a diversity requirement. Courses that satisfy the diversity degree requirement are identified in the catalog with a DIV postscript following the course number.
- Completion of a computer literacy requirement. Computer literacy may be demonstrated by either passing a competency test or successfully completing a computer literacy course designated with a CL postscript following the course number.

## Transfer of Credit to Clover Park Technical College

Total combined credit granted from all external sources shall not exceed 50 percent of the credits needed for program completion.

Programs may have exceptions to the maximum credits accepted in transfer due to special articulations or consortium agreements. These exceptions will be noted in the program description section of this catalog.

### CREDIT FROM COLLEGES & UNIVERSITIES

Clover Park Technical College curriculum is based on current industry standards. Transfer credit from an accredited institution may be accepted if the course work:

1. Was college level.
  2. Was graded as C (2.0) or better.
  3. Meets required time limitations:
    - a Technical Courses: Must meet the program's requirements as described in the Clover Park Technical College catalog.
    - b General Education Courses do not have a required time limitation unless specified by an individual program.
- Requirements can be found in the program description section of this catalog.

4. Transfer credit combined with all sources may constitute no more than 50 percent of the credits needed for program completion.
5. Transfer of credit for programs with license requirements are subject to current licensing laws.

## HIGH SCHOOL LEARNING EXPERIENCE / DUAL CREDIT

Credit/dual credit may be accepted for high school learning experience where formal articulation agreements are in place. Courses that have Dual Credit Articulation agreements are marked with an asterisk \* in both program and course description. Please contact Student Records at (253) 589-6003 for specific agreements..

## MILITARY EXPERIENCE

Credit may be accepted for military experience or education based on guidelines from the American Council on Education.

## PRIOR EXPERIENTIAL LEARNING CREDIT

Students who wish to receive credit for prior learning will complete the Prior Learning Assessment Request Form available from the Student Records Office and pay the following fees for assessment services: \$40 evaluation fee and \$20 for each course for which prior learning credit is requested.

Instructors will evaluate the prior experiential learning of a student in relation to the competencies of the program and will award credit for demonstrated learning outcomes that are appropriate to the subject, course, or program offered.

All credits awarded for this type of experience will be noted as such on the student's transcript with a grade of X. Credit for prior experiential learning may constitute no more than 25 percent of the credits needed for program completion.

## SERVICEMEMBER OPPORTUNITY COLLEGE (SOC)

Clover Park Technical College has been designated as a member of Servicemembers Opportunity Colleges (SOC), a group of more than 1,900 colleges and universities that provide educational opportunities for servicemembers and their families throughout the world.

Recognizing the problems faced by military students whose jobs require frequent moves, SOC member schools make it easier to obtain college degrees rather than just accumulate course credit by:

- Limiting the amount of course work students must take at a single college to no more than 25% of degree requirements
- Designing transfer practices to minimize loss of credit and avoid duplication of course work
- Awarding credit for military experience
- Awarding credit for tests such as CLEP, DSST (formerly DAN TES)

## CLEP & DSST CREDIT

The College-Level Examination Program (CLEP) is a way to earn credit for comprehensive knowledge you may have acquired through independent or prior study, cultural pursuits, work, or other life experiences. If you successfully pass the CLEP tests, you may receive credit for completing certain certificate or degree requirements. Clover Park Technical College (CPTC) accepts the following subject tests when passed with the recommend American Council on Education (ACE) score: College Mathematics, College Algebra, Introductory Psychology, and English Composition. Information about CLEP tests and testing sites can be obtained on the College Board website at [www.collegeboard.com](http://www.collegeboard.com).

DSST (formerly known as DAN TES Subject Standardized Tests) is also accepted as a way to earn credit for prior knowledge or experience. The subject must be equivalent to CPTC courses and will be accepted according to the ACE recommendations for passing and credit value. Information about DSST tests and testing sites can be obtained online at [www.dantes.doded.mil](http://www.dantes.doded.mil).

## ADVANCED PLACEMENT

Clover Park Technical College (CPTC) grants credits to students who have earned a score of three or more on the Advanced Placement Tests of the College Board in the following subject areas: English, Mathematics, Psychology, and Environmental Studies. For more information about AP study and testing, please see the AP counselor at your high school or go to [www.collegeboard.com](http://www.collegeboard.com) and search for Advanced Placement. When you take your test, be sure to indicate that the results should be sent to CPTC.

## ALTERNATIVE CREDIT OPTIONS

CPTC accepts many alternative credit options for completion of degrees and certificates; however, if your plans include transfer to another college or university, they may not provide the same credit and you should check with their Admissions Office to determine your best options for meeting your educational goals.

## Transferability of Clover Park Technical College Credit

Many Clover Park Technical College programs have individual agreements with other academic institutions that provide for the transfer of credits. Acceptance of credit taken at one educational institution is always at the discretion of the receiving institution. Students are advised to contact the registrar of the receiving institution to discuss its policies and procedures for transfer credit.

## Transfer Rights and Responsibilities

### STUDENT RIGHTS AND RESPONSIBILITIES

1. Students have the right to clear, accurate, and current information about their transfer admission requirements, transfer admission deadlines, degree requirements, and transfer policies that include course equivalencies.
2. Transfer and freshman-entry students have the right to expect comparable standards for regular admission to programs and comparable program requirements.
3. Students have the right to seek clarification regarding their transfer evaluation and may request the reconsideration of any aspect of that evaluation. In response, the college will follow established practices and processes for reviewing its transfer credit decisions.
4. Students who encounter other transfer difficulties have the right to seek resolution. Each institution will have a defined process for resolution that is published and readily available to students.
5. Students have the responsibility to complete all materials required for admission and to submit the application on or before the published deadlines.
6. Students have the responsibility to plan their courses of study by referring to the specific published degree requirements of the college or academic program in which they intend to earn a bachelor's degree.
7. When a student changes a major or degree program, the student assumes full responsibility for meeting the new requirements.

### COLLEGE AND UNIVERSITY RIGHTS AND RESPONSIBILITIES

1. Colleges and universities have the right and authority to determine program requirements and course offerings in accordance with their institutional missions.
2. Colleges and universities have the responsibility to communicate and publish their requirements and course offerings to students and the public, including information about student transfer rights and responsibilities.
3. Colleges and universities have the responsibility to communicate their admission and transfer-related decisions to students in writing (electronic or paper).

## Clover Park Technical College Degrees

Clover Park Technical College awards two types of degrees.

**The Associate of Applied Technology (AAT)** degree is awarded to students who satisfactorily complete the competencies and requirements in programs approved by the college's Curriculum Committee and by the State Board for Community and Technical Colleges. AAT degree options are available in programs 90 credits or more in length containing a core of fifteen (15) college-level academic credits. College-level

academic courses in communication, quantitative reasoning, and social sciences required for AAT degrees are designed to prepare students for work. While they meet program graduation requirements, they are not likely to transfer to other colleges or universities.

**The Associate in Applied Science - T (AAS-T)** degree is awarded to students who satisfactorily complete the competencies and requirements in programs approved by the college's Curriculum Committee and by the State Board for Community and Technical Colleges. AAS-T degrees are workforce degrees with a core of General Education courses commonly accepted in transfer. The General Education component of the AAS-T degree is comprised of not less than twenty (20) credits of courses, including a minimum of 5 credits in communication; 5 credits in quantitative reasoning; and 10 credits in social science, humanities, or science. It is assumed that many AAS-T degrees will have significantly more than the minimum 20 credits of General Education courses.

Degree options are indicated on individual program descriptions in this catalog.

## Clover Park Technical College Degrees Transfer Agreements

Clover Park Technical College has agreements with several universities and colleges for transfer into specific baccalaureate programs for selected programs.

### ASSOCIATE OF APPLIED TECHNOLOGY TRANSFER AGREEMENTS

**Capella University** – Capella University, founded in 1993, offers Bachelor's degrees in the fields of business, information technology, nursing, and psychology. The university is exclusively online, and focuses on the needs of adult students who want a high-quality education they can pursue from any location. Capella degree programs are based on professional standards and employer recommendations so that from the beginning, your program delivers what you need to succeed in your field.

Capella is committed to providing a high quality online education that challenges you, while providing the resources, support, and assistance you need to keep on track toward your goals.

Capella University has formed an alliance with Clover Park Technical College that is intended to allow graduates of Clover Park Technical College a smooth transfer of credits toward Capella programs, as well as reduced tuition. Visit [www.capella.edu/cptc](http://www.capella.edu/cptc) for more information. Capella University is accredited by The Higher Learning Commission and is a member of the North Central Association of Colleges and Schools.

**City University of Seattle** – Clover Park Technical College students may transfer up to 90 credits from approved programs to City University of Seattle for inclusion in the degree requirements of appropriate Bachelor's degrees.

To be considered for admission to City University of Seattle, students must submit a City U of Seattle admission application form, including any additional admission documents if required, and submit an official transcript from Clover Park Technical College.

City University of Seattle, founded in 1973, addresses the educational needs of working adults and offers certificates and degrees in more than 50 programs. It has nearly two dozen locations throughout the state of Washington as well as the state of California, the Canadian province of British Columbia, Denmark, Germany, Slovakia, and Switzerland. City University is accredited by the Northwest Association of Schools and Colleges.

### ASSOCIATE IN APPLIED SCIENCE-T (AAS-T) TRANSFER AGREEMENTS

The Associate in Applied Science-T (AAS-T) degree is built upon the technical courses required for job preparation but also includes a college-level General Education component. Clover Park Technical College has identified AAS-T degree options for the following programs:

- Accounting
- Architectural Engineering Design
- Aviation Maintenance Technology
- Computer Information Technology
- Computer Networking & Information Systems Security
- Culinary Arts
- Early Care and Education
- Environmental Sciences & Technology
- Graphic Technologies
- Interior Design
- Human Services
- Material Science - Nondestructive Testing
- Material Science - Composites
- Media Design and Production
- Medical Histology
- Nursing – RN Option
- Professional Pilot
- Sustainable Building Science

Currently, the following universities have agreements to accept Clover Park Technical College's Associate in Applied Science-T (AAS-T) degrees. Call (253) 589-4333 for updated information.

**City University of Seattle** – City University of Seattle accepts all credits in the AAS-T, though more than two years may be required to complete the City University of Seattle degree. To find out more about City University of Seattle, contact them at <http://www.cityu.edu>.

**DeVry University** – Students completing an AAS-T degree at Clover Park Technical College will receive a block transfer of courses to DeVry's Bachelor of Science degree in Technical Management (BSTM). The following programs are eligible:

- Accounting
- Aviation Maintenance Technology
- Computer Networking and Information Systems Security
- Computer Information Technology
- Emergency Management
- Environmental Sciences & Technology
- Interior Design
- Media Design and Production
- Professional Pilot

To find out more about DeVry University, contact them at <http://www.devry.edu>

**Bellevue College (BAS degree)** – An articulation agreement has been established to enable graduates of CPTC's Interior Design program to apply for acceptance into the Bachelor of Applied Arts (BAA) degree in Interior Design at Bellevue College.

**Embry-Riddle Aeronautical University** – The Embry-Riddle Aeronautical University accepts ten Clover Park AAS-T degrees in transfer. To find out more about The Embry-Riddle Aeronautical University, contact them at <http://www.embryriddle.edu>:

- Aviation Maintenance Technician
- Professional Pilot
- Computer Information Technology
- Computer Networking & Information Systems Security
- Environmental Sciences & Technology
- Architectural Engineering Design
- Electrician Low Voltage Fire/Security
- Heating & Air Conditioning/Refrigeration Service Technician

**South Seattle Community College (BAS degree)** – The Bachelor of Applied Science degree at South Seattle Community College accepts the following AAS-T degrees in transfer:

- Culinary Arts
- Accounting

**The Evergreen State College** – The Evergreen State College accepts several Clover Park degrees in transfer. To find out more about Evergreen's Upside Down Degree Program, contact them at <http://www.evergreen.edu>

Accounting (AAT or AAS-T)  
 Computer Information Technology (AAT or AAS-T)  
 Early Care and Education (AAT or AAS-T)  
 Environmental Sciences & Technology (AAT or AAS-T)  
 Graphic Technologies (AAS-T)  
 Human Services (AAT or AAS-T)  
 Human Services: Chemical Dependency (AAT or AAS-T)  
 Interior Design (AAS-T)  
 Massage Studies (AAT with approved math)  
 Medical Histology Technical (AAT or AAS-T)  
 Nursing: RN Option (AAS-T)  
 Pharmacy Technician (AAT)  
 Sustainable Building Science (AAT)

The Evergreen State College is accredited by the Northwest Commission on Colleges and Universities.

**University of Phoenix** – The University of Phoenix has agreed to accept the AAS-T in transfer for their Bachelors of Science in Management (BSM) degree. To find out more about the University of Phoenix, contact them through their website at [www.phoenix.edu](http://www.phoenix.edu).

**University of Washington, Tacoma** – An articulation agreement has been established with the University of Washington, Tacoma, for the following program:

Environmental Sciences & Technology

## OTHER TRANSFER OPPORTUNITIES

Many individual academic courses offered at Clover Park Technical College are accepted for transfer to two-year colleges and baccalaureate institutions, including Washington State University, The Evergreen State College, Central Washington University, the University of Washington, Western Washington University, Eastern Washington University, The Fashion Institute of Design & Merchandising and National University. For more information on transferability, call 253-589-4333.

## Academic Honors

### QUARTERLY HONORS

Each quarter, Clover Park Technical College recognizes outstanding academic achievement by placing students on the President's List or the Vice President's List. Each student who meets the criteria for these awards will receive a letter of acknowledgment and will have a notation of the award placed on his/her transcript.

**President's List** – Granted to students with a minimum quarterly enrollment of 12 college-level credits in courses receiving grades other than V, W, N, or I and a minimum quarterly grade point average of 4.0.

**Vice President's List** – Granted to students with a minimum quarterly enrollment of 12 college-level credits in courses receiving grades other than V, W, N, or I and a minimum quarterly grade point average of 3.75 – 3.99.

## GRADUATION HONORS

A student completing an Associate of Applied Technology degree or Associate of Applied Science-T degree who achieves a cumulative grade point average of 3.75 – 4.0 is eligible for honors at graduation. Each student who meets these criteria will receive a letter of acknowledgment and will have the notation of Honors placed on his/her transcript.

## HONOR SOCIETIES

Phi Theta Kappa is the largest honor society in American higher education. Clover Park Technical College's Beta Omicron Gamma chapter is one of 1,200 chapters. Phi Theta Kappa's focus is on scholarship, leadership, service and fellowship. Students with a 3.50 GPA are eligible to join Phi Theta Kappa. A one-time induction fee is required. Please contact a Phi Theta Kappa advisor at 589-5610 for more information.

Psi Beta National Honor Society is the National Honor Society in Psychology for community and junior colleges. The mission of Psi Beta is professional development of psychology students through promotion and recognition of excellence in scholarship, leadership, community research, and community services. Clover Park Technical College's chapter is one of 170 chapters nationwide. Students with a 3.50 GPA are eligible to join Psi Beta. A one-time induction fee is required. Please contact a Psi Beta advisor at 589-5610 for more information.

## Student Progress Policy

Clover Park Technical College is a state technical college. Tuition covers about 38% of the cost of a student's education. State tax dollars provide the rest. Washington State Law (SB 5135, RCW 28B.10.695) requires all state colleges to adopt policies that ensure students seeking degrees and certificates complete in a timely manner.

Clover Park Technical College is in a partnership with students to work towards an educational plan that will assist them in making consistent progress. The following Student Progress Policy and Degree/Certification Completion will assist students with their responsibilities to make progress towards their goals.

## Degree/Certificate Completion Procedures

The college requires that students complete their degree or certificate within 125% of the published length of the program. The college will take the following steps to ensure that students are completing programs within a timely manner.

**Step 1** When a student has completed the credits of the published length of the program, registration will be restricted until the student has developed a completion plan in consultation with instructional faculty. The plan must show that the student will be able to complete

within the 125% of the normal timeframe. If the student has mitigating circumstances, such as a disability, that must be documented with the Disabilities Specialist, and an appropriate plan should be in place.

- Step 2 At 150% of credits required for the degree/certificate, the student will be blocked from further registration. The student may appeal to the appropriate dean for special circumstances.

## Academic Progress

These policies are intended to support a successful learning experience at Clover Park Technical College.

At the conclusion of each quarter, the grades of all students enrolled in that quarter will be reviewed. A student whose quarterly grade point average is less than 2.0 and is taking 6 or more credits that quarter will be notified of his/her standing. Through this process the student will be alerted to potential problems in a timely manner so that the student may take effective corrective action. Any student whose quarterly GPA is under 2.0 will be encouraged to take advantage of the assistance provided by the college to help assure student success.

The following guidelines have been established to ensure that academic standards are maintained:

- Step 1 The first quarter in which the grade point average is less than 2.0 will cause the student to receive notification of the level of academic achievement. The student may not be allowed to continue to the next course in accordance with established program prerequisites.
- Step 2 If the student experiences two consecutive quarters of work in which the GPA is less than 2.0 (each quarter), the student will be placed on academic probation for the following quarter of attendance.
- Step 3 If a student experiences three consecutive quarters of work in which the GPA is less than 2.0 (each quarter), the student will be suspended from attendance at the college and may not register for the next academic quarter.

Students placed on academic probation or suspension may appeal to the Academic Review Committee for reassessment if they believe that unusual circumstances beyond their control were the cause of their low academic achievement. Financial Aid recipients are subject to the Student Progress Policy.

Reinstatement to the college, following one quarter of academic suspension, requires the student to meet with advising/counseling staff to develop an educational plan. Upon reinstatement, the student will resume classes on academic probation.

## Student Concerns

### GENERAL INFORMATION

It is the policy of Clover Park Technical College to provide students with an opportunity to resolve any alleged violation of college academic policy, procedure, or regulation, or to resolve

any alleged case of inequitable treatment. Student rights are protected in the concern process and the college must insure that a student will not suffer repercussions because he or she chooses to file a concern.

In the event that a student is dissatisfied with the conduct or performance of a college or instructional program employee, the college encourages informal resolution of disputes whenever possible, and also maintains fair and equitable procedures for formally expressing and resolving concerns.

The following are guidelines for determining who can assist a student with a concern regarding:

Academic .....	Division Dean/Instruction
Accommodations .....	Student Services
Disciplinary.....	Student Services
Discrimination/Harassment.....	Human Resources
Facilities/Bookstore.....	Operations & Facilities
Financial .....	Financial Aid Office

### ACADEMIC APPEAL PROCESS

Academic Appeal must be made within fifteen (15) instructional days following the issuance of the grade or decision.

- Step 1 Before a student can file a written concern or appeal, he or she should try to resolve the problem informally. The college expects the student to address his/her concern by first meeting with the college employee(s) whose actions resulted in the concern, discussing the issue, and documenting the discussion with notes. If not resolved, the student may proceed to the next step.
- Step 2 If, within 5 instructional days following the informal meeting, the student feels a satisfactory resolution has not been achieved, the student may file a written concern with the employee's division dean or immediate supervisor, the concern or appeal must be in writing. A Student Concern Form is available from any instructor, division dean's office, or Advising & Counseling Office.
- Step 3 Within 5 instructional days after receiving the concern or appeal in writing, the dean or supervisor will be responsible to investigate the concern. The dean or supervisor will provide the employee or instructor with a copy of the written concern or appeal; the employee or instructor will have 5 instructional days in which to provide a written response to their supervisor/dean.
- Step 4 The dean or supervisor will convene a meeting of both parties in an attempt to resolve the issue, provided that the parties agree to meet for this purpose. In the event that one or both parties do not agree to meet, the dean or supervisor will investigate and render a decision based on the written statements and testimony of the parties. The dean or supervisor will impart this decision in writing to both parties within 5 instructional days. If the student feels a satisfactory resolution has not been achieved, the student may proceed to the next step.

*Student Concerns/Academic Appeal continues on next page*

Step 5 Within 5 instructional days after Step 4, the student will notify the appropriate Vice President, in writing, to request a hearing before the Appeal Review Committee. The Committee will be chaired by the Vice President for Instruction (or designee) and will also include the Vice President for Student Services (or designee), two student representatives appointed by the Student Council, and two faculty members appointed by the Faculty Union.

Step 6 Within 10 instructional days, the Appeal Review Committee will meet with the student, instructor or employee, and dean or supervisor to hear the points at issue in the appeal. The Committee will provide its written decision to all parties within 5 instructional days following the hearing. The decision is final and may not be reviewed.

The process described above is not to be used for filing an appeal based on the outcome of a summary or disciplinary proceeding, financial appeal, or discrimination grievance as described in other areas of the College Catalog or Student Handbook.

Federal and state laws, rules, and regulations, in addition to policies, regulations, and procedures adopted by the State Board for Community and Technical Colleges, shall not be grievable matters. Students shall use Chapter WAC 495C-300 and 495C-310 for grievances pertaining to sexual discrimination or equal opportunity discrimination based upon handicap.

## Academic Forgiveness (Fresh Start)

A student may petition the Director of Enrollment Services to have sub-standard Clover Park Technical College course work set aside.

- The student must be currently enrolled.
- The forgiveness date must be at least two years prior to the current quarter.
- All course work taken prior to the forgiveness will be set aside. The student may not elect to retain individual courses and set aside others.
- The academic forgiveness option may be exercised only once.

Forgiven course work will remain on the transcript but will not be used in determining the cumulative grade point average or the calculation of honors. Forgiven course work may not be reinstated or used to satisfy Prerequisites or degree/diploma requirements.

Students are advised that a decision to set aside course work may or may not be honored by other educational institutions, since each institution interprets transcripts according to its own policies.

## Graduation

Clover Park Technical College grants two degrees, the Associate of Applied Technology degree and the Associate of Applied Science-T degree. These degrees are defined on page

138 of this catalog and the degree programs are listed in the chapter Programs and Courses.

A Certificate is awarded to students who satisfactorily complete the competencies and requirements for programs that are not defined as degree programs. General Education courses are required in certificate programs of 45 credits or more.

Courses numbered below 100 are not considered college level and do not meet degree/certificate requirements.

## STANDARD FOR GRADUATION

To be eligible for graduation, a student must have:

- a cumulative grade point average of no less than 2.0
- met all of the program requirements
- completed 50 percent of the technical coursework at Clover Park Technical College
- 15 percent of the technical coursework in the final credits taken at Clover Park Technical College

## APPLICATION FOR GRADUATION AWARD

To receive an Associate degree or certificate from Clover Park Technical College, a student must complete an Application for Graduation Award form in the Student Records Office and pay the non-refundable fee for each award requested. The application must be filed by the fourth week of the quarter in which the student expects to graduate.

## COMMENCEMENT

Annually, Clover Park Technical College will offer an all campus graduation ceremony at a local venue. Any eligible student completing a degree, certificate, high school diploma, or GED granted through Clover Park Technical College at any time during the academic year, may participate. Students must submit an application for graduation to participate. Graduation deadlines will be announced in March.

The ceremony will be held Saturday, June 16, 2012 at 11:00 AM in the Tacoma Dome.

## TIME LIMITATION

Clover Park Technical College curriculum is based on current industry standards. Returning Clover Park Technical College students who left prior to completion of their program must meet the program's graduation requirements as described in the current Clover Park Technical College catalog.

Clover Park Technical College students who have completed the technical requirements of their program but have not completed the General Education requirements for a degree or certificate will have one year from their date of withdrawal to complete the required General Education classes. If a longer period of time elapses before General Education courses are completed, the student will be required to meet the program's graduation requirements as described in the current Clover Park Technical College catalog.



# Student Records

## Annual Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records:

- 1 The right to inspect and review the student's education records within 45 days of the day Clover Park Technical College receives a request for access.

Students should submit to the registrar a written request that identifies the record(s) they wish to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the registrar, the student will be advised of the correct official to whom the request should be addressed.

- 2 The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

Students may ask Clover Park Technical College to amend a record that they believe is inaccurate or misleading. They should write to the CPTC official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If Clover Park Technical College decides not to amend the record as requested by the student, Clover Park Technical College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- 3 The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by CPTC in an administrative, supervisory, academic, research, or support staff position (including law enforcement personnel and health staff); a person or company with whom CPTC has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; a volunteer or others performing institutional functions; a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Clover Park Technical College designates the following information as Directory Information: Student name, address, telephone number, date and place of birth, major field of study, eligibility for and participation in officially recognized activities, organizations, dates of attendance, honor roll, enrollment status, degrees and awards received, student photo, student e-mail address, and the most recent previous educational agency or institution attended by the student.

Directory Information may be released by Clover Park Technical College without student consent unless the student specifically requests that such information, or portions thereof, not be released. Clover Park Technical College will not release Directory Information for commercial purposes or other purposes not related to the school program or the conduct of official government business. Students currently attending Clover Park Technical College should complete a Request to Prevent Disclosure of Directory Information form in the Student Records Office if they do not wish Directory Information released.

- 4 The right to file a complaint with the U.S. Department of Education concerning alleged failures by Clover Park Technical College to comply with the requirements of FERPA. The name and address of the office that administers FERPA:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue SW  
Washington DC 20202-4605

## Transcripts

A transcript is a copy of a student's academic record and is released only with written permission of the student. All students are eligible to receive a transcript if they have met their financial obligation with the College.

A \$5 processing fee is charged for each transcript. Transcript request forms are available in the Student Records Office, Building 17, and on the Clover Park Technical College website at [www.cptc.edu/transcript](http://www.cptc.edu/transcript).

Students may obtain an unofficial copy of their transcript at [www.cptc.edu](http://www.cptc.edu) by selecting Current Students, then View Unofficial Transcript, if they were enrolled at Clover Park Technical College after Spring quarter 1994.

## Change of Address

Student information, admission letters, statements, and graduation awards are frequently mailed to students; therefore, it is important to maintain the student's current address.

Change of address forms are available in the Student Records Office in Building 17, or call 253-589-5666. Students may change their own address on the college Website at [www.cptc.edu](http://www.cptc.edu) under Current Students.

# Student Code of Conduct

Disciplinary action may be taken for a violation of any provision of this student code, for a violation of other college rules, which may from time to time be properly adopted, or for any of the following types of misconduct:

1. Possession, use, sale, or distribution of any illegal drug on the college campus. The use of illegal drugs by any student attending a college-sponsored event is also prohibited, even though the event does not take place at the college. The use of alcohol by any student attending such events on college or non-college property shall conform to state law.
2. Behavior in the classroom or at a college function that is disruptive to the teaching and learning environment.
3. Engaging in lewd, indecent, or obscene behavior.
4. Where the student presents an imminent danger to college property, to himself or herself or other students or persons in college facilities on or off campus, or to the education process of the college.
5. Dishonesty, including cheating, plagiarism, or knowingly furnishing false information to the college.
6. The intentional making of false statements or filing of false charges against the college and members of the college community.
7. Forgery, alteration, or misuse of college documents, records, funds, or instruments of identification with the intent to defraud.
8. Theft from, damage to, or misuse of college premises or property, or theft of or damage to property of a member of the college community or college premises.
9. Failure to comply with the direction of college officials acting in the legitimate performance of their duties.
10. Possession of firearms, except where approved by state statute.
11. Engaging in unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature where such behavior knowingly offends the recipient, causes discomfort, or humiliates, or interferes with job performance or learning environment.
12. Falsely setting off or otherwise tampering with any emergency safety equipment, alarm, or other device established for the safety of individuals and/or college facilities.
13. Actions and/or language directed to others that incites disruptive behavior.

14. Verbal or written threats and intimidation.
15. Malicious damage to or malicious misuse of college property, or the property of any person where such property is located on the college campus.
16. Entering any administrative office or any locked or otherwise closed college facility in any manner, at any time, without permission of the college employee or agent in charge thereof.
17. Refusal to provide positive identification (e.g., valid driver's license or state identification card) in appropriate circumstances to any college employee in the lawful discharge of said employee's duties.
18. Violation of any rules or policies pertaining to the use of computer and technology resources.

## Dress Standards

Students are expected to present a well-groomed appearance appropriate to the training environment and future employment conditions. Health and safety factors may require special regulations pertaining to attire. Dress standards allow for some flexibility within a training program but are consistent with health and safety standards, and industry requirements.

## Right to Demand Identification

For the purpose of determining whether probable cause exists for the application of any section of this code to any behavior by any person on a college facility, any college personnel or other authorized personnel may demand that any person on college facilities produce identification.

## Hazing Policy

1. No student, or other person in attendance at Clover Park Technical College, may conspire to engage in hazing or participate in hazing of another. Hazing is defined as any activity that includes one or more of the following:
  - a. Activities that expose personal values to compromise or ridicule
  - b. Stunts which have no meaningful relationship to the objectives of the organization
  - c. Activities that abuse the trust an organization is striving to build between its members and prospective members
  - d. Activities that humiliate or subject individuals to circumstances with which they are not comfortable, or of which they are fearful
  - e. Activities which are illegal or violate College policy
  - f. Activities which interfere with educational pursuits or normal life functions

## 2. Penalties

- a. Any organization or association that knowingly permits hazing shall: 1) be liable for harm caused to persons or property resulting from hazing, and 2) be denied recognition by Clover Park Technical College as an official organization or association on this campus. If the organization or association is a corporation, whether for profit or nonprofit, the individual directors of the corporation may be held individually liable for damages.
  - b. A person who participates in the hazing of another shall forfeit any entitlement to state-funded grants, scholarships, or awards for 90 calendar days.
  - c. Forfeiture of state-funded grants, scholarships, or awards shall continue for 90 calendar days, up to and including permanent forfeiture, based upon the seriousness of the violations.
3. Disciplinary action may be taken under this chapter for hazing violations.
  4. Hazing violations are also misdemeanors punishable under state criminal law, according to RCW 9A.20.021.
  5. Conduct which causes embarrassment, ridicule, sleep deprivation, verbal abuse, or personal humiliation, not amounting to hazing, shall be subject to disciplinary action under this chapter.

## Loss of Eligibility—Student Participation

Any student found to have violated chapter 69.41 RCW, illegal drugs, by virtue of a criminal conviction or by final decision of the college president or designee shall, in lieu of, or in addition to any other disciplinary action which may be imposed, be disqualified from participation in any school-sponsored events or activities.

## Disciplinary Process

1. Infractions of college rules may be referred by any college staff member to the appropriate dean or designee.
2. A student alleged to have violated a provision of this chapter shall be notified to meet with the dean or designee for possible disciplinary action.
3. After a careful review of the circumstances surrounding the alleged misconduct, the dean or designee may take any of the following actions:
  - a. Terminate the proceeding
  - b. Dismiss the case after whatever counseling and advice the dean or designee deems appropriate
  - c. Impose appropriate disciplinary action (reprimand, probation, suspension, expulsion), subject to the student's right of appeal

4. The student will be notified in writing of the determination made by the dean or designee.
5. If, after consideration of the alleged misconduct, the recommendation of the dean or designee is for disciplinary action, the student may:
  - a. Accept the disciplinary action, or
  - b. File, within fifteen (15) calendar days following receipt of the notification of disciplinary action, a written request for a formal hearing pursuant to the provisions of WAC 495C-120-160. If the request is not filed within the prescribed time, the right to do so is waived and the disciplinary action becomes final.
6. If a hearing is requested, notice of the hearing shall be given to all parties at least seven (7) days before the hearing. The notice will indicate the names and addresses of all parties, the names and addresses of their representatives, a statement of the time, place, and nature of the proceeding, a short and plain statement of the matters asserted, and the legal authority and jurisdiction under which the hearing is to be held.

## Summary Suspension

If any college staff member has cause to believe that a student presents an imminent danger to him/herself or other persons on college facilities or to the educational process of the college, then the staff member shall have authority to immediately remove the student from the college premises.

The college staff member shall notify, as soon as possible, the vice president for Student Services or designee who may initiate summary suspension until such time as the college staff is satisfied the student's dangerous nature, behavior, or situation has ceased.

The duration of summary suspension shall not exceed ten (10) instructional days, except that the vice president for Student Services or designee may continue summary suspension beyond ten (10) instructional days in circumstances where the student continues to present an imminent danger to the people, facilities, or the educational process pending the disciplinary proceedings provided for in this code.

1. If the vice president for Student Services or designee desires to exercise the authority to summarily suspend a student, the vice president or designee will cause the student to be notified of the summary suspension.
2. A formal hearing, pursuant to the provisions of WAC 495C-120-160, will be scheduled and held as quickly as feasible, provided the hearing shall be conducted by a designee who has not participated in making the decision to impose the summary suspension.

## Disciplinary Terms

The definitions set forth in this section reference WAC 495C-120-180.

**Disciplinary warning** - oral notice of violation of college rules.

**Reprimand** - formal action after censuring a student for violation of college rules or failure to satisfy the college's expectations regarding conduct. Reprimands are made in writing to the student by the disciplinary official. A reprimand indicates to the student that continuation or repetition of the specific conduct involved or other misconduct will result in one or more serious disciplinary actions described below.

**Disciplinary probation** - formal action placing conditions upon the student's continued attendance because of his or her violation of college rules or failure to satisfy the college's expectations regarding conduct. The disciplinary official placing the student on probation will specify, in writing, the period of probation and the conditions, such as limiting the student's participation in extra-curricular activities. Disciplinary probation warns the student that any further misconduct will automatically raise the question of dismissal from the college. Disciplinary probation may be for a specific term or for an indefinite period, which may extend to graduation or termination of the student's enrollment in the college.

**Suspension** - temporary dismissal from the college and temporary termination of student status for violation of college rules or for failure to meet college standards of conduct.

**Expulsion** - dismissal from the college and termination of student status for an indefinite period of time, or permanently for violation of college rules or for failure to meet the college standards of conduct.

**Summary suspension** - temporary dismissal from the college and temporary termination of a student's status for a period of time not to exceed ten (10) instructional days, unless extended as provided in this chapter, which occurs prior to invocation of the formal hearing procedures specified in these rules due to a necessity to take immediate disciplinary action, where a student presents an imminent danger to the college property, or to himself or herself, or other students or persons in college facilities on or off campus, or to the educational process of the college.

## Refunds & Access During Disciplinary Action

Refund of fees for the period in which disciplinary action is taken shall be in accordance with the college's refund policy in the Campus Policies section of this chapter. A student suspended or expelled on the basis of conduct which has disrupted the orderly operation of the campus or any facility of the college, may be denied access to all or any part of the campus or other facilities.

## Readmission After Suspension or Expulsion

Any student suspended from the college for disciplinary reasons will normally be readmitted upon expiration of the time period for which the suspension was issued. If the student has been expelled or feels that circumstances warrant reconsideration of a temporary suspension prior to its expiration, or if the student was suspended with conditions imposed for readmission, the student may be readmitted only upon approval of a written petition submitted to the vice president for Student Services or designee. Such petition must state reasons that support a reconsideration of the matter.

## Readmission Into Instructional Program

Students who have been suspended pursuant to disciplinary procedures set forth in WAC 495C-120-120 and 495C-120-125 and whose suspension upon appeal is found to have been unwarranted shall be provided the opportunity to re-enter their instructional program, including an opportunity to retake examinations or otherwise complete course offerings missed by reason of such action.

## Hearing Procedures for Disciplinary Action

1. A student, if he or she wishes to appeal, has a right to a fair and impartial hearing before the vice president for student services, or designee (hereafter referred to as the hearing officer) on any charge of misconduct. The failure of a student to cooperate with the hearing procedures, however, shall not preclude the hearing officer from making his or her findings of fact, reaching conclusions and imposing sanctions. Failure of the student to cooperate may be taken into consideration by the hearing officer in recommending penalties.
2. If a hearing is requested, notice of the hearing shall be given to all parties at least seven (7) days before the hearing. The notice will indicate the names and addresses of all parties, the names and addresses of their representatives, a statement of the time, place, and nature of the proceeding, a short and plain statement of the matters asserted, and the legal authority and jurisdiction under which the hearing is to be held.
3. The student and/or his or her representative shall be entitled to hear and examine the evidence against him or her and be informed of the identity of its sources. He/she shall be entitled to present evidence in his or her own behalf and question witnesses as to factual matters. The student shall have all authority which is possessed by the college to obtain information or to request the presence of witnesses or the production of other evidence relevant to the issues at the hearing.

4. Only those matters presented at the hearing, in the presence of the student involved, will be considered in determining whether the student is guilty of the misconduct charged. However the student's past record of conduct may be taken into account in formulating the hearing officer's recommendation for disciplinary action.
5. The student may be represented by counsel and/or accompanied by an advisor of his/her choice (who shall not be a college employee). Provided, if the student elects, be represented by a duly licensed attorney, the student must notify the vice president for Student Services a minimum of three (3) days prior to the hearing, excluding weekends and holidays.
6. Hearings may be held in closed session at the discretion of the hearing officer, the only exception being when the student involved invites particular persons or requests an open hearing. If, at any time during the conduct of the hearing, invited persons are disruptive of the proceedings, the hearing officer may exclude such persons from the hearing room.
7. The hearing officer shall set the time, place, and available seating capacity for a hearing.
8. All proceedings of the hearing officer will be conducted with reasonable dispatch and terminated as soon as fairness to all parties involved permits.
9. An adequate summary of the proceedings will be kept. As a minimum, such summary would include a tape recording of testimony. Such record will be available for inspection and copying in the office of Student Services during regular business hours.
10. The student will be provided with a copy of the findings of fact and the conclusions of the hearing officer as well as a statement of the available procedures and time limits for seeking reconsideration or other administrative relief. The student will be advised of his/her right to present, within fifteen (15) calendar days, a written statement of appeal to the president of the college before action is taken on the decision of the hearing officer. In the case of an unemancipated minor, written notice of any action involving dismissal or disciplinary probation may be sent to the parents or guardian of the student.
11. The vice president for Student Services or designee shall establish general rules of procedure for conducting hearings consistent with these guidelines, the college's rules of practice and procedure set forth in chapter 495C-108 WAC, and the Administrative Procedure Act, chapter 34.05 RCW.
12. If no timely appeal is filed in writing in response to the findings and conclusions of the hearing officer, the action taken shall be final.

## Appeals Process

The outcome of any disciplinary hearing may be appealed, subject to applicable timelines as provided in this section.

1. Notice of an appeal by a student shall be made in writing and addressed to the president of the college within fifteen (15) calendar days of receiving the formal notification of the hearing outcome.
2. Review of appeals.
  - a. The president must review the whole record or such portions of it as may be cited by the parties.
  - b. The president must afford each party the opportunity to present written argument and may afford each party the opportunity to present oral argument.
  - c. The president must enter a final order disposing of the proceedings or remand the matter for further proceedings, with instructions.
  - d. The final order must include a statement of findings and conclusions, and the basis and reasons therefore, on all material issues of fact, law, or discretion presented on the record, including the remedy or sanction.
3. The president, after reviewing the case, shall either indicate his or her approval of the conclusions of the hearing officer by sustaining the decision, shall give directions as to what other disciplinary action shall be taken by modifying his or her decision, or shall nullify previous sanctions imposed by reversing the decision, and shall then notify the official who initiated the proceedings, the student, and the vice president for Student Services.
4. The president will cause copies of the final order or remand order to be served on each party.
5. The decision by the president shall constitute the final decision of the college.

## Reporting, Recording & Maintaining Records

Records of all disciplinary cases shall be kept by the appropriate disciplinary official and in the student's official college file. Except in proceedings where the student is exonerated, all documentary or other physical evidence produced or considered in disciplinary proceedings and all recorded testimony shall be preserved, insofar as possible, for not more than five (5) years. No other records of proceedings wherein the student is exonerated, other than the fact of exoneration, shall be maintained in the student's file or other college repository after the date of the student's graduation, or not more than five (5) years.

# Campus Policies

## Campus Speakers

1. Student organizations officially recognized by the college may invite speakers to the campus to address their own membership and other interested students and staff, if suitable space is available and there is no interference with the regularly scheduled program of the college. Although properly allowed by the college, the appearance of such speakers on the campus implies neither approval nor disapproval of them or their viewpoints. In the case of speakers who are candidates for political office, equal opportunities shall be available to opposing candidates if desired by them. Speakers are subject to the normal considerations for law and order and to the specific limitations imposed by the state constitution, which prohibits religious worship, exercise, or instruction on state property.
2. In order to ensure an atmosphere of open exchange and to ensure that the educational objectives of the college are not obscured, the president or designee, in a case attended by strong emotional feeling, may prescribe conditions for the conduct of the meeting, such as requiring a designated member of the staff as moderator, or requiring permission for comments and questions from the floor. Likewise, the president or designee may encourage the appearance of one or more additional speakers at any meeting or at a subsequent meeting, so that other points of view may be expressed. The president or designee may designate representatives to recommend conditions such as time, manner, and place for the conduct of particular meetings.

## Catalog Policy

The college catalog provides an overview of the college's courses, programs, services, and policies. We make every effort to convey accurate information, however, the college's classes, and programs and other activities are subject to change at any time without notice. The catalog is not intended to create a contractual obligation..

## Civil Disturbances

In accordance with provisions contained in RCW 28B.10.571 and 28B.10.572:

1. It shall be unlawful for any person, singly or in concert with others, to interfere by force or violence with any employee or student of the college who is in the peaceful discharge or conduct of his/her duties or studies.
2. It shall be unlawful for any person, singly or in concert with others, to intimidate by threat of force or violence any employee or student of the college who is in the peaceful discharge of his/her duties or studies.

3. The crimes described in RCW 28B.10.571 and 28B.10.572 shall not apply to any employee who is engaged in the reasonable exercise of their disciplinary authority.
4. Any person or persons who violate the provisions of subparagraphs 1) and 2) above will be subject to disciplinary action and referred to the authorities for prosecution.

## Commercial Activities

1. College facilities will not be used for commercial solicitation, advertising, or promotional activities except when such activities clearly serve educational objectives, including but not limited to display of books of interest to the staff or the display or demonstration of technical or research equipment, and when such commercial activities relate to educational objectives and are conducted under the sponsorship or at the request of the college.
2. For the purpose of this regulation, the term commercial activities does not include handbills, leaflets, newspapers or similarly related materials as regulated in WAC 495C-120-100.

## Crime Statistics

CRIMES REPORTED	2007	2008	2009	2010
Murder	0	0	0	0
Rape	0	0	0	0
Robbery	0	0	0	2
Aggravated Rape	0	0	0	0
Burglary/Shoplifting	7	6	0	0
Motor Vehicle Theft	3	3	2	1

ARRESTS FOR THE FOLLOWING CRIMES	2007	2008	2009	2010
Liquor Law Violations	0	0	0	0
Drug Abuse Violations	0	0	0	0
Weapons Possession	0	0	0	0

\*Statistics provided are based on reported case numbers to/by the lakewood police department.

## Distribution of Information

1. Handbills, leaflets, newspapers, and similar materials may be sold or distributed free of charge by any student or students, or by members of recognized student organizations, or by college employees on or in college facilities at locations specifically designated by the president or designee; provided such distribution or sale does not interfere with the ingress or egress of persons or interfere with the free flow of vehicular or pedestrian traffic.

2. Such handbills, leaflets, newspapers, and related matter must bear identification as to the publishing agency and distributing organization or individual.
3. All non-students shall register with the president or designee; prior to the distribution of any handbill, leaflet, newspaper, or related matter. Such distribution or sale must not interfere with the free flow of vehicular or pedestrian traffic.
4. Any person or persons who violate the provisions of subparagraphs 1) and 2) above will be subject to disciplinary action.

## Drug Free Environment

Clover Park Technical College aims for a Drug-Free Environment. A program has been developed to prevent the illicit use of drugs and the abuse of alcohol by students and employees on college property or as any part of the college's activities. Possession and/or use of illicit drugs and alcohol is a violation of the Student Code of Conduct and subject to disciplinary action.

## Free Movement on Campus

The president or designee is authorized in the instance of any event that he or she deems impedes the movement of persons or vehicles, or which he or she deems to disrupt the ingress or egress of persons from the college facilities, to prohibit the entry of, or withdraw the license of, or privileges of a person or persons or any group of persons to enter onto or remain upon any portion of the college facilities.

## Suspended Operations

In the event Clover Park Technical College must close or operate on a delayed schedule due to weather or other emergency conditions, the College will seek to provide that information to all local radio and television stations, by 5 a.m. if reasonably possible. In addition, a recorded message will be available on the School Closure & Information Line at 253/589-5707. The information will also be posted on the home page of the College web site, [www.cptc.edu](http://www.cptc.edu); and at the Public Schools Emergency Communications system web site, [www.schoolreport.org](http://www.schoolreport.org).

No announcement means normal operation.  
Announcements are for one day only.

## Non-Discrimination Policy

Clover Park Technical College does not discriminate on the basis of race, color, national origin, sex, disability, sexual orientation/gender identity, religion, or age in its program and activities. The following office has been designated to handle inquiries regarding the non-discrimination policies:

Chief Human Resources/Legal Affairs Officer  
4500 Steilacoom Boulevard S.W., Lakewood, WA 98499  
Telephone (253) 589-5533

## Registered Sexual Offender Policy

The full policy and regulations for enrollment of registered sexual offenders is available in the College Policy and Procedures Handbook. When the college is notified by a law enforcement agency that a sexual offender is planning on attending or is attending the college, appropriate notification of the offender's presence will be made to faculty, staff, and students depending on the offender's classification level. For details, contact the vice president of Student Services office.

## Safety and Hazardous Materials

Safety procedures are posted next to the First Aid kits located in all offices and classrooms of the college. Accidents should be immediately reported to a college staff member or Security office at (253) 589-5682 and an Accident/Injury Report completed. Some program areas utilize materials which are classified as hazardous chemicals. The Occupational Safety Health Act (OSHA) Communication Standard 1910.120, and the State of Washington Right to Know Statutes require that chemicals be appropriately labeled and that the college has on file a Materials Safety Data Sheet (MSDS) for each of the hazardous chemical products being packaged, handled, or transferred. The MSDS provides a description of how the identified chemical is to be handled and is readily available in case of an emergency, or upon request. Questions or concerns regarding hazardous chemicals should be referred to the faculty for further information.

## Smoking Policy

Smoking or the use of any tobacco is permitted only in designated areas. Designated areas are: parking lots, open areas, personal autos, or posted smoking shelters. Smoking will not be permitted in any state-owned building or within 25 feet of any building entryway.

## Student Right to Know

In compliance with the federal Student Right-to-Know (SR2K) and Campus Security Act of 1990 (Public Law 101-542), Clover Park Technical College makes available information about program completions on the college website, [www.cptc.edu/sr2k](http://www.cptc.edu/sr2k). A printed copy of this information may be obtained by calling (253) 589-5570.

# 2011-2012 Calendar

## September 2011

Labor Day (College Closed) .....	Sept 5
Opening Session of College 101 .....	Sept 20
Fall Quarter Start .....	Sept 26

## October 2011

Middle School Math Conference .....	Oct 6
Program Information Session (Classrooms@3 p.m.) .....	Oct 12
College Transfer Fair .....	Oct 18
CPTC Health and Wellness Fair (Building 23 @11am-2pm) .....	Oct 18
Program Information Session (Classrooms@3 p.m.) .....	Oct 26
Faculty In-Service .....	Oct 28

## November 2011

Program Information Session (Classrooms@3 p.m.) .....	Nov 9
Veterans Day Ceremony .....	Nov 10
Veterans Day Observed (College Closed) .....	Nov 10
Program Information Session (Classrooms@3 p.m.) .....	Nov 23
Thanksgiving (College Closed) .....	Nov 24-25

## December 2011

Quarterly Fees Due .....	Dec 1
Financial Aid Deadline for Winter 2012 .....	Dec 2
Program Information Session (Classrooms@3 p.m.) .....	Dec 14
Last Day of Fall Quarter .....	Dec 15
Opening Session of College 101 .....	Dec 16
Winter Break .....	Dec 16-Jan 2
Christmas (College Closed) .....	Dec 26

## January 2012

Winter Quarter Start .....	Jan 3
Program Information Session (Classrooms@3 p.m.) .....	Jan 11
Martin Luther King Day (College Closed) .....	Jan 16
Program Information Session (Classrooms@3 p.m.) .....	Jan 25

## February 2012

Program Information Session (Classrooms@3 p.m.) .....	Feb 8
President's Day (College Closed) .....	Feb 20
Program Information Session (Classrooms@3 p.m.) .....	Feb 22
Financial Aid Deadline for Spring 2012 .....	Feb 24

## March 2012

Quarterly Fees Due .....	Mar 1
Program Information Session (Classrooms@3 p.m.) .....	Mar 14
Last day of Winter Quarter .....	Mar 21
Opening Session of College 101 .....	Mar 22
Spring Break .....	Mar 22-27
Spring Quarter Start .....	Mar 28
Program Information Session (Classrooms@3 p.m.) .....	Mar 28

## April 2012

Program Information Session (Classrooms@3 p.m.) .....	Apr 11
Program Information Session (Classrooms@3 p.m.) .....	Apr 25

## May 2012

Program Information Session (Classrooms@3 p.m.) .....	May 9
Career Conference .....	May 10
College Transfer Fair .....	May 10
Program Information Session (Classrooms@3 p.m.) .....	May 23
Faculty In-Service .....	May 25
Memorial Day (College Closed) .....	May 28
Quarterly Fees Due .....	May 31

## June 2012

Program Information Session (Classrooms@3 p.m.) .....	Jun 13
Last day of Spring Quarter .....	Jun 14
Graduation Ceremony .....	Jun 16
Quarter Break .....	Jun 15-29
Opening Session of College 101 .....	Jun 21
Program Information Session (Classrooms@3 p.m.) .....	Jun 27

## July 2012

Summer Quarter Start .....	Jul 2
July Fourth (College Closed) .....	Jul 4
Program Information Session (Classrooms@3 p.m.) .....	Jul 11
Foundation Golf Tournament .....	Jul 13
Program Information Session (Classrooms@3 p.m.) .....	Jul 25

## August 2012

Program Information Session (Classrooms@3 p.m.) .....	Aug 8
Program Information Session (Classrooms@3 p.m.) .....	Aug 22
Summer Quarter Ends .....	Aug 31

## September 2012

Labor Day (College Closed) .....	Sep 3
Summer Break .....	Sep 3-21
Opening Session of College 101 .....	Sep 18
Fall Quarter Start .....	Sep 24



## Aviation Maintenance Technician Program, South Hill Campus.

For more info [www.cptc.edu/catalog](http://www.cptc.edu/catalog) or call 253-589-5800.



**Clover Park People**

# Full-Time Faculty & Administration

## AMMONS, DOUG

### *Faculty Librarian*

BA, Western Washington University;  
MLIS, University of Washington

## ANDERSON, ROBERT

### *HVAC*

AAS, Tacoma Community College

## AUTRY, TRISHA

### *Pharmacy Technician Instructor*

Licensed Pharmacy Technician;  
CPTC Vocational Certificate

## BANASZAK, LORI

### *Vice President/Instruction*

BA, MA, University of Washington

## BIRD, ANDREW

### *Dean/Division I*

BS, ME, Western Washington University

## BOWMAN, MICHAEL

### *Interior Design Instructor*

Parson's School of Design;  
ASID Certification; NCIDQ Certification;  
CPTC Vocational Certificate

## BRIDGES, WAYNE

### *Automotive Technician Instructor*

Advanced Engine Performance; ASE Certified  
Automobile; ASE Certified Master Automobile  
Technician; CPVTI Automotive Technician;  
WA State Journey Level Automotive Technician;  
CPTC Vocational Certificate

## BROWN, DAVE

### *Automotive Technology Instructor*

ASE Certified Master Automobile Technician  
AAT, Automotive Technician, Clover Park  
Technical College Diploma, Automotive  
Technician, Denver Automotive and Diesel College  
WA State Journey Level Machinist / Jig & Fixture  
Toolmaker, the Boeing Company; CPTC  
Vocational Certificate

## BROYLES, GLENDA

### *Computer Networking Technology Instructor*

BS, Computer Science, University of Alaska &  
Griffin College; AAT Computer Networking  
Technology, CPTC Network Design &  
Administration Certificate, CPTC Computer &  
Network Support Certificate, CPTC Music  
Technology for Teachers Specialist Certificate,  
Berklee College of Music Novell Netware  
Certificates Certified in Convergent Network  
Technologies Certification (CCNT) Cisco  
Certifications, CCAI, CCNA CompTIA  
Certifications, A+, Net+, i-Net+, Microsoft  
Certifications, MCT, MCSE, MCDST, MCP,  
MCP+I; CPTC Vocational Certificate

## CHASE-DEITRICH, DEBI

### *Early Care & Education Instructor*

BS, Southern Illinois University;  
MA, Chapman University;  
CPTC Vocational Certificate

## CHIARO, LOREE

### *Cosmetology Instructor*

Licensed WA State Cosmetology Instructor/  
Operator; CPTC Vocational Certificate

## CLARK, KEZIA

### *Surgical Technology Instructor*

AAS, Spokane Community College;  
CPTC Vocational Certificate

## COLLINS, MARSHALL

### *Professional Pilot Instructor*

Avionics Diploma, Clover Park Technical College

## COLLINS, TERRY

### *Nursing Program Instructor*

Licensed Registered Nurse;  
AAS, BS, Pierce College;  
CPTC Vocational Certificate

## COLOMBINI-HYKE, LISA

### *Early Care and Education Instructor*

BA, Gonzaga University;  
ME, Lesley College;  
CPTC Vocational Certificate

## COVINGTON, GARY

### *Automotive Technician Instructor*

WA State Journey Level Automotive Technician;  
Associate Level Certified Electronic Technician;  
ASE Certification; BTI Consumer Electronics;  
Automotive Technician Certificate, Clover Park  
Technical College; CPTC Vocational Certificate

## COYNER, BILL

### *Professional Pilot Instructor*

Airline Transport Pilot Certification, Flight  
Engineer-Turbojet, Certified Flight Instructor,  
Certified Instrument Instructor-Flight, Federal  
Aviation Administration; AAS, Ft Steilacoom  
Community College; BS, Southern Illinois  
University; CPTC Vocational Certificate

## CREECH, DANIEL

### *Aviation Maintenance Technician Instructor*

Commercial Pilot License, Flight Instructor  
License, AMP Mechanics License, Advanced  
Ground Instructor License

## CROPPI, CARMEN

### *Director of Basic Skills*

BA, University of the Americas;  
MEd, University of Washington

## DAM, KEN

### *Manufacturing Technologies*

Machinist Certificate, Clover Park Vocational  
Technical Institute; CPTC Vocational Certificate

## DAVID, GAIL

### *Cosmetology Instructor*

Licensed WA State Cosmetology Instructor/  
Operator

## DAVIS, LOREN

### *Director of NWCTHS*

BA, Columbian Christian College;  
MEd, City University

## DAY, CHARLENE

### *Dental Assistant Instructor*

Certified Dental Assistant; Dental Assistant  
Certificate, Clover Park Technical College;  
CPTC Vocational Certificate

## DEBRUYNE, DAVID

### *Mathematics Instructor*

BS, Washington State University;  
MS, University of Washington;  
MS AF Institute of Technology;  
CPTC Vocational Certificate

## DORUM, LUCY

### *Accounting Instructor*

BS, Western Washington University

## DOYON, GREG

### *Aviation Maintenance Technician Instructor*

Airframe & Powerplant Certification, Inspection  
Authorization-Aircraft Certification, Federal  
Aviation Administration; ASE Master Technician  
Certification; ASE L1 Advanced Engine Diagnosis  
Certification; Aviation Maintenance, Airframe  
Powerplant License; CPTC Vocational Certificate

## EDMONDS, MABEL

### *Dean of Workforce Development/Division V*

BA, Harris Teachers College;  
MA University of Missouri

## EDMONDSON, REBECCA

### *Early Care & Education Instructor*

CDA; BA, Pacific Lutheran University

## ELLIS, STEVEN

### *Dean/Division III*

BA, Virginia State University;  
MBA, University of Phoenix

## ERRIGO, JENNIFER

### *Esthetics Instructor*

Licensed Esthetician;  
CPTC Vocational Certificate

**FELCH, LINDA****Early Care & Education Instructor**

AA, Spokane Falls Community College;  
BA University of Puget Sound; CPTC Vocational Certificate

**FREDERICK, SANDY****Cosmetology Instructor**

Licensed WA State Cosmetology Instructor/  
Operator; CPTC Vocational Certificate

**FREEMAN, KURT****Automotive Collision Technician Instructor**

ASE Certification—Nonstructural Analysis and Damage Repair, Structural Analysis and Damage Repair; Automotive Structural Repair Certificate; Shark Electronic Measuring System Certificate; Mobile Air Conditioning Society Worldwide Certificate; Journey Level; CPTC Vocational Certificate

**FRINK, BARBARA****Cosmetology Instructor Adjunct (Purdy location)**

Licensed WA State Cosmetology Instructor/Operator

**FRITZ, ANDREW****Environmental Sciences & Technology Instructor**

Certified Naturalist, Certified Land Resources Analyst, Environmental Analyst, Au Sable Institute; BS, Gordon College; MS, Northeastern University; CPTC Vocational Certificate

**GANYON, MICHELLE****Cosmetology Instructor**

Licensed Cosmetology Instructor/Operator;  
CPTC Vocational Certificate

**GOINGS, AMY****VP for Operations and College Relations**

BA, Mills College;  
MPA, The Evergreen State College

**GORDON, JIM****Electronic/Fire Security Technician Instructor**

United States Marine Corps Air Wing Avionics; ADT Security Systems, BA, FA, CA, CCTV; Washington State Journeyman Electrician; Northern Computers Card Access Authorization; Fire-Lite Mass Evacuation Certification; NICET Fire Codes Certification level II; Seattle Fire Department Certificate FA-1; CPTC Vocational Certificate

**GOVE, SALLY****Written Communications Instructor**

BS, University of New Hampshire;  
MA, Northeastern University;  
CPTC Vocational Certificate

**HATHAWAY, KATHLEEN****Social Services Instructor**

AAS, Tacoma Community College;  
BA, University of Puget Sound;  
MA, Pacific Lutheran University;  
CPTC Vocational Certificate

**HOLLAND-O'HERN, CAROL****Early Care & Education Instructor**

CPTC Vocational Certificate

**HOLLOWELL, KELLY****Computer & Information Systems Security Instructor**

Certified Microsoft Pre-installation Specialist for: Windows XP, 2000, 2000 Server, 9x, Millennium (Me), and Office XP; CompTIA A+, Net+, Linux+ Certificate; Microprocessors and Controllers Certificate; Microsoft (70-210) Win2k Pro (MCP), (70-215) Win2k S; CPTC Vocational Certificate

**HOLSTER, ELAINE****Faculty Librarian**

BA, BS, University of Texas;  
MLIS, University of Texas

**HOOKER, STEVE****Mathematics Instructor**

BA, Eastern Connecticut State University;  
MA, University of Phoenix

**HOUSER, SUNNY****Interior Design Instructor**

AAS, Clover Park Technical College;  
BA, Western Washington University

**HUNTER, FRAN****Dental Business Office Assistant Instructor**

CPTC Vocational Certificate

**IVERSON, AUSTIN****3D Arts & Animation Instructor**

AAS, Clover Park Technical College

**JENNISON, SHAWN****Director of Marketing & Communications**

BA, Pacific Lutheran University;  
AAS, Tacoma Community College

**JOHNSON, JIM****HVAC Instructor**

Mechanical Engineering Instructor; WA Specialty Electrician License; CFC Universal License, Refrigeration License; Hazmat Teaching Certificate

**JOHNSON, ROBERTA****Cosmetology Instructor**

Licensed WA State Cosmetology Instructor/  
Operator; CPTC Vocational Certificate

**JOLLY, WILLIAM****Restaurant Management Instructor**

Hospitality Production Certification;  
AAS, South Seattle Community College;  
CPTC Vocational Certificate

**JONES, MICHELE****Medical Assistant Instructor**

Certified Medical Assistant; Medical Assistant Certificate, Clover Park Technical College;  
AAS, Tacoma Community College;  
CPTC Vocational Certificate

**KLUG, DENISE****Cosmetology Instructor**

Licensed WA State Cosmetology/Esthetics/  
Manicurist/Barber Operator/Instructor;  
CPTC Vocational Certificate

**LAMB, DEAN****Architectural Engineering Design Instructor**

Member, CSI & ICC; Licensed WA State Architect; ESRI Authorized ArcGIS 1<sup>®</sup> Instructor;  
BA, BS, Washington State University;  
CPTC Vocational Certificate

**LAZARUS, BRENDA****LPN Instructor**

Licensed Registered Nurse;  
BSN, Pacific Lutheran University

**LEWANDOWSKI, DEBRA****Dental Assistant Instructor**

Certified Dental Assistant; Dental Assistant Diploma, Clover Park Vocational Institute;  
CPTC Vocational Certificate

**LIND, CONNIE****Cosmetology Instructor**

Licensed WA State Cosmetology/Esthetics/  
Manicurist/Barber Operator/Instructor;  
CPTC Vocational Certificate

**LOFGREN, RAY****Automotive Upholstery & Glass Instructor**

Automotive Upholstery & Glass Technician Certificate, Clover Park Technical College

**LOVEDAY, JOYCE****Assistant Vice President for Instruction**

BA, Wheaton College;  
MBA, Idaho State University;  
PhD, Oregon State University

**MACDOUGALL, JUDY****Registrar**

**MAIN, DANIEL****Welding Technology Instructor**

AA, South Puget Sound Community College  
 BS, Embry-Riddle Aeronautical University  
 AWS Certified Welding Inspector  
 WABO Certified Welder  
 WABO Certified Welder Examiner

**MANDLEY, LARITA****Dean of Division II**

BA, The Evergreen State College;  
 ME, City University

**MASSEY, DEAN****Culinary Arts Instructor**

Pierce County Food Service Management License;  
 Food Service Specialist Certification; Advanced  
 Food Service Specialist Certification, Clover Park  
 Vocational Institute

**MAY, RANDY****Residential Construction**

AA Central Texas Certified Graduate Remodeler  
 (CGR) Certified Aging in Place Specialist (CAPS)

**MCGLAUTHLIN, DEBRA****Cosmetology Instructor**

Licensed WA State Cosmetology /Esthetics/  
 Manicurist/Barber/Operator; Reflexology  
 Certification, Digits International, Reflexology  
 Institute; Aromatic Studies Certification, Michael  
 Schoels School of Aromatic Studies; CPTC  
 Vocational Certificate

**MCGOVERN, TAYLOR****Counselor**

BA, Psychology, PLU;  
 MA, Theological Studies, Faith Seminary

**MEZIERE, YVONNE****Massage Therapy Instructor**

License WA State Massage Practitioner;  
 CPTC Vocational Certification

**MOECKEL, STEVE****Automotive Technology Instructor**

Automotive Technology Certification;  
 ASE Certification; WA State Journeyman  
 Certification; CPTC Vocational Certification

**MOLLAS, TULA****Mathematics/English Instructor**

AA, South Puget Sound Community College;  
 BS, Southern Illinois University

**MOYER, JOHN****Graphic Technologies Instructor**

Graphic Arts Program, Washington Technical  
 Institute; CPTC Vocational Certification

**MUIR, CARRIE****Architectural Engineering Design Instructor**

AAT, Clover Park Technical College

**NARANJO, GENEVIEVE****Business Support Services Instructor**

Legal Secretary Procedures Certificate;  
 CPTC Vocational Certification

**NIX, ROGER****Adult Basic Education Instructor**

Provisional Teaching Certificate;  
 BA, University of Washington

**NOLAN, DANIELLE****Surgical Technology Instructor**

Certified Surgical Technologist; State Registration,  
 CST-R; AAS, Tacoma Community College;  
 CPTC Vocational Certification

**OFFERDAHL, ROBERT****Automotive Technician Instructor**

ASE Certified Master Technician, I1-Advanced  
 Engine Performance; Automotive Technician  
 Program, Clover Park Vocational Institute;  
 CPTC Vocational Certification

**OWENS, DARRYL****Graphic Technologies Adjunct Faculty**

BA, Western Washington University;  
 AA, Pierce College

**PARNELL, SAM****Mathematics Instructor**

BA, Evergreen State College;  
 CPTC Vocational Certification

**PEARCE, DONALD****HVAC Technician Instructor**

EPA Registered Proctor; Refrigeration Service  
 Engineer Society Service Technician;  
 AA, HVAC/R Technology; CPTC Vocational  
 Certification

**PEDERSEN, MARY****Counselor**

BA, University of Washington;  
 MS, Western Washington University

**PENNISI, TRACY ROSE****Social Services Instructor**

Licensed WA State Registered Counselor;  
 BA, Vanderbilt University;  
 MS, Eastern Michigan University

**POTTER, MIKE****Aviation Maintenance Technician Instructor**

Airframe & Powerplant Mechanic Certification,  
 Designated Mechanic Examiner Certification,  
 Federal Aviation Administration;  
 CPTC Vocational Certification

**RANDALL, JODY****Computer Information & Security**

AAT PC/LAN Support Technician;  
 Microprocessor and Controller Technician, A+,  
 Network +, Certified Novell Netware 5  
 Administrator, & BrainBench Linux +  
 Certification; CPTC Vocational Certification

**RICHARDS, GREG****Automotive Collision Technician Instructor**

ADP Shop Link Computer Estimating  
 Certification; WA State Journey Level Auto Body  
 Technician; ASE Master Certified, Certified  
 Collision Estimating I-CAR CR3000, Finish  
 Matching, Plastics; CPTC Vocational Certification

**ROBBINS, TOM****Computer Networking Technology Instructor**

Novell Network Engineering Certificate;  
 Certified Electronics Technician (CET) ISCET;  
 A+ Certification, CompTIA; Data Comm  
 Technologies (CTC) Certificate; Electronic  
 Equipment Service Technician, Bates; Computer  
 Maintenance Service Technician; CPTC AAS, Ft  
 Steilacoom Community College; CPTC  
 Vocational Certification

**ROBERTS, DAN****Landscape Management Instructor**

BS, Washington State University;  
 CPTC Vocational Certification

**ROBINSON, RAY****Computer & Information Security Instructor**

A+, NET+, Server+, Security+ Certifications;  
 Microsoft Certified Professional & Administrator;  
 Certified Novell Administrator 50; Linux+  
 Certified Professional; Certified Network Systems  
 Technician; FEMA Certifications: IS00001,  
 IS00003, IS0005A, IS0000; CPTC Vocational  
 Certification

**SANDOVAL, LORETA****ABE Instructor / GED Test Administrator**

BS, Saint Louis University

**SCHMELING, LAVERTA****Mathematics Instructor**

BA, Portland State University; Professional  
 Diploma, University of Hawaii; MEd, University of  
 Washington-Tacoma; American Ethnic & Gender  
 Studies Certificate, Tacoma Community College

**SCOTLAND, TERESA****Health Unit Coordinator Instructor**

CPTC Vocational Certification

**SHIELDS, MAUREEN****Esthetics Instructor**

Licensed Esthetician

**SIBBERS, DONNA****Nursing Program Instructor**

BA, Idaho State University;  
 Licensed Registered Nurse

**SIEDLICKI, MELISSA***Esthetics Sciences (Medical) Instructor*

Licensed WA State Cosmetology/ Manicurist/  
Esthetics/Operator; Clinical Esthetics Certification

**SIMMONS, MAUREEN***Sparks Pharmacy Technician Instructor*

WA State Certified Pharmacy Technician;  
Nationally Certified Pharmacy Technician;  
Clover Park Technical College Licensed Pharmacy  
Technician; CPTC Vocational Certification

**SIMPKINS, MICHELLE***Massage Therapy Instructor*

Licensed WA State Massage Practitioner;  
BA, University of Puget Sound;  
CPTC Vocational Certification

**SMITH, DANIEL***Adjunct Faculty/Basic Construction***SMITH, KATHRYN***Environmental Sciences  
& Technology Instructor*

BA, Washington State University;  
MES, The Evergreen State College;  
CPTC Vocational Certification

**SOLBRACK, ANNEMARIE***Counselor*

BA, Seattle Pacific University;  
MA.Ed, Seattle University

**SOUZA, DON***Computer & Information Systems  
Security Instructor*

Microsoft Certification, MCP; CompTIA Certified  
A+; BrainBench Certifications Network  
Technician; AA, Community College of the Air  
Force; CPTC Vocational Certification

**STACEY-CLEMONS, JUNE***Vice President for Student Services*

MA, Western Washington University;  
BA, University of Kentucky

**STEVENS, HEATHER***ESL Instructor*

MEd, City University;  
BA, The Evergreen State College;  
TESOL Certificate

**STROUP, LINDSEY***Medical Assistant Instructor*

Certified Medical Assistant;  
CPTC Vocational Certification

**SWEERUS, NEIL***Mathematics Instructor*

AAS, Computer Programming; AAS, Web  
Development; AAS, Anthropology; BA, ME,  
Stevens Institute of Technology; MS, University of  
Massachusetts; MS, Brown University; PhD,  
Northeastern University; Certificate in American  
Ethnics & Gender Diversity; CPTC Vocational  
Certification

**THOMPSON, TIM***Psychology Instructor*

BA, University of Washington;  
MS, University of Washington

**TUTTLE, JIM***Chief Human Resources/Legal Affairs Officer*

JD, Willamette University;  
BA, University of Washington

**VAN BEEK, CAROLYN***Counselor*

BS, Central Washington University;  
MA, Chapman University

**VAN BEEK, MARK***Computer Information Technology  
Instructor*

MEd, Lesley University;  
BA, Pacific Lutheran University

**VENDITTI, PHILLIP***Speech / Communications Instructor*

BA, University of Colorado; MS, University of  
Tennessee; MA, School for International Training;  
MA, University of WA, PhD, University of Texas

**VICK, PHIL***Aviation Instructor*

Airframe & Powerplant Mechanic Certification;  
Inspection Authorization Certification; Federal  
Aviation Administration; CPTC Vocational  
Certification

**WAGERS, JANE***Materials Management Instructor*

Licensed Practical Nurse; Licensed Surgical  
Technologist; AA, Big Bend Community College

**WALSTRUM, JOHN***President*

AA, Catonsville Community College;  
BS, MA, PhD, University of Maryland

**WATTS, JULIE***Interior Design Instructor Adjunct*

BA, Pacific Lutheran University;  
AAS, Clover Park Technical College;  
AAS, Pierce College

**WEBSTER, MARK***Media Design & Productions Instructor*

Graphic Communications International Union,  
Local 767M; Journeyman Press Operator, Offset  
Reprographics, Clover Park Vocational Institute;  
Web Design & Development Certificate, Clover  
Park Technical College

**WEIGELT, GLEN***Adult Basic Education Teacher*

BA, Eastern Washington University;  
MA, Temple University;  
CPTC Vocational Certification

**WESTERBERG, ROSALIE***BSS/Computer Application Specialist*

Microsoft Office Specialist (MOS) Master;  
WAOL Certified; AAS, Community College of  
Aurora; BA, Eastern Washington University

**WHEELER, MIKE***Psychology Instructor*

Licensed WA State Mental Health Counselor;  
BS, Washington State University;  
MS, Pacific Lutheran University

**WHITE, DUKE***Social Services*

MA, Pacific Lutheran University;  
BA, Western Washington University;  
AA, Fort Steilacoom Community College

**WILSON, JACKIE***Customer Service/Call Center Specialist  
Instructor*

CPTC Vocational Certification

**WIRTH, ROBERTA***Dental Assistant Instructor*

CPTC Vocational Certification

**YOST, KATHY***Interim VP Finance & Budget*

BS, Limestone College;  
MBA, The Citadel College

# Index

## A

Academic Calendar .....	150
Academic Progress .....	141
Academic Standards .....	134
Accounting, Bookkeeping Clerk, Certificate .....	27
Accounting, Courses .....	77
Accounting, Degree .....	26
Accreditation .....	5
A+ Certification .....	75
Adult Basic Education, Courses .....	78
Adult Basic Skills .....	15
Adult High School Completion .....	12
Aerospace Composite Technician, Certificate .....	32
Aerospace Composite Technician, Courses .....	86
Affiliated Child Care Center Program .....	24
Agency Funding .....	19
American Sign Language, Courses .....	80
ANEW (Apprenticeship & Non-Traditional Employment for Women) .....	75
Annual Notification of Rights Under FERPA .....	143
Architectural Engineering Design, Architectural: CAD Drafting, Certificate .....	28
Architectural Engineering Design, Courses .....	79
Architectural Engineering Design, Degree .....	27
Art, Courses .....	80
Assessment .....	9
Associated Student Government .....	22
Attendance Policy .....	134
Automotive Collision, Refinishing Technician, Certificate .....	28
Automotive Collision, Structure Repair Technician, Certificate .....	28
Automotive Collision Technician, Certificate .....	28
Automotive Collision Technician, Courses .....	80
Automotive Restoration & Customization - Finishing, Assessment & Research, Certificate .....	29
Automotive Restoration & Customization - Finishing, Certificate .....	29
Automotive Restoration & Customization - Finishing, Courses .....	81
Automotive Technician, Courses .....	82
Automotive Technician, Degree .....	29
Automotive Technician, Drive Train Technician, Certificate .....	31
Automotive Technician, Electrical, Electronics & AC/Heating Technician, Certificate .....	31
Automotive Technician, Engine Repair & Engine Performance Technician, Certificate .....	31
Automotive Technician, Ford Maintenance & Light Repair Technician, Certificate .....	30
Automotive Technician, Front End & Brakes, Certificate .....	32
Automotive Technician, Hybrid & Alternative Fuel Vehicle Maintenance, Certificate .....	31
Automotive Technician, Hybrid & Alternative Fuel Vehicle Technician, Degree .....	30
Automotive Upholstery & Glass	

Technician, Courses .....	84
Aviation Maintenance Technician, Airframe Maintenance Technician, Certificate .....	33
Aviation Maintenance Technician, Courses .....	84
Aviation Maintenance Technician, Degree .....	32
Aviation Maintenance Technician, Powerplant Technician, Certificate .....	33

## B

Biology, Courses .....	86
Board of Directors .....	6
Board of Trustees .....	6
Bookstore .....	23
Business, Courses .....	87

## C

Campus Life & Services .....	22
Campus Map .....	158
Campus Policies .....	148
Career Center .....	12
Central Service/Sterile Processing, Certificate .....	34
Central Service/Sterile Processing, Courses .....	87
Chemistry, Courses .....	87
CLEP & DSST Credit .....	137
Clover Park Technical College Degrees .....	138
Clover Park Technical College Foundation .....	5
Clubs & Organizations .....	23
College Advisory Council .....	6
College Success, Courses .....	88
Commencement .....	142
Computer Applications, Courses .....	88
Computer Information Technology, Computer Programmer, Certificate .....	36
Computer Information Technology, Courses .....	88
Computer Information Technology, Degree .....	34
Computer Information Technology, .Net Developer, Certificate .....	36
Computer Information Technology, Web Developer, Certificate .....	37
Computer Networking & Information Systems Security, Cisco Network Design & Security, Certificate .....	38
Computer Networking & Information Systems Security (CNISS), Courses .....	91
Computer Networking & Information Systems Security, Computer & Communications Security, Certificate .....	38
Computer Networking & Information Systems Security, Computer Networking & Information System Security Professional, Certificate .....	39
Computer Networking & Information Systems Security, Degree .....	37
Computer Networking & Information Systems Security, Microsoft Network Admin & Security, Certificate .....	39
Construction Residential, Courses .....	93
Continuing Education .....	11
Core Allied Health, Courses .....	93
Cosmetology, Certificate .....	40
Cosmetology, Courses .....	94
Counseling/Advising Center .....	14

Course Descriptions .....	77
Course Numbering .....	135
Culinary Arts, Basic Cooking Skills, Certificate .....	41
Culinary Arts, Courses .....	95
Culinary Arts, Degree .....	40
Culinary Arts, Pastry Arts, Certificate .....	42
Culinary Arts, Pastry Arts, Degree .....	41
Culinary Arts, Restaurant Management, Certificate .....	41

## D

Degree/Certificate Completion Procedures .....	140
Dental Administrative Specialist, Certificate .....	44
Dental Administrative Specialist, Courses .....	97
Dental Assistant, Certificate .....	43
Dental Assistant, Courses .....	96
Dental Assistant, Degree .....	42
Dietary Manager Program Certificate .....	75
Disabilities Accommodations .....	14
Disciplinary Process .....	145
Dress Standards .....	144
Drug Free Environment .....	149
Dual Credit for High School Students .....	11

## E

Early Care & Education, Childhood Foundation, Certificate .....	45
Early Care & Education, Childhood Leadership, Certificate .....	46
Early Care & Education, Childhood Specialist, Certificate .....	46
Early Care & Education, Courses .....	97
Early Care & Education, Creating a Green Classroom, Certificate .....	46
Early Care & Education, Degree .....	44
Early Care & Education, School-Age Out-of-School Program, Certificate .....	47
Early Care & Education, Special Needs, Certificate .....	47
Early Care & Education, Sustaining a Green Program, Certificate .....	47
Economics, Courses .....	100
Electrician Low Voltage Fire/Security, Certificate .....	48
Electrician Low Voltage Fire/Security, Courses .....	100
Electrician Low Voltage Fire/Security, Degree .....	47
Emergency Call Taker Certificate .....	75
English as a Second Language, Courses .....	102
English, Courses .....	101
Environmental Sciences & Technology, Courses .....	103
Environmental Sciences & Technology, Degree .....	48
Esthetic Sciences, Courses .....	104
Esthetic Sciences, Degree .....	49
Esthetic Sciences, Esthetics, Certificate .....	49
Esthetic Sciences, Medical Esthetics, Certificate .....	50

## F

Financial Aid .....	17
Flagger Training .....	76
Food Services .....	23

Forklift Certificate .....75  
 Full-Time Faculty & Administration ..... 152

**G**

GED Preparation Classes & Testing ..... 15  
 General Education ..... 136  
 Geography, Courses ..... 106  
 Geology, Courses ..... 106  
 Getting Started .....8  
 Graduation ..... 142  
 Graphic Technologies, Courses ..... 106  
 Graphic Technologies, Degree .....50  
 Graphic Technologies, Graphic Design, Certificate ..... 51  
 Graphic Technologies, Prepress Operations, Certificate ..... 51

**H**

Health Unit Coordinator, Certificate .....52  
 Health Unit Coordinator, Courses ..... 107  
 Heating & Air Conditioning/Refrigeration Service Technician, Basic HVAC/Refrigeration Service Technician, Certificate .....53  
 Heating & Air Conditioning/Refrigeration Service Technician, Degree ..... 52  
 Heating & Air Conditioning Service Technician (HVAC), Courses ..... 107  
 Hemodialysis, Courses ..... 109  
 Hemodialysis Technician, Certificate ..... 53  
 Honor Societies ..... 140  
 Human Resources Generalist Certificate .....75  
 Human Resources Management Certification .....76  
 Human Services/Chemical Dependency, Courses ..... 109  
 Human Services/Chemical Dependency, Degree ..... 54  
 Human Services/Chemical Dependency Specialist, Certificate .....55  
 Human Services, Degree .....54  
 Human Services, Gang Intervention Specialist, Certificate .....56

**I**

Interior Design, Courses ..... 112  
 Interior Design, Degree ..... 56  
 Interior Design, Green Design, Certificate ..... 57  
 Interior Design, Kitchen & Bath, Certificate ..... 57  
 International Students ..... 21

**L**

Library & Computer Labs ..... 24

**M**

Manufacturing Technologies, Courses ..... 114  
 Manufacturing Technologies, Degree ..... 57  
 Manufacturing Technologies, Machinist Apprentice, Certificate ..... 58  
 Manufacturing Technologies, Machinist Helper, Certificate ..... 58  
 Massage Studies, Clinical Massage

Practitioner, Certificate .....59  
 Massage Studies, Courses ..... 114  
 Massage Studies, Degree ..... 58  
 Massage Studies, Swedish Practitioner, Certificate ..... 59  
 Material Science, Composites, Degree ..... 60  
 Material Science, Courses ..... 116  
 Material Science, Eddy Current Testing, Certificate ..... 61  
 Material Science, Magnetic Particle & Liquid Penetrant Testing, Certificate ..... 61  
 Material Science, Nondestructive Testing, Degree ..... 60  
 Material Science, Radiographic Testing, Certificate ..... 61  
 Material Science, Ultrasonic Testing, Certificate ..... 62  
 Mathematics, Courses ..... 118  
 MCSE Certificate ..... 76  
 Media Design & Production, Courses ..... 119  
 Media Design & Production, Degree ..... 62  
 Media Design & Production, Web Design & Open Source Web Development, Certificate ..... 63  
 Medical Assistant, Certificate ..... 63  
 Medical Assistant, Courses ..... 121  
 Medical Billing Specialist Certificate ..... 75  
 Medical Histology Technician, Courses ..... 122  
 Medical Histology Technician, Degree ..... 64  
 Medical Laboratory Technician, Courses ..... 122  
 Medical Laboratory Technician, Degree ..... 65  
 Medical Transcription Certificate ..... 76  
 Military Experience ..... 137  
 Multicultural Student Services ..... 14  
 Music, Courses ..... 123

**N**

Network+ Certification ..... 76  
 Non-Discrimination Policy ..... 149  
 Northwest Career & Technical High School ..... 11  
 Nursing Assistant Certificate ..... 76  
 Nursing, Courses ..... 123  
 Nursing, Nursing Assistant, Certificate ..... 66  
 Nursing, Nursing Assistant (I-BEST), Certificate ..... 66  
 Nursing, Practical Nursing, Certificate ..... 67  
 Nursing, RN Option, Degree ..... 68

**O**

On-Campus Child Care ..... 24  
 Opportunity Grant ..... 19

**P**

Parking & Transportation ..... 23  
 Pastry Arts, Courses ..... 127  
 Paying for College ..... 16  
 Pharmacy Technician, Certificate ..... 69  
 Pharmacy Technician, Courses ..... 128  
 Pharmacy Technician, Degree ..... 69  
 Physics, Courses ..... 128  
 Policies & Procedures ..... 133

Professional Pilot, Commercial Pilot, Certificate .....71  
 Professional Pilot, Courses ..... 128  
 Professional Pilot, Degree ..... 70  
 Professional Pilot, Flight Instructor, Certificate .....72  
 Professional Pilot, Instrument Pilot, Certificate .....72  
 Professional Pilot, Private Pilot, Certificate ..... 72  
 Program Descriptions ..... 26  
 Project Head Start ..... 24  
 Psychology, Courses ..... 130

**R**

Refund Policy ..... 16  
 Repeating a Course ..... 135  
 Rights & Responsibilities ..... 20  
 Right to Demand Identification ..... 144  
 Running Start ..... 12

**S**

Safety and Hazardous Materials ..... 149  
 Satisfactory Academic Progress ..... 20  
 Scholarships ..... 19  
 Security ..... 24  
 Servicemember Opportunity College (SOC) ..... 137  
 Short-Term Training Programs ..... 75  
 Smoking Policy ..... 149  
 Sociology, Courses ..... 130  
 Student Academic Responsibilities ..... 134  
 Student Center ..... 23  
 Student Code of Conduct ..... 144  
 Student Concerns/Academic Appeal ..... 141  
 Student Council ..... 22  
 Student Loans ..... 19  
 Student Progress Policy ..... 140  
 Student Records ..... 143  
 Surgical Technology, Courses ..... 130  
 Surgical Technology, Degree ..... 73  
 Suspended Operations ..... 149  
 Sustainable Building Science, Courses ..... 131  
 Sustainable Building Science, Degree ..... 73  
 Sustainable Building Science, Residential Construction, Certificate ..... 74

**T**

Transcripts ..... 143  
 Transfer Agreements ..... 138  
 Transfer Rights and Responsibilities ..... 138  
 Tuition and Fees ..... 16  
 Tutoring Services ..... 15

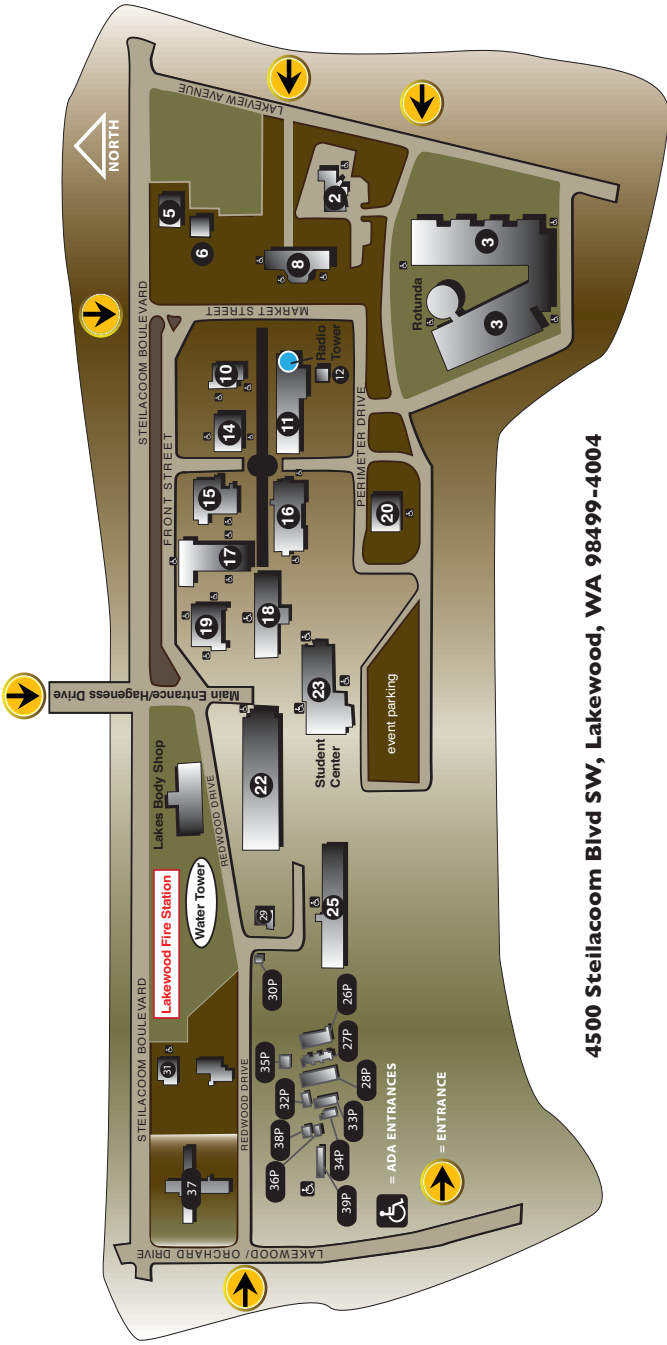
**V**

Veterans ..... 12

**W**

Welding, Courses ..... 132  
 Welding Technology, Certificate ..... 74  
 Worker Retraining Grant ..... 13  
 Workfirst ..... 12

CAMPUS MAP



4500 Stellacoomb Blvd SW, Lakewood, WA 98499-4004



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**SHC** = South Hill Campus  
**WiFi** = located in select areas of these buildings.  
**P** = portable building  
**WIRELESS NETWORK** = cptc    **PASSWORD** = free

Accounting	10	CA
Aerospace Composite Technician	10	CA
Administrative Offices	17	CA
Adult Basic Education	37	
Advising	17	CA
Architectural Engineering Design	19	CA
Assessment Center	17	CA
Associated Student Government	23	CA
Aviation Maintenance Technician	3	CA
Automotive Programs	3	CA
Barbering	8	CA
Boardroom	3	Rotunda
Bookstore	23	CA
Business Office	17	CA
Business Support Services	19	CA
CAD Laboratory	19	CA
Cafeteria/Esspresso	23	CA
Career Center	17	CA
Central Service/Sterile Processing	37	Rotunda
Child Development Center	20	
College Relations (Building 11 in KVTT Offices)	17	CA, 11
Computer Applications	19	CA
Computer Information Technology	16	CA
Computer Networking & Information Systems Security	16	CA
Conference Center	23	CA
Conference Center Event Parking	23	CA
Construction – Residential/Sustainable Building	5	
Continuing Education	19	CA
Cosmetology	8	CA
Counseling/Advising	17	CA
Culinary Arts	3	CA
Custodial Services	22	
Customer Service/Call Center Specialist	10	CA
Dental Assistant	14	CA
Dental Business Administrative Specialist	14	CA

Early Care & Education	10	CA
Electrician Low Voltage Fire/Security	16	CA
eLearning	16	CA
Environmental Sciences & Technology	16	CA
Esthetic Sciences	8	CA
Expressions Apparel	23	CA
Financial Aid	17	CA
Foundation	19	CA
GED Testing	17	CA
Graphic Technologies	11	CA
Head Start	20	
Health Unit Coordinator	10	CA
Heating/Air Conditioning Service Technician	25	
Hemodialysis	16	CA
Human Resources	17	CA
Human Services Program	10	CA
IBEST	37	CA
Instruction	19	CA
Interior Design	17	CA
International Programs	22	
KVTT Radio Station	11	CA
Lakewood Chamber of Commerce	19	CA
Landscape Management	25	
Learning Lab	17	CA
Library	15	CA
Maintenance Office/Shop	22	
Manufacturing Technologies	25	CA
Massage Studies Lab	8	
Massage Studies Classroom	10	CA
Material Science: Non Destructive Testing	25	
Math Labs	16	3P/15
Media Design & Production	11	CA
Medical Assistant	37	CA
Medical Histology Technician	16	CA
Medical Laboratory Technician	14	

Nursing Programs	2	
NW Career & Technical High School	14	CA
Operations/Facilities	17	CA
Parking	23	CA
Personal Care Services	8	CA
Pharmacy Technician	11	CA
Pierce County Television	11	CA
Pierce County Television Offices	12	
President's Office	17	CA
Professional Pilot	3	CA
Radio Station (KVTT)	11	CA
Rainier Room Cafe/ Culinary Arts	31	CA
Resource Center (Library)	15	CA
Restaurant Operations Program	31	CA
Retail Business Marketing/Management	23	CA
Rotunda	3	CA
Security Office	22	
Self Paced Computer Lab	19	CA
Shipping/Receiving	22	
South Sound Washington Business Center	19	CA
Student Center	23	CA
Student Programs and ASG	23	CA
Student Records	17	CA
Student Services	17	CA
Studio A	11	CA
Studio B	11	CA
Surgical Technology	14	
Tutoring Center	15	CA
Veterans Resource Center	23	CA
Video Teleconference Center	23	CA
Welding Technology	25	
Worker Retraining	17	CA
WorkFirst Learning Center	16	CA
Workforce Training & Development	16	CA



The instructors at Clover Park provided more than education, **they gave me the confidence to challenge myself and inspired me to embrace lifelong learning.**



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